

F.NO.2-13/2017-TS.I
Government of India
Ministry of Human Resource Development
Department of Higher Education
Technical Section - I

Shastri Bhawan, New Delhi
Dated July 14, 2017

To,
The Registrar
IIT Delhi

Subject: Cadre Recruitment and Promotion Rules for Group A, B & C employees in IIT Delhi

Sir,

I am directed to refer to your letter dated 03.05.2017 on the subject mentioned above and to say that this Ministry has no objection to the proposed Recruitment Rules, subject to the following:-

- (i) The non-functional financial upgradation proposed under TCAS should be deleted from the RRs.
- (ii) The scale of pay for the post of Executive Engineer, in Pay Band-3, Grade Pay of Rs. 7600/- may be replaced with Pay Band-3, Grade Pay of Rs.6600/- with five years' experience as Assistant Executive Engineer in Grade Pay of Rs.5400/- in PB-3, as is the case in other IITs.

Yours faithfully,

(Kundan Nath)
Under Secretary to the Govt. of India
Tel: 2381698

October, 2016



INDIAN INSTITUTE OF TECHNOLOGY DELHI

RECRUITMENT RULES

**FOR
GROUP 'A', 'B' & 'C'
(NON-ACADEMIC) STAFF**

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The attached document concerning to “Recruitment Rules” have the following:

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A SUMMARY OF TOTAL POSTS AT VARIOUS LEVELS

Administration Staff Posts

Name of the Section / Unit / Offices	Registrar	D.R.	A.R.	Supdt./ Accounts Officer	Jr. Supdt./ Jr. Accounts Officer	Sr. Asstt. / Sr. Asstt. (A/cs)	Jr. Asstt. / Jr. Asstt. (A/cs)	Total
Director's Office	-	-	-	02	02	02	-	06
Dy. Director's Office	-	-	-	02	-	02	-	04
Registrar	01	-	-	01	02	01	-	05
Deans	-	-	-	-	07	-	-	07
Deptt./Centre Office	-	-	-	-	-	27	41	68
HR (E-1 & E-2)	-	01	02	04	08	08	15	38
Academics	-	01	02	04	08	08	15	38
Coordination	-	01	02	04	08	08	15	38
Accounts	-	01	02	04	08	08*	15	38
Audit	-	01	-	02	04	05*	07	19
Procurement /Stores	-	01	-	02	04	04	08	19
R&D	-	-	02	-	-	-	-	02
Estate & Works	-	-	-	02+01(A/c's) = 03	04+02(A/c's) = 06	03	06	18
Hospital (Health)	-	-	-	-	-	01	-	01
Alumni	-	01	-	-	-	-	-	01
Hostels (Accounts)	-	-	01	-	02	02	-	05
Hostels (Admin.)	-	-	01	-	02	01	02	06
Total	01	07	12	28	61	80	124	313

* Including 01 Secretary/ P.A.

Total (Consolidated) Number's of Staff

Name of the Posts	No. of posts
Admin. Staff	313 (i.e. 262+51 A/cs & Audit)
Tech. Lab. Staff	319 (cut-off list attached)
Library Staff	25
Estate & Works (Tech. Staff)	50
Security Staff	16
Fire Staff	01
Hospital (Health) Staff	37
Transports Staff	09
Sanitary Staff	02
Pre-Primary School Staff	05
Physical Education (Sports) Staff	07
Guest Houses Staff	14
Counseling Services Staff	04
Hostels Staff	48
Hindi Cell Staff	01
Training & Placement Staff	03
Total	854

Administrative Staff

S.No.	Gp.	Name of the Post	Grade Pay	No. of Posts	Direct % age	LDE %age	DPC %age	Remarks
01.	A	Registrar	10,000	01	-	-	-	Contract/Deputation
02.	A	Dy. Registrar	7,600	07	75	25	-	
03.	A	Asstt. Registrar	5,400	12	50	50	-	
04.	B	Supdt.	4,800	24	-	75	25	
05.	B	Jr. Supdt.	4,200	50	50	30	20	
06.	C	Sr. Assistant	2,800	65	-	75	25	
07.	C	Jr. Assistant	2,000	103	90	10	-	

Total: 262 Posts

Accounts/Audit Staff

S.No.	Gp.	Name of the Post	Grade Pay	No. of Posts	Direct % age	LDE %age	DPC %age	Remarks
01.	B	Accounts Officer	4,800	06	-	75	25	
02.	B	Jr. Accounts Officer	4,200	12	50	30	20	
03.	C	Sr. Asstt. (A/cs.)	2,800	11	-	75	25	
04.	C	Jr. Asstt. (A/Cs.)	2,000	22	90	10	-	

Total: 51 Posts

Technical Lab. Staff

S.No.	Gp.	Name of the Post	Grade Pay	No. of Posts	Direct % age	LDE %age	DPC %age	Remarks
01.	A	Principal Tech. Officer	7,600	10	75	25	-	
02.	A	Technical Officer	5,400	30	50	30	20	
03.	B	Tech. Supdt.	4,800	37	-	75	25	
04.	B	Jr. Tech. Sudpt.	4,200	80	50	30	20	
05.	C	Sr. Mech. /SLA	2,800	162	90	10	-	
06.	C	Jr. Mech./ JLA	2,000		-	100	-	Only till existing Attendants otherwise this number of post to be added to SLA post.

Total: 319 Posts

Library Staff

S.No.	Gp.	Name of the Post	Grade Pay	No. of Posts	Direct % age	LDE %age	DPC %age	Remarks
01.	A	Librarian	10,000	01	-	-	-	As per UGC guidelines
02.	A	Dy. Librarian	8,000	04	-	-	-	
03.	A	Asstt. Librarian	6,000	06	-	-	-	
04.	B	Asstt. Lib. Info. Officer	4,800	02	-	50	50	
05.	B	Sr. Lib. Info. Assistant	4,200	04	50	25	25	
06.	C	Lib. Info. Assistant	2,800	08	100	-	-	

Total: 25 Posts

Es. te & Works (Technical) Staff

S.No	Gp.	Name of the Post	Grade Pay	No. of Posts	Direct % age	LDE %age	DPC %age	Remarks
01.	A	Institute Engineer	10,000	01	100	-	-	
02.	A	Superintending Engineer	8,700	02	100	-	-	
03.	A	Executive Engineer	7,600	05	50	50	-	
04.	A	Asstt. Exec. Engineer	5,400	08	75	25	-	
05.	B	Assistant Engineer	4,800	08	-	75	25	
06.	B	Jr. Engineer	4,200	08	100	-	-	
07.	C	Sr. Mechanic	2,800	06	-	75	25	
08.	C	Jr. Mechanic	2,000	12	90	10	-	

Total: 50 Posts

Security Staff

S.No.	Gp.	Name of the Post	Grade Pay	No. of Posts	Direct % age	LDE %age	DPC %age	Remarks
01.	A	Chief Security Officer	7,600	01	100	-	-	Direct/Deputation
02.	A	Security Officer	5,400	02	50	50	-	
03.	B	Asstt. Security Officer	4,200	05	60	40	-	
04.	C	Security Inspector	2,800	08	100	-	-	

Total: 16 Posts

Fire Staff

S.No.	Gp.	Name of the Post	Grade Pay	No. of Posts	Direct % age	LDE %age	DPC %age	Remarks
01.	B	Asstt. Fire Inspector	4,200	01	100	-	-	

Total: 01 Post

Hospital (Health) Staff

S.No.	Gp.	Name of the Post	Grade Pay	No. of Posts	Direct % age	LDE %age	DPC %age	Remarks
01.	A	Chief Medical Officer/ Head, Hospital Services/ Medical Supdt.	10,000	01	100	-	-	Direct/Deputation/Contract
02.	A	Medical Officer	5,400	11	100	-	-	Financial upgradation as per DACP scheme.
03.	C	Pharmacist	2,800	06	100	-	-	After two years pharmacist will be placed in PB-2, GP - 4200 vide letter No.FNO/17-3/2010 TS/pt/File I dt 30.05.2011
04.	B	Staff Nurse	4,200	07	100	-	-	Sl. No. 03 to 09 posts may be filled through contract/ deputation / outsourced basis
05.	B	Technician (X-ray)	4,200	02	100	-	-	
06.	B	Physiotherapist	4,200	02	100	-	-	
07.	C	Jr. Medical Lab. Asstt.	2,800	02	100	-	-	
08.	C	Dresser	2,000	02	100	-	-	
09.	C	Nursing Orderly	2,000	04	100	-	-	

Total: 37 Posts

Transport Staff

S.No.	Gp.	Name of the Post	Grade Pay	No. of Posts	Direct % age	LDE %age	DPC %age	Remarks
01.	C	Driver	2,400	06	100	-	-	These posts may be filled through contract/ outsource basis
02.	C	Vehicle Asstt.	2,000	03	100	-	-	

Total: 09 Posts**Sanitary Staff**

S.No.	Gp.	Name of the Post	Grade Pay	No. of Posts	Direct % age	LDE %age	DPC %age	Remarks
01.	B	Sanitary Inspector	4,200	02	100	-	-	

Total: 02 Posts**Pre-Primary School Staff**

S.No.	Gp.	Name of the Post	Grade Pay	No. of Posts	Direct % age	LDE %age	DPC %age	Remarks
01.	C	Pre-Primary Teacher	2,400	05	100	-	-	Educational qualification as per KVS norms

Total: 05 Posts**Physical Education Staff**

S.No.	Gp.	Name of the Post	Grade Pay	No. of Posts	Direct % age	LDE %age	DPC %age	Remarks
01.	A	Sports Officer	6,000	01	100	-	-	As per UGC Guidelines
02.	B	Dy. Sports Officer *	4,800	02	-	50	50	Some of these posts may be filled through contract /deputation/ outsourced basis
03.	B	Asstt. Sports Officer	4,200	03	66	34	-	
04.	C	Sports Coach	2,800	01	100	-	-	

* Not a direct recruitment, but a promotion post for Asstt. Sports Officer.

Total: 07 Posts**Guest Houses Staff**

S.No.	Gp.	Name of the Post	Grade Pay	No. of Posts	Direct % age	LDE %age	DPC %age	Remarks
01.	B	Caretaker-cum-Manager	4,200	02	100	-	-	For Main Guest/ Faculty Houses
02.	C	Cook	2,400	04	100	-	-	These posts may be filled through contract/ outsourced basis
03.	C	Masalchi-cum-Bearer	2,000	08	100	-	-	

Total: 14 Posts

Counselling services staff

S.No.	Gp.		Grade Pay	No. of Posts	Direct % age	LDE %age	DPC %age	Remarks
01.	A	Sr. Student Counsellor	7,600	01	100	-	-	
02.	A	Asstt. Student Counsellor	5,400	03	100	-	-	

Total: 04 Posts

Hostels Staff

S.No.	Gp.	Name of the Post	Grade Pay	No. of Posts	Direct % age	LDE %age	DPC %age	Remarks
01.	B	Mess Manager	4,200	10	50	30	20	
02.	C	Asstt. Mess Manager	2,800	22	50	50	-	
03.	B	Caretaker	4,200	05	50	30	20	
04.	C	Assistant Caretaker	2,800	11	50	50	-	

Total: 48 Posts

Hindi Cell Staff

S.No.	Gp.	Name of the Post	Grade Pay	No. of Posts	Direct % age	LDE %age	DPC %age	Remarks
01.	B	Hindi Officer	4,800	01	100	-	-	

Total: 01 Post

Training and Placement Staff

S.No.	Gp.	Name of the Post	Grade Pay	No. of Posts	Direct % age	LDE %age	DPC %age	Remarks
01.	A	Industrial Liaison Officer	7,600	01	100	-	-	
02.	A	Public Relation Officer	5,400	01	100	-	-	
03.	B	Senior Data Processor	4,800	01	100	-	-	

Total: 03 Posts

GRAND TOTAL : 854 posts

Group and Position wise Technical Staff Allocation

Unit	Group A			Group B			Group C			Total
	P. T.O.	T.O.	Total	Tech. Supdt.	Jr. Tech. Supdt.	Total	Sr. lab. Asstt.	Jr. Lab Asstt.	Total	
Applied Mechanics	1	2	3	2	3	5	10		10	18
DBEB	1	1	2	2	3	5	7		7	14
Chemical Engineering	1	2	3	3	6	9	9		9	21
Chemistry	1	3	4	3	5	8	14		14	26
Civil Engineering	1	3	4	3	6	9	13		13	26
Comp. Science & Engg.	1	2	3	2	4	6	6		6	15
Electrical Engineering	1	4	5	4	8	12	19		19	36
Hum. & Soc. Sc							2		2	2
Mathematics					1	1	2		2	3
Management Studies					1	1	2		2	3

Group and Position wise Technical Staff Allocation

Unit	Group A			Group B			Group C			Total
	P.T.O	T.O.	Total	Tech. Supdt.	Jr. Tech. Supdt.	Total	Sr. lab Asstt.	Jr. lab Asstt.	Total	
Mechanical Engineering	1	4	5	4	8	12	29		29	46
Physics	1	2	3	3	7	10	13		13	26
Textile Technology	1	2	3	3	5	8	8		8	19
CARE		1	1		2	2	3		3	6
CAS					2	2	2		2	4
CBME		1	1	1	2	3	3		3	7
CES		1	1	2	4	6	5		5	12
CPSC				2	4	6	3		3	9
CRDT							2		2	2
FMMEC				1	2	3	2		2	5

Group and Position wise Technical Staff Allocation

Unit	Group A			Group B			Group C			Total
	P. T.O.	T.O.	Total	Tech. Supdt.	Jr. Tech. Supdt.	Total	Sr. lab Asstt.	Jr. lab Asstt.	Total	
IDDC		1	1	2	4	6	3		3	10
School of Bio. Sc.		1	1		2	2	1		1	4
TRIPP										
NRCVEE							1		1	1
BSTTM					1	1	2		2	3
Amar Nath School of IT							1		1	1
Total	10	30	40	37	80	117	162		162	319

**Proposed Non-Functional Financial Upgradation avenues in respect
of Non-Academic Group- 'A' staff**

(a) Registry Staff:

S. No.	Name of the Post	Pay Band	Grade Pay	Provisions for Financial Upgradation
01.	Assistant Registrar	PB-3, Rs. 15600-39100	Rs. 5400	Rs.6600 after 05 years service in G.P Rs.5400 (N.F), Rs.7600 after 05 years service in G.P Rs.6600 (N.F) and Rs.8700 after 05 years service in G.P Rs.7600 (N.F).
02.	Dy. Registrar	PB-3, Rs. 15600-39100	Rs. 7600	Rs.8700 after 05 years service in G.P Rs.7600 (as a Joint Registrar) (N.F), Rs.8900 after 05 years service in G.P Rs.8700 (N.F).

N.F means Non-Functional. All above Non-Functional Financial Upgradation will be subject to satisfactory performance in mandatory training alongwith performance appraisal/ assessment.

(b) Engineering Staff:

S. No.	Name of the Post	Pay Band	Grade Pay	Provisions for Financial Upgradation
01.	Assistant Executive Engineer	PB-3, Rs. 15600-39100	Rs. 5400	Rs.6600 after 05 years service in G.P Rs.5400 (N.F), Rs.7600 after 05 years service in G.P Rs.6600 (N.F) and Rs.8700 after 05 years service in G.P Rs.7600 (N.F).
02.	Executive Engineer	PB-3, Rs. 15600-39100	Rs. 7600	Rs.8700 after 05 years service in G.P Rs.7600 (N.F), Rs.8900 after 05 years service in G.P Rs.8700 (N.F).
03.	Superintending Engineer	PB-4, Rs. 37400-67000	Rs. 8700	Rs.8900 after 05 years service in G.P Rs.8700 (N.F).

N.F means Non-Functional. All above Non-Functional Financial Upgradation will be subject to satisfactory performance in mandatory training alongwith performance appraisal/ assessment.

(c) Technical Lab. Staff:

S. No.	Name of the Post	Pay Band	Grade Pay	Provisions for Financial Upgradation
01.	Technical Officer	PB-3, Rs. 15600-39100	Rs. 5400	Rs.6600 after 05 years service in G.P Rs.5400 (N.F), Rs.7600 after 05 years service in G.P Rs.6600 (N.F) and Rs.8700 after 05 years service in G.P Rs.7600 (N.F).
02.	Principal Technical Officer	PB-3, Rs. 15600-39100	Rs. 7600	Rs.8700 after 05 years service in G.P Rs.7600 (N.F), Rs.8900 after 05 years service in G.P Rs.8700 (N.F).

N.F means Non-Functional. All above Non-Functional Financial Upgradation will be subject to satisfactory performance in mandatory training alongwith performance appraisal/ assessment.

(d) Security Staff:

S. No.	Name of the Post	Pay Band	Grade Pay	Provisions for Financial Upgradation
01.	Security Officer	PB-3, Rs. 15600-39100	Rs. 5400	Rs.6600 after 05 years service in G.P Rs.5400 (N.F), Rs.7600 after 05 years service in G.P Rs.6600 (N.F) and Rs.8700 after 05 years service in G.P Rs.7600 (N.F).
02.	Chief Security Officer	PB-3, Rs. 15600-39100	Rs. 7600	Rs.8700 after 05 years service in G.P Rs.7600 (N.F), Rs.8900 after 05 years service in G.P Rs.8700 (N.F).

N.F means Non-Functional. All above Non-Functional Financial Upgradation will be subject to satisfactory performance in mandatory training alongwith performance appraisal/ assessment.

(e) Training & Placement Staff:

S. No.	Name of the Post	Pay Band	Grade Pay	Provisions for Financial Upgradation
01.	Public Relation Officer	PB-3, Rs. 15600-39100	Rs. 5400	Rs.6600 after 05 years service in G.P Rs.5400 (N.F), Rs.7600 after 05 years service in G.P Rs.6600 (N.F) and Rs.8700 after 05 years service in G.P Rs.7600 (N.F).
02.	Industrial Liaison Officer	PB-3, Rs. 15600-39100	Rs. 7600	Rs.8700 after 05 years service in G.P Rs.7600 (N.F), Rs.8900 after 05 years service in G.P Rs.8700 (N.F).

N.F means Non-Functional. All above Non-Functional Financial Upgradation will be subject to satisfactory performance in mandatory training alongwith performance appraisal/ assessment.

(f) Library Staff:

S. No.	Name of the Post	Pay Band	Grade Pay	Provisions for Financial Upgradation
01.	Assistant Librarian	PB-3, Rs. 15600-39100	Rs. 6000	Rs.7000 after 06*/05**/04*** years service in A.G.P Rs.6000 (N.F), Rs.8000 after 05 years service in A.G.P Rs.7000 (N.F), Rs.9000 after 03 years service in A.G.P Rs.8000 (N.F).
02.	Deputy Librarian	PB-3, Rs. 15600-39100	Rs. 8000	Rs.9000 after 03 years service in A.G.P Rs.8000 (N.F).

N.F means Non-Functional. All above Non-Functional Financial Upgradation will be subject to satisfactory performance in mandatory training alongwith performance appraisal/ assessment.

* Not possessing M.Phil./Ph.D. in Library & Information Science.

** Possessing M.Phil. In Library & Information Science.

*** Possessing Ph.D. in Library & Information Science.

The Financial Upgradation in respect of above Library staff will be as per the conditions prescribed and procedures laid down by UGC and approved by the BoG, IIT Delhi.

(g) **Physical Education and Sports Staff:**

S. No.	Name of the Post	Pay Band	Grade Pay	Provisions for Financial Upgradation
01.	Sports Officer	PB-3, Rs. 15600-39100	Rs. 6000	Rs.7000 after 06*/05**/04*** years service in A.G.P Rs.6000 (N.F), Rs.8000 after 05 years service in A.G.P Rs.7000 (N.F), Rs.9000 after 03 years service in A.G.P Rs.8000 (N.F)

N.F means Non-Functional. All above Non-Functional Financial Upgradation will be subject to satisfactory performance in mandatory training alongwith performance appraisal/ assessment.

* Not possessing M.Phil. /Ph.D. in Physical Education.

** Possessing M.Phil. in Physical Education.

*** Possessing Ph.D. in Physical Education.

The Financial Upgradation in respect of above Physical Education and Sports staff will be as per the conditions prescribed and procedures laid down by UGC and approved by the BoG, IIT Delhi

(h) **Hospital / Health Staff:**

Promotion under DACP Scheme		No. of years of regular service required for promotion
From	To	
Medical Officer (Grade Pay Rs. 5400 in PB-3)	SMO (Grade Pay Rs. 6600 in PB-3)	4 years in Grade Pay of Rs. 5400 in PB-3 including service rendered in the pre-revised scale of Rs. 8000-13500.
SMO (Grade Pay Rs. 6600 in PB-3)	CMO (Grade Pay Rs. 7600 in PB-3)	5 years in Grade Pay of Rs. 6600 in PB-3 including service rendered in the pre-revised scale of Rs. 10000-15200.
CMO (Grade Pay Rs. 7600 in PB-3)	CMO (NFSG) (Grade Pay Rs. 8700 in PB-4)	4 years in Grade Pay of Rs. 7600 in PB-3 including service rendered in the pre-revised scale of Rs. 12000-16500.
CMO (NFSG) (Grade Pay Rs. 8700 in PB-4)	SAG Grade (Grade Pay Rs. 10000 in PB-4)	7 years in Grade Pay of Rs. 8700 in PB-4 including service rendered in the pre-revised scale of Rs. 14300-18300 or 20 years of regular service.

The Financial Upgradation in respect of above Hospital / Health staff will be as per the norms of DACP Scheme and approved by the BoG, IIT Delhi.

Proposed Non-Functional Financial Upgradation avenues in respect of Non-Academic (within Group- 'B' & 'C' cadres staff) under Training link Career Advancement Scheme (TCAS)

Non-Functional Financial Upgradation avenues in respect of Non-Academic (within Group- 'B' & 'C' cadres staff) will be under Training linked Career Advancement Scheme (TCAS) which is based on specialised mandatory trainings¹ and performance in training, along with performance assessment². The criteria for Non-Functional financial upgradation under TCAS will be with a minimum residency period of six (06) years in the current Grade Pay. In case a candidate does not meet the required training performance, he/she would not be eligible for availing TCAS. However, he/she can take subsequent attempts at clearing the training to become eligible for TCAS. He/she can be made eligible for financial upgradation as mentioned below in TCAS once he/she undergoes the mandatory trainings, receives an approved grade in training and a prescribed level of performance in performance assessment. Such financial upgradations under TCAS will also be applicable for all isolated posts:

S. No.	Group	Pay Band	Grade Pay	Provisions for Financial Upgradation
01.	Group 'B'	PB-2, Rs. 9300-34800	Rs. 4200	Rs.4600 after 06 years service in G.P Rs.4200 (N.F), Rs.4800 after 06 years service in G.P Rs.4600 (N.F) and Rs.5400 after 06 years service in G.P Rs.4800 (N.F).
			Rs. 4600	Rs.4800 after 06 years service in G.P Rs.4600 (N.F) and Rs.5400 after 06 years service in G.P Rs.4800(N.F).
			Rs. 4800	Rs.5400 after 06 years service in G.P Rs. 4800(N.F).
02.	Group 'C'	PB-1, Rs. 5200-20200	Rs. 2000	Rs.2400 after 06 years service in G.P Rs.2000 (N.F), Rs.2800 after 06 years service in G.P Rs.2400 (N.F).
			Rs. 2400	Rs.2800 after 06 years service in G.P Rs.2400 (N.F).

¹ Detailed cadre wise training policy and its implementation will be designed.

² An objective and 360 degree based appraisal system will be developed.

Indian Institute of Technology, Delhi

Recruitment and Promotion Rules, 2016 for Non-Academic Staff

1. INTRODUCTION

IIT Delhi had adopted MHRD approved Scheme issued vide Letter No. F.13-4/2005-TS-1 dated February, 22/24, 2006 called Recruitment and Career Progression Scheme (RCPS) for Group B, C and D non-academic employees of the Institute and notified vide Notification No. IITD/Estt-II/06/2278 dated 01 August, 2006 with the approval of BoG (Refer BG Resolutions No. BG/70/2006 & BG/86/2006). This Scheme was discontinued with effect from 01.09.2008 on implementation of *Modified Assured Career Progression Scheme (MACPS)* as per MHRD, Govt. of India, Letter No.17-8/2009-TS.I dated 05.07.2010 with the condition that RCPS will remain valid up to 31.8.2008 and the financial upgradation already availed under RCPS would be taken into account while allowing any upgradation under MACPS. It was also conveyed by the above-stated MHRD letter that the Institute may consider framing its own Recruitment Rules for various categories of posts to provide for vacancy based promotion.

The Ministry of Human Resource Development (MHRD), Government of India MHRD vide Letter No. 23-3/08-IFD dated 8th May, 2008 and vide its letter number F. No. 32-14/2013- TS.I dated June 10, 2013 has communicated that:

- a) In exercise of powers conferred by Section 6 (1) (h) of the Indian Institute of Technology Act 1961, Indian Institute of Technology (IITs) are allowed to design their administrative / management / technical staff structure as per requirement after due approval from the Board of Governors keeping in mind sustainability of expenditure on this account; and
- b) IITs are allowed to institute and recruit non-faculty position as per the 10:1.1 Student to Non-Faculty ratio after due approval of the Board of Governors, subject to the condition that IITs should first put on their website all the sanctioned non-faculty posts at present, vacant non-faculty posts, designations, pay-scale, recruitment rules for each post along with the list of the non-faculty employee with their designation and pay scale to ensure transparency and accountability for all stakeholders.

Indian Institute of Technology Delhi therefore has to take up a comprehensive Review of its Recruitment Rules/ Policy. A Committee vide Notification No. IITD/ICDN/2015/1112 dated 31.07.2015 was constituted comprising of the following members to undertake comprehensive Review of Structure, Recruitment Rules and Work Manual for Administrative and Technical Staff of the Institute:

- | | | |
|------------------------------------|---|----------|
| 1. Prof. S.M. Ishtiaque, TT Deptt. | - | Chairman |
| 2. Prof. Kanika T. Bhal, D.M.S. | - | Member |
| 3. Prof. V.K. Vijay, CRDT | - | Member |
| 4. Registrar | - | Convener |

The Committee will be supported by Assistant Registrar (E-II) for data collection and compilation.

2. The Recruitment and Promotion Rules are introduced hereunder.

These will be called Recruitment and Promotion Rules 2016 for non-academic staff of the Institute (hereinafter called as R & PR)

These norms shall come into force with effect from the date of approval by the Board of Governors of IIT Delhi.

The R & PR supersedes all the previous career development schemes.

3. Definitions

In the present norms, unless the context otherwise required:

- (a) Recruitment : Means recruitment/ selection through Internal Circular and /or Selection through Open Advertisement Process.
- (b) Promotion : Means promotion to a higher post by following an evaluation Procedure as prescribed under the R & PR applicable to the employees of the Institute.
- (c) Group : Means a set of different posts identified on the basis of Grade pay with Pay Band for the purpose of these Rules.
- (d) Cadre : Cadre consists of a hierarchy of posts with the same or similar job responsibilities.
- (e) Ladder : Ladder is a career development path-wise Grade Pay with Pay Band and Designation applicable to each cadre.
- (f) Post : Means a vacant position with a specified Grade Pay with Pay Band and Designation.
- (g) Act : Means the Institute of Technology (IIT) Act, 1961.
- (h) Statutes : Means the Statutes of the Institute.
- (i) Applicants : Mean the candidates who apply against the vacant post(s).
- (j) Board : Means the Board the Governors of the Institute.
- (k) Chairman : Means the Chairman of the Board of Governors.
- (l) Director : Means the Director of the Institute.
- (m) IITD or Institute: Means the Indian Institute of Technology Delhi.
- (n) Internal Candidates: Means employees of the IIT Delhi who apply for the post(s).
- (o) Officers and Employees of the IITD" : Means the personnel recruited under the Norms including recruited prior to implementation of these rules.
- (p) Scrutiny / Shortlisting Committee : Means Scrutiny / Shortlisting Committee constituted by the Competent Authority for Shortlisting of candidates for particular post(s).
- (q) Selected Candidates : Means the candidates selected for the post(s).

- (r) Selection Committee : Means the Committee constituted by the Competent Authority for selection of candidate(s) for particular post(s).
- (s) Shortlisting of Candidates : Means the candidates shortlisted by the Scrutiny / Shortlisting Committee for the next stage of selection process.
- (t) Competent Authority : Means the approving Authority for the said post.
- (u) DPC : Departmental Promotion Committee. A Standing Committee to form to evaluate or judge the suitability of the employee for promotion as per promotional avenues mentioned in the R&PR.
- (v) LDE : Limited Departmental Examination.
- (w) Clean Service : Means consistently good performance with clear antecedent.

The words and expressions used but not defined herein shall be ascribed the same meanings as are respectively assigned to them in the Act.

4. Structure of posts

The entire non-academic staff of IIT Delhi is now classified under three groups, viz A, B and C as Group 'D' has since been merged into Group 'C' as per 6th Pay Commission recommendations.

The above Groups represent a broad classification of staff members based on job-responsibilities as well as qualification-compatible cadres.

Under each group there will be a number of cadres and each cadre having a ladder of posts.

Entry into any one of the above Groups in any given cadre will normally be at the lowest post in a ladder (entry level post) through recruitment / selection. However, in the interest of the Institute's work, lateral / middle level entry of internal / outside candidates may be permitted for special needs in the technical / ministerial posts within the cadre / ladder through the process of recruitment / selection.

The BoG in its 192nd meeting held on 04.04.2016 (refer item B7) has since approved the nomenclature and number of posts etc (i.e. total 854 posts). The summary of total posts group-wise is as under:

Groups	Name of the Posts	Pay Band	Grade Pay	No. of Posts
A	Registrar**	PB-4 (Rs.37400-67000)	Rs.10000	01
	Dy. Registrar	PB-3 (Rs.15600-39100)	Rs.7600	07
	Assistant Registrar	PB-3 (Rs.15600-39100)	Rs.5400	12
	Principal Tech. Officer	PB-3 (Rs.15600-39100)	Rs.7600	10
	Technical Officer	PB-3 (Rs.15600-39100)	Rs.5400	30 ^e

	Librarian**	PB-4 (Rs.37400-67000)	Rs.10000(AGP)	01
	Dy. Librarian	PB-3 (Rs.15600-39100)	Rs.8000(AGP)	04
	Assistant Librarian	PB-3 (Rs.15600-39100)	Rs.6000(AGP)	06
	Institute Engineer**	PB-4 (Rs.37400-67000)	Rs.10000	01
	Superintending Engineer	PB-4 (Rs.37400-67000)	Rs.8700	02
	Executive Engineer	PB-3 (Rs.15600-39100)	Rs.7600	05
	Asstt. Executive Engineer	PB-3 (Rs.15600-39100)	Rs.5400	08
	Chief Security Officer	PB-3 (Rs.15600-39100)	Rs.7600	01
	Security Officer	PB-3 (Rs.15600-39100)	Rs.5400	02
	Head, Hospital Services**	PB-4 (Rs.37400-67000)	Rs.10000	01
	Medical Officer	PB-3 (Rs.15600-39100)	Rs.5400	11
	Sports Officer	PB-3 (Rs.15600-39100)	Rs.6000(AGP)	01
	Sr. Student Counsellor	PB-3 (Rs.15600-39100)	Rs.7600	01
	Asstt. Student Counsellor	PB-3 (Rs.15600-39100)	Rs.5400	03
	Industrial Liaison Officer	PB-3 (Rs.15600-39100)	Rs.7600	01
	Public Relation Officer	PB-3 (Rs.15600-39100)	Rs.5400	01
	Total			109
B	Superintendent	PB-2 (Rs.9300-34800)	Rs.4800	24
	Junior Superintendent	PB-2 (Rs.9300-34800)	Rs.4200	50
	Accounts Officer	PB-2 (Rs.9300-34800)	Rs.4800	06
	Junior Accounts Officer	PB-2 (Rs.9300-34800)	Rs.4200	12
	Technical Superintendent	PB-2 (Rs.9300-34800)	Rs.4800	37
	Jr. Tech. Superintendent	PB-2 (Rs.9300-34800)	Rs.4200	80
	Asstt. Lib. Info. Officer	PB-2 (Rs.9300-34800)	Rs.4800	02
	Sr. Lib. Info. Assistant	PB-2 (Rs.9300-34800)	Rs.4200	04
	Assistant Engineer	PB-2 (Rs.9300-34800)	Rs.4800	08
	Junior Engineer	PB-2 (Rs.9300-34800)	Rs.4200	08
	Asstt. Security Officer	PB-2 (Rs.9300-34800)	Rs.4200	05
	Asstt. Fire Inspector	PB-2 (Rs.9300-34800)	Rs.4200	01
	Staff Nurse	PB-2 (Rs.9300-34800)	Rs.4200	07
	Technician (X-ray)	PB-2 (Rs.9300-34800)	Rs.4200	02
	Physiotherapist	PB-2 (Rs.9300-34800)	Rs.4200	02
	Sanitary Inspector	PB-2 (Rs.9300-34800)	Rs.4200	02
	Dy. Sports Officer	PB-2 (Rs.9300-34800)	Rs.4800	02
	Assistant Sports Officer	PB-2 (Rs.9300-34800)	Rs.4200	03
	Caretaker-cum-Manager	PB-2 (Rs.9300-34800)	Rs.4200	02
	Mess Manager	PB-2 (Rs.9300-34800)	Rs.4200	10
	Caretaker	PB-2 (Rs.9300-34800)	Rs.4200	05
	Hindi Officer	PB-2 (Rs.9300-34800)	Rs.4800	01
	Senior Data Processor	PB-2 (Rs.9300-34800)	Rs.4800	01
	Total			274

C	Sr. Assistant	PB-1 (Rs.5200-20200)	Rs.2800	65
	Jr. Assistant	PB-1 (Rs.5200-20200)	Rs.2000	103
	Sr. Assistant (A/cs.)	PB-1 (Rs.5200-20200)	Rs.2800	11
	Jr. Assistant (A/Cs.)	PB-1 (Rs.5200-20200)	Rs.2000	22
	Sr. Mech. /SLA	PB-1 (Rs.5200-20200)	Rs.2800	162*
	Jr. Mech./ JLA	PB-1 (Rs.5200-20200)	Rs.2000	20
	Lib. Info. Assistant	PB-1 (Rs.5200-20200)	Rs.2800	08
	Sr. Mechanic	PB-1 (Rs.5200-20200)	Rs.2800	06
	Jr. Mechanic	PB-1 (Rs.5200-20200)	Rs.2000	12
	Security Inspector	PB-1 (Rs.5200-20200)	Rs.2800	08
	Pharmacist	PB-1 (Rs.5200-20200)	Rs.2800	06
	Jr. Medical Lab. Assistant	PB-1 (Rs.5200-20200)	Rs.2800	02
	Dresser	PB-1 (Rs.5200-20200)	Rs.2000	02
	Nursing Orderly	PB-1 (Rs.5200-20200)	Rs.2000	04
	Driver	PB-1 (Rs.5200-20200)	Rs.2400	06
	Vehicle Assistant	PB-1 (Rs.5200-20200)	Rs.2000	03
	Sports Coach	PB-1 (Rs.5200-20200)	Rs.2800	01
	Pre-Primary Teacher	PB-1 (Rs.5200-20200)	Rs.2400	05
	Cook	PB-1 (Rs.5200-20200)	Rs.2400	04
	Masalchi-cum-Bearer	PB-1 (Rs.5200-20200)	Rs.2000	08
	Assistant Mess Manager	PB-1 (Rs.5200-20200)	Rs.2800	22
	Assistant Caretaker	PB-1 (Rs.5200-20200)	Rs.2800	11
	Total			
Grand Total (A+B+C)				854

* This includes 20 posts of Jr. Mechanic/ J.L.A which have not been reflected in the summary of total posts.

** All positions in the Grade Pay of Rs.10000 will be as tenure/deputation posts for a maximum period of 05 years.

5. Appointing Authority

In accordance with the Act & Statue of the Institute, all appointments of the Officers and Employees of the Institute shall be made by:

- The Board, if the appointment is made to the non- academic posts (Direct Recruitment under Group 'A') for the Grade Pay of Rs. 5400 and / or above in Pay Band-3 as per 6th Central Pay Commission (CPC).
- The Director, if the appointment is made to the non-academic posts for Grade Pay less than Rs. 5400 in Pay Band- 2 categorized under the Groups B and C.

6. Recruitment of Officers and Employees

The recruitment to various posts shall be made as per attached Annexure of the Recruitment and Promotion Rules 2015 for Non-Academic Staff.

7. Number of Posts, Classification and Scale of Pay

The norms for the number of posts of the Officers and Employees, their classification and the scales of pay attached to such posts shall be such as are mentioned in the **Annexure** of the Recruitment and Promotion Rules.

The age limit for Direct Recruitment in term of Post/ Pay Band & Grade Pay will be as follow:

Grade Pay (Rs.)	Maximum age limit
2000	27
2800	30
4200	35
4600	35
4800	35
5400	40
6600	45
7600	50
8700	55
10000	57 in case the retiring age is 62 years and 55 in case retiring age is 60 years

For employees of IIT's who are educationally qualified can be considered for direct recruitment across the whole IIT system up to a maximum of 50 years of age.

8. Method of Recruitment, Procedure of Recruitment, and Other Requirements

The method of recruitment, age limit, eligibility and other requirements needed to apply for the posts shall be as are specified in **Annexure** of the Recruitment and Promotion Rules.

The following methods for recruitment shall be applicable to the IIT Delhi:

- (a) Direct Recruitment;
- (b) Promotions through
 - (i) DPC
 - (ii) LDE
- (c) On Deputation/ Transfer on Deputation / on Contract.

The following will be the Standing Selection Committee for Direct Recruitment of the candidate:

(i) For Group 'A' staff:

- | | | | |
|----|--|---|----------|
| 1. | Director | - | Chairman |
| 2. | Deputy Director (Operations) | - | Member |
| 3. | Two nominees of the Board | - | Member |
| 4. | Registrar, except for the post of Registrar | - | Member |
| 5. | One representative of the reserved category, if the post is reserved one | - | Member |

- For Promotion/Internal posts, the same Selection Committee may be constituted.
- It must be ensured that the Selection Committee must have one women member

(ii) For Group 'B' & 'C' staff:

- | | | | |
|----|---|---|----------|
| 1. | Dy. Director (Operations) | - | Chairman |
| 2. | Registrar or his Nominee | - | Member |
| 3. | Head of the Department/Section concerned | - | Member |
| 4. | One outside expert or an expert in the concerned area from the Institute if it is not considered necessary to invite outside expert | - | Member |
| 5. | One representative of the reserved category, if the post is reserved one | - | Member |

- It must be ensured that the Selection Committee must have one women member

9. The candidates will be evaluated by the duly constituted Selection Committee as per the following:

(i) For Group 'A' staff (Direct and Promotion)Technical staff (Lab/ Computer/ Workshop - as per nature of duty)

Step I:

Written Test : 50 marks

Step II:

Trade Test / Computer Test : 20 marks

Step III:

Presentation : 10 marks

Step IV:

Interview : 20 marks

Total : 100 marks

Administration**Step I:**

Written Test	:	50 marks
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Step II:

Computer/ other Test	:	20 marks
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Step III:

Presentation	:	10 marks
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Step IV:

Interview	:	20 marks
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Total	:	100 marks
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The minimum qualifying marks for Written & Trade Test/ Computer Test will in general be 60 % (Relaxation / Concession to SC/ST/OBC candidates may be given as per GOI's rules). Only the candidates who will qualify the Written & Trade/ Computer Test (step I&II) will be called for Step III & IV (Presentation & Interview) of the selection process. However, actual selection shall depend on the merit over and above this minimum level as determined by the respective Selection Committee(s). The select panel so formed out of this process will be valid for a period of one year.

(ii) Criteria for selection through Open Advertisement (applicable for Group 'B' & 'C' employees)

Step I:

Written Test	:	70 marks (out of 100 marks)
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Step II:

Trade Test / Computer Test	:	30 marks
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Total	:	100 marks
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The minimum qualifying marks for Written & Trade/ Computer Test will in general be 60 % (Relaxation / Concession to SC/ST/OBC candidates may be given as per GOI's rules). Only the candidates who will qualify the Written Test (step I) will be called for Step II (Trade Test / Computer Test) of the selection process. However, actual selection shall depend on the merit over and above this minimum level as determined by the respective Selection Committee(s). The select panel so formed out of this process will be valid for a period of one year.

(iii) Criteria for selection/ promotion through Limited Departmental Examination
(applicable all for Group 'B' & 'C' employees)

Step I:

Written Test : 70 marks (out of 100 marks)

Step II:

Trade Test / Computer Test : 30 marks

Total : 100 marks

The minimum qualifying marks for Written & Trade/ Computer Test in general will be 60 % (Relaxation / Concession to SC/ST/OBC candidates may be given as per GOI's rules). Only the candidates who will qualify the Written Test (step I) will be called for Step II (Trade Test / Computer Test) of the selection process. However, actual selection shall depend on the merit over and above this minimum level as determined by the respective Selection Committee(s).

10. Procedure of Recruitment

(a) Direct Recruitment

The following procedure shall be followed for making Direct Recruitment to the posts, wherever it is prescribed in **Annexure** of the Recruitment and Promotion Rules:

- (i) The Institute shall invite application(s) for posts through the advertisement in leading news papers on all India basis.
- (ii) Applications received pursuant to the advertisement as mentioned in (i) above, shall be scrutinized for eligibility by the Scrutiny /Shortlisting Committee to be constituted by the Competent Authority of the IIT Delhi. Where applications received are in excess of the number of posts advertised for the vacant post(s), the Scrutiny / Shortlisting Committee may formulate additional criteria for shortlisting, based on academic performance and/ or years of experience of the applicants or it may so decide recording the reasons.
- (iii) The Short-listed applications shall be placed before the Dy. Director (Ops) / Director for approval. After due approval, the shortlisted applicants will be called for Written Test and subsequent steps as applicable on qualifying the same as per decision of the Institute.
- (iv) The Selection Committee will be constituted by the Competent Authority of the IIT Delhi in accordance with the Act and the Statutes.

(b) Promotion through Limited Departmental Examination (LDE).

As per available vacancies, promotions of the **departmental candidates** shall be made:

- (i) As per the hierarchical structure in the respective cadre maintained by the IIT Delhi.
- (ii) By the Selection Committee to be constituted by the Competent Authority.
- (iii) On the basis of process as prescribed for each position in the Annexure of Recruitment and Promotion Rules, and
- (iv) Considering merit.

The following **procedure** shall be followed for making promotion through Limited Departmental Examination to the posts, wherever it is prescribed in **Annexure of the Recruitment and Promotion Rules**:

- (i) The Institute shall invite application(s) for posts through the internal advertisement of IIT Delhi on Institute website.
- (ii) **Applications received pursuant to the advertisement as mentioned in (i) above, shall be scrutinized for eligibility by the Scrutiny / Shortlisting Committee to be constituted by the Competent Authority of the IIT Delhi. Where applications received are in excess of the number of posts advertised for the vacant post(s), the Scrutiny /Shortlisting Committee may formulate additional criteria for shortlisting based on academic performance and/or years of experience of the applicants.**
- (iii) The Shortlisted applications shall be placed before the Dy. Director (Ops)/ Director for approval. After due approval, the shortlisted applicants will be called for Written Test(s)/ Presentation as per decision of the Competent Authority.
- (iv) The following will be the Standing Committee for Group 'B' & 'C' for promotion through Limited Departmental Examination (LDE) and all the issues concerning to LDE will be looked into by this committee:

- | | | |
|-------------------------------|---|----------|
| 1. Dy. Director (Ops) | - | Chairman |
| 2. Concern HOD/HOC | - | Member |
| 3. Subject Expert | - | Member |
| 4. SC/ST/OBC nominee | - | Member |
| (for reserved positions only) | | |
| 5. Registrar | - | Member |
| 6. D.R/A.R.(E-II) | - | Convener |

(c) On Deputation / Transfer on Deputation / on Contract**(1) Deputation**

The following procedure shall be followed for making appointment by Deputation, wherever prescribed in the Annexure of the Recruitment and Promotion Rules:

- (i) The IIT Delhi shall invite applications for the vacant posts from Central Government, State Government and Autonomous Bodies through an advertisement on an all India basis.
- (ii) Applications received pursuant to the advertisement as mentioned in (i) above, shall be scrutinized for eligibility of by a Scrutiny / Shortlisting Committee to be constituted by the Competent Authority of the IIT Delhi. Where applications received are in excess of a reasonable number (as determined by the Scrutiny / Shortlisting Committee) for the vacant and advertised post(s), the Scrutiny / Shortlisting Committee may formulate additional criteria for shortlisting, based on academic performance and / or years of experience of the applicants.
- (iii) Personal evaluation shall involve any one or more of these methods:
 - (i) Interview, (2) test, (3) presentation and (4) evaluation of his/her previous ACRs.
- (iv) The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government, shall be two (2) years from the date of beginning of the deputation extendable up to a maximum period of five (05) years with the approval of the competent authority.
- (v) Deputation shall be subject to vigilance clearance

Vacancies caused by any incumbent being away on deputation, long illness, long leave or under any other circumstances for a duration of one year or more, may also filled by way of recruitment on Deputation with employees from Central Government or State Governments or Autonomous Bodies.

(2) On Contract

The Institute may also appoint persons on Contract basis on the recommendation of the Selection Committee with such benefits which are similar to regular appointments. Appointment on Contract shall be made initially for a period of one (1) year which can be extended for a maximum period of upto five (5) years after review of satisfactory performance.

On completion of contract period with the satisfactory performance, the person may be considered for a regular appointment with the approval of the Competent Authority. In case of regularization of a person working on Contract basis, the period of contract completed by the said person may be treated as completion of period of probation applicable for the said post with the approval of the Competent Authority.

(d) Promotion through Departmental Promotion Committee (DPC)

The following will be the Standing Committee for promotion through DPC and all the issues concerning to DPC will be looked into by this committee:

- | | |
|-------------------------|----------|
| 1. Dy. Director (Ops) - | Chairman |
| 2. Concern HOD/HOC - | Member |
| 3. Registrar - | Member |
| 4. D.R/A.R (E-II) - | Convener |

If necessary, the Chairman DPC may also opt more member(s) for this committee.

Criteria for promotion through DPC**Step I:**

ACRs (for last 08 years)	:	60 marks
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Step II:

Internal Assessment/ Presentation	:	40 marks
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Total	:	100 marks
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- (i) For departmental candidates to be considered for promotion (as per numbers of posts, fixed/decided for them) the %age of marks in qualifying degree may not be insisted upon as per guidelines of MHRD/BoG.
- (ii) The seniority list, verification of eligibility and all records including integrity, vigilance clearance etc along with check list for such cases will be presented before the committee by the Convener.
- (iii) The residency period for promotion (through LDE /DPC) for being eligible for the next higher Grade Pay has been spell out in the Recruitment Rules itself. The provision has been made at the entry level erstwhile Group 'D' employees / Cadre with required residency, to consider their placement for Group 'C' post(s).

11. Assessment of Vacancy

After assessment and on receipt of requirement of Officers and Employees from various functionaries of the Institute, H.R. Section will initiate the process of the recruitment to fill up the post(s) via various methods of recruitments. The process to fill up the vacant posts belonging to the reserved category, will also be initiated whenever required. The establishment registers and vacancy register will be kept upto date by H.R. Section. The rotation of quota, for identifying of vacancy (i.e. under Direct Recruitment / DPC/ LDE) and reservation will be examined and submitted by the respective In-charge of H.R. Section.

12. Advertisement

After approval of the Dy. Director (Ops), the recruitment section shall prepare and publish detailed advertisement(s) containing all the conditions of the recruitment process on the official website of the Institute (www.iitd.ac.in) and in the newspapers of repute for wider publicity.

In case of recruitment through deputation, the IIT Delhi may also request various organization(s) to provide suitable candidates from their organization(s) to serve the Institute.

13. Reservation

Nothing contained in these Recruitment Rules shall affect reservations, relaxations of age limit and other concessions required to be provided to the Scheduled Castes (SC), the Schedule Tribes (ST), Other Backward Class (OBC) and Physically Handicapped (PH) or any other special categories of persons in accordance with the orders issued by the MHRD from time to time in this regard. The reservation roster shall also be updated and countersigned by the Liaison Officers as per usual instructions to insure fair representation of SC/ST/OBC/PH candidates/ employees.

14. Amendments

These Recruitment and Promotion Rules may be reviewed periodically for making necessary modifications and amendments, as may be required from time to time. However, the Director, IIT Delhi from time to time, may also consider relaxation in any of the provisions aforesaid or issue specific directions as may be necessary to remove difficulties in the operation of any of the provision of these rules. The directions issues by the Director, if any, shall be reported to the Board of Governors.

Where any doubt arises as to the interpretation of any of the provisions of these norms, the matter shall be referred to the Recruitment Rules Committee, the recommendations of which shall be referred to the Board of Governors for a decision, which shall be final.

15. Implementation of Recruitment & Promotion Rules

These R & PR shall be implemented from the date of approval, consented by the Board of Governor, IIT Delhi

- 16.** In the event, any existing employee under Group 'C' and/or Group 'B' is not able to avail the opportunity of career progression or promotion routes, spelled out in the preceding paragraphs of the RRs, or fail to qualify the LDE, benchmark ACRs or complete the training process etc., an attempt will be made to assess their upgradation to the next higher grade, on the basis of qualifying service of ten years in the preceding grade.

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Recruitment Rules for the Post of Registrar

- | | |
|---|--|
| 01. Name of the Post | Registrar |
| 02. No. of Post(s) | 01 |
| 03. Classification | Group - 'A' |
| 04. Scale of Pay | PB-4 (Rs. 37400-67000/-)
Grade Pay- Rs. 10000/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 57 years |
| 07. Educational and other qualifications required for direct recruits | <p><u>Essential:</u>
Masters degree or equivalent from recognized university in any discipline with at least 55% marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.</p> <p><u>Experience:</u></p> <p>(i) At least 15 years of experience as Assistant Professor in the AGP Rs. 7000 and above or with 8 years of service in the AGP of Rs. 8000 and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishments and/or other Institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience of which 8 years regular service as Deputy Registrar or an equivalent post in the AGP of Rs. 7600 and above.</p> <p>(ii) Experience in handling computerized administration / financial matters.</p> <p><u>Desirable:</u></p> <p>(i) A degree in Law / Management / Engineering from a recognized University/ Institute.</p> <p>(ii) Experience in educational administration, financial and personnel management and capacity to lead the administration in a residential institution.</p> |

08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam Not Applicable
09. Period of probation, if any One year
10. Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods Direct recruitment, failing which on Deputation / Transfer on Deputation / on contract basis for a tenure of up to 5 years or till attaining the age of 62 years, whichever is earlier or as fixed by Govt. of India from time to time.
11. In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made Deputation/ Transfer on Deputation/on Contract basis
Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institutes of national importance:-
a) i) Holding analogous post or
ii) With at least 3 years regular service in posts with GP of Rs. 8700/- or equivalent; and
b) Possessing educational qualification and experience as prescribed in Col. 7.
12. If a DPC exists, what is the composition Not Applicable

Recruitment Rules for the Post of Deputy Registrar

01. Name of the Post	Deputy Registrar
02. No. of Post(s)	07
03. Classification	Group - 'A'
04. Scale of Pay	PB-3(Rs. 15600-39100/-) Grade Pay- Rs. 7600/-
05. Whether selection post or non-selection post	Selection
06. Age limit for direct recruits	Preferably below 50 years
07. Educational and other qualifications required for direct recruits	A Master degree or its equivalent in any discipline from a recognized University with at least 55 % marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in these regulations.
	<u>Experience :</u>
	(i) At least 9 Years' experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration.
	OR
	Comparable experience in research establishment and / or other institutions of higher education.
	OR
	5 years' of administrative experience as Assistant Registrar or equivalent post in the AGP of Rs. 5400 and above.
	(ii) Experience in handling computerized administration / financial matters.
	<u>Desirable</u>
	(i) A degree in Law / Management / Engineering from a recognized University/ Institute.
	(ii) Chartered or Cost Accountant qualification from a recognized University/ Institute for the post of Deputy Registrar (Accounts / Audit).



08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam

(i) Age No

(ii) Qualification No

09. Period of probation, if any

One year

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods

75 % by Direct Recruitment

25 % by Limited Departmental Examination

N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.

11. In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made

By Limited Departmental Examination:

Open to the Assistant Registrar in the Grade Pay of Rs. 6600/- who have rendered at least 05 years of regular clean service as Assistant Registrar level in IIT Delhi.

Deputation/ Transfer on Deputation/on

Contract basis

Officers from the Central / State Governments or Institutes of national importance or Universities / University level Institution or PSU/ Industry:

- a) i) Holding analogous post or
- ii) With at least 5 years' service in posts carrying Grade Pay of Rs. 6600/- or its equivalent and having experience in administration, establishment and accounts matters.
- b) Possessing educational qualification and experience as prescribed in Col. 7.

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition

Not Applicable

Recruitment Rules for the Post of Assistant Registrar

- | | |
|---|--|
| 01. Name of the Post | Assistant Registrar |
| 02. No. of Post(s) | 12 |
| 03. Classification | Group - 'A' |
| 04. Scale of Pay | PB-3 (Rs. 15600-39100/-)
Grade Pay- Rs. 5400/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 40 years |
| 07. Educational and other qualifications required for direct recruits | <p>Essential: A Master degree or its equivalent in any discipline from a recognized University with at least 55 % marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.</p> <p>Experience:</p> <ul style="list-style-type: none"> (i) At least five years relevant administrative experience in supervisory capacity in a Govt. office/university/ technological institution or an organization of repute which may include activities related to examinations, academics, establishment, general administration, R&D, student affairs, Finance /Audit & Accounts, Estate Management etc. in the grade pay of Rs. 4600/4800 or equivalent. (ii) Experience in handling computerized administration / financial matters. (iii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. <p>Desirable</p> <ul style="list-style-type: none"> (i) A degree in Law / Management / Engineering/ Actuarial Science from a recognized University/ Institute. (ii) Chartered or Cost Accountant qualification (CFA/ CS/ CA/ ICWA) from a recognized University/ Institute for the post of Assistant Registrar (Accounts/Audit). |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam | <ul style="list-style-type: none"> (i) Age No (ii) Qualification No |

09. Period of probation, if any

One year

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods

(i) 50 % by Direct Recruitment

(ii) 50 % by Limited Departmental Examination
N.B.- failing which by on Deputation/ Transfer on Deputation /on Contract basis

11. In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made

By Limited Departmental Examination:

Open to the Superintendent level staff having Bachelor's degree and Minimum 8 years relevant experience in Administration/Accounts/Audit of the Institute out of which at least 5 years as Superintendent / Accounts Officer/equivalent and of supervising a Section in Pay Band-2 (Rs. 9300-34800) with Grade Pay of Rs. 4600/4800.

Deputation / Transfer on Deputation / on contract basis

Officers from the Central / State Governments or Institutes of national importance or Universities / University level Institution or PSU / PSE:-

- a) Holding analogous post/ scale, and
- b) Possessing educational qualification and experience as prescribed in Col. 7.

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition

Not Applicable



Recruitment Rules for the Post of Superintendent

- | | |
|---|--|
| 01. Name of the Post | Superintendent |
| 02. No. of Post(s) | 24 |
| 03. Classification | Group - 'B' |
| 04. Scale of Pay | PB-2 (Rs. 9300-34800)
Grade Pay- Rs. 4800/- |
| 05. Whether selection post or non-selection post | Not Applicable |
| 06. Age limit for direct recruits | Not Applicable |
| 07. Educational and other qualifications required for direct recruits | Not Applicable |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | (i) Age No
(ii) Qualification Yes |
| 09. Period of probation, if any | One year |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | (i) 75 % by Limited Departmental Examination
(ii) 25 % by DPC |
| 11. In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made | <p><u>By Limited Departmental Examination:</u>
Open to the Jr. Superintendent in the Grade Pay of Rs. 4200/- who have rendered at least 06 years of regular clean service as Jr. Superintendent level in IIT Delhi.</p> <p><u>By DPC:</u>
From existing Jr. Supdt. of IIT Delhi with at least 08 years regular clean service in the Grade Pay of Rs. 4200/-.</p> <p>N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.</p> |
| 12. If a DPC exists, what is the composition | As per IIT Delhi rules |

Recruitment Rules for the Post of Jr. Superintendent


- | | |
|--|--|
| 01. Name of the Post | Jr. Superintendent |
| 02. No. of Post(s) | 50 |
| 03. Classification | Group - 'B' |
| 04. Scale of Pay | PB-2 (Rs. 9300-34800)
Grade Pay- Rs. 4200/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 35 years |
| 07. Educational and other qualifications required for direct recruits | <p><u>Essential</u></p> <p>1. Master Degree in any discipline from recognized university with at least 55% marks in qualifying degree with 01 year experience as Sr. Assistant or equivalent in the Grade Pay of Rs. 2800/- in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.</p> <p style="text-align: center;">OR</p> <p>Bachelors Degree in any discipline from recognized university with at least 55% marks in qualifying degree with 03 years experience as Sr. Assistant or equivalent in the Grade Pay of Rs. 2800/- in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.</p> <p>2. Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p><u>Desirable:</u>
Higher Degree / PG Diploma in relevant discipline like H.R, Labor Laws, Financial Management, inter ICWA/ CA etc. from recognized University/ Institute.</p> |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | <p>(i) Age No</p> <p>(ii) Qualification No</p> |

✓

09. Period of probation, if any One year
10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods
- (i) 50 % by Direct Recruitment.
(ii) 30 % by Limited Departmental Examination
(iii) 20 % through DPC
- N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.
11. In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made
- By Limited Departmental Examination**
Open to the Sr. Assistant in the Grade Pay of Rs. 2800/- who have rendered at least 06 years of regular clean service as Sr. Assistant level in IIT Delhi.
- By DPC:**
From existing Sr. Asstt. of IIT Delhi with at least 08 years regular clean service in the Grade Pay of Rs. 2800/-.
- N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.
12. If a DPC exists, what is the composition As per IIT Delhi rules



Recruitment Rules for the Post of Sr. Assistant

- | | |
|---|---|
| 01. Name of the Post | Sr. Assistant |
| 02. No. of Post(s) | 65 |
| 03. Classification | Group - 'C' |
| 04. Scale of Pay | PB-1 (Rs. 5200-20200)
Grade Pay- Rs. 2800/- |
| 05. Whether selection post or non-selection post | Not Applicable |
| 06. Age limit for direct recruits | Not Applicable |
| 07. Educational and other qualifications required for direct recruits | Not Applicable |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | (i) Age No
(ii) Qualification Yes |
| 09. Period of probation, if any | One year |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | (i) 75 % by Limited Departmental Examination
(ii) 25 % by DPC |
| 11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made | <p><u>By Limited Departmental Examination</u>
 Open to Jr. Asstt. who have rendered at least 06 years of regular clean service in Grade Pay Rs. 2000/- or (erstwhile) Group 'D' employee/ MTS with 08 years of regular clean service out of which at least 05 years as Jr. Assistant in the Grade Pay of Rs. 2000/- in IIT Delhi.</p> <p><u>By DPC:</u>
 From existing Jr. Asstt. of IIT Delhi with at least 08 years regular clean service in Grade Pay of Rs. 2000/-.</p> <p>N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.</p> |
| 12. If a DPC exists, what is the composition | 
As per IIT Delhi rules |

Recruitment Rules for the Post of Jr. Assistant

01. Name of the Post Jr. Assistant
02. No. of Post(s) 103
03. Classification Group - 'C'
04. Scale of Pay PB-1 (Rs. 5200-20200)
Grade Pay- Rs. 2000/-
05. Whether selection post or non-selection post Selection
06. Age limit for direct recruits Preferably below 27 years
07. Educational and other qualifications required for direct recruits
- Essential**
1. Bachelors Degree in any discipline from recognized university with at least 55% marks in qualifying degree.
 2. Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.
 3. Having typing speed of 40 w.p.m. / 35 w.p.m. in English and Hindi respectively on computer.

Desirable:

One year relevant experience.

Note: The requirement of typing mentioned in the Recruitment rules will not apply in the case of Physically Handicapped persons who are certified as being unable to type by the IIT Hospital/ Medical Board.



08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.

(i) Age No

(ii) Qualification Yes

09. Period of probation, if any

One year

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods

(i) 90% by Direct recruitment

(ii) 10% by Limited Departmental Examination

N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.

11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made

By Limited Departmental Examination

Open to existing (erstwhile) Group 'D' employees of IIT Delhi with at least 08 years regular clean service subject to fulfillment of minimum educational qualification of 10+2 (Sr. Secondary / ITI of two years duration after Secondary School) from a recognized Board.

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition

Not Applicable

Handwritten signature

Recruitment Rules for the Post of Accounts Officer

- | | |
|---|--|
| 01. Name of the Post | Accounts Officer |
| 02. No. of Post(s) | 06 |
| 03. Classification | Group - 'B' |
| 04. Scale of Pay | PB-2 (Rs. 9300-34800)
Grade Pay- Rs. 4800/- |
| 05. Whether selection post or non-selection post | Not applicable |
| 06. Age limit for direct recruits | Not applicable |
| 07. Educational and other qualifications required for direct recruits | Not applicable |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | (i) Age No
(ii) Qualification Yes |
| 09. Period of probation, if any | One Year |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | (i) 75 % by Limited Departmental Examination
(ii) 25 % by DPC. |
| 11. In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made | <p><u>By Limited Departmental Examination</u>
Open to Jr. Accounts Officer in the Grade Pay of Rs. 4200/- who have rendered at least 06 years of regular clean service in Grade Pay of Rs. 4200/- as Jr. Accounts Officer in IIT Delhi.</p> <p><u>By DPC:</u>
From existing Jr. Accounts Officer of IIT Delhi with at least 08 years regular clean service in the Grade Pay of Rs. 4200/-.</p> <p>N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.</p> |
| 12. If a DPC exists, what is the composition | As per IIT Delhi rules |

Recruitment Rules for the Post of Jr. Accounts Officer

- | | | | | | |
|--|---|---------|----|--------------------|-----|
| 01. Name of the Post | Jr. Accounts Officer | | | | |
| 02. No. of Post(s) | 12 | | | | |
| 03. Classification | Group - 'B' | | | | |
| 04. Scale of Pay | PB-2 (Rs. 9300-34800)
Grade Pay- Rs. 4200/- | | | | |
| 05. Whether selection post or non-selection post | Selection | | | | |
| 06. Age limit for direct recruits | Preferably below 35 years | | | | |
| 07. Educational and other qualifications required for direct recruits | <p><u>Essential</u></p> <p>1. M.Com. or equivalent qualification from recognized university with at least 55% marks in qualifying degree with 01 year experience as Sr. Assistant (Accounts) or equivalent in the Grade Pay of Rs. 2800/- in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.</p> <p style="text-align: center;">OR</p> <p>B.Com. or equivalent qualification from recognized university with at least 55% marks in qualifying degree with 03 years experience as Sr. Assistant (Accounts) or equivalent in the Grade Pay of Rs. 2800/- in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.</p> <p>2. Knowledge of Accounting Software like Tally, Pay Roll Accounting, e-TDS.</p> <p>3. Proficiency in typing in English / Hindi on computer, and also in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p><u>Desirable:</u></p> <p>(i) Higher Degree / PG Diploma in relevant discipline like HR, Labour Laws, and Financial Management etc from recognized institute.</p> <p>(ii) ICWA/CFA (Intermediate)</p> <p>(iii) CA in Intermediate</p> | | | | |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">(i) Age</td> <td style="width: 50%;">No</td> </tr> <tr> <td>(ii) Qualification</td> <td>Yes</td> </tr> </table> | (i) Age | No | (ii) Qualification | Yes |
| (i) Age | No | | | | |
| (ii) Qualification | Yes | | | | |

- 

Recruitment Rules for the Post of Sr. Assistant (Accounts)

- | | |
|---|---|
| 01. Name of the Post | Sr. Assistant (Accounts) |
| 02. No. of Post(s) | 11 |
| 03. Classification | Group - 'C' |
| 04. Scale of Pay | PB-1 (Rs. 5200-20200)
Grade Pay- Rs. 2800/- |
| 05. Whether selection post or non-selection post | Not Applicable |
| 06. Age limit for direct recruits | Not applicable |
| 07. Educational and other qualifications required for direct recruits | Not applicable |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | (i) Age No
(ii) Qualification Yes |
| 09. Period of probation, if any | One year |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | (i) 75 % by Limited Departmental Examination
(ii) 25 % by DPC |
| 11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made | <u>By Limited Departmental Examination</u>
Open to Jr. Assistant (Accounts) who have rendered at least 06 years of regular clean service in Grade Pay of Rs. 2000/- or (erstwhile) Group 'D' employee/ MTS with 08 years of regular clean service out of which at least 05 years as Jr. Assistant in the Grade Pay of Rs. 2000/- in IIT Delhi.

<u>By DPC:</u>
From existing Jr. Asstt. (Accounts) of IIT Delhi with at least 08 years regular clean service in Grade Pay of Rs. 2000/- in IIT Delhi. |

12. If a DPC exists, what is the composition

As per IIT Delhi rules

Recruitment Rules for the Post of Jr. Assistant (Accounts)

- | | |
|--|--|
| 01. Name of the Post | Jr. Assistant (Accounts) |
| 02. No. of Post(s) | 22 |
| 03. Classification | Group - 'C' |
| 04. Scale of Pay | PB-1 (Rs. 5200-20200)
Grade Pay- Rs. 2000/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 27 years |
| 07. Educational and other qualifications required for direct recruits | <p><u>Essential</u></p> <ol style="list-style-type: none"> 1. B.Com or equivalent qualification from recognized university with at least 55% marks in the qualifying degree. 2. Proficiency in Accounting Software like Tally, Pay Roll Accounting, e-TDS etc. 3. Proficiency in typing in English / Hindi on computer, and also in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. <p><u>Desirable:</u></p> <ol style="list-style-type: none"> 1. One year relevant experience in Finance / Accounts. 2. Having typing speed of 40 w.p.m. / 35 w.p.m. in English and Hindi respectively on computer. |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | <p>(i) Age No</p> <p>(ii) Qualification Yes</p> |
| 09. Period of probation, if any | One Year |

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods

(i) 90 % by Direct recruitment

(ii) 10 % by Limited Departmental Examination

N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.

11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made

By Limited Departmental Examination

From existing (erstwhile) Group 'D' employees/ MTS of IIT Delhi with at least 08 years regular clean service subject to fulfillment of minimum educational qualification of 10+2 (Sr. Secondary / ITI of two years duration after Secondary School) from a recognized Board.

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition

Not Applicable

Recruitment Rules for the Post of Principal Technical Officer

01. Name of the Post	Principal Technical Officer
02. No. of Post(s)	10
03. Classification	Group - 'A'
04. Scale of Pay	PB-3 (Rs. 15600-39100/-) Grade Pay- Rs. 7600/-
05. Whether selection post or non-selection post	Selection
06. Age limit for direct recruits	Preferably below 50 years

07. Educational and other qualifications
required for direct recruits

Essential

1. M.Tech Degree in Engineering or equivalent qualification in appropriate field **with** a minimum of 55% marks in the qualifying degree from a recognized University/Institute **with** six years relevant experience in the Grade Pay of Rs. 6600 or equivalent.

OR

Master Degree in Science/Computer Science or equivalent qualification in appropriate field **with** a minimum of 55% marks in the qualifying degree from a recognized University/ Institute **with** ten years relevant experience in the Grade Pay of Rs. 6600 or equivalent.

OR

Bachelors Degree (four years) in Engineering or equivalent qualification in appropriate field **with** a minimum of 55% marks in the qualifying degree from a recognized University / Institute **with** thirteen years relevant experience in the Grade Pay of Rs. 6600 or equivalent.

2. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

Desirable

Ph.D in appropriate field **with** a minimum of 55% marks in the qualifying degree from a recognized University/Institute **with** three years relevant experience in the Grade Pay of Rs. 6600 or equivalent.

08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam / Deputation

(i) Age No

(ii) Qualification Yes

09. Period of probation, if any

One year

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods

(i) 75% by Direct Recruitment

(ii) 25% by Limited Departmental Examination

N.B.- failing which by on Deputation / Transfer or Deputation / on contract basis.

11. In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made

By Limited Departmental Examination

Open to the Technical Officer who have rendered at least 06 years of regular clean service in PB-3 Grade Pay- Rs. 6600 in IIT Delhi.

By Deputation / Transfer on Deputation / on contract basis

(i) A person holding analogous post, or

(ii) Having 03 years relevant experience in PB- (Rs. 15600-39100/-), Grade Pay of Rs. 6600/-.

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition

Not Applicable

Recruitment Rules for the Post of Technical Officer

- | | | | | | | | |
|---|---|-----|-----|----|------|---------------|-----|
| 01. Name of the Post | Technical Officer | | | | | | |
| 02. No. of Post(s) | 30 | | | | | | |
| 03. Classification | Group - 'A' | | | | | | |
| 04. Scale of Pay | PB-3 (Rs. 15600-39100/-)
Grade Pay- Rs. 5400/- | | | | | | |
| 05. Whether selection post or non-selection post | Selection | | | | | | |
| 06. Age limit for direct recruits | Preferably below 40 years | | | | | | |
| 07. Educational and other qualifications required for direct recruits | <p>1. M.Tech Degree in Engineering or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with two years relevant experience in the Grade Pay of Rs. 4600/4800 or equivalent.</p> <p style="text-align: center;">OR</p> <p>Master Degree in Science/Computer Science or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with four years relevant experience in the Grade Pay of Rs. 4600/4800 or equivalent.</p> <p style="text-align: center;">OR</p> <p>Bachelors Degree (four years) or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with five years relevant experience in the Grade Pay of Rs. 4600/4800 or equivalent.</p> <p>2. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> | | | | | | |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam | <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">(i)</td> <td style="width: 30%;">Age</td> <td style="width: 40%;">No</td> </tr> <tr> <td>(ii)</td> <td>Qualification</td> <td>Yes</td> </tr> </table> | (i) | Age | No | (ii) | Qualification | Yes |
| (i) | Age | No | | | | | |
| (ii) | Qualification | Yes | | | | | |



09. Period of probation, if any

One year

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods

(i) 50% by Direct recruitment.

(ii) 30% by Limited Departmental Examination.

(iii) 20% by DPC.

N.B.- failing which by on Deputation / Transfer or Deputation / on contract basis.

11. In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made

By Limited Departmental Examination

Open to the Tech. Supdt. having Bachelor's degree in Science / Computer Science OR Three years Diploma in Engineering after 10+2 and who have rendered at least 06 years of regular clean service in PB-2, Grade Pay- Rs. 4600/4800 in IIT Delhi.

By DPC:

From existing Technical Supdt. having Bachelor's degree in Science / Computer Science OR Three years Diploma in Engineering after 10+2 and who have rendered at least 08 years regular clean service in PB-2, Grade Pay- Rs. 4600/4800 in IIT Delhi.

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition

As per IIT Delhi rules



Recruitment Rules for the Post of Tech. Superintendent

- | | |
|---|---|
| 01. Name of the Post | Tech. Superintendent |
| 02. No. of Post(s) | 37 |
| 03. Classification | Group - 'B' |
| 04. Scale of Pay | PB-2 (Rs. 9300-34800/-)
Grade Pay- Rs. 4800/- |
| 05. Whether selection post or non-selection post | Not Applicable |
| 06. Age limit for direct recruits | Not Applicable |
| 07. Educational and other qualifications required for direct recruits | Not Applicable |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam | (i) Age No
(ii) Qualification Yes |
| 09. Period of probation, if any | One year |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | (i) 75% by Limited Departmental Examination
(ii) 25% by DPC. |

11. In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made

By Limited Departmental Examination

Open to the Jr. Tech. Superintendent who have rendered at least 06 years of regular clean service in PB-2, Grade Pay – Rs. 4200/- in IIT Delhi.

By DPC

From existing Jr. Tech. Superintendent of IIT Delhi with at least 08 years regular clean service in PB-2, Grade Pay – Rs. 4200/- in IIT Delhi.

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition

As per IIT Delhi rules.

Recruitment Rules for the Post of Jr. Tech. Superintendent

- | | |
|--|--|
| 01. Name of the Post | Jr. Tech. Superintendent |
| 02. No. of Post(s) | 80 |
| 03. Classification | Group - 'B' |
| 04. Scale of Pay | PB-2 (Rs. 9300-34800)

Grade Pay- Rs. 4200/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 35 years |
| 07. Educational and other qualifications required for direct recruits | <p>1. Master Degree in Science/Computer Science or B.E/ B.Tech or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with one year relevant experience in the Grade Pay of Rs. 2800 or equivalent.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Science or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with three years relevant experience in the Grade Pay of Rs. 2800 or equivalent.</p> <p style="text-align: center;">OR</p> <p>Three years Diploma in Engineering / Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with four years relevant experience in the Grade Pay of Rs. 2800 or equivalent.</p> <p>2. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | <p>(i) Age No</p> <p>(ii) Qualification Yes</p> |



09. Period of probation, if any

One year

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods

(i) 50 % by Direct Recruitment.

(ii) 30 % by Limited Departmental Examination

(iii) 20 % by DPC

N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.

11. In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made

By Limited Departmental Examination

Open to the Sr. Lab. Assistant who have rendered at least 06 years of regular clean service in PB-1, Grade Pay -Rs. 2800/- in IIT Delhi.

By DPC:

From existing Sr. Lab. Asstt. of IIT Delhi with at least 08 years regular clean service in PB-1, Grade Pay -Rs. 2800/- in IIT Delhi.

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition

As per IIT Delhi rules.



Recruitment Rules for the Post of Sr. Mechanic / Sr. Lab. Asstt.

- | | |
|---|--|
| 01. Name of the Post | Sr. Mechanic / Sr. Lab. Asstt. |
| 02. No. of Post(s) | 162 |
| 03. Classification | Group - 'C' |
| 04. Scale of Pay | PB-1 (Rs. 5200-20200)
Grade Pay- Rs. 2800/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 30 years |
| 07. Educational and other qualifications required for direct recruits | <ol style="list-style-type: none"> 1. Master Degree in Science/Computer Science or B.E/ B.Tech or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/Institute.
 <div style="text-align: center;">OR</div> Bachelor's Degree in Science or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with two years relevant experience in the Grade Pay of Rs. 2000 or equivalent.
 <div style="text-align: center;">OR</div> Three years Diploma in Engineering / Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with three years relevant experience in the Grade Pay of Rs. 2000 or equivalent. 2. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. |

08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.

(i) Age No

(ii) Qualification No, but three years Diploma in Engineering/ Applied Science or equivalent in appropriate field (after 10+2) OR ITI (02 years) after Secondary Examination will be insisted upon for departmental candidates to be considered under 10% LDE quota.

09. Period of probation, if any

One year

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods

(i) 90 % by Direct Recruitment.

(ii) 10 % by Limited Departmental Examination

N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.

11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made

By Limited Departmental Examination

Open to the Jr. Mech./JLA who have rendered at least 06 years of regular clean service in PB-1, Grade Pay- Rs.2000/- in IIT Delhi.

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition

Not Applicable

Recruitment Rules for the Post of Jr. Mechanic / Jr. Lab Assistant

- | | | | | | | | |
|---|--|-----|-----|----|------|---------------|-----|
| 01. Name of the Post | Jr. Mechanic / Jr. Lab Assistant | | | | | | |
| 02. No. of Post(s) | 20 | | | | | | |
| 03. Classification | Group - 'C' | | | | | | |
| 04. Scale of Pay | PB-1 (Rs. 5200-20200)
Grade Pay-Rs. 2000/- | | | | | | |
| 05. Whether selection post or non-selection post | Not applicable | | | | | | |
| 06. Age limit for direct recruits | Preferably below 27 years | | | | | | |
| 07. Educational and other qualifications required for direct recruits | <p>1. Bachelor's Degree in Science or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute.</p> <p style="text-align: center;">OR</p> <p>Three years Diploma in Engineering / Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with one year relevant experience..</p> <p>2. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> | | | | | | |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | <table border="0"> <tr> <td style="vertical-align: top;">(i)</td> <td style="vertical-align: top;">Age</td> <td style="vertical-align: top;">No</td> </tr> <tr> <td style="vertical-align: top;">(ii)</td> <td style="vertical-align: top;">Qualification</td> <td style="vertical-align: top;">Yes</td> </tr> </table> | (i) | Age | No | (ii) | Qualification | Yes |
| (i) | Age | No | | | | | |
| (ii) | Qualification | Yes | | | | | |
| 09. Period of probation, if any | One year | | | | | | |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | 100% by Limited Departmental Examination | | | | | | |



11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made

By Limited Departmental Examination

Open to existing (erstwhile) Group 'D' employees of IIT Delhi with at least 06 years regular clean service subject to fulfillment of minimum educational qualification of 10+2 (Sr. Secondary /ITI of two years duration after Secondary School) from a recognized Board.

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition

Not Applicable



Recruitment Rules for the Post of Librarian

- | | |
|--|--|
| 01. Name of the Post | Librarian |
| 02. No. of Post(s) | 01 |
| 03. Classification | Group - 'A' (Academic) |
| 04. Scale of Pay | PB-4 (Rs. 37400-67000)
AGP-Rs. 10000/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 57 years |
| 07. Educational and other qualifications required for direct recruits | <p><u>Essential</u></p> <ol style="list-style-type: none"> 1. A Master's Degree in Library Science / Information Science/ Documentation with at least 55% marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations. 2. At least thirteen years as a Deputy Librarian in a University Library or eighteen years experience as a College Librarian. 3. Evidence of innovative library service and organization of published work. <p><u>Desirable:</u></p> <p>A M.Phil./ Ph.D. Degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript keeping.</p> |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | Not Applicable |
| 09. Period of probation, if any | One Year |



10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods

100% by Direct Recruitment

N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.

11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made

Deputation / Transfer on Deputation / on contract basis

Officers from the Library of Central / State Governments or Institutes of national importance or Universities / Deemed University level Institution or PSU/ Industry:

- a) i) Holding analogous post or
- ii) With at least 3 years service in posts carrying Grade Pay of Rs. 9000/- or its equivalent and having experience in administration, establishment and accounts matters of the Library.
- b) Possessing educational qualification and experience as prescribed in Col. 7.

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition

Not Applicable



Recruitment Rules for the Post of Deputy Librarian

- | | |
|--|---|
| 01. Name of the Post | Deputy Librarian |
| 02. No. of Post(s) | 04 |
| 03. Classification | Group - 'A' (Academic) |
| 04. Scale of Pay | PB-3 (Rs. 15600-39100)
AGP- Rs. 8000/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 50 years |
| 07. Educational and other qualifications required for direct recruits | <p><u>Essential</u></p> <ol style="list-style-type: none"> 1. A Master's Degree in Library Science / Information Science/ Documentation with at least 55% of the marks or its equivalent Grade of B in the UGC seven point scale and a consistently good academic record. 2. 05 years experience as an Assistant University Librarian/ College Librarian. 3. Evidence of innovative library service and organization of published work and professional commitment, computerization of library. <p><u>Desirable:</u></p> <p>A M.Phil./ Ph.D. Degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript keeping/ computerization of library.</p> |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | Not Applicable |
| 09. Period of probation, if any | One Year |

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods

100% by Direct Recruitment

Promotion under Career Advancement Scheme (CAS) as UGC norms.

N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.

11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made

Deputation / Transfer on Deputation / on contract basis

Officers from the Library of Central / State Governments or Institutes of national importance or Universities / Deemed University level Institution or PSU/ Industry:

- a) i) Holding analogous post or
- ii) With at least 5 years service in posts carrying Grade Pay of Rs. 6000/- or its equivalent and having experience in administration, establishment and accounts matters of the Library.
- b) Possessing educational qualification and experience as prescribed in Col. 7.

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition

Not Applicable



Recruitment Rules for the Post of Assistant Librarian

01. Name of the Post	Assistant Librarian
02. No. of Post(s)	06
03. Classification	Group - 'A' (Academic)
04. Scale of Pay	PB-3 (Rs. 15600-39100) AGP- Rs. 6000/-
05. Whether selection post or non-selection post	Selection
06. Age limit for direct recruits	Preferably below 45 years
07. Educational and other qualifications required for direct recruits	<u>Essential</u> <ol style="list-style-type: none"> 1. A Master's Degree in Library Science / Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent Grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library. 2. Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC. 3. Minimum 03 years of relevant experience of working in Institute / University of State / Centre Govt. organization.
08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not Applicable
09. Period of probation, if any	One Year



10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods

100% by Direct Recruitment

Promotion under Career Advancement Scheme (CAS) as UGC norms.

N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.

11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made

Deputation / Transfer on Deputation / on contract basis

Officers from the Library of Central / State Governments or Institutes of national importance or Universities / Deemed University level Institution or PSU/ Industry:

- a) i) Holding analogous post or
ii) With at least 5 years' service in posts carrying Grade Pay of Rs. 4600/- or its equivalent and having experience in administration, establishment and accounts matters of the library.
- b) Possessing educational qualification and experience as prescribed in Col. 7.

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition

Not Applicable

Recruitment Rules for the Post of Assistant Library Information Officer

- | | |
|---|--|
| 01. Name of the Post | Assistant Library Information Officer |
| 02. No. of Post(s) | 02 |
| 03. Classification | Group - 'B' |
| 04. Scale of Pay | PB-2 (Rs. 9300-34800)
Grade Pay-Rs. 4800/- |
| 05. Whether selection post or non-selection post | Not Applicable |
| 06. Age limit for direct recruits | Not Applicable |
| 07. Educational and other qualifications required for direct recruits | Not applicable |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | (i) Age No
(ii) Qualification Yes |
| 09. Period of probation, if any | One Year |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | (i) 50% by Limited Departmental Examination
(ii) 50% by DPC
N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis. |
| 11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made | <u>By Limited Departmental Examination</u>
Open to Sr. Library Info. Assistant or equivalent who have rendered at least 06 years of regular clean service in the Grade Pay of Rs. 4200/- in IIT Delhi.

<u>By DPC:</u>
From existing Sr. Library Info. Assistant or equivalent of IIT Delhi with at least 08 years regular clean service in the Grade Pay of Rs. 4200/- in IIT Delhi.

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose. |
| 12. If a DPC exists, what is the composition | As per IIT Delhi rules. |

Recruitment Rules for the Post of Sr. Library Information Assistant

01. Name of the Post	Sr. Library Information Assistant				
02. No. of Post(s)	04				
03. Classification	Group - 'B'				
04. Scale of Pay	PB-2 (Rs. 9300-34800) Grade Pay-Rs. 4200/-				
05. Whether selection post or non-selection post	Selection				
06. Age limit for direct recruits	Preferably below 35 years				
07. Educational and other qualifications required for direct recruits	<p><u>Essential</u></p> <ol style="list-style-type: none"> 1. M.Lib.Sc. / MLISc or equivalent from recognized University/Institute with at least 55% marks in the qualifying degree. OR Master's Degree in Arts / Science / Commerce or any other discipline with and also B.Lib.Sc. / BLISc with at least 55% marks from recognized University/Institute. 2. Post Graduate Diploma / Certificate Course in Computer Application / Library Automation from a recognized Institute with minimum of 06 months duration. 3. At least 03 years working experience in a reputed library. 4. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. <p><u>Desirable:</u> Knowledge of Library Automation activities.</p>				
08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	<table> <tr> <td>(i) Age</td><td>No</td></tr> <tr> <td>(ii) Qualification</td><td>Yes</td></tr> </table>	(i) Age	No	(ii) Qualification	Yes
(i) Age	No				
(ii) Qualification	Yes				

09. Period of probation, if any

One Year

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods

- (i) 50% by Direct recruitment.
- (ii) 25% by Limited Departmental Examination
- (iii) 25% by DPC

N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.

11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made

By Limited Departmental Examination

Open to the Lib. Info. Assistant who have rendered at least 06 years of regular clean service in PB-1, Grade Pay- Rs. 2800/- in IIT Delhi.

By DPC:

Open to the Lib. Info. Assistant who have rendered at least 08 years of regular service in PB-1, Grade Pay- Rs. 2800/- in IIT Delhi.

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition

As per IIT Delhi rules



Recruitment Rules for the Post of Library Information Assistant

- | | |
|--|---|
| 01. Name of the Post | Library Information Assistant |
| 02. No. of Post(s) | 08 |
| 03. Classification | Group - 'C' |
| 04. Scale of Pay | PB-1 (Rs. 5200-20200)
Grade Pay- Rs. 2800/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 30 years |
| 07. Educational and other qualifications required for direct recruits | <p>Essential</p> <p>1. M.Lib.Sc. / MLISc or equivalent from recognized University/Institute with at least 55% marks in the qualifying degree.</p> <p style="text-align: center;">OR</p> <p>Master's Degree in Arts / Science / Commerce or any other discipline and also B.Lib.Sc. / BLISc with at least 55% marks in the qualifying degree from recognized University/ Institute.</p> <p>2. At least 01 years working experience in a reputed library.</p> <p>3. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p>Desirable:
Knowledge of Library Automation activities.</p> |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | Not Applicable |
| 09. Period of probation, if any | One Year |

- | | |
|---|---|
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | 100% by Direct recruitment.
N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis. |
| 11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made | Not Applicable |
| 12. If a DPC exists, what is the composition | Not Applicable |



Recruitment Rules for the Post of Institute Engineer

Q1. Name of the Post	Institute Engineer
Q2. No. of Post(s)	01
Q3. Classification	Group - 'A'
Q4. Scale of Pay	PB-4 (Rs. 37400-67000) Grade Pay- Rs. 10000/-
Q5. Whether selection post or non-selection post	Selection
Q6. Age limit for direct recruits	Preferably below 55 years

Q7. Educational and other qualifications required for direct recruits

Essential :

1. (i) Master's degree in the appropriate branch of Engineering / Technology or equivalent from a recognized university/Institute with at least 55% marks in the qualifying degree.
- (ii) At least 15 years relevant experience out of which at least 08 years as Executive Engineer in the Grade Pay of Rs. 7600/- and at least 03 years of regular clean service in Grade Pay of Rs. 8700/- at the level of Superintending Engineer.
- OR**
- (i) Bachelor's degree in the appropriate branch of Engineering / Technology or equivalent from a recognized University/ Institute with at least 55% in the qualifying degree.
- (ii) At least 15 years relevant experience out of which at least 05 years of regular clean service in the Grade Pay of Rs. 8700/- at the level of Superintending Engineer and at least 08 years in the Grade Pay of Rs. 7600/- as Executive Engineer.
2. Experience in handling construction & construction management related software, like Computer-aided Design (CAD) etc.

Desirable:

- (i) Experience in the line of coordination & supervision of construction and maintenance of civil works (including Public Health) in Public works Department.
- (ii) At IIT Delhi, the Institute Engineer also holds the charge of Estate Officer of the Institute and hence knowledge of Estate matters & public premises act / rules are desirable.

08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.

Not Applicable

09. Period of probation, if any

One Year

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods

100 % by Direct Recruitment

N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.

11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made

By Deputation or on Contract

- (i) A person holding analogous post, or
- (ii) Having at least 05 years relevant experience in PB-4 (Rs. 37400-67000), Grade Pay of Rs. 8700/- at the level of Superintending Engineer or at least 08 years in Grade Pay of Rs. 7600/- at the level of Executive Engineer.
- (iii) Possessing educational qualification and experience as prescribed in Col. 7

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition

Not Applicable

Recruitment Rules for the Post of Superintending Engineer

01. Name of the Post	Superintending Engineer
02. No. of Post(s)	02 (01 Civil and 01 Electrical)
03. Classification	Group - 'A'
04. Scale of Pay	PB-4 (Rs. 37400-67000) Grade Pay- Rs. 8700/-
05. Whether selection post or non-selection post	Selection
06. Age limit for direct recruits	Preferably below 55 years
07. Educational and other qualifications required for direct recruits	<u>Essential :</u>

1. (i) Master's degree in the appropriate branch of Engineering / Technology or equivalent from a recognized university/Institute with at least 55% marks in the qualifying degree.

(ii) At least 10 years relevant experience out of which at least 05 years of regular clean service in Grade Pay of Rs. 7600/- at the level of Executive Engineer (Senior Scale) or at least 13 years of regular clean service in Grade Pay of Rs. 6600/- at the level of Executive Engineer.

OR

(i) Bachelor's degree in the appropriate branch of Engineering / Technology or equivalent from a recognized University/ Institute with at least 55% in the qualifying degree.

(ii) At least 12 years relevant experience out of which at least 05 years of regular clean service in Grade Pay of Rs. 7600/- at the level of Executive Engineer (Senior Scale) or at least 15 years of regular clean service in Grade Pay of Rs. 6600/- at the level of Executive Engineer.

2. Experience in handling construction & construction management related software, like Computer-aided Design (CAD) etc.

Desirable:

Experience in the line of coordination & supervision of construction and maintenance of civil works (including Public Health) in Public works Department.

08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.

- (i) Age No
(ii) Qualification Yes

09. Period of probation, if any

One Year

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods

100 % by Direct Recruitment

N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.

11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made

Deputation / Transfer on Deputation / on contract basis

- (i) A person holding analogous post, or
(ii) Having at least 05 years relevant experience in PB-3 (Rs. 15600-39100), Grade Pay of Rs. 7600/- at the level of Executive Engineer (Senior Scale).
(iii) Possessing educational qualification and experience as prescribed in Col. 7

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition

Not Applicable

Recruitment Rules for the Post of Executive Engineer

01. Name of the Post	Executive Engineer
02. No. of Post(s)	05
03. Classification	Group - 'A'
04. Scale of Pay	PB-3 (Rs.15600-39100/-) Grade Pay- Rs. 7600/-
05. Whether selection post or non-selection post	Selection
06. Age limit for direct recruits	Preferably below 50 years

07. Educational and other qualifications required for direct recruits

Essential :

1. (i) Master's Degree or equivalent in Engineering (Electrical / Civil Engineering) from a recognized university/ Institute with at least 55% marks in the qualifying degree.

(ii) At least 05 years experience in relevant field at the level of Assistant Executive Engineer in PB-3 and Grade Pay of Rs. 6600/- from CPWD/ State PWD or similar organized services / semi-Govt. / PSU/ Statutory or Autonomous organization / Universities / reputed Institute or organizations under Central/ State Govt.

OR

(i) Bachelors Degree or equivalent in Engineering (Electrical / Civil Engineering) from a recognized university/ Institute with at least 55% marks in the qualifying degree.

(ii) At least 07 years experience in relevant field at the level of Assistant Executive Engineer in PB-3 and Grade Pay of Rs. 6600/- from CPWD/ State PWD or similar organized services / semi-Govt. / PSU/ Statutory or Autonomous organization / Universities / reputed Institute or organizations under Central/ State Govt.

2. Experience in handling construction & construction management related software, like Computer-aided Design (CAD) etc.

08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam

09. Period of probation, if any

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods

11. In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made

12. If a DPC exists, what is the composition

Desirable:

- (i) Proven track record of handling projects / works in reputed organization of relevant magnitude and qualities.
- (ii) Experience of working with high tension lines electrical maintenance planning and execution of electrical works or civil engineering, Designing and estimation, construction management etc., as relevant to the profession.
- (iii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

(i) Age No

(ii) Qualification Yes

One year

(i) 50% by Direct recruitment

(ii) 50 % by Limited Departmental Examination

N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.

By Limited Departmental Examination

Open to the Assistant Executive Engineer who have rendered at least 06 years of regular clean service in PB-3, Grade Pay-Rs.6600/- in IIT Delhi.

Deputation / Transfer on Deputation / on contract basis

- (i) A person holding analogous post, or
- (ii) Having 05 years relevant experience in PB-3 (Rs. 15600-39100/-), Grade Pay of Rs. 6600/-.
- (iii) Possessing educational qualification and experience as prescribed in Col. 7

N.B.1- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

N.B.2- After 05 years of service with Grade Pay Rs.7600/-, an incumbent will automatically move to the higher GP of Rs.8700/- with the same designation.

Not Applicable

Recruitment Rules for the Post of Assistant Executive Engineer

Q1. Name of the Post	Assistant Executive Engineer
Q2. No. of Post(s)	08
Q3. Classification	Group - 'A'
Q4. Scale of Pay	PB-3 (Rs.15600-39100) Grade Pay- Rs. 5400/-
Q5. Whether selection post or non-selection post	Selection
Q6. Age limit for direct recruits	Preferably below 40 years
Q7. Educational and other qualifications required for direct recruits	<p><u>Essential:</u></p> <p>(i) Bachelor's Degree or equivalent in Engineering (Electrical / Civil Engineering) from a recognized University/ Institute with at least 55% marks in the qualifying degree plus 03 years relevant experience in the Grade Pay of Rs. 4600/4800.</p> <p style="text-align: center;">OR</p> <p>Three years Diploma in Engineering (Electrical / Civil Engineering) (after 10+2) from a recognized university/Institute with at least 55% marks in the qualifying degree plus 10 years relevant experience, out of which, at least 03 years should be in the Grade Pay Rs. 4600/4800.</p> <p>(ii) Experience in handling construction & construction management related software, like Computer-aided Design (CAD) etc.</p> <p><u>Desirable:</u></p> <p>(i) Experience in handling large construction projects.</p> <p>(ii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p>
Q8. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	<p>(i) Age No</p> <p>(ii) Qualification Yes</p>

09. Period of probation, if any

One year

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods

(i) 75% by Direct recruitment

(ii) 25% by Limited Departmental Examination

N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.

11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made

By Limited Departmental Examination

Open to the Jr. / Asstt. Engineer who have Three years Diploma in Engineering (after 10+2) and rendered at least 06 years of regular clean service in PB-2, Grade Pay- Rs. 4600/4800 or Jr. Engineer who have rendered at least 10 years of experience out of which 04 years of experience in Grade Pay of Rs. 4600/4800

Deputation / Transfer on Deputation / on contract basis

(i) A person holding analogous post, or

(ii) Having 03 years relevant experience in PB-2 (Rs. 9300-34800/-), Grade Pay of Rs. 4600/4800.

(iii) Possessing educational qualification and experience as prescribed in Col. 7

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition

Not Applicable

W

Recruitment Rules for the Post of Assistant Engineer

- | | | | | | |
|---|---|---|----|--------------------|-----|
| 01. Name of the Post | Assistant Engineer | | | | |
| 02. No. of Post(s) | 08 | | | | |
| 03. Classification | Group - 'B' | | | | |
| 04. Scale of Pay | PB-2 (Rs. 9300-34800)
Grade Pay- Rs. 4800/- | | | | |
| 05. Whether selection post or non-selection post | Not Applicable | | | | |
| 06. Age limit for direct recruits | Not Applicable | | | | |
| 07. Educational and other qualifications required for direct recruits | Not Applicable | | | | |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">(i) Age</td> <td style="width: 50%;">No</td> </tr> <tr> <td>(ii) Qualification</td> <td>Yes</td> </tr> </table> | (i) Age | No | (ii) Qualification | Yes |
| (i) Age | No | | | | |
| (ii) Qualification | Yes | | | | |
| 09. Period of probation, if any | One year | | | | |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">(i) 75% by Limited Departmental Examination</td> <td style="width: 50%;"></td> </tr> <tr> <td>(ii) 25% by DPC</td> <td></td> </tr> </table> <p>N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.</p> | (i) 75% by Limited Departmental Examination | | (ii) 25% by DPC | |
| (i) 75% by Limited Departmental Examination | | | | | |
| (ii) 25% by DPC | | | | | |
| 11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made | <p><u>By Limited Departmental Examination</u>
Open to the Jr. Engineer who have rendered at least 06 years of regular clean service in PB-2, Grade Pay- Rs. 4200/- in IIT Delhi.</p> <p><u>By DPC</u>
Open to the Jr. Engineer who have rendered at least 08 years of regular clean service in PB-2, Grade Pay- Rs. 4200/- in IIT Delhi.</p> <p>N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.</p> | | | | |
| 12. If a DPC exists, what is the composition | As per IIT Delhi rules | | | | |

Recruitment Rules for the Post of Junior Engineer

01. Name of the Post	Junior Engineer
02. No. of Post(s)	08
03. Classification	Group - 'B'
04. Scale of Pay	PB-2 (Rs. 9300-34800) Grade Pay- Rs. 4200/-
05. Whether selection post or non-selection post	Selection
06. Age limit for direct recruits	Preferably below 35 years

07. Educational and other qualifications
required for direct recruits

Essential:

- (i) Bachelors Degree or equivalent in Engineering (Electrical / Civil Engineering) from a recognized university/Institute with at least 55% marks in the qualifying degree plus 02 years of relevant experience. Persons with Mechanical / Air- Conditioning / Computer / Networking / Electronics & Communication Engineering backgrounds may also be considered subject to requirement.

OR

Three years Diploma in Engineering (Electrical / Civil Engineering) from a recognized university/Institute (after 10+2) with at least 55% marks in the qualifying degree plus 05 years of relevant experience. Persons with Mechanical / Air- Conditioning / Computer / Networking / Electronics & Communication Engineering backgrounds may also be considered subject to requirement.

- (ii) Expertise in using software relevant to the job profile.

Desirable:

- (i) Experience of having worked with large projects.
(ii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. Not applicable
09. Period of probation, if any One year
10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods
100% by direct recruitment.
N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.
11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made Not applicable
12. If a DPC exists, what is the composition Not applicable
- Mur*

Recruitment Rules for the Post of Senior Mechanic

- | | |
|---|--|
| 01. Name of the Post | Senior Mechanic |
| 02. No. of Post(s) | 06 |
| 03. Classification | Group - 'C' |
| 04. Scale of Pay | PB-1 (Rs. 5200-20200)
Grade Pay- Rs. 2800/- |
| 05. Whether selection post or non-selection post | Not Applicable |
| 06. Age limit for direct recruits | Not Applicable |
| 07. Educational and other qualifications required for direct recruits | Not applicable |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | (i) Age No
(ii) Qualification Yes |
| 09. Period of probation, if any | One year |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | (i) 75% by Limited Departmental Examination
(ii) 25% by DPC
N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis. |
| 11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made | <u>By Limited Departmental Examination</u>
Open to the Jr. Mechanic who have rendered at least 06 years of regular service in PB-1, Grade Pay- Rs. 2000/-.

<u>By DPC:</u>
Open to the Jr. Mechanic who have rendered at least 08 years of regular service in PB-1, Grade Pay- Rs. 2000/-.

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose. |
| 12. If a DPC exists, what is the composition | Not applicable |

Recruitment Rules for the Post of Junior Mechanic

- | | |
|---|---|
| 01. Name of the Post | Junior Mechanic |
| 02. No. of Post(s) | 12 |
| 03. Classification | Group - 'C' |
| 04. Scale of Pay | PB-1 (Rs. 5200-20200)
Grade Pay-Rs. 2000/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 27 years |
| 07. Educational and other qualifications required for direct recruits | <p><u>Essential:</u>
Bachelors Degree in Engineering in appropriate field, B.Tech/B.E in Computer/I.T or in appropriate field with at least 55% marks in the qualifying degree from the recognized University/Institute plus 01 year relevant experience.</p> <p style="text-align: center;">OR</p> <p>Three years Diploma (after 10+2) in Electronic / Electrical / Electronics & Communications / Mechanical / Chemical / Applied Mech. / Civil Engg. / Textile Technology / Computer / I.T. / Information Communication Technology / Heating Voltage Air-Conditioning Engineering or B.Sc in Chemistry / Bio-Technology / Polymer Science / Textile chemistry with at least 55% marks in the qualifying degree from the recognized University/Institute plus 03 years relevant experience.</p> |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | <p>(i) Age No</p> <p>(ii) Qualification Yes</p> |
| 09. Period of probation, if any | One year |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | <p>(i) 90% by Direct recruitment</p> <p>(ii) 10% by Limited Departmental Examination</p> <p>N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.</p> |

11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made

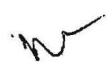
By Limited Departmental Examination

Open to existing (erstwhile) Group 'D' employees of IIT Delhi with at least 06 years regular clean service subject to fulfillment of minimum educational qualification of 10+2 (Sr. Secondary /ITI of two years duration after Secondary School) from a recognized Board.

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition

Not Applicable



Recruitment Rules for the Post of Chief Security Officer

- | | |
|---|--|
| 01. Name of the Post | Chief Security Officer |
| 02. No. of Post(s) | 01 |
| 03. Classification | Group - 'A' |
| 04. Scale of Pay | PB-3 (Rs. 15600-39100)
Grade Pay-Rs. 7600/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 50 years |
| 07. Educational and other qualifications required for direct recruits | <p><u>Essential</u></p> <p>1. Commissioned Officer of Army / Navy / Air Force or Deputy Superintendent of Police or Assistant Commandant of Police / Security Force having a Bachelors degree or equivalent from a recognized University with at least 55% marks in the qualifying degree with 15 years relevant experience out of which minimum 05 years must be in PB-3 with Grade Pay of Rs. 6600/- or at least 13 years in PB-3 with Grade Pay of Rs.5400/-</p> <p style="text-align: center;">OR</p> <p>A Master's Degree from a recognized University with at least 55% marks in the qualifying degree with at least 15 years relevant experience out of which at least 07 years experience in the Supervisory capacity in the Grade Pay of Rs. 6600/- or its equivalent in the Police or in a big security organization, educational Institution / University / PSU etc.</p> <p style="text-align: center;">OR</p> <p>A Bachelor's Degree from a recognized University with at least 55% marks in the qualifying degree with at least 20 years relevant experience out of which at least 07 years experience in the Supervisory capacity in the Grade Pay of Rs. 6600/- or its equivalent in the Police or in a big security organization educational Institution / University / PSU etc.</p> <p>2. Should be able to ride motor cycle, motor car and handle fire arms.</p> <p>3. Should be of sound health and active habits.</p> <p>4. Should be conversant with security rules and procedures to deal with Police and the Public.</p> |



Desirable

- (i) Training, conducting enquires & investigation, managing contacts and handling emergency situation like Fire Fighting, Rescue Operations, Floods and Earthquake etc.
- (ii) Possessing a Diploma certificate in Security operations / Fire safety and disaster management from a recognized University / Institute.

08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.

Not Applicable

09. Period of probation, if any

One Year

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods

100 % Direct Recruitment

N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.

11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made

Deputation / Transfer on Deputation / on contract basis

Officers of the Central / State Governments or Institutes of national importance or Universities / University level Institution or PSU:-

- a) Holding analogous post on regular basis, and
- b) Possessing educational qualification and experience as prescribed in Col. 7 or working as Security Officer in PB-3 with Grade Pay of Rs.6600/- or its equivalent with at least 05 years of relevant experience.

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition

Not Applicable

Recruitment Rules for the Post of Security Officer

01. Name of the Post	Security Officer
02. No. of Post(s)	02
03. Classification	Group - 'A'
04. Scale of Pay	PB-3 (Rs. 15600-39100) Grade Pay-Rs. 5400/-
05. Whether selection post or non-selection post	Selection
06. Age limit for direct recruits	Preferably below 40 years
07. Educational and other qualifications required for direct recruits	<p>Essential</p> <p>1. Commissioned Officer of Army / Navy / Air Force or Deputy Superintendent of Police or Assistant Commandant of Police / Security Force having a Bachelors degree or equivalent from a recognized University/Institute with at least 55% marks in the qualifying degree with 06 years relevant experience.</p> <p style="text-align: center;">OR</p> <p>A Bachelor's degree from a recognized University/Institute with at least 55% marks in the qualifying degree with overall 15 years relevant experience out of which at least 05 years experience in the Supervisory capacity in the Grade Pay of Rs. 4600/4800 or its equivalent in the Police or in a big security organization.</p> <p>2. Should be able to ride motor cycle, motor car and handle fire arms.</p> <p>3. Should be of sound health and active habits.</p> <p>4. Should be conversant with security rules and procedures to deal with Police and the Public.</p> <p>Desirable</p> <p>(i) Training, conducting enquires & investigation, managing contacts and handling emergency situation like Fire Fighting, Rescue Operations, Floods, Earthquake etc.</p> <p>(ii) Possessing a Diploma certificate in Security operations / Fire safety and disaster management from a recognized University / Institute.</p>

08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.

- (i) Age No
(ii) Qualification Yes

09. Period of probation, if any

One Year

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods

- (i) 50 % by Direct Recruitment
(ii) 50 % by Limited Departmental Examination

N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.

11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made

By Limited Departmental Examination

Open to the Asstt. Security Officer (ASO) who have rendered at least 06 years of regular clean service in PB-2, Grade Pay-Rs. 4600/4800 in IIT Delhi.

Deputation / Transfer on Deputation / on contract basis

Officers of the Central / State Governments or Institutes of national importance or Universities / University level Institution or PSU:-

- a) Holding analogous post on regular basis, and
- b) Possessing educational qualification and experience as prescribed in Col. 7 or working as ASO in PB-2 with Grade Pay of Rs. 4600/4800 for a period of 05 years.

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition

Not Applicable

Recruitment Rules for the Post of Assistant Security Officer

- | | |
|--|--|
| 01. Name of the Post | Assistant Security Officer |
| 02. No. of Post(s) | 05 |
| 03. Classification | Group - 'B' |
| 04. Scale of Pay | PB-2 (Rs. 9300-34800)
Grade Pay- Rs. 4200/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 35 years |
| 07. Educational and other qualifications required for direct recruits | <p><u>Essential</u></p> <p>(i) Graduate in any discipline with at least 55 % marks in the qualifying degree from a recognized University/ Institute and 05 years relevant experience.</p> <p>(ii) Should have Military or NCC & Fire Fighting Training, Risk & Disaster Management Training/ First Aid.</p> <p>(iii) Be able to ride light vehicle / motor cycle and handle fire arms + having sound health and active habits, conducting enquires & investigation and managing contacts.</p> |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | <p>(i) Age No</p> <p>(ii) Qualification Yes</p> |
| 09. Period of probation, if any | One Year |



10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods

(i) 60 % by Direct Recruitment

(ii) 40 % by Limited Departmental Examination

N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.

11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made

By Limited Departmental Examination

Open to Security Inspector who have rendered at least 06 years of regular clean service in the Grade Pay of Rs. 2800/- in IIT Delhi.


N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition

Not Applicable



Recruitment Rules for the Post of Security Inspector

- | | |
|---|--|
| 01. Name of the Post | Security Inspector |
| 02. No. of Post(s) | 08 |
| 03. Classification | Group - 'C' |
| 04. Scale of Pay | PB-1 (Rs. 5200-20200)
Grade Pay- Rs. 2800/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 30 years |
| 07. Educational and other qualifications required for direct recruits | Graduate in any discipline with at least 55 % marks in the qualifying degree from a recognized University/ Institute. Must have active habits, sound physique and 4 years experience in watch & ward duties. Ex-Serviceman of supervisory cadre with a minimum service of 08 years in PB-1 with Grade Pay of Rs. 2000/- and having armed license would be preferred. |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | Not Applicable |
| 09. Period of probation, if any | One Year |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | 100% by Direct recruitment
N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis. |
| 11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made | Not Applicable |
| 12. If a DPC exists, what is the composition |  Not Applicable |

Recruitment Rules for the Post of Assistant Fire Inspector

- | | |
|---|---|
| 01. Name of the Post | Assistant Fire Inspector |
| 02. No. of Post(s) | 01 |
| 03. Classification | Group - 'B' |
| 04. Scale of Pay | PB-2 (Rs. 9300-34800)
Grade Pay- Rs. 4200/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 35 years |
| 07. Educational and other qualifications required for direct recruits | <p><u>Essential</u></p> <ol style="list-style-type: none"> 1. Bachelor of Engineering (Fire) from a recognized University/ Institute or equivalent with at least 55% marks in the qualifying degree. 2. Minimum 05 years experience in Fire Fighting in Civil /Defence Fire Service Organization / Public Undertaking in the capacity of Sub-Officer or equivalent. 3. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | Not applicable |
| 09. Period of probation, if any | One Year |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | <p>100 % by Direct Recruitment.</p> <p>N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.</p> |



11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made

Deputation / Transfer on Deputation / on contract basis

Officers of the Central / State Governments or Institutes of national importance or Universities / University level Institution or PSU:-

- a) Holding analogous post on regular basis, and
- b) Possessing educational qualification and experience as prescribed in Col. 7.

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition

Not applicable



Recruitment Rules for the Post of Head, Hospital Services

- | | | | | | | | |
|--|---|-----|-----|----|------|---------------|-----|
| 01. Name of the Post | Head, Hospital Services | | | | | | |
| 02. No. of Post(s) | 01 | | | | | | |
| 03. Classification | Group - 'A' | | | | | | |
| 04. Scale of Pay | PB-4 (Rs. 37400-67000)
Grade Pay- Rs. 10000/- plus Non-practicing allowance. | | | | | | |
| 05. Whether selection post or non-selection post | Selection | | | | | | |
| 06. Age limit for direct recruits | Preferably below 55 years | | | | | | |
| 07. Educational and other qualifications required for direct recruits | <p><u>Essential Educational Qualification:</u> M.D. or M.S. Degree in a clinical discipline with an outstanding educational background.</p> <p><u>Experience required:</u></p> <p>In addition to essential educational qualification, minimum 15 years professional experience, out of which 07 years in the Grade Pay of Rs. 8700/- or equivalent. Administrative experience in the capacity of being in-charge of an Institute / Research Organization / Industrial – township hospital.</p> <p><u>Desirable:</u> P.G. Degree / Diploma in Hospital Administration.</p> <p><u>Job Profile:</u> The candidate will be expected to take complete administrative charge of the IIT Hospital. The candidate will also be expected to plan for the future expansion of IIT Hospital as also to provide health related advice to the Institute functionaries.</p> | | | | | | |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | <table border="0"> <tr> <td style="padding-right: 10px;">(i)</td> <td style="padding-right: 20px;">Age</td> <td>No</td> </tr> <tr> <td>(ii)</td> <td>Qualification</td> <td>Yes</td> </tr> </table> | (i) | Age | No | (ii) | Qualification | Yes |
| (i) | Age | No | | | | | |
| (ii) | Qualification | Yes | | | | | |

09. Period of probation, if any One Year
10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods Direct / Deputation / Transfer on Deputation / Contract
11. In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made Deputation / Transfer on Deputation
Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institutes of national importance:-
a) i) Person having served as CMO (NSFG) analogous post
ii) Having at least 07 years relevant experience in PB-4 with Grade Pay of Rs. 8700/- or equivalent; and
b) Possessing educational qualification and experience as prescribed in Col. 7.
- N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.
12. If a DPC exists, what is the composition Not Applicable

Recruitment Rules for the Post of Medical Officer

- | | | | | | | | |
|--|--|-----|-----|----|------|---------------|-----|
| 01. Name of the Post | Medical Officer | | | | | | |
| 02. No. of Post(s) | 11 | | | | | | |
| 03. Classification | Group - 'A' | | | | | | |
| 04. Scale of Pay | PB-3 (Rs. 15600-39100)
Grade Pay- Rs. 5400/- | | | | | | |
| 05. Whether selection post or non-selection post | Selection | | | | | | |
| 06. Age limit for direct recruits | Preferably below 40 years | | | | | | |
| 07. Educational and other qualifications required for direct recruits | <p><u>Essential:</u></p> <p>M.D. or M.S. in an appropriate branch of Medicine.</p> <p style="text-align: center;">OR</p> <p>Postgraduate Diploma in an appropriate branch of Medicine plus at least one year experience in a recognized hospital.</p> <p style="text-align: center;">OR</p> <p>M.B.B.S. including completion of compulsory rotatory internship followed by at least 03 years of experience in a recognized hospital.</p> <p><u>Desirable:</u></p> <p>(i) The above qualifications Diploma / MD / MS preferably in medicine, chest diseases, pediatrics, Obstetrics and Gynecology & family medicine.</p> <p>(ii) The work experience should be in a medical college or large Govt. / private Hospital.</p> | | | | | | |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | <table border="0"> <tr> <td style="vertical-align: top;">(i)</td> <td style="vertical-align: top;">Age</td> <td style="vertical-align: top;">No</td> </tr> <tr> <td style="vertical-align: top;">(ii)</td> <td style="vertical-align: top;">Qualification</td> <td style="vertical-align: top;">Yes</td> </tr> </table> | (i) | Age | No | (ii) | Qualification | Yes |
| (i) | Age | No | | | | | |
| (ii) | Qualification | Yes | | | | | |
| 09. Period of probation, if any | One Year | | | | | | |



- | | |
|---|--|
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | 100% by Direct recruitment

N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis. |
| 11. In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made | Not applicable |
| 12. If a DPC exists, what is the composition | Not applicable |




Recruitment Rules for the Post of Pharmacist

- | | |
|--|---|
| 01. Name of the Post | Pharmacist |
| 02. No. of Post(s) | 06 |
| 03. Classification | Group - 'C' |
| 04. Scale of Pay | PB-1 (Rs. 5200-20200)
Grade Pay- Rs. 2800/-
After two years pharmacist will be placed in PB-2,
G.P- Rs. 4200 vide letter No. FNO/17-
3/2010TS/pt/ File I dt 30.05.2011. |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 30 years |
| 07. Educational and other qualifications required for direct recruits | <u>Essential:</u>
1. Degree in Pharmacy (B. Pharma) from a recognized University/ Institute with at least 55 % marks plus 02 years of relevant experience.

<p style="text-align: center;">OR</p> Three years Diploma (after 10+2) in Pharmacy from a recognized University/ Institute with at least 55 % marks plus 03 years of relevant experience.
2: Should be registered as a 'Pharmacist' under the Pharmacy Act, 1948.
3. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | Not Applicable |




09. Period of probation, if any One Year
10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods 100% by Direct recruitment
N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.
11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made Not Applicable
12. If a DPC exists, what is the composition Not Applicable
- 

Recruitment Rules for the Post of Staff Nurse

- | | |
|--|--|
| 01. Name of the Post | Staff Nurse |
| 02. No. of Post(s) | 07 |
| 03. Classification | Group - 'B' |
| 04. Scale of Pay | PB-2 (Rs. 9300-34800)
Grade Pay- Rs. 4200/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 35 years |
| 07. Educational and other qualifications required for direct recruits | <p><u>Essential:</u></p> <ol style="list-style-type: none"> 1. Intermediate (10+2 with Science) OR equivalent and must have passed the examination held by the Nursing Council with 3 years course in General Nursing and Mid-wifery with at least 55 % marks from recognized Board/ Institute. 2. Registered as A grade Nurse with Nursing Council. 3. At least 03 years of relevant experience in a hospital <p><u>Desirable:</u>
B.Sc. (Nursing) from a recognized University/ Institute with one year of relevant experience.</p> |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | Not Applicable |
| 09. Period of probation, if any | One year |



10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods
- 100 % by Direct Recruitment.
- N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.
11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made
- Not Applicable
12. If a DPC exists, what is the composition
- Not Applicable
- 

Recruitment Rules for the Post of Technician (X-ray)

- | | |
|---|---|
| 01. Name of the Post | Technician (X-ray) |
| 02. No. of Post(s) | 02 |
| 03. Classification | Group - 'B' |
| 04. Scale of Pay | PB-2 (Rs. 9300-34800)
Grade Pay- Rs. 4200/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 35 years |
| 07. Educational and other qualifications required for direct recruits | <p><u>Essential</u></p> <ol style="list-style-type: none"> 1. B.Sc. Medical Technology (X-ray) / B.Sc. Medical Technology (Radiology) / B.Sc. Medical Technology (Radio-diagnosis) / B.Sc. Medical Technology (Radio-diagnosis) & Imaging Technology with at least 55% marks in the qualifying degree from a recognized University/ Institute. 2. Minimum 03 years relevant experience in a recognized Hospital/ Institute / College. 3. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | Not applicable |
| 09. Period of probation, if any | One Year |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | <p>100 % by Direct Recruitment.</p> <p>N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.</p> |
| 11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made | Not applicable |
| 12. If a DPC exists, what is the composition | Not applicable |



Recruitment Rules for the Post of Physiotherapist

01. Name of the Post	Physiotherapist
02. No. of Post(s)	02 (01 Male + 01 Female)
03. Classification	Group - 'B'
04. Scale of Pay	PB-2 (Rs. 9300-34800) Grade Pay- Rs. 4200/-
05. Whether selection post or non-selection post	Selection
06. Age limit for direct recruits	Preferably below 35 years
07. Educational and other qualifications required for direct recruits	<p><u>Essential</u></p> <p>1. Degree in Physiotherapy from a recognized University/ Institute with at least 55% marks with minimum 03 years relevant experience in a recognized Hospital/ Institute/ College.</p> <p style="text-align: center;">OR</p> <p>Diploma in Physiotherapy/ Physio-Occupational Therapy (after 10+2) from a recognized University/ Institute with at least 55% marks with minimum 05 years relevant experience in a recognized Hospital/ Institute/ College.</p> <p>2. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p>
08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not applicable
09. Period of probation, if any	One Year
10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100 % by Direct Recruitment. N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.
11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	Not applicable
12. If a DPC exists, what is the composition	Not applicable

Recruitment Rules for the Post of Jr. Medical Lab Assistant

- | | |
|---|---|
| 01. Name of the Post | Jr. Medical Lab Assistant |
| 02. No. of Post(s) | 02 |
| 03. Classification | Group - 'C' |
| 04. Scale of Pay | PB-1 (Rs. 5200-20200)
Grade Pay- Rs. 2800/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 30 years |
| 07. Educational and other qualifications required for direct recruits | <p><u>Essential</u>
Degree in Science from a recognized University/ Institute with at least 55% marks.</p> <p style="text-align: center;">OR</p> <p>(i) 12th class pass with science subject (in 10+2 system) or Intermediate (Science) or equivalent from a recognized Board/ Institution.</p> <p>(ii) Diploma in Medical Laboratory Techniques with at least 55% marks from a recognized University/Institute.</p> <p>(iii) One year experience in a Medical Laboratory.</p> |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | Not applicable |
| 09. Period of probation, if any | One Year |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | <p>100 % by Direct Recruitment.</p> <p>N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.</p> |
| 11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made | Not applicable |
| 12. If a DPC exists, what is the composition | Not applicable |



Recruitment Rules for the Post of Dresser

- | | |
|--|--|
| Q1. Name of the Post | Dresser |
| Q2. No. of Post(s) | 02 |
| Q3. Classification | Group - 'C' |
| Q4. Scale of Pay | PB-1 (Rs. 5200-20200)
Grade Pay- Rs. 2000/- |
| Q5. Whether selection post or non-selection post | Selection |
| Q6. Age limit for direct recruits | Preferably below 27 years |
| Q7. Educational and other qualifications required for direct recruits | <p><u>Essential</u></p> <ol style="list-style-type: none"> 1. Intermediate (10+2 with Science) OR equivalent from recognized Board with at least 55% marks in the qualifying course. 2. Minimum 02 years experience in application of Plasters in an Orthopedic Unit of a registered / recognized hospital, having attended First- Aid training from St. John's Ambulance or Indian Red Cross Society. 3. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. |
| Q8. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | Not applicable |
| Q9. Period of probation, if any | One year |
| Q10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | <p>100 % by Direct Recruitment.</p> <p>N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.</p> |
| Q11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made. | Not applicable |
| Q12. If a DPC exists, what is the composition | Not applicable |

Recruitment Rules for the Post of Nursing Orderly


- | | |
|---|---|
| 01. Name of the Post | Nursing Orderly |
| 02. No. of Post(s) | 04 |
| 03. Classification | Group - 'C' |
| 04. Scale of Pay | PB-1 (Rs. 5200-20200)
Grade Pay- Rs. 2000/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 27 years |
| 07. Educational and other qualifications required for direct recruits | <p><u>Essential</u></p> <p>1. Intermediate (10+2 with Science) OR equivalent from recognized Board with at least 55% marks in the qualifying course.</p> <p>2. Elementary knowledge of First Aid from St. John's Ambulance or Indian Red Cross Society plus two years experience in handling and dressing wounds in Govt. approved/ Registered Nursing Home / Hospital.</p> <p>3. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | Not applicable |
| 09. Period of probation, if any | One year |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | <p>100 % by Direct Recruitment.</p> <p>N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.</p> |
| 11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made | Not applicable |
| 12. If a DPC exists, what is the composition | Not applicable |

Recruitment Rules for the Post of Driver

- | | |
|--|--|
| 01. Name of the Post | Driver |
| 02. No. of Post(s) | 06 |
| 03. Classification | Group – 'C' |
| 04. Scale of Pay | PB-1 (Rs. 5200-20200)
Grade Pay- Rs. 2400/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 27 years |
| 07. Educational and other qualifications required for direct recruits | Sr. Secondary (10+2) pass with at least 55% marks from the recognized Board and having Driving License of both heavy and light duty vehicles with 03 years of driving and maintenance experience.

OR

10+2 and ITI of 02 years duration course with at least 55% marks from the recognized Board and having license for both heavy and light duty vehicles with 02 years of relevant experience. |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | Not applicable |
| 09. Period of probation, if any | One year |

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods
- 100% by Direct recruitment
- N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.
11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made
- Not applicable
12. If a DPC exists, what is the composition
- Not applicable
- 

Recruitment Rules for the Post of Vehicle Assistant

- Q1. Name of the Post Vehicle Assistant
- Q2. No. of Post(s) 03
- Q3. Classification Group - 'C'
- Q4. Scale of Pay PB-1 (Rs. 5200-20200)
Grade Pay- Rs. 2000/-
- Q5. Whether selection post or non-selection post Selection
- Q6. Age limit for direct recruits Preferably below 27 years
- Q7. Educational and other qualifications required for direct recruits
Sr. Secondary (10+2) pass with at least 55% marks from the recognized Board and having Driving License of both heavy and light duty vehicles with 02 years of experience in maintenance of vehicles, break down etc.

OR
10+2 and ITI of 02 years duration course with at least 55% marks from the recognized Board and having Driving License for both heavy and light duty vehicles with 01 year of experience in maintenance of vehicles, break down etc.
- Q8. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. Not applicable

09. Period of probation, if any

One year

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods

100% by Direct recruitment

N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.

11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made

Not applicable

12. If a DPC exists, what is the composition

Not applicable



Recruitment Rules for the Post of Sanitary Inspector

- | | |
|---|--|
| 01. Name of the Post | Sanitary Inspector |
| 02. No. of Post(s) | 02 |
| 03. Classification | Group - 'B' |
| 04. Scale of Pay | PB-2 (Rs. 9300-34800)
Grade Pay- Rs. 4200/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 35 years |
| 07. Educational and other qualifications required for direct recruits | <p><u>Essential</u>
Three years Diploma (after 10+2 with Science) in Sanitary Inspector Course from a recognized University/Institute with at least 55% marks in the qualifying degree with three years relevant experience.</p> <p><u>Desirable</u>
Having experience in handling equipments of mechanize cleaning and disposal, and good knowledge of maintaining hygiene.</p> |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | Not Applicable |
| 09. Period of probation, if any | One Year |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | <p>100% by direct recruitment</p> <p>N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.</p> |
| 11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made | Not Applicable |
| 12. If a DPC exists, what is the composition | Not Applicable |



Recruitment Rules for the Post of Pre-Primary Teacher

01. Name of the Post	Pre-Primary Teacher
02. No. of Post(s)	05
03. Classification	Group - 'C'
04. Scale of Pay	PB-1 (Rs. 5200-20200) Grade Pay- Rs. 2400/-
05. Whether selection post or non-selection post	Selection
06. Age limit for direct recruits	Preferably below 27 years
07. Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Senior Secondary School (class twelve) Certificate or Intermediate or its equivalent with at least 55% marks; and</p> <p>(ii) Diploma/Certificate in Nursery teacher education programme of a duration of not less than two years or B.Ed. (Nursery).</p> <p>Desirable: Knowledge of Dance, Music and Computer will be preferred. The person should be creative having proficiency in teaching in Hindi and English.</p>
08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not Applicable
09. Period of probation, if any	One Year
10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	<p>100 % By Direct recruitment</p> <p>N.B.- failing which by on deputation / contract basis.</p>
11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made	Not Applicable
12. If a DPC exists, what is the composition	Not Applicable

Recruitment Rules for the Post of Sports Officer

- | | |
|---|---|
| 01. Name of the Post | Sports Officer |
| 02. No. of Post(s) | 01 |
| 03. Classification | Group - 'A' (Academic) |
| 04. Scale of Pay | PB-3 (Rs. 15600-39100)
AGP- Rs. 6000/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 45 years |
| 07. Educational and other qualifications required for direct recruits | <p>Essential:</p> <ul style="list-style-type: none"> (i) A Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record. (ii) Record of having represented the University/College at the Inter-University/ Inter-Collegiate competitions or state and /or national championships. (iii) Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC. (iv) Passed the physical fitness test conducted in accordance with these regulations. (v) Minimum 03 years of relevant experience of working in Institute / University of State / Centre Govt. organization. |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | Not Applicable |
| 09. Period of probation, if any | One Year |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | <p>100 % by Direct Recruitment.</p> <p>N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.</p> |
| 11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made | Not applicable |
| 12. If a DPC exists, what is the composition | Not applicable |

Recruitment Rules for the Post of Dy. Sports Officer

- | | | | | | |
|---|--|---------|--|--------------------|-------------|
| 01. Name of the Post | Dy. Sports Officer | | | | |
| 02. No. of Post(s) | 02 | | | | |
| 03. Classification | Group - 'B' | | | | |
| 04. Scale of Pay | PB-2 (Rs. 9300-34800)
Grade Pay- Rs. 4800/- | | | | |
| 05. Whether selection post or non-selection post | Not Applicable | | | | |
| 06. Age limit for direct recruits | Not Applicable | | | | |
| 07. Educational and other qualifications required for direct recruits | Not Applicable | | | | |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | <table border="0"> <tr> <td style="padding-right: 20px;">(i) Age</td> <td>No</td> </tr> <tr> <td>(ii) Qualification</td> <td>Yes</td> </tr> </table> | (i) Age | No | (ii) Qualification | Yes |
| (i) Age | No | | | | |
| (ii) Qualification | Yes | | | | |
| 09. Period of probation, if any | One Year | | | | |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | <table border="0"> <tr> <td style="padding-right: 20px;">(i)</td> <td>50 % by Limited Departmental Examination</td> </tr> <tr> <td>(ii)</td> <td>50 % by DPC</td> </tr> </table> <p>N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.</p> | (i) | 50 % by Limited Departmental Examination | (ii) | 50 % by DPC |
| (i) | 50 % by Limited Departmental Examination | | | | |
| (ii) | 50 % by DPC | | | | |
| 11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made | <p><u>By Limited Departmental Examination</u></p> <p>Open to the Assistant Sports Officer in the Grade Pay of Rs.4200/- who have rendered at least 06 years of regular clean service as Assistant Sports Officer level in IIT Delhi.</p> | | | | |



By DPC

From existing Assistant Sports Officer of IIT Delhi with at least 08 years regular clean service in the Grade Pay of Rs. 4200/-.

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition

As per IIT Delhi rules.

Recruitment Rules for the Post of Assistant Sports Officer

- | | |
|---|--|
| 01. Name of the Post | Assistant Sports Officer |
| 02. No. of Post(s) | 03 |
| 03. Classification | Group - 'B' |
| 04. Scale of Pay | PB-2 (Rs. 9300-34800)
Grade Pay- Rs. 4200/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 35 years |
| 07. Educational and other qualifications required for direct recruits | <p><u>Essential</u></p> <p>Graduate with Bachelor in Physical Education (B.P. Ed.) or its equivalent with at least 55% marks in the qualifying degree from a recognized University/Institute with at least 02 years of coaching experience in a University/Institute.</p> <p><u>Desirable</u></p> <p>(i) Master of Physical Education with at least one Inter University participation.</p> <p>(ii) At least one year experience in Govt. / Autonomous Bodies / or University or College.</p> <p>(iii) Computer course in M.S. Word, Excel, etc. from a reputed Institute.</p> |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | <p>(i) Age No</p> <p>(ii) Qualification Yes</p> |
| 09. Period of probation, if any | One Year |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | <p>(i) 66% by Direct Recruitment</p> <p>(ii) 34% by Limited Departmental Examination</p> <p>N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.</p> |

11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made

By Limited Departmental Examination

Open to the existing Sports personnel (Coach/Assistant Coach) working in IIT Delhi in the Grade Pay of Rs.2800/- who have rendered at least 06 years of regular clean service as Sports personnel (Coach/Assistant Coach) level in IIT Delhi.

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition


Not applicable



Recruitment Rules for the Post of Sports Coach

01. Name of the Post	Sports Coach
02. No. of Post(s)	01
03. Classification	Group - 'C'
04. Scale of Pay	PB-1 (Rs. 5200-20200) Grade Pay- Rs. 2800/-
05. Whether selection post or non-selection post	Selection
06. Age limit for direct recruits	Preferably below 30 years
07. Educational and other qualifications required for direct recruits	<p><u>Essential</u> Bachelor's Degree in Physical Education or equivalent in appropriate field with at least 55% marks in the qualifying degree from a recognized University/ Institute.</p> <p style="text-align: center;">OR</p> <p>Three years Diploma (after 10+2) in Coaching from NIS Patiala or so / SAI or equivalent University with at least 55% marks in the qualifying diploma with two years experience in University/ Institute in coaching sports.</p> <p><u>Desirable</u></p> <ul style="list-style-type: none"> (i) Master of Physical Education with at least one Inter University participation. (ii) Experience in Govt. / Autonomous Bodies / or University or College. (iii) Computer course in M.S. Word, Excel, etc. from a reputed Institute.
08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.	Not Applicable
09. Period of probation, if any	One Year



10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods
- 100% by Direct Recruitment
- N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.
11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made
- Not Applicable
12. If a DPC exists, what is the composition
- Not Applicable
- 

Recruitment Rules for the Post of Caretaker cum Manager

- | | |
|---|---|
| 01. Name of the Post | Caretaker cum Manager |
| 02. No. of Post(s) | 02 |
| 03. Classification | Group - 'B' |
| 04. Scale of Pay | PB-2 (Rs. 9300-34800)
Grade Pay- Rs. 4200/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 35 years |
| 07. Educational and other qualifications required for direct recruits | <p><u>Essential</u></p> <ol style="list-style-type: none"> 1. Degree in Hotel Management or equivalent with 55% marks in the qualifying degree from a recognized University / Institute with minimum 05 years experience in hotels / hostels of Educational Institute / Guest Houses of Public Sector Undertaking / Government Organization etc. 2. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | Not Applicable |
| 09. Period of probation, if any | One Year |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | <p>100 % by Direct Recruitment.</p> <p>N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.</p> |
| 11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made | Not Applicable |
| 12. If a DPC exists, what is the composition | Not Applicable |

Recruitment Rules for the Post of Cook

- | | |
|---|--|
| 01. Name of the Post | Cook |
| 02. No. of Post(s) | 04 |
| 03. Classification | Group - 'C' |
| 04. Scale of Pay | PB-1 (Rs. 5200-20200)
Grade Pay- Rs. 2400/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 27 years |
| 07. Educational and other qualifications required for direct recruits | <p>Essential</p> <p>1. Degree in Hotel Management or equivalent with at least 55% marks in the qualifying degree from a recognized University / Institute.</p> <p style="text-align: center;">OR</p> <p>Diploma (after 10+2) in Hotel Management or equivalent with at least 55% marks in the qualifying diploma from a recognized University / Institute with at least 02 years experience in hotels / hostels of Educational Institute / Guest Houses of Public Sector Undertaking / Government Organization etc.</p> <p>2. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | Not applicable |
| 09. Period of probation, if any | One Year |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | <p>100 % by Direct Recruitment.</p> <p>N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.</p> |
| 11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made | Not applicable |
| 12. If a DPC exists, what is the composition | Not applicable |

Recruitment Rules for the Post of Masalchi-cum-Bearer

- | | |
|---|---|
| 01. Name of the Post | Masalchi-cum-Bearer |
| 02. No. of Post(s) | 08 |
| 03. Classification | Group - 'C' |
| 04. Scale of Pay | PB-1 (Rs. 5200-20200)
Grade Pay- Rs. 2000/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 27 years |
| 07. Educational and other qualifications required for direct recruits | <p><u>Essential</u></p> <p>1. Diploma / Certificate Course in Hotel Management or equivalent and 12th class Pass with at least 55% marks in the qualifying diploma/certificate from a recognized Board / Institute with at least 03 years experience in hotels / hostels of Educational Institute / Guest Houses of Public Sector Undertaking / Government Organization etc.</p> <p>2. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | Not applicable |
| 09. Period of probation, if any | One Year |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | <p>100 % by Direct Recruitment.</p> <p>N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.</p> |
| 11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made | Not applicable |
| 12. If a DPC exists, what is the composition | Not applicable |



Recruitment Rules for the Post of Sr. Student Counsellor

01. Name of the Post	Sr. Student Counsellor
02. No. of Post(s)	01
03. Classification	Group - 'A'
04. Scale of Pay	PB-3 (Rs. 15600-39100) Grade Pay- Rs. 7600/-
05. Whether selection post or non-selection post	Selection
06. Age limit for direct recruits	Preferably below 50 years
07. Educational and other qualifications required for direct recruits	<p>Essential: Ph.D. with Masters in Psychology with at least 55% marks in the qualifying degree from a recognized University / Institute.</p>

Experience:

1. 05 years experience of Counseling in the Grade Pay of Rs. 5400 or equivalent which includes 01 year of Clinical experience in a Mental Health Center plus 03 years in the post of a regular full time Counsellor, preferably in an Educational/Counseling Center.

OR

In case of M.A /M.Phil essential requirement of at least 12 years of counseling experience in the post of a Counsellor out of which 05 years in the Grade Pay of Rs. 5400 or equivalent in an Educational/ Mental health Center.

2. Require good oral, written skills, ability to communicate adequately with diverse students and employ population.

Job Requirement: The job would involve active counseling of students largely in the 16-28 age groups, organisational work in connection with developing a suitable counseling programme for students and liaison work with professional volunteer agencies and hospitals for the benefit of the student population of the Institute.

Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.



08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.

Not applicable

09. Period of probation, if any

One Year

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods

100% by Direct Recruitment

N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.

11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made

Not applicable

12. If a DPC exists, what is the composition

Not applicable



Recruitment Rules for the Post of Assistant Student Counsellor

01. Name of the Post	Assistant Student Counsellor
02. No. of Post(s)	03
03. Classification	Group - 'A'
04. Scale of Pay	PB-3 (Rs. 15600-39100) Grade Pay- Rs. 5400/-
05. Whether selection post or non-selection post	Selection
06. Age limit for direct recruits	Preferably below 40 years
07. Educational and other qualifications required for direct recruits	

Essential:

M.A in Psychology and Graduation in Psychology with at least 55% marks from a recognized University / Institute.

Experience:


1. 05 years experience of Counseling which includes 01 year of Clinical experience in a Mental Health Centre plus 03 years experience in the post of a regular full time Counsellor, preferably in an Educational/ Counseling Center.
2. Require good oral, written skills, ability to communicate adequately with diverse students and employ population.

Job Requirement: The job would involve active counseling of students largely in the 16-28 age groups, organisational work in connection with developing a suitable counseling programme for students and liaison work with professional volunteer agencies and hospitals for the benefit of the student population of the Institute.

Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

Desirable:

Additional qualification in Mental Health or Counseling.

08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. Not applicable
09. Period of probation, if any One Year
10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods 100% by Direct Recruitment
N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.
11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made Not applicable
12. If a DPC exists, what is the composition Not applicable
- 

Recruitment Rules for the Post of Mess Manager

- | | | | | | |
|---|--|--------------------------------|---|--------------------|-----|
| 01. Name of the Post | Mess Manager | | | | |
| 02. No. of Post(s) | 10 | | | | |
| 03. Classification | Group - 'B' | | | | |
| 04. Scale of Pay | PB-2 (Rs. 9300-34800)
Grade Pay- Rs. 4200/- | | | | |
| 05. Whether selection post or non-selection post | Selection | | | | |
| 06. Age limit for direct recruits | Preferably below 35 years | | | | |
| 07. Educational and other qualifications required for direct recruits | <p><u>Essential</u></p> <p>1. Degree in Hotel Management or equivalent with at least 55% marks in the qualifying degree from a recognized University / Institute with at least 05 years experience in hotels / hostels of Educational Institute / Guest Houses of Public Sector Undertaking / Government Organization etc.</p> <p>2. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> | | | | |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">(i) Age</td> <td>No</td> </tr> <tr> <td>(ii) Qualification</td> <td>Yes</td> </tr> </table> | (i) Age | No | (ii) Qualification | Yes |
| (i) Age | No | | | | |
| (ii) Qualification | Yes | | | | |
| 09. Period of probation, if any | One Year | | | | |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">(i) 50 % by Direct Recruitment</td> </tr> <tr> <td>(ii) 30 % by Limited Departmental Examination</td> </tr> <tr> <td>(iii) 20 % by DPC</td> </tr> </table> <p>N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.</p> | (i) 50 % by Direct Recruitment | (ii) 30 % by Limited Departmental Examination | (iii) 20 % by DPC | |
| (i) 50 % by Direct Recruitment | | | | | |
| (ii) 30 % by Limited Departmental Examination | | | | | |
| (iii) 20 % by DPC | | | | | |

11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made

By Limited Departmental Examination

Open to Assistant Mess Manager who have rendered at least 06 years of regular service in the PB-1, Grade Pay of Rs. 2800/- at IIT Delhi.

By DPC

Open to Assistant Mess Manager who have rendered at least 08 years of regular service in PB-1, Grade Pay-Rs. 2800/- at IIT Delhi.

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition

As per IIT Delhi rules.



Recruitment Rules for the Post of Asstt. Mess Manager

- | | |
|---|--|
| 01. Name of the Post | Asstt. Mess Manager |
| 02. No. of Post(s) | 22 |
| 03. Classification | Group - 'C' |
| 04. Scale of Pay | PB-1 (Rs. 5200-20200)
Grade Pay-Rs. 2800/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 30 years |
| 07. Educational and other qualifications required for direct recruits | <p><u>Essential</u></p> <ol style="list-style-type: none"> 1. Degree in Hotel Management or equivalent with at least 55% marks in the qualifying degree from a recognized University / Institute with at least 02 years experience in hotels / hostels of Educational Institute / Guest Houses of Public Sector Undertaking / Government Organization etc. 2. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | Not applicable |
| 09. Period of probation, if any | One Year |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | <ol style="list-style-type: none"> (i) 50 % by Direct Recruitment. (ii) 50 % by Limited Departmental Examination <p>N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.</p> |

11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made

By Limited Departmental Examination

Open to Jr. Assistant (of Catering areas) who have rendered at least 06 years of regular clean service in Grade Pay Rs. 2000/- or (erstwhile) Group 'D' employee/ MTS with 08 years of regular clean service out of which at least 05 years as Jr. Assistant (of Catering areas) in the Grade Pay of Rs. 2000/- in IIT Delhi.

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition

Not applicable



Recruitment Rules for the Post of Caretaker

- | | |
|---|--|
| 01. Name of the Post | Caretaker |
| 02. No. of Post(s) | 05 |
| 03. Classification | Group - 'B' |
| 04. Scale of Pay | PB-2 (Rs. 9300-34800)
Grade Pay- Rs. 4200/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 35 years |
| 07. Educational and other qualifications required for direct recruits | <p>Essential</p> <ol style="list-style-type: none"> 1. Degree in Hotel Management or equivalent with at least 55% marks in the qualifying degree from a recognized University / Institute with at least 05 years experience in hotels / hostels of Educational Institute / Guest Houses of Public Sector Undertaking / Government Organization etc. 2. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | <p>(i) Age No</p> <p>(ii) Qualification Yes</p> |
| 09. Period of probation, if any | One Year |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | <p>(i) 50 % by Direct Recruitment.</p> <p>(ii) 30 % by Limited Departmental Examination</p> <p>(iii) 20 % by DPC</p> <p>N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.</p> |

11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made

By Limited Departmental Examination

Open to Assistant Caretaker who have rendered at least 06 years of regular service in the PB-1, Grade Pay of Rs. 2800/- at IIT Delhi.


By DPC:

Open to Assistant Caretaker who have rendered at least 08 years of regular service in PB-1, Grade Pay-Rs. 2800/- at IIT Delhi.

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition

As per IIT Delhi rules.



Recruitment Rules for the Post of Asstt. Caretaker

- | | |
|---|--|
| 01. Name of the Post | Asstt. Caretaker |
| 02. No. of Post(s) | 11 |
| 03. Classification | Group - 'C' |
| 04. Scale of Pay | PB-1 (Rs. 5200-20200)
Grade Pay- Rs. 2800/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 30 years |
| 07. Educational and other qualifications required for direct recruits | <p>Essential</p> <ol style="list-style-type: none"> 1. Degree in Hotel Management or equivalent with at least 55% marks in the qualifying degree from a recognized University / Institute with at least 02 years experience in hotels / hostels of Educational Institute / Guest Houses of Public Sector Undertaking / Government Organization etc. 2. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | Not applicable |
| 09. Period of probation, if any | One Year |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | <p>(i) 50 % by Direct Recruitment.</p> <p>(ii) 50 % by Limited Departmental Examination</p> <p>N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.</p> |



11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made

By Limited Departmental Examination

Open to Jr. Assistant (Caretaker) who have rendered at least 06 years of regular clean service in Grade Pay Rs. 2000/- or (erstwhile) Group 'D' employee/ MTS with 08 years of regular clean service out of which at least 05 years as Jr. Assistant (Caretaker) in the Grade Pay of Rs. 2000/- in IIT Delhi.

N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.

12. If a DPC exists, what is the composition

Not applicable

W

Recruitment Rules for the Post of Hindi Officer

01. Name of the Post	Hindi Officer
02. No. of Post(s)	01
03. Classification	Group - 'B'
04. Scale of Pay	PB-2 (Rs. 9300-34800) Grade Pay- Rs. 4800/-
05. Whether selection post or non-selection post	Selection
06. Age limit for direct recruits	Preferably below 35 years

07. Educational and other qualifications required for direct recruits

Essential

1. Master's Degree of a recognized University in Hindi with English as a main subject at Degree level with at least 55% marks in the qualifying degree from a recognized University / Institute.

OR

Master's Degree of a recognized University or equivalent in English with Hindi as a subject at Degree level with at least 55% marks in the qualifying degree from a recognized University / Institute.

OR

Master's Degree of a recognized University or equivalent in any subject with Hindi and English as a subject at Degree level with at least 55% marks in the qualifying degree from a recognized University / Institute.

OR

Master's Degree of a recognized University or equivalent in any subject with Hindi medium and English as a subject at the Degree level with at least 55% marks in the qualifying degree from a recognized University / Institute.

OR

Master's Degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at the Degree level with at least 55% marks in the qualifying degree from a recognized University / Institute.

2. Ten Year's experience of terminological work in Hindi and /translation work from English to Hindi or vice-versa, preferably of technical or scientific literature.

OR

Ten year's experience of teaching, research, writing or journalism in Hindi.

Desirable:

1. Knowledge of Sanskrit/ or a modern Indian language.
2. Administrative experience of organizing Hindi classes or workshops for noting and drafting.
3. Knowledge of Computer Applications.

08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam.

Not applicable

09. Period of probation, if any

One Year

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods

100 % by Direct Recruitment.

N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.

11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made

Not applicable.

12. If a DPC exists, what is the composition

Not applicable




Recruitment Rules for the Post of Industrial Liaison Officer

- | | |
|---|---|
| 01. Name of the Post | Industrial Liaison Officer |
| 02. No. of Post(s) | 01 |
| 03. Classification | Group - 'A' |
| 04. Scale of Pay | PB-3 (Rs. 15600-39100)
Grade Pay- Rs. 7600/- |
| 05. Whether selection post or non-selection post | Selection |
| 06. Age limit for direct recruits | Preferably below 50 years |
| 07. Educational and other qualifications required for direct recruits | <p><u>Essential</u>
Master's degree in Engineering / Technology with at least 55% marks in the qualifying degree from a recognized University / Institute with at least of 10 years experience in teaching, research, Training & Placement of Engineering personnel, Industry or Academic Administration.</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree in Engineering / Technology with at least 55% marks in the qualifying degree from a recognized University / Institute with at least of 12 years experience in teaching, research, Training & Placement of Engineering personnel, Industry or Academic Administration.</p> |
| 08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam. | Not applicable |
| 09. Period of probation, if any | One Year |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods | <p>100 % by Direct Recruitment.</p> <p>N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.</p> |
| 11. In case of recruitment by promotion / by deputation / transfer, grades from which promotion / deputation / transfer is to be made | Not applicable |
| 12. If a DPC exists, what is the composition | Not applicable |

Recruitment Rules for the Post of Public Relation Officer

01. Name of the Post	Public Relation Officer
02. No. of Post(s)	01
03. Classification	Group - 'A'
04. Scale of Pay	PB-3 (Rs. 15600-39100/-) Grade Pay- Rs. 5400/-
05. Whether selection post or non-selection post	Selection
06. Age limit for direct recruits	Preferably below 40 years
07. Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> 1. Master's degree in Journalism & Mass Communication/ Public Relations or its equivalent or a Master's degree in English or Hindi & Postgraduate Diploma in Journalism/ Mass Communication/ Public Relations with at least 55% marks from a recognized University / Institute with at least five (05) years of relevant experience. 2. Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. <p>Desirable:</p> <p>Experience of working in a Government Institution/ University in the preparation of press-brief, handling print and electronic media, stakeholders/client meet, relationship management, branding and publication of newsletters, bulletins and/or annual reports.</p>
08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam	Not Applicable
09. Period of probation, if any	One year
10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11. In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.
12. If a DPC exists, what is the composition	Not Applicable

Recruitment Rules for the Post of Senior Data Processor

01. Name of the Post	Senior Data Processor
02. No. of Post(s)	01
03. Classification	Group - 'B'
04. Scale of Pay	PB-2 (Rs. 9300-34800/-) Grade Pay- Rs. 4800/-
05. Whether selection post or non-selection post	Selection
06. Age limit for direct recruits	Preferably below 35 years
07. Educational and other qualifications required for direct recruits	<p>Essential: Bachelor's degree in engineering or Masters of Computer Applications or Master's Degree in Physical and Mathematical Sciences. 05 years working experience in internet technology and website designing.</p> <p>Desirable: Experience in developing website, hands on working experience on web technologies, experience in developing web application, knowledge of database and good knowledge of at least one content management system (CMS) like drupal, wordpress etc.</p>
08. Whether age and educational qualifications prescribed for direct recruits will apply to the promotion / Limited Deptt. Exam	Not Applicable
09. Period of probation, if any	One year
10. Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer grades and percentage of the vacancies to be filled by various methods	<p>100% by Direct Recruitment</p> <p>N.B.- failing which by on Deputation / Transfer on Deputation / on contract basis.</p>
11. In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/transfer is to be made	Not Applicable
12. If a DPC exists, what is the composition	 Not Applicable

The other enclosures of Recruitment Rules are as under:

Sl. No.	Title	Page No.
01.	Proposed Administrative Structure and Staff Allocation	138 – 157
02.	Duties and Responsibilities of Non-Teaching Position 2016	158 – 239
03.	Minutes of the Recruitment Rules Committee	240 - 263

* DRAFT

**PROPOSED ADMINISTRATION
STRUCTURE AND STAFF
ALLOCATION**

Prof. S.M. Ishtiaque
Prof. Kanika T. Bhal
Prof. V.K. Vijay
Dr. Sandeep Chatterjee


*

Will be finalised later

Salient Feature of Proposed Administrative Structure and its Staff Allocations

Existing	Proposed
Dy. Director (Operation) Dy. Director (Strategy & Planning)	Dy. Director (Operation) Dy. Director (Academic & Research)
Establishment- 1 Establishment- 2	Human Resource Section
Accounts Section	Finance & Accounts Section
Audit Section	Same
Stores Purchase Section	Material Management Section ► Procurement ► Material Management
Conference Section Publication Cell Hindi Cell Coordination Section Planning Unit Health Unit Legal Cell Guest Houses Transport Unit Security Unit R&I Unit RTI Cell Sports Unit Training & Placement Counselling Services Sanitary Nursery School Alumni	The small Units / Sections have been merged into one i.e. General Administration and Coordination Section
Works Department Estate Office Caretaker Unit Telephone Unit	Estate & Works Section
IIT Delhi Hospital	Health Care
Under Graduate Section Post Graduate Section	Academics Section
Student Affairs Section	Hostels
Research & Development Unit	Same
Central Library	Knowledge Centre

Dy. Director

- ▶ Deputy Director (Operation)
- ▶ Deputy Director (Academic & Research)




Deputy Director (Operation)

- ▶ Human Resource
- ▶ Accounts and Finance
- ▶ Planning
- ▶ Audit
- ▶ Material Management
- ▶ Coordination
- ▶ Estate & Works
- ▶ Health Care



Deputy Director (Academics & Research)

- ▶ Academics
 - ▶ Research & Development
 - ▶ Student Affairs
 - ▶ Alumni Affairs & International Programme
 - ▶ Knowledge Centre
 - ▶ Training & Placement
 - ▶ JEE/GATE
 - ▶ QIP/CEP
- 

Human Resource

- ▶ Recruitment and Service Matter Cell
- ▶ Compensation and Benefits Cell
- ▶ Retirement Cell
- ▶ Records Cell

Staff Requirement (Human Resource)

▶ Deputy Registrar (G-A)	1
▶ Assistant Registrar (G-A)	2
▶ Superintendent (G-B)	4
▶ Junior Superintendent (G-B)	8
▶ Senior Assistant (G-C)	7
▶ Junior assistant (G-C)	15
▶ Unit Secretary	1
Total	38



Finance and Accounts

- ▶ Salary and Pension Cell
- ▶ Scholarship and compilation Cell
- ▶ Bills Transaction Cell
- ▶ Money Transaction Cell

Staff requirements (Finance and accounts)

▶ Deputy Registrar (G-A)	1
▶ Assistant Registrar (G-A)	2
▶ Account Officer (G-B)	4
▶ Junior Account Officer (G-B)	8
▶ Senior Account (G-C)	7
▶ Junior Account (G-C)	15
▶ Unit Secretary (G-C)	1
Total	38

Audit Sections

- ▶ Purchase Audit Cell
- ▶ Bills Audit Cell
- ▶ Recruitment and Service Matter Cell
- ▶ Contract Awards Audit Cell

Staff Requirement (Audit Section)

▶ Assistant Registrar (G-A)	1
▶ Audit Officer (G-B)	2
▶ Junior Audit officer (G-B)	4
▶ Senior Accountant (G-C)	4
▶ Junior Accountant (G-C)	7
▶ Unit Secretary (G-C)	1
Total	19

Material Management

- ▶ Procurement Section
 - ▶ Import cell
 - ▶ GIS Cell
- ▶ Material Management Section
 - ▶ Physical verification and Write-off Cell
 - ▶ Central store and inventory management

Staff Requirements (Material Management)

▶ Deputy Registrar/Assistant Registrar (G-A)	1
▶ Superintendent (G-B)	2
▶ Junior Superintendent (G-B)	4
▶ Senior Assistant (G-C)	4
▶ Junior assistant (G-C)	7
▶ Unit Secretary	1

Total

19

W

General Administration and Coordination

Section

- ▶ Conduct of meetings and Publication Cell
 - ▶ Statutory/non-statutory meetings
 - ▶ Issue of circulars
 - ▶ Hindi Cell
 - ▶ Publications
- ▶ Public relation and Human aspect Cell
 - ▶ Public Relations
 - ▶ Human Resource Development
 - ▶ Holding Elections
- ▶ Resource planning and Finance Assistance Cell
 - ▶ Budget and Resource Planning
 - ▶ Loans
 - ▶ Medical/Insurance
- ▶ Logistics and Legal Cell
 - ▶ Guest house and transport
 - ▶ Security
 - ▶ R & I
 - ▶ Legal and RTI Cell
 - ▶ All Contract Award



Staff requirement (Coordination)

▶ Deputy Registrar (G-A)	1
▶ Assistant Registrar (G-A)	2
▶ Superintendent (G-B)	4
▶ Junior Superintendent (G-B)	8
▶ Senior Assistant (G-C)	7
▶ Junior Assistant (G-C)	15
▶ Unit Secretary (G-C)	1
Total	38



Estate and Works Section

▶ Civil work Unit -1

- ▶ Maintenance and Renovation of Academic Area & Hostel Area
- ▶ Horticulture
- ▶ Caretaker Unit

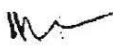
▶ Civil Work Unit -2

- ▶ Maintenance and Renovation of Houses
- ▶ Public Health and sanitation

▶ Planning

- ▶ Planning
- ▶ Estate
- ▶ New Constructions

▶ Electrical Work Unit

- ▶ Renovation
 - ▶ Electrical maintenance
 - ▶ AC Maintenance
 - ▶ Telephone Maintenance
 - ▶ Internet Maintenance
- 

Staff Requirement (Estate and Works)

▶ Institute Engineer	1
▶ Superintendent Engineer (G-A)	2
▶ Executive Engineer (G-A)	5
▶ Assistant Executive Engineer (G-A)	8
▶ Assistant Engineer (G-B)	8
▶ Junior Engineer (G-B)	8
▶ Unit Secretary	1
▶ Senior Mechanic (G-C)	6
▶ Junior Mechanics (G-C)	12
▶ Superintendent (G-B)	2
▶ Accounts Officer (G-B)	1
▶ Junior Accountant (G-C)	2
▶ Junior superintendent (G-B)	4
▶ Senior Assistant (G-C)	2
▶ Junior Assistant (G-C)	6

Total**68**

Staff Requirement (Health Care)

▶ Chief medical Officer(G-A)	1
▶ Medical Officer (G-A)	11
▶ Pharmacist (G-C)	6
▶ Nurse (G-B)	7
▶ Technician (X-ray) (G-B)	2
▶ Physiotherapist (G-B)	2
▶ Dresser (G-C)	2
▶ Nursing orderly (G-C)	5
▶ Unit Secretary (G-C)	1
Total	37



Academics

▶ Deputy Registrar (G-A)	1
▶ Assistant Registrar (G-A)	2
▶ Superintendent (G-B)	4
▶ Junior Superintendent (G-B)	8
▶ Senior Assistant (G-C)	7
▶ Junior Assistant (G-C)	15
▶ Unit Secretary (G-C)	1
Total	38



Staff Requirement (Hostel)

▶ Assistant Registrar (G-A)	1
▶ Assistant Registrar (Accounts) (G-A)	1
▶ Junior Account Officer (G-B)	2
▶ Junior Superintendent (G-B)	2
▶ Junior accountant (G-C)	2
▶ Junior Assistant (G-C)	2
▶ Mess Manager (G-B)	10
▶ Assistant Mess Manager (G-C)	22
▶ Caretaker (G-B)	5
▶ Assistant Caretaker (G-C)	11
▶ Unit Secretary (G-B)	1
Total	59



Staff requirement (Guest House)

▶ Caretaker cum Manager (G-B)	2
▶ Cook (G-C)	4
▶ Masalchi-cum-bearer (G-C)	8
Total	14

Staff Requirement (Security)

▶ Security Office (G-A)	1
▶ Deputy Security Officer (G-B)	2
▶ Assistant Security Officer (G-B)	5
▶ Security Inspector (G-C)	8
▶ Assistant Fire inspector (G-B)	1
Total	17

Staff Requirement (Sports)

▶ Sports Officer (G-A)	1
▶ Deputy Sports officer (G-B)	2
▶ Assistant Sports officer (G-C)	4
Total	7



Staff Requirement (Knowledge Centre)

▶ Librarian (G-A)	1
▶ Deputy Librarian (G-A)	4
▶ Assistant Librarian (G-A)	6
▶ Assistant Library Information Officer (G-B)	2
▶ Senior Library Information assistant(G-B)	4
▶ Library Information assistant(G-C)	8
Total	25



Staff requirement (General)**▶ Training and placement**

▶ Industrial Liaison Officer (G-A) 1

▶ Counselling Services

▶ Counselor (G-A) 1

▶ Deputy Counselor (G-A) 3

▶ Hindi Cell

▶ Hindi Officer (G-B) 1

▶ Sanitary

▶ Sanitary Inspector (G-B) 2

▶ Teaching Staff (Nursery School)

▶ Primary Teacher (G-B) 5

▶ Transport

▶ Driver (G-C) 6

▶ Conductor (G-C) 3

Total 22



**Administrative staff in Departments
/Centres/Schools**

▶ Unit Secretary (G-C)	29
▶ Store Units (G-C)	20
▶ Senior Assistant	7
▶ Junior Assistant	13
Total	69



* DRAFT

**DUTIES AND RESPONSIBILITIES
NON-TEACHING POSITION 2016**



* Will be finalised later

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HUMAN RESOURCE SECTION

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Deputy Registrar

The Role

The role holder will provide input to the development of new systems and procedures and will require an understanding of the professional, legal, regulatory or policy requirements of the environment in which they work. The role holder will need to resolve complex issues, respond to the changing work environment and manage change in their area of responsibility. The role holder may represent different committees/networks.

Principle Duties

Below are a range of duties that are representative of the duties for this grade:

1. Advise and recommend procedural and policy frameworks and professional guidelines to support informed decision making;
2. Contribute to long term planning activities by providing ideas on service development within the section;
3. Design a variety of service support enhancements- policy, procedures, system to maximize service quality, efficiency and continuity;
4. Analyze and interpret information and contribute to the production of management reports for other sections or external agencies;
5. Explain and develop an understanding of technical/regulatory information or other complex issues to colleagues inside and outside of the department;
6. Manage a team of colleagues operating within a sub section of the department, recruiting, monitoring the work and support team members to ensure that individual contributions are maximized;
7. Lead a Departmental or institute wide project to improve service provision;
8. Set service targets and monitor progress for team/area or responsibility in order to enable the ongoing enhancement of service standards;
9. Understand how the team/section links to other sections to support the institute's strategic goals and objectives;
10. Manage resource and budget planning within the section and be accountable for a budget;
11. Develop support of others outside of the section to ensure successful delivery of services;
12. Initiate and lead changes in response to institute or external agency policies;
13. Supervise a team or take the lead in a time bound project, therefore this role requires the holder to assign work tasks and to give feedback on progress;
14. Manage agreed change implementation processes/initiatives on an ongoing basis;
15. Lead and manage self and others to effectively deliver team and departmental objectives;
16. Responsible for raising the performance levels of self and others.

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17. Exercise such other powers, performs such other duties, and discharge such other financial functions as are assigned to him by Director/Deputy Director (o)/Registrar.

Assistant Registrar

The Role

Roles at this level will supervise/co-ordinate others who are carrying out similar duties or be a specialist in a particular area. The tasks performed at this grade will require a deep understanding of the duties and responsibilities. The role will work typically work as part of a team but must be able to take independent action. However, supervision is normally available when required.

Principle Duties

Below are a range of duties that are representative of the duties for this grade:

1. Research, collate, organize and edit material for inclusion in reports/documents;
2. Analyze, present and draw conclusions from information, identifying trends and problems;
3. Respond to and resolve enquiries and problems; judging when to escalate complex queries or involve others, to provide an effective service and clear advice to colleagues;
4. Organize internal and external activities/events, including the development and preparation of materials;
5. Maintain financial data and review to contribute to resource planning;
6. Identify, implement and monitor the progress of section action plans to improve service delivery;
7. Identify areas for improvement and changes, taking into consideration the wider implications and impact of departmental changes to processes and procedures;
8. Develop and maintain spreadsheets and databases to produce management information system that is accurate, reliable and available for departmental decision making;
9. Action mail/email received by the department within appropriate legislative and policy parameters, dealing with issues and ensuring supervisor/head of section is appropriately informed of action taken.
10. Attend meetings, as per requested (internally & externally) by a Supervisor/Head of section, to support the departmental work and activities and report back on main discussion points;
11. Be responsible for allocating work, and supporting the work output of, a group of junior staff;
12. Be accountable for quality of service delivery in their team or area of responsibility and identify gaps in delivery and solutions;
13. Understand the culture and goals of the institute as they relate to their own area and generate ideas which contribute to the section or office plans;
14. Organize process around the stakeholders, taking account of complex and sensitive issues in an effort to meet their needs;
15. Actively seek out information in relation to changes which affect their division/section/team and puts plans in place to ensure implementation.

16. Responsible for raising the performance levels of self and others.
17. Exercise such other powers, performs such other duties, and discharge such other financial functions as are assigned to him by Director/Deputy Director (o)/Registrar.

Superintendent

The Role

Roles at this level will be responsible for delivering a range of administrative services in support of existing systems. The range of tasks performed at this grade can be quite varied and will therefore require the role holder to have a broad understanding of the institute and in particular their own department's purpose. Role holders will agree their priorities with their Head of sections/supervisors, apply their knowledge to the duties assigned and organise their own workload to meet deadlines. Role holders may supervise more junior members of staff within their department/section.

Principle Duties

Below are range of duties that are representative of the duties for this grade:

1. Provide a comprehensive first point of contact service for the section, effectively answering a wide range of queries;
2. Understand the section policies, procedures and practices and recognized inside and outside the section as the main point of contact for specific information, process or procedures;
3. Plan and organize own work and monitor progress towards tasks set by the Supervisor/Head of section;
4. Provide support to various meeting and other fora, responsible for the general organization, minute taking and provision of general administrative support;
5. Organize information according to procedures, data entry, checking/matching date to ensure accurate records are maintained on a day-to day basis and occasionally under tight timescales;
6. May be responsible for allocating work to, and supporting the work output of, a group of junior staff;
7. Provide standard guidance and support to colleagues through informal coaching;
8. Process financial/budgetary information as required;
9. Work in a collegial manner to build and maintain effective working relationships with colleagues across the institute;
10. Assist in managing events on behalf of the section;
11. Maintain spreadsheets and databases to produce management information that is accurate, reliable and available for departmental decision making.
12. Responsible for raising the performance levels of self and others.
13. Any other works assigned from time to time.

Junior Superintendent

The Junior Superintendent shall discharge the duties under directions of Superintendent, Assistant Registrar, Deputy Registrar, and Registrar. He/she shall broadly perform the following duties:

1. Prompt action on files and proposals and their disposal.
2. Initiate files in time where orders of the higher authorities are required.
3. Up-keep of all the files and records.
4. Preparation of noting and drafting the letters and computer work.
5. Advice and guide dealing assistants placed under him/her on the procedure and application of rules.
6. Preparation of agenda, minutes of various committees of the Institute.
7. Be responsible for submission of misleading note, distortion or concoction of facts, misquoting of rules either by himself or by his Senior Assistant/Junior Assistant.
8. Initiate various proposals and prepare drafts and submit the same to the higher authorities for consideration and approval in a time bound manner.
9. Assist the senior officers in drafting letters, putting up items with suitable notes, precedents, etc.
10. Maintain personal register.
11. Attend to the work of the concerned section when assigned to different sections including the following:
 - Maintain student records.
 - Process admission related work.
 - Undertake exam related work.
 - Arrange for purchase of equipment's, consumable and furniture.
 - Maintain all office records including stock register.
 - Receive and deliver the letters and circulars from the authorities to all the employees of the faculty / department/centre.
 - Provide all data that are required by the authorities of the institute in time.
12. Attend to the following and any other work, when assigned to the office:
 - Maintain confidentiality of exam related work.
 - Maintain student records.
 - Process of results and preparation and issue of certificates.
13. Responsible for raising the performance levels of self and others.
14. Any other works assigned from time to time.



Senior Assistant

The Senior Assistant shall discharge the duties under directions of the Junior Superintendent, Superintendent, Assistant Registrar, Deputy Registrar. He/she shall broadly perform the following duties:

1. Initiate prompt action on files and proposals and their disposal.
2. Promptly put up notes and files to the higher authorities.
3. Maintain all the files and records.
4. Prepare of noting and drafting the letters and computer work.
5. Prepare of agenda, minutes of various committees of the Institute.
6. Initiate various proposals and prepare drafts and submit the same.
7. Assist the senior officer in drafting letters, putting up items with suitable notes, precedents, etc.
8. Maintain personal register.
9. Submission of misleading note, distortion or concoction and suppression of facts, misquoting of rules should never be resorted to.
10. Provide any data and statistical particulars that has been requested by authorities and other sections of the institute and any other agency are to be provided in time.
11. Provide the desired information sought under the RTI Act, 2005.
12. Attend to the work of the departments when assigned to faculty/ department/centre including the following:
 - Maintain student records
 - Process admission related work
 - Exam related work.
 - Arrange for purchase of equipment, consumables and furniture.
 - Maintain all office records including stock register
 - Receive and deliver the letters and circulars from the authorities to all the employees of the faculty/ department/centre
 - Provide all data that are required by the authorities of the institute in time.
13. Attend to the following and any other work, when assigned to the Office.
 - Maintain confidentiality of exam related work.
 - Maintain student records.
 - Process of results and preparation and issue of certificates.
14. Any other works assigned from time to time.



Junior Assistant

The Junior Assistant shall discharge the duties under directions of the Junior Superintendent, Senior Superintendent, Assistant Registrar, and Deputy Registrar. He/she shall broadly perform the following duties:

1. Initiate prompt action on files and proposals and their disposal.
2. Promptly put up notes and files to the higher authorities.
3. Maintain all the files and records.
4. Prepare of noting and drafting the letters and computer work.
5. Prepare of agenda, minutes of various committees of the Institute.
6. Initiate various proposals and prepare drafts and submit the same to the higher authorities for consideration and approval in a time bound manner.
7. Assist the senior officer in drafting letters, putting up items with suitable notes, precedents, etc.
8. Maintain personal register.
9. Submission of misleading note, distortion or concoction and suppression of facts, misquoting of rules should never be resorted to.
10. Provide any data and statistical particulars that has been requested by authorities and other sections of the institute and any other agency.
11. Attend to the work of the departments when assigned to faculty/ department/centre including the following:
 - Maintain student records.
 - Process admission related work.
 - Undertake exam related work.
 - Arrange for purchase of equipment's, consumable and furniture.
 - Maintain all office records including stock register.
 - Receive and deliver the letters and circulars from the authorities to all the employees of the faculty/ department/centre.
 - Provide all data that are required by the authorities of the institute in time.
12. Attend to the following and any other work, when assigned to the section:
 - Maintain confidentiality of exam related work.
 - Maintain student record.
 - Process of results and preparation and issue of certificates.
 - Payment and processing of TA/DA and honorarium.
13. Any other works assigned from time to time.



Multi-Tasking Staff

The MTS shall discharge the duties under directions of the seniors. He/she shall assist and work under the guidance and supervision of the seniors broadly perform the following duties:

1. Physical Maintenance of records of each Section.
2. General cleanliness & upkeep of the Section / Unit.
3. Carrying of files & other papers within the building.
4. Photocopying, sending of FAX etc.
5. Other non-clerical work in the Section / Unit.
6. Assisting in routine office work like diary, despatch etc., including on computer.
7. Delivering of dak (outside the building).
8. Watch & ward duties.
9. Opening & closing of rooms.
10. Cleaning of labs and rooms.
11. Dusting of furniture etc.
12. Cleaning of building, fixtures etc.
13. Work related to his different trade qualifications.
14. Driving of vehicles, if in possession of valid driving licence.
15. Upkeep of parks, lawns, potted plants etc.
16. Any other works assigned from time to time.



Private Secretary

Private Secretary to the Director

The Private Secretary shall discharge the duties under directions of the Director. The following and any other duties assigned shall be the duties of the Private Secretary:

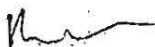
1. Taking dictation and typing from manuscripts / other types of printed matter, filing, maintaining all the files in the Secretariat of the Director on various matters.
2. Retrieval of information and documents whenever required.
3. Attending to telephone calls and taking down messages; and promptly conveying them to the Director
4. Accepting all letters, notices and other papers sent to the Director.
5. Attending to work related to website/email etc. on computer, duties on or beyond the working hours/holidays,
6. Help in holding different meetings.
7. Maintenance of diary relating to priority works / engagements / programmes of the Director.
8. Preparation of agenda/minutes/recommendations of the meetings of different committees in the chamber of the Director.
9. Drafting letters/ notes on the instruction of the Director and handling correspondence independently.
10. Liaison and follow up action on matters with internal faculty/ officers/ staff and outside persons/ organizations.
11. Making travel arrangements and managing the tour programmes of the Director.
12. Preparing information for Annual Reports, Newsletter etc. pertaining to the Director.
13. Be responsible for the safe custody of all the files in the Director's Office and maintain strict confidentiality on all matters related to the work of any nature.
14. Responsible for raising the performance levels of self and others.
15. Any other works assigned from time to time.



Private Secretary to Deputy Director's, Deans and Registrar


The Private Secretary shall discharge the duties under directions of the Deputy Director's, Deans and Registrar. The following shall be the duties of the Private Secretary:

1. Taking dictation and typing from manuscripts/other types or printed matter, filing, maintaining all the files in the Secretariat of the Deputy Director's, Deans and Registrar.
2. Retrieval of information and documents whenever required.
3. Attending to telephone calls and taking down messages; and promptly conveying them to the Deputy Director's, Deans and Registrar.
4. Accepting all letters, notices and other papers sent to the Deputy Director's, Deans and Registrar, works related to website/email etc. on computer, duties during or beyond the working hours/holidays
5. Help in holding different meetings, maintenance of diary relating to priority works/ engagements/ programmes of the Deputy Director's, Deans and Registrar,
6. Preparation of agendas/ minutes/ recommendations of the meetings of different committees.
7. Organizing the work schedule of the Deputy Director's, Deans and Registrar; sorting out routine incoming and outgoing papers promptly, in order of priority and maintaining registers for the same.
8. Drafting of letters/notes for the Deputy Director's, Deans and Registrar and handling correspondence independently.
9. Liaison and follow up action on matters with internal faculty/ officers/staff and outside persons/organizations.
10. Making travel arrangements and managing the tour programme of the Deputy Director's, Deans and Registrar.
11. Summarizing from documents.
12. Preparing information for Annual Reports, Newsletter etc. pertaining to the Secretariat's activities.
13. Be responsible for the safe custody of all the files in the Secretariat and maintain strict confidentiality in all matters related to the Officer's work of any nature.
14. Responsible for raising the performance levels of self and others.
15. Any other works assigned from time to time.



Personal Assistant (Department/Centre/School)

The Personal Assistant shall discharge the duties under directions of the Head of Department/Centre/School. He/she shall broadly perform the following duties and any other duties.

1. Taking up dictation and typing work to help the officer in various ways such as maintenance in a methodical manner all confidential, personal papers, arranging of meetings, conferences, tours, telephone calls, interviews, appointments and special duties.
 2. Assist in holding of meetings, preparation of agenda, drafting the minutes of various committees of the Institute.
 3. Organizing the work schedule, sorting out routine incoming and outgoing papers promptly, in order of priority and maintaining registers for the same.
 4. Drafting letters/notes for the officer and handling correspondence independently.
 5. Maintaining excellent public relations and arranging meetings.
 6. Making travel arrangements for the faculty.
 7. Summarizing from documents.
 8. Preparing information for Annual Reports, Newsletter, etc. pertaining to the Secretariat's activities.
 9. Referring/directing callers (in person/telephone)/papers to appropriate persons of the Institute.
 10. Supervise the work of the subordinate staff in the secretariat.
 11. Be responsible for the safe custody of all the files in the Secretariat and maintain strict confidentiality on all matters related to the officer's work of any nature.
 12. Any other works assigned from time to time.
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FINANCE AND ACCOUNT SECTION

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Deputy Registrar (Finance & Account)

1. Exercise general supervision over the funds of the Institute, and shall advise the Director/Deputy Director (o)/Registrar as regards the finances of the Institute.
2. Hold and manage the funds, property and investments, including endowed property, for furthering any of the objects of the Institute.
3. Ensure that the limits fixed by the Institute for plan and non-plan expenditures.
4. Ensure that the expenditure for a financial year not exceeded, and that all allocations are expended for the purposes for which they are granted or allocated.
5. Keep watch on the state of cash and bank balance and investments.
6. Keep watch on the progress of collection of revenue and advise the Director/Deputy Director (o)/Registrar on the methods to be employed for collection.
7. Have the account of the Institute audited regularly.
8. Ensure that the registers of buildings, land, equipment and machinery are maintained up-to-date and that the stock taking of equipment's and other consumable materials in all offices, laboratories, workshops and stores of the Institute is conducted regularly.
9. Propose the Director/Deputy Director (o)/Registrar that explanation be called for unauthorised expenditure or other financial irregularities from any employee/student of the Institute.
10. Call for any office, department, centre, laboratory etc. of the Institute, for any information and returns that he thinks necessary for the proper discharge of his financial responsibilities.
11. Responsible for raising the performance levels of self and others.
12. Exercise such other powers, performs such other duties, and discharge such other financial functions as are assigned to him by Director/Deputy Director (o)/Registrar.



Assistant Registrar (Account)

1. Managing and controlling of the institute's account.
2. Supervision of the account's staff.
3. Preparation of monthly management accounts.
4. Preparation of the Institute's monthly bank reconciliations statements.
5. Management of the institute's debtors and creditors accounts.
6. Ensuring preparation of payroll and income tax returns.
7. Maintenance of fixed assets register and safeguards of the organisations fixed assets.
8. Ensuring that the cash book and petty cash are updated on daily basis.
9. Ensuring preparation of daily banking.
10. Preparation of monthly reconciliations.
11. Preparation of Budget.
12. Ensure collection of Government Grants & Subventions are done on timely basis.
13. Responsible for raising the performance levels of self and others.
14. Any other duties to meet the exigencies of the service.



Account Officer and Junior Account Officer

1. Responsible for pre-audit of bills/payment and control expenditure and reconciliation of work.
2. Preparation of Institute Budget Estimates. Revised estimates and appropriation of accounts for Finance Committee.
3. Pre-audit of purchase cases/award and work orders of works department.
4. Pre-auditing and payments of final bills of contractor and suppliers.
5. Liaison with statutory Auditor (External Audit of DGACR) and dealing with Audit/Inspection report.
6. Pre-auditing and pay fixation cases/promotion placement/pay commission revision.
7. Pre-audit of provident fund/advance/withdrawals.
8. Post-audit of cash books, vouchers, board sheets of IIT A/Cs/IRD A/Cs.
9. All work related with the call of tenders, preparation of comparative statement, award of work, arbitration assistance, survey boards, purchase committee etc.
10. All work related with the preparation of salary bill and other associated work of work charge and daily wages staff.
11. To attend the queries of external audit party.
12. General supervision and advice on financial rules orders and procurement.
13. Operating on ERP system and personal computer
14. Reconcile final bill claim with provisional bill claim at the end of the year.
15. Pass necessary journal entries and prepare cash trial and bank reconciliation statement.
16. Ensure that necessary books of accounts like cash book, ledger etc. are prepared and compare with bank statement.
17. Update the fixed asset for each addition of assets on the basis of disbursement or Journal voucher.
18. Inspect asset on receipt of scrap report and make necessary entry in the books.
19. Calculate depreciation at the end of each month as per the rates prescribed by the statute.
20. Carry out annual physical verification of fixed assets with reference to the fixed asset register. Prepare physical verification report and submit to the management.
21. Account the unaccounted fixed assets in the books.
22. Account for fixed assets acquired through any grant. Calculate depreciation on such assets.
23. Transfer capital work in progress to fixed asset on completion of project.
24. Responsible for raising the performance levels of self and others.
25. Any other duty assigned by supervisor.



Accountant/Junior Accountant


1. Prepare bank reconciliation statement every month.
2. Posting of General Ledger and sub ledger.
3. Reconcile sub ledger balances with General Ledger.
4. Prepare bank payment vouchers, receipt vouchers, journal vouchers.
5. Get vouchers signed and forwarded to cashier.
6. Prepare payroll and make remittance including salary forwarding.
7. Maintain various registers like investment register, earnest money deposit register, TA/Da register, inward bill register etc.
8. Prepare of budget and maintenance of work-wise expenditure.
9. All work related with the call of tenders. Preparation of comparative statements, award of work, arbitration assistance etc.
10. All work related with the preparation of salary bill, scholarship and other associated work of work charge and daily wages staff.
11. Maintenance of accounts books, cash book, bank reconciliation. Indent register and certify the availability of funds-objection and queries.
12. To attend to audit objections and other related queries.
13. Any other duty assigned by the supervisor.




AUDIT SECTION

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Deputy Registrar/Assistant Registrar (Audit)

1. Reporting to Deputy Director (o)
 2. Coordinating the implementation of the Internal Control Framework and Risk Management so as to streamline Internal Control in the finance and accounting processes.
 3. Reviewing the internal control framework and consistently ensuring its compliance.
 4. Coordinating and facilitating the development and implementation of the formal risk management.
 5. Documenting audit procedures, developing criteria, reviewing and analysing evidence, and documenting processes and procedures.
 6. Identifying, developing and documenting of audit issues and recommendations.
 7. Coordinating and liaising with external auditors of the authority to ensure external audits and financial reporting are efficient and effective.
 8. Conducting appropriate (governance and performance) assessment exercises so as to streamline the Institute's performance and governance processes.
 9. Leading in the development of the annual audit plan.
 10. To bring to light wastefulness, failure, system weakness, deficiencies and the circumstances leading in fructuous expenditure.
 11. Independent appraisal activity for the review of accounting, financial and other operations as a basis for service to Institute as managerial control.
 12. Measuring and evaluating the effectiveness of the system.
 13. Enjoys reasonable freedom in the discharge of its functions without fear and favour or prejudice.
 14. Responsible for raising the performance levels of self and others.
 15. Exercise such other powers, performs such other duties, and discharge such other audit functions as are assigned to him by Director/Deputy Director (o).
- 


Audit Officer/Junior Audit Officer

1. Drafting the assigned audit plan including scope and objectives of the audit, and audit procedures for review and approval.
 2. Carrying out tests, evaluating the results and drawing conclusions, discussing with the Deputy Registrar/Assistant Registrar (Audit) for approval.
 3. Drafting audit recommendations and writing audit memos, soliciting input from the Deputy Registrar/Assistant Registrar (Audit).
 4. Drafting the audit report and obtaining feedback for review.
 5. Following up on implementation of corrective actions.
 6. Assisting with the review and audit of compliance with policies, plans, procedures. Laws, and regulation.
 7. Provide assistance to Internal Auditor and External Auditors as required.
 8. Conducting special assignment as may be assigned.
 9. Responsible for raising the performance levels of self and others.
 10. Exercise such other powers, performs such other duties, and discharge such other audit functions as are assigned to him by Director/Deputy Director (o).
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MATERIAL MANAGEMENT SECTION

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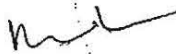
Deputy Registrar / Assistant Registrar

1. Provide guidance and assistance to faculty and staff in all aspects of purchasing.
 2. Ensures that all purchasing is in compliance with regulations and laws related to purchasing practices and in accordance with institute standard practices.
 3. Help in preparing technical specifications for request for proposals, including terms and conditions and evaluation criteria.
 4. Prepare and develops bid documents and supplier bid to obtain competitive quotations on commodities and services.
 5. Promotes the purchasing section as an effective resource for addressing supply management issues.
 6. Keeps constantly apprised of economic/business situation as they affect purchasing policy; makes recommendations to adequately meet those changing conditions.
 7. Develops and updates department procedures and recommends changes to related institute standard practices; interprets policies and procedures to faculty and staff in their need to purchase supplies and services.
 8. Analyses current procurement activities and recommends improvement through more efficient procurement methods, quantity discounts, standardization, value analysis and cooperative purchasing.
 9. Reviews tenders and purchase award documentation with respect to quality, delivery, suitability, delivery and pricing.
 10. Responding for awarding a contract with consensus from the respective departments.
 11. Responsible for the development and administration of the awarded contract.
 12. Ensures maintaining the records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow up.
 13. Expedites outstanding purchase order to ensure delivery requirements are met.
 14. Promotes and develops contact and liaison with the external supplier community.
 15. Interviews current suppliers to improve levels of service and new suppliers to develop and establish new sources of supply.
 16. Collects and reports statistics to measure commodity and/or suppliers performance.
 17. Prepares reports to ensure compliance with related laws and regulations.
 18. Coordinates and resolves problems with end user departments and suppliers.
 19. Assist in resolving accounts payable invoice discrepancies and variances after accounts payable make initial inquiry.
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20. Assists shipping and receiving with shipment/ transportation discrepancies and variances.
 21. Performs other related duties such as special assignments and annual major objectives as required.
 22. Plan, organise, direct, manage and evaluate the inventory management activities.
 23. Develops and communicate inventory management policies and procedures.
 24. Directs and manages regulatory compliance procedures related to inventory management operations.
 25. Monitor inventory levels and inventory movement using manual or computerized inventory systems.
 26. Reviews compiled inventory report (quantity, type and value of materials, and equipment's).
 27. Confers with other department management and staff to coordinate inventory management activities.
 28. Conducts investigations investigation into inventory management incidents in order to verify and resolve complaints.
 29. Responsible for raising the performance levels of self and others.
 30. Exercise such other powers, performs such other duties, and discharge such other financial functions as are assigned to him by Director/Deputy Director (o)/Registrar.
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Superintendent / Junior Superintendent / Senior Assistant
/Junior Assistant (Procurement)

1. To prepare and issue purchase orders and to maintain information on supplies, screens procurement requests, call for quotation, evaluate quotation and issue purchase orders to the competitive vendors.
2. Identify potential contract areas where efficiencies may be achieved and renew corporate and collaborative arrangements, as required.
3. Study possibility of provisioning of a cost effective purchasing services in the institute in accordance to the Financial and Procurement Manual of the institute.
4. Obtains import license.
5. Prepares claims letters to the carriers and insurance for lost/short landed/damaged equipment's/personal effects on the receipt of such complaints from the consignee/project authorities.
6. Ensure that the procurement procedure are in compliance with the Financial and Procurement Manual of the institute.
7. Control proper maintenance of records on office equipment.
8. Assigns work to the support staff to meet work requirements, reviews and evaluate work of subordinate staffs.
9. Participates in discussions on new revised procedures and practices in the relevant work area.
10. Responsible for raising the performance levels of self and others.
11. Any other duty assigned by supervisor.



**Superintendent/ Junior Superintendent/ Senior Assistant/Junior Assistant
(Stores)**

1. Ensuring proper stock inventory.
2. Receipt of purchase orders from procurement.
3. Receipt of goods based on sample selections and purchase orders with reference to challans.
4. Get goods inspected and verified by the concerned expertise.
5. Generate Goods Receipt Note after verification from the concerned experts.
6. Distribute goods as per distribution list or purchase order.
7. Update Goods Receipt Note and Material Issue Note.
8. Passing of supplier's bills.
9. To draw temporary advances for purchases and rendering adjustment A/C against the advances.
10. Submit monthly issue report to Finance and Account.
11. Submit invoice to finance for release of payment.
12. Submit monthly issue report to Finance and accounts section.
13. Submit quarterly physical verification report to Finance and Accounts section.
14. Submit closing stock at year to finance and accounts section.
15. Verification of stores and furniture.
16. Responsible for raising the performance levels of self and others.
17. Any other duty assigned by supervisor.



Superintendent/ Junior Superintendent/ Senior Assistant/Junior Assistant
(Physical verification)

1. Carry out annual physical verification of fixed assets with reference to the fixed asset register.
2. Prepare physical verification report and submit to management.
3. Obtain approval from the management to write off missing, unserviceable, damaged or condemned assets and pass necessary entries.
4. Prepare the scrap report for the auction.
5. Account the unaccounted fixed assets.
6. Prepare the details of the fully depreciated assets at the end of the year.
7. Update the fixed asset register for each addition of assets
8. Inspect asset on receipt of scrap report and make necessary entry in the books.
9. Responsible for raising the performance levels of self and others.
10. Any other duty assigned by supervisor.

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DEPARTMENT/CENTRE LABORATORY

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Principal Technical Officer

1. To have overall responsibility for the provision of practical classes to undergraduate/post graduate students, to manage other technical staff, the teaching budget and to manage health and safety issues within the laboratory.
2. To assist with the design and to demonstrate and deliver practical classes for undergraduate/postgraduate students to support student learning.
3. To assist with the management of the laboratory, to include the supervision and training of the technical team to meet the institute objectives.
4. To monitor health and safety issues, reporting to the concerned authorities when any problems occur to ensure.
5. To have overall responsibility for the day-to-day management of the laboratory. To organize and carry out defined research projects to meet research objectives and to manage the technical staff, jointly manage the consumable budget.
6. To manage the laboratory to include the supervision and training of staff and student.
7. To find out the requirements for consumables for the laboratory and procure the same, before the start of every academic semester.
8. To plan for the procurement of equipment's for coming semester well in advance.
9. To see the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
10. To organize the laboratory for oral and practical examinations.
11. Responsible for raising the performance levels of self and others.
12. Any other works assigned from time to time.



Technical Officer


1. To have overall responsibility for the provision of practical classes to undergraduate/post graduate students, to manage other technical staff, the teaching budget and to manage health and safety issues within the laboratory.
2. To assist with the preparation of practical classes to undergraduate/postgraduate students in the laboratory, based on instruction from the senior concerned faculty and other members of technical team.
3. To have overall responsibility for the day-to-day management of the laboratory. To organize and carry out defined research projects to meet research objectives and to manage the technical staff, jointly manage the consumable budget.
4. To assist the senior teaching technician in the preparation and delivery of practical classes, including construction and demonstration of apparatus and techniques to support student learning.
5. To support and assist with the provision of an efficient histology services, working closely with senior academic and technical staff.
6. Testing, calibrating, and repairing laboratory equipment's.
7. Preparation of reagents and non-commercially available materials.
8. Setting of apparatus and equipment's required for practical classes.
9. To maintain the Dead stock register and consumable register
10. To ensure the cleanliness of the lab and switch off all equipment after use.
11. Responsible for raising the performance levels of self and others.
12. Any other works assigned from time to time.



SENIOR/JUNIOR TECHNICAL SUPERINTENDENT (Laboratory)

The Senior/ Junior Technical Superintendent shall discharge the duties under directions of the Head/Lab In charge of the Department/Centre/School concerned. He/she has to broadly perform the following duties:

1. Be responsible for operation, upkeep and timely maintenance of equipment/instruments and rectification of minor defects in the equipment/instruments.
2. Help the department in arranging practical classes for the programmes offered by the department
3. Carry out regular maintenance of the sophisticated instruments and check their proper working at regular intervals. If any problems are noticed, he/she should try to correct it or report the same to the supervisor so that the supplier can be contacted for proper servicing.
4. Advise the supervisor on maintenance schedule.
5. Inform the laboratory on the periodic renewable of AMC's, wherever necessary.
6. Maintain the stock register of the department.
7. Manage the stores of the department.
8. Assist the laboratory in obtaining addresses of suppliers and vendors.
9. Help in formulating the purchase requirements of regular practical.
10. Assist the faculty in design of experiments.
11. Assist the students in fixing minor problems during practical's.
12. Any other works assigned from time to time.



Sr./Jr. Laboratory Assistant or Sr./Jr. Mechanic (Laboratory)

The Senior/ Junior Technical Assistant (Lab.) shall discharge the duties under directions of the Head/Lab In charge of the department/centre/school concerned. He/ She broadly perform the following duties:


1. To assist the teachers in conducting practical's and experiments.
2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist the department in purchase and procurement of regular laboratory materials.
4. To supervise the work of laboratory attendants and instruct them on regular maintenance of the laboratory.
5. To ensure proper cleanliness in the laboratory.
6. To assist the department in routine administrative matters and to ensure proper use of laboratory facilities.
7. To record and report breakages/losses caused by the students in the laboratory.
8. To help assess the loss arising out of such events through verification of stock registers.
9. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants at the end of the working day.
10. To operate and maintain sophisticated instruments of the department
11. Any other works assigned from time to time.



Senior/ Junior Technical Superintendent (Lab-Chemistry)

The Senior/Junior Technical Superintendent (Lab.) (Chemistry) shall discharge the duties under directions of the Head/Lab In charge of the department/centre/school concerned. He/ She shall broadly perform the following duties:

1. To assist teachers in conducting practical's and experiments.
2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist the laboratory in purchase and procurement of regular laboratory chemicals and glassware.
4. To ensure safe disposal of waste generated in the laboratory and take precautionary measures to avoid accidents caused by toxic chemicals and potentially dangerous experiments.
5. To supervise the work of laboratory attendants and instruct them on regular maintenance of the laboratory
6. To prepare salts, solutions and other equipment's for regular laboratory work by obtaining appropriate instructions from the course teacher.
7. To ensure proper cleanliness in the laboratory.
8. To assist the laboratory in routine administrative matters and to ensure proper use of laboratory facilities.
9. To record and report breakages/losses caused by the students in the laboratory.
10. To help assess the loss arising out of such events through verification of stock registers.
11. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants at the end of the working day.
12. To operate and maintain sophisticated instruments of the department
13. Any other works assigned from time to time.



Sr./Jr. Laboratory Assistant or Sr./Jr. Mechanic (Lab-Biology)

The Senior/Junior Technical Assistant (Lab-Biology) shall discharge the duties under directions of the Head/Lab In charge of the department concerned. He/she will broadly perform the following duties:

1. To assist teachers in conducting practical's and experiments.
2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist the laboratory in purchase and procurement of regular laboratory chemicals, glassware and materials related to the laboratory work.
4. To ensure safe disposal of waste generated in the laboratory and take precautionary measures to avoid accidents caused by toxic chemicals.
5. To supervise the work of laboratory attendants and instruct them on regular maintenance of the laboratory
6. To prepare salts, solutions, slides and other equipment's for regular laboratory work by obtaining appropriate instructions from the course teacher.
7. To ensure proper cleanliness in the laboratory.
8. To assist the laboratory in routine administrative matters and to ensure proper use of laboratory facilities.
9. To record and report breakages/losses caused by the students in the laboratory.
10. To help assess the loss arising out of such events through verification of stock registers.
11. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants at the end of the working day.
12. To operate and maintain sophisticated instruments of the department
13. Any other works assigned from time to time.



Sr./Jr. Laboratory Assistant or Sr./Jr. Mechanic (Communication Assistant)

The Senior/Junior Technical Assistant (Communication) shall discharge the duties under directions of the Head/Lab In charge of the department concerned. He/she will broadly perform the following duties:

1. Coordinate office activities and manage dissemination of information within and without the organisation.
2. Prepare organisational press releases, reports and other presentations and ensure the accuracy of these documents.
3. Planning and schedule events, meetings and appointments.
4. Conduct research related to media and communication.
5. Take charge of the Media Lab (Audio and Video recording laboratories) and prepare audio and video programmes for classroom purposes and also for Community Radio (whenever it is established);
6. Operate office equipment's.
7. Any other works assigned from time to time.



Sr./Jr. Laboratory Assistant or Sr./Jr. Mechanic (Language Laboratory)

The Senior/Junior Technical Assistant (Language Laboratory Assistant) shall discharge the duties under directions of the Head/Lab In charge of the department concerned. He/She will broadly perform the following duties:

1. Instruct and supervise the use of language laboratory facilities, audio-visual equipment, and software applications
2. Develop language learning aids.
3. Coordinate acquisition of laboratory hardware software; maintain records of materials and equipment in a systematic manner
4. Produce laboratory exercises and programs and assist in on-location recordings of lectures, meetings, classes and seminars;
5. Assist in the supervision of laboratory staff.
6. Operate laboratory equipment's and other electronic gadgets in the department/faculty and ensure that all equipment's are properly maintained to facilitate maximum utilization.
7. Help the Head/Dean in the running of the Bridge Course at the beginning of the academic year to the entrants;
8. Any other works assigned from time to time.



Workshop

The Junior/Senior Technical Superintendent shall discharge the duties under directions of the Head/Workshop In charge of the department concerned. He/she shall broadly perform the following duties:

1. Provide services to departments/ Centres/ Offices of the Institute and help in the repair and maintenance of instruments.
 2. Provide services on the maintenance of analytical and specified instruments available in the institute and other departments of the institute.
 3. Design and fabricate teaching aids and kits, and instruments required for research of the departments.
 4. Provide training programmes in instrumentation for students, teachers and technicians of departments of the institute.
 5. Execute work orders/ jobs submitted by the departments with the help of facilities available.
 6. Maintain diaries of the work done and make reports to the Head of the Centre.
 7. Participate in formal courses and training programmes arranged by the institute.
 8. Handle courses on subjects related to Mechanical, Electronics, Instrumentation and allied subjects whenever it is required by other departments of the Institute.
 9. Conduct training programmes as required/ requested by the departments of institute and other outside institutions and agencies.
 10. Help the department/centre of institute in teaching certain subjects as and when need arises.
 11. Any other works assigned from time to time.
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Technician (Glass Blowing)

The Technician shall discharge the duties under directions of the Head of the department concerned. He/she shall broadly perform the following duties:

1. Fabricate laboratory glassware as required by various departments of the Institute.
2. Repair glass apparatus and glassware.
3. Assist the students and research scholars of the institute to fabricate their project gadgets.
4. Conduct demonstration classes.
5. Maintenance of stock registers of Glass Blowing section.
6. Any other works assigned from time to time.



Department/Centre/School Computer lab support

1. Provides technical support, training, and assistance to students, faculty, and staff in computer lab environment; analyses problems and implements solutions according to department guidelines and procedures; perform network and server administrator duties, and assures system stability, accessibility, and proper configuration of assigned technical systems and components.
2. Perform computer trouble-shooting to diagnose system problems; analyses hardware and software functionality; identifies, locates, resolves and repairs problems within scope of authority; documents call records and results.
3. Monitor domain environment; resolves configuration and connectivity issues, and other traffic, security, and access problems; checks network for operating efficiency, makes corrective adjustments to data management settings, and assures system integrity; sets up repairs network hardware.
4. Maintains departmental website.
5. Maintains and updates workstations and servers, equipment, and peripherals; researches and tests new software; installs software upgrades and enhancements; uses imaging software to create and deploy desktop computers.
6. Enrolls students, faculty, and staff in tutorial applications and domain services as required; monitors utilization trends and backup procedures; manages user accounts, password files and access rights.
7. Responds to needs and enquiries of students, faculty, and staff; explains IT issues, deploys solutions.
8. Responsible for raising the performance levels of self and others.



Senior System Analyst/Senior System Programmer

The Senior System Analyst/ Senior System Programmer shall discharge the duties under directions of the Head concerned i.e. Head, Computer Centre. He/she shall broadly perform the following duties:

1. Performing system analysis and design activities
2. Administering and configuring servers.
3. System performance tuning.
4. Development and maintenance of institute's websites and updating the same.
5. Development and maintenance of software for institute requirements.
6. Administering campus wide LAN and Internet services.
7. Conducting periodic computer awareness/literacy courses/training programmes for the students, faculty and other staff of the institute
8. Identify and help implement the ICT and MIS requirements for the institute
9. Identify latest hardware/software requirements for the Institute.
10. Responsible for raising the performance levels of self and others.
11. Any other works assigned from time to time,



System Analyst/System Programmer

The System Analyst/System Programmer shall discharge the duties under directions of the Head concerned i.e; Computer Centre. He/she shall broadly perform the following duties:

1. Analysing system logs and identifying potential issues with computer systems.
2. Introducing and integrating new technologies into existing data centre environments.
3. Performing routine audits of systems and software.
4. Performing backup of data and files.
5. Applying operating system updates, patches, and configuration changes
6. Installing and configuring new hardware and software.
7. Adding, removing, or updating user account information, resetting passwords, etc.
8. Answering technical queries
9. Be responsible for security of system and network
10. System performance tuning.
11. Ensuring that the network infrastructure is up and running.
12. Provide programming support for the administrative office.
13. Responsible for raising the performance levels of self and others.
14. Any other works assigned from time to time.



Computer Operator

The Computer Operator shall discharge the duties under directions of the Head concerned i.e. Computer Centre. He/she shall broadly perform the following duties:

1. Operate computer system in the computer centre.
2. Attend to the problems in computer systems in the centre.
3. Permit and monitor the users on the use the computers.
4. Install software packages.
5. When a software gets corrupted format discs and take other appropriate action on the advice of the Head, Computer centre.
6. Carry out minor hardware repairs
7. Provide software security to the Computer Systems.
8. Identify hardware/software requirements for the computer centre.
9. Help the administration in proper working of software.
10. Any other works assigned from time to time.



Data Entry Operator

The Data Entry Operator shall discharge the duties under directions of the Head concerned i.e. the Head, Computer Centre. He/she will broadly perform the following duties:

1. Carry out data entry work in the Computer Centre or any other place as assigned to him/her.
2. Maintain data entered in and back up data files periodically.
3. Any other works assigned from time to time.




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ACADEMIC AFFAIRS SECTION

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Deputy Registrar

1. Collaborate with the Dean Academics/Associate Dean to plan, create, review and implement academic policies and procedures.
 2. Liaise with Dean Academics, assist in curriculum developments to existing offerings.
 3. Assist the Dean Academics with budget, space and resource planning for the successful delivery of the academic programmes and related activities.
 4. Manage the administration of the Academic Affairs section, coordinating the department's/centres annual performance review, training needs and professional development opportunities.
 5. Assist with creation, oversight and review of syllabi.
 6. Create and implement academic policy in collaboration with appropriate personnel, in such areas as plagiarism, absenteeism in the classroom, academic probation, etc.
 7. Assist in developing academic programs in collaboration with faculty.
 8. Oversee the planning, coordination and implementation of co-curricular visits.
 9. Assist in collaboration with library staff and provide electronic access to academic and class-related resources, as well as the purchasing of academic resources.
 10. In conjunction with Academic affairs team, review and update website information in order to maintain accurate information relating to academics.
 11. Assist the Dean Academics with the preparation of the annual monitoring report of academic section.
 12. Administer, monitor and review the local implementation of online learning management system.
 13. Conduct annual reviews of the academic programs, including benchmarking with other global site, and contribute to the implementation of continuous quality improvement of education and student research activities.
 14. Ensures students and staff receive a high quality service in terms of academic administration, regulatory compliance and record keeping.
 15. Responsible for raising the performance levels of self and others.
 16. Exercise such other powers, performs such other duties, and discharge such other audit functions as are assigned to him by Director/Deputy Director (S&P)/Dean Academics.
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Assistant Registrar

1. Develops strategy and holds accountability for the management, and related staff, processes and systems, of the following mission-critical areas of the institute:
 - a. Quality Assurance and Enhancement.
 - b. Student applications, offer, admissions, registration processes and scholarships.
 - c. Formal student procedures, including complaints, disciplinary matters, withdrawals, examinations, progression and graduation.
 - d. Student and graduate statistical reporting, analysis and statutory returns.
 - e. Academic record keeping.
 - f. Academic administration and support.
 - g. Student advice, wellbeing and support services.
2. Works closely with the Dean Academics in ensuring efficient administrative support for the delivery of the Academic Strategy and associated sub-strategies.
3. Manage the registration process for students: coordinating advisement, processing enrolment, and assisting students with academic related questions.
4. Assist all students with the processes for Drop/Add, Pass/Fail, and Withdrawal and monitor student progressions.
5. Assist in providing general support to students over class issues and complaints.
6. Make the necessary arrangements for students requiring academic accommodations such as extra time exams, note-takers, audio textbooks, etc.
7. Assist in general provision of academic support to students with disabilities.
8. Monitor excused absences (non-medical) for students.
9. Assist with the creation of new class offerings, change to existing offerings and course approvals.
10. Manages the process of grading at web site, including the timely submission of grades, grade change information, and monitoring of grading standards.
11. Oversees the on-site process for grading complaints, challenges and appeals.
12. Ensures the appropriate maintenance of academic records and data protection requirements.
13. Plan, deliver and review academic orientation each semester.
14. Helps coordinate and communicate external academic opportunities to students, including undergraduate research.
15. Responsible for raising the performance levels of self and others.
16. Exercise such other powers, performs such other duties, and discharge such other audit functions as are assigned to him by Director/Deputy Director (S&P)/Dean

HEALTH CARE

Head Hospital Services


1. Overall supervision of the working of the hospital.
2. Planning, Development and Budget monitoring of the hospital.
3. Exercise of financial and administrative power delegated to him as "Head of Hospital Services".
4. Manpower Planning.
5. Interaction and assigning duties to immediate subordinate officers of the Hospital so as to ensure smooth functioning of the hospital.
6. To Institute an effective grievance redressal system both for the employees and the patients.
7. The repository of the information pertaining to the hospital.
8. To discharge legal responsibilities pertaining to the hospital.
9. He will be responsible for all the officers working under them, day to day working of the hospital assigned to him.
10. The Head Hospital Services will allocate night duties by rotation to Medical Officers /House Staff and will ensure that the respective staff is available for duty.
11. They will keep the Head Hospital Services informed about important events in these departments.
12. Responsible for raising the performance levels of self and others.



Medical Officer

1. The Medical Officer will work in collaboration with the Head Hospital Services and supervise the day-to-day work assigned to him.
2. He will accompany the Head Hospital Services for ward rounds.
3. On the day the Head Hospital Services is not available for ward rounds, the Medical Officer will take round of his own ward.
4. Medical Officer will scrutinize the clinical documents completed by house staff and make corrections where necessary.
5. Medical Officer will ensure that all indoor/outdoor patients have received proper attention.
6. Responsible for raising the performance levels of self and others.
7. Any others duties assigned by the competent authority.

Nursing Orderly

1. To assist the Nurses in looking after the patients.
 2. To transport the patients to the various areas of the Hospitals as or when asked.
 3. To clean and dust beds, doors, windows and other furniture.
 4. To render first aid to the patients when required.
 5. To do any duty which is required in the interest of the patients.
 6. To be polite and courteous under all circumstances.
 7. Any others duties assigned by the competent authority.
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ESTATE & WORKS SECTION

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Institute Engineer

The Institute Engineer shall be available in the campus and to discharge the duties under directions of the Deputy Director (O)/Director. He/She shall broadly perform the following duties:

1. Prepare estimates for various civil, electrical, mechanical and sanitary works undertaken or proposed by the institute.
2. Prepare progress reports on on-going work and report the same to the authorities of the institute on a monthly basis.
3. Supervise, execution of the works in all civil, electrical and gardening work, according to the norms and standards.
4. Ensure the successful achievement of the targets fixed for completion of each project/works with due consideration for speed and economy of scale and/or proper maintenance of building structures, water supply channels and regular maintenance of all the electric generators and ensuring proper use of the same.
5. Invite and open of quotations related to the Estate Office through committees duly constituted for the purpose. He/She is required to examine/recommend the tenders for acceptance/rejection with proper justification and notes.
6. Supervise and check the functioning of stores and maintenance of proper accounts – both, quantity and value. He/She is also required to inspect the buildings, structures and roads, etc. under his charge as often as necessary and examine their condition from safety and maintenance point of view and take/suggest necessary action.
7. Test/check the measurements recorded by the Junior Engineer in the M. Books and certify.
8. Convene the meeting of the Institute Building and Works Committee, Technical Works Committee or other committees of the Works Department of the Institute from time to time. He is also required to prepare Agenda/minutes of these meetings and submit it to the registrar for the approval of the Competent Authority.
9. Act as the officer in-charge of the Estate/ Sanitation/ Public Health units of the institute and exercise control over the contract workers. While doing so, he/she must ensure compliance of the all the provisions of the Labour Laws and/or guidelines of the regulatory authorities in respect of the workers engaged by the working contractors in the Institute or workers hired through approved agencies.
10. Advise the Deputy Director (o) in all technical matters and ensure that all work executed by him are as per the guidelines prescribed by the MQA/ Bye-Laws/ CPWD/ State PWD and that these works are carried out with the authorization/ approval of the Works Committee or Building Committee etc. as per the prescribed procedure.

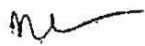
11. Initiate various proposals and submit the same to the higher authorities for consideration and approval in a time bound manner.
12. Responsible for raising the performance levels of self and others.
13. Any other works assigned from time to time.



Superintending Engineer

1. Co-ordinates and supervises the activities Civil or Electrical Division employed on construction and/ or maintenance works. It maintains close liaison with the office of Institute Engineer in regards to works, all technical and administrative matters concerning personnel of various categories.
2. Work in close contact with the Architect, design section and surveyor of works for layout, designs and drawings and estimates of the works entrusted to its charge. Responsible for the budgetary control of the Division, who, in turn, is accountable in this respect to the Institute Engineer.
3. The Superintending Engineer is required to examine the books of the division and other sections and see that matter relating to accounts are attended to personally by the concerned staffs.
4. Keep a strict watch on expenditure to ensure that there is no excess and that the system of management prevailing in the units is efficient and economical.
5. Responsible for raising the performance levels of self and others.
6. Any other responsibility assigned by the competent authority.

Executive Engineer

1. The Division under the charge of an Executive Engineer, is an executive unit directly concerned with procurement of men, material and machinery for speedy and economic execution of the works in its charge
 2. Responsible for proper up keep of the works account and implementation of the terms of contract entered into with various parties' viz. contractors, and supervisors.
 3. The Executive Engineer is also responsible for correct compilation of the works account through the accounts staff.
 4. He is primarily responsible for furnishing timely information in case of likelihood of excess over the estimated cost of the works under his charge.
 5. He is required to inspect the buildings and work under his charge and is responsible for proper measures to be taken to preserve them in good condition.
 6. He is required to deal with works, administration, accounts and contracts, and technical matters and to apply the Superintending Engineer and Institute Engineer and information on several points for submission to higher authorities/other section.
 7. Responsible for raising the performance levels of self and others.
 8. Any other responsibility assigned by the competent authority.
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Assistant Executive Engineer

1. The Assistant Executive Engineer is responsible for field unit for supervision and execution of works, according to the norms and standards laid down in designs, drawing and estimates.
2. The successful achievement of the targets fixed by the unit for completion of each projects with due consideration for quality and economy and/ or the proper maintenance of the buildings, structures, area and equipment's under his charge mainly depends on the faithful implementation by the Assistant Engineer and Junior Engineer working under him of the policies and general order of the work section.
3. Preparation of the works Accounts and Stores Account is the responsibility of the Assistant Executive Engineer concerned.
4. He has to ensure the proper maintenance of the stores under his charge, their accounts both quantitatively as well as in monetary terms and weeding out unserviceable structures, areas and equipment's under his charge (to inspect their condition from safety point of view and record a certificate of that effect).
5. Responsible for raising the performance levels of self and others.
6. Any other responsibility assigned by the competent authority.

Junior Engineer

As Junior Engineers is the primary element in the executive unit. He is responsible both for the execution of work and maintenance of accounts with which he is concerned.

1. To collect engineering data for estimates and prepare rough drawings and site plans concerned therewith.
2. To supervise and see that all works under his charge are done according to the specifications, drawings, standard laid down and approved samples.
3. To keep Material, T & P in his custody and care; maintain proper accounts of receipts issue and balances, arrange adequate watch and ward.
4. To record measurements of work done by the contractor/unit labour.
5. To prepare abstract of measurements at the time of preparation of bills.
6. To maintain the prescribed registers/ accounts like cement register; cube register; curing register; register of testing of fine aggregate. MAS account site order book, account of temporary advances; Imprest Account, Stock Account; T & P Account; standard M.B.s etc.
7. To verify bills etc.
8. To submit required returns to his superior officer.
9. Responsible for raising the performance levels of self and others.
10. Any other responsibility assigned by the competent authority.

Technician (Electrical)

The Technician (Electrical) is required to discharge the duties under directions of the Head of the unit concerned. He/she shall broadly perform the following duties:

1. Carry out construction, maintenance and repair, operation work of all electrical installations including HT/LT lines, sub-station equipment, air-conditioners, electric motors, pump sets etc., in all building of the Institute including hostels and staff quarters.
2. Ensure proper electric supply, lighting and their maintenance during important functions and activities of the institute.
3. Ensure electric generator provision wherever and whenever needed.
4. Supervise and guide the work of junior skilled and unskilled personnel under his control.
5. Prepare estimates of materials required and help in purchase of materials required and keep proper account of materials issued.
6. Keep all tools and other materials required in clean and working order.
7. Report any major fault to his superiors for necessary action.
8. Operate and maintain the electric generators.
9. Keep proper records of consumption of various materials including fuel oil, lubricating oil and other spare parts.
10. Inform sufficiently in advance the requirements of all materials needed for satisfactory running of the Sub-Station/Generators etc. of the Institute.
11. Arrange to make payment of electricity bill, of the Institute before the due date of payment.
12. Make necessary arrangements for conservation of electricity.
13. Supervise of the electrical contractor work, prepare the bills and making M. Book entries.
14. Any other works assigned from time to time.




Technician – Electronics

The Technician shall discharge the duties under directions of the Head of the unit concerned. He/she will broadly perform the following duties:

1. Service scientific, electronic, electrical and other instruments and machines.
2. Execute jobs related to different kind of fabrication work at Institute.
3. Be responsible for work related to repair, maintenance and fabrication of electronic equipment's.
4. Maintain UPS of all units and departments of institute and suggest ways of keeping them in good condition
5. Repair computers.
6. Attend to any other work related to electronic equipment's e.g. net work.
7. Any other works assigned from time to time.

Technician – Mechanical

The Technician shall discharge the duties under directions of the Head of the unit concerned. He/she shall broadly perform the following duties:

1. Work with all mechanical tools and equipment's.
 2. Take care of welding/ spray painting and maintenance work.
 3. Sharpening of tools like scissors, grass cutter.
 4. Service of posts in the playground of the institute.
 5. Service of the equipment's in the gymnasium of the institute.
 6. Help in pipe threading, cutting, welding work.
 7. Repair cupboards, locks and steel doors of the buildings.
 8. Help in the conduct of workshop practice for the programmes of the institute.
 9. Any other works assigned from time to time.
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Technician (Civil)**a. Plumber**

Technician (Civil-Plumber) is required to discharge the duties under directions of the Head of the unit concerned. He/she shall broadly perform the following:

1. Operate the pumps and ensure timely supply of water in the campus.
2. Ensure water supply for horticulture.
3. Attend to the operational work of the pump house during emergencies at any point of time in a day, before and after office hours, if need be.
4. Look after the pump house, make routine maintenance of the pumps and report the defects beyond his control to the in-charge of the pump house.
5. Look for leakages in the pipelines, fixing the float valves in the over-head tanks, repair of taps and supply lines, and help conserve water.
6. Keep all tools and other materials required in clean and working order.
7. Ensure stock of all relevant material in advance for proper running of the pumps and repair/ preventive maintenance of other machines / equipment of the Institute, related to water supply.
8. Maintaining of mineral water treatment and water supply to various departments/sections.
9. Prepare estimates, preparation of bills and comparative statements.
10. Supervise of the work of plumbing contractors.
11. Attend to complaints regarding water supply, leaky taps and valves.
12. Provide temporary arrangement like taps and water supply for functions.
13. Any other works assigned from time to time.



b. Carpenter

Technician (Civil-Carpenter) is required to discharge the duties under directions of the Head of the unit concerned. He/she shall broadly perform the following duties:

1. Do the work related to various kinds of timber and other materials and select timber and other materials used as wood substitutes to suit different jobs.
2. Detect defects in timber and all other materials used as wood substitutes.
3. Prepare approximate estimates of materials required for different jobs.
4. Carryout works that involve joints, mortice and tenon, dove tailing, grooving, dowelling, mitred or screwed joints.
5. Prepare articles of furniture to accurate dimension.
6. Carry out repair and maintenance of furniture, doors and windows in all buildings of the institute including the hostels and staff quarters.
7. Prepare and assemble timber and join timber pieces in tension and compressing members thereof (i.e. other materials used or wood substitutes)
8. Use and operate mechanical/electrical/battery operated machines and tools required for performing duties of carpenter.
9. Carry out repair and maintenance in all buildings of the Institute including the hostels and staff quarters
10. Any other works assigned from time to time.

c. Mason

Technician (Civil-Mason) is required to discharge the duties under directions of the Head of the unit concerned. He/she shall broadly perform the following duties:

1. Prepare surfaces prior to beginning work.
2. Fabricate, alter, repair, and maintain walls, sidewalks, roads, street curbs, floors, bathroom showers, sink counters, partitions, manholes, and other related structures or surfaces.
3. Lay blocks or bricks following blueprints, plans, or drawings.
4. Determine work requirements and sequence of masonry/tile assignments through review of work orders, plans, or drawings.
5. Lay out work using chalk lines, plumb bobs, tapes, squares, and levels.
6. Mix cement using hose, cement-mixing equipment, and/or hand tools.

7. Cut and/or break bricks and concrete using hammers, powered abrasive saws, paving breakers, drills, and/or hand tools.
8. Construct mould expansion joints and edges using edging tools, jointers, and straightedge.
9. Operate equipment, such as forklift, dump truck, and flatbed.
10. Prepare estimates for materials and labour.
11. Carry out repair and maintenance in all buildings of the Institute including the hostels and staff quarters.
12. Any other works assigned from time to time.

d. Painter

The Painter shall discharge the duties under directions of the Head of the unit concerned, Estate Officer. He/she shall broadly perform the following duties:

1. Apply protective and decorative coats of paint, varnish, lacquer, and/or other related materials to interior and exterior surfaces of buildings, furniture, equipment, and other structures.
2. Wash, scrape, sand, torch, and/or smoothen the interior and exterior surfaces prior to painting, varnishing, lacquering and/or applying other related materials.
3. Clean equipment, paint mixing area, and work area.
4. Operate compressors, stripping machines, sandblaster, spray equipment, and other small power equipment.
5. Install, repair, and maintain drywall, wall texturing, and ceiling acoustic texturing.
6. Erect various types of scaffolding, staging, ladders, and plants to reach surfaces of work area for painters and others.
7. Apply paints, stains, surface preparatory materials, and undercoating materials to Materials Safety Data Sheets ensuring compliance with hazardous materials guidelines.
8. Determine appropriate colour for new or replacement applications through consultation with the concerned faculty/ department/ centre/ section.
9. Maintain existing paint surfaces through matching, tinting and touching of appropriate paint products.

10. Prepare and implement line striping layouts for streets, parking lots, and athletic fields according to the requirements of the Dept. of Physical Education
11. Take care of safe handling and disposal of paints, stains and undercoating materials, and other hazardous materials.
12. Maintain of sign boards and name boards painting works.
13. Write the identification and stock numbers to the furniture's works.
14. Write the identification and stock numbers to the furniture's works.
15. Carry out repair and maintenance in all buildings of the institute including the hostels and staff quarters.
16. Any other works assigned from time to time.

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Sanitary Inspector

1. He is in charge of Sanitation of the area assigned.
2. To supervise and guide sanitary related work.
3. To maintain the cleanliness and proper sanitation of the area under his/her supervision.
4. To suggest the means to improve the sanitation work.
5. Any other responsibility assigned by the officer concerned.



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**GENERAL ADMINISTRATION AND
COORDINATION**

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Deputy Registrar**The Role**

The role holder will provide input to the development of new systems and procedures and will require an understanding of the professional, legal, regulatory or policy requirements of the environment in which they work. The role holder will need to resolve complex issues, respond to the changing work environment and manage change in their area of responsibility. The role holder may represent different committees/networks.

Principle Duties

Below are a range of duties that are representative of the duties for this grade:

01. Advise and recommend procedural and policy frameworks and professional guidelines to support informed decision making;
02. Contribute to long term planning activities by providing ideas on service development within the section;
03. Design a variety of service support enhancements- policy, procedures, system to maximize service quality, efficiency and continuity;
04. Analyze and interpret information and contribute to the production of management reports for other sections or external agencies;
05. Explain and develop an understanding of technical/regulatory information or other complex issues to colleagues inside and outside of the department;
06. Manage a team of colleagues operating within a sub section of the department, recruiting, monitoring the work and support team members to ensure that individual contributions are maximized;
07. Lead a Departmental or institute wide project to improve service provision;
08. Set service targets and monitor progress for team/area or responsibility in order to enable the ongoing enhancement of service standards;
09. Understand how the team/section links to other sections to support the institute's strategic goals and objectives;
10. Manage resource and budget planning within the section and be accountable for a budget;
11. Develop support of others outside of the section to ensure successful delivery of services;
12. Initiate and lead changes in response to institute or external agency policies;

13. Supervise a team or take the lead in a time bound project, therefore this role requires the holder to assign work tasks and to give feedback on progress;
14. Manage agreed change implementation processes/initiatives on an ongoing basis;
15. Lead and manage self and others to effectively deliver team and departmental objectives;
16. Responsible for raising the performance levels of self and others.
17. Exercise such other powers, performs such other duties, and discharge such other financial functions as are assigned to him by Director/Deputy Director (o)/Registrar.




Assistant Registrar

The Role

Roles at this level will supervise/co-ordinate others who are carrying out similar duties or be a specialist in a particular area. The tasks performed at this grade will require a deep understanding of the duties and responsibilities. The role will typically work as part of a team but must be able to take independent action. However, supervision is normally available when required.

Principle Duties

Below are a range of duties that are representative of the duties for this grade:

1. Research, collate, organize and edit material for inclusion in reports/documents;
 2. Analyze, present and draw conclusions from information, identifying trends and problems;
 3. Respond to and resolve enquiries and problems; judging when to escalate complex queries or involve others, to provide an effective service and clear advice to colleagues;
 4. Organize internal and external activities/events, including the development and preparation of materials;
 5. Maintain financial data and review to contribute to resource planning;
 6. Identify, implement and monitor the progress of section action plans to improve service delivery;
 7. Identify areas for improvement and changes, taking into consideration the wider implications and impact of departmental changes to processes and procedures;
 8. Develop and maintain spreadsheets and databases to produce management information system that is accurate, reliable and available for departmental decision making;
 9. Action mail/email received by the department within appropriate legislative and policy parameters, dealing with issues and ensuring supervisor/head of section is appropriately informed of action taken.
 10. Attend meetings, as per requested (internally & externally) by a Supervisor/Head of section, to support the departmental work and activities and report back on main discussion points;
 11. Be responsible for allocating work, and supporting the work output of, a group of junior staff;
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12. Be accountable for quality of service delivery in their team or area of responsibility and identify gaps in delivery and solutions;
13. Understand the culture and goals of the institute as they relate to their own area and generate ideas which contribute to the section or office plans;
14. Organize process around the stakeholders, taking account of complex and sensitive issues in an effort to meet their needs;
15. Actively seek out information in relation to changes which affect their division/section/team and puts plans in place to ensure implementation.
16. Responsible for raising the performance levels of self and others.
17. Exercise such other powers, performs such other duties, and discharge such other financial functions as are assigned to him by Director/Deputy Director (o)/Registrar.

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TRANSPORT SECTION**Driver**

The Driver shall discharge the duties under directions of the Head of the unit concerned. He/she shall broadly perform the following duties:

1. Driving of the vehicles; to keep the record of the petrol and record of mileage; to carry out minor repairs maintenance of the vehicles. To drive the light and heavy vehicles of the institute as per the duties allotted by the Vehicle in-charge from time to time. The Drivers will be responsible for the proper maintenance/safety and timely renewal of the insurance policy of the vehicle/s.
2. Driving of light and heavy vehicles.
3. Dusting/cleaning the vehicles as a whole and washing the vehicles periodically.
4. He will also be required to perform duties before and after the office hours, shift duty in the night, Sunday and other holidays, as and when assigned by the competent authority keeping in view the exigency of the work.
5. Any other works assigned from time to time.



Publication Section

The Publication Officer shall discharge the duties under directions of the Head of the department concerned. He/she shall broadly perform the following duties:

1. Responsible for the production of Institute publications such as technical documents, reports of meetings, well before the deadline.
2. Edit Institute publications (both print and electronic forms) in English and Hindi and the vernacular, improve the clarity, consistency and accuracy.
3. Implement the overall production process in close liaison and in consultation with the authorities.
4. Provide professional and technical advice to Institute programmes on format, length and content of publications.
5. Collect information, process, and write/edit and produce the Annual Report, newsletters, calendar and magazine of the institute and the IQAC documents in electronic and print forms.
6. Collaborate with Institute Computer Centre and develop, maintain and update electronic online content (website and other electronic publications of the Institute)
7. Any other works assigned from time to time.

EXTENSION EDUCATION

The Technician (Multi-media) is required to discharge the duties under directions of the Head of the department concerned. He/she shall broadly perform the following duties:

1. Procure and maintain the public address system related equipment's of the institute and maintain stock of the same.
2. Maintain the documentaries, speeches etc., recorded about and on the institute
3. Help in the hiring of public address system at and when need arises.
4. Ensure proper public address system during the meetings of different bodies of the institute, seminars, symposia, conferences and workshops and make recording of the events (audio and video).
5. Help establish CCTV broadcast on important occasion.
6. Arrange public address system for any other event organised within and outside the institute.
7. Any other works assigned from time to time.

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SECURITY UNIT**Chief Security Officer**

1. The Chief Security Officer shall be under the direct control of the Registrar and shall assist the Registrar in maintaining security of the Institute campus and of its movable/immovable property.
2. Plan and ensure execution of Security arrangement as required by the institute.
3. To look after all the security arrangements in the campus.
4. To supervise and control the work of security personnel.
5. To assist the Institute authorities in maintaining law and order.
6. To maintain liaison with police and district authorities regarding law and order problems and investigation of criminal cases affecting the Institute.
7. To assist the Institute Hostel Security in day to day functioning.
8. To attend the fire incidents and other calamities and incidents on the campus.
9. Responsible for raising the performance levels of self and others.
10. Closely coordinate with existing contractual security agency and its deputed staff on all matters pertaining to security planning, policies and procedures, including physical security measures.


Security Officer


1. The Security Officer shall be under the direct control of the Chief Security Officer
2. To undertake security assessments and evaluate existing security measures to ensure the security and safety of Institute staff, students, faculty, property, premises, residence, etc., including surprise checks in the night hours.
3. Closely coordinate with existing contractual security agency and its deputed staff on all matters pertaining to security planning, policies and procedures, including physical security measures.
4. To maintain liaison with police and district authorities regarding law and order problems and investigation of criminal cases affecting the Institute.
5. To look after all the security arrangements in the campus.
6. To supervise and control the work of security personnel.
7. To assist the Institute authorities in maintaining law and order.

8. To assist the Institute Hostel Security in day to day functioning.
9. To attend the fire incidents and other calamities and incidents on the campus.
10. The Security Officer is to wear the uniform (to be specified by the authorities) while on duty.
11. On special occasions like VIP visits and convocation the Security Officer shall discharge his duties as required.
12. Responsible for raising the performance levels of self and others.
13. Security Officer shall perform such other duties and functions as may be assigned to time to time.


Security Inspector

The Security Inspector shall discharge the duties under directions of the Head of the department concerned. The Security Inspector is the responsible for the Security Guards.

1. He is to check the specified number of guards of the Security agencies on duty in all the three shifts and note down the same in the Duty Register at the commencement of every shift after conducting a parade of all the guards present.
 2. He is to allot work in consultation with the Security Officer of the Security Agency and enter the same in the Duty Register. The same is to be authenticated by affixing signature promptly and noting down the date and time.
 3. At the end of each day the Security Inspector is to prepare a statement of daily duty and maintain a register for the same. At the end of every week Security Inspector has to get the statement countersigned by the Security Officer.
 4. In case of any emergency, the Security Inspector is to appear personally on the spot promptly and tackle the situation, seeking the aid of his higher officials when and where necessary.
 5. In case of any theft/accident in the campus he is to report the same promptly to the Security Officer.
 6. In case of any irregularity in the movement of vehicles/goods through the campus the Security Inspector is to immediately stop the movement and report to the Security Officer.
 7. The Security Inspector is to wear the uniform (to be specified by the authorities) while on duty.
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8. On special occasions like VIP visits and convocation the Security Inspector shall discharge his duties as required.
 9. The Security Inspector is responsible for the overall administration of the shift security system of the institute.
 10. The Security Inspector should retain a record of any robbery, burglary or larceny committed or attempted against the institution.
 11. The Security Inspector should control access to all buildings and properties of the institute
 12. The Security Inspector should investigate all suspected criminal violations, suspicious incidents.
 13. The Security Inspector should retain a record of any crime committed or attempted against the institution.
 14. The Security Inspector should maintain records indicating the names and titles of law enforcement officers and hospitals in the radius of 20 km.
 15. The Security Inspector should handle the institution's interests in each attempted or completed crime and to complete an internal report for each offence.
 16. The Security Inspector should establish and maintaining satisfactory liaison with law enforcement officers at all levels.
 17. Responsible for raising the performance levels of self and others.
 18. Any other works assigned from time to time.
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Fire Inspector

1. The Fire Inspector shall maintain the Fire Protection Plan which addresses fire prevention and exposure. And plan shall identify general safety guidelines.
 2. The Fire Inspector shall report violation of safety norms and no smoking policies to the Chief Security Officer/Security Officer.
 3. Perform on-site inspections on regular basis to ensure that fire lanes are clear, material storage is located in accordance with the Fire Safety Plan and not blocking fire access. Ensure flammable and combustible liquids are not improperly stored on the site or in the building(s). Ensure that construction debris is properly handled and disposed of in a timely manner.
 4. Confirms that portable, properly rated and approved fire extinguishers are in their required positions. Conduct and/or monitor monthly inspections and tag sign-offs of each fire extinguisher.
 5. Review proper identification and labelling requirements on flammable liquid and gas containers and cylinders. Confirm that the containers are properly stored in safe storage areas which are designated and identified by clearly demarcated signs and surrounded by stable barriers and fencing.
 6. Confirm that fire access roads and fire hydrants and/or horizontal standpipes are in place and in service prior to and for the duration the duration of combustible construction.
 7. Observe final testing (operational flow) of the hydrants and standpipes to confirm required system are in service.
 8. The fire Inspector shall periodically conduct safety briefings with Institute personnel.
 9. Responsible for raising the performance levels of self and others.
 10. Fire Inspector shall perform such other duties and functions as may be assigned to time to time.
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GUEST HOUSE**Caretaker cum Manager**

1. In charge of management of the guest house and supervise the work of other staff attached to the guest house.
2. To receive the guests and look after the needs and comfort.
3. To be responsible for the inventory, maintenance and upkeep of the guest house.
4. To allocate the rooms, menu planning and procurement of raw material.
5. To organise the meeting lunch and dinners for the invited guests.
6. Any other duty assigned by the supervisor.

Cook

1. To receive food articles according to indents from the mess supervisor.
 2. To prepare food as per the instruction of the supervisor.
 3. To maintain and improve standards of food preparation and service.
 4. To check wastage, spoilage of food, etc.
 5. To maintain the cooking ranges and other cooking appliances in good condition.
 6. To supervise the duties of other auxiliary working in the kitchen and in their training.
 7. To observe personal hygiene and use these social clothing of provided while performing his duties.
 8. To maintain cleanliness of the kitchen and utensils.
 9. To take safety precautions to prevent fire and injuries to working in the kitchen.
 10. To perform such other duties as may be time to time.
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Masalchi-cum Bearer

1. To clean grains, wash and cut vegetables and make for chapattis.
 2. To help cooks in the filling of water.
 3. To do dusting and arrange equipment in the kitchen.
 4. To give a helping hand to the cooks while cooking.
 5. To bring back food trolleys, cans, etc. from dining room.
 6. To serve food to the guests.
 7. To do any other duty that may be arranged by the Cook.
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STUDENT AFFAIRS SECTION

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Caretaker/Assistant Caretaker


1. Over all supervision of the hotel.
 2. To assist the Warden in the allotment of rooms to the students.
 3. Managing/controlling the inventory of the hostel property purchased from institute fund/hostel fund/DDF.
 4. Accommodating the students in the hostel as per the norms set up by Dean of Students/Associate Dean of Students.
 5. Handing over the charge of a room to a student.
 6. Keeping room required inventory in order, in all room.
 7. Supplying the necessary information to Mess Supervisor regarding the strength of the hostel for the purpose of preparing meals.
 8. Maintaining the necessary record of hostel residents e.g. student entry wise inventory/ room wise inventory/record of payment/local address of the students and maintaining the arrival/departure register of the students.
 9. Keeping watch on collection of hostel dues from the students.
 10. Taking over the charge of rooms when a resident vacate the hostel.
 11. Producing all papers/letters/official notifications to Warden and act on them as per the direction given by the Warden.
 12. To look after all (civil, Electrical, public health and horticulture etc.) maintenance of the hostel.
 13. To ensure hygienic conditions within and around the hostel.
 14. To report the vacancy position every week to Dean of Students? AR (SA).
 15. Any other duty assigned by the Warden.
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Mess Manager/Assistant Mess Manager

1. Over all supervision of hostel mess and quality of food.
2. Responsible individually for demanding, procuring and consumption of mess stores as well as physical custody of the stock register.
3. Responsible for day-to-day running of the mess which includes administrative control of the mess staff.
4. Responsible for proper storing and issue of the mess stores.
5. To receive supply of dry ration and to maintain their store accounts records.
6. To issue the daily ration and to carry out daily posting in the stock register for all types of transactions.
7. To maintain the ration store properly and to see no items are deteriorated due to the wrong storage.
8. To prepare opening and closing balance of the stores.
9. To supervise the work of mess staff/supervise the preparation of food and the proper service in the dining hall.
10. To keep check on the quality and cost of the menu and advice the Mess Secretary through Warden when the cost exceeds and to introduce changes accordingly to availability of the food stuffs in consultation with Mess Secretary and the Warden.
11. To keep and submit proper account of any imprest handled by the Warden.
12. To receive and process rebate applications as per the norms laid by BHM from time to time and maintain complete rebate record.
13. To ensure that no unauthorised person eats in the mess.
14. Any other duty assigned by the Warden.



Sports Officer

1. Sports Officer is tasked with implementing programmes which encourage sports activity across the institute.
 2. A strong interest in sport and awareness of the issues affecting the sports activities.
 3. A high degree of self-motivation and a drive for change and improvement.
 4. Supporting colleagues to encourage and develop sports activities in the institute community.
 5. Serving on Institute and Inter-IIT think tanks and task group.
 6. Undertaking or commissioning research and collating, mapping and monitoring sports related data.
 7. Managing budgets, controlling finance allocated for sports activities and sometimes coordinating sponsorship.
 8. Managing, supervising and training of staff.
 9. Supervision of all the games and sports activities at the Institute.
 10. Impart coaching to the beginners in all the games and sports.
 11. Take classes of the National Sports Organisation students enrolled under this scheme.
 12. Look after the maintenance of the sports grounds.
 13. To supervise the staff and also the part-time coaches.
 14. Officiate in the Inter-Hostel & other matches.
 15. To accompany the students whenever the teams go to outside IIT to play matches.
 16. To look after sports stores issue of equipment and also the maintenance of the sports material.
 17. Responsible for raising the performance levels of self and others.
 18. Any other duty assigned by the superiors.
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Deputy Sports Officer/Assistant Sports Officer


1. Supervision of all the games and sports activities at the Institute.
2. Impart coaching to the beginners in all the games and sports.
3. Take classes of the National Sports Organisation students enrolled under this scheme.
4. Look after the maintenance of the sports grounds.
5. To supervise the staff and also the part-time coaches.
6. Officiate in the Inter-Hostel & other matches.
7. To assist the Sports Officer. In the conduct of inter-hostel, Inter-college, Inter-IIT and Inter-University tournaments etc.
8. To accompany the students whenever the teams go to outside IIT to play matches.
9. To look after sports stores issue of equipment and also the maintenance of the sports material.
10. Responsible for raising the performance levels of self and others.
11. Any other duty assigned by the superiors.



Student Counsellor/Assistant Student Counsellor

1. A student counsellor is responsible for guiding the students regarding their career decisions and helping them understand their potential and provide help to pursue their goals.
2. Helping the students understand their skill sets and provide them ways to utilize it.
3. Advising the students on their personal problems and helps them to resolve it.
4. Engaging the parents and the institute authorities, for coming up with a solution, if the student faces some big problem and together they help the student.
5. Recognizing the behavioural issues and provides solutions to handle them.
6. Holding various sessions with the students to identify the problems that the student faces and try to understand their troubles and advise them.
7. Working as a mediator between the student and institute authorities, if there is an argument and tries to resolve it.
8. Responsible for raising the performance levels of self and others.
9. Any other duty assigned by the superiors.

Training and Placement Officer (Industrial liaison Officer)

1. To look after the training and placement activities of students.
 2. To have close liaison with industry for placement of students.
 3. Assist with briefing meeting on a group and individual basis with students and course leaders so that they understand the work placement process, the level of support available and are equipped to undertake a successful work placement.
 4. To work in consultation with Coordinator industry-Institute Interaction for organising lectures from the professionals from industry.
 5. To collect feedback from the companies coming for placement.
 6. Arrange training programmes for soft skills and for interviews facing skills for the students using institutional and external expertise.
 7. To organise the entrepreneurship workshops.
 8. Responsible for raising the performance levels of self and others.
 9. Any other duty assigned by the superiors.
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42 find the attached minutes for your
consideration and signature

06/10/12

Registrar

I have signed the minutes as advised by the
DS(Op.) and the Committee. May brief observations on
the points is attached please.

Prof. S. M. Ishtiaque
(Chairman of the Committee).

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21/10/16.

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MINUTES OF THE MEETING OF THE RECRUITMENT RULES COMMITTEE ON CERTAIN ISSUES/CASES REFERRED BY DEPUTY DIRECTOR (OPERATIONS) FROM TIME TO TIME.

The issues/cases concerning to the following individual files which were referred by the Dy. Director (ops.) from time to time to Recruitment Rules Committee for examinations/ Comments, were deliberated in details in the meeting of the Committee held on 29.8.16. The Committee's opinion/recommendations against each are given as under:

1. Regarding representation from Sh. Bhagwan Singh Rawat, Hindi Officer for the revision of Pay scales with Grade Pay equivalent to Sr. Translator and Asstt. Director under Central Secretariat Official Language Services (CSOLS) as per 6th CPC.

The Committee examined the case and noticed that in IIT Delhi one post of Hindi Officer was created with the approval of BoG vide Resolution No.12/83 for Hindi Cell in the pay scale of Rs.7500-12000/- (pre-reserved)/revise PB-2 (Rs.9300-34800/-) with Grade Pay Rs.4800/-

After detailed deliberations and discussions, the Committee did not agree to the representation and was of the opinion that the same Grade Pay for the post of Hindi Officer at IIT Delhi to be continued as the work in Hindi Cell at IIT Delhi is not at par with Central Secretariat Official Language Services (CSOLS).

2. Regarding request dated 04.05.2016 from Sh. Anuj Gaur, Executive Engineer for placement/promotion in Grade Pay Rs.6600/- in 5 years as per pattern of NIT Hamirpur.

The Committee has taken care of his request in the Recruitment Rules.

3. Regarding request dated 02.02.2016 from Sh. Rajbir, Sr. Meter Reader for change the post of meter Reader to Junior Assistant.

The Committee was of the view that all such isolated posts may now be merged into sanctioned positions of the Institute and the incumbents of these posts may be given the identical designations as per their qualifications and Grade Pay etc. to maintain uniformity in the designations.

4. Regarding review the pay scales of Pre-Primary Teachers appointed at IIT Nursery School at par with Kendriya Vidyalaya Sangathan (KVS) with relaxation in the Educational qualification

The Committee examined the proposal and viewed that In IIT Delhi, there is no provision of the posts for Primary Teacher, only Pre-Primary Teacher/Nursery Teacher exists in the system. Hence, the Committee was of the view that the Pay Scale/Grade Pay already approved by MHRD/BoG for Pre-Primary Teacher/Nursery Teacher may be continued.

5. Regarding request dated 12.11.2013 of Sh. Neeraj Choudhary, Asstt. Coach, in Sports unit for removal of disparity in Pay Band and Grade Pay.

The Committee has taken care of his request in the Recruitment Rules. However, further process in this regard may be as per the Institute's procedures.





6. Regarding review of Grade Pay in respect of Jr. Laboratory Assistant working in IIT Delhi Hospital.

The Committee has taken care of the proposal in the Recruitment Rules. Accordingly, the Committee has re-designated this post as Jr. Medical lab Assistant in PB-1 in the Grade Pay of Rs.2800 at par with AIIMS pattern. The Committee recommended that present two incumbents working in IIT Delhi Hospital may be placed in this Grade Pay since they meet the same qualification/experience required for this post.

7. Regarding grievances of Jr. Assistant (Catering) in the Hostels to place them the Grade Pay Rs.2800/-.

The Committee has taken care of the proposal in the Recruitment Rules. However, further process in this regard may be as per the Institute's procedures.

At the same time, the Committee was of the opinion that such Administrative matters/issues to be decided by the Competent Authority i.e. Dy. Director (Ops.) / Director itself rather referring to Recruitment Rules Committee because such matters are not relevant to this Committee.

30/9/16
(Prof. S.M. Ishtiaque)

Prof. K.T. Bhal
(Prof. K.T. Bhal)

Prof. V.K. Vijay
(Prof. V.K. Vijay)

Dr. Sandeep Chatterjee
(Dr. Sandeep Chatterjee)

7/10/16

⊗ Kindly see my observations for Item 1 of the Minutes.

Chairman

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MINUTES OF THE COMMITTEE CONSTITUTED FOR COMPREHENSIVE REVIEW OF STRUCTURE, RECRUITMENT RULES AND WORK MANUAL FOR ADMINISTRATIVE AND TECHNICAL STAFF OF THE INSTITUTE.

The following Committee was constituted for comprehensive Review of Structure, Recruitment Rules and Work Manual for Administrative and Technical Staff vide No.IITD/ICDN/2015/1112 dated 31.07.2015:

- | | | |
|--------------------------------------|---|----------|
| 1. Prof. S.M. Ishtiaque, TT Deptt. | - | Chairman |
| 2. Prof. K.T. Bhal, DMS | - | Member |
| 3. Prof. V.K. Vijay, CRDT | - | Member |
| 4. Dr. Sandeep Chatterjee, Registrar | - | Convener |

The BoG in its 192nd meeting held on 04.04.2016 (Ref. Item No.B7) approved the number of posts as 854 (applicable in view of 776 faculty positions), in order to maintain a mandatory cadre structure and faculty to Non-faculty ratio/strength as 1:1.1.

Earlier, also the Committee had worked out total 854 posts for group A, B & C Staff based on MHRD's instructions vide letter No.23-3/08-IFD dated 08.05.2008 and subsequent MHRD letter F.No.32-14/2013-TS.1 dated 10.06.2013 where MHRD has directed that,

- (i) IITs are allowed to design their administrative/management/technical staff structure as per requirement after due approval from their BoG keeping in mind sustainability of expenditure on this account; and
- (ii) IITs are allowed to Institute and recruit non-faculty positions as per the 10:1.1 Student to Non-faculty ratio after due approval of the BoG.

For further action in this regard, the Committee held a series of meetings and had detailed deliberations on the Staff Structure for the Institute. The Committee agreed in principle for a cadre structure for various Sections/Deptts./Centres of the Institute and details of posts at various levels and its numbers as per attached Annexure-1.

The Committee met again on 29.0.16 and had detailed deliberations on 'DRAFT' Recruitment Rules and its nomenclatures in the light of discussions held with Groups of staff, the representatives of the IIT Delhi employees union and the Registry staff and recommended as under:

- (1) Earlier, the Committee had recommended the Entry level Grade Pay for the post of Executive Engineer (Group 'A') as Rs.6600/- in PB-3. The Committee felt that it would be appropriate to have a uniform Pay Band / Grade Pay in respect of all Group 'A' cadre posts and the Entry level Grade Pay may be as under:

S.No.	Pay Band-3	Grade Pay	Posts
1.	Rs. 15600-39100/-	Rs. 5400/-	(i) Assistant Registrar (ii) Assistant Executive Engineer (iii) Assistant Student Counsellor (iv) Technical Officer (v) Security Officer (vi) Public Relations Officer

[Handwritten signatures and initials are present below the table, including a large signature on the left and several initials on the right.]

	Rs. 15600-39100/-	Rs. 7600/-	(i) Deputy Registrar, (ii) Executive Engineer (iii) Industrial Liaison Officer (iv) Sr. Student Counsellor (v) Principal Technical Officer (vi) Chief Security Officer
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As such, the Committee, recommended to replace the Grade Pay Rs.7600/- Entry level in respect of Executive Engineer Group 'A' post, Instead of Rs.6600/- at present.

Earlier, in Engineering cadre Group 'A' staff, the following Entry level posts were in Position:

- | | |
|---------------------------------|---------------------------|
| a. Institute Engineer | PB-4, Grade Pay Rs.8700/- |
| b. Executive Engineer | PB-3, Grade Pay Rs.6600/- |
| c. Assistant Executive Engineer | PB-3, Grade Pay Rs.5400/- |

The Committee deliberated and recommended to revise this cadre as under at Entry level:

- | | |
|---------------------------------|----------------------------|
| a. Institute Engineer | PB-4, Grade Pay Rs.10000/- |
| b. Superintending Engineer | PB-4, Grade Pay Rs.8700/- |
| c. Executive Engineer | PB-3, Grade Pay Rs.7600/- |
| d. Assistant Executive Engineer | PB-3, Grade Pay Rs.5400/- |

The essential qualifications / experience in respect of above revised posts have also been framed accordingly. There are two posts of Superintending Engineer out of which one may be in 'Civil' area and another in 'Electrical' area.

(2) The Committee also recommended the following amendments:

- (i) The Grade Pay for the posts (1) Asstt. Security officer and (2) Asstt. Fire Inspector (both Group 'B' posts) be from Rs.4200/- (Entry level) instead of Rs.4600/-. The logic behind this is that all such Group 'B' entry level posts are being started from the Grade Pay Rs.4200/-.
- (ii) The Posts under Physical Education staff cadre have been proposed to be re-designated as under:

S.No.	Existing Post as per RCP Scheme	Re-designated as	Grade Pay	Group
a.	Assistant PTI / Coach	Sports Coach	Rs.2800/-	C
b.	PTI	Asstt. Sports Officer	Rs.4200/-	B
c.	-	*Deputy Sports Officer	Rs.4600/-	B

*Not a direct recruitment, but a promotion post for Asstt. Sports Officer.

Further, the numbers of Asstt. Sports officer post earlier was mentioned as 04. It may be amended as under:

- | | |
|--------------------------|---|
| a. Asstt. Sports Officer | 03 (i.e. 02 for Direct recruitment and 01 for LDE.) |
| b. Sports Coach | 01 (for Direct Recruitment) |

[Handwritten signatures and marks]

- (3) The Committee also examined and deliberated on the residency period for promotion/financial upgradation in respect of all Group 'A' positions, and concluded that there should be a uniform pattern, procedures and methods in respect of promotion/financial upgradation avenues for all Group 'A' cadre posts except Medical Doctors.

The Committee noticed that a Deputy Registrar in the Grade Pay of Rs.7600/- (direct recruitment, Entry level) is being given promotion/financial upgradation in the next Grade pay i.e. Rs.8700/- after 05 years completed service. The Committee, therefore, recommended that all Group 'A' non-academic staff except Medical Doctor cadre also be extended their next respective Grade Pay after their 05 years complete and clean service, to maintain a parity and uniformity. The Committee further recommended that maximum three promotion/financial upgradation may be permitted to non-academic Group 'A' staff from their respective Entry level appointment and any promotion/financial upgradation may not exceed beyond the Grade Pay of Rs.10,000/- to any non-academic Group 'A' post/staff.

The recommended promotion/financial upgradation avenues in respect of Non-Academic Group 'A' staff is attached as Annexure-2.

- (4) The Institute presently has one post of 'Information Officer'. The Committee recommended that this post may be re-designated as 'Senior Data Processor' and the incumbent presently working on this post may be given this revised designation accordingly.
- (5) The Institute, long back had a post of 'Public Relations Officer'. After the retirement of incumbent on this post on 31.05.1998, this post was not filled up subsequently by the Institute. The BoG vide Resolution No.BG/26/2012 converted this unutilized post as 'Assistant Registrar'. The Committee felt the necessity of 'Public Relations Officer' post at the Institute in today's scenario. Therefore, the Committee also recommended one post of 'Public Relations Officer' (Group 'A' post) in the Grade Pay of Rs.5400/- (Entry level).
- (6) In the light of above modifications/amendments, the final 'DRAFT' Recruitment Rules recommended by the Recruitment Rules Committee is placed at Annexure-3.

The following recommendations of the Recruitment Rules Committee may also be considered:

- (i) Normally the entry level posts in Group 'A' staff starts from the Grade Pay of Rs.5400/-. The Committee observed that some of the staff have been extended the Grade Pay Rs.5400/- in P.B.-2 and also in P.B.-3 through MACPS. The Committee recommends that in case such staff selected for Group 'A' entry level posts in the Grade Pay of Rs.5400/-, they may be considered for upto 05 (five) additional increments on their assessment/ performance in the test(s)/ Interview by the concerned Selection Committee. However, maximum increments may be given upto 05 (five) only.

[Handwritten signatures and initials]

- (ii) For promotion through Departmental Promotion Committee (DPC), the Committee was of the view that the last five ACRs/APARs may be considered of the concerned, as presently is being in the case of MACPS.
- (iii) The financial upgradation in respect of Group 'A' staff will be subject to fitness in the hierarchy of Grade Pay, and the benchmark will be 'Very Good'. The total score for five years ACRs would be added to obtaining the annual average score. Once the concerned staff will meet the annual average score, the employee would be deemed fit for financial upgradation.

2019/10
(Prof. S.M. Ishtiaque)

K.T. Bhal
(Prof. K.T. Bhal)

V.K. Vijay
(Prof. V.K. Vijay)

Sandeep Chatterjee
(Dr. Sandeep Chatterjee)

* kindly see my observations.

Chairman

M

**Proposed Financial Upgradation avenues in respect
of Non-Academic Group- 'A' staff**

(a) Registry Staff:

S. No.	Name of the Post	Pay Band	Grade Pay	Provisions for Financial Upgradation
01.	Assistant Registrar	PB-3, Rs. 15600-39100	Rs. 5400	Rs.6600 after 05 years service in G.P Rs.5400 (N.F), Rs.7600 after 05 years service in G.P Rs.6600 (N.F) and Rs.8700 after 05 years service in G.P Rs.7600(N.F).
02.	Dy. Registrar	PB-3, Rs. 15600-39100	Rs. 7600	Rs.8700 after 05 years service in G.P Rs.7600 (as a Joint Registrar) (N.F), Rs.8900 after 05 years service in G.P Rs.8700 (N.F) and Rs.10000 after 05 years service in G.P Rs.8900 (N.F).

* Non- Functional (N.F)

(b) Engineering Staff:

S. No.	Name of the Post	Pay Band	Grade Pay	Provisions for Financial Upgradation
01.	Assistant Executive Engineer	PB-3, Rs. 15600-39100	Rs. 5400	Rs.6600 after 05 years service in G.P Rs.5400 (N.F), Rs.7600 after 05 years service in G.P Rs.6600 (N.F) and Rs.8700 after 05 years service in G.P Rs.7600 (N.F).
02.	Executive Engineer	PB-3, Rs. 15600-39100	Rs. 7600	Rs.8700 after 05 years service in G.P Rs.7600 (N.F), Rs.8900 after 05 years service in G.P Rs.8700 (N.F) and Rs.10000 after 05 years service in G.P Rs.8900 (N.F).
03.	Superintending Engineer	PB-4, Rs. 37400-67000	Rs. 8700	Rs.8900 after 05 years service in G.P Rs.8700 (N.F) and Rs.10000 after 05 years service in G.P Rs.8900 (N.F).

* Non- Functional (N.F)

(c) Technical Lab. Staff:

S. No.	Name of the Post	Pay Band	Grade Pay	Provisions for Financial Upgradation
01.	Technical Officer	PB-3, Rs. 15600-39100	Rs. 5400	Rs.6600 after 05 years service in G.P Rs.5400 (N.F), Rs.7600 after 05 years service in G.P Rs.6600 (N.F) and Rs.8700 after 05 years service in G.P Rs.7600 (N.F).
02.	Principal Technical Officer	PB-3, Rs. 15600-39100	Rs. 7600	Rs.8700 after 05 years service in G.P Rs.7600 (N.F), Rs.8900 after 05 years service in G.P Rs.8700 (N.F) and Rs.10000 after 05 years service in G.P Rs.8900 (N.F).

* Non- Functional (N.F)

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Security Staff:

S. No.	Name of the Post	Pay Band	Grade Pay	Provisions for Financial Upgradation
01.	Security Officer	PB-3, Rs. 15600-39100	Rs. 5400	Rs.6600 after 05 years service in G.P Rs.5400 (N.F), Rs.7600 after 05 years service in G.P Rs.6600 (N.F) and Rs.8700 after 05 years service in G.P Rs.7600 (N.F).
02.	Chief Security Officer	PB-3, Rs. 15600-39100	Rs. 7600	Rs.8700 after 05 years service in G.P Rs.7600 (N.F), Rs.8900 after 05 years service in G.P Rs.8700 (N.F) and Rs.10000 after 05 years service in G.P Rs.8900 (N.F).

* Non- Functional (N.F)

(e) Training & Placement Staff:

S. No.	Name of the Post	Pay Band	Grade Pay	Provisions for Financial Upgradation
01.	Public Relation Officer	PB-3, Rs. 15600-39100	Rs. 5400	Rs.6600 after 05 years service in G.P Rs.5400 (N.F), Rs.7600 after 05 years service in G.P Rs.6600 (N.F) and Rs.8700 after 05 years service in G.P Rs.7600 (N.F).
02.	Industrial Liaison Officer	PB-3, Rs. 15600-39100	Rs. 7600	Rs.8700 after 05 years service in G.P Rs.7600 (N.F), Rs.8900 after 05 years service in G.P Rs.8700 (N.F) and Rs.10000 after 05 years service in G.P Rs.8900 (N.F).

* Non- Functional (N.F)

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 (x) May kindly see my observations

Chairman of the Committee
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 21/10/16

Observations :

1. For Official Language Implementation, the policy is uniform and statutorily applicable for the Technical Institutions and Central/Deemed Universities, which are funded by the Government of India in terms of its Plan and Non-Plan funds. The instructions contained in MHRD letter and Budget notifications from TS-I, also do emphasize to follow the Official Language Rules, 1976 and Official Language Policy of the Union. IITs can't be an exception to wholesomely deny compliance to the said GoI policy guidelines and simultaneously receive the grants.

On establishment aspect (for posts approved in the cadre strength), and to support or strengthen the Official Language Implementation, the Institute has received letters from MHRD (No.2-18/2010 TS-I dated 22.01.2016 & No. 13035-5/2013-OLU-1 dated 26.02.2014) to adopt the model RRs in view of 6th CPC and based on clarification on the representations from IITs, CEIs etc. (under MHRD), granting them designation and pay-scale [Pay Band 3 + GP of Rs. 5400]. Matter need to be complied with accordingly.

2. In the establishment/cadre strength there is no post of Superintending Engineer. Neither the committee has formulated it in its preamble minutes, while emphasizing and recommending that henceforth there shall be only two levels at GP Rs. 5400/- and Rs. 7600/- for direct recruitment or fresh induction. Hence additional two posts of Superintending Engineer do not find merit. The existing cadre strength record and justification or one approved by BoG, even before 6th CPC need to be seen, available with Establishment - II. The provision does not meet justification to create 2 additional posts of Superintending Engineer at GP 8700/- and Institute Engineer at GP Rs. 10000/-, if it does not match the approved MHRD scales, cadre review report, work study report, requirements etc., where major works (as per classification) in general, are outsourced and deposit work is entrusted to Government Agencies/PSUs etc.
3. The scheme for promotion/financial upgradation etc., for Group 'A' Officers shall essentially be as per MHRD guidelines. The RRs are therefore required to be made, if not in place. To bring parity in terms of scale, residency period, method of assessment, essential/desirable qualifications etc (as mentioned in MHRD letter No. 1-32/2006-U.II/U.I dated 31.12.2008 and subsequent letters/clarifications available with Establishment-II) appropriate guideline shall be followed. In the event more cadres are considered included on the basis of justification or similarly placed (like central registry posts), it will be better if consent of FC and BoG is taken before seeking consent of MHRD as envisaged in letters dated 08.05.2008 and later 09.09.2010, 15.09.2010. We need to be careful, rather than invite comments/strictures from MHRD and end up struggling for release of budget.
4. Upgradation / promotion based on number of years of service, in the Group 'A' services, shall be governed as per MHRD guidelines. The 'Selection' posts at Grade Pay Rs. 5400/-, Rs. 7600/-, Rs. 8700/- (non-existent at IITD) or Rs. 10000/- cannot be treated as Non-Functional (NF). Grant of GPs as per DACP scheme (applicable for Medical Officers) does not seem applicable here and MHRD consent be taken. Intermediary scales/grade pay, like Rs. 6600/- or 8900/- etc.. appear only to be NF, which do not have a direct recruitment component in/for the post/cadre specified in IITD. Grant of Selection Grade of Rs. 8700/- or 10000/- is also not automatic, but is subject to availability of vacancy, benchmark and fulfillment of other terms and conditions, as applicable.

However, I am available for discussions at any time to your convenience, to clarify the matter further.


Member

Chairman of the Committee

7/12/16

DRAFT

**INDIAN INSTITUTE OF TECHNOLOGY
HAUZ KHAS, NEW DELHI 110 016**

F. No. IITD/Estt.-II/2016/

Date : August 10, 2016

C I R C U L A R

Sub : Circulation of the Draft Recruitment Rules (RR's) – inviting comments / view of the stakeholders – reg.

Ref. : 1. BOG Resolutions [192/B7/04.04.2016, 191/B2/30.10.2015, 190/B8/22.09.2015]
2. MHRD Letter No. 23-3/08-IFD dt. 08.05.2008 & 32-14/2013-TS.I dt. 10.06.2013

The Competent Authority vide Order No. IITD/ICDN/2015/1112 dated July 31, 2015 has earlier decided to form a Committee to frame the Recruitment Rules for the various categories of Administrative and Technical Staff of the Institute.

Now the Committee, under the chairpersonship of Prof. S. M. Ishtiaque (Department of Textile Engineering) has submitted the draft report (RR's), which is forwarded for inviting comments / views of all concerned stakeholders.

The comments / views, if any, on provisions contained in the Draft RR's may kindly be furnished to the undersigned within ten days' time, from the date of issue of this circular, failing which it will be presumed that the concerned stakeholders have no objection or suggestions to make in the provisions proposed in the said RR's.

[Ramesh Thareja]
Assistant Registrar (E-II),
Ph : 2659 1724, 98682 81902
E-mail : ar_e2@admin.iitd.ac.in

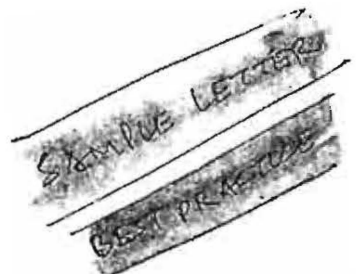
To
All Stakeholders

Copy to :

Webmaster – with the request to place a copy / link on the intranet only, for seeking view and comments of the IIT Delhi staff and employees.

Copy also to :

1. President / Secretary, IITEU
2. President / Secretary, IIT Delhi Officer's Association
3. President / Secretary, IIT Delhi SC/ST Employee's Association



F.No.2-18/2010 TS.1
Government of India
Ministry of Human Resource Development
Department of Higher Education -
Technical Section-1

Shastri Bhawan, New Delhi
Dated the 22nd January 2013

Registrars,
Indian Institutes of Technology,
Delhi, Bombay, Madras, Kanpur, Kharagpur, Guwahati & Roorkee

Subject.- Revision of pay scales for official language posts in IITs-reg

Sir,


The Ministry has received proposals from IIT Delhi and IIT Bombay for extension of pay structure of the Official Language posts under Central Secretariat Official Language Service (CSOLS) to IITs. The proposals have been examined and the Ministry is in the process of extending the revised pay structure, along with re-designation of posts, to IITs. However, before the exercise is completed, it should be ensured that the Recruitment Rules for the Official Language Posts in IITs are the same as those prescribed for similarly designated posts under CSOLS.

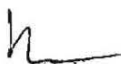
It is therefore, requested that in case the RRs in respect of Official Language posts in IITs are not the same as those prescribed for similarly designated posts under CSOLS, these may be revised/modified so as to match the similarly designated posts under CSOLS. A copy of the revised RRs may be furnished to the Ministry.

Yours faithfully,


(Yatendra Kumar)

Under Secretary to the Government of India

 28/1/13



F. No. 13035-5/2013-OLU(1)
 Government of India
 Ministry of Human Resource Development
 Department of Higher Education
 (OL Unit)

Shastri Bhawan, New Delhi
 Dated the 26 February, 2014

To

All Heads of Subordinate Offices and Autonomous Bodies
 under Ministry of Human Resource Development

Subject : Model Recruitment Rules for the various posts in Official Language Cadre for
 Subordinate Offices and Autonomous/Statutory bodies- regarding.

Sir/Madam

Representations have been received from subordinate offices/autonomous bodies under this Ministry regarding disparity in Pay Scales and Designations of official language Hindi Posts in their offices. The matter was examined in this Ministry in consultation with IFD in view of the Model RR's Issued by Department of Personnel and Training vide their OM No. AB-14017/49/2011-Estt. (RR) dated the 19th September, 2013. In the above mentioned OM RR's, designations and Pay Scales of official language Hindi Posts have been clarified with the request that all offices may review their existing Recruitment Rules. IFD vide their Diary No. 5(H) dated 22nd January, 2014 has given its consent, for adoption of these Rules as well as Designation and Pay Scales of official language Hindi Posts, to Subordinate Offices and Autonomous Bodies under this Ministry. Copy of the Department of Personnel and Training's aforesaid OM is enclosed for necessary action.

2. IED has further clarified that "Officials presently working in these Institutions would not become automatically eligible for modified scales. After RR's are adopted, applicability in respect of existing officials would happen, only if they are eligible as per the RR conditions of eligibility".

3. All the autonomous bodies/subordinate offices under Ministry of Human Resource Development are, therefore, requested to adopt these Model RR's and designation & Pay Scales in their offices for various Hindi Posts in Official Language Cadre.

Yours sincerely

Encl. As above.

(Jagmohan Singh Raju)

Joint Secretary to the Government of India

फा.स. 13035-5/2013-रा.भा.ए.(1)

भारत सरकार
मानव संसाधन विकास मंत्रालय
उच्चतर शिक्षा विभाग
राजभाषा प्रभाग

शास्त्री भवन, नई दिल्ली
दिनांक 28 फरवरी, 2014

सेवा में,

मानव संसाधन विकास मंत्रालय के अंतर्गत आने वाले सभी अधीनस्थ कार्यालयों तथा स्वायत्त निकायों के प्रमुख।

विषय: अधीनस्थ कार्यालयों तथा स्वायत्त शासी/ सांविधिक निकायों में राजभाषा संवर्ग के विभिन्न पदों के लिए मॉडल भर्ती नियम।

महोदय/महोदया,

इस मंत्रालय के अंतर्गत आने वाले अधीनस्थ कार्यालयों/स्वायत्त शासी निकायों से उनके कार्यालयों में राजभाषा हिन्दी के पदों के वेतनमान तथा पदनामों में विसंगतियों के बारे में अभ्यावेदन प्राप्त हुए हैं। कार्मिक तथा प्रशिक्षण विभाग द्वारा दिनांक 19.09.2013 के कार्यालय जापन सं. एबी-14017/46/2011- स्थापना (आर.आर.) के अंतर्गत जारी मॉडल भर्ती नियमों को दृष्टिगत रखते हुए इस मंत्रालय में एकीकृत वित्त प्रभाग (Integrated Finance Division) के साथ परामर्श करके इस मामले की जांच-पड़ताल की गई थी। उल्लिखित कार्यालय जापन में राजभाषा हिन्दी के पदों के भर्ती नियमों, पदनामों तथा वेतनमानों को स्पष्ट करते हुए यह अनुरोध किया गया है कि सभी कार्यालय अपने मौजूदा भर्ती नियमों की समीक्षा करें। एकीकृत वित्त प्रभाग (Integrated Finance Division) ने दिनांक 22.01.2014 की डायरी सं. 5(एच) के द्वारा इस मंत्रालय के अंतर्गत आने वाले अधीनस्थ कार्यालयों तथा स्वायत्त शासी संस्थानों में राजभाषा हिन्दी पदों के इन भर्ती नियमों के साथ-साथ पदनाम तथा वेतनमानों को अपनाने के बारे में अपनी सहमति प्रदान की है। कार्मिक तथा प्रशिक्षण विभाग का उपर्युक्त कार्यालय जापन आवश्यक कार्रवाई हेतु संलग्न है।

2. एकीकृत वित्त प्रभाग (Integrated Finance Division) ने यह भी स्पष्ट किया है कि "इन संस्थानों में वर्तमान में कार्य कर रहे कर्मचारी संशोधित वेतनमानों के लिए स्वयंसेव ही पात्र नहीं हो जाएंगे। भर्ती नियमों को अपनाने के पश्चात् मौजूदा कर्मचारी तभी पात्र होंगे यदि वे भर्ती नियमों में पात्रता की शर्तों के अधीन पात्र हों।"

3. मानव संसाधन विकास मंत्रालय के अंतर्गत आने वाले सभी स्वायत्त शासी निकायों/संस्थानों से अनुरोध है कि वे अपने कार्यालयों में राजभाषा हिन्दी संवर्ग के विभिन्न हिन्दी पदों के लिए इन मॉडल भर्ती नियमों तथा पदनाम और वेतनमानों को अपनाएं।

संलग्न: यथोक्त।

भवदीय
जगमोहन सिंह राजू

(जगमोहन सिंह राजू)

संयुक्त सचिव, भारत सरकार

No. AB-14017/46/2011-Estt (RR)
Government of India
Ministry of Personnel, PG & Pensions
Department of Personnel and Training
New Delhi

Dated the 19 September, 2013

OFFICE MEMORANDUM

Subject: Model Recruitment Rules for the various posts in Official Language Cadre for Subordinate Offices.

The Model RRs for the posts of Hindi Officer, Senior Translator and Junior Hindi Translator in OL cadre issued by this Department have been reviewed in the light of 6th CPC recommendations.

2. After 6th CPC, Department of Expenditure in their OM dated 24.11.2008 and 27.11.2008 have clarified that similarly designated posts existing outside the Central Secretariat Official Language Service (CSOLS) Cadre in various subordinate offices of the Central Government have been granted the same pay scale as granted to CSOLS. The designation with pay scale for various posts in OL Cadre in the subordinate offices shall be as below.

Sr. No.	Designation	Pay Scale
1.	Jr. Translator	PB-2 GP Rs.4200
2.	Sr. Translator	PB-2 GP Rs.4600
3.	(Asstt. Director (OL))	PB-3 GP Rs.5400
4.	Dy. Director (OL)	PB-3 GP Rs.6600
5.	Jt. Director (OL)	PB-3GP Rs.7600
6.	Director (OL)	PB-4 GP Rs.8700

Accordingly, the revised Model Recruitment Rules for the same are enclosed as Annexure to this Office Memorandum.

2. Ministries / Departments may review the existing rules and notify the revised rules conforming to the Model Recruitment Rules. These may also be forwarded to all autonomous/statutory bodies for adoption. The Ministry of Home Affairs is also requested to forward these Model RRs to the UT Administrations for appropriate action.

3. Hindi version will follow.

(Mukta Goel)
Director (Estt.)
Tel. 2309 2479

To

1. All Ministries/Departments of Government of India
2. The President's Secretariat, New Delhi.
3. The Vice-President's Secretariat, New Delhi.
4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi..
8. The Staff Selection Commission, New Delhi.

Copy to:-

1. The Rajya Sabha Secretariat, New Delhi.
2. The Lok Sabha Secretariat, New Delhi.
3. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
4. Establishment Officer and Secretary, AGC (10 copies).
5. All Officers and Sections in the Department of Personnel & Training.
6. Secretary, Staff Side, National Council (JCM), 13-C, Forozeshah Road, New Delhi
7. All Staff Members of National Council (JCM)
8. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
9. Establishment (RR Division) (20 copies)
10. NIC, DOP&T, North Block.

(Mukta Goel)
Director (Estt.)
Tel. 2309 2479

E.No.1/1/2008-1C
Government of India
Ministry of Finance
Department of Expenditure
Implementation Cell

New Delhi, dated the 24th November, 2008.

OFFICE MEMORANDUM

Subject: Revised pay scales for Official Language posts in various subordinate offices of the Central Government.

Consequent upon the implementation of the recommendations of Sixth Central Pay Commission, this Department has received queries from many Ministries/Departments regarding the revised pay structure applicable in the case of Official Language posts existing in subordinate offices of the Central Government. In this connection, it is clarified that in accordance with the recommendations of the Sixth Central Pay Commission as accepted by the Government, similarly designated posts existing outside the Central Secretariat Official Language Service (CSOLS) cadre in various subordinate offices of the Central Government have been granted the same pay scales as those granted to CSOLS. The Government has notified the following revised pay structure for the Official language cadre belonging to CSOLS:-

(in Rs.)

Designation	Recommended pay scale	Corresponding Pay Band & Grade Pay	
		Pay Band	Grade Pay
Jr. Translator	6500-10500	PB-2	4200
Sr. Translator	7400-11500	PB-2	4600
Asst. Director (OL)	10000-16500	PB-3	5400
Dy. Director (OL)	10000-13500	PB-3	6100
Jr. Director (OL)	12000-16500	PB-3	6600
Director (OL)	14300-18300	PB-3	7600

2. Accordingly, w.e.f. 1.1.2006, all Ministries/Departments etc., are required to grant the revised pay scales approved for various posts in the CSOLS to similarly designated Official Language posts existing in their subordinate offices.

(ALOK SAXENA)
DIRECTOR (IC)

To:

All Ministries/Departments of Government of India as per standard mailing list.

Copy to:

All FAs by name

F.No.1/2008-IC
Government of India
Ministry of Finance
Department of Expenditure
Implementation Cell

New Delhi, dated the 27th November, 2008.

CORRIGENDUM

Subject: Revised pay scales for Official Language posts in various subordinate offices of the Central Government.

In partial modification of this Department's O.M. of even number dated 24th November, 2008 (copy enclosed), the table in para 1 of the said O.M. may be read as under:-

Designation	Recommended pay scale	(in Rs.) Corresponding Pay Band & Grade Pay	
		Pay Band	Grade Pay
Jr. Translator	6500-10500	PB-2	4200
Sr. Translator	7450-11500	PB-2	4600
Asstt. Director (OL)	9000-13500	PB-3	5400
Dy. Director (OL)	10000-15200	PB-3	6600
Jt. Director (OL)	12000-16500	PB-3	7600
Director (OL)	14300-18300	PB-4	8700

2. All Ministries/Departments etc., are required to grant the revised pay structure as indicated in the table above, which has been approved for various posts in the CSOLS, to similarly designated Official Language posts existing in their subordinate offices.

(ALOK SAXENA)
DIRECTOR (IC)

To:

All Ministries/Departments of Government of India as per standard mailing list.

Copy to:

All FAs by name

Wine

F.No.2-18/2010 TS.1
Government of India
Ministry of Human Resource Development
Department of Higher Education
Technical Section -1

Shastri Bhavan, New Delhi
Dated the 11th July 2012

Registrar;
Indian Institute of Technology, Delhi.
Hauz Khas,
New Delhi

Subject : Revision of Pay Scales for Official Language Posts in subordinate
Offices.

I am directed to refer to your letter No.IITD/ESTT.11/200/186 dated 2nd May 2011 on the subject cited above. The matter was examined in consultation with the Finance Division of this Ministry. In this connection, the Institute is requested to furnish the following information urgently to this Ministry:-

- (i) Number of posts of Jr.Tech.Supdts and Tech Supdts recruited in the Language Cell of the Institute doing the work of translation. It may also be certified that they were recruited for the purpose of translation work and they continue to do the same work.
- (ii) How many posts will need to be re-designated as Jr.Hindi Translator & Senior Hindi Translator

Yours faithfully,


(Yatendra Kumar)

Under Secretary to the Government of India



-: 23 :-

RESOLUTION NO. BG/9/83: RESOLVED THAT the provisions of Govt. of India memorandum No. - 1/17011/11/80/H.III dt. 5th March, 1983 be adopted for the grant of House Building Advance to the Institute employees who are members of Group Housing Societies, with the stipulation that effective methods be worked out to ensure recovery of advances from the employees.

RESOLUTION No. BG/10/83: RESOLVED THAT the Faculty staff deputed to supervise the practical training of the students at different places be paid conveyance allowance at the following rates subject to a maximum of Rs. 2,000/- per session, instead of the existing rates of honoraria:

Class 'A' & 'B' cities - Rs. 40/- per day.
Other places - Rs. 20/- per day.

RESOLUTION No. BG/11/83: RESOLVED THAT ex-gratia payments in rare and exceptionally deserving cases be made, to SC/ST students subject to a maximum of Rs. 2,000/- to a student during his entire stay at the Institute, with the stipulation that the total ex-gratia payments made in a year should not exceed Rs. 10,000/-.

RESOLUTION No. BG/12/83: RESOLVED THAT the existing cadre of the Hindi Cell be revised to comprise the following:-

- (1) Hindi Officer - 1 post
(Rs. 650-1200)
- (2) Hindi Translators
(i) Rs. 650-960 - 2 posts
(ii) Rs. 425-800 - 1 post
- (3) Hindi Typists - 3 posts
(Rs. 260-400)

RESOLUTION No. BG/13/83: RESOLVED THAT the Chairman be authorised to decide the number of additional positions (not more than 8) to be created in the Centre of Systems and Management Studies, their apportionment between faculty and scientific staff and also the levels at which the positions may be created.

h

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NON-PLAN(GEN, OH-31)

F.No.2-2/2016-TS-I
Government of India
Ministry of Human Resource Development
Department of Higher Education
Technical Section-I

8

Shastri Bhavan, New Delhi,
Dated: 28.09.2016

To,

The Accounts Officer,
Pay & Accounts Office,
Department of Higher Education,
Ministry of Human Resource Development,
Shastri Bhavan, New Delhi - 110001.

*included in acct.
11/10/16*

Subject: Release of funds under Non-Plan(Non-Salary and Pension & Pensionary Benefit) General for the financial year 2016-17 to Indian Institute of Technology, Delhi under the Scheme namely "Indian Institute of Technology(IITs){1941}".

Sir/Madam,

I am directed to convey the sanction of the President of India to the payment of Rs.35,00,00,000/- (Rupees Thirty five crore only) (Rs.5,00,00,000/- under Non-Salary + Rs.30,00,00,000/- under Pension & Pensionary Benefit) to the Indian Institute of Technology, Delhi towards 3rd installment of Non-Plan(General) for the financial year 2016-2017 for recurring expenditure of the Institute. With this sanction, the total amount released to the Institute during the current year comes to Rs.101,09,00,000/- (Rupees One hundred one crore nine lakh only).

2. The Amount of Rs.35,00,00,000/- (Rupees Thirty five crore only) sanctioned herein is debitable to Demand No.52, Department of Higher Education, Major Head; '2203' - Technical Education, Sub Major Head- '00.112' - Engineering, Technical Colleges and Institutes, Minor Head; '05' - Grant to "Support to Indian Institutes of Technology(IITs)", - Numerical Code- '05.09.31' - Grants-In-Aid General of Non-Plan Grant during the financial year 2016-17.

3. The Grant is subject to adjustment on the basis of audited statement of accounts of the Institute. The accounts of all grantee Institutions or Organizations shall be open to inspection by the sanctioning authority and audit, both by the Comptroller and Auditor General of India under the provision of CAG (DPC) Act 1971 and Internal Audit by the Principal Accounts Office of the Ministry/Department, whenever the institution or organization is called upon to do so.

4. The Amount of Rs.35,00,00,000/- (Rupees Thirty five crore only) shall be drawn by the Drawing and Disbursing Officer (Grants), Ministry of Human Resource Development (Department of Higher Education) and payment credited directly to the grantee's IIT-Delhi, Saving Bank A/c. No.10773572622, State Bank of India, IIT-Delhi Branch, New Delhi through electronic mode of transfer in accordance with the Ministry of Finance, Department of Economic Affairs OM No. 10/48/B/49 dated 21.09.68 and No. F. 8/62/76-Grants dated 27.09.69.

Cont....2/-

[Signature]

5. This sanction has been accorded under powers vested in this Ministry in consultation with the Integrated Finance Division(IFD) of this Ministry vide their Dy. No. 3532/2016 dated 19.09.2016 certified by Internal Finance-1(IF-1) Section vide their Dy.No.624/2016/IF-1 dated 27.09.2016. It is certified that the pattern of assistance under the scheme of Financial Assistance has the approval of the Cabinet Committee on Economic Affairs(CCEA) Government of India. It is also certified that this grant is being released in conformity with the rules and principles of the scheme.

6. The Requirements of production of Utilization Certificate(UC) in respect of the grants already sanctioned by the Government of India should be fulfilled to the satisfaction of the Government. The Institute shall furnish Utilization Certificate(UC) immediately after the closing of financial year 2016-2017. No Previous Utilization Certificate(UC) is due / pending in respect of this Institute in any scheme related to it.

7. In future, grants will be released to the Institute only after the Institute has satisfied the Ministry that adequate provision for representation of SC/ST has been made in actual practice in filling up vacancies reserved for SC/ST candidates every year.

8. The Institute shall fully implement the Official Language Policy of the Union Government, i.e., the Institute shall fully comply with the provisions contained in the Official language Act, 1963 and Official Language (Use for the official purposes of the Union) Rules, 1976, etc.

9. The Grantee is situated under the jurisdiction of the Director General of Audit(Central), New Delhi.

Yours faithfully,



(Tripti Gurha)
Director(IITs)

Tel: 011-23073271

(TRIPTI GURHA)
निदेशक/Director

भारत सरकार/Govt. of India
मा. सं. वि. मन्त्रालय/Min. of H. R. D.
उच्चतर शिक्षा विभाग/D/o Higher Edn.
नई दिल्ली/New Delhi

Copy to:-

1. Grant-In-Aid(GIA) Unit with one spare copy together with bills in duplicate in the prescribed proforma.
2. The Registrar, Indian Institute of Technology, Delhi, Hauz Khas, New Delhi-110016.
3. The Director General of Audit(Central Revenues), Office of the Director General of Audit, I.P. Estate, New Delhi-110002.
4. The Accountant General of Audit(Central), New Delhi.
5. I.F.D./IF-1, MHRD.
6. Guard File(2 copies), MHRD.

(Tripti Gurha)
Director(IITs)

Tel: 011-23073271

(TRIPTI GURHA)
निदेशक/Director
भारत सरकार/Govt.
मा. सं. वि. मन्त्रालय/Min. of H. R. D.
उच्चतर शिक्षा विभाग/D/o Higher Edn.
नई दिल्ली/New Delhi

SUPPLEMENTARY MINUTES OF THE COMMITTEE CONSTITUTED FOR COMPREHENSIVE REVIEW OF STRUCTURE, RECRUITMENT RULES AND WORK MANUAL FOR ADMINISTRATIVE AND TECHNICAL STAFF OF THE INSTITUTE.

The following Committee was constituted for comprehensive Review of Structure, Recruitment Rules and Work Manual for Administrative and Technical Staff vide No.IITD/ICDN/2015/1112 dated 31.07.2015:

- | | | |
|--------------------------------------|---|----------|
| 1. Prof. S.M. Ishtiaque, TT Deptt. | - | Chairman |
| 2. Prof. Kanika T. Bhal, DMS | - | Member |
| 3. Prof. V.K. Vijay, CRDT | - | Member |
| 4. Dr. Sandeep Chatterjee, Registrar | - | Convener |

The recommendations of the above Committee alongwith the complete 'DRAFT' Recruitment Rules document (245 pages) were submitted to Dy. Director (Ops) by Prof. S.M. Ishtiaque, Chairman of the Committee.

Subsequently, it was decided to circulate this 'DRAFT' Recruitment Rules document among all Faculty and Staff of the institute (stakeholders) for their comments, suggestions and feedback in order to contribute the process in this regard. This DRAFT Recruitment Rules document has also been discussed with the representatives of the IITD Employees Union and IITD Officers Association on 19.10.2016. Later, on 19.10.2016 this RR 'DRAFT' document was also presented before Dean Committee by Prof. S.M. Ishtiaque, Chairman of the Recruitment Rules Committee. All the stakeholders were given three days for their comments / suggestions from 21.10.2016.

Thereafter, the Committee met on 25.10.2016 and 26.10.2016 and examined all the received comments / suggestions and revised/ modified the 'DRAFT' Recruitment Rules document, as attached herewith, with incorporating the relevant and suitable suggestions which felt in the interest of the institute.

Some of the suggestions incorporated are highlighted as under:

1. Wherever Grade Pay was of Rs.4600/-, it has been replaced as Rs. 4800/-. In this regard the posts affected are (1) Superintendent (2) Accounts Officer (3) Technical Superintendent (4) Asstt. Lib. Info. Officer (5) Assistant Engineer (6) Dy. Sports Officer.
2. Accordingly in LDE/ DPC promotion/Direct Recruitment qualifications wherever Grade Pay was mentioned as Rs. 4600/-, it has now been written as Rs.4600/4800.
3. The paragraphs regarding Shortlisting / Scrutiny for eligibility of the candidates have now been kept in bold.
4. The paragraphs regarding one woman as one of the members in the Selection Committee has been re-written.
5. The promotion posts of (1) Student Counsellor and (2) Senior Technical Officer (both of Rs 6600/- Grade Pay) have now been deleted.
6. In technical cadre posts with the relevant experience, now requisite/ relevant Grade Pay have also been mentioned.

7. The Committee re-examined and discussed the issue on the Grade Pay of Hindi Officer from Group-B, PB-2, G.P- Rs. 4800/- to Group-A, PB-3, G.P- Rs. 5400/-. After detailed deliberations the Committee reiterated its earlier decision that the existing Grade Pay (i.e. Rs. 4800/-) for the post of Hindi Officer at IIT Delhi to be continued as the work in Hindi Cell at IIT Delhi is not at par with Central Secretariat Official Language Services (CSOLS). *

(Prof. S.M. Ishtiaque)

(Prof. Kanika T. Bhal)

(Prof. V.K. Vijay)

(Dr. Sandeep Chatterjee)*

* As the institute is expanding its reach to the society relevant technologies/ rural areas, it will be better to have a Hindi officer in Group 'A'. As I was not present during this deliberations, my view may kindly be considered.

(V.K. Vijay)

21/1/16.