

**Recruitment and Promotion Norms
for Non-Faculty**

(RPN 2016)

**(Cadre Restructuring and Rationalization of Pay Scales
for Non-Faculty Staff of IITs)**

Report Submitted to MHRD in May 2016

Indian Institutes of Information Technology

Composition of the Committee

Chairman:

Professor S V Raghavan

Members:

Director, IIIT Gwalior

Director, IIIT Allahabad

Director, IIIT Jabalpur

Director, IIIT Kancheepuram

Member Secretary:

Under Secretary, MHRD, (In-Charge of IIITs)

(Prof. R. Gnanamoorthy)
Director, IIITD&M , Kancheepuram

(Prof. P.K. Jain)
Director, PDPM-IIITD&M , Jabalpur

(Prof. Somenath Biswas)
Director, IIIT, Allahabad

(Prof. S.G. Deshmukh)
Director, ABV-IIITM, Gwalior

(Prof. S.V. Raghavan)
Chairman

About Chairman

Prof. S.V. Raghavan

Prof. Raghavan was the Scientific Secretary to the Government of India in the Office of the Principal Scientific Adviser during 2009-2015, Professor in the Department of Computer Science and Engineering, Indian Institute of Technology, Madras, Chief Architect of India's National Knowledge Network (NKN), and chaired the Technical Advisory Committee for National Optical Fiber Network (NOFN). Besides, he was the Chairman, Board of Governors of Indian Institute of Information Technology (Design and Manufacturing), Jabalpur, India.

He is the Chief Editor of the Journal, CSI Transaction on ICT, being published by Springer worldwide. He is the recipient of the Outstanding Alumnus award by Anna University, the Silver Core Award by International Federation for Information Processing (IFIP), Life-time Achievement Award by Indian Electronics and Semiconductor Association, Life-time Achievement Award by Computer Society of India and Doctor of Science (Honoris Causa) by Uttarakhand Technical University and Andhra University.

Preamble

IIITs were established by the Government of India with the main aim of fostering growth of the country by producing highly skilled manpower in Information Technology (IT) and all those engineering fields that have direct applications of IT. With the view to bridge the wide gap between the demand and supply of trained manpower, IIITM Gwalior and IIIT Allahabad were started in the late 90s. Right from inception, the two institutions started producing high quality manpower and took up Research and Development projects in emerging areas of science, technology and management. Both the Institutes were given the status equivalent to IITs. Later, the Government of India in Jabalpur established two more IIITs and Kancheepuram with focus on IT enabled Design and Manufacturing. While the academic accomplishments of all the four were of the highest order, certain anomalies in cadre structuring and the associated pay scales were asynchronous across the four institutions. *Over the years, the anomalies compounded to a significant extent requiring a study on Re-structuring the Cadre, Nomenclature, and Pay Scale in order to align it with the Pay Bands and Grade Pays of the "latest" pay commission, while ensuring a "growth path" for the individuals concerned.*

Taking cognizance of this ground reality, Ministry of Human Resources Development constituted the committee to study the issue and recommend ways and means of solving the same, under the chairmanship of Professor S V Raghavan. The Office Order is given in Annexure I. The committee met a few times to understand the issue in depth and also studied the best practices in other institutions of National importance and present the report as outlined in the sequel.

The Core Issue:

From inception, the salary structure of Faculty and Group A staff in all four IIITs has been equal. However, there are disparities in the pay structure of non-faculty staff right from the beginning. Further, nomenclature associated with the posts of non-faculty staff is also not uniform. For example, with the same qualification and the same job profile, non-faculty staff members are placed on different positions (Designations) and on

different grade pay in different institutes. With the enactment of IIIT Act, it is important that uniformity In Pay Structure, Recruitment Rules and Service Conditions be maintained across all IIITs, in order to attract and retain quality manpower in IIITs. Among the non-faculty positions in IIITs, there are positions, which are technical, administrative, medical, and other support in nature. They are collectively referred to as *technical* and *non-technical* in this report. After a review of existing technical and non-technical posts in IIITs and after conducting several deliberations and also taking in to account the future requirements, following recommendations are made:

Recommendations:

1. Committee recommends that Uniformity in the Cadre, Structure, Positions, and Nomenclature be maintained for all posts with the same qualification and experience in the IIIT system.
2. Committee recommends that any distinction in technical and non-technical staff salary structure be avoided, as it leads to unnecessary disparity.
3. Committee recommends that the Job profiles of most of the positions include multitasking coupled with basic knowledge and understanding of computer / IT tools, in order to enable administration to deploy the available manpower productively, effectively, and efficiently.
4. Committee recommends that highly specialized job profiles in junior level posts be avoided, as they do not help in providing sufficient career growth potential to employees.
5. Committee recommends that to the extent possible, work related to housekeeping, maintenance, mess, horticulture, transport and other such related activities required for maintaining the ambience in the IIITs, be outsourced.

6. Committee recommends that there should be four modes of recruitment:

- a. Direct recruitment
- b. Promotion through DPC
- c. Deputation and
- d. Contractual

Percentage of posts to be filled up through each of the above routes need to be articulated while framing of recruitment rules. Such an articulation will help in defining a vertical growth path for existing employees and keep them motivated.

7. If a person is not able to go to the next higher post by promotion, the person may be upgraded to the immediate next higher level in the Pay Scale / Pay Band / Grade Pay after specified number of years of service in the same Pay Scale / Pay Band / Grade Pay, without giving him the designation corresponding to that Pay Scale / Pay Band / Grade Pay, under MACP Scheme of Govt. of India.
8. The committee recommends that the Post of the Registrar should be filled **only** through *Contract appointment* and for a period of 3 years only. However, when a person from outside is recruited, his / her appointment may be for a period of 3 years initially and on satisfactory completion of the term of service as determined by a committee duly constituted by the Board, the services may be extended for another term of 2 years only. The total term shall not exceed five years.
9. The Committee recommends that posts such as, Medical Officer, Security Officer be filled *on contract*. This recommendation is based on the ground reality that these positions are not "seen" as career by possible candidates.
10. The Committee recommends that MHRD accept the Proposed Cadre, Nomenclature and the associated Salary Structure for Non-Faculty staff as given in pages 16-17-18.

11. The Committee recommends that MHRD may approve the alignment of staff in position in respective institutions as suggested in Annexure V as a one-time measure as per RPN 2016.
12. During the implementation of Recommendation 12, MHRD may take cognizance of the fact that the respective Boards of Governors will follow the extant rules.
13. The Committee further recommends that separate Recruitment rules need to be formulated for each cadre in line with the current scenario in the country with respect to availability.
14. The Committee recommends that each IIIT may consider initiating a Research Park or Equivalent to aggressively promote Translational Research based on basic, advanced research combined with innovation.

Annexure I

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F.No.36-4/2000-TS.1
Government of India
Ministry of Human Resource Development
Department of Higher Education
Technical Section -1

Shastri Bhavan, New Delhi
Dated the 30th June, 2014

ORDER



Subject: Pay Parity in IIITs for Non- Faculty Posts.

It has been decided with the approval of the competent Authority to constitute a Committee on rationalization of pay scales staff structure, cadre and qualification for the various non faculty posts of all IIITs. The constitution of the committee is as under :

1	Chairman, IIITD&M, Jabalpur	Chairman
2	Director, IIITM Gwalior	Member
3	Director, IIIT Allahabad	Member
4	Director, IIITD&M, Jabalpur	Member
5	Director, IIITD&M, Kancheepuram	Member

2. Terms of reference of expert Committee are follows:
 - i. Rationalization of pay scales of the Non-Faculty Staff of IIITs.
 - ii. Cadre- restructuring of Non- Faculty
 - iii. Framing of Common Recruitment Rules to bring about uniformity so as to align the qualification with scale and job specification.
3. The Committee will submit its report in a period of three months from the date of issue of this order.


(Alok Mishra)
Director (IIITs)
Tele: 011- 23381698

1. Dr. S.V Raghavan, Scientific Secretary, Govt. of India, & Chairman, IIITD&M, Jabalpur 31901
2. Prof. S.G Deshmukh, Director, IIITM Gwalior 31903
3. Prof. Somenath Biswas, Director, IIIT Allahabad 31905
4. Prof. Aparajita Ojha, Director, IIITD&M, Jabalpur 31907
5. Prof. R. Gnanamoorthy, Director, IIITD&M, Kancheepuram 31908
6. PPS to Secy (HE) - 
7. PPS to AS (TE) - 

: 2 :

Copy for information to :

- (i) PS to Hon'ble HRM
- (ii) PPS to Secretary (HE)
- (iii) PPS to JS(ICC & T)

F.No.36-4/2000 TS.1
Government of India
Ministry of Human Resource Development
Department of Higher Education
Technical Section -1

Shastri Bhawan, New Delhi
Dated the 15th May 2015

ORDER

Subject : Pay Parity in IITs for Non-Faculty posts


In partial modification of this Ministry's Order of even number dated 30th June 2014 and in pursuance of the resolution taken in the 1st Meeting of the Council of IITs held on 7th April 2015 chaired by the Hon'ble Minister for Human Resource Development, the Constitution of Committee on Pay Parity is revised as under:-

1	Dr. S.V. Raghavan, Scientific Secretary, Govt. of India & former Chairman, BoG, IITD&M Jabalpur	Chairman
2	Prof. S.G. Deshmukh, Director, IIT&M Gwalior & Director in-charge, IITD&M Jabalpur	Member
3	Prof. Somenath Biswas, Director, IIT Allahabad	Member
4	Dr. R. Gnanamoorthy Director, IIT D & M Kancheepuram	Member
5	Shri Praveer Saxena, Under Secretary, MHRD	Non-member Secretary

2. Terms of Reference of Expert Committee are as under:-

- (i) Rationalization of pay scales of the Non-faculty staff of IITs
- (ii) Cadre restructuring of Non-Faculty

3. The Committee will submit its report with a month from the date of issue of this order.


(Alok Mishra)
Director (IITs)
Tel : 011-2338 1058

1. Dr. S.V. Raghavan, Scientific Secretary, Govt. of India & former Chairman, BoG IITD&M Jabalpur
2. Prof. S.G. Deshmukh, Director, IIT&M Gwalior & Director in-charge, IITD&M Jabalpur
3. Prof. Somenath Biswas, Director, IIT Allahabad
4. Dr. R. Gnanamoorthy Director, IIT D & M Kancheepuram
5. Shri Praveer Saxena, Under Secretary, MHRD

2:

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Annexure II

Recruitment And Promotion Norms (RPN)

For Non-Faculty

Part-I

(Adapted from IIT Madras RPN – Prof. Gnanamoorthy, Director, IIIT Kancheepuram obtained the consent to use from IIT Madras Administration)

Recruitment And Promotion Norms (RPN)

For Non-Faculty

Part-I

(Adapted from IIT Madras RPN)

OBJECTIVE:

The main objective of Recruitment & Promotion Norms is:

- To Appoint the best-suited candidate for a post by enunciating required eligibility norms and following appropriate method(s) of recruitment in line with the requirements of the post.
- To ensure fair process of selection in accordance with and in the spirit of the Acts & Statutes of the Institute.
- To follow the guidelines / directions issued by the Government of India from time to time in the process of recruitment / promotion / up-gradation.
- To provide for a career path to employees to encourage consistent high performance and to motivate employees to achieve excellence in their work, thereby attaining their career goals.

CADREISATION:

Under these rules, the non-faculty posts have been classified into two categories viz., Non-technical and Technical. The posts have been organised into cadres which consist of multiple grades / levels of employees within a work domain. The RPN is also aligned to the Nomenclature, Pay Bands with Grade pay implemented based on the VI CPC scales. The details of cadres and levels therein are provided in the sequel in the form of a Table.

METHODS OF SELECTION:

The methods of filling up of the post in each level has been prescribed for each cadre. Two types of selection have been adopted under RPN viz., (i) Open selection through direct recruitment, and (ii) Internal selection by promotion. These will be called Recruitment and Promotion respectively. For Deputation and Contractual appointments, Open Selection Method shall apply.

- a) **Recruitment** is recruitment by open advertisement which is open to all candidates based on prescribed age, educational qualification, experience etc., 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 are indicated in the Avenue chart and Recruitment Rules.

- b) **Promotion** is selection from identified feeder grades from among employees of the Institute to a higher post in the avenue prescribed in RPN. These will be as per the prescribed qualification, number of years of qualifying service percentage of posts to be filled by promotion 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 Avenue chart & Recruitment Rules
- c) **Deputation** is selection either through responses to open advertisements or through circulation to similar institutions. However, the duration of appointment will be time bound.
- d) **Contract** is selection through open advertisement and will follow (a) above.

In addition, the Institute may go in for other modes of filling up posts, as provided for in the statutes, including deputation.

6. Basic Principles followed in RPN 2016:-

- i) RPN provides for merit based career advancement in a given cadre based on the vacancies in the cadre.
- ii) All posts will be filled up as per the methods prescribed in the RPN in force at the time of occurrence of vacancies. This is in addition to the operation of MACPS (Merit And Career Advancement Scheme?) which assures a time bound financial up gradation.
- iii) If any decision is taken to create a new post or re-structure any service, the RPN shall suitably be amended for that particular post with the approval of the Director / Board, as applicable.
- iv) The Director shall decide the number of posts in each level within the total posts sanctioned as per MHRD norms. The present strength needs to be arrived at the ratio of 12:1:1.1 (Students : Faculty : Non-Faculty) based on the student strength. The details of sanctioned posts under each category are to be added to this section by individual IIT based on their sanctioned strength.
- v) Nothing in these rules shall affect the provisions regarding reservations, relaxation of age-limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes and other categories in accordance with the orders issued by the Government of India from time to time in this regard. The rosters shall be accordingly recast as per existing provisions.
- vi) Compassionate appointment shall be made as per current Government of India provisions at that time, or i.e., maximum of 5 % of vacancies at the entry level post of

Group-C category, in general and technical category if qualified suitably, based on the requirement and availability of positions.

- vii) *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.*
- viii) Subject to the powers specified in these norms, any amendment to the basic provisions in the RPN can be done only with the approval of the Director / BoG as applicable.
- ix) 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 by the competent authority.

A cadre-wise Career Avenue chart containing details of the post(s) along with method of recruitment and eligibility criteria are given in Annexure III. Detailed Recruitment rules for each of the posts are given in Annexure IV.

DETAILS OF POSTS

I. Group 'A' Officers (Non-Academic)

SI. No	Category of posts	Grade Pay
1.	Registrar	10000
2.	Deputy Registrar/ Joint Registrar	7600/8700
3.	Assistant Registrar	5400/6600
4.	Assistant Librarian	6000/7000
5.	Superintendent Engineer	7600
6.	Executive Engineer	6600
7.	Assistant Executive Engineer	5400
8.	Security Officer / Security-Cum-Fire Officer	5400/6600
9.	Physical Education Officer	7600
10.	Assistant Physical Education Officer/APEO (SS)	5400/6600
11.	Senior Technical Officer	7600
12.	Technical Officer/ Technical Officer (SS)	5400/6600
13.	Scientific Officer	5400

II. Group 'B' & 'C' Posts:

a. Administrative Staff (including Engg. Unit)		
Sl. No	Category of posts	Grade Pay
1.	Superintendent	4600
2.	Jr. Superintendent	4200
3.	Sr. Assistant	2800
4.	Jr. Assistant	2000

b. Technical Staff		
Sl. No	Category of posts	Grade Pay
1.	Sr. Technical Superintendent / Technical Superintendent*	4800/4600
2.	Assistant Engineer	4600
3.	Jr. Technical Superintendent*	4200
4.	Jr. Engineer	4200
5.	Sr. Technician*	2800
6.	Jr. Technician*	2000

*including Library & Engg. Unit

c. Hospital Staff		
Sl. No	Category of posts	Grade Pay
1.	Sr. Staff Nurse	4600
2.	Staff Nurse	4200
3.	Pharmacist	4200
4.	Jr. Technician	2000

d. Other categories		
Sl.No	Category of posts	Grade Pay
1.	Office / Lab Assistant	2800
2.	Sr. Attendant	2400
3.	Attendant (SG)	2000
4.	Attendant	1900

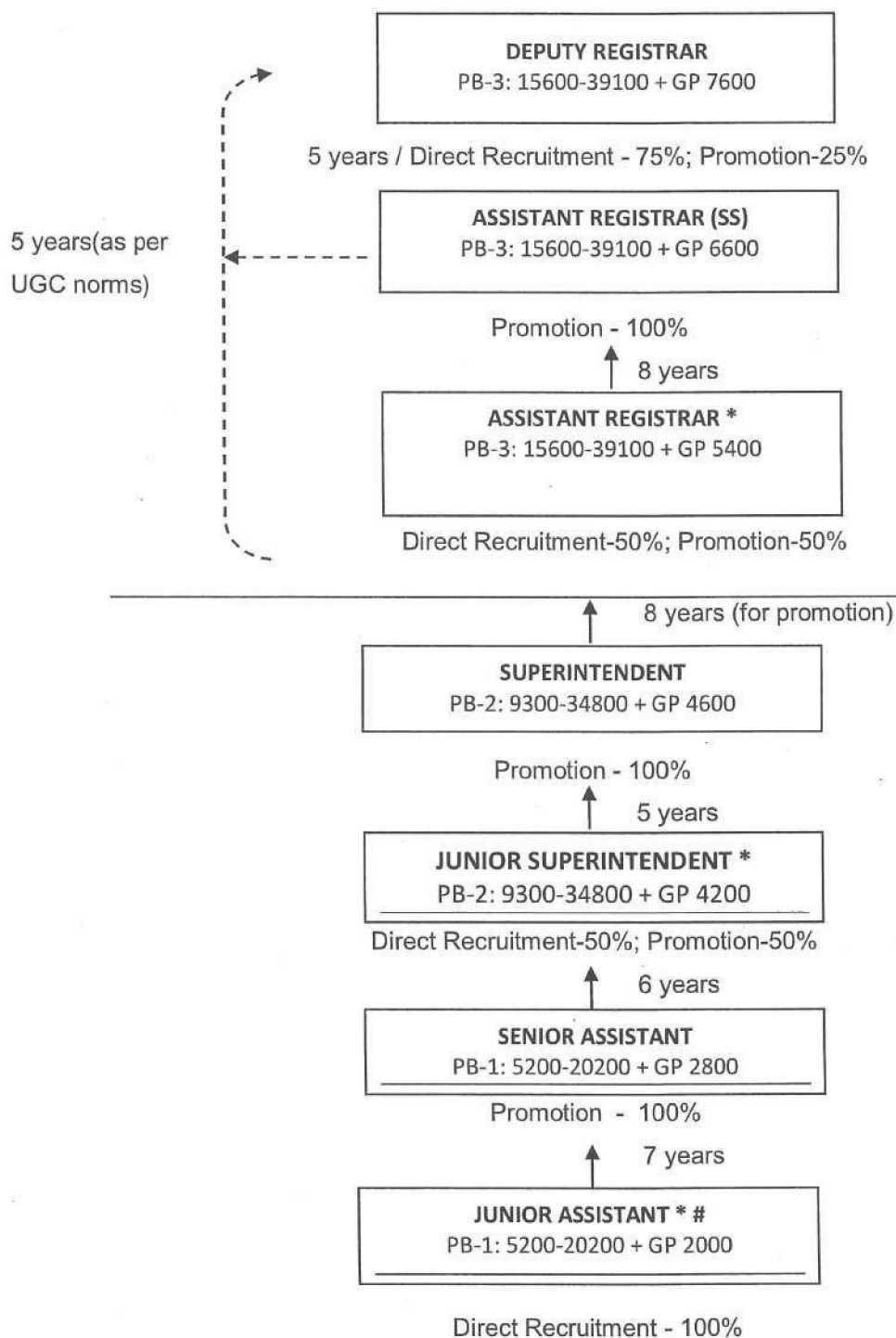
5.	Driver (all levels)	
6.	PTI	4200

Annexure III

Career Avenue Chart
For
Non-Faculty Positions

Note: The details of qualifications and experience for the posts mentioned in the Avenue Chart are given in the Recruitment Rules of the relevant posts in Annexure IV.

ADMINISTRATIVE CADRE



* Recruitment Cadre

#(Up to 20% can be by selection from qualified candidates in GP-1800 & 1900)

TECHNICAL CADRE

SENIOR TECHNICAL OFFICER
PB-3: 15600-39100 + GP 7600

Direct Recruitment - 100%

↑ 5 years

TECHNICAL OFFICER (SS)
PB-3: 15600-39100 + GP 6600

Promotion - 100%
↑ 8 years

TECHNICAL OFFICER *
PB-3: 15600-39100 + GP 5400

Direct Recruitment - 50%; Promotion - 50%
↑ 8 years / 10 years (those not meeting JTS recruitment criteria)

TECHNICAL SUPERINTENDENT
PB-2: 9300-34800 + GP 4600

Promotion - 100%
↑ 6 years

JUNIOR TECHNICAL SUPERINTENDENT *
PB-2: 9300-34800 + GP 4200

Direct Recruitment - 50%; Promotion - 50%
↑ 5 years / 8 years

SENIOR TECHNICIAN
PB-1: 5200-20200 + GP 2800

Promotion - 100%
↑ 6 years

JUNIOR TECHNICIAN* #
PB-1: 5200-20200 + GP 2000

Direct Recruitment - 100%

* Recruitment Cadre

#(Up to 20% can be by selection from qualified candidates in GP-1800 & 1900)

LIBRARY CADRE

To merge with Asst Registrar Ladder

ASSISTANT REGISTRAR *
PB-3: 15600-39100 + GP 5400

Direct Recruitment - 50%; Promotion - 50% / 8 years

(Currently as per UGC Norms)

SUPERINTENDENT (LIBRARY)
PB-2: 9300-34800 + GP 4600

Promotion - 100%
6 years

JUNIOR SUPERINTENDENT (LIBRARY) *
PB-2: 9300-34800 + GP 4200

Direct Recruitment - 50%; Promotion - 50%

6 years

SENIOR TECHNICIAN (LIBRARY)
PB-1: 5200-20200 + GP 2800

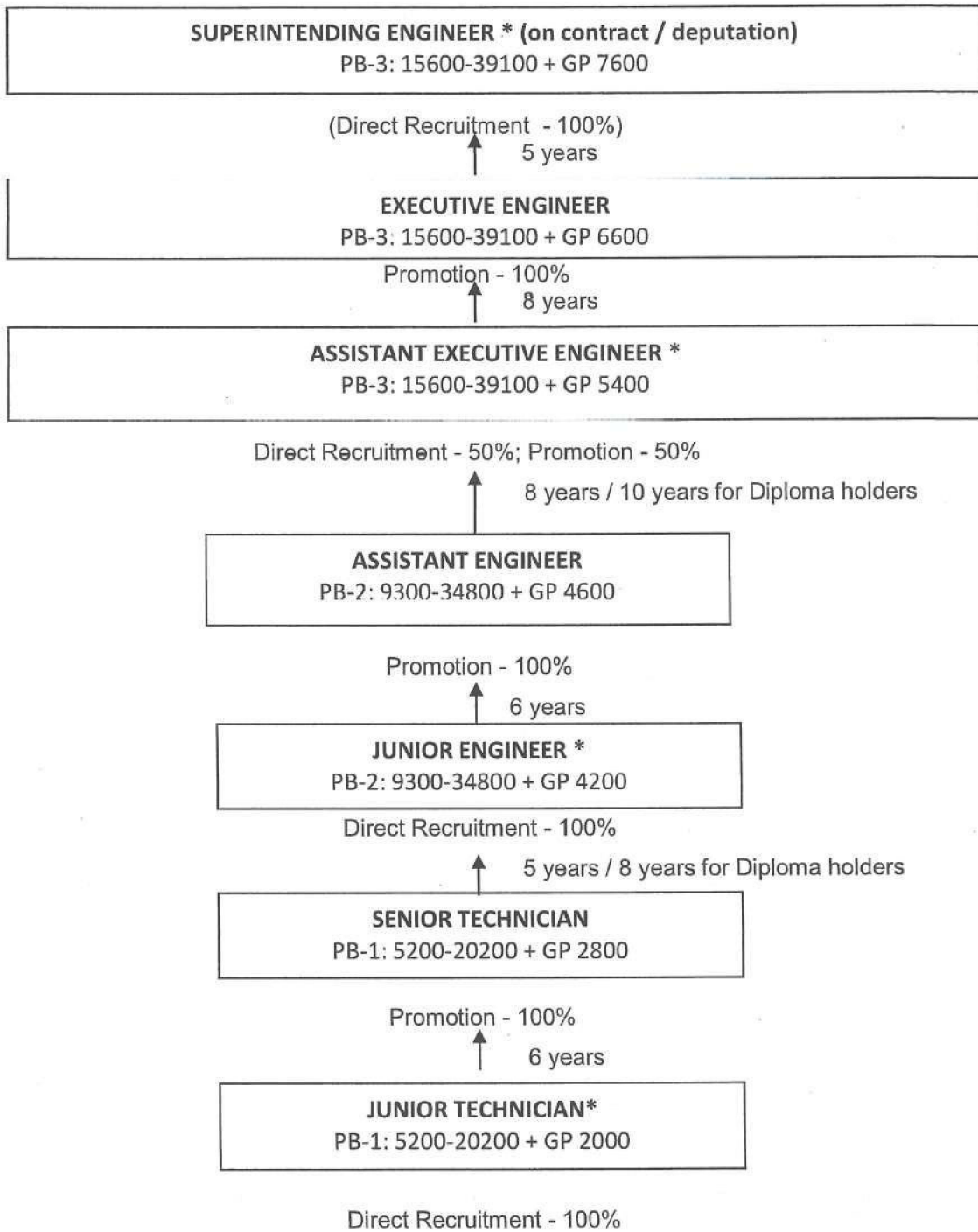
Promotion - 100%
7 years

JUNIOR TECHNICIAN (LIBRARY) *
PB-1: 5200-20200 + GP 2000

Direct Recruitment - 100%

* Recruitment Cadre

INSTITUTE MAINTENANCE CADRE



* Recruitment Cadre

HEALTH SERVICES CADRE

CHIEF MEDICAL OFFICER * (on contract / deputation)
PB-3: 15600-39100 + GP 7600

(Direct Recruitment)



5 years

SENIOR MEDICAL OFFICER
PB-3: 15600-39100 + GP 6600

Promotion - 100%
↑
4 years

MEDICAL OFFICER *
PB-3: 15600-39100 + GP 5400

(Direct Recruitment- 100%)

MATRON *
PB-2: 9300-34800 + GP 4800

Promotion - 100%
↑
8 years

STAFF NURSE GR.I
PB-2: 9300-34800 + GP 4600

Promotion - 100%
↑
6 years

STAFF NURSE *
PB-2: 9300-34800 + GP 4200

Direct Recruitment - 100%

** Only for existing staff. To be outsourced*

SECURITY CADRE

To merge with Assistant Registrar
PB-3: 15600-39100 + GP 5400

↑ 8 years (for promotion)

DEPUTY SECURITY OFFICER
PB-2: 9300-34800 + GP 4600

Promotion – 100%
↑ 5 years

ASSISTANT SECURITY OFFICER *
PB-2: 9300-34800 + GP 4200

** Recruitment Cadre Guards and supervisor outsourcing*

PHYSICAL EDUCATION CADRE

To merge with Assistant Registrar
PB-3: 15600-93100 + GP 5400

↑ 8 years
SR. PHYSICAL TRAINING INSTRUCTOR
PB-2: 9300-34800 + GP 4600

Promotion – 100%
↑ 6 years
PHYSICAL TRAINING INSTRUCTOR *
PB-2: 9300-34800 + GP 4200

Direct Recruitment - 100%

* *Recruitment Cadre*

DRIVERS' CADRE

CHIEF DRIVER
PB-2: 9300-34800 + GP 4600

Promotion - 100%

↑ 5 years

SENIOR DRIVER
PB-2: 9300-34800 + GP 4200

Promotion - 100%

↑ 6 years

DRIVER (SG)
PB-1: 5200-20200 + GP 2800

Promotion - 100%

↑ 8 years

DRIVER *
PB-1: 5200-20200 + GP 2000

Direct Recruitment - 100%

** Recruitment Cadre Only for existing employees. To be outsourced, No more recruitment*

Note-1:- vision test every 10 years till the age of 40 & every 5 years thereafter

Note-2:- ITI in Automobile Technology desirable

Annexure IV

**Detailed Recruitment Rules
For
Non-Faculty Posts**

1. These Rules may be called Recruitment Norms (Non-Faculty Posts).
2. They apply to all posts mentioned in Annexure II of RPN.
3. Any relaxation / amendment in these rules shall require the approval of the BoG.
4. The posts specified in each category are as approved by competent authority based on the sanctioned strength for Non-Faculty posts as per MHRD norms.
5. All posts will be filled by selection through direct recruitment or by promotion from among eligible employees of the Institute or through Deputation or through Contract.
6. Group 'A' single posts will be filled by direct recruitment only.
7. Reservation provisions will be followed as per the extant provisions issued by the Government of India.
8. General Age limit recommended for direct recruitment:
 - Group 'A' – 55 years for post with GP 7600 & above; 45 years for other posts
 - Group 'B' – 32 years
 - Group 'C' – 27 years

Age limits prescribed for the posts are not applicable for regular employees of the Institute.
9. Duly constituted committee as per Statutes will make all selections.
10. The Director has the right to set norms for short listing / screening and the number of candidates to be called for the Test / Interview based on the recommendation of screening committee.

Name of the Post	Registrar
Number of posts	01
Classification	Group A
Scale of Pay	PB-4: 37400-6700 + GP 10000
Whether selection post or non-selection post	Selection
Age limit for direct recruitment	Upper age limit: 55 years
Educational and other qualifications required for direct recruitment	<p>A Postgraduate degree with at least 55% marks or its equivalent grade. At least 15 years' experience as Assistant Professor in AGP or Rs.7000/- (or equivalent V CPC Scale) and above or 8 years of service in the AGP of Rs.8000/- (or equivalent V CPC Scale) and above including as Associate Professor along with experience in educational administration</p> <p>Or</p> <p>15 years of administrative experience, of which 8 years as Deputy Registrar in GP 7600 or an equivalent post.</p> <p>Note: Appropriate regulations of UGC/MHRD issued from time to time shall apply for educational qualification and experience prescribed above.</p>
Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	Not Applicable.
Period of probation, if any	Not Applicable
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 Govt by orders issued in this regard from time to time.
In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	Not Applicable
If a Departmental Promotion committee exist what is its composition	Selection by committee constituted as per Statutes of Institute.