

Circular No. 02/2024

Sub: Submission of inputs/suggestions on Draft Recruitment Rules for Administrative Positions in National Institute of Design, Madhya Pradesh-reg.

1. Recruitment Rules (RRs) for 35 Administrative posts of National Institution Design, Madhya Pradesh (NID MP) as per the list attached Annexure-I are under consideration for revision, Inputs/Suggestions for revision of RR's are invited from all stakeholders/employees as per the format attached as Annexure-II. Suggestion for revision of RR's, if any, are to be forwarded to email ID ao@nidmp.ac.in only, within 01 month from the date of publishing of this circular, along with supporting documents as well as soft copy in word format of the suggestions/inputs.
2. The suggestions received in prescribed format by the due date on the designated email address only shall be reviewed. Suggestions not accompanying any authenticated reference document from other INIs/Gol shall not be entertained.
3. The final decision for acceptance/rejection of suggestion(s) will be of the competent authority, NID MP. No claim for acceptance of the same shall be entertained and no communication shall be made by NID MP in this regard.
4. This is issued with the approval of Competent Authority.

Encl: - As above




Chief Administrative Officer

Copy to:

- (i) PA to Director, NID MP -for kind information, please
- (ii) Registrar, CFA, Head Librarian, & DR, NID MP-for kind information, please
- (iii) AO, NID MP – for kind information and needful action, please
- (iv) AE(IT), NID MP- for uploading to institute website for information stakeholders, please
- (v) Guard File

DRAFT RECRUITMENT RULES

2024

FOR ADMINISTRATIVE CADRE



NATIONAL INSTITUTE OF DESIGN, MADHYA PRADESH

AN AUTONOMOUS INSTITUTE

UNDER

THE DEPARTMENT FOR PROMOTION OF INDUSTRY AND INTERNAL TRADE,

MINISTRY OF COMMERCE & INDUSTRIES,

GOVERNMENT OF INDIA

CHAPTER 1:**1. INTRODUCTION AND CHARTER****1.1 DPIIT ORDER W.R.T. CURRENT SANCTIONED POSTS FOR NIDs:**

No.5/9/2015-IPR-V
Ministry of Commerce & Industry
Department of Industrial Policy & Promotion
(IPR-V Section).

ORDER

439 Udyog Bhawan, New Delhi
Date : 19th May, 2016

Subject :- Creation of posts for the new National Institute of Designs (NIDs) at Kurukshetra, Bhopal, Vijayawada and Jorhat.

Sanction of the Competent Authority is hereby conveyed for creation of a total of 348 (Three hundred and forty eight only) posts,, 87 posts for each of the National Institute of Design (NID) at Vijayawada, Kurukshetra, Bhopal and Jorhat, as detailed below from the date of issue of this order:

A. Faculty Posts (for each NID) (Total Posts: 140)

S.No.	Name of post	Pay Scale	Posts Created
1.	Director	PB-4 +10000/-	4
2.	Principal Designer (Professor)	PB-4+8700/-	3
3.	Sr. Designer (Associate Professor)	PB-3+7600/-	6
4.	Associate Sr. Designer (Asst. Prof.)	PB-3+6600/-	8
5.	Principal Technical Instructor	PB-3+6600/-	2
6.	Sr. Technical Instructor	PB-3+5400/-	2
7.	Designer/ Faculty	PB-3+5400/-	12
8.	Sr. Design Instructor	PB-3+5400/-	1
	Total		35

B. Administrative Posts (for each NID) (Total Posts: 140)

S.No.	Name of Post	Pay Scale	Posts Created
1.	Registrar	PB-4+8700/-	1
2.	Chief Admn. Officer	PB-3+7600/-	1
3.	Controller of Finance & Accounts	PB-3+7600/-	1
4.	Dy. Registrar	PB-3+6600/-	1
5.	Head Librarian/ Resource Centre	PB-3+6600/-	1
6.	Admn. Officer	PB-3+5400/-	2
7.	Sr. Accounts Officer	PB-3+5400/-	2
8.	Sr. Asst. Librarian	PB-2+4600/-	1
9.	Sr. Superintendent	PB-2+4600/-	2
10.	Asst. Admn. Officer	PB-2+4600/-	4
11.	Head Security Services	PB-2+4600/-	1
12.	Superintendent	PB-2+4200/-	3
13.	Sr. Assistant	PB-2+4200/-	1
14.	Sr. Library Assistant	PB-1+2800/-	1
15.	Sr. Assistant (Admn./Studio)	PB-1+2800/-	6
16.	Warden	PB-1+2800/-	2
17.	Assistant (Accounts/Admn./Lib)	PB-1+2400/-	5
	Total		35

[Signature]

Contd....

-2-

Non-Teaching (Technical) Posts (for each NID) (Total Posts : 68)

No.	Name of Post	Pay Scale	Posts Created
1.	Associate Senior Technical Instructor	PB-2+4600	2
2.	Associate Senior Design Instructor	PB-2+4600	2
3.	Design Instructor	PB-2+4200	2
4.	Technical Instructor	PB-2+4200	2
5.	Senior Engineer (Land, Building & Maintenance)	PB-3+5400	1
6.	Deputy Engineer (Electrical)	PB-2+4600	1
7.	Assistant Engineer (Civil)	PB-2+4600	1
8.	Assistant Engineer (IT)	PB-2+4200	2
9.	Supervisor (Electrical/Security)	PB-1+2800	1
10.	Technical Assistant	PB-1+2800	3
	Total		17
	Grand Total A+B+C		87

Total sanctioned Posts= 348 i.e. 140+140+68)

The 04 (four) posts of Directors, NID have already been created vide order No. F. 16/2014-IPR-V dated 01st October 2015 with the approval of Cabinet, vide reference No. 3/CM/2015 (i) dated 21st September 2015 and Ministry of Finance, Department of Expenditure vide their ID No. 83407/E.Coord.I/2015 dated 23.07.2015.

The expenditure involved will be met from within the sanctioned budget grant of the Ministry under Demand No. 12, Major Head 2852.80.800.26 Project Based Support Minor Head 26.00.36-Grants-in-Aid Salaries. (Plan) and should be met from within the sanctioned Grant for the year 2016-17 under Department of Industrial Policy & Promotion.

This issues with the approval of Department of Expenditure, Ministry of Finance ID No. 300291030/E.Coord-I/2016 dated 05-05-2016 and Department of Industrial Policy & Promotion, Wing Dy.NO. 405/2016 dated 18.05.2016.

A. Srinivasan
(D.S. Srinivasan)

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ds.srinivasan@nic.in

Copy to:-

1. Director, National Institute of Design (NID), Paldi, Ahmedabad
2. Department of Expenditure, Ministry of Finance, North Block, New Delhi (w.r.t. ID No.300291030/E.Coord-I/2016 dated 05-05-2016. Attn: Ms. Renu Sarin, Deputy Secretary, E.Coord-I).
3. IF Wing, DIPP
4. PAO, DIPP, Udyog Bhawan, New Delhi
5. B&A Section, DIPP
6. Chairman & Members of Governing Council, NID, Vijayawada, Kurukshetra, Bhopal, Jorhat.
7. Concerned NID Files
8. Guard File

1.1 ADMINISTRATIVE CADRE:

The various posts among the Administrative Cadre, their designations, Pay Level and Scale in Pay Matrix, as approved by the DPIIT vide Order dated 19.05.2016, are as follows:

Sl. No.	Designation	Group	6 th CPC Pay Band	6 th CPC G-Pay in Rs	7 th CPC Pay Level	7 th CPC Pay Matrix in (Rs.)	Schedule No/Page No.
1.	Registrar	A	PB 4	8700	Level 13	1,23,100 – 2,15,900	
2.	Chief Administrative Officer	A	PB 3	7600	Level 12	78,800 – 2,09,200	
3.	Controller of Finance & Accounts	A	PB 3	7600	Level 12	78,800 – 2,09,200	
4.	Deputy Registrar	A	PB 3	6600	Level 11	67,700 – 2,08,700	
5.	Head Library / Resource Centre	A	PB 3	6600	Level 11	67,700 – 2,08,700	
6.	Administrative Officer	A	PB 3	5400	Level 10	56,100 – 1,77,500	
7.	Sr. Accounts Officer	A	PB 3	5400	Level 10	56,100 – 1,77,500	
8.	Senior Assistant Librarian	B	PB 2	4600	Level 07	44,900 – 1,42,400	
9.	Sr. Superintendent	B	PB 2	4600	Level 07	44,900 – 1,42,400	
10.	Assistant Administrative Officer	B	PB 2	4600	Level 07	44,900 – 1,42,400	
11.	Head, Security Service	B	PB 2	4600	Level 07	44,900 – 1,42,400	
12.	Superintendent	B	PB 2	4200	Level 06	35,400 – 1,12,400	
13.	Sr. Assistant	B	PB 2	4200	Level 06	35,400 – 1,12,400	
14.	Senior Library Assistant	C	PB 1	2800	Level 05	29,200 – 92,300	
15.	Senior Assistant (Admin/Studio)	C	PB 1	2800	Level 05	29,200 – 92,300	
16.	Warden	C	PB 1	2800	Level 05	29,200 – 92,300	
17.	Assistant (Accounts/Admn./Lib.)	C	PB 1	2400	Level 04	25,500 – 81,100	

CHAPTER 2:

2.	<u>SCHEDULES OF ADMINISTRATIVE POSTS:</u>	
2.A	SCHEDULE FOR THE POST OF: REGISTRAR	
1.	Name of Post	: Registrar
2.	Number of Post (s)	: 1(one)
3.	Classification	: Group 'A' Administrative
4.	Scale of Pay / Pay Level	: Level-13 in Pay Matrix of 7th CPC (₹ 123100 - ₹ 215900)
5.	Whether Selection or non-Selection post	: Not applicable
6.	Age Limit	: Not exceeding 50 years
7.	Educational and other qualifications required for Deputation/Contract	<p>Essential:</p> <p>(i) Master's degree from a recognized University/ Institution with at least 55% marks or its equivalent Grade in the UGC points scale.</p> <p>(ii) At least 12 years of experience as Assistant Professor in the Academic Level 11 and above or with 5 years of service in the Academic Level 12 and above – mandatorily with experience in educational administration</p> <p style="text-align: center;">OR</p> <p>A Minimum of 12 years of relevant administrative experience of which 5 years experience should be in Pay Level-12 or equivalent posts at Institute of National Importance / Central & States Government / Educational / Research / Autonomous Organizations / HEIs, etc.</p> <p>Desirable:</p> <p>The candidate(s) would be expected to have experience in the working procedure at higher educational institutions in matters of academic administration and preferably having:</p>

			<ul style="list-style-type: none"> (i) Experience in handling academics / student affairs (ii) Placement / Alumni matters. (iii) Experience of working in E-Office system (iv) Working Knowledge in Computer
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	:	Not applicable
9.	Period of probation, if any	:	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	:	By Deputation, failing which on contract, for a period of three years extendable on yearly basis for a total period of five years [as per NIDs statutes notified in April, 2023].
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	:	<p>For Deputation: Officers of Institute of National Importance / Central & States Government / Educational / Research / Autonomous Organizations / HEIs, etc, fulfilling Educational & Experience criteria as at row 7 above.</p> <p>And Holding :</p> <p>Analogous post in pay level 13 or</p> <p>5 years of regular service in their Pay Level-12 or</p> <p>10 years of regular service in Pay Level-11</p> <p>Age Limit for deputation: 56 years</p>
12.	Composition of DPC or Selection Committee	:	Selection Committee as specified in Statutes no. 33
13.	Circumstances in which UPSC to be consulted in making recruitment	:	Not applicable

2.B SCHEDULE FOR THE POST OF: CHIEF ADMINISTRATIVE OFFICER

1.	Name of Post	:	Chief Administrative Officer
2.	Number of Post (s)	:	1 (one)
3.	Classification	:	Group 'A' Administrative
4.	Scale of Pay / Pay Level	:	Level-12 in Pay Matrix of 7th CPC (₹ 78800- ₹ 209200) The incumbent Official, who has served for five years on the post will be placed in the Level 13 after completion of 5 years provided their APARs during past 5 years are consistently as per the specified benchmark.
5.	Whether Selection or non-Selection post	:	Not applicable
6.	Age Limit for Direct Recruits	:	Not exceeding 50 years
7.	Educational and other qualifications required for direct Recruits	:	<p>Essential:</p> <p>(i) Master's degree from a recognized University /Institution with at least 55% marks or its equivalent Grade in the UGC points scale.</p> <p style="text-align: center;">AND</p> <p>(ii) 9 years' experience of Assistant Professor in the AGP of Rs.6000/- and above with 3 years of experience in educational administration, or Comparable experience in research establishment and/ or other institutions of higher education, or 5 years of administrative experience as Assistant Registrar in the Grade Pay of Rs.5400/ - or equivalent post.</p>

		<p>Desirable:</p> <p>(iv) MBA (HR) / LLB</p> <p>(v) Experience in handling Procurement/ Establishment/General Administration/ Legal/ Campus management matters.</p> <p>(vi) Experience of working in E-Office system</p> <p>(vii) Good Knowledge in Computer</p>
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	: Not applicable
9.	Period of probation, if any	: Two Year
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	: Direct Recruitment failing which on Deputation
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p>For Deputation: Officers of Institute of National Importance / Central & States Government / Educational / Research / Autonomous Organizations / HEIs, etc, fulfilling Educational & Experience criteria as at row 7 above.</p> <p>And Holding :</p> <p>(i) Analogous post in pay level 12 or</p> <p>(ii) 05 years of regular service in their Pay Level-11 or</p> <p>(iii) 10 years of regular service in Pay Level-10</p> <p>Age Limit for deputation: 56 years</p>
12.	Composition of DPC or Selection Committee	: Selection Committee as specified in Statutes no. 33.

13.	Circumstances in which UPSC to be consulted in making recruitment	:	Not applicable

2.C

SCHEDULE FOR THE POST OF : CONTROLLER OF FINANCE & ACCOUNTS

1.	Name of Post	:	Controller of Finance and Accounts
2.	Number of Post (s)	:	1 (one)
3.	Classification	:	Group 'A' Administrative
4.	Scale of Pay / Pay Level	:	Level-12 in Pay Matrix of 7th CPC (₹ 78800- ₹ 209200) The incumbent Official, who has served for five years will be placed in the Level 13 after completion of 5 years provided their APARs during past 5 years are consistently as per the specified benchmark.
5.	Whether Selection or non-Selection post	:	Not applicable
6.	Age Limit for Direct Recruits	:	Not exceeding 50 years
7.	Educational and other qualifications required for direct Recruits	:	<p>Essential:</p> <p>(i) Master's Degree in Commerce / Financial Management / C.A / ICWAI / CS from recognized University/ Institution with at least 55% marks or its equivalent Grade in the UGC scale.</p> <p style="text-align: center;">AND</p> <p>(ii) 9 years' experience of Assistant Professor in the AGP of Rs.6000/- and above with 3 years of experience in educational administration, or Comparable experience in research establishment and/ or other institutions of higher education, or 5 years of administrative experience as Assistant Registrar in the Grade Pay of Rs.5400/ - or equivalent post.</p>

			<p>Desirable:</p> <p>(iv) Experience in independently handling Finance & Accounts / Audit in Educational Institution/ Autonomous Bodies funded by the Government of India.</p> <p>(v) Passing the Departmental Accounts examination of SAS.</p> <p>(vi) Members of the Organized Accounts Department of Government of India / State Government.</p> <p>(vii) Experience of working in E-Office system</p> <p>(viii) Good Knowledge in Computer</p>
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	:	Not applicable
9.	Period of probation, if any	:	Two Year
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	:	Direct Recruitment failing which on Deputation.
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	:	<p>For Deputation: Officers of Institute of National Importance / Central & States Government / Educational / Research / Autonomous Organizations / HEIs, etc, fulfilling Educational & Experience criteria as at row 7 above.</p> <p>And Holding :</p> <p>(iv) Analogous post in pay level 12 or</p> <p>(v) 05 years of regular service in their Pay Level-11 or</p> <p>(vi) 10 years of regular service in Pay Level-10</p> <p>Age Limit for deputation: 56 years</p>

12.	Composition of DPC or Selection Committee	:	Selection Committee as specified in Statutes no. 33.
13.	Circumstances in which UPSC to be consulted in making recruitment	:	Not applicable

2.D

SCHEDULE FOR THE POST OF : DEPUTY REGISTRAR

1.	Name of Post	:	Deputy Registrar
2.	Number of Post (s)	:	1 (One)
3.	Classification	:	Group 'A' Administrative
4.	Scale of Pay / Pay Level	:	Level-11 in Pay Matrix of 7th CPC (₹67700-₹208700) The incumbent Official, who has served for five years will be placed in the Level 12 after completion of 5 years provided their APARs during past 5 years are consistently as per the specified benchmark.
5.	Whether Selection or non-Selection post	:	Not applicable
6.	Age Limit for Direct Recruits	:	Not exceeding 40 years
7.	Educational and other qualifications required for direct Recruits	:	<p>Essential:</p> <p>(i) Master's degree or its equivalent in any discipline from a recognized University/Institution with at least 55% marks or its equivalent Grade in the UGC points scale.</p> <p style="text-align: center;">AND</p> <p>(ii) A Minimum of 08 years of relevant Administrative/Academic experience, of which 5 years experience should be in Pay Level-10 and above at Institute of National Importance / Central & States Government / Educational / Research / Autonomous Organizations / HEIs, etc.</p> <p>Desirable:</p> <p>The candidate(s) would be expected to have experience in the working procedure at higher educational institutions in matters of academic administration and preferably having:</p> <p>(i) Experience in handling academics / student affairs / Placement / Alumni matters.</p> <p>(ii) Experience of working in E-Office/ERP system</p> <p>(iii) Working Knowledge in Computer</p>
8.	Whether Age and educational	:	Not applicable.

	qualifications prescribed for direct recruits will apply in the case of promotions		
9.	Period of probation, if any	:	Two Year
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	:	By Direct Recruitment.
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	:	Not Applicable
12.	Composition of DPC or Selection Committee	:	As per provisions of Approved Statute.
13.	Circumstances in which UPSC to be consulted in making recruitment	:	Not applicable

2.E

SCHEDULE FOR THE POST OF : ADMINISTRATIVE OFFICER

1.	Name of Post	:	Administrative Officer
2.	Number of Post (s)	:	02 (Two)
3.	Classification	:	Group 'A' Administrative
4.	Scale of Pay / Pay Level	:	Level-10 in Pay Matrix of 7th CPC (₹56100-₹177500) The incumbent Official, who has served for five years will be placed in the Level 11 after completion of 5 years provided their APARs during past 5 years are consistently as per the specified benchmark.
5.	Whether Selection or non-Selection post	:	Not applicable
6.	Age Limit for Direct Recruits	:	Not exceeding 35 years
7.	Educational and other qualifications required for direct Recruits	:	<p>Essential:</p> <p>(i) Master's degree or its equivalent in any discipline from a recognized University/Institution with at least 55% marks or its equivalent Grade in the UGC points scale.</p> <p style="text-align: center;">AND</p> <p>(ii) A Minimum of 05 years of relevant administrative experience in Pay Level-07 and above at Institute of National Importance / Central & States Government / Educational / Research / Autonomous Organizations / HEIs, etc.</p> <p>Desirable:</p> <p>(i) MBA (HR) / LLB / PG Diploma in Material Management, etc</p> <p>(ii) Experience in handling Procurement / Establishment / Academics matters.</p> <p>(iii) Experience of working in E-Office/ERP system</p> <p>(iv) Working Knowledge in Computer</p>
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of	:	Age: Not applicable Educational and other qualification: Yes

	promotions		
9.	Period of probation, if any	:	Two Year
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	:	By Direct Recruitment : 50% By Promotion failing which on Deputation: 50%
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	:	For Deputation: Officers of Institute of National Importance / Central & States Government / Educational / Research / Autonomous Organizations / HEIs, etc, fulfilling Educational & Experience criteria as at row 7 above. And Holding : (i) Analogous post in pay level 10 or (ii) 02 years of regular service in Pay Level-09 or (iii) 04 years of regular service in Pay Level-08 or (iv) 05 years of regular service in Pay Level-07 Age Limit for deputation: 56 years For Promotion: Assistant Administrative Officer / Senior Superintendent / Head Security Service of NIDs having the specified qualification as at row 7 above and fulfilling a minimum of 05 years of regular service in pay level -07.
12.	Composition of DPC or Selection Committee	:	As per provisions of Approved Statute
13.	Circumstances in which UPSC to be consulted in making recruitment	:	Not applicable

2.F

SCHEDULE FOR THE POST OF : SENIOR ACCOUNTS OFFICER

1.	Name of Post	: Senior Accounts Officer
2.	Number of Post (s)	: 2 (Two)
3.	Classification	: Group 'A' Administrative
4.	Scale of Pay / Pay Level	: Level-10 in Pay Matrix of 7th CPC (₹ 56100 - ₹ 177500) The incumbent Official, who has served for five years will be placed in the Level 11 after completion of 5 years provided their APARs during past 5 years are consistently as per the specified benchmark.
5.	Whether Selection or non-Selection post	: Not applicable
6.	Age Limit for Direct Recruits	: Not exceeding 35 years
7.	Educational and other qualifications required for direct Recruits	: Essential: (i) Master's Degree in Commerce / Financial Management / C.A / ICWAI / CS from recognized University / Institution with at least 55% marks or its equivalent Grade in the UGC scale. AND (ii) A Minimum of 05 years of relevant administrative experience in pay level - 07 or above in handling of Accounts / Finance / Audit/ Taxation related matters at Institute of National Importance / Central & States Government /Educational / Research / Autonomous Organizations / HEIs, etc. Desirable: (i) Members of the Organized Accounts Department of Government of India / State Government. (ii) Experience of working in E-Office/ERP system and use of accounting softwares

			(iv) Good Knowledge in Computer
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	:	Age: Not applicable Educational and other qualification: Yes
9.	Period of probation, if any	:	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	:	By Direct Recruitment : 50% By Promotion failing which on Deputation: 50%
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	:	For Deputation: Officers of Institute of National Importance / Central & States Government / Educational / Research / Autonomous Organizations / HEIs, etc, fulfilling Educational & Experience criteria as at row 7 above. And Holding : (i) Analogous post in pay level 10 or (ii) 02 years of regular service in Pay Level-09 or (iii) 04 years of regular service in Pay Level-08 or (iv) 05 years of regular service in Pay Level-07 Age Limit for deputation: 56 years For Promotion: Assistant Administrative Officer / Senior Superintendent / Head Security Service of NIDs having the specified qualification as at row 7 above and fulfilling a minimum of 05 years of regular service in pay level -07.
12.	Composition of DPC or Selection Committee	:	As per provisions of Approved Statute
13.	Circumstances in which UPSC to be consulted in making recruitment	:	Not applicable

2.G

SCHEDULE FOR THE POST OF : ASSISTANT ADMINISTRATIVE OFFICER

1.	Name of Post	:	Assistant Administrative Officer
2.	Number of Post (s)	:	4 (Four)
3.	Classification	:	Group 'B' Administrative
4.	Scale of Pay / Pay Level	:	Level-7 in Pay Matrix of 7th CPC (₹ 44900 - ₹ 142400)
5.	Whether Selection or non-Selection post	:	Not Applicable
6.	Age Limit for Direct Recruits	:	Not exceeding 30 years
7.	Educational and other qualifications required for direct Recruits	:	<p>Essential:</p> <p>(i) A Bachelor's Degree in any discipline from any recognized Institute/ University.</p> <p style="text-align: center;">AND</p> <p>(ii) A Minimum of 03 years of relevant administrative experience in pay level – 06 and above</p> <p style="text-align: center;">OR</p> <p>Eight Years of relevant administrative experience in pay level – 04 and above</p> <p>The experience should be in administrative matters at Institute of National Importance / Central & States Government / Educational / Research / Autonomous Organizations / HEIs, etc.</p> <p>Desirable:</p> <p>(i) Experience in Secretarial work / Establishment / administrative / Stores & Purchase / Legal / Academic Affairs etc. and</p> <p>(ii) Knowledge of computer applications</p>
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	:	<p>Age: Not applicable</p> <p>Educational and other qualification: Yes</p>
9.	Period of probation, if any	:	Two Year
10.	Method of recruitment	:	

	whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.		By Direct Recruitment: 50% By Promotion failing which on Deputation: 50%
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	:	<p>For Deputation: Officers of Institute of National Importance / Central & States Government / Educational / Research / Autonomous Organizations / HEIs, etc, fulfilling Educational & Experience criteria as at row 7 above.</p> <p>And Holding :</p> <ul style="list-style-type: none"> (i) Analogous post in pay level 7 or (ii) 05 years of regular service in Pay Level-06 (iii) 11 years of regular service in Pay Level-05 <p>Age Limit for deputation: 56 years</p> <p>For Promotion: Superintendent/Sr. Assistant of NIDs having the specified qualification as at row 7 above and fulfilling a minimum of 05 years of regular service in pay level - 06</p>
12.	Composition of DPC or Selection Committee	:	As per provisions of Approved Statute
13.	Circumstances in which UPSC to be consulted in making recruitment	:	Not applicable

2.H

SCHEDULE FOR THE POST OF : SENIOR SUPERINTENDENT

1.	Name of Post	: Senior Superintendent
2.	Number of Post (s)	: 2 (Two)
3.	Classification	: Group 'B' Administrative
4.	Scale of Pay / Pay Level	: Level-7 in Pay Matrix of 7th CPC (₹ 44900 - ₹ 142400)
5.	Whether Selection or non-Selection post	: Not applicable
6.	Age Limit for Direct Recruits	: Not exceeding 30 years
7.	Educational and other qualifications required for direct Recruits	<p>Essential:</p> <p>(i) A Bachelor's Degree in Commerce for any recognized Institute/ University.</p> <p style="text-align: center;">AND</p> <p>(ii) A Minimum of 03 years of relevant administrative experience in pay level – 06 and above</p> <p style="text-align: center;">OR</p> <p>Eight Years of relevant administrative experience in pay level – 04 and above.</p> <p>The relevant experience should be in Finance/ Accounts/Taxation/Audit related matters at Institute of National Importance / Central & States Government / Educational / Research / Autonomous Organizations / HEIs, etc.</p> <p>Desirable:</p> <p>(i) Experience of working in E-Office/ERP system and use of Accounting Software</p> <p>(ii) Knowledge of computer applications</p>
8.	Whether Age and educational qualifications prescribed for	: Age: Not applicable

	direct recruits will apply in the case of promotions		Educational and other qualification: Yes
9.	Period of probation, if any	:	Two year
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	:	By Direct Recruitment: 50% By Promotion failing which on Deputation: 50%
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	:	For Deputation: Officers of Institute of National Importance / Central & States Government / Educational / Research / Autonomous Organizations / HEIs, etc, fulfilling Educational & Experience criteria as at row 7 above. And Holding : (i) Analogous post in pay level 7 or (ii) 05 years of regular service in Pay Level-06 (iii) 11 years of regular service in Pay Level-05 Age Limit for deputation: 56 years For Promotion: Superintendent/Sr. Assistant of NIDs having the specified qualification as at row 7 above and fulfilling a minimum of 05 years of regular service in pay level -06
12.	Composition of DPC or Selection Committee	:	As per provisions of Approved Statute
13.	Circumstances in which UPSC to be consulted in making recruitment	:	Not applicable

2.1

SCHEDULE FOR THE POST OF : HEAD, SECURITY SERVICE

1.	Name of Post	:	Head Security Services
2.	Number of Post (s)	:	1 (one)
3.	Classification	:	Group 'B' Administrative
4.	Scale of Pay / Pay Level	:	Level-7 in Pay Matrix of 7th CPC (₹ 44900 - ₹ 142400)
5.	Whether Selection or non-Selection post	:	Not applicable
6.	Age Limit for Direct Recruits	:	Not exceeding 30 years
7.	Educational and other qualifications required for direct Recruits	:	<p>Essential:</p> <p>(i) A Bachelor's Degree in any discipline from any recognized Institute / University.</p> <p style="text-align: center;">AND</p> <p>(ii) Ex-servicemen with armed forces or serving employees of CRPF / Central or State police / CISF / Para Military / BSF personnel with 03 years of experience in pay level -06 and above.</p> <p style="text-align: center;">OR</p> <p>A Minimum of 03 years of relevant experience as Security Supervisor / Supervisory Position in Security matters in pay level - 06 and above at Institute of National Importance / Central & States Government / Educational / Research / Autonomous Organizations / HEIs, etc.</p> <p style="text-align: center;">AND</p> <p>(iii) Holding a valid Driver License (LMV / Motor Cycle)</p> <p>Desirable:</p> <p>(i) Experience of handling Disaster Management, Transport & Housekeeping Management.</p> <p>(ii) Knowledge of computer applications</p>
8.	Whether Age and educational	:	

	qualifications prescribed for direct recruits will apply in the case of promotions		Not applicable
9.	Period of probation, if any	:	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	:	Direct Recruitment failing which by deputation.
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	:	<p>For Deputation: Officers of Central Government / Educational / Technological / Research / Autonomous Organizations / HEIs or Institute of National Importance fulfilling Educational & Experience criteria as at row 7 above.</p> <p>And Holding :</p> <p>(i) Analogous post in pay level 7 or</p> <p>(ii) 05 years of regular service in Pay Level-06 or</p> <p>(iii) 11 years of regular service in Pay Level-05</p> <p>Age Limit for deputation: 56 years</p>
12.	Composition of DPC or Selection Committee	:	As per provisions of Approved Statute.
13.	Circumstances in which UPSC to be consulted in making recruitment	:	Not applicable

2.J

SCHEDULE FOR THE POST OF : SUPERINTENDENT

1.	Name of Post	: Superintendent
2.	Number of Post (s)	: 03 (Three)
3.	Classification	: Group 'B' Administrative
4.	Scale of Pay / Pay Level	: Level-6 in Pay Matrix of 7 th CPC (₹ 35400 - ₹ 112400)
5.	Whether Selection or non-Selection post	: Not applicable
6.	Age Limit for Direct Recruits	: Not exceeding 30 years.
7.	Educational and other qualifications required for direct Recruits	<p>Essential:</p> <p>(i) A Bachelor's Degree in any discipline from any recognized Institute / University.</p> <p>AND</p> <p>(ii) A minimum of 03 years of experience in pay level – 04 and above at Institute of National Importance / Central & States Government / Educational / Research / Autonomous Organizations / HEIs, etc.</p> <p>Desirable:</p> <p>(i) Experience in dealing with administrative / finance & accounts / store & purchase / academic & students welfare matters.</p> <p>(ii) Knowledge of computer applications</p>
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	<p>Age: Not applicable</p> <p>Educational and other qualification: Yes</p>
9.	Period of probation, if any	: Two Years

10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	:	By Direct Recruitment : 33.33% By Promotion failing which by Deputation : 66.67%
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	:	For Deputation: Officers of Institute of National Importance / Central & States Government / Educational / Research / Autonomous Organizations / HEIs, etc, fulfilling Educational & Experience criteria as at row 7 above. And Holding : (i) Analogous post in pay level 6 or (ii) 05 years of regular service in Pay Level-05 or (iii) 10 years of regular service in Pay Level-04 Age Limit for deputation: 56 years For Promotion: Senior Assistant (Admin./Studio) / Warden of NID having the specified qualification as at row 7 above and completed a minimum of 06 years of regular service in pay level - 05.
12.	Composition of DPC or Selection Committee	:	As per provisions of Approved Statute.
13.	Circumstances in which UPSC to be consulted in making recruitment	:	Not applicable

2.J

SCHEDULE FOR THE POST OF : Sr. ASSISTANT

1.	Name of Post	: Sr. Assistant
2.	Number of Post (s)	: 01 (One)
3.	Classification	: Group 'B' Administrative
4.	Scale of Pay / Pay Level	: Level-6 in Pay Matrix of 7 th CPC (₹ 35400 - ₹ 112400)
5.	Whether Selection or non-Selection post	: Not applicable
6.	Age Limit for Direct Recruits	: Not exceeding 30 years
7.	Educational and other qualifications required for direct Recruits	: Essential: (iii) A Bachelor's degree in commerce from any recognized Institute / University. AND (iv) A minimum of 03 years of experience in pay level – 04 and above at Institute of National Importance / Central & States Government / Educational / Research / Autonomous Organizations / HEIs, etc. Desirable: (iii) Experience in dealing with administrative / finance & accounts / store & purchase / academic & students welfare matters. (iv) Knowledge of computer applications
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	: Not Applicable
9.	Period of probation, if any	: Two Years

10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	: By Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	: Not Applicable.
12.	Composition of DPC or Selection Committee	: As per provisions of Approved Statute
13.	Circumstances in which UPSC to be consulted in making recruitment	: Not applicable

2.K

SCHEDULE FOR THE POST OF : SENIOR ASSISTANT

1.	Name of Post	: Senior Assistant (Admin./Studio)
2.	Number of Post (s)	: 06 (Six)
3.	Classification	: Group 'C' Administrative
4.	Scale of Pay / Pay Level	: Level-5 in Pay Matrix of 7 th CPC (₹ 29200- ₹92300)
5.	Whether Selection or non-Selection post	: Not Applicable
6.	Age Limit for Direct Recruits	: Not exceeding 25 years
7.	Educational and other qualifications required for direct Recruits	<p>Essential:</p> <p>(i) A Bachelor's Degree in any discipline from any recognized Institute / University.</p> <p style="text-align: center;">AND</p> <p>(ii) A minimum of 02 years of experience as LDC in pay level - 02 and above at Institute of National Importance / Central & States Government / Educational / Research / Autonomous Organizations / HEIs, etc.</p> <p>Desirable:</p> <p>(i) Experience in dealing with administrative / finance & accounts / store & purchase / academic & students welfare matters, etc.</p> <p>(ii) Knowledge of computer applications</p>
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	: Not applicable
9.	Period of probation, if any	: Two Year
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be	<p>By Direct Recruitment : 50%</p> <p>By short term contract : 50%</p>

	filled by various methods.		
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	:	Not Applicable.
12.	Composition of DPC or Selection Committee	:	As per provisions of Approved Statute
13.	Circumstances in which UPSC to be consulted in making recruitment	:	Not applicable

2.L

SCHEDULE FOR THE POST OF : WARDEN

1.	Name of Post	:	Warden
2.	Number of Post (s)	:	02 (Two)
3.	Classification	:	Group 'C' Administrative
4.	Scale of Pay / Pay Level	:	Level-5 in Pay Matrix of 7 th CPC (₹ 29200- ₹92300)
5.	Whether Selection or non-Selection post	:	Not Applicable
6.	Age Limit for Direct Recruits	:	Not exceeding 27 years
7.	Educational and other qualifications required for direct Recruits	:	<p>Essential:</p> <p>(i) A Bachelor's Degree in any discipline from any recognized Institute / University.</p> <p style="text-align: center;">AND</p> <p>(ii) A minimum of 02 years of experience and above in hostel administration / students affairs at Institute of National Importance / Central & States Government / Educational / Research / Autonomous Organizations / HEIs / Reputed Private Institutes, etc.</p> <p>Desirable:</p> <p>Knowledge of computer applications</p>
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	:	Not applicable
9.	Period of probation, if any	:	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	:	Direct Recruitment

11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	:	Note Applicable.
12.	Composition of DPC or Selection Committee	:	As per approved Statutes
13.	Circumstances in which UPSC to be consulted in making recruitment	:	Not applicable

2.M

SCHEDULE FOR THE POST OF : ASSISTANT

1.	Name of Post	:	Assistant (Accounts/Administration/Library)
2.	Number of Post (s)	:	05 (Five)
3.	Classification	:	Group 'C' Administrative
4.	Scale of Pay / Pay Level	:	Level-4 in Pay Matrix of 7 th CPC (₹ 25500 - ₹ 81100)
5.	Whether Selection or non-Selection post	:	Not Applicable
6.	Age Limit for Direct Recruits	:	Not exceeding 27 years
7.	Educational and other qualifications required for direct Recruits	:	Essential: (i) A Graduate from a recognized University in any discipline with good working knowledge of computer.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	:	Not applicable
9.	Period of probation, if any	:	Two years
10.	Method of recruitment whether by direct recruitment	:	On Short term Contract: 100%

	or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.		
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	:	Not Applicable
12.	Composition of DPC or Selection Committee	:	As Per Approved Statutes
13.	Circumstances in which UPSC to be consulted in making recruitment	:	Not applicable

2.N

SCHEDULE FOR THE POST OF : HEAD LIBRARY / RESOURCE CENTRE

1.	Name of Post	:	Head Librarian / Resource Centre
2.	Number of Post (s)	:	1(one)
3.	Classification	:	Group 'A' Administrative
4.	Scale of Pay / Pay Level	:	Level-11 in Pay Matrix of 7 th CPC (₹ 67700 - ₹ 208700) The incumbent official, who has served for five years in pay level-11, will be placed in the Level 12 after completion of 5 years provided their APARs during past 5 years are consistently as per the specified benchmark.
5.	Whether Selection or non-Selection post	:	Not applicable
6.	Age Limit for Direct Recruits	:	Not exceeding 40 years
7.	Educational and other qualifications required for direct Recruits	:	<p>Essential:</p> <p>(i) Master's Degree with at least 55% marks or equivalent grade in Library & Information Science from recognized university / Institute.</p> <p>(ii) Experience in library automation and administration for a minimum of 5 years in pay level-10 OR 08 experience years in Pay Level- 7 and above at Institute of National Importance / Central & States Government / Educational / Research / Autonomous Organizations / HEIs, etc.</p> <p>Desirable:</p> <p>(i) M.Phil / Ph.D in Library Science & Information Science.</p> <p>(ii) Experience in Library Automation / Administration.</p>
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	:	Not Applicable
9.	Period of probation, if any	:	Two Years

10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	: Direct Recruitment failing which on Deputation
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	: For Deputation: Officers of Institute of National Importance / Central & States Government / Educational / Research / Autonomous Organizations / HEIs, etc, fulfilling Educational & Experience criteria as at row 7 above. And Holding : (iv) Analogous post in pay level 11 or (v) 05 years of regular service in their Pay Level-10 or (vi) 09 years of regular service in Pay Level-7 Age Limit for deputation: 56 years
12.	Composition of DPC or Selection Committee	: As specified in Statute no. 33
13.	Circumstances in which UPSC to be consulted in making recruitment	: Not applicable

2.0

SCHEDULE FOR THE POST OF : SENIOR ASSISTANT LIBRARIAN

1.	Name of Post	:	Senior Assistant Librarian
2.	Number of Post (s)	:	1(one)
3.	Classification	:	Group 'B' Administrative
4.	Scale of Pay / Pay Level	:	Level-7 in Pay Matrix of 7 th CPC (₹ 44900 - ₹ 142400)
5.	Whether Selection or non-Selection post	:	Not applicable
6.	Age Limit for Direct Recruits	:	Not exceeding 30 years
7.	Educational and other qualifications required for direct Recruits	:	<p>Essential:</p> <p>(i) Master's Degree in Library & Information Science from recognized university / Institute.</p> <p>(ii) Experience in relevant areas for a minimum of 03 years in pay level-06 and above</p> <p style="text-align: center;">OR</p> <p>05 years in pay level - 05 or equivalent and above.</p> <p>Desirable:</p> <p>(i) Experience for appropriate years in library automation and administration at Institute of National Importance / Central & States Government / Educational / Research / Autonomous Organizations / HEIs, etc.</p>
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	:	Not Applicable
9.	Period of probation, if any	:	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	:	By Direct Recruitment failing which on Deputation or on Contract

11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	: For Deputation: Officers of Institute of National Importance / Central & States Government / Educational / Research / Autonomous Organizations / HEIs, etc, fulfilling Educational & Experience criteria as at row 7 above. And Holding : (i) Analogous post in pay level 7 or (ii) 05 years of regular service in their Pay Level-06 or (iii) 11 years of regular service in Pay Level-5 Age Limit for deputation: 56 years
12.	Composition of DPC or Selection Committee	: As specified in Statute no. 33
13.	Circumstances in which UPSC to be consulted in making recruitment	: Not applicable

2.P

SCHEDULE FOR THE POST OF : SENIOR LIBRARY ASSISTANT

1.	Name of Post	:	Senior Library Assistant
2.	Number of Post (s)	:	1 (one)
3.	Classification	:	Group 'C' Administrative
4.	Scale of Pay / Pay Level	:	Level-5 in Pay Matrix of 7 th CPC (₹ 29200 - ₹ 92300)
5.	Whether Selection or non-Selection post	:	Not applicable
6.	Age Limit for Direct Recruits	:	Not exceeding 27 years
7.	Educational and other qualifications required for direct Recruits	:	<p>Essential:</p> <p>(i) Master's Degree in Library Science & Information Science from recognized university / Institute.</p> <p style="text-align: center;">OR</p> <p>(ii) Bachelor's Degree in Library & Information Science from recognized university / Institute with 02 years of experience in relevant areas.</p> <p>Desirable:</p> <p>(i) Experience for appropriate years in library automation and administration at Institute of National Importance / Central & States Government / Educational / Research / Autonomous Organizations / HEIs, etc.</p>
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	:	Not applicable
9.	Period of probation, if any	:	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the post to be filled by various methods.	:	By Direct Recruitment : 100%

11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	:	Not applicable
12.	Composition of DPC or Selection Committee	:	As specified in Statute no. 33
13.	Circumstances in which UPSC to be consulted in making recruitment	:	Not applicable

Annexure-II

Name of the Post	Sl. No. to be reviewed	Provision in Existing RRs	Suggested Changes in RRs	Justification for change	Supporting GOI Rules (attached copy)	Name of the organization where the proposed RRs exist (attach copy of the notified RRs of the organization)

Signature

Name.....

Designation.....

Organization.....

Date.....