



भारतीय प्रौद्योगिकी संस्थान इन्दौर

सिमरोल, खण्डवा रोड, इन्दौर, भारत पिन - 453 552

Indian Institute of Technology Indore

Simrol, Khandwa Road, Indore, India Pin - 453 552

IIT Indore

No. IITI/RO/48/2018/35

September 20, 2018

NOTIFICATION

This is to notify that the Recruitment and Promotion Norms (RPN) 2018 of IIT Indore has been approved by the Board for implementation with immediate effect.


(S. P. Hota)
Registrar(I/c)

Encl: As above

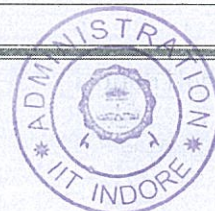
To,

1. Deputy Registrar, Administration – for necessary action
2. IT Department – for uploading on the Institute website.
3. All Deans
4. All Heads of Schools/Disciplines
5. All Faculty members
6. All Admin/Labs/Estate Office/Library
7. Office file
8. Director's Office – for kind information



INDIAN INSTITUTE OF TECHNOLOGY INDORE

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Chapter 1

RECRUITMENT AND PROMOTION NORMS

1. Introduction:

Recruitment and selection is a very important process in any organizational growth and development and is associated with identifying the right human resource. The resource so identified would contribute towards the Vision and Mission of the Institute eventually achieving the organizational objectives and goals.

In an academic Institute, the teaching staffs play a crucial role in imparting education and other related pursuits including research functions for which the essential parameters are already prescribed by Ministry of Human Resource Development (MHRD) and the same could be further strengthened at the Institute level based on review from time to time.

The non-teaching staff equally forms an integral part in accomplishing the Institute's goals of excellence in Academics, Training & Research and Consultancy. They perform multiple roles across Departments and Administrative sections and therefore have to be competent to support the teaching resource and fully equipped with up-to-date knowledge and skills in their own field/area.

It is, therefore, imperative to develop the Recruitment and Promotion Norms (RPN) which caters not only to the recruitment and selection needs but also ensures the career avenues of growth for the retention of the skills in the long-run in each cadre and category of post through promotional trajectory. This Recruitment and Promotion Norms (RPN) would meet such needs.

Objectives:

The main objective of Recruitment & Promotion Norms (hence forth called RPN) is to do the following:-

- (a) Identify and appoint the best suitable candidate for a post who fulfills the eligibility criteria through adoption of appropriate method of recruitment in line with the need of the post.
- (b) Adopt the best practice and fair process of selection in accordance with the Institute of Technology Act, 1961 as amended from time to time and Statutes of the Institute made there under. The guidelines/directives issued by the Ministry of HRD, Government of India from time to time have also been kept in view.
- (c) Provide a career path to employees that will encourage their consistent high performance and motivate them to achieve excellence through a consistent track record thereby facilitating them in attaining their career goals.



2. BASIC PRINCIPLES OF RECRUITMENT AND PROMOTION NORMS:

2.1 Caderization:

Under these Norms, the non-teaching cadres of IIT Indore have been classified into three broad categories viz. **academic, technical and administrative staff**. The posts have been organized in these cadres which consist of multiple grades/levels of employees within a work domain (Eg: Library cadres consists of Librarian, Deputy Librarian, Library Information Officer and Lab cadre consists of Deputy Manager, Manager and so on.). RPN is also aligned to the nomenclature, Pay-bands with Grade Pay as implemented based on VI CPC Pay Bands by replacing the erstwhile scales, which will get modified from time to time as per the revised scales. The details of non-teaching cadres, levels and existing strength therein are provided in **Annexure - 1**.

2.2 Sanctioned strength:

The number of employees employed shall be equal to or less than sanctioned strength. This shall be termed as operating or actual strength. The instructions of the MHRD vide letter no. F.32-14/2013/TS-I dated 10.06.2013 on the subject has been taken into consideration. The present sanctioned strength has been arrived at for the student strength of 1150 as per the DPR in phase I based on the ratio of 10:1:1.1 of students, teachers and non-teaching staff respectively. This is subject to periodic review as envisaged in the Para 6.4 below.

2.3 Basic Principles of RPN:

- (a) RPN provides for merit based career advancement in a given cadre based on the vacancies in the cadre.
- (b) All posts will be filled up as per the methods prescribed in RPN in force at the time of occurrence of vacancies. In addition to the promotion, operation of Modified Assured Career Progressive Scheme (MACPS) which assures a time bound financial upgradation will also run concurrently.
- (c) If any decision is taken to create a new post or re-structure any service, the RPN shall suitably be amended for the particular post with the approval of the Board/MHRD, as the case may be.
- (d) BoG shall decide the number of posts in each level within the total posts sanctioned for IIT Indore as per MHRD norms/guidelines. The present strength of faculty and non-faculty posts is arrived at the ratio of 10:1:1.1 based on the present approved student strength of 1150. The details of existing non-teaching sanctioned posts under each category are given in **Annexure 1**.



- (e) Nothing in these Norms shall affect the provisions regarding reservations, relaxation of age-limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Other Backward Classes and other categories in accordance with the orders issued by the Government of India from time to time in this regard. The roster shall be formulated/recast as per the provisions/guidelines on the subject.
- (f) Compassionate appointment shall be made as per Government of India guidelines i.e. maximum of 5% of vacancies at the entry level post of Group B & C category; in general and technical category if qualified suitably, as amended from time to time based on the requirement and availability of positions.
- (g) Temporarily, to offset certain imbalances due to past practice, the number of posts can be increased or decreased or eligibility criteria can be modified by the Director with information to the Board including temporary adjustments made to provide a level playing field for the existing employees.
- (h) Notwithstanding specified in these Norms, any amendment to the basic provisions to the RPN can be done only with the approval of the Director/BoG as applicable, keeping in view the broad guidelines issued by MHRD.
- (i) Certain posts may require specific skills, experience or expertise which may be filled through contract or deputation either permanently or temporarily. Decision to fill these posts by contract or deputation will be made as per the statutes with the approval of competent authority.
- (j) In cases of one post in a cadre, the method of recruitment will be Direct Recruitment only, unless otherwise specified.
- (k) Where juniors who have completed their qualifying / eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualification / eligibility service by more than half of such qualifying service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying / eligibility service.
- (l) In cases where automatic upgradation benefit is given whenever post will be vacant, recruitment will be made on original grade as per the case.
- (m) The eligibility list for promotion shall be prepared with reference to the date of completion of the prescribed qualifying service in the respective grade / post by the officer.
- (n) Appropriate regulations/guidelines of UGC / MHRD issued from time to time shall apply for educational qualifications and experience etc in respect of non-teaching posts. A cadre-wise Avenue chart containing details of the post(s) along with specifying requisite qualifying period are provided in **Annexure 2, 3 & 4**.
- (o) The processing of applications and screening will be done through an appropriate Screening Committee constituted for the purpose.



(p) Recommendations of a Selection Committee will remain valid for a period of one year from the date of approval by the Competent Authority. During this period, if a vacancy arises in any of the areas advertised for selection, for any reason including a selected candidate declining the offer or not joining by the prescribed date or leaving the Institute services after joining or on the event of death of the candidate after joining, from the date of approval of the selection committee recommendations, the offer could be made to the next candidate on the panel. However, if a candidate is placed on the waiting list against a particular candidate, the waiting list shall automatically lapse on the date the particular candidate joins the Institute, or one year limitation, whichever is earlier.

(q) Age of superannuation shall be as specified by the MHRD for the various post(s) from time to time. However, at present all non-teaching positions except Registrar (62 years) the superannuation is at the age of 60 years.

2.4 Appointing Authorities:

Section 25 of the Institutes of Technology Act, 1961 provides that all appointments of the employees of the institute, except that of the Director, shall be made in accordance with procedure laid down in the Statutes by:-

(a) The Board, if the appointment is made on the academic staff in the post of Assistant Professor or above or if the appointment is made on the non-teaching staff in any cadre the maximum of the pay scale for which the Grade Pay is Rs 5400 or above as per 6th CPC (i.e. Group A posts).

(b) The Director, in any other case.

3. RECRUITMENT & APPOINTMENTS:

3.1 Appointment of Director

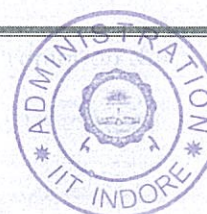
Appointment to the post of Director is made by the IITs Council. The IITs Council has to obtain prior approval of the Visitor before extending its invitation to the person selected.

3.2 Appointment to other posts

All direct recruitment posts at the institute shall normally be filled by advertisement, but the Board shall have the power to decide, on the recommendations of the Director, that a particular post be filled by open advertisement or by promotion from amongst the members of the staff of Institute. In all these cases, appointments are made by the Board on the recommendations of the Selection Committee constituted for the purpose.

3.3 Methods of Recruitment:

The methods of filling up of the post in each level have been prescribed for each cadre. Types of recruitment have been adopted under these RPN are (a) Direct Recruitment, (b) Recruitment by Promotion and (c) Recruitment by Deputation / or Contract.



(a) **Direct Recruitment** will be through an open advertisement which is open to all candidates based on prescribed age, educational qualification, experience etc. indicated in the IIT Indore RPN i.e. recruitment from the open market. The minimum educational qualification, percentage of posts in a level in each cadre to be filled up by recruitment and experience required for direct recruitment etc. for non-academic and academic staff, are indicated in **Annexure 2** respectively which are broadly based on the guidelines issued by MHRD / UGC and applicable in similar institutions.

(b) **Recruitment by Promotion** is selection from identified feeder cadres of IIT Indore employees to a higher post in the avenue prescribed in IIT Indore RPN. These will be as per the prescribed qualification, number of years of qualifying service etc. These criteria have been evolved to ensure that the official has sufficient opportunity to demonstrate his/her competence/potential for holding the higher post and are indicated in the Recruitment Norms and Avenue Chart in **Annexure 2, 3 & 4**.

(c) **Recruitment by Deputation / Contract** may be done in cases where Selection Committee does not find a suitable candidate through either of the above modes or regular basis. Therefore, the Institute can fill up the post by deputation or on contract for the prescribed period of deputation / contract. In addition, the Institute may go for other modes of filling up posts, as provided for in the Statutes/ GOI Norms.

3.4 Reservation and Relaxation

Reservation and relaxation for various categories i.e. SC, ST, OBC, Physically Handicapped (PWD) will be in accordance with the Norms of GOI as applicable/ amended by time to time.

3.5 Appointment of Consultants

In the public interest, the Director may, with the approval of the Chairman, Board of Governors, appoint professionals, specialists and other senior administrative and other technical officers as consultants on terms and conditions as mutually agreed from time to time, as per guidelines approved by BoG / provisions of GOI on the subject.

4. RECRUITMENT - GENERAL CONDITIONS:

- (a) A mere fulfillment of required minimum qualifications and experience does not entitle a candidate to be called for an interview/discussion.
- (b) The institute reserves the right to withdraw any advertised post(s) at any time without assigning any reason. Also, institute reserves the right to fill or not to fill any or all the posts advertised.
- (c) No correspondence whatsoever will be entertained from the candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview or selection.
- (d) Depending upon the qualification and experience, a higher start/salary may be offered in deserving cases.
- (e) Separate application form must be filled, if a candidate is applying for more than one post.



- (f) Applicants interviewed for a particular post but not found suitable may be considered for the lower post in the same area of specialization.
- (g) The age limit may be relaxed by 5 years in case of person serving in Central / State Government / Autonomous Bodies (Central / State) having minimum experience of 3 years of continuous service. Certificate in this regard is to be submitted.
- (h) Evaluation criteria may be formulated separately for short listing the candidate to be called for Interview.
- (i) Minimum requirement of experience can be relaxed by the Selection Committee in respect of exceptionally qualified candidates, having experience in reputed institutes and having very good credentials.
- (j) The process of selection may include a written test in addition to group discussion and interview, if required.
- (k) The applicants already employed in the Government /Semi Government organizations /Public Sector Undertaking /Autonomous organizations must send their applications through proper channel OR produce a No Objection Certificate from their employer at the time of interview. The application received without the recommendations of the employer may not be considered.
- (l) Candidates have to produce the original documents at the time of or before appearing in Test / Interview.
- (m) Any canvassing in any form may lead to cancellation of candidature.
- (n) Incomplete applications shall summarily be rejected.
- (o) No. of vacancies may increase / decrease from advertised positions.
- (p) Reservations at entry level will be applicable as per Government of India norms.

5. TERMS AND CONDITIONS OF SERVICE OF PERMANENT EMPLOYEES:

5.1 Offers of Appointment

Offers of appointment will be issued on the approval of the Appointing Authority based on the recommendations of the Selection Committee. Offer of appointment shall indicate the salary offered, rates of allowances, duration of the appointment if on contract, other terms & conditions of service as applicable from time to time and date by which acceptance of offer is to be communicated by the candidate. A candidate who is offered an appointment in the Institute should normally join within three months, if the candidate is joining from within India; and within six months, in case of joining from abroad, from the date of the offer. However, Director may extend or reduce the joining time based on the necessity or on the request of the appointee.

5.2 Medical Fitness

Every appointment shall be subject to the condition that the appointee is certified as being in sound physical and mental health and is declared fit for service by an authorized medical authority for the purpose. Provided that the Chairman BoG may, for sufficient reasons, relax the medical requirements in any particular case or class of cases, subject to such conditions, if any, as may be laid down by the Institute.



G. S. Singh

5.3 Probation

All substantive non-teaching appointments to posts under the Institute shall ordinarily be made on probation for a period of **one year** after which period the appointee, if confirmed, will continue to hold his office till the end of the month in which he attains the age of superannuation except when he leaves the appointment of his own volition or he is removed/ dismissed from the service as a result of departmental proceedings according to the Norms in force in this regard.

5.4 Extension of Probation

The appointing authority shall have the power to extend the period of probation of any employee of the Institute for such period as may be found necessary but not more than two years.

5.5 Confirmation

A probationer may be confirmed after he has successfully completed the period of probation including any extended period of probation. A formal order of confirmation shall be issued.

5.6 Restructuring and Termination of service during Probation

The appointing authority shall have the power to terminate the services of any member of the staff with notice of salary in lieu of one month and without assigning any cause during the period of probation.

5.7 The Board shall have the power to restructure the staff requirement of the Institute keeping in view the vacant position and need of time within the overall sanctioned strength accorded by the MHRD.

6. OTHER MATTERS:

6.1 Lien:

(a) In the case of appointment of a permanent member of the staff of this Institute to any other IIT or outside post, their lien may be retained. The lien may be retained for a period **not exceeding two years** at a stretch. Generally, there is no restriction on number of occasions for retention of lien. Lien will be governed as per policy approved by BoG /guidelines issued by Central Government from time to time. Final decision however, will be taken by the Competent Authority.

(b) The Institute employees appointed to posts in the research scheme in operation at the Institute are permitted to retain their lien on the Institute posts held them as under:

(i) The lien on the Institute post can be held by the employee for a period of 2 years of his appointment against the project post or period of appointment whichever is less.



(ii) For the period of service beyond 2 years on any project, the retention of lien by an individual employee be referred to the Board of Governors for consideration, provided the total period for which an employee is allowed to retain lien on the Institute post shall not exceed 5 years during the entire service.

(iii) The leave salary contribution, etc., are debited to the funds of the concerned Research Project/Scheme(s).

(iv) During the period of lien, the post could be filled on permanent basis. In the unlikely event of an employee returning to the Institute, supernumerary post shall be created to accommodate him.

6.2 Recruitment against vacancies reserved for SC/ST/OBC/PWD etc.

For the reserved categories, relaxation in the experience/age may be permissible as admissible under the Norms of GOI. No relaxation in the minimum qualification for the post is to be provided. The advertisement will have a clause that experience is relaxable at the discretion of the Competent Authority (for candidates belonging to SC/ST/OBC/PWD) at any stage of the selection, if sufficient number of candidates from the respective communities possessing the requisite experience are not available. The precise quantum of relaxation will be decided by the Selection Committee.

6.3 Relaxation of Norms:

Where it is found that the operation of any of these Norms is likely to cause difficulty in the functioning of the Institute, the Director may place such cases before the Board of Governors for the relaxation of any rule or Norms. The Board of Governors may dispose off such case or cases based on merit.

6.4 Other guidelines or directives of Council of IITs / MHRD and UGC with regard to teaching and non-teaching positions issued from time to time on the subject shall be applicable in terms of the procedure prescribed in the relevant Statutes of the Institute.

6.5 Above Norms are guidelines only. However, institute has a right to issue advertisement by relaxing the norms in case of changed circumstances and need with the approval of Director and later ratified by Board. The above relaxation may be done on case to case basis.

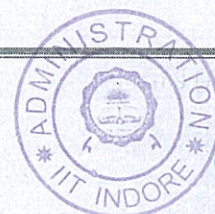
No	Old Designation	New Designation	Sanctioned Post	Pay Band & Scale	Grade Pay
1	Registrar	Registrar	1	PB-4(37400-67000)	10000
2	Librarian	Librarian	1	PB-4(37400-67000)	10000
3	Executive Officer-Training & Placement, Corporate Communication & Liaising	Executive Officer-Training & Placement, Corporate Communication & Liaising	1	PB-4(37400-67000)	8700
4	Superintendant Engineer	Superintending Engineer	1	PB-4(37400-67000)	8700
5	Deputy Librarian	Deputy Librarian	1	PB-3(15600-39100)	8000
6	Deputy Registrar	Deputy Registrar	4	PB-3(15600-39100)	7600
7	Senior Medical Officer	Senior Medical Officer	1	PB-3(15600-39100)	7600
8	System Manager	IT Officer	1	PB-3(15600-39100)	7600
9	Workshop Superintendent	General Manager (Workshop)	1	PB-3(15600-39100)	7600
10	Scientific Officer	Scientific Officer	1	PB-3(15600-39100)	7000
11	Executive Engineer (Electrical/ Civil)	Executive Engineer (Electrical/ Civil)	1+1	PB-3(15600-39100)	6600
12	Counselor	Counselor	1	PB-3(15600-39100)	6600
13	Assistant Librarian	Library Information Officer	1	PB-3(15600-39100)	6000
14	Medical Officer	Medical Officer	1	PB-3(15600-39100)	5400
15	Asst. IT Officer	Deputy IT Officer	02+01	PB-3(15600-39100)	5400
16	Sports Officer	Sports Officer	1	PB-3(15600-39100)	5400
17	Chief Security Officer	Chief Security Officer	1	PB-3(15600-39100)	5400
18	Asst. Executive Engineer (Electrical/ Civil)	Deputy Executive Engineer (Electrical/ Civil)	1+1	PB-3(15600-39100)	5400
19	Assistant Workshop Superintendent	Deputy General Manager (Workshop)	1	PB-3(15600-39100)	5400
20	Assistant Registrar	Administrative Officer	3	PB-3(15600-39100)	5400
21	Placement Officer	Placement Officer	1	PB-3(15600-39100)	5400
22	Section Officer	Section Officer	1	PB-2(9300-34800)	4800
23	Assistant Engineer (Electrical/ Civil)	Senior Engineer (Electrical/ Civil)	1+2	PB-2(9300-34800)	4600
24	Staff Nurse	Staff Nurse	1	PB-2(9300-34800)	4600
25	Junior Superintendent	Manager	9+2	PB-2(9300-34800)	4200
26	Junior Technical Superintendent	Manager (Technical)	6	PB-2(9300-34800)	4200
27	Senior Library Information Assistant	Manager (Library)	4	PB-2(9300-34800)	4200
28	Junior Engineer (Electrical/ Civil)	Deputy Engineer (Electrical/ Civil)	1+1	PB-2(9300-34800)	4200
29	Junior Hindi Translator	Junior Hindi Translator	1	PB-2(9300-34800)	4200
30	Pharmacist	Pharmacist	1	PB-1(5200-20200)	2800
31	Technical Assistant (Academic Infrastructure)	Technical Manager (Academic Infrastructure)	1	PB-1(5200-20200)	2800
32	Junior Accountant	Deputy Manager	20+6	PB-1(5200-20200)	2400
33	Junior Lab Assistant	Deputy Manager (Lab)	14	PB-1(5200-20200)	2400
34	Junior Lab Attendant /	Lab In charge / Office In	17	PB-1(5200-20200)	1800



	Junior Attendant (semi-skilled)	charge			
		Total	118		

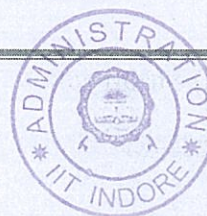


Post No. 1			
1.	Name of the Post	:	Registrar
2.	Number of posts	:	01
3.	Classification	:	Group A
4.	Scale of Pay	:	PB-4: 37400 - 67000 + GP 10000
5.	Whether selection post or non-selection post	:	Selection Post
6.	Age limit for direct recruitment	:	Upper age limit : 57 years
7.	Educational and other qualifications required for direct recruitment	:	Master's Degree with at least 55% marks or its equivalent grade. At least 15 years' experience as Assistant Professor in AGP of Rs. 7000/- (or equivalent VI CPC Scale) and above or 8 years of service in the AGP of Rs. 8000/- (or equivalent VI CPC Scale) and above including as Associate Professor along with experience in educational administration OR 15 years of administrative experience, of which 8 years as Deputy Registrar in GP 7600 or an equivalent post.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	:	Not Applicable
9.	Period of probation, if any	:	Not Applicable
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment OR Deputation OR Contract basis for a tenure of upto 5 years or till attaining the age of 62 years whichever is earlier or as fixed by GoI by orders issued in this regard from time to time. Eligible for reappointment.
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Deputation or Contract basis: Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institutes of national importance or Government laboratory or PSU:- (a) (i) Holding analogous post OR (ii) With at least 3 years regular service in posts with GP of Rs 8700 /- as per 6th Central Pay Commission or equivalent; and (b) Possessing educational qualification and experience as prescribed in col.7
12.	If a Departmental Promotion Committee exists what is its composition	:	Not Applicable.



Post No. 2

1.	Name of the Post	:	Librarian
2.	Number of posts	:	01
3.	Classification	:	Group A
4.	Scale of Pay	:	PB-4: 37400-67000 + GP 10000 Deputy Librarian after completing 03 yrs. in AGP Rs. 9000/- will be eligible to be considered for appointment to the post of Librarian through open recruitment.
5.	Whether selection post or non- selection post	:	Selection Post
6.	Age limit for direct recruitment	:	Upper age limit - 55 years
7.	Educational and other qualifications required for direct recruitment	:	Master's degree in Library Science/ Information Science/ Documentation with at least 55% marks or its equivalent grade with a consistently good academic record with at least 03 yrs. in the post of Deputy Librarian in AGP of Rs. 9000/- Desirable: PhD/ M. Phil degree in the above discipline.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not Applicable
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore.



Post No. 3		
1.	Name of the Post	: Executive Officer - Training & Placement, Corporate Communication and Liaising
2.	Number of posts	: 1
3.	Classification	: Group A
4.	Scale of Pay	: PB-4: 37400 - 67000 + GP 8700
5.	Whether selection post or non-selection post	: Selection Post
6.	Age limit for direct recruitment	: Upper age limit: 50 years
7.	Educational and other qualifications required for direct recruitment	: Essential: (i) Post Graduate Degree in Mass Communication/ Public Relations/English/Journalism or allied fields. (ii) <u>10 years</u> post qualification experience in relevant areas of expertise or equivalent in Government / Semi Government / Autonomous/ PSUs/ Private organization out of which min 5 years should be in GP of 7,600/- or equivalent. Desirable: MBA with experience in higher educational institutions like IITs, IISERs, NITs, Central Universities etc. Command in communication and drafting skills in English and Hindi language.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	: Not Applicable.
9.	Period of probation, if any	: One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	: Direct Recruitment : 100% (failing which through deputation or contract basis)
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	: As per col. 7
12.	If a Departmental Promotion Committee exist what is its composition	: Selection by committee constituted as per Statutes of IIT Indore.



Post No. 4			
1.	Name of the Post	:	Superintending Engineer
2.	Number of posts	:	1
3.	Classification	:	Group A
4.	Scale of Pay	:	PB-4: 37400-67000 + GP 8700
5.	Whether selection or non- selection post	:	Not Applicable
6.	Age limit for direct recruitment	:	Upper age limit: 50 years
7.	Educational and other qualifications required for direct recruitment	:	Essential: (a) First class degree or equivalent grade in Engineering in relevant field from a recognized University/Institute. (b) 15 years' experience in relevant field as Engineer in CPWD, State PWD or Semi- Govt / PSU/ Statutory or Autonomous organization /University/Institutions of national importance/ reputed organization under central / state governments of which 8 years should be as Executive Engineer in the GP of 6600/- or its equivalent or 5 years in Senior Executive Engineer in the GP of Rs 7600/- or equivalent Desirable: (a) Knowledge of Computer-aided Design (CAD) and latest Management Technology/other relevant software. (b) Proven track record of handling construction projects /consultancy in organizations of repute. (c) 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 his specialization.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100% failing which by deputation or contract basis (including short term contract).
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Deputation or on Contract basis Officers of the Central PWD/State PWD or similar services / semi-Govt. /PSU / Statutory or Autonomous organization, University /Institution of National Importance / reputed organization under Central/State Govt., (a) (i) holding analogous post or (ii) with at least 8 years' regular service as Executive Engineer in the PB - 3 with GP of 6600/- as per the 6th Central Pay Commission or equivalent; (iii) with at least 5 years regular service as Senior Executive Engineer with GP of Rs 7600 or equivalent and (b) Possessing educational qualification as prescribed in Col. 7.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore.



Post No. 5			
1.	Name of the Post	:	Deputy Librarian
2.	Number of posts	:	1
3.	Classification	:	Group A
4.	Scale of Pay	:	PB-3: 15600 – 39100 + AGP 8000 The incumbent will be moved to AGP 9000 after 3 years as per UGC/MHRD norms
5.	Whether selection post or non-selection post	:	Not Applicable
6.	Age limit for direct recruitment	:	Upper Age Limit : 50 years
7.	Educational and other qualifications required for direct recruitment	:	Master's degree in Library Science/Information Science/Documentation with at least 55% marks or its equivalent grade and a consistently good academic record. <u>5 years'</u> experience as an Assistant Librarian (Sr. Scale)/College Librarian (Sr. Scale).
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment : 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not Applicable.
12.	If a Departmental Promotion Committee exists what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore.



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Post No. 6			
1.	Name of the Post	:	Deputy Registrar
2.	Number of posts	:	04
3.	Classification	:	Group A
4.	Scale of Pay	:	PB-3: 15600-39100 + GP 7600 After 5 years of service as Deputy Registrar, the incumbent will move to PB-4 with GP of Rs.8700.
5.	Whether selection post or non-selection post	:	Direct Recruitment / Promotion by selection
6.	Age limit for direct recruitment	:	Upper age limit: 50 years
7.	Educational and other qualifications required for direct recruitment	:	Master's Degree with at least 55% marks or its equivalent. Experience: 9 years' experience as Assistant Professor in 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 in a post carrying PB-3 with GP 5400 or equivalent in Government/ Government Research Establishments / Universities/Statutory Organizations / Organization of high repute.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Age: No. Educational Qualification: Yes.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment/Deputation - 75% Promotion - 25%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	For Promotion: 8 years administrative experience as Assistant Registrar in PB-3 with GP Rs.5400. For Deputation: Holding analogous post or as mentioned in col.7
12.	If a Departmental Promotion Committee exists what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore.



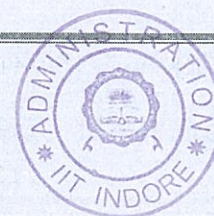
Post No. 7			
1.	Name of the Post	:	Senior Medical Officer
2.	Number of posts	:	1
3.	Classification	:	Group A
4.	Scale of Pay	:	PB-3: 15600-39100 + GP 7600.
5.	Whether selection post or non-selection post	:	Selection Post
6.	Age limit for direct recruitment	:	Upper age limit : 50 years
7.	Educational and other qualifications required for direct recruitment	:	MBBS degree or equivalent from recognized university. Experience: - At least 10 yrs. experience in the profession with practical and administrative experience or Post Graduate degree with six years' experience or Post Graduate Diploma with eight years' experience
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct recruitment 100% (failing which through deputation or contract basis)
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	MBBS with 4 years' experience as Medical Officer in PB-3 with GP 5400.
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore.



Post No. 8			
1.	Name of the Post	:	IT Officer
2.	Number of posts	:	1
3.	Classification	:	Group A
4.	Scale of Pay	:	PB-3:15600-39100 + GP 7600
5.	Whether selection post or non-selection post	:	Selection Post
6.	Age limit for direct recruitment	:	Upper age limit: 50 years
7.	Educational and other qualifications required for direct recruitment	:	First Class ME /MTech in CSE or MCA with 8 years' experience or B.E/BTech /MSc (CS) with 10 years' experience in senior position in reputed IT Organization.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct recruitment 100% (failing which through deputation or contract basis)
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	As per col. 7
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore.



Post No. 9			
1.	Name of the Post	:	General Manager (Workshop)
2.	Number of posts	:	1
3.	Classification	:	Group A
4.	Scale of Pay	:	PB-3:15600-39100+ GP 7600
5.	Whether selection post or non-selection post	:	Not Applicable
6.	Age limit for direct recruitment	:	Upper age limit : 50 years
7.	Educational and other qualifications required for direct recruitment	:	Essential: First Class in M. Tech. in Mechanical Engineering with specialization in manufacturing/ production engineering and a minimum seven year of post MTech. Work experience in the manufacturing/production related field out of which 3 years of work experience should be in a supervisory position in the manufacturing/production related field. Desirable: Ph.D. in Mechanical Engineering with specialization in manufacturing/production. OR Experience of developing a modern state of art workshop in a reputed Institute, knowledge and exposure to latest trends in different manufacturing processes and machines, cutting tool and dies, CNC machines, unconventional machines and processes, plastic parts manufacturing, different types of controls, electrical and electronic repair shop etc.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment : 100% (failing which through deputation or contract basis)
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	As per col. 7
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore.



Post No. 10			
1.	Name of the Post	:	Scientific Officer
2.	Number of posts	:	1
3.	Classification	:	Group A
4.	Scale of Pay	:	PB-3:15600-39100+ AGP 7000 The incumbent to move to Scientific Officer (SS) in AGP 8000/- (PB-3) in 3 years, Sr. Scientific Officer in AGP 9500/- (PB-4) in 3 years and Principal Scientific Officer in AGP 10500/- (PB-4) in 4 years
5.	Whether selection post or non-selection post	:	Not Applicable
6.	Age limit for direct recruitment	:	Upper age limit : 45 years
7.	Educational and other qualifications required for direct recruitment	:	Essential: MSc in Chemistry with PhD degree from a recognized University / Institute with 3 years relevant experience in scientific / other relevant areas, handling scientific instruments / equipments.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment : 100% (failing which through deputation or contract basis)
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	As per col. 7
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore.

Post No. 11			
1.	Name of the Post	:	Executive Engineer (Electrical/ Civil)
2.	Number of posts	:	01+01
3.	Classification	:	Group A
4.	Scale of Pay	:	PB-3: 15600-39100 + GP 6600
5.	Whether selection post or non-selection post	:	Selection Post
6.	Age limit for direct recruitment	:	Upper age limit: 45 years
7.	Educational and other qualifications required for direct recruitment	:	(a) A first class Bachelor's degree in Electrical/Civil Engineering (b) 5 years' experience in relevant field of which five /eight years must have been in executive position i.e. in the Grade Pay of Rs 5,400/4,600 from CPWD / State PWD or similar organized services / semi-government / PSU / statutory or autonomous organization / Universities / reputed institute or organization under Central / State government. (c) Concerning contract management, estimation, execution of capital works and maintenance of electric supply and distribution system. Should be able to co-ordinate the various supply growth plans. Should have experience in the maintenance of water supply system, pumping both water and sewage and conversant with the air-conditioning and refrigeration maintenance system.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Holding analogous post or as per col. 7 above.
12.	If a Departmental Promotion Committee exists what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore.



Post No. 12			
1.	Name of the Post	:	Counselor
2.	Number of posts	:	1
3.	Classification	:	Group A
4.	Scale of Pay	:	PB-3:15600-39100+ GP 6600 The incumbent to move to GP - 7600/- after 5 years and re-designated as Senior Counselor
5.	Whether selection post or non-selection post	:	Not Applicable
6.	Age limit for direct recruitment	:	Upper age limit : 45 years
7.	Educational and other qualifications required for direct recruitment	:	Essential: (i) Master's degree in Psychology or equivalent (preferably clinical Psychology) Diploma in Mental and social Psychology or equivalent (ii) 5 years post qualification experience in relevant filed. Desirable: Experience in counseling students with regard to their academic and social problems or considerable teaching experience in colleges or university with very close interaction with students.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment : 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Holding analogous post or As per col. 7
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore.



Post No. 13		
1.	Name of the Post	: Library Information Officer
2.	Number of posts	: 1
3.	Classification	: Group A
4.	Scale of Pay	: PB-3: 15600 – 39100 + AGP 6000 (The incumbent will move to Library Information Officer (Sr. Scale) of AGP Rs. 7000 as per UGC/MHRD norms vide Para 5 (b) of MHRD letter No. 1-32/2006-U.II/U.I (i) dated 31/12/2008)
5.	Whether selection post or non-selection post	: Direct Recruitment or Promotion by selection (if posts are more than one)
6.	Age limit for direct recruitment	: Upper Age Limit: 45 years
7.	Educational and other qualifications required for direct recruitment	: Master's degree in Library Science/Information Science/Documentation with at least 55% marks or its equivalent grade and a consistently good academic record. Qualifying in the National Level Test conducted for the purpose by UGC or any other agency approved by UGC. However, candidates with Ph.D. degree in Library Science shall be exempted from the eligibility condition of NET/SLET/SET.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	: Not Applicable.
9.	Period of probation, if any	: One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	: Direct Recruitment : 50% Promotion : 50% (In case of posts are more than one)
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	: The minimum educational qualifications shall not apply in the case of promotion. 7 years' experience as Senior Manager (Library) in PB-2 with GP 4600/-
12.	If a Departmental Promotion Committee exists what is its composition	: Selection by committee constituted as per Statutes of IIT Indore.

Post No. 14			
1.	Name of the Post	:	Medical Officer
2.	Number of posts	:	1
3.	Classification	:	Group A
4.	Scale of Pay	:	PB-3: 15600-39100 + GP 5400
5.	Whether selection post or non-selection post	:	Selection Post
6.	Age limit for direct recruitment	:	Upper age limit: 45 years
7.	Educational and other qualifications required for direct recruitment	:	MBBS degree of a University recognized by IMC including completion of Compulsory Rotatory Residential Internship (CRRRI) Desirable 3 years working experience.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct recruitment 100 % (failing which through deputation or contract basis)
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not Applicable
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore.



Post No. 15

1.	Name of the Post	:	Deputy Information Technology Officer
2.	Number of posts	:	02+01
3.	Classification	:	Group A
4.	Scale of Pay	:	PB-3: 15600-39100 + GP 5400 The incumbent to move to GP - 6600/- after 5 years and re-designated Deputy Information Technology Officer (Sr. Scale)
5.	Whether selection post or non- selection post	:	Selection Post
6.	Age limit for direct recruitment	:	Upper age limit - 40 years
7.	Educational and other qualifications required for direct recruitment	:	First Class M.E. /M. Tech in CSE or MCA with at least 3 years expr or B.E/B. Tech /MSc (CS) with 5 years' demonstrated relevant experience and knowledge in a reputed IT organization.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not Applicable
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore.



Post No. 16			
1.	Name of the Post	:	Sports Officer
2.	Number of posts	:	1
3.	Classification	:	Group A
4.	Scale of Pay	:	PB-3:15600 – 39100 + GP 5400 The incumbent to move to GP – 6600/- after 5 years & redesignated as Sports Officer Grade II and to GP – 7600/- after 5 years & redesignated as Sports Officer Grade I
5.	Whether selection post or non-selection post	:	Selection Post
6.	Age limit for direct recruitment	:	Upper age limit: 45 years
7.	Educational and other qualifications required for direct recruitment	:	Essential: Graduation with Master's degree in Physical Education (2 years course) with 5 years relevant experience.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment :100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	As per col. 7
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore.



Post No. 17			
1.	Name of the Post	:	Chief Security Officer
2.	Number of posts	:	1
3.	Classification	:	Group A
4.	Scale of Pay	:	PB-3: 15600-39100 + GP 5400 The incumbent to move to GP - 6600/- after 5 years & re-designated as Chief Security Officer Grade II and to GP - 7600/- after 5 years & re-designated as Chief Security Officer Grade I
5.	Whether selection post or non- selection post	:	Selection Post
6.	Age limit for direct recruitment	:	Upper age limit: 45 years
7.	Educational and other qualifications required for direct recruitment	:	Essentials: (i) Bachelor's degree from a recognized University / institute with 5 years' experience in supervisory position in Army / Central paramilitary forces in government organization / educational / Private organization (ii) Preference will be given to the person who have served in the army / central paramilitary forces or such uniformed services and possessing a valid arms license Desirable: (i) Training and handling emergency situation like firefighting, rescue operation, flood, earthquake etc. (ii) Possessing a Diploma certificate in Security Operations/ Fire Safety and Disaster Manager from a university / Institute / reputed organization.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment : 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not applicable.
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore.

Post No. 18			
1.	Name of the Post	:	Deputy General Manager (Workshop)
2.	Number of posts	:	1
3.	Classification	:	Group A
4.	Scale of Pay	:	PB-3:15600 - 39100 + GP 5400
5.	Whether selection post or non-selection post	:	Direct Recruitment / Promotion by selection
6.	Age limit for direct recruitment	:	Upper age limit : 45 years
7.	Educational and other qualifications required for direct recruitment	:	Essential: First class in BE / B. Tech with 8 years' experience in relevant field or First class in M.E / MTech. with 5 years' experience in relevant field out of which 3 years of work experience in the manufacturing/production related field. Desirable: Ph.D. in Mach Engineering with specialization in manufacturing/production. OR Experience of developing a modern state of art workshop in a reputed Institute, knowledge and exposure to latest trends in different manufacturing processes and machines, cutting tool and dies, CNC machines, unconventional machines and processes, plastic parts manufacturing, different types of controls, electrical and electronic repair shop etc.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	No
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment : 50% Promotion: 50% (In case of post is more than one)
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Promotion. 8 years' experience as Senior Manager (Technical) in GP 4600/- in relevant field. Holding analogous post or as per col. 7
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore.



Post No. 19

1.	Name of the Post	:	Deputy Executive Engineer (Civil/ Electrical)
2.	Number of posts	:	01 + 01
3.	Classification	:	Group A
4.	Scale of Pay	:	PB-3: 15600-39100 + GP 5400
5.	Whether selection post or non- selection post	:	Selection Post
6.	Age limit for direct recruitment	:	Upper age limit – 45 years
7.	Educational and other qualifications required for direct recruitment	:	First class B.E/B. Tech (Civil/Electrical) with 3 yrs. expr in GP 4600/- or equivalent
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 50% Promotion:50%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Promotion. 8 years' experience as Senior Engineer in GP 4600/- in relevant field
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore.



Post No. 20			
1.	Name of the Post	:	Administrative Officer
2.	Number of posts	:	03
3.	Classification	:	Group A
4.	Scale of Pay	:	PB-3: 15600 – 39100 + GP 5400 After 8 years of service, the incumbent will move to GP of Rs.6600/- as per MHRD norms (restricted to 50% of total strength).
5.	Whether selection post or non- selection post	:	Direct Recruitment / Promotion by selection
6.	Age limit for direct recruitment	:	Upper age limit: 45 years
7.	Educational and other qualifications required for direct recruitment	:	Master's Degree with at least 55% marks or its equivalent with excellent Academic record. Experience:- 3 years administrative experience in a post carrying PB-2 with GP of Rs 4800/- OR equivalent OR 5 years' experience in GP of Rs 4600/- OR equivalent OR 8 years' experience in GP of Rs 4200/- OR equivalent Desirable: (i) Professional qualification in area of Management /Finance & Accounts (ii) Experience in handling Administrative/Legal /Finance/Stores & Purchase / Establishments matters.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	No.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment/ Deputation-50% Promotion-50% (75% from Section Officer of GP 4800/- and 25% from Senior Manager of GP 4600/-)
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Promotion: The minimum educational qualifications shall not apply in the case of promotion. 2 years' experience in GP of Rs. 4800/- 4 years' experience in GP of Rs 4600/- Deputation: Holding analogous post as in direct recruitment or as per col. 7.
12.	If a Departmental Promotion Committee exists what is its composition.	:	Selection by committee constituted as per Statutes of IIT Indore.



Post No. 21

1.	Name of the Post	:	Placement Officer
2.	Number of posts	:	01
3.	Classification	:	Group A
4.	Scale of Pay	:	PB-3: 15600-39100 + GP 5400
5.	Whether selection post or non- selection post	:	Selection Post
6.	Age limit for direct recruitment	:	Upper age limit – 45 years
7.	Educational and other qualifications required for direct recruitment	:	Master's degree/ M.B.A. or equivalent with min 55% marks or equivalent grade point average with relevant experience of 3 years' or B. Tech./ B.E. with 6 years of experience. Minimum 1 year experience in GP of Rs 4,800/- or equivalent, handling recruitment or placement is mandatory.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not Applicable
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore.



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Post No. 22			
1.	Name of the Post	:	Section Officer
2.	Number of posts	:	1
3.	Classification	:	Group B
4.	Scale of Pay	:	PB-2:9300-34800 + GP 4800
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Upper age limit : 40 years
7.	Educational and other qualifications required for direct recruitment	:	Not Applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion : 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	2 years of experience as Senior Manager in PB-2 with GP 4600
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore. Criteria: Performance-cum-Seniority based on merit



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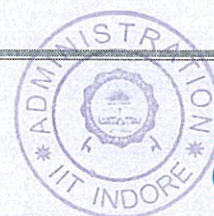
Post No. 23			
1.	Name of the Post	:	Senior Engineer (Civil / Electrical)
2.	Number of posts	:	2 + 1 (Civil – 2 and Electrical -1)
3.	Classification	:	Group B
4.	Scale of Pay	:	PB-2: 9300-34800 + GP 4600
5.	Whether selection post or non-selection post	:	Direct Recruitment / Promotion by selection
6.	Age limit for direct recruitment	:	Upper age limit : 40
7.	Educational and other qualifications required for direct recruitment	:	Bachelor's degree in Civil / Electrical Engineering with at least 2 years relevant experience in GP 4200/- or 3 Years Diploma in Civil /Electrical Engineering with at least 5 years' of experience in the Grade Pay of Rs 4,200 or equivalent in the relevant filed.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment : 50% Promotion : 50%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Promotion. 5 years' experience as Deputy Engineer in GP 4200/- in relevant field. Deputation. Holding analogous post or as per col. 7
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore.



Post No. 24		
1.	Name of the Post	: Staff Nurse
2.	Number of posts	: 2
3.	Classification	: Group B
4.	Scale of Pay	: PB-2: 9300-34800 + GP 4600
5.	Whether selection post or non- selection post	: Not Applicable
6.	Age limit for direct recruitment	: Upper age limit – 40 years
7.	Educational and other qualifications required for direct recruitment	: B.Sc. in Nursing with 2 years' experience or 3 years Diploma in Nursing & Midwifery with 5 years' experience
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	: Not Applicable.
9.	Period of probation, if any	: One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	: Direct Recruitment:100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	: Not Applicable
12.	If a Departmental Promotion Committee exist what is its composition	: Selection by committee constituted as per Statutes of IIT Indore.



Post No. 25			
1.	Name of the Post	:	Manager
2.	Number of posts	:	09+02
3.	Classification	:	Group B
4.	Scale of Pay	:	PB-2: 9300-34800 + GP 4200
5.	Whether selection post or non- selection post	:	Direct Recruitment / Promotion by selection
6.	Age limit for direct recruitment	:	Upper age limit : 40 years
7.	Educational and other qualifications required for direct recruitment	:	Bachelor's degree with 5 years of experience in relevant area as Junior Assistant / Deputy Manager in the Grade Pay of Rs 2000 or equivalent <u>Desirable in case of secretarial work.</u> Knowledge of Computer Office applications, stenography & Secretarial Practices and good command of English language.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment : 75% Promotion : 25% (Whenever if positions are more than two, promotion will be applicable)
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	6 years' experience as Deputy Manager (Grade-I) in PB-1 with GP 2800.
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore.



Post No. 26		
1.	Name of the Post	: Manager (Technical)
2.	Number of posts	: 6
3.	Classification	: Group B
4.	Scale of Pay	: PB-2: 9300-34800 + GP 4200
5.	Whether selection post or non- selection post	: Direct Recruitment / Promotion by selection
6.	Age limit for direct recruitment	: Upper age limit 40 years
7.	Educational and other qualifications required for direct recruitment	: Direct Recruitment: BE/BTech/M.Sc./MCA with 5 years' experience in relevant area in the Grade Pay of Rs 2000 or equivalent.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	: Not Applicable.
9.	Period of probation, if any	: One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	: Direct Recruitment: 50% Promotion : 50%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	: 6 years' experience as Deputy Manager (Lab) Grade-I in PB-I with GP 2800.
12.	If a Departmental Promotion Committee exist what is its composition	: Selection by committee constituted as per Statutes of IIT Indore.



Post No. 27		
1.	Name of the Post	: Manager (Library)
2.	Number of posts	: 4
3.	Classification	: Group B
4.	Scale of Pay	: PB-2: 9300-34800 + GP 4200
5.	Whether selection post or non- selection post	: Selection Post
6.	Age limit for direct recruitment	: Upper age limit: 40 years
7.	Educational and other qualifications required for direct recruitment	: Bachelor of Library / Information Science or equivalent with 4 years relevant experience. For applicants with Master's degree in Library/ Information Science or equivalent, the normal duration of Master's programme would be counted towards experience.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	: Not Applicable.
9.	Period of probation, if any	: One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	: Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	: Not Applicable
12.	If a Departmental Promotion Committee exist what is its composition	: Selection by committee constituted as per Statutes of IIT Indore.



Post No. 28			
1.	Name of the Post	:	Deputy Engineer (Civil/ Electrical)
2.	Number of posts	:	2 (Civil -1 + Electrical - 1)
3.	Classification	:	Group B
4.	Scale of Pay	:	PB-2: 9300-34800 + GP 4200
5.	Whether selection post or non-selection post	:	Selection Post
6.	Age limit for direct recruitment	:	Upper age limit: 40 years
7.	Educational and other qualifications required for direct recruitment	:	Degree in Engineering in relevant field with 2 years of relevant experience OR Diploma in Engineering in the relevant field with 5 years relevant experience
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment : 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made.	:	Not Applicable.
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore.



Post No. 29

1.	Name of the Post	:	Junior Hindi Translator
2.	Number of posts	:	01
3.	Classification	:	Group B
4.	Scale of Pay	:	PB-2: 9300-34800 + GP 4200
5.	Whether selection post or non- selection post	:	Selection Post
6.	Age limit for direct recruitment	:	Upper age limit – 40 years
7.	Educational and other qualifications required for direct recruitment	:	Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level; OR Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level; AND Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable.
9.	Period of probation, if any	:	One year



10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not Applicable
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore.



Post No. 30			
1.	Name of the Post	:	Pharmacist
2.	Number of posts	:	1
3.	Classification	:	Group C
4.	Scale of Pay	:	PB-1: 5200 - 20200 + GP 2800
5.	Whether selection post or non- selection post	:	Not Applicable
6.	Age limit for direct recruitment	:	Upper age limit: 35 years
7.	Educational and other qualifications required for direct recruitment	:	Essential: Diploma in Pharmacy with relevant experience of two years after diploma. Applicant should be registered as Pharmacist under Pharmacy Act, 1948 Desirable: Bachelor's/ Master's Degree in Pharmacy.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment:100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not Applicable
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore.



Post No. 31

1.	Name of the Post	:	Technical Assistant (Academic Infrastructure)
2.	Number of posts	:	01
3.	Classification	:	Group C
4.	Scale of Pay	:	PB-2: 5200-20200 + GP 2800
5.	Whether selection post or non- selection post	:	Selection Post
6.	Age limit for direct recruitment	:	Upper age limit – 35 years
7.	Educational and other qualifications required for direct recruitment	:	PGDCA from a recognized University and Cisco Certified Network Associate (CCNA) with at least 5 years' post-qualification experience in relevant areas i.e. in NKN and NIC Integrated room preferably in Centrally Funded Technical Institutes (CFTIs). Candidate must have knowledge about functionality of Virtual Class Room (NKN and NIC Integrated), should be familiar with the various video conferencing Systems, Control system, Audio Switchers, Video Switchers, different type of MICs, DSP Audio processor, Audio Console, Recorder, Audio Mixer, Video Mixer, Splitter, Scaler, Document Camera, Interactive Penal, Smart Board Projectors and troubleshooting of all such AV devices.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not Applicable
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore.



Post No. 32			
1.	Name of the Post	:	Deputy Manager
2.	Number of posts	:	20+06
3.	Classification	:	Group C
4.	Scale of Pay	:	PB-1: 5200-20200 + GP 2400
5.	Whether selection post or non-selection post	:	Not Applicable
6.	Age limit for direct recruitment	:	Upper age limit : 35 years
7.	Educational and other qualifications required for direct recruitment	:	Bachelor's degree with knowledge of computer operations with 02 years of relevant experience.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	No
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore.

Deviation – (i) Post of Junior Assistant has been designated as Deputy Manager
(ii) Post of Deputy Manager (Accounts) has been merged with Deputy Manager and GP of Rs. 2400/- has been retained.

Post No. 33			
1.	Name of the Post	:	Deputy Manager (Lab)
2.	Number of posts	:	14
3.	Classification	:	Group C
4.	Scale of Pay	:	PB-1: 5200-20200 + GP 2400
5.	Whether selection post or non-selection post	:	Not Applicable
6.	Age limit for direct recruitment	:	Upper age limit : 35 years
7.	Educational and other qualifications required for direct recruitment	:	Essential: Diploma in Engineering of three years duration in the relevant field with 02 years of relevant experience. Knowledge of computer applications in respect of Electrical and Mechanical Engineering B.C.A. / B.Sc. (Computer Science) School of Sciences:- <u>Physics:</u> - Bachelor's Degree in Science of three years duration in appropriate field. Knowledge of computer applications. <u>Chemistry:</u> - Bachelor's Degree in Science of three years duration in appropriate field. Knowledge of computer applications. Desirable : Postgraduate degree in respective fields and experience in educational/research institutes will be preferred.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not Applicable
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore.

Post No. 34			
1.	Name of the Post	:	Lab In-charge / Office In-charge
2.	Number of posts	:	19
3.	Classification	:	Group C
4.	Scale of Pay	:	PB-1: 5200-20200 + GP 1800 The incumbent will move to Lab In-charge / Office In-charge (Grade II) of GP Rs. 1900/- in 4 years and Lab In-charge / Office In-charge (Grade I) of GP Rs. 2000/- in 6 years.
5.	Whether selection post or non- selection post	:	Not Applicable
6.	Age limit for direct recruitment	:	Upper age limit – 30 years
7.	Educational and other qualifications required for direct recruitment	:	Matric / SSLC Desirable: candidates having one year relevant experience will be given preference.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not Applicable
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore.



Chapter 2

PROMOTION NORMS

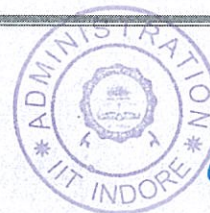
2.1. PROMOTIONAL CADRE/ LADDER WITH APPROPRIATE GRADE PAY AND PAY BAND WITH DESIGNATION

The Institute has adopted Modified Assured Career Progression Scheme (MACPS) with the approval of the Board of Governors as applicable for Central Government Civilian Employees based on the recommendation of the Sixth Central Pay Commission. This scheme provides grant of three financial up-gradations to Groups A, B and C employees on completion of 10, 20 and 30 years of continuous regular service.

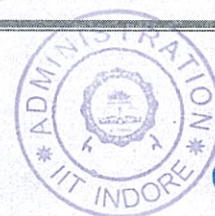
Being a new IIT, in order to motivate group B and C employees where the staffs are moving from one institute to another by forwarding applications through proper channel towards their development outside the Institution, the following promotion policy may be considered subject to their performance and up-gradation would be done through a duly constituted Departmental Promotion Committee (DPC). The DPC will see the bench mark of "good" for a positions having GP of Rs. 6,600/- or less and "very good" for the positions having GP of Rs.7,600/- or above. This bench mark should be in the year preceding to the year in which the promotion is considered. Apart from ACR, the merit of the candidate in the internal written examinations and personal interview shall also be considered with a view to recognize merit.

2.2. Career Avenue Chart for non-teaching employees:

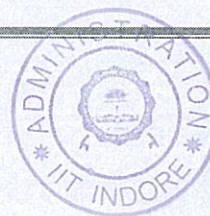
The details of qualifications and experience for the posts mentioned in the Avenue Chart are given in the Recruitment Norms of the relevant posts in **Annexure 2 & 3**. The career avenue charts in respect of non-teaching employees are given in the **Annexure 4** below.



Post No. 35			
1.	Name of the Post	:	Senior Manager
2.	Number of posts	:	2
3.	Classification	:	Group B
4.	Scale of Pay	:	PB-2: 9300-34800 + GP 4600
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not Applicable
7.	Educational and other qualifications required for direct recruitment	:	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion :100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	5 years of experience as Manager in PB-2 with GP 4200.
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore. Criteria: Performance-cum-Seniority based on merit.



Post No. 36			
1.	Name of the Post	:	Senior Manager (Technical)
2.	Number of posts	:	2
3.	Classification	:	Group B
4.	Scale of Pay	:	PB-2: 9300-34800 + GP 4600
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable
7.	Educational and other qualifications required for direct recruitment	:	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion : 100 %
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	5 years of experience as Manager (Technical) in PB-2 with GP 4200.
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore. Criteria: Performance-cum-Seniority based on merit.

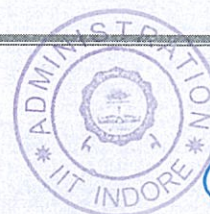


Post No. 37			
1.	Name of the Post	:	Senior Manager (Library)
2.	Number of posts	:	2
3.	Classification	:	Group B
4.	Scale of Pay	:	PB-2: 9300-34800 + GP 4600
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion : 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	5 years of experience as Manager (Library) in PB-2 with GP 4200.
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore. Criteria: Performance-cum-Seniority based on merit.



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Post No. 38			
1.	Name of the Post	:	Deputy Manager Grade-I
2.	Number of posts	:	2
3.	Classification	:	Group C
4.	Scale of Pay	:	PB-1:5200-20200+ GP 2800
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not Applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not Applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion:100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	5 years of experience as Deputy Manager in PB-1 with GP 2400.
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore. Criteria: Performance-cum-Seniority based on merit.



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Post No. 39			
1.	Name of the Post	:	Deputy Manager (Lab) Grade-I
2.	Number of posts	:	4
3.	Classification	:	Group C
4.	Scale of Pay	:	PB-1: 5200-20200 + GP 2800
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion : 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	5 years' experience as Deputy Manager (Lab) in PB-1 with GP 2400.
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore. Criteria: Performance-cum-Seniority based on merit.



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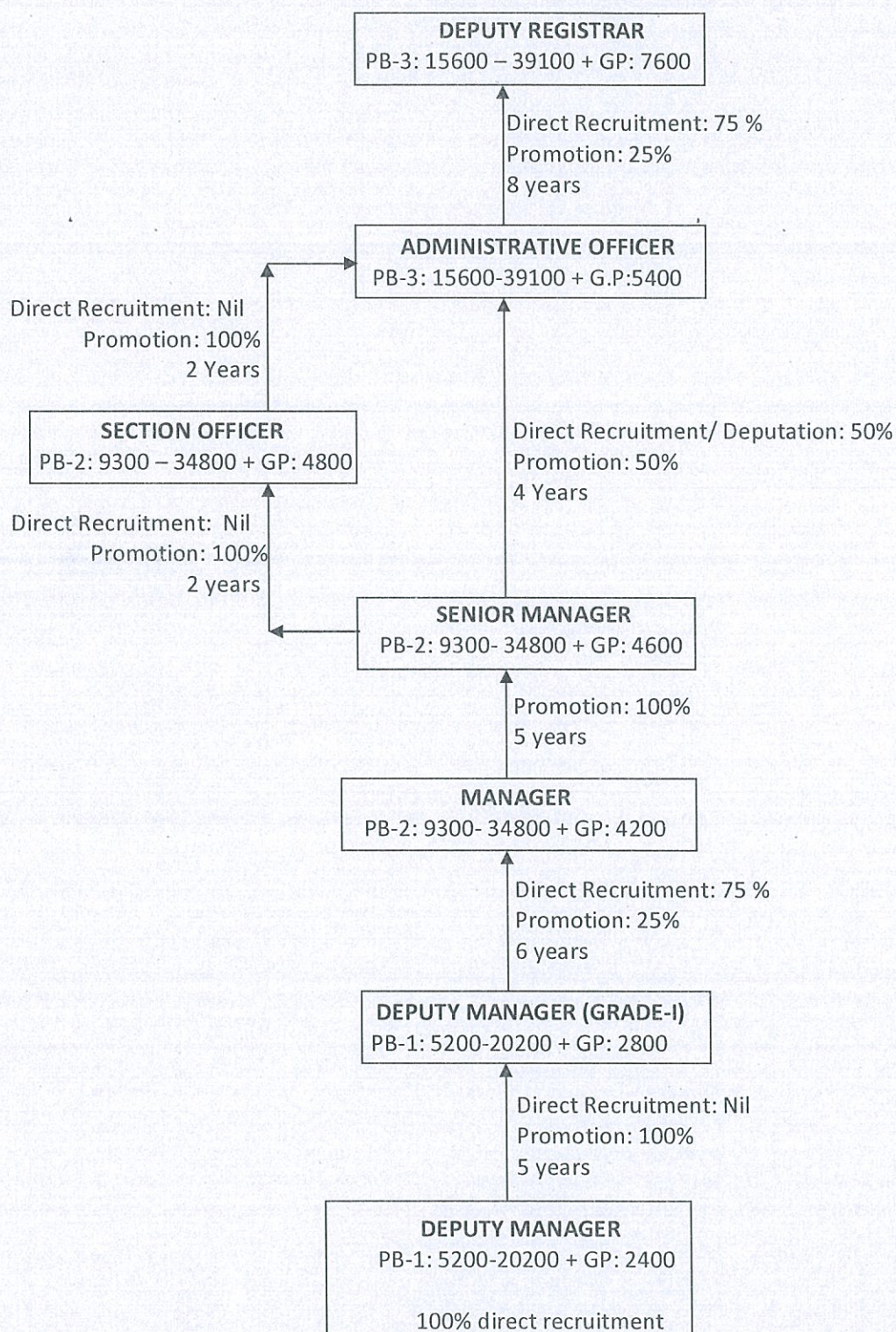
Post No. 40			
1.	Name of the Post	:	Lab In charge / Office In charge (Grade-II)
2.	Number of posts	:	6
3.	Classification	:	Group C
4.	Scale of Pay	:	PB-1: 5200-20200 + GP 1900
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion : 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	4 years' experience as Lab In charge / Office In charge in PB-1 with GP 1800.
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore. Criteria: Performance-cum-Seniority based on merit.



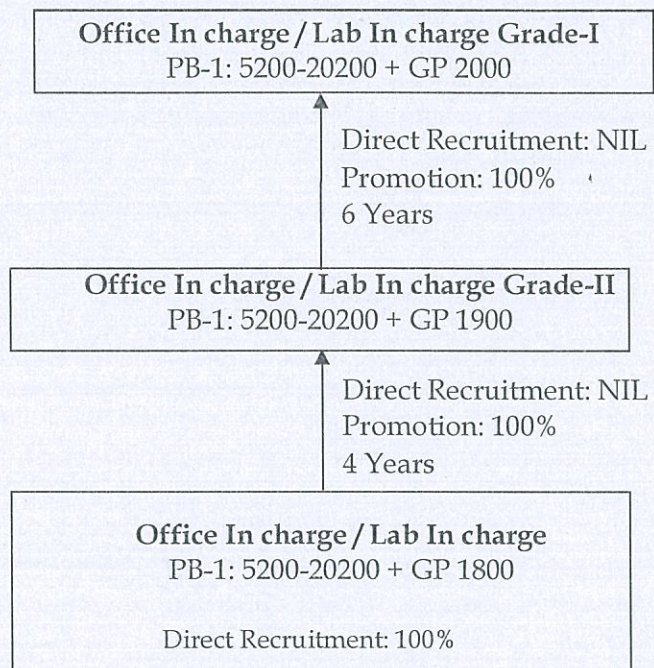
Post No. 41			
1.	Name of the Post	:	Lab In charge / Office In charge (Grade-I)
2.	Number of posts	:	3
3.	Classification	:	Group C
4.	Scale of Pay	:	PB-1: 5200 - 20200 + GP 2000
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion : 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	6 years' experience as Lab In charge / Office In charge (Grade-I) in PB-1 with GP 1900.
12.	If a Departmental Promotion Committee exist what is its composition	:	Selection by committee constituted as per Statutes of IIT Indore. Criteria: Performance-cum-Seniority based on merit.



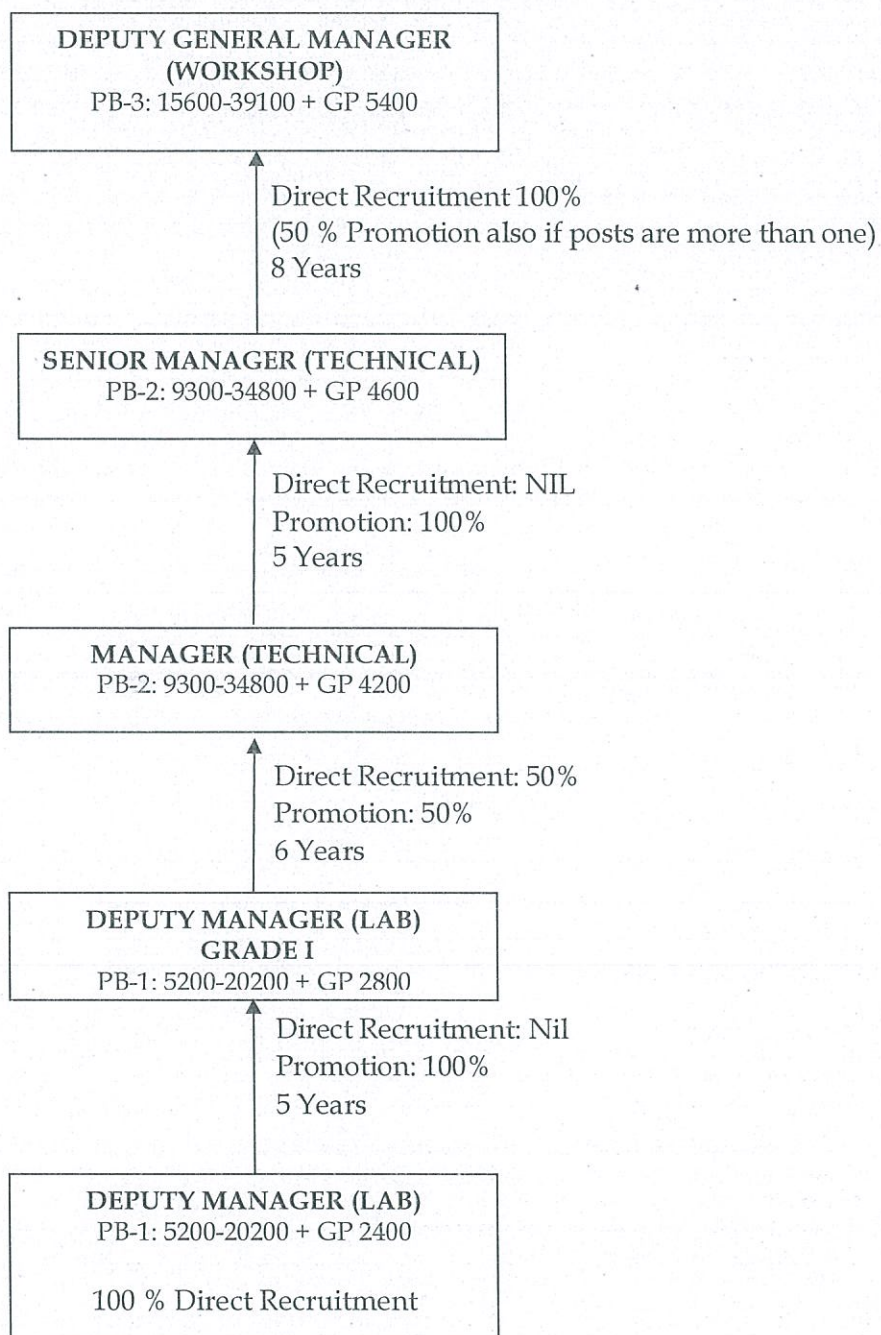
Career Avenue Chart
ADMINISTRATIVE CADRE



OFFICE IN CHARGE / LAB IN CHARGE CADRE



TECHNICAL CADRE



LIBRARY CADRE

DEPUTY LIBRARIAN
PB-3: 15600-39100 + AGP 8000

(Direct Recruitment -100%)

LIBRARY INFORMATION OFFICER
PB-3: 15600 - 39100 + AGP 6000

Direct Recruitment -100 % being one post
(50% Promotion also if posts are more than one)
7 Years

**SENIOR MANAGER
(LIBRARY)**
PB-2: 9300 - 34800 + GP 4600

Direct Recruitment: Nil
Promotion: 100%
5 Years

MANAGER (LIBRARY)
PB-2: 9300-34800 + GP 4200

100 % Direct Recruitment

INSTITUTE ENGINEERING & MAINTENANCE CADRE

SUPERINTENDING ENGINEER
PB -4: 37400 - 67000 + GP 8700

100 % Direct Recruitment

EXECUTIVE ENGINEER
PB-3: 15600 - 39100 + GP 6600

100 % Direct Recruitment

DEPUTY EXECUTIVE ENGINEER
PB-3: 15600 - 39100 + GP 5400

↑
50% Direct Recruitment
50% Promotion
8 years

SENIOR ENGINEER
PB-2: 9300 - 34800 + GP 4600

↑
50% Direct Recruitment
50% Promotion
5 years

DEPUTY ENGINEER
PB-2: 9300 - 34800 + GP 4200

Direct Recruitment 100%

gsm



भारतीय प्रौद्योगिकी संस्थान इन्दौर
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IIT Indore

IITI/Admin/RPN/2021/

April 20, 2021

Addendum

The Board of Governors of the institute in its 41st meeting held on March 26, 2021 vide agenda item no. 41.9 has approved the amendment in the Recruitment & Promotion Norms (RPN-2018) of the institute in respect of Medical and Paramedical cadre staff members in line with guidelines of the Ministry of Health and Family Welfare, Government of India with immediate effect.

Accordingly, the modalities of the scheme for addition in Recruitment & Promotion Norms are notified and annexed as Annexure-I. Further, the details of the promotional chart is annexed as Annexure-II.


Registrar I/c
Registrar In-charge
IIT INDORE

To:

1. Convener, Health Centre Committee
2. Senior Medical Officer
3. Dean, Administration
4. Office of Director
5. Office of Registrar
6. JR (Admin)
7. JR (Finance and Accounts)

Copy to:

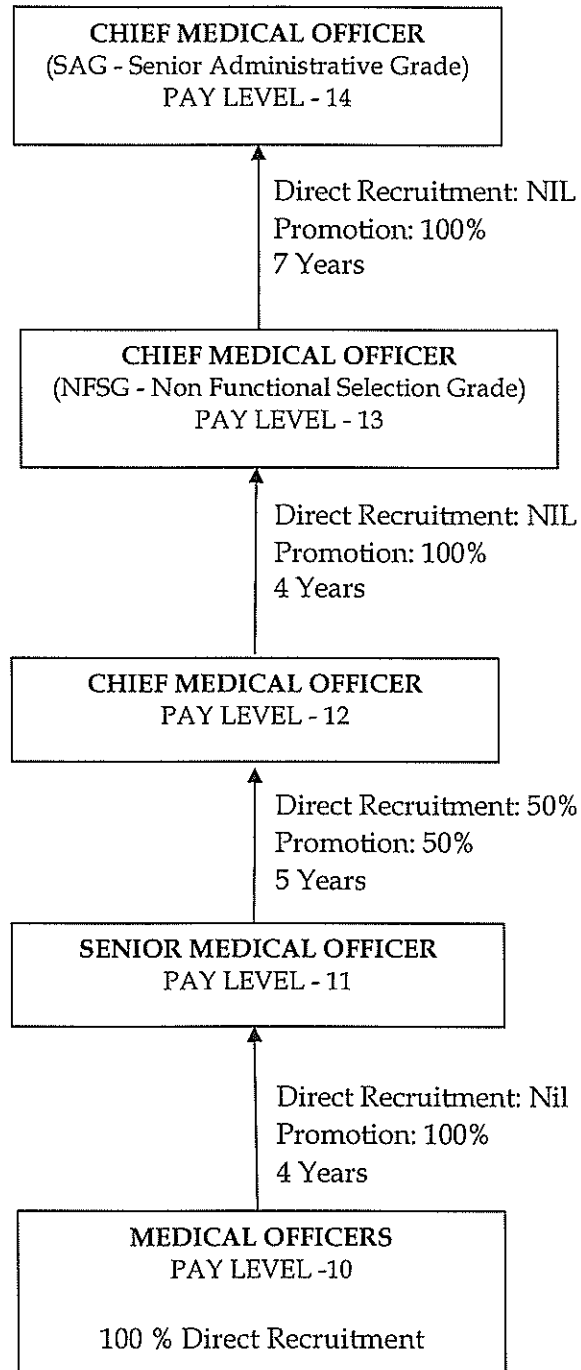
1. Health Center

ANNEXURE-I

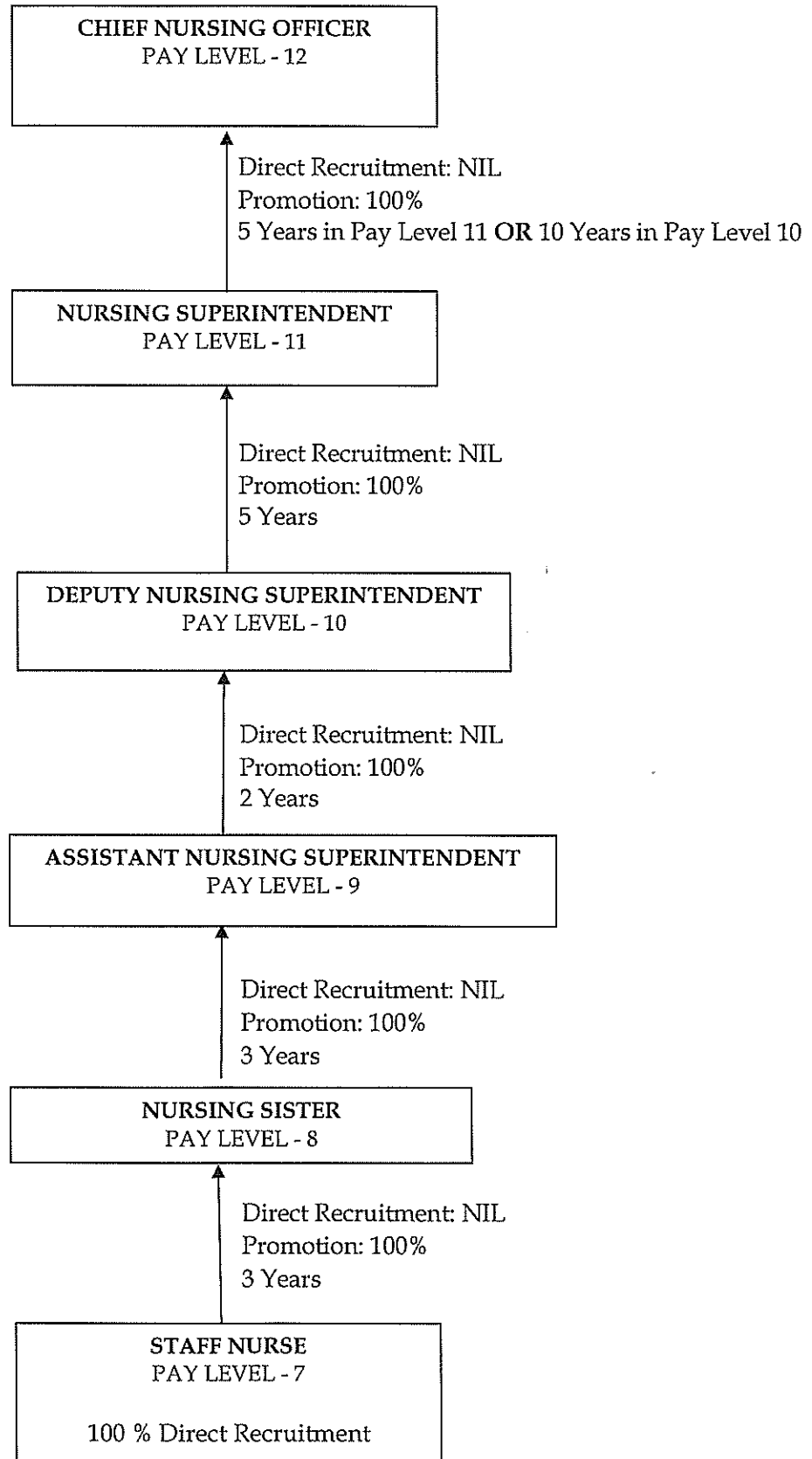
- 1- MEDICAL OFFICER CADRE:** DACP (Dynamic Assured Career Progression) scheme as per Ministry of Health and Family Welfare will be incorporated. Placement to the scale will be on non-functional basis and will be personal. This will be on the recommendations of the Departmental Promotion Committee and subject to fulfillment of minimum benchmark as per CHS Rules. In order to bring conformity with the DACP norms, the current post of Senior Medical Officer in Level 12 will be *re-designated* as Chief Medical Officer.
- 2- NURSING CADRE:** Ministry of Health and Family Welfare instructions will be followed as per the chart in Annexure-II. However, promotion will be linked to number of vacancies available and will be on the recommendations of the Departmental Promotion Committee.
- 3- PHARMACIST CADRE:** Non-functional up gradation from Level 5 to Level 6 will be granted on completion of 2 years on the recommendations of the Departmental Promotion Committee. The non-functional up gradation will be personal.

ANNEXURE-II

MEDICAL CADRE



PARAMEDICAL CADRE



PHARMACIST
PAY LEVEL - 5

100 % Direct Recruitment

NOTE: The incumbent to move to PAY LEVEL - 6 after 2 years' service in pay level - 5