

Recruitment and Promotion Rules for Administrative staff of NISER

(As approved by the Board of Governors in its meeting held on November 02, 2018)

Post	Pay Band	Grade Pay	Recruitment Norms	Personal Promotion Policy Norms
Clerk (A)/LDC	PB1	2000/1900	Graduate from a recognised university. Certificate course in Computer with one year relevant experience. Written examination and computer skill test Age: 25 years	
Clerk (B)/UDC	PB1	2400	Graduate with minimum 50% marks from a recognised university. Certificate course in Computer with three year relevant experience. Written examination and computer skill test Age: 28 years	Written examination and interview (50% for written exam and 50% interview) <u>Minimum residency period: APAR- Outstanding/Very Good/Good: 3/4/5 years respectively (Outstanding: 8-10: Very Good: 6-8: Good 4-6)</u>
Clerk (C)/Assistant (A)	PB1	2800	--	Personal interview plus APAR Grading. Average of the preceding three years APAR before consideration of promotion Minimum residency period: APAR- Outstanding/Very Good/Good: 4/5/6 years respectively (Outstanding: 8-10: Very Good: 6-8: Good 4-6)
Senior Clerk(A) OR Adm. Asst. A/Assistant B	PB2	4200	Graduate with minimum 55% marks or Post Graduate in any discipline from recognised university with 5 years of relevant experience. Written examination, computer skill test and interview. Age: 35 years	Written examination and interview (50% for written exam and 50% interview) <u>Minimum residency period: APAR- Outstanding/Very Good/Good: 5/6/7 years respectively (Outstanding: 8-10: Very Good: 6-8: Good 4-6)</u>
Senior Clerk (B) OR Administrative Assistant (C)/APO/AAO	PB2	4600	CA (Inter) or ICWA (Inter) or Graduate with minimum 55% marks or Post Graduate in any discipline from recognised university with eight years of relevant experience. Written examination, computer skill test and interview. Age: 35 years	Written examination and interview (50% for written exam and 50% interview) <u>Minimum residency period: APAR- Outstanding/Very Good/Good: 6/7/8 years respectively (Outstanding: 8-10: Very Good: 6-8: Good 4-6)</u>

Administrative Assistant (D)/Jr. Administrative Officer/AO-I	PB2	4800	--	Personal interview plus APAR grading. Average of the preceding three years APAR before consideration of promotion. Minimum residency period: APAR- Outstanding/Very Good/Good: 4/5/6 years respectively (Outstanding: 8-10: Very Good: 6-8: Good 4-6)
Dy. Administrative Officer/AO- /Administrative Officer (C)/Purchase Officer-I/Stores Officer-I/Accounts Officer-I	PB3	5400	<u>Master degree in any discipline with minimum 50% marks. 5 years experience in the GP of Rs 4600/Rs 4800 in Govt./Govt. aided Institutions/PSU. Written examination and personal interview.</u> <u>Age: 45 years</u>	Personal interview plus APAR grading. Average of the preceding three years APAR before consideration of promotion Minimum residency period: APAR- Outstanding/Very Good/Good: 4/5/6 years respectively (Outstanding: 8-10: Very Good: 6-8: Good 4-6)
Administrative Officer (D)/ Administrative Officer-III/Asst. Registrar/Dy. Controller of Accounts/Accounts Officer (D)/Accounts Officer-II or equivalent	PB3	6600	The post to be filled by Direct Recruitment with persons having CA/ICWA/ Post Graduate (specialisation in respective field) with 55% from a recognised university with ten years relevant experience in Govt./Govt. Aided Institutions/PSU. <u>This post may also be filled in by the Panel of Officers of DAE.</u> In such a scenario, the vacancies at this level be intimated to DAE for inclusion in the vacancies for consideration of DPC. The DAE officers can be considered on deputation basis as per the extant rules. Combined experience of ten years in the grade pay of Rs 4600 to Rs 5400 is needed to be considered for deputation. <u>Written examination and personal interview.</u> Age:45 years	Personal interview plus APAR grading. Average of the preceding three years APAR before consideration of promotion. Minimum residency period: APAR- Outstanding/Very Good/ Good: 5/6/7 years respectively (Outstanding: 8-10: Very Good: 6-8: Good 4-6)
Administrative officer (E)/Sr. Administrative Officer/Dy. Registrar/Jt. Controller (F&A)/ Accounts OfficerE/ Chief Accounts Officer/Chief Administrative Officer or equivalent	PB3	7600	--	Personal interview plus APAR Grading. Average of the preceding five years APAR before consideration of promotion. Minimum residency period: APAR- Outstanding/Very Good/Good: 5/6/7 years respectively (Outstanding: 8-10: Very Good: 6-8: Good 4-6). Benchmark grading Very Good for preceding five years.

Chief Administrative Officer/Jt. Registrar/Controller/Internal Financial Advisor	PB4	8700	--	Personal interview plus APAR Grading. Average of the preceding three years APAR before consideration of promotion. Minimum residency period: APAR- Outstanding/Very Good/Good: 5/6/7 years respectively (Outstanding: 8-10; Very Good: 6-8; Good 4-6). Benchmark grading Very Good for preceding five years.
Director (Admin)/Controller-II/Jt. Registrar(s) / Finance Officer	PB4	8900	<u>Master degree in any discipline with at least 55 % of the marks or its equivalent grade and 15 years of experience of which at 5 years shall be as Dy. Registrar or an equivalent post in GP 7600/- or above grade in Govt./Govt. aided institutions/PSU. May be filled up by deputation. This post can also be filled in by the Panel of Officers of DAE.</u> In such a scenario the vacancies at this level be intimated to DAE for inclusion in the vacancies for consideration of DPC. The DAE officers can be considered on deputation basis as per the extant rules. Combined experience of 15 years of which 5 years in the GP of Rs 7600/- or above is needed to be considered for deputation.	--

Note:

- The above personal Promotion Policy and Recruitment Rules for Administrative Staff is in line with model policy issued by DAE and promotion is personal to the employees.
- The designations are only indicative and not exhaustive. The Grade Pay is based on VI CPC and equivalent scales will be applicable as per the VII CPC.
- The promotion for the Group A officers will be vacancy based and the Group 'B' & 'C' officials will follow personal promotion policy/performance based promotion policy.
- The posts below the level of Group B shall not have any interview for both Direct Recruitment and Promotion.