

---

**Memorandum of Association  
and Rules 2019**

**&**

**Recruitment Rules  
and Service Regulations 2020**

**&**

**Delegation of Powers  
to NIEPA Authorities 2019**

---



**NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION**  
(Deemed to be University)  
**17-B, Sri Aurobindo Marg, New Delhi - 110016**

**Website: [www.niepa.ac.in](http://www.niepa.ac.in)**



---

**Memorandum of Association  
and Rules 2019**

**&**

**Recruitment Rules  
and Service Regulations 2020**  
**For Teaching and Non-Teaching Staff**  
(Amended as per Seventh Central Pay Commission)

**&**

**Delegation of Powers  
to NIEPA Authorities 2019**



**National Institute of Educational Planning and Administration**  
**17-B, Sri Aurobindo Marg, New Delhi-110016**  
**Website: [www.niepa.ac.in](http://www.niepa.ac.in)**

---

---

© **NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION, 2020**

(Deemed to be University)

**17-B, Sri Aurobindo Marg, New Delhi-110016, INDIA**

Published by the Registrar, National Institute of Educational Planning and Administration,  
17-B, Sri Aurobindo Marg, New Delhi-110016 and printed by the Publication Unit, NIEPA at  
M/s Viba Press Pvt. Ltd., Okhla Industrial Area, Phase-II, New Delhi-110020.

---

---

# CONTENTS

## SECTION A

### Revised Memorandum of Association and Rules 2019

Name	11
Office	11
Preamble	11
Defination	12
Objectives of the Institutes	14
Authorities of the Institutes	15
Office of the Institutes	23
Admissions and Free Structure	29
Institute Open to All	31
Institute to be Unitary	32
Reservation Policy	32
Distance Education	32
Off-Campus Centre(s)/Off-Shore Campus (ES) of the Institute	32
Corpus Fund	32
Power to Conduct Enquiry and Consequences of Violation of Regulations	32
Funds, Accounts, Audits and Annual Report	34
Miscellaneous	35
Legal Proceedings	38
Removal of Difficulty	38

---

---

## **SECTION B**

### **Recruitment Rules and Service Regulations, 2020**

#### **For Teaching and Non-Teaching Staff**

(Amended as per Seventh Central Pay Commission)

### **PART I**

#### **Service Regulations**

SR 1	Short Title and Commencement	43
SR 2	Extent of Application	43
SR 3	Definitions	43
SR 4	Adoption	45
SR 5	Classification of Posts	46
SR 6	Creation of Posts	46
SR 7	To Determine the Number of Posts and Duties	47
SR 8	Methods of Recruitment	47
SR 9	Appointing Authority	48
SR 10	Recruitment by Promotion	49
SR 11	Direct Recruitment	49
SR 12	Qualification for Direct Recruitment	50
SR 13	Screening Committee and Selection Committees	50
SR 14	Departmental Promotion and Confirmation Committee	55
SR 15	Retirement Age	57
SR 16	Lien	57
SR 17	Leave Rules	59
SR 18	Overstayal After Expiry of Leave	71
SR 19	Retirement Benefits & Provident Fund	71
SR 20	Contribution of Research Papers, Technical and other Articles	71
SR 21	Appellate Authorities	72
SR 22	Authentication	72
SR 23	Holidays	72
SR 24	Service Books and Annual Performance Appraisal Report (APAR)	72
SR 25	MACP for non-teaching staff (including Group 'A' Officers)	72

---

---

## **PART II**

### **Recruitment and Career Advancement Scheme (CAS) for Teachers**

SR 26	Working Days and Weekly Workload	73
SR 27	Career Advancement Scheme (CAS) for Teachers	74
SR 28	Eligibility and Promotion Criteria	82
SR 29	Power to Relax	87
SR 30	Reservation policy as per UGC/Govt. of India Guidelines	87
SR 31	Removal of Doubts	87
SR 32	Medical Facilities	87

### **Schedules**

<b>First Schedule</b>	88-90
Categories and Groups of Posts (Under SR 5)	
<b>Second Schedule</b>	91-98
Recruitment Rules	
<b>Third Schedule</b>	99-101
Rules and Procedures Regulating the appointments of Emeritus Professors, Short-Term Consultants, Visiting Fellows and National Fellow under SR 9 (3)	

## **PART III**

Recruitment and Promotion for Non-teaching Staff	102-141
General Conditions	142

---

---

## **SECTION C**

### **Delegation of Powers to NIEPA Authorities 2019**

Short Title and Commencement	147
Extent of Application	147
Authority	147
Definitions	147
Schedule	149
Removal of Difficulties	149
Interpretation	150
Amendment of Bye-laws	150
Residuary matters	150
Territorial Jurisdiction	150
Delegation of Powers	150
The Powers of Delegations to the Officers of Institute will be Subject to the Following Conditions	150
Bye-Laws Governing the “Delegation of Powers”-2019 to Various Officers of National Institute of Educational Planning and Administration (Deemed to be university)	152
Schedule-I	152
Schedule-II	161
Schedule-III	162

---



---

# **SECTION A**

## **Memorandum of Association and Rules 2019**

---



---

**F.No.2-2/2020-PN.I**  
**Government of India**  
**Ministry of Human Resource Development**  
**Department of Higher Education**  
**(PN.I Section)**

Room No. 206-C, Shastri Bhawan  
New Delhi, dated 12<sup>th</sup> March, 2020

To

The Registrar  
National Institute of Educational  
Planning & Administration (NIEPA)  
17-B, Sri Aurobindo Marg,  
New Delhi-110016"

**Subject:- Amendment(s) in Recruitment Rules and Service Regulations for Teaching and Non-Teaching Staff of NIEPA – reg.**

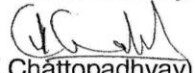
Sir,

I am directed to refer to NIEPA's letter No.28-1/2019-Acad. dated 09 Dec., 2019 forwarding therewith a proposal on the subject noted above and to say that the competent authority has approved the above proposal, subject to the following :

"Not to revise the number of posts, educational and other qualifications, etc., except pay scale as per 7<sup>th</sup> CPC, for the posts of Cartographer (Computer Applications), Section Officer, Assistant, Assistant (Accounts), Stenographer Grade I, Data Entry Operator (Group B&C), Machine Operator, Stenographer Grade II, UDC, LDC, which are proposed by NIEPA for merging existing posts with another category of posts. This exercise involves creation/abolition of posts for which approval of Deptt. of Expenditure will be needed. Meanwhile, NIEPA is to maintain the RRs & SRs of the above mentioned posts as per the existing (2013) Recruitment and Promotion Rules for Non-Teaching Staff (Part III) till further orders."

2. An authenticated copy of the amended RRs and SRs for Teaching and Non-Teaching Staff of NIEPA is sent herewith for record.

**Encl. As above**

Yours faithfully,  
  
(A K Chatterjee)  
Under Secretary to the Govt. of India

---



---

**REVISED MEMORANDUM OF ASSOCIATION AND RULES  
OF  
NATIONAL INSTITUTE OF EDUCATIONAL  
PLANNING AND ADMINISTRATION (NIEPA),  
2019**

**Name**

The Name of the Society shall be the "National Institute of Educational Planning and Administration", (Declared by the Government of India under Section 3 of the UGC Act, 1956) vide Government of India Notification No. F. 9-16/2006-U.3 (A) dated 11th August, 2006 (hereinafter referred to as "The Institute").

**Office**

The Registered Office of the Institute shall be in its own building currently numbered as 17-B, Sri Aurobindo Marg, New Delhi - 110016, INDIA.

**Preamble**

To realize the vision of the Institute as "a humane learning society through advancement of knowledge."

To fulfill the mission of the Institute to serve as a centre of excellence in the areas of educational policy, planning and management by promoting advanced level teaching, research and capacity building in national and global contexts.

To provide educational policy, planning support and its implementation to central and state governments and other bodies managed and maintained by the government.

The Institute makes the following memorandum of association and rules for its governance.

---

## **Definitions**

In this Memorandum of Association made hereunder, unless the context otherwise requires:

- (a) **"The Institute"** means the National Institute of Educational Planning and Administration (NIEPA);
  - (b) **"Academic Council"** means the Academic Council of the Institute;
  - (c) **"Appointing Authority"** in relation to any post under the Institute, means the authority competent to make appointment to that post;
  - (d) **"Authorities"** means the authorities of the Institute;
  - (e) **"Borrowed Employee"** means an employee of any other Organization whose services are obtained by the Institute on lien or deputation;
  - (f) **"Board of Management"** means Board of Management of Institute;
  - (g) **"Board of Studies"** means the Board of Studies of the Institute;
  - (h) **"Campus"** means the campus of the Institute located in New Delhi;
  - (i) **"Commission"** means the University Grants Commission.
  - (j) **"Controller of Examinations"** means the Controller of Examinations of Institute;
  - (k) **"Chancellor"** means the Chancellor of the Institute;
  - (l) **"Departmental Promotion and Confirmation Committee"** means a Committee constituted for promotion, declaration of satisfactory completion of probation and confirmation of non-teaching employees;
  - (m) **"Dean (Academics and Research)"** means the Dean – Academics and Research of Institute.
  - (n) **"Deemed to be University"** means the University created by Ministry of Human Resource Development, Government of India under Section 3 of the UGC Act, 1956.
  - (o) **"DoPT"** means Department of Personnel and Training of the Ministry of Personnel, Public Grievances and Pensions of the Government of India.
  - (p) **"Employee"** means any person serving the Institute against sanctioned posts;
-

- (q) **"Faculty"** means the teaching staff holding posts covered under UGC Regulations as provided in Second Schedule;
  - (r) **"Finance Committee"** means the Finance Committee of the Institute;
  - (s) **"Foreign Service"** means the service for which an employee receives, with the approval of the controlling authority, his pay from any source other than the funds of the Institute;
  - (t) **"Fundamental Rules"** means the Fundamental Rules of the Government of India;
  - (u) **"Government"** unless the context to specifies, means the Central Government in the Ministry of Human Resource Development allocated with business pertaining to higher education;
  - (v) **"Head of the Department"** means the Head of the Department/ Units/ Centre of the Institute;
  - (w) **"Internal Quality Assurance Cell (IQAC)"** means the internal quality assurance cell of the Institute;
  - (x) **"Legal Advisor"** means the Legal Advisor of the Institute;
  - (y) **"NAAC"** means "National Assessment and Accreditation Council";
  - (z) **"Planning and Coordination Committee"** means the Planning and Coordination Committee of the Institute;
  - (aa) **"Planning and Monitoring Board"** means the Planning and Monitoring Board of the Institute;
  - (bb) **"Project Post"** means a post sanctioned for a specific project or for a training programme for a fixed period;
  - (cc) **"Registrar"** means the Registrar of the Institute;
  - (dd) **"Regulations"** means the Regulations made by any authority of the Institute under this MOA for the time;
  - (ee) **"Schedule"** means a Schedule appended to these Regulations;
  - (ff) **"Selection Committee"** means a Committee constituted for recommending persons for appointments to various posts in the Institute;
-

- (gg) **"Student"** means a student of the Institute and includes any person who has enrolled himself/herself for pursuing any course of study in the Institute;
- (hh) **"UGC Regulations, 2018"** means Gazette Notification No. F. 2/2017(EC/PS) dated 18.07.2018 regarding minimum qualifications for appointment of teachers and other academic staff in Universities/Institutes, as amended from time to time;
- (ii) **"UGC Regulations, 2019"** means Gazette Notification No. F. 1-2/2018 (CPP-I/DU) dated 20.02.2019 regarding Institutions deemed to be Universities, as amended from time to time; and
- (jj) **"Vice-Chancellor"** means the Vice-Chancellor of the Institute.

### **Objectives of the Institute**

- (i) To provide quality of higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit at undergraduate, post-graduate and research degree levels.
  - (ii) To provide educational policy, planning support and its implementation to central and state governments and other bodies managed and maintained by the government.
  - (iii) To undertake, aid, promote and coordinate research in various aspects of educational policy, educational planning, educational administration, educational finance and allied disciplines; disseminate the findings in the different States of India and in other countries of the world.
  - (iv) To provide for high quality teaching at various levels of higher education for the advancement of knowledge by faculty in above areas.
  - (v) To organize training, conferences, workshops, meetings, seminars and briefing sessions for educational personnel of the Central Government, State Governments, Union Territories, administrators and faculty members in universities, colleges and schools;
  - (vi) To collaborate with other agencies, institutions and organizations in school and higher education in India and abroad;
-



- (vii) To provide, on request, facilities for training and search in educational planning and administration to other countries, especially of the Asian and African region, and collaborate with them in programmes;

## **Authorities of the Institute**

### ***Board of Management***

The highest governing body of the Institute shall be a Board of Management to be headed by the Vice-Chancellor, and consisting of not less than 10 members and a maximum of fifteen members.

The Board of Management of the Institute shall be independent of the sponsoring body with full autonomy to discharge its academic and administrative responsibilities.

The Board of Management of the Institute shall consist of:

- (a) Vice-Chancellor of the Institute - Chairperson - ex-officio;
- (b) Dean (Academics and Research)
- (c) Three eminent academics as nominated by the Chancellor, who shall have worked at the rank of Professor and shall neither be from the Institution or the sponsoring body nor be their relatives.
- (d) One representative of the MHRD not below the rank of Joint Secretary, Government of India;
- (e) Two Faculty members of the institute: one each from Professors and Associate Professors by rotation based on seniority.
- (f) Three nominees of the MHRD who shall be an eminent academician not below the rank of Professor.

The Registrar of the Institute shall be the Ex-officio Secretary of the Board of Management.

All the members of the Board of Management other than the ex-officio members and teachers, shall hold office for a term of three years from the date of first appointment and shall be eligible for reappointment. Members of the Board of Management appointed from among teachers shall hold office for a period of 2 years or till such time as they cease to be teachers of the Institute, whichever is earlier.

***Powers and Limitations of the Board of Management***

- (i) The Board of Management shall be the principal organ of management and the apex executive body of the Institute, with powers to make rules of the Institute.
- (ii) The Board of Management shall be the final decision making body of the Institute in respect of every matter of the Institute, including in the academic, administrative, personnel, financial and developmental matters.
- (iii) The Board of Management shall not infringe upon the powers of the respective authorities provided under these Regulations; and where any authority has been given advisory/recommendatory powers, the Board of Management shall obtain advice/recommendations from such authority, before deciding on any matter before it.

***Meetings of the Board of Management***

- (i) The Board of Management shall meet at least two to three times a year, with not less than 15 days' notice being given before every meeting of the Board of Management. Attendance by more than one-half of the total number of members of Board of Management shall form the quorum for a meeting.
  - (ii) Every meeting of the Board of Management shall be presided over by Vice-Chancellor of the Institute and in his/her absence, the Dean (Academic and Research) shall preside the Meeting of the Board of Management. If the Dean (Academic and Research) is also absent, then the Meeting would be presided by a member chosen by the members present, from amongst themselves.
  - (iii) Each member of the Board of Management, including the Chairperson, shall have one vote and decisions at the meetings of the Board shall be taken by simple majority; in case of a tie, the Chairperson shall have a casting vote.
  - (iv) Any business which it may be necessary for the Board of Management to perform may be carried out by circulation amongst its members.
-

- (v) A copy of the proceedings of each meeting shall be furnished to the Chancellor of the Institute as soon as may be possible after the meeting.

### ***Termination of Membership***

If a member other than the Vice-Chancellor, and those representing the teachers, accepts a full time appointment in the Institute or does not attend three consecutive meetings of the Board of Management, without proper leave of absence, he/she shall cease to be a member of the Board of Management.

### ***Delegation of Powers of the Board of Management***

The Board of Management may, by a resolution, delegate to the Vice-Chancellor or any other officer/faculty or to a Committee of officers/faculties of the Institute, such powers as it may deem fit, subject to the condition that the action taken by the Vice Chancellor or the officer/faculty, or the Committee in the exercise of the powers so delegated, shall be reported at the next meeting of the Board of Management.

### ***Other Authorities of the Institute***

The following shall be the other Authorities of the Institute:

- (a) Academic Council
- (b) Planning and Monitoring Board
- (c) Finance Committee
- (d) Board of Studies
- (e) Selection Committee
- (f) Miscellaneous matters pertaining to different authorities of the Institute.

### ***Academic Council***

The Academic Council shall be the principal academic body of the Institute and shall, subject to the provision of the Rules, have the control over, and be responsible for, the maintenance of standards of teaching, research and training, approval of syllabus, coordination of research activities, examinations and tests conducted by the Institute; and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of the Institute.

The composition of the Academic Council shall be as under:

- (i) Vice Chancellor ..... Chairperson;
- (ii) Dean (Academic & Research);
- (iii) Heads of the Departments;
- (iv) All Professors, other than the Heads of the Departments, by rotation based on inter-se seniority;
- (v) Two Associate Professors from the Departments, other than the Heads of the Departments, by rotation based on inter-se seniority;
- (vi) Two Assistant Professors from the Departments by rotation based on inter-se seniority;
- (vii) Three persons from amongst educationists of repute or persons from any other field related to the activities of the Institution Deemed to be University who are not in the service of the Institution Deemed to be University, nominated by the Vice-Chancellor;
- (viii) Three persons who are not teachers, co-opted by the Academic Council for their specialized knowledge.
- (ix) The Registrar, who shall be ex officio the Secretary of the Academic Council.

Note: The representation of different categories shall be only through rotation and not through election. The term of members, other than the ex-officio members, shall be two years. The Controller of Examination shall be the permanent invitee to the meetings of the Board of Studies and Academic Council.

### ***Powers and Functions of the Academic Council***

The Academic Council shall have the following powers and duties, namely:-

- (i) To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments/ faculties and to take appropriate action thereon;
  - (ii) To exercise general supervision over the academic work of the National University and to give direction regarding selection of candidates for research and other programmes (M. Phil., Ph.D., Post-Doctoral, etc.),
-

methods of instructions, evaluation or research or improvements in academic standards etc.;

- (iii) To promote research within the Institute, and to acquire reports on such researches from time to time;
  - (iv) To prescribe courses/programmes of study leading to degree and diploma of the Institute;
  - (v) To make arrangements for the conduct of examinations in conformity with the Bye-Laws;
  - (vi) To appoint examiners, moderators, tabulators and such other personnel for different examinations;
  - (vii) To maintain proper standards of the examinations;
  - (viii) To recognize diplomas and degrees of universities and other Institutions and to determine equivalence with the diplomas and degrees of the Institute;
  - (ix) To suggest measures for departmental co-ordination;
  - (x) To make recommendations to the Board of Management on:
    - (a) measures for improvement of standards of teaching research and training;
    - (b) institution of Fellowships, Travel Fellowships, Scholarships, Medals, Prizes, etc.;
    - (c) the establishment or abolition of departments/centres; and
    - (d) to frame rules covering the academic functioning of the Institute, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc.
  - (xi) To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;
  - (xii) To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;
  - (xiii) To take periodical review of the activities of the departments/centres and to take appropriate action with a view to maintaining and improving standards of instruction;
-

- (xiv) To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management; and
- (xv) To exercise such other powers, and to perform such other duties, as may be conferred or imposed upon it by the Rules.
- (xvi) To prepare a list of experts and submit the same to the BOM for the approval.

### ***Meetings of the Academic Council***

- (a) The Academic Council shall meet as often as may be necessary but not less than two to three times during an academic year with not less than 15 days' notice being given before every meeting of the Academic Council.
- (b) One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.
- (c) Each member, including its Chairperson, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority; and in case of a tie, the Chairperson shall have a casting vote.
- (d) Any business, which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution.

### ***Planning and Monitoring Board***

- (a) The Planning & Monitoring Board shall be the principal Planning Body of the Institute and shall be responsible for the monitoring of the development programmes of the Institute.
  - (b) The Vice-Chancellor shall be the Chairperson of the Planning & Monitoring Board. The Registrar shall be its Secretary. It may include seven internal members and three eminent experts of eminence from outside the Institute.
  - (c) The constitution, powers and functions of the Planning & Monitoring Board shall be prescribed by the Rules.
-

- (d) The Planning & Monitoring Board shall have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfilment of Institute.
- (e) The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval.

### ***Finance Committee***

The Finance Committee shall consist of the following members:

- (i) Vice Chancellor – Chairperson.
- (ii) Dean (Academics and Research)
- (iii) A representative of MHRD (not below the rank of Joint Secretary)
- (iv) Two nominees of the Board of Management, one of whom shall be a member of the Board.
- (v) Finance Officer- Secretary ex-officio.

### ***Tenure of the Members of Finance Committee***

All members of the Finance Committee other than ex-officio members shall hold office for a term of three years from the date of first appointment.

### ***Powers and Functions of the Finance Committee***

- (i) To consider the annual accounts and financial estimates of the Institute and submit them to the Board of the Management for approval;
- (ii) To consider and recommend the annual budget and revised estimates to the Board of Management; and
- (iii) To fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the Institute.

Note: No expenditure other than that provided in the budget shall be incurred by the Institute without the approval of the Finance Committee.



### ***Meetings of the Finance Committee***

The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure. Four members shall constitute the quorum for the meeting.

### ***Board of Studies***

There shall be a Board of Studies of the Institute consisting of:

- (a) Vice-Chancellor – Chairman.
- (b) Dean (Academics and Research).
- (c) HoD(s) and All Professors of the faculty/Department.
- (d) Two Associate Professors of the faculty/Department by rotation based on inter-se seniority.
- (e) Two Assistant Professors of the faculty/Department by rotation based on inter-se seniority.
- (f) Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession concerned.

Controller of Examinations shall be the permanent invitee.

Note: The powers and functions of the Board of Studies shall be prescribed under the Bye-laws of the Institute.

### ***Selection Committee***

- (i) There shall be one or more Selection Committees constituted, for making recommendations to the Board of Management for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed, in accordance with the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018, as amended from time to time.
  - (ii) The meetings of the Selection Committees shall be convened, as and when necessary, by the Chairperson of each Selection Committee.
  - (iii) Four members of the Selection Committee, of which at least two shall be experts, shall form the quorum.
-



***Miscellaneous Matters Pertaining to Different Authorities of the Institute***

- (i) If any question arises, as to whether any person has been duly nominated or appointed as, or is, entitled to be a member of any authority or any committee of the Institute, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding.
- (ii) Any member, other than an ex-officio member of any authority, may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as it is accepted by the Chancellor or the Chairperson of the Board of Management, as the case may be.
- (iii) Sudden vacancies among the members of any authority or any Committee of the Institute shall be filled by the respective authority, as soon as may be, and within a period of six months.
- (iv) A person shall be disqualified for being chosen as, and for being, a member of any of the authorities of the Institute:
  - (a) If he/she is of unsound mind
  - (b) If he/she is an un-discharged insolvent
  - (c) If he/she has been convicted by a court of law for an offence involving moral turpitude.
  - (d) If he/she has not been appointed as per the provisions of these Regulations.

Note: If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred for decision to the Chancellor, whose decision shall be final and binding.

**Officers of the Institute**

The following shall be the officers of the Institute:

**1) *Chancellor***

- (i) The Institute shall have a Chancellor who shall, when present, preside over the convocations of the Institute.
  - (ii) The Chancellor, who shall be appointed by the MHRD, shall hold office for a period of 5 years from the date of first assuming office, and shall be eligible for reappointment for one more term.
-

- (iii) Where power is conferred upon the Chancellor to nominate persons to authorities, he/she shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the Institute.

## 2) *Vice-Chancellor*

- (i) The Vice-Chancellor shall be a whole time salaried officer of Institute, and shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum-Selection Committee.
- (ii) The qualifications of the Vice-Chancellor shall be in accordance with the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018, as amended from time to time.
- (iii) The procedure/composition of Search-cum-Selection-Committee (SCSC) for selection of Vice-Chancellor shall be as under:
  - (a) A nominee of Chancellor, who shall be a reputed academician as the Chairperson of the Committee;
  - (b) A nominee of the MHRD, who shall be an academic of eminence; and,
  - (c) An academician, with not less than 10 years' service as Professor, nominated by the Board of Management, NIEPA.

### *Tenure of Vice-Chancellor*

- (i) The Vice-Chancellor shall hold office for a term of 5 years from the date of assuming office, and shall be eligible for reappointment for a second term;

Provided that in no case shall the person appointed as Vice Chancellor hold office beyond the age of 70 years;

Provided further that notwithstanding the expiry of the period of 5 years, the Vice Chancellor may continue in office for not more than six months or till the successor is appointed and the latter assumes office, whichever, is earlier.

---

- (ii) Where the office of the Vice-Chancellor falls vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Dean (Academics and Research), and in his/her absence, the Senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties, as the case may be.

***Powers of the Vice-Chancellor***

- (i) The Vice-Chancellor shall be the Principal Executive Officer of the Institute and shall exercise general supervision and control over its affairs, and shall be mainly responsible for implementation of the decisions of all its authorities.
- (ii) The Vice-Chancellor shall be the Ex-officio Chairperson of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committees.
- (iii) The Vice-Chancellor shall have the power to convene, or cause to be convened, meeting of the various authorities of the Institute.
- (iv) The Vice-Chancellor may, if he/ she is of the opinion that immediate action is called for on any matter, exercise any power conferred upon any authority of the Institute under these Regulations and Rules of the Institute, and take such action, or proceed to take such action, and shall report to the authority concerned on the action taken by him/her on such matters.

Provided that if the relevant authority mentioned in Clause (ii) herein above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor, whose decision thereon shall be final.

Provided further that if any person in the service of the Institute is aggrieved by the action taken by the Vice-Chancellor under the said Clause, he/she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/her and thereupon the Board of Management shall call the matter in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.



- (v) It shall be the duty of the Vice-Chancellor to ensure that these Regulations and Rules of the Institute are duly observed and implemented; and, he/she shall have all the necessary powers in this regard.
- (vi) All powers relating to the proper maintenance and discipline of the Institute shall be vested in the Vice-Chancellor.
- (vii) The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.
- (viii) The Vice-Chancellor shall have the power to re-delegate some of his/her powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.
- (ix) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by these Regulations, Rules and Bye-Laws of the Institute.

#### ***Removal of Vice Chancellor***

- (i) Where there are reasons to believe that the Vice-Chancellor of an Institute does not possess the qualification as required under these Regulations and also under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018, as amended from time to time or is not appointed as per the procedure stipulated in these Regulations or has committed any financial/administrative impropriety, MHRD shall constitute a committee consisting of academic, administrative or financial experts to enquire into the matter.
- (ii) Where the report of the Enquiry Committee confirms the ineligibility, or procedural violations, or impropriety, as the case may be, MHRD shall direct the Chancellor to remove the Vice Chancellor after following the due process.

#### ***Dean (Academics and Research)***

The Institute shall have a Dean (Academics and Research) to be appointed by the Vice-Chancellor from amongst the Professors of the Department by rotation according to their seniority in accordance with the procedure as approved by

---

the Board of Management. The term of the Dean (Academics and Research) shall be for a period of three years. The Dean (Academics and Research) will discharge functions and responsibility as assigned by the Vice-Chancellor.

***Registrar***

- (i) The Registrar shall be a whole time salaried officer of the Institute appointed on tenure basis for a period of five years by the Board of Management on the recommendations of the Selection Committee consisting of the following:-
    - a) Vice Chancellor – Chairperson;
    - b) One nominee of the Chancellor;
    - c) One nominee of the Board of Management; and,
    - d) One expert, not being an employee of the Institute, to be appointed by the Board of Management.
    - e) One expert (not below the rank of Professor or equivalent) representing SC/ST/OBC/Minority/Women/Differently - abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to that category.
  - (ii) The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of the Institute.
  - (iii) When the office of the Registrar is vacant or when the Registrar is on leave or absent due to any other reasons, the duties and functions of the Registrar shall be performed by such other person as the Vice-Chancellor may appoint for the purpose.
  - (iv) The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board, but shall not be deemed to be a member of any of these authorities.
  - (v) The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.
-

- (vi) The following shall be the duties of the Registrar: -
- (a) To be the custodian of the records and the funds and such other property of the Institute as the Board of Management may commit to his/her charge;
  - (b) To conduct the official correspondence on behalf of the authorities of the Institute;
  - (c) To issue notices convening meetings of the authorities of the Institute and all Committees and sub-Committees appointed by any of these authorities;
  - (d) To maintain the minutes of the meetings of all the authorities of the Institute and of all the Committees and sub-Committees appointed by any of these authorities;
  - (e) To make arrangements for the examinations conducted by the Institute;
  - (f) To represent the Institute in suits or proceedings by or against the Institute, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;
  - (g) To enter into agreement, sign documents and authenticate records on behalf of the Institute;
  - (h) To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institute;
  - (i) To perform such other duties as may be specified in the Rules of the Institute, or as may be assigned by the Board of management or the Vice-Chancellor from time to time.

### ***Finance Officer***

- (i) The Finance Officer shall be a whole time salaried officer of the Institute appointed on tenure basis for a period of five years by the Board of Management.
  - (ii) The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of the Institute.
-

- (iii) The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.
- (iv) He/she shall be responsible for the preparation of annual budget estimates and statements of account for submission to the Finance Committee and the Board of Management.
- (v) He/she shall be responsible for the management of funds and investments of Institute, subject to the control of Board of Management.

### ***Controller of Examinations***

- (i) The Controller of Examinations shall be selected/appointed by the Vice Chancellor and approval of the Board of Management.
- (ii) The emoluments and other terms and conditions of service of the Controller of Examination shall be as may be prescribed by Rules of the Institute.
- (iii) The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.
- (iv) The Controller of Examinations shall be a permanent invitee to the Board of Studies and Academic Council.

### ***Head of the Department***

- (i) There shall be a Head of the Department for each of the Departments in the Institute/ who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department.
- (ii) The powers and functions of the Head of the Department shall be prescribed by Rules of the Institute.

Notwithstanding anything contained in these Regulations, the governance system and management structure of an Institute managed and controlled by the MHRD shall be in accordance with the decision of the MHRD.

### **Admissions and Fee Structure**

- (i) The Institute, for admission in respect of any course or programme of study conducted, shall not accept payment towards admission fee and other fees and charges -

- (a) Which is a capitation fee or donation in whatever nomenclature or form, either directly or indirectly
  - (b) Other than such fee or charges for such admission, which has been declared by it in the prospectus for admission against any such seat, and on the website of the institution,
  - (c) More than the fee prescribed by the fee committee constituted as per fee regulations issued by the Commission.
  - (d) Without a proper receipt in writing issued for such payment to the student admitted in such Institute.
- (ii) The Institute shall not charge any fee for an admission test other than an amount representing the reasonable cost incurred by it in conducting such test.
- (a) The Institute shall abide by UGC Notification regarding refund of fees and non-retention of original certificate as amended time to time.
- (iii) Admission of students to the Institute, shall be strictly based on merit in the entrance exam prescribed by the appropriate statutory authority and in the manner specified in the prospectus, in case no entrance exam has been prescribed.
- (iv) The Institute shall maintain the records of the entire process of selection of candidates, exhibit such records on its website, and preserve such records for a minimum period of five years.
- (v) Before the expiry of sixty days prior to the commencement of admission to any of its courses or programmes of study, the Institute shall publish and upload on its website (in the form of an affidavit) its prospectus containing inter alia, the following:
- (a) Each component of the fee, deposits and other charges payable by the students admitted to the Institute for pursuing a course or a programme of study, and the other terms and conditions of such payment;
  - (b) The percentage of tuition fee and other charges refundable to a student admitted in the Institute in case such student withdraws from the Institute before or after completion of course or
-



programme of study and the time within, and the manner in, which such refund shall be made to the student;

- (c) The number of seats approved in respect of each course or programme of study for the academic year for which admission is proposed to be made;
- (d) The educational qualifications specified by the relevant statutory authority/body, or by the Institute, where no such qualifying standards have been specified by any statutory authority;
- (e) The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test;
- (f) All relevant instructions in regard to maintaining the discipline by students within or outside the campus of the Institute, and, in particular, such discipline relating to prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made under the University Grants Commission Act, 1956 or any other law for the time being in force;
- (vi) The Institute shall not retain from the candidates seeking admission any original certificates of school leaving examinations, or degree or any other award; and shall, after due verification with the original certificates, retain only copies of such certificates self-attested by the candidates for its records.

### **Institute Open to All**

Admission and employment in the Institute shall be open to all citizens of India regardless of religion, race, caste, sex and place of birth or residence.

All policies and procedures, in matters of admission and employment as applicable to the public university shall apply to the Institute.



### **Institute to be Unitary**

The Institute shall be unitary in nature, and shall not affiliate any other institution nor shall add any constituent institutions.

### **Reservation Policy**

The Institute shall implement the policy on reservations in admissions and recruitment, in accordance with provisions of the Constitution of India and any Act of Parliament for the time being in force and disclose all such information on its website.

### **Distance Education**

The Institute may offer courses in the Open, Distance Learning / On Line mode in accordance with the UGC (Open and Distance Learning) Regulations, 2017, and UGC (Online Courses or Programs) Regulations 2018 as amended from time to time.

### **Off-Campus Centre(s)/Off-Shore Campus (ES) of the Institute**

NIEPA shall establish Off-Campus Centre(s)/Off-Shore Campus (es) as per the UGC (Institutions Deemed to be Universities) Regulations, 2019.

### **Corpus Fund**

- (i) A Corpus Fund of the Institute shall be created and maintained permanently in the name of the Institute approved by the Board of Management.
- (ii) The interest accrued on the Corpus Fund shall be used only for the purpose of development of the Institute.

### **Power to Conduct Enquiry and Consequences of Violation of Regulations**

- I. Where the Government or the Commission, as the case may be, receives information by way of a complaint or otherwise, that an Institution Deemed to be University has violated any of the provisions of these Regulations, it shall cause to conduct an enquiry into the facts of such information after issuing a notice to the said effect to the Institute.
-

- 
- II. The Commission may also cause an inspection, to be made by persons of eminence and integrity; being experts in matters of academics, administration and finance; regarding academic outcomes or any matter connected with the Administration or finances of the Institute for the purpose of the enquiry.
  - III. Based on the enquiry or through regular inspections mentioned in these Regulations, if the Government or the Commission, as the case may be, is satisfied that these Regulations have been violated, the Institute shall be subjected to such action as provided in these Regulations, after a reasonable opportunity has been given to the institution to present its case.
  - IV. Where an Institute is found to have violated the provision(s) of these Regulations, it may be subjected to one or more of the following action(s):
    - (i) Violations leading to issuance of unapproved degrees:
      - (a) Punishment under Section 24 of the University Grants Commission, 1956.
      - (b) Barring from any expansion in terms of diversification to new Courses / Programmes of study/ Department(s) and Off-Campus (es) / Constituent Institution(s) / Off-Shore Campuses, for a limited period.
      - (c) Reducing the intake capacity in student enrolment in a specific course(s) or in all courses, for a limited period or in perpetuity.
      - (d) Barring from admission of students for a limited period or in perpetuity in a specific course(s) or all courses.
      - (e) Closure of the Courses / Programmes of study / Department(s) and Off-Campus (es) /Constituent Institution(s) / Off-Shore Campuses.
      - (f) Withdrawal of the notification of declaration as Institute.
    - (ii) Violations leading to non-adherence of the Regulations:
      - (a) Where any deficiencies in complying with the provisions of these Regulations come to the notice of the Commission, it shall issue a
-

warning in that regard to the Institute requiring rectification within a reasonable time; and, failure to take remedial action within the said period shall attract punishments provided under these Regulations.

Provided that any punishment awarded to the Institute shall be without detriment to the interests of the students.

- (b) Vice-Chancellor of the Institute may be removed as per the procedure laid down in relevant Clause of these Regulations.
- (c) Repeated violations of the provisions of these regulations shall attract action(s) mentioned in Clause (i), herein above.

### **Funds, Accounts, Audits and Annual Report**

- (i) The books of accounts of the Institute shall be maintained, managed and operated in the name of the Institute and shall be kept in such form as may be laid down by the Board of Management and conform to the rules, if any, prescribed in this regard by the UGC/MHRD.
- (ii) Funds shall not be diverted at any time from the accounts of the Institute to any other accounts, including to the accounts of the Sponsoring body.
- (iii) The Institute shall get its books of accounts audited, annually and at such other frequency as shall be prescribed by the MHRD, separately published and uploaded on the website of the Institution; and the accounts of the Institute shall be open for examination by the Controller and Auditor General of India; accounts of Institute shall also, where required, be open for inspection by MHRD.
- (iv) The annual financial statements and accounts shall be audited by a qualified professional, being a Member or Fellow of the Institute of Chartered Accountants of India, to be appointed by the Institute.

Provided that, MHRD may, on receipt of information in regard to financial impropriety or embezzlement or illegal diversion of funds from the accounts of the Institute; or of fees being collected against the provision of the regulations, issue a notice directing the Institute to show cause as to why an inspection, including a forensic audit, not be ordered in respect of the complaint, and after providing a reasonable opportunity

---

to the respondent institution, MHRD may on being satisfied that there were sufficient grounds to proceed further, cause an inspection by a team of MHRD and also direct a forensic audit to be undertaken by a qualified Member or Fellow of the Institute of Chartered Accountants of India; the report of and the inspection team and the forensic audit report taken together shall form the basis for MHRD to take further action, as it may be Deemed fit, under these Regulations.

- (v) Annual Reports and the Audit Reports shall be submitted by the Institute to MHRD within nine months of the closure of the accounting year.
- (vi) In the event of **Board of Management not in place**, the Vice-Chancellor being an Ex-officio Chairperson of the Board of Management, he/she shall be authorised to approve the Annual Accounts and submit the Annual Accounts to CAG for Auditing after the approval of the Annual Accounts by Finance Committee of the Institute.
- (vii) NIEPA shall also explore the possibility of internal resource generation corpus fund through different mechanisms including new programmes extended to different clientele groups.

The Accounts of income and expenditure as also the annual financial statement and annual accounts shall be audited by the Auditor appointed by the Board of Management in consultation with the Comptroller and Auditor General of India. The accounts of NIEPA shall also be open for examination by the Comptroller & Auditor General of India.

### **Miscellaneous**

- (i) All moveable and immoveable assets of the institutions shall be used only for the purpose of conducting academic activities, promotion of research and related administrative requirements of the Institute.
  - (ii) The Institute shall mention the name of the Institute with address on the degree, diploma, certificate, or any other qualification awarded to students on its rolls.
  - (iii) The Institute shall, as soon as may be, after the completion of the academic programme, and in no case later than 180 days from the date of such completion, ensure that the degree, diploma, certificate, or any
-

other qualification in respect of the programme of studies, is awarded and made available to students.

- (iv) The Institute shall not enter into any franchise agreement or arrangement, either overtly or covertly, with any individual or organization for establishing, maintaining or operating the off-Campus/off-shore campus/constituent unit(s) / constituent institution/course/ programme of study/ department/ school/ faculty of the Institute.
  - (v) While every effort shall be made by the Government or the Commission, as the case may be, in respect of disposal of applications received from the Institute within the prescribed time limit, if any, such applications shall not be Deemed to have been disposed off owing merely to the fact that such time limit has been exceeded; the applicant shall, however, be at liberty to remind the Government or the Commission, as the case may be.
  - (vi) The income and property of the Institute shall be utilized solely for promoting the objectives of the Institute.
  - (vii) The Commission shall have the powers to issue directions to the Institute for implementation of any public policy of the Government or in respect of any law in force, including appropriate directions in case of any violation of any law or policy by the Institute.
  - (viii) All expenditure incurred on the processing of application for granting Deemed to be University status, starting of off-campus/off-shore campus/constituent institution, etc. including all inspections by the Expert Committee shall be borne by the Commission; and any expenditure incurred directly or indirectly by the Institute, as the case may be, on or in connection with the visit of any inspection team of the Commission shall be Deemed to be a violation of these Regulations and proceeded with accordingly.
  - (ix) No portion of the income and property of the Institute shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the persons who were at any time or are members of the Institute or to any of them or any persons claiming
-

through them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person as consideration for any service rendered to the Institute or for travelling or other allowances and such other charges.

- (x) The Government, in consultation with the Commission, shall have powers to impose such other condition(s), not inconsistent with these Regulations, in the Letter of Intent or Notification, and the same shall be binding on the Institute.
- (xi) The Institute shall, in order to comply with the relevant UGC norms, provide for the following, namely:
  - (a) Anti-Ragging Cell
  - (b) Anti-discrimination Cell
  - (c) Gender Sensitization Cell
  - (d) Grievance Redressal Cell
  - (e) Internal Complaints Committee for prevention of Sexual Harassment
  - (f) Barrier Free access to persons with disabilities to all its facilities
- (xii) Where, the Institute wishes to surrender its status of ‘Deemed to be University’, it may do so with the prior permission of the Government; and similarly, withdrawal of any Constituent Unit(s) of the “Institute-Deemed to be University” from the purview of an Institute, shall require the Sponsoring body to take the prior permission of the Government.

Provided that such surrender or withdrawal, as the case may be, shall take effect only after the last batch of students on the rolls of the Institute or its Constituent Unit(s), as the case may be, have been accorded opportunity to qualify for the completion of the programme of study and award of degree.

- (xiii) In the event of conflict of opinion with regard to interpretation of these Regulations, the opinion of the Commission shall be final.

### **Legal Proceedings**

- (i) For the purpose of Section 6 of the Societies Registration Act, 1860, the person in whose name the Institute may sue or be sued shall be the Registrar, who shall have the power to enter into agreements, sign documents and authenticate records on behalf of the Institute, and shall exercise such powers and perform such duties, as may be prescribed by these Regulations.
- (ii) No suit or legal proceedings shall lie against the Government, or the Commission, or the Institute, or an Officer of the Institution Deemed to be University, or a member of the authority of the Institute, in respect of anything done or purported or intended to be done in pursuance of any of these Regulations.
- (iii) Vice Chancellor shall be empowered to appoint Legal Advisor to look into the legal matters of the Institute.

### **Removal of Difficulty**

The Institute reserves the right to remove difficulty (ies) in the course of implementation of these regulations in consultation with the Government of India, Ministry of Human Resource Development.

---



---

**SECTION B**

**Recruitment Rules  
and Service Regulations 2020**

**For Teaching and Non-Teaching Staff**  
(Amended as per Seventh Central Pay Commission)

---



No.2-7/2016-PN-I  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
(PN.I Section)

Shastri Bhawan, New Delhi,  
Dated the 16<sup>th</sup> January, 2020

To

The Registrar  
National Institute of Educational  
Planning & Administration (NIEPA)  
17-B, Sri Aurobindo Marg, NIE Camp,  
New Delhi.

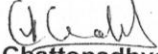


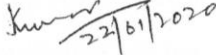
**Sub:** Revised Memorandum of Association and Rules of NIEPA as per UGC Regulations, 2019 – reg.

Sir,

With reference to your letter No.NUEPA/Admn/RO/RMOA&R/155-2016-17 dated 13-12-2019 on the subject noted above, approval of the Competent Authority to the Revised Memorandum of Association and Rules of NIEPA, 2019 is being conveyed herewith for further necessary action at your end please. A duly attested copy of approved MoA & Rules is enclosed herewith.

Encl: As above.

  
(A. K. Chattopadhyay)  
Under Secretary to Govt. of India

  
22/1/2020  
for record in file



---

## **PART-I**

### **Service Regulations of the National Institute of Educational Planning and Administration (NIEPA)**

#### **SR 1 Short Title and Commencement**

1. In exercise of the powers conferred by Rule 23 of the Rules of the National Institute of Educational Planning and Administration (NIEPA) under which the Board of Management shall have powers to frame and amend Regulations, the Board of Management, with the approval of the Government of India, hereby makes the following Regulations regulating service conditions and all allied matters of the employees of Institute. These Regulations may be called the National Institute of Educational Planning and Administration (NIEPA) Service Regulations, 2020.
2. They shall be deemed to have come into force from the date of issue. However, old cases of previous Pay Commissions and Recruitment Rules would be dealt in accordance with the then relevant rules and regulations of that period

#### **SR 2 Extent of Application**

These Regulations shall apply to every employee of the Institute other than a person employed on a daily wage basis, persons appointed on contract or against project posts.

#### **SR 3 Definitions**

- (1) In these regulations unless the context otherwise requires:
    - (a) "**Appointing Authority**" in relation to any post under the Institute, means the authority competent to make appointment to that post under SR 8;
    - (b) "**Borrowed Employee**" means an employee of any other Organization whose services are obtained by the Institute on lien or deputation;
-

- (c) **“Board of Management”** means Board of Management of Institute;
  - (d) **“Controller of Examinations”** means the Controller of Examinations of Institute;
  - (e) **“Council”** means the Council of the Institute;
  - (f) **“Chancellor”** means the Chancellor of the Institute;
  - (g) **“Departmental Promotion and Confirmation Committee”** means a Committee constituted for promotion, declaration of satisfactory completion of probation and confirmation of non-teaching employees;
  - (h) **“Dean – Academics and Research”** means the Dean Academics and Research of Institute.
  - (i) **“Deemed to be University”** means the University created by Ministry of Human Resource Development, Government of India under Section 3 of the UGC Act, 1956.
  - (j) **DoPT** means Department of Personnel and Training of the Ministry of Personnel, Public Grievances and Pensions of the Government of India
  - (k) **“Employee”** means any person serving the Institute against sanctioned posts;
  - (l) **“Faculty”** means the teaching staff holding posts covered under UGC Regulations as provided in Second Schedule;
  - (m) **“Foreign Service”** means the service for which an employee receives, with the approval of the controlling authority, his pay from any source other than the funds of the Institute;
  - (n) **“Fundamental Rules”** means the Fundamental Rules of the Government of India;
  - (o) **“Government”** means the Government of India;
  - (p) **“Head of the Department”** means the Head of the Department/ Units/ Centre of the Institute;
  - (q) **“Institute”** means the National Institute of Educational Planning and Administration (NIEPA);
  - (r) **Internal Quality Assurance Cell (IQAC)** means the Internal Quality Assurance Cell of the Institute
-

- (s) "**Project Post**" means a post sanctioned for a specific project or for a training programme for a fixed period;
  - (t) "**Registrar**" means the Registrar of the Institute;
  - (u) "**Schedule**" means a Schedule appended to these Regulations;
  - (v) "**Selection Committee**" means a Committee constituted for recommending persons for appointments to various posts in the Institute;
  - (w) "**Supplementary Rules**" means the Supplementary Rules of the Government of India;
  - (x) "**UGC Regulations**" means Gazette Notification No. F. 2/2017(EC/PS) dated 18.07.2018 as amended from time to time regarding minimum qualifications for appointment of teachers and other academic staff in Universities/Institutes/Colleges.
  - (y) "**Vice-Chancellor**" means the Vice-Chancellor of the Institute;
- (2) All words and expressions used but not defined in these Regulations and defined in the Rules of the Institute shall have the meaning respectively assigned to them in the said Rules.

#### **SR 4 Adoption**

1. Faculty members and other personnel of the Institute on University Grants Commission's grades of pay shall draw salary and allowances in such **Pay matrix as per 7th CPC** have been prescribed by the University Grants Commission and be subject to such conditions of service as may be laid down from time to time by University Grants Commission in the case of corresponding categories of personnel in Central Universities. In the case of Consultants, remuneration/professional fee will be negotiable.
2. Group 'A' officers, other than faculty members and those on UGC grades of pay, Groups 'B' and 'C' employees shall draw salary and allowances in such Pay Matrix as per 7th CPC may be applicable to the corresponding categories of Central Government/Deemed to be University employees and be subject to such conditions of service as are or may be applicable to Central Government/Deemed to be University approved by UGC/Govt. of India employees of their level from time to time.

3. On all remaining matters for which there is no provision or insufficient provision in these Regulations, the employees shall be governed by the government rules, regulations and orders as contained in:
- (a) The Compilation of Fundamental and Supplementary Rules;
  - (b) Civil Service Regulations;
  - (c) Central Civil Services (Pension) Rules, 1972 and New Pension Scheme;
  - (d) General Provident Fund (Central Services) Rules or Contributory Provident Fund Rules;
  - (e) Central Civil Services (Leave) Rules;
  - (f) The Central Civil Services (Classification, Control and Appeal) Rules;
  - (g) The Central Civil Services (Conduct) Rules; and
  - (h) Other relevant rules and regulations together with amendments and orders issued by the Government of India to the said Rules and Regulations from time to time.

### **SR 5 Classification of Posts**

The Cadre posts in the Institute shall be divided according to their pay level in the pay matrix revised into the following three groups as specified in the First Schedule as under:

Group A: Posts carrying the Pay Matrix of Level 10 and above

Group B: Posts carrying the Pay Matrix of Level 6-9

Group C: Posts carrying the Pay Matrix upto Level 5

### **SR 6 Creation of Posts**

6.1 The Board of Management shall have the following powers for:-

- (a) the creation and abolition of any category of posts in Group 'A', 'B' & 'C' with the concurrence of the Department of Higher Education, Ministry of Human Resource Development,
  - (b) the revision of the pay matrix of any posts will be subject to the approval of the MHRD and thereupon the First Schedule shall stand amended in accordance with such directions.
-



- (c) to specify the period for which a temporary post is created;
  - (d) to determine the duties attached to any post in the cadre; and
  - (e) to determine whether a post shall be filled by appointment of a person on contract on such terms and conditions as may be decided.
- 6.2 Vice-Chancellor shall be competent to create (i) temporary Teaching and Administrative positions not exceeding 6 months duration and (ii) temporary posts as per Project requirements of the Institute.

### **SR 7 To Determine the Number of Posts and Duties**

The Board of Management shall have the power with the concurrence of MHRD–

- (a) to determine the number of posts and duties in the cadre;
- (b) to create or abolish any posts in the cadre;
- (c) to determine whether any post created in the cadre shall be temporary or permanent.

### **SR 8 Methods of Recruitment**

- (1) Recruitment to a post under the Institute may be made –
  - (a) by direct recruitment
  - (b) by promotion;
  - (c) by deputation on foreign service terms or their absorption in the Institute;
  - (d) the re-employment of the Professors superannuated from the Institute shall be strictly in accordance with the guidelines prescribed by the UGC, from time to time;
  - (e) on contract for a specified period, in accordance with the Recruitment Rules for the various posts laid down in the Second Schedule.
  - (f) Recruitment Rules notified by UGC under Notification No. F.1-2/2017(EC/PS) dated 18.07.2018, as amended from time to time and adopted completely or partially as per requirement by Institute.

Provided that relevant teaching disciplines and areas of experience be notified in each case for different faculty posts keeping in view the specific requirements.

The Institute shall follow the UGC Regulations on recruitment, qualifications of

---

teachers and other academic staff, revision of pay scale, pay fixation, age of superannuation and other service conditions notified by UGC/ Govt. of India from time to time.

Counting of past service for direct recruitment and promotion under CAS, Period of Probation and Confirmation, Creation and Filling up of teaching posts, appointment on contract basis, teaching days, Service Agreement and Fixing of Seniority, Inter-se Seniority between the Direct recruited and the teachers promoted under CAS will be governed as per UGC regulations, as amended from time to time.

### **SR 9 Appointing Authority**

- (1) Appointment to a post under the Institute except that of the Vice-Chancellor shall be made-
  - (i) by the Board of Management from Pay Level 10 and above
  - (ii) by the Vice-Chancellor from Pay Level 6 to Pay Level 9
  - (iii) by the Registrar in the case of a post upto Pay Level 5;

- (2) Appointment to the post of Vice-Chancellor –

The Vice-Chancellor shall be a whole time salaried officer of Institute and shall be appointed by the Chancellor on the recommendations of the Government from a panel of three names suggested by a Search-cum-Selection Committee specifically constituted for the purpose by the Ministry of Human Resources Development, Government of India.

- (a) Persons of the highest level of competence, integrity, morals and institutional commitment shall be appointed as Vice-Chancellors. The Vice-Chancellor to be appointed shall be a distinguished academician, with a minimum of ten years of experience as Professor in a University system or ten years of experience in an equivalent position in a reputed research and/or teaching administrative organization.
  - (b) The procedure/composition of Search-cum-Selection Committee (SCSC) for selection of Vice-Chancellor shall be as under:
    - (i) A nominee of Chancellor.
    - (ii) A nominee of MHRD; who shall be an eminent scholar nominated by the Government.
    - (iii) A nominee of Board of Management.
-

- 
- (c) The Vice-Chancellor shall hold office for a term of 5 years. He shall be eligible for a second term, provided that in no case shall he hold office beyond the age of 70 years.
  - (d) Provided that notwithstanding the expiry of the period of 5 years, he/she may continue in office for not more than six months or till his/her successor is appointed and the latter assumes office, whichever, is earlier.
  - (e) In case of the office of the Vice-Chancellor becoming vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Dean Teaching and Research, and in his/her absence, the Senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties, as the case may be.
- (3) Appointments of (i) National Fellows (ii) Emeritus Professors (iii) Adjunct Faculty (iv) Visiting Professors (v) Consultants shall be made by the Vice-Chancellor according to the Schedule Three.

### **SR 10 Recruitment by Promotion**

- (1) Appointment to a post by promotion shall be made in accordance with the relevant recruitment rules.
- (2) Appointment by promotion to Non-Teaching posts shall be made on the basis of selection on merit as per the recommendations of Departmental Promotion Committee as provided in the Recruitment Rules.

### **SR 11 Direct Recruitment**

Appointment by direct recruitment to any post may be made on the recommendation of Selection Committee:

- (1) from amongst candidates found eligible among those applying in response to any advertisement; or
  - (2) from amongst candidates employed in other Government departments, autonomous or statutory organisations, who apply in response to any circular; or
  - (3) Orders of Government regarding reservation of vacancies for Scheduled Castes and Scheduled Tribes/OBC (non-creamy layer)/EWS or any other specified categories shall apply to posts filled by direct recruitment and by promotion, wherever applicable.
-

**SR 12 Qualification for Direct Recruitment**

The qualifications to any post shall be such as may be prescribed in the Recruitment Rules for the post concerned.

The direct recruitment to the posts of Professors, Associate Professors and Assistant Professors in the Universities/Institutes, shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted Selection Committee as per the provisions made under these Regulations in schedule two.

**SR 13 Screening Committee and Selection Committees****(1) Screening Committee**

There shall be a Screening Committee for the recruitment to the posts of Professor, Associate Professor and Assistant Professor to be constituted by the Vice-Chancellor. The composition of the Screening Committee for the recruitment shall be as given in Clause 27.7. The criteria for Short-listing of Candidates for Interview for the Posts of Assistant Professor, Associate Professor and Professor in the Institute shall be in accordance with UGC Regulations, 2018 as amended from time to time.

**(2) Selection Committees**

- i) The Composition of Selection Committee for appointments/promotion to various posts in the Institute shall be as under:
  - (a) ***For Faculty positions: Senior Professor, Professor, Associate Professor and Assistant Professor***

***Selection Committee Composition for Senior Professor***

The Selection Committee for the post of Senior Professor in the National Institute shall have the following composition:

- i) Vice Chancellor to be the Chairperson of the Selection Committee
  - ii) An academician not below the rank of Senior Professor/Professor with minimum ten years' experience who is the nominee of the Chancellor
  - iii) Three experts not below the rank of Senior Professor/Professor with minimum ten years' experience in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the Board of Management
-

- 
- iv) Dean, Academics and Research (not below the rank of Senior Professor/Professor with minimum ten years' experience) of the faculty, wherever applicable
  - v) An academician (not below the rank of Senior Professor/Professor with minimum ten years' experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to that category.

At least four members, including two outside subject experts, shall constitute the quorum.

#### ***Selection Committee Composition for Professor***

Selection Committee for the post of Professor in the Institute shall have the following composition:

- i) The Vice Chancellor or his nominee shall be the Chairperson of the Selection Committee
- ii) An academician, not below the rank of Professor to be nominated by the Chancellor
- iii) Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the Board of Management
- iv) Dean, Academics and Research
- v) One Head of the Department nominated by Vice-Chancellor, wherever applicable
- vi) An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the Selection Committee do not belong to that category.

At least four members, including two outside subject experts, shall constitute the quorum.

#### ***Selection Committee Composition for Associate Professor***

The Selection Committee for the post of Associate Professor in the Institute shall have the following composition:

---

- i) The Vice Chancellor or his nominee shall be the Chairperson of the Selection Committee
- ii) An academician, not below the rank of Professor to be nominated by the Chancellor
- iii) Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the Board of Management
- iv) Dean, Academics and Research
- v) One Head of the Department nominated by Vice-Chancellor, wherever applicable
- vi) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the Selection Committee do not belong to that category.

At least four members, including two outside subject experts, shall constitute the quorum.

#### ***Selection Committee Composition for Assistant Professor***

The Selection Committee for the post of Assistant Professor in the Institute shall have the following composition:

- i) The Vice Chancellor or his nominee shall be the Chairperson of the Selection Committee
  - ii) An academician, not below the rank of Professor to be nominated by the Chancellor
  - iii) Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the Board of Management
  - iv) Dean, Academics and Research
  - v) One Head of the Department nominated by Vice-Chancellor, wherever applicable
  - vi) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the Selection Committee do not belong to that category.
-

At least four members, including two outside subject experts shall constitute the quorum.

If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons about it and submit the case to the Chancellor, whose decision shall be final in the matter.

**(b) Registrar**

The Registrar shall be a whole time salaried officer of the Institute on tenure basis and shall be appointed by the Board of Management for a period of 5 years as per UGC norms, on the recommendation of the Selection Committee consisting of the following:-

1. Vice Chancellor Chairperson
2. One nominee of the Chancellor
3. One nominee of the Board of Management
4. One expert nominated by the Board of Management who is not an employee of the Institute
5. One expert (not below the rank of Professor or its equivalent) representing SC/ ST/ OBC/ Minority/ Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to that category.

**(c) Finance Officer**

The Finance Officer shall be a whole time salaried officer of the Institute on tenure basis and shall be appointed by the Board of Management for a period of 5 years on the recommendation of the Selection Committee as under:

1. Vice Chancellor Chairperson
  2. One nominee of the Chancellor
  3. Two experts to be nominated by the Vice-Chancellor
  4. Registrar
  5. One expert representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is
-

the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to that category.

**(d) For Other Group 'A' Officers**

- |   |                  |
|---|------------------|
| 1. Vice Chancellor  | Chairperson      |
| 2. Dean (Academics and Research)  | Member           |
| 3. One-external expert to be nominated<br>Member by the Chancellor, NIEPA   |                  |
| 4. One expert to be nominated by Vice Chancellor  | Member           |
| 5. Registrar  | Member Secretary |
| 6. One expert representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to that category. |                  |

**(e) Group 'B' posts**

- |   |                  |
|---|------------------|
| 1) Dean (Academics and Research)  | Chairperson      |
| 2) Three Experts to be nominated by Vice-Chancellor   | Members          |
| 3) Registrar  | Member Secretary |
| 4) One expert representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to that category. |                  |

**(f) Group 'C'**

- |  |             |
|--|-------------|
| 1. Registrar   | Chairperson |
| 2. Two Experts to be nominated by<br>the Vice-Chancellor   | Members     |
| 3. One expert representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to that category. |             |



- ii) The quorum for the meeting of the Selection Committee of Group 'A' 'B' and 'C' Officers shall be three out of which at least one should be an expert.
- iii) If the requirements of qualifications and experience are to be relaxed in any way, the Selection Committee shall record its reasons in writing for the same.
- iv) In exceptional cases, where there is no suitable candidate from among the applicants, it is open to the Selection Committee to suggest names of persons who are considered suitable but who have not applied to enable the Institute to negotiate with such persons.

### **SR 14 Departmental Promotion and Confirmation Committee**

- (1) For declaration of satisfactory completion of probation and confirmation to various faculty posts in the Institute, the guidelines as may be issued by the Govt. of India from time to time may be followed.
- (2) For promotion, declaration of satisfactory completion of probation and confirmation to various posts other than faculty posts in the Institute, the Departmental Promotion and Confirmation Committee shall consist of:

#### **(a) For Group 'A' Officers**

- |   |             |
|---|-------------|
| i) Vice-Chancellor  | Chairperson |
| ii) Dean (Academics and Research)   | Member      |
| iii) Two external experts to be nominated<br>by Vice Chancellor   | Member      |
| iv) One Professor to be nominated<br>by Vice-Chancellor   | Member      |
| v) Registrar  | Member      |
| vi) One expert representing SC/ ST/ OBC/ Minority/ Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to that category. |             |

**(b) Group 'B' Posts**

- |   |             |
|---|-------------|
| i) Dean (Teaching & Research)   | Chairperson |
| ii) One Professor to be nominated by Vice Chancellor  | Member      |
| iii) Registrar  | Member      |
| iv) An external expert to be nominated by Vice Chancellor   | Member      |
| v) Associate Professor/Assistant Professor to be nominated by Vice Chancellor   | Member      |
| vi) One expert representing SC/ ST/ OBC/ Minority/ Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to that category. |             |

**(c) Group 'C'**

- |  |             |
|--|-------------|
| i) Registrar   | Chairperson |
| ii) Finance Officer  | Member      |
| iii) Administrative Officer  | Member      |
| iv) An external expert to be nominated by the Vice Chancellor  | Member      |
| v) One Associate Professor/Assistant Professor to be nominated by the Vice Chancellor  | Member      |
| vi) One expert representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to that category. |             |

**(3) For Confirmation of Faculty posts for direct recruitment**

There shall be a Confirmation Committee to be constituted by the Vice-Chancellor having following composition of members.

- |   |             |
|---|-------------|
| i) Vice-Chancellor  | Chairperson |
| ii) Dean (Academics and Research)   | Member      |
| iii) Head of the Department of the concerned department                   | Member      |
| iv) An expert in the rank of professor to be nominated by Vice-Chancellor | Member      |

## **SR 15 Retirement Age**

The age of retirement of the employees of the Institute shall be as under:-

- (i) 70 years in the case of Vice-Chancellor (appointment on tenure basis for a period of 5 years or 70 years, whichever is earlier),
- (ii) 65 years for faculty members as per UGC Guidelines;
- (iii) 62 years in the case of Registrar (appointment on tenure basis for a period of 5 years including deputation/ short-term contract);
- (iv) 60 years for non-teaching staff

Any changes in retirement age/tenure or any other term and condition notified by UGC will be applicable to the employees of the Institute from time to time.

## **SR 16 Lien**

- i) Lien represents the right of a Government employee to hold a regular post, whether permanent or temporary, either immediately or on the termination of the period of absence. The benefit of having a lien in a post/service/cadre is enjoyed by all employees who are confirmed in the post/service/cadre of entry or who have been promoted to a higher post, declared as having completed the probation where it is prescribed. It is also available to those who have been promoted on regular basis to a higher post where no probation is prescribed under the rules, as the case may be.
- ii) The above right will, however, be subject to the condition that the junior-most person in the cadre will be liable to be reverted to the lower post/service/cadre if at any time the number of persons so entitled is more than the posts available in that cadre/service. For example, if a person who holds a lien to a post reverts from deputation or foreign service and if there is no vacancy in that post/service/cadre to accommodate him, the junior-most person will be reverted. If, however, this officer himself is the junior-most, he will be reverted to the next lower post/service/cadre from which he was earlier promoted.

### **16.1 Lien on a post**

An employee who has acquired a lien on a post retains a lien on that post—

- a. while performing the duties of that post;

- b. while on foreign service, or holding a temporary post or officiating in another post;
- c. during joining time on transfer to another post; unless he is transferred substantively to a post on lower pay, in which case his lien is transferred to the new post from the date on which he is relieved of his duties in the old post;
- d. while on leave; and
- e. while under suspension.

An employee on acquiring a lien on a post will cease to hold any lien previously acquired on any other post.

### **16.2 Retention of lien for appointment in another central/State Government / Central/State University/Autonomous organization:**

- (i) A permanent employee appointed in another Central/ State Government/ Central/ State University/ Autonomous organisation has to resign from his parent department unless he reverts to that department within a period of 2 years, or 3 years in exceptional cases. An undertaking to abide by this condition may be taken from him at the time of forwarding of his application to other departments/offices.
- (ii) In exceptional cases where the Government servant has not been confirmed in the borrowing office within a period of 2 years, in such cases he may be permitted to retain the lien in the Institute for one more year. While granting such permission, a fresh undertaking similar to the one indicated above may be taken from the employee.

Timely action should be taken to ensure extension/ reversion/ resignation of the employees to their parent cadres on completion of the prescribed period of 2/3 years. In cases, where employees do not respond to instructions, suitable action should be initiated against them for violating the agreement/ undertaking given by them as per (i) and (ii) above for termination of their lien. Adequate opportunity may, however, be given to the officer prior to such action.

- (iii) Temporary employees will be required to serve continuously with their organization in case of their selection for outside posts. No lien will be retained in such cases.
-

### **16.3 Termination of Lien**

- (i) An employee's lien on a post shall stand terminated on his acquiring a lien on a regular post (whether under the Central Government or a State Government) outside the cadre on which he is borne.
- (ii) No lien shall be retained:
  - a) where an employee has proceeded on immediate absorption basis to a post or service outside his service/ cadre/ post in the Institute from the date of absorption; and
  - b) on foreign service/ deputation beyond the maximum limit admissible under the orders of the Government issued from time to time.

### **16.4 Transfer of Lien**

The lien of a Government servant, who is not performing the duties of the post to which the lien pertains, can be transferred to another post in the same cadre subject to the provisions of Fundamental Rule 15.

### **16.5 Deputation**

“University Teachers, Group ‘A’ Officers and non-teaching staff may be granted deputation by the appointing authority for a period of three years with provision for a possible extension up to seven years. In case of Teachers and Group ‘A’ Officers, the yearly extension would be with the prior approval of the Board of Management (As per DoPT’s Office Memorandum No. 6/8/2009-Estt. (Pay II) dated 17.06.2010). The extension of deputation would be at the discretion of the Institute keeping in view the exigency of the work.

However, in case of appointment of any teacher as Vice-Chancellor, Chairman of apex bodies or any other prestigious post, the Board of Management may relax above conditions upto the tenure of the appointment of the concerned teacher.”

## **SR 17 Leave Rules**

**17.1 For non-teaching staff DoPT rules will be applicable as amended from time to time.**

## 17.2 Leave Rules for Teachers

- (a) The leave is not a matter of right. The following kinds of leave would be admissible to regular teachers:
- (i) Leave treated as duty, viz. casual leave, special casual leave, and duty leave;
  - (ii) Leave earned by duty, viz. earned leave, half-pay leave, and commuted leave;
  - (iii) Leave not earned by duty, viz. extraordinary leave; and leave not due;
  - (iv) Leave not debited to leave account
  - (v) Leave for teaching and research pursuits, viz. study leave, sabbatical leave;
  - (vi) Leave on grounds of health, viz., maternity leave and quarantine leave.
- (b) The Board of Management may grant, in exceptional cases, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

### 17.2.1 Duty Leave

- i. Duty leave upto 30 days in a year may be granted for the following purposes (which will include to and fro journey period):
    - a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the Institute or with the permission of the University;
    - b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the Institute, and accepted by the Vice- Chancellor;
    - c) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the University;
    - d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC or other such Apex Bodies, a sister university or any other similar teaching body; and
    - e) For performing any other duty assigned to him/her by the Institute.
-

- ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- iii. The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- iv. Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
- v. Teachers on Training Programme/Workshop etc. outside the Institute will be treated as on Duty Leave.
- vi. However, actual travelling period would be treated as on duty and shall not be counted in 30 days.

### **17.2.2 Study Leave**

- i. The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./Post- doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his /her parent institution. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching in the host country.
- ii. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Board of Management may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc.,

- iii. The study leave shall be granted to an entry-level appointee as Assistant Professor after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the Institution or to make a special study of the various aspects of University organisation and methods of education, giving full plan of the work.
  - iv. The study leave shall be granted by the Board of Management on the recommendation of the Head of the Department concerned and the Vice Chancellor. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Board of Management is satisfied that such extension is unavoidable on teaching grounds and necessary in the interest of the Institution.
  - v. The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
  - vi. The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
  - vii. The study leave may be granted more than once provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
  - viii. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Board of Management, in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Board of Management to treat the period of short- fall as Extra-Ordinary leave has been obtained.
  - ix. Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned
-



leave, half-pay leave, extra-ordinary leave provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.

- x. The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the Institution on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.
- xi. The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided that where the study leave granted has been so cancelled. The teacher may apply again for such leave.
- xii. A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the Institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.
- xiii. A teacher:
  - a) who is unable to complete his/her studies within the period of study leave granted to him/her or
  - b) who fails to rejoin the services of the Institution on the expiry of his/her study leave or
  - c) who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service or
  - d) who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the Institution, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

**Explanation:**

If a teacher asks for extension of the study leave and is not granted the

extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations.

Notwithstanding the above provision, the Board of Management may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Board of Management may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Regulations.

- xiv. After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the Institution, binding himself/herself for the due fulfillment of the conditions laid down in paragraph (x) to (xiii) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the Institutions in accordance with paragraph (x) to (xiii) above.
  - xv. The teacher on study leave shall submit to the Registrar of his/her parent Institution six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.
  - xvi. The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/teaching paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the Institution.
  - xvii. With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant
-

Professor, the Heads of Universities/Institutions and their subordinate Departments shall be generous in the award of study leave in the interest of faculty improvement, thereby impacting the teaching standards of the Institution in the long run.

- xviii. However, actual travelling period would be treated as on duty and shall not be counted in Study leave.

### **17.2.3 Sabbatical Leave**

- i. The permanent, whole-time teachers of the university who have completed seven years' of service as a Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other teaching pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year at a time and two years in the entire career of the teacher.
- ii. A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.
- iii. A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- iv. A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, provided that in such cases the Board of Management may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.
- v. During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as

service for purposes of pension/contributory provident fund; provided that the teacher rejoins the university on the expiry of his/her leave.

#### ***17.2.4 Casual Leave***

- i. The total casual leave granted to a teacher shall not exceed eight days in a calendar year.
- ii. Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Saturdays and Sundays. Holidays or Saturdays and Sundays falling within the period of casual leave shall not be counted as casual leave.

#### ***17.2.5 Special Casual Leave***

- i. Special casual leave, not exceeding 10 days in an calendar year, may be granted to a teacher:
    - a) To conduct examination of a University/Public Service Commission/ Board of Examination or any other similar body /institution; and
    - b) To inspect teaching institutions affiliated/attached to a statutory university/board.
  - ii. In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded. However, actual travelling period would be treated as on duty and shall not be counted in 10 days.
  - iii. In addition, special casual leave to the extent mentioned below, may also be granted;
    - a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case shall be restricted to six days; and
    - b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be allowed for 14 days.
  - iv. The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority.
-

---

### **17.2.6 Earned Leave for all employees of the Institute**

1. Credit – Credit will be afforded in advance at a uniform rate of 15 days on the 1st of January and 1st of July every year. The credit to be afforded will be reduced by 1/10th of the extraordinary leave availed and/or period of dies non during the previous half-year, subject to a maximum of 15 days and to the extent of such credit only.
  2. Accumulation – Earned leave can be accumulated up to 300 days in addition to the number of days for which encashment have been allowed along with LTC.
  3. While limiting the maximum of 300 days, where the balance at credit is 286-300 days, further advance credit of 15 days on 1st January/1st July will be kept separately and set-off against the EL availed of during that half-year ending 30th June/31st December. However, if the leave availed is less than 15 days, the remainder will be credited to the leave account subject to the ceiling of 300 days at the close of that half-year.
  4. The credit for the half-year in which an Institute employee is appointed will be afforded at the rate of 2½ days for each completed calendar month of service which he is likely to render in a half-year of the calendar year in which he is appointed.
  5. The credit for the half-year in which an Institute employee is due to retire or resigns from the service will be afforded at the rate of 2½ days for each completed calendar month in that half-year up to the date of retirement/resignation.
  6. The credit for the half-year in which an Institute employee is removed/dismissed from service will be afforded at the rate of 2½ days per completed calendar month up to the end of the calendar month preceding the calendar month in which, he is removed/dismissed. In the case of death of an Institute employee while in service, credit will be afforded at the rate of 2½ days per completed calendar month up to the date of death.
  7. If an Institute employee retires/resigns/is removed/is dismissed/dies in the middle of a calendar year, the earned leave credited should be reduced at the rate of 1/10th of any extraordinary leave taken in that half-year and the leave account regularized.
  8. While affording credit, fractions of a day should be rounded off to the nearest day, e.g. 7 ½ days to be rounded as 8 days.
-

9. E.L. on account of unavailed joining time, i.e., the number of days admissible (subject to a maximum of 15 days) reduced by the actual number of days availed, shall be credited to the earned leave account subject to the following conditions:-
- a) The Institute employee is ordered to join the new post without availing full admissible joining time; or  
He proceeds alone to the new place and joins the post without availing full joining time and takes his family later within the permissible time for claiming travelling allowance for the family.
  - b) The credit of earned leave plus the unavailed joining time credited should not exceed 300 days (in addition to the number of days for which encashment has been allowed along with LTC).
  - c) The concession of showing advance credit separately in the leave account is not applicable.
10. Earned leave can be availed up to 180 days at a time.

**Exception:**

- a) Earned leave exceeding 180 days but not exceeding 300 days at a time may be granted to Group 'A' and Group 'B' Officers, if at least the quantum of leave in excess of 180 days is spent outside India, Bangladesh, Bhutan, Burma, Sri Lanka, Nepal and Pakistan.
  - b) Earned leave may be taken at a time up to 300 days as leave preparatory to retirement.
11. Earned Leave (Non-Vacation Institute)

As per Central Civil Services (CCS) Leave Rules 1972 as amended from time to time by Government of India.

**17.2.7 Half-pay Leave**

As per Central Civil Services (CCS) Leave Rules 1972 as amended from time to time by Government of India.

**17.2.8 Commuted Leave**

As per Central Civil Services (CCS) Leave Rules 1972 as amended from time to time by Government of India.

---

---

### **17.2.9 Extraordinary Leave**

- i. A permanent teacher may be granted extraordinary leave when:
  - a) No other leave is admissible; or
  - b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- ii. The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:
  - a) Leave taken on the basis of medical certificates;
  - b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the teacher has no other kind of leave to his credit;
  - c) Leave taken for pursuing higher studies; and
  - d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or teaching work of importance.
- iii. Extraordinary leave may be combined with any other leave except the casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.
- iv. The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.

### **17.2.10 'Leave Not Due'**

- i. 'Leave not due', may, at the discretion of the Vice-Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days, in all, may be otherwise than on a medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
-

- ii. 'Leave not due' shall not be granted, unless the Vice-Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- iii. A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill-health, incapacitating the teacher for further service, refund of leave salary for the period of leave yet to be earned may be waived by the Board of Management.

Provided that the Board of Management may waive off, in any other exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave yet to be earned.

#### ***17.2.11 Maternity Leave***

- i. Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire service career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- ii. Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

#### ***17.2.12 Child-Care Leave***

Woman teachers having any minor child/children may be granted leave up to a period of two years for taking care of the minor child/children. The child-care leave for a maximum period of two years (730 days) may be granted to the woman teachers during entire service period in lines with the Central Government woman employees. In the cases, where the child-care leave is granted for more than 45 days, the Institution may appoint a teacher for a period of child care leave.

---



### ***17.2.13 Paternity Leave***

Paternity leave of 15 days may be granted to male teachers during the confinement of their wife, and such leave shall be granted only up to two children.

### ***17.2.14 Adoption leave***

Adoption leave may be provided as per the rules of the Central Government.

### ***17.2.15 Surrogacy leave***

Leave for Surrogacy may be provided as per the rules of the Central Government.

## **SR 18 Overstayal After Expiry of Leave**

An employee who remains absent on the expiry of his/her leave of any kind shall not, unless the competent authority otherwise directs, be entitled to any pay and allowances for the period of such absence, and shall be deemed to have resigned from the service of the NIEPA, if the period of such absence exceeds sixty (60) days provided a show cause notice has been sent to the defaulting official regarding his/her unauthorized absence from duty.

## **SR 19 Retirement Benefits & Provident Fund**

An employee, other than borrowed employee, shall be eligible to retirement benefits under either of the following schemes:

- a) General Provident Fund-cum-Pension-cum-Gratuity Scheme;
- b) Contributory Provident Fund-cum-Gratuity Scheme;
- c) The employee who has joined the Institute on or after 01<sup>st</sup> January, 2004 shall be covered under the New Pension Scheme;

The eligibility and other conditions for above Pension Schemes are as per Govt. of India Rules on these schemes as amended from time to time.

## **SR 20 Contribution of Research Papers, Technical and other Articles**

The staff of the Institute shall be free to contribute articles in newspapers and magazines on all matters except those bearing directly on the Institute and its activities, or of the Central and State Governments and their activities subject to the over-riding provision that any material of a confidential nature which the

member of a staff gets possession of by virtue of his position in the Institute is not to be divulged.

### **SR 21 Appellate Authorities**

An appeal shall lie from any original order made –

- (a) by all the teachers of the institute to the Vice-Chancellor
- (b) by all the administrative staff of the institute to the Registrar
- (c) by the Registrar to the Dean (Academics and Research)
- (d) by the Dean (Academics and Research) to the Vice-Chancellor
- (e) by the Vice-Chancellor to the Board of Management
- (f) the Board of Management shall also be Appellate Authority of the Institute.

### **SR 22 Authentication**

All orders and decisions of the Board of Management shall be authenticated by the signature of the Vice-Chancellor or by such other officer as may be specified by the Vice-Chancellor in this behalf.

### **SR 23 Holidays**

The Institute shall observe such holidays as are observed by the Secretariat of the Government of India located in Delhi/New Delhi.

### **SR 24 Service Books and Annual Performance Appraisal Report (APAR)**

The Institute shall maintain Service Book, Character Roll (Annual Performance Appraisal Report/ PBAS) of the employee in such form and setting out such particulars as may be prescribed by the Board of Management from time to time.

**SR 25** For non-teaching staff (Group ‘A’, ‘B’ and ‘C’ posts), Modified Assured Career Progression (MACP) shall be as per DoPT Rules, amended from time to time, of Government of India.

---

## **PART II**

### **Recruitment and Career Advancement Scheme (CAS) for Teachers**

#### **SR 26 Working Days and Weekly Workload**

**26.1** For all employees of NIEPA, there shall be 5 days a week.

**26.2** The faculty of NIEPA shall have following workload in a year:

The Institute must have at least 180 teaching days in a year, i.e., there should be a minimum of 36 weeks of Teaching, Training, Workshop, Seminar and Research in a 5-day week. The Table 2 gives the distribution of work load of 52 weeks in a year based on a 5 days a week pattern.

**Table 1**  
**Distribution of Work Load in a year**

<i>5-days a week pattern</i>	
<i>Categorization</i>	<i>Weeks</i>
Teaching, Training, Workshop, Seminar, Research	36
Admissions, Examinations, and preparation for Examination	8
Policy and Technical support and Consultancy (International, national organizations of State government)	6
Public Holidays (to increase and adjust teaching days accordingly)	2
<b>Total</b>	<b>52</b>

**26.3** Weekly Workload (in terms of hours): the faculty members of the Institute shall have following workload in a week:

**Table 2**  
**Weekly Workload**

<i>S. No.</i>	<i>Category</i>	<i>Total hours of teaching in NIEPA (adapted from UGC pattern)</i>	
1.	Professor/Associate Professor	<b>Teaching and Training (includes preparation for Training)</b>	
		Direct Teaching and Training, and Preparation of teaching and training material	14hrs.
		Research project	10 hrs.
		Research, Supervision of students	4 hrs.
		Administrative work	8 hrs.
		Policy support and extension	4 hrs.
		Total	
2.	Assistant Professor	<b>Teaching and Training (includes preparation for Training)</b>	
		Direct Teaching and Training and preparation of teaching and training material	16 hrs.
		Research project	8 hrs.
		Research, Supervision of students	4 hrs.
		Administrative work	8 hrs.
		Policy support and extension	4 hrs.
		Total	

### **SR 27 Career Advancement Scheme (CAS) for Teachers**

**27.1** The selection procedure shall be based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on a grading system proforma and research score, based on Table 4,5, 6 and 7.

**Table 3**  
**Assessment Criteria and Methodology of Grading**

<i>S. No.</i>	<i>Activity</i>	<i>Grading Criteria</i>
<b>1.</b>	Teaching & Training: (Number of classes taught/total classes assigned) x 100% (Classes taught/trained includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above - Satisfactory Less than 70% - Not satisfactory
<b>2.</b>	Involvement in the University/Institute students related activities/research activities: (a) Organising seminars/ conferences/ workshops, other Institute/university activities. (b) Administrative responsibilities such as Head, Chairperson/Dean/Director/Coordinator, Warden, Training Programme Coordinator/Director, etc. (c) Examination and evaluation duties assigned by the Institute / university or attending the examination paper evaluation. (d) Student related co-curricular, extension and field based activities (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer-reviewed or UGC list of Journals. (h) Policy, technical support and consultancy.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved/undertaken any of the activities  Note:  Number of activities can be within or across the broad categories of activities

**Overall Grading:**

**Good:** Good in teaching and satisfactory or good in activity at Sl.No.2 above.

Or

**Satisfactory:** Satisfactory in teaching and good or satisfactory in activity at Sl.No.2 above.

**Not Satisfactory:** If neither good nor satisfactory in overall grading.

**Note:** For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

**Table 4****Methodology for calculating Academic/Research Score**

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the Institute and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.)

<i>S. No.</i>	<i>Academic/Research Activity</i>	<i>Faculty</i>
<b>1.</b>	<b>(a) Research Papers in Peer-Reviewed or UGC listed Journals</b>	10 per paper
	<b>(b) Occasional papers</b>	10 per publication
	<b>(c) Conference proceedings as full paper</b>	10 per publication
<b>2.</b>	<b>Publications (other than Research papers)</b>	
	<b>(a) Books authored which are published by;</b>	
	International publishers	12
	National Publishers	10
	Chapter in Edited Book	05
	Editor of Book by International Publisher	10
	Editor of Book by National Publisher	08
	<b>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>	
	Chapter or Research paper	03
	Book	08
<b>3.</b>	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>	
	<b>(a) Development of Innovative pedagogy</b>	05
	<b>(b) Design of new curricula and courses</b>	02 per curricula/course
	<b>(c) MOOCs</b>	
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20
	MOOCs (developed in 4 quadrant) per module/lecture	05

	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08
	<b>(d) E-Content</b>	
	Development of e-Content in 4 quadrants for a complete course/e-book	12
	e-Content (developed in 4 quadrants) per module	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02
	Editor of e-content for complete course/ paper /e-book	10
	<b>(e) Design and Development of Training curriculum and materials</b>	
	(a) Less than 1 week	3
	(b) 1 week	5
	(c) 2 weeks	10
	<b>(ii) Development of Training module equivalent of 1 credit</b>	<b>10</b>
<b>4.</b>	<b>(a) Research guidance</b>	
	Ph.D.	10 per degree awarded 05 per thesis submitted
	M.Phil. /P.G dissertation	02 per degree awarded
	<b>(b) Research Projects Completed</b>	
	More than ₹10 lakhs	10
	Upto ₹10 lakhs	05
	<b>(c) Research Projects Ongoing :</b>	
	More than ₹10 lakhs	05
	Upto ₹10 lakhs	02
	<b>(d) Consultancy</b>	03
	Supervision of DEPA/IDEPA/PGDEPA Dissertation	03
<b>5.</b>	<b>(a) Patents</b>	
	International	10
	National	07

	<b>(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/ World Bank/ International Monetary Fund etc. or Central Government or State Government)</b>	
	International	10
	National	07
	State	04
	<b>(c) Awards/Fellowship</b>	
	International	07
	National	05
<b>6.</b>	<b>*Invited lectures/Resource Person/paper presentation in Seminars/Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)</b>	
	International (Abroad)	07
	International (within country)	05
	National	03
	State/University	02
<b>7.</b>	<b>(i) Organisation of National/State Level Conference/ Survey/ Meeting related to Planning, Policy and Management</b>	05
	<b>(ii) Coordination of medium term course (4-6 weeks)</b>	05
	<b>(iii) Coordination of long term course (more than 6 weeks)</b>	10

**27.2** The research and academic contribution under category 3 shall be as given in Table 6 for different stages of the promotion of the teachers.



**Table 5****Minimum API requirement for the promotion of teachers under CAS in NIEPA**

<i>S. No.</i>		<i>Assistant Professor (Stage 1/ AGP ₹6000/- to Stage 2/ AGP ₹7000/- or ₹57,700-1,82,400 (Level 10) to ₹68,900-2,05,500 (Level 11)</i>	<i>Assistant Professor (Stage 2/ AGP ₹7000/- to Stage 3/ AGP ₹8000/- or ₹68,900-2,05,500 (Level 11) to ₹79,800-2,11,500 (Level 12)</i>	<i>Assistant Professor (Stage 3/AGP ₹8000/-) to Associate Professor Stage 4/ AGP ₹9000/-or ₹79,800 - 2,11,500 (Level 12) to ₹1,31,400-2,17,100 (Level 13A)</i>	<i>Associate Professor (Stage 4/ AGP ₹9000/- to Professor (Stage 5/ AGP ₹10000/-) or ₹1,31,400 - 2,17,100 (Level 13A) to ₹1,44,200-2,18,200 (Level 14)</i>
1.	Research and Academic contribution	40/assessment period	100/assessment period	90/assessment period	120/assessment period
2.	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

**27.3** The Research score for research papers would be augmented as given in Table 6.

**Table 6****Method for calculating research score**

<i>S. No.</i>		
1.	Paper in refereed journals without impact factor	5 Points
2.	Paper with impact factor less than 1	10 Points
3.	Paper with impact factor between 1 and 2	15 Points
4.	Paper with impact factor between 2 and 5	20 Points
5.	Paper with impact factor between 5 and 10	25 Points
6.	Paper with impact factor >10	30 Points

- (a) Two authors: 70% of total value of publication for each author.
- (b) More than two authors: 70% of total value of publication for the First/Principal/ Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

**Note:**

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.
- Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

**27.4** The Internal Quality Assurance Cell (IQAC) shall act as the documentation and record-keeping Cell for promotion to the faculty of the Institute. Internal Quality Assurance Cell (IQAC) shall design the proforma giving all the explanations relating to the tables and as per the UGC regulations, 2018 as amended from time to time. The explanatory proforma shall be made available at the website of the Institute.

**27.5** The Institute shall invite the application for promotion every year twice in the month of January and July. Once the notification for inviting the application for promotion is made, the faculty members eligible for promotion shall apply in the prescribed format, made available by IQAC, within a month.

---

**27.6** The stages of promotion shall be as per table 6 in the following stages:

- i) From Assistant Professor stage 1/AGP ₹6,000 to Stage 2/ AGP ₹7,000/- or ₹57,700 - ₹1,82,400 (Academic Level 10) to ₹68,900 - ₹2,05,500 (Academic Level 11) as per 7th CPC.
- ii) From Assistant Professor stage 2/AGP ₹7,000 to Stage 3/ AGP ₹8,000/- or ₹68,900-₹2,05,500 (Academic Level 11) to ₹79,800 - ₹2,11,500 (Academic Level 12) as per 7th CPC.
- iii) Assistant Professor (Stage 3/AGP ₹8000/-) to Associate Professor Stage 4/ AGP ₹9000/- or ₹79,800 - ₹2,11,500 (Academic Level 12) to ₹1,31,400 - ₹2,17,100 (Academic Level 13A) as per 7th CPC.
- iv) Associate Professor (Stage 4/AGP ₹9000/) to Professor (Stage 5/ AGP ₹10000/-) or ₹1,31,400 - ₹2,17,100 (Academic Level 13A) to ₹1,44,200 - ₹2,18,200 (Academic Level 14) as per 7th CPC.
- v) 1/10th of the sanctioned posts of Professors are promoted from Professor (Stage 5/AGP ₹10,000/- to Senior Professor (Higher Administrative Grade (HAG)) or ₹1,44,200-₹2,18,200 (Academic Level 14) to ₹1,82,200 - ₹2,24,100 (Academic Level 15) as per 7th CPC.

**27.7** For promotion of the teachers, there shall be an expert assessment system as given in Table 6. The Screening Committee for promotion of faculty shall be constituted by Vice-Chancellor. It shall have the following members:

- |   |             |
|---|-------------|
| i) Dean (Academics and Research)  | Chairperson |
| ii) One Professor to be nominated by the Vice-Chancellor  | Member      |
| iii) One subject expert not below the rank of Professor to be nominated by the Vice-Chancellor from outside   | Member      |
| iv) An academician, not below the rank of professor, representing SC/ST/OBC/ Minority/ Women/ differently-abled category to be nominated by the Vice-Chancellor | Member      |

**27.8** The Selection Committees as given in Table 6 for promotion shall be as under SR 13.

**27.9** The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.

**27.10** For the promotion under the CAS, the applicant teacher must be on the roll and in active service of the Institute on the date of consideration by the Selection Committee.

**27.11**

- i. If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from the date of eligibility.
- ii. If, however, the candidate finds that he/she fulfils the CAS promotion criteria, as defined in Tables 1, 2 and 3 at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
- iii. The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.

**27.12** Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme, the teacher shall have the option to opt for the promotion for the purposes of calculating API under category I, II and III under the UGC regulations, 2010 as amended from time to time or promotion as incorporated in these regulations.

**27.13** The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory upto 31st December, 2018.

## **SR 28 Eligibility and Promotion Criteria**

### **28.1 Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)**

#### **Eligibility:**

- i. An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech., M. V. Sc. and M.D., or
-

six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:

- ii. Attended one Orientation course of 21 days duration on teaching methodology;
- iii. Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants/ MOOC's course during the assessment period; and
- iv. Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

### **CAS Promotion Criteria**

A teacher shall be promoted if;

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II, Table 1), and;
- ii. The promotion is recommended by the screening-cum-evaluation committee.

### **28.2 Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)**

#### **Eligibility:**

- i. Assistant Professor who has completed five years of service in Academic Level 11/Senior Scale.
  - ii. A Ph.D. Degree in the subject relevant/allied/relevant discipline.
  - iii. Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course/ programme from amongst the categories of Refresher Courses/ Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty
-

Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

- iv. Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

### **CAS Promotion Criteria**

A teacher shall be promoted if;

- i. The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and;
- ii. The promotion is recommended by the Screening-cum-evaluation committee.

### **28.3 Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)**

#### **Eligibility:**

1. Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.
  2. A Ph. D Degree in the subject concerned/allied/relevant discipline.
  3. Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution
-

towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

4. A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
5. Evidence of having guided at least one Ph.D. candidate.

### **CAS Promotion Criteria**

A teacher shall be promoted if;

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2.
- ii. The promotion is recommended by a Selection Committee constituted in accordance with these Regulations.

### **28.4 Associate Professor (Academic Level 13A) to Professor (Academic Level 14)**

#### **Eligibility:**

1. An Associate Professor who has completed three years of service in Academic Level 13 A.
2. A Ph.D degree in the subject concerned/allied/relevant discipline.
3. A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
4. Evidence of having successfully guided doctoral candidate.
5. A minimum of 110 Research Score as per Appendix II, Table 2.

#### **CAS Promotion Criteria:**

A teacher shall be promoted if;

- i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2.

- ii. The promotion is recommended by a Selection Committee constituted in accordance with these Regulations.

### **28.5 Professor (Academic Level 14) to Senior Professor (Academic Level 15)**

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject-experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations.

#### **Eligibility:**

- i. Ten years' experience as a Professor.
- ii. A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

**28.6** The entries in the Service Book of an employee shall be made by an officer authorized by the Institute for this purpose. Proper maintenance of the Service Books shall, however, be reviewed periodically.

**28.7** The entries in the APAR of an employee shall be made by the authority to whom such employee is immediately subordinate and shall be reviewed and countersigned by the next two higher authorities respectively.

Note: Detailed instructions on APAR covering such aspects as the method of writing, reporting, reviewing, and countersigning authorities, the procedure for communication of adverse entries, custody of the APARs etc. shall be issued by the Vice-Chancellor. In the case of faculty, these shall be in consonance with the guidelines issued by UGC/ MHRD/ DoPT

---



**SR 29 Power to Relax**

Notwithstanding anything contained in these regulations, where the Board of Management is of opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these regulations with respect to any class or category of persons or in the case of any employee to relieve him of any hardship arising from the operation of such provision.

**SR 30 Reservation policy as per UGC/Govt. of India Guidelines**

The Institute shall implement the reservation policy in admissions, recruitment and promotion, in accordance with any Act of Parliament for the time being in force.

**SR 31 Removal of Doubts**

Where a doubt arises as to the interpretation or application of any of the provisions of these regulations, the matter shall be referred to the Board of Management for decision.

**SR 32 Medical Facilities**

NIEPA will follow the medical scheme notified by Ministry of Health and Family Welfare' time to time, the revised rate of subscription under Central Government Health Scheme due to revision of pay and allowances of Central Government employees and revision of pension/family pension on account of implementation of recommendations of the Seventh Central Pay Commission vide Govt. of India, Ministry of Health and Family Welfare's Notifications No. S. 11011/11/2016-CGHS (P)/EHS dated 09.01.2017 and 13.01.2017 (Annexure 'A' enclosed).

---

*First Schedule***PART-II****CATEGORIES AND GROUPS OF POSTS  
(Under SR 5)****Vice Chancellor and Teaching Staff**

<i>S. No</i>	<i>No. of sanctioned Posts</i>	<i>Designation</i>	<i>Revised Scale of pay Seventh CPC</i>
1.	1	Vice-Chancellor	₹ 2,10,000/- Fixed + Special Allowance of ₹11,250/-
2.	1/10 <sup>th</sup> of sanctioned posts of Professors	Senior Professor	Level 15 (₹1,82,200-2,24,100/-)
3.	10	Professor	Academic Level 14 (₹1,44,200-2,18,200/-)
4.	12	Associate Professor	Academic Level 13A (₹1,31,400-2,17,100/-)
5.	10	Assistant Professor	Academic Level 10 (₹57,700- 1,82,400/-)

Note: The post of Assistant Professors converted/upgraded from the position of RTAs not included in the above list. Final decision on the conversion of the posts as per the communication received from MHRD is to be taken by the Board of Management. This issue will be dealt with separately after the decision of the Board of Management.

**Group 'A'**  
**Non teaching staff**

<i>S. No.</i>	<i>No. of sanctioned Posts</i>	<i>Designation</i>	<i>Revised Scale of pay As per Seventh CPC</i>
1.	1	Registrar	Level 14 (₹1,44,200-2,18,200/-)
2.	1	Finance Officer	Level 11 (₹67,700-2,08,700/-)
3.	1	Administrative Officer	Level 11 (₹67,700-2,08,700/-)
4.	1	Deputy Publication Officer	Level 11 (₹67,700-2,08,700/-)
5.	1	Hindi Officer	Level 10 (₹56,100-1,77,500/-)
6.	1	Systems Analyst	Level 10 (₹56,100-1,77,500/-)
7.	1	Librarian	Level 10 (₹56,100-1,77,500/-)
8.	1	Documentation Officer	Level 10 (₹56,100-1,77,500/-)

**Group 'B'**

<i>S. No.</i>	<i>No. of sanctioned Posts</i>	<i>Designation</i>	<i>Revised Scale of pay As per Seventh CPC</i>
1.	1	Senior Private Secretary	Level 8 (₹47,600-1,51,100)
2.	1	Computer Programmer	Level 7 (₹44,900-1,42,400)
3.	1	Cartographer (Computer Applications)	Level 7 (₹44,900-1,42,400)
4.	1	Assistant Publication Officer	Level 7 (₹44,900-1,42,400)
5.	4	Section Officer	Level 7 (₹44,900-1,42,400)
6.	1	Private Secretary	Level 7 (₹44,900-1,42,400)
7.	2	Professional Assistant	Level 6 (₹35,400-1,12,400)
8.	1	Publication Assistant	Level 6 (₹35,400-1,12,400)
9.	7	Assistant	Level 6 (₹35,400-1,12,400)
10.	2	Assistant (Accounts)	Level 6 (₹35,400-1,12,400)
11.	10	Stenographer Grade-I	Level 6 (₹35,400-1,12,400)

**Group 'C'**

<i>S. No.</i>	<i>No. of sanctioned Posts</i>	<i>Designation</i>	<i>Revised Scale of pay As per Seventh CPC</i>
1.	2	Hindi Translator	Level 5 (₹29,200-92,300)
2.	4 (2 +2)	Data Entry Operator	Level 5 (₹29,200-92,300)
3.	1	Machine Operator (Multilith cum Photocopier)	Level 5 (₹29,200-92,300)
4.	6	Stenographer Grade-II	Level 4 (₹25,500-81,100)
5.	9	Upper Division Clerk	Level 4 (₹25,500-81,100)
6.	14	Lower Division Clerk	Level 2 (₹19,900-63,200)
7.	6	Driver	Level 2 (₹19,900-63,200)
8.	3	Library Attendant	Level 2 (₹19,900-63,200)
9.	1	Programme Attendant	Level 2 (₹19,900-63,200)
10.	1	Electrician	Level 2 (₹19,900-63,200)
11.	37	Multi Tasking Staff (MTS)	Level 1 (₹18,000-56,900)

*Second Schedule***RECRUITMENT RULES**

1.	<i>Name of the Post</i>	<b><i>Vice-Chancellor</i></b>
2.	No. of Posts	1
3.	Classification of post	Group 'A'
4.	Scale of Pay	₹2,10,000/- Fixed + Special Allowance of ₹ 11,250/- p.m.
5.	Whether Selection post or Non-selection post	Selection As given in SR 9
6.	Composition of Search-cum-Selection Committee	<b>As given in SR 9 (2)</b>
7.	Age for Direct Recruits	Not more than 65 years as on the last date of submission of application
8.	Educational and other qualifications required for direct recruits	As given in SR 9
9.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	As given in SR 9
10.	In case of recruitment by deputation/transfer, grade from which deputation/transfer to be made	NA.
11.	Age of Superannuation	70 years
12.	In case of recruitment by promotion/absorption, grade from which promotion/deputation/absorption to be made	NA

1.	<b>Name of the Post</b>	<b>Professor</b>
2.	No. of Posts	10
3.	Classification	Group 'A'
4.	Scale of Pay	Level 14 ₹1,44,200-2,18,200/-
5.	Whether Selection post or Non-selection post	Selection
6.	Age for Direct Recruits	-
7.	Educational and other qualifications required for direct recruits	<p>A.</p> <p>(a) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2 of UGC Regulation 2018.</p> <p>(b) A minimum of ten years of teaching experience in University as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.</p> <p>OR</p> <p>B. An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any teaching institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion	Yes, as per UGC norms

---

9.	Period of probation, if any	One year
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	Direct recruitment failing which by transfer or on deputation
11.	In case of recruitment by promotion/ deputation/ transfer, grade from which promotion/ deputation/ transfer to be made	Not applicable
12.	Age of Superannuation	65 years

---

1.	<b>Name of the Post</b>	<b>Associate Professor</b>
2.	No. of Posts	12
3.	Classification	Group 'A'
4.	Scale of Pay	Level 13A ₹1,31,400-2,17,100/-
5.	Whether Selection post or Non-selection post	Selection
6.	Age for Direct Recruits	-
7.	Educational and other qualifications required for direct recruits	<p>(1) A good teaching record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.</p> <p>(2) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).</p> <p>(3) A minimum of eight years of experience of teaching and / or research in an teaching/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/ industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2 of UGC Regulations 2018.</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion	As per UGC Norms
9.	Period of probation, if any	One year



---

10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	Direct recruitment
11.	In case of recruitment by promotion/ deputation/transfer, grade from which promotion/ deputation/transfer to be made	Promotion under CAS as per UGC norms
12.	Age of Superannuation	65 years

---

1.	<b>Name of the Post</b>	<b>Assistant Professor</b>
2.	No. of Posts	10
3.	Classification	Group 'A'
4.	Scale of Pay	Level 10 ₹57,700- 1,82,400/-
5.	Whether Selection post or Non-selection post	Selection
6.	Age for Direct Recruits	-
7.	Educational and other qualifications required for direct recruits	<p>i. A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.</p> <p>Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET:</p> <p>Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:-</p> <p>a) The Ph.D. degree of the candidate has been awarded in a regular mode;</p> <p>b) The Ph.D. thesis has been evaluated by at least two external examiners;</p>

		<p>c) An open Ph.D. viva voce of the candidate has been conducted;</p> <p>d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;</p> <p>e) The candidate has presented at least two papers based on his/her Ph. D work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.</p> <p>The fulfillment of these conditions is to be certified by the Registrar or the Dean (Teaching Affairs) of the University concerned.</p> <p>Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.</p> <p>OR</p> <p>B. The Ph. D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Teaching Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).</p> <p>Note: The Teaching score as specified in Appendix II (Table 3A) for Universities, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion	N.A.
9.	Period of probation, if any	One year

10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/ transfer) and percentage of the vacancies to be filled by various methods	Direct recruitment
11.	In case of recruitment by promotion/deputation/ transfer, grade from which promotion/deputation/ transfer to be made	N. A.
12.	Age of Superannuation	65 years

Note: Recruitment rules for the posts of Administrative Officer, Deputy Publication Officer, Hindi Editor, Systems Analyst, Librarian and Documentation Officer (All posts of Administration) are placed before the Cadre Review Committee constituted as per the recommendation of the UGC Review Committee which was placed before the Board of Management. The Board has approved the recommendations of the Committee. This will look into all aspects relating to Promotion, Feeder Channel and other terms and conditions as per nomenclature given by UGC and DoPT.

*Third Schedule*

**RULES AND PROCEDURES REGULATING THE APPOINTMENTS OF  
EMERITUS PROFESSORS, NATIONAL FELLOWS AND VISITING  
FELLOWS UNDER SR 9 (3)**

In addition to regular cadre faculty, the Institute may also appoint the following categories of faculty staff:

(I) Emeritus Professors; (II) National Fellows; and (III) Visiting Fellows subject to the following terms and procedure:

**I. Emeritus Professors**

1. Vice-Chancellor/Professor of the Institute who retire after a distinguished record of service may be conferred the title of Emeritus Professor.
2. Only those faculty members of the Institute who retire and who do not accept any paid employment anywhere shall be eligible to be considered for an Emeritus Professorship.
3. Emeritus Professor shall generally be expected to guide and conduct research and other teaching activities of the Institute.
4. The terms and duration of appointment of Emeritus Professor will be decided in each case on merits with the prior approval of the Board of Management.

**II. National Fellows**

1. The purpose of the scheme is to enable educational administrators or planners or scholars of outstanding eminence to engage themselves in research and study at the Institute.
2. The field of research and study should be relevant to educational policy, planning, administration and finance, etc.
3. The total number of National Fellowships at one time shall not exceed four.
4. No application for National Fellowships will be entertained.

The Fellowship will be offered by the Institute at its own initiative and after following such procedures as may be decided from time to time.

5. During the period of fellowship, a National Fellow shall be paid as under:

Where National Fellowship is offered to an employed educational administrator or planner or scholar, the Fellowship would protect salary and allowances payable to him in his parent organisation.

Where National Fellowship is offered to an educational planner or administrator or scholar who is currently not employed or has retired, the Fellowship would equal the last pay drawn by him in the post last held plus usual allowances. Pension being earned by a retired person would be deducted from the Fellowship.

Necessary secretarial assistance, stationery, field work expenses, computer cost etc. may also be provided keeping in view the needs of each case.

Additional facilities such as telephone etc. may be provided in special cases.

6. A National Fellow selected for the award under the scheme should normally join the Fellowship within a period of six months from the date of award. In special cases, extension up to six months for joining time may be allowed. If a National Fellow is unable to join the award within a period of one year from the date of award, the Fellowship award would stand as withdrawn and cancelled.
7. The National Fellowship shall be for a period up to two years. No extension is permissible.

### **III. Visiting Fellowships**

Visiting Fellowships may be offered to eminent educationists and administrators from India and abroad in specialized fields to fill in the gaps in the Institute's areas of felt needs subject to the following conditions:

1. A Visiting Fellow should be a serving scholar of eminence in his subject and not a superannuated person. The minimum tenure of a
-

Visiting Fellow shall not be less than two weeks and the maximum up to three months.

2. A person appointed as a Visiting Fellow from outside the country may be paid an honorarium. The amount of honorarium may be determined on the basis of recommendation of a committee in NIEPA as per the standard norms. In case a person already serving in an Indian University or an Institution is appointed as a Visiting Fellow, the honorarium payable should be determined on the basis of the salary plus 20% of the basic pay plus the dearness allowance and other allowances, if any, admissible (except conveyance allowance, if any) according to the rates of his parent university/Institution. The Institute would also contribute towards his pensionary benefits/CPF as per usual rules.
  3. If a person working abroad on a permanent basis is invited as a Visiting Fellow, the Institute may meet the cost of international air travel by economy class by the direct route. This will not be applicable to a person who is returning to India at the end of his foreign assignment to take up the Visiting Fellowship. Visiting Fellow appointed from within the country may be paid travel expenses in accordance with the rules of the Institute.
  4. The Institute would provide accommodation to the visiting Fellow in its hostel free of charge and medical facilities as per rules.
  5. The same person may not be invited as Visiting Fellow more than once in a calendar year in the Institute.
  6. A person should not be appointed as a Visiting Fellow if he held a post in the Institute immediately before or after superannuation.
  7. It is expected that when a serving person is appointed as Visiting Fellow, the parent University/Institution would give him teaching leave without pay.
  8. Prior approval of the Board of Management may be obtained before offering any Visiting Fellowship. In cases where it is not possible to obtain the prior approval of the Board of Management, Vice-Chancellor may offer the Fellowship subject to the approval of the Board of Management in due course.
-

## PART III

### Recruitment and Promotion for Non-teaching Staff

1.	<i>Name of the Post</i>	<i>Registrar</i>
2.	No. of Post	1
3.	Classification	Group 'A'
4.	Scale of Pay	Level 14 (₹1,44,200-2,18,200/-)
5.	Whether Selection post or Non-selection post	Selection
6.	Age for Direct Recruits	Maximum 57 years (age as on last date of filling application)
7.	Educational and other qualifications required for direct recruits	<p>1) A Master's Degree with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>2) Holding analogous post on regular basis in the parent cadre/department</p> <p style="text-align: center;"><b>OR</b></p> <p>At least fifteen (15) years of experience as Assistant Professor in the Teaching Level 11 and above or with 8 years of service in the Teaching Level 12 and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;"><b>OR</b></p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p style="text-align: center;"><b>OR</b></p> <p>Fifteen (15) years of administrative experience, of which eight (08) years shall be as Deputy Registrar or an equivalent post in Level 12 with Entry Pay of ₹78,800/-</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion	NA



9.	Period of probation, if any	NA
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	Direct recruitment failing which by deputation for a period not exceeding 5 years on tenure basis.
11.	In case of recruitment by deputation/transfer, grade from which deputation/transfer to be made	<p><b>Deputation/Transfer</b></p> <p>(a) Officers/Teachers from Central or State Governments, Universities, Professional and Research Institutions/ bodies:</p> <p>i) holding analogous post on regular basis; or</p> <p>ii) with 5 years regular service in post in the pay band of Level 13 from government source or 5 years regular service as Fellow/Reader in the post in pay band of Teaching Level 13A or equivalent; and</p> <p>(b) Possessing qualifications and experience prescribed for direct recruits in Column 7. (Period of deputation shall not ordinarily exceed 5 years).</p>
12.	Age of Superannuation	Completion of tenure or 62 years of age, whichever is earlier.

1.	<b>Name of the Post</b>	<b>Finance Officer</b>
2.	No. of Post	1
3.	Classification	Group 'A'
4.	Scale of Pay	Level 11 (₹67,700-2,08,700/-)
5.	Whether Selection post or Non-selection post	Selection
6.	Age for Direct Recruits	Not exceeding 55 Years
7.	Educational and other qualifications required for direct recruits	<p>a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed</p> <p>b) Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration, or</p> <p>c) Comparable experience in research establishment and/ or other institutions of higher education, or</p> <p>d) 5 years of administrative experience as Assistant Registrar or in equivalent post</p> <p><b>OR</b></p> <p>05 years of administrative/finance experience in Level 10 or 08 years of administrative experience in Level 8 or 9.</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion	NA
9.	Period of probation, if any	NA
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/ transfer) and percentage of the vacancies to be filled by various methods	Direct Recruitment/Deputation Tenure of five years or till attains the age of 60 years, whichever is earlier.

---

11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	<p><b>Deputation/Transfer</b></p> <p>Appointment shall be made on deputation by drawing officers belonging to the Audit and Accounts service or other similar organized services such as Railway Accounts, Defence Accounts etc. not below the rank of Senior Accounts Officer or equivalent in the grade of Level 10 and possessing at least a Master Degree.</p> <p>Failing which officers holding analogous posts on regular basis or with 5 years regular service in the Level 10 or with 8 years regular service in the Level 8 or 9 in the relevant field of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and possessing at least a graduation degree.</p> <p>AGE LIMIT: 55 Years (For deputation) (Period of deputation shall not ordinarily exceed five years)</p>
-----	--	--

---

1.	<b>Name of the Post</b>	<b>Administrative Officer</b>
2.	No. of Post	1
3.	Classification	Group A
4.	Scale of Pay	Level 11 (₹67,700 - 2,08,700/-)
5.	Whether Selection post or Non-selection post	Selection
6.	Age for Direct Recruits	Not more than 45 years
7.	Educational and other qualifications required for direct recruits	A Master Degree with at least 55% of the marks or its equivalent grade of 'B'. 5% of marks in Master Degree relaxable in case of SC/ST candidates. 5 years of administrative experience in level 10 or its equivalent. OR 8 years of administrative experience in level 8 or its equivalent.
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion	N.A.
9.	Period of probation, if any	2 years in the case of direct recruits
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/ transfer) and percentage of the vacancies to be filled by various methods	By Promotion; <b>failing which</b> by direct recruitment
11.	In case of recruitment by promotion/ deputation/ transfer, grade from which promotion/ deputation/ transfer to be made	Promotion from amongst Section Officers and Private Secretary with not less than 8 years' service in any of these capacities.  Deputation / Transfer: N.A.

1.	<b>Name of the Post</b>	<b>Deputy Publication Officer</b>
2.	No. of Post	1
3.	Classification	Group A
4.	Scale of Pay	Level 11 (₹67,700-2,08,700/-)
5.	Whether Selection post or Non-selection post	Selection
6.	Age for Direct Recruits	Not more than 45 Years
7.	Educational and other qualifications required for direct recruits	<p>(i) A <i>Graduation</i> degree with 55% marks or equivalent grade from a recognised university.</p> <p>(ii) A degree or a three-year diploma in printing technology or two-year PG diploma in Book Publishing from a recognised institutions/university.</p> <p>(iii) At least 7 years' experience in printing/production of books, general publication, journals etc. in a reputed publishing/ printing organization or in a government or autonomous organization.</p> <p>(iv) Knowledge of working of Computer</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion	Age not applicable but other qualifications will apply.
9.	Period of probation, if any	2 years for direct recruits
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/ transfer) and percentage of the vacancies to be filled by various methods	Transfer on Deputation/Promotion failing which by Direct recruitment. If the departmental candidate is selected for appointment to the post it is to be treated as having been filled by promotion.
11.	In case of recruitment by	<b>Deputation/Transfer</b>

	promotion/ deputation/transfer, grade from which promotion/deputation/ transfer to be made	<p>(a) Officers from Central or State Governments, Professional and Research Institutions and bodies:</p> <ul style="list-style-type: none"><li>i) holding analogous post on regular basis; or</li><li>ii) with not less than 5 years regular service in GP Rs.4600/- (pre-revised) and</li></ul> <p>(b) Possessing qualifications and experience prescribed for direct recruits in Column 7 (Period of deputation shall not ordinarily exceed 3 years).</p> <p><b>Promotion</b> Assistant Publication Officer with 5 years service in the grade shall be eligible for promotion.</p>
--	--	---

---

1.	<b>Name of the Post</b>	<b>Hindi Editor</b>
2.	No. of Post	1
3.	Classification	Group A
4.	Scale of Pay	Level 10 (₹56,100-1,77,500/-)
5.	Whether Selection post or Non-selection post	Selection
6.	Age for Direct Recruits	Not more than 35 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential</b></p> <p>a) Masters' Degree in Hindi with 55% marks</p> <p>b) Should have studied English up to Degree level</p> <p>c) At least five years' experience in writing, editing, compiling, proof reading, translation and publication of journals, books, monographs, etc, in a government organization or private organization of repute.</p> <p><b>Desirable</b></p> <p>a) Doctoral degree in Hindi</p> <p>b) Knowledge of printing and production</p> <p>c) Degree/Diploma in Journalism/Book-publishing</p> <p>d) At least one modern Indian language other than Hindi</p> <p>e) Knowledge of the provisions of Official Languages Act. 1963 and Rules for increasing the use of Hindi</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion	Yes
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	Direct recruitment by advertisement failing which by transfer on deputation/deputation

11.	In case of recruitment by promotion/ Deputation/transfer, grade from which promotion/ deputation/transfer to be made	<b>Deputation/Transfer</b> a) Officers from Central/State Governments, universities, Professional and Research Institutions and bodies:  (i) holding analogous post on regular basis; or  (ii) with 5 years regular service as Senior Hindi Translator or in the post in the pay scale of Rs. 5,500-9,000 (pre-revised); and  b) Possessing qualifications prescribed for direct recruits in Column 7.
-----	--	---

---



1.	<b>Name of the Post</b>	<b>Systems Analyst</b>
2.	No. of Post	1
3.	Classification	Group A
4.	Scale of Pay	Level 10 (₹56,100-1,77,500/-)
5.	Whether Selection post or Non-selection post	Selection
6.	Age for Direct Recruits	Not more than 30 years
7.	Educational and other qualifications required for direct recruits	(a) Masters' degree with a 55% marks in Computer Science/ Application/ Physics/ Statistics/ Maths/ Operations Research OR B.E./B. Tech. in Computer Science/ applications/IT (b) Minimum of three years' experience in software development of ERP, Computer programming and in conductive training programme in Computer Science/Engg. or IT (c) CCNA/MCSE
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion	Age not applicable but other qualifications will apply.
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	Direct recruitment by advertisement, failing which transfer on deputation/transfer
11.	In case of recruitment by promotion/ deputation/transfer, grade from which promotion/ deputation/transfer to be made	<b>Deputation/Transfer</b> (a) Officers holding analogous post on regular basis from Central/State Governments, Universities, Professional and Research Institutions and bodies; and (b) Possessing qualifications prescribed for direct recruits in Column 7.

1.	<b>Name of the Post</b>	<b>Librarian</b>
2.	No. of Post	1
3.	Classification	Group A
4.	Scale of Pay	Level 10 (₹56,100-1,77,500/-)
5.	Whether Selection post or Non-selection post	N.A.
6.	Age for Direct Recruits	Not more than 35 years
7.	Educational and other qualifications required for direct recruits	<b>Essential</b> Master's Degree with 55% marks in Library Science <b>Desirable</b> Three years' experience of working in a library or an academic research institution
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion	N.A.
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/ transfer) and percentage of the vacancies to be filled by various methods	Direct recruitment; failing which by transfer on deputation/short term contract
11.	In case of recruitment by promotion/ deputation/ transfer, grade from which promotion/ deputation/transfer to be made	<b>Deputation/Transfer</b> a) Officers holding analogous post on regular basis from Central/State Governments, Universities, Professional; and b) Possessing qualifications prescribed for direct recruits in Column 7.

1.	<b>Name of the Post</b>	<b>Documentation Officer</b>
2.	No. of Post	1
3.	Classification	Group A
4.	Scale of Pay	Level 10 (₹56,100-1,77,500/-)
5.	Whether Selection post or Non-selection post	N.A.
6.	Age for Direct Recruits	Not more than 35 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential</b></p> <p>(a) Good academic record with at least high second class Master's Degree in subject other than Library Science;</p> <p>(b) Master's Degree in Library Science</p> <p><b>Desirable</b></p> <p>Three years' experience in a library in documentation work and experience in editing</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion	N.A.
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/ transfer) and percentage of the vacancies to be filled by various methods	Direct recruitment by advertisement failing which by transfer on deputation/deputation

1.	<b><i>Name of the Post</i></b>	<b><i>Senior Private Secretary</i></b>
2.	No. of Post	1
3.	Classification	Group B
4.	Scale of Pay	Level-8 (₹47,600 - 1,51,100)
5.	Whether Selection post or Non-Selection post	Selection – For Promotion
6.	Age for Direct Recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/ transfer) and percentage of the vacancies to be filled by various methods	By Promotion
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/ deputation/transfer to be made	Promotion on the basis of Seniority-cum-Fitness from amongst Private Secretary in Level-7 in Pay Matrix table with 2 years regular service in the level or 6 years regular service in Pay Level 6 in the capacity of Stenographer -Grade I.

1.	<b>Name of the Post</b>	<b>Computer Programmer</b>
2.	No. of Post	1
3.	Classification	Group B
4.	Scale of Pay	Level-7 (₹44,900 – 1,42,400)
5.	Whether Selection post or Non-Selection post	Not Applicable
6.	Age for Direct Recruits	Not exceeding 35 years
7.	Educational and other qualifications required for direct recruits	<p>(a) Master's Degree in Computer Application/ Computer Science/Information Technology or Master of Technology (M.Tech.) (with specialization in Computer Application) Computer Science/ Computer Technology of a recognized University or equivalent. (ii) Five years' experience of computer programming;</p> <p><b>OR</b></p> <p>(b) Bachelor of Engineering (B.E.)/ Bachelor of Technology (B.Tech.) in Computer Science/ Information Technology or Degree in Electronics/Electronics and Communication Engineering with minor in Computer Science from a recognized University or equivalent. ii) Eight years' experience of computer programming</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Not Applicable
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/ transfer) and percentage of the vacancies to be filled by various methods	By Direct recruitment
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/ deputation/transfer to be made	Not Applicable

1.	<b>Name of the Post</b>	<b>Private Secretary</b>
2.	No. of Post	1
3.	Classification	Group B
4.	Scale of Pay	Level-7 (₹44,900 – 1,42,400)
5.	Whether Selection post or Non-Selection post	Selection – For Promotion
6.	Age for Direct Recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	By Promotion
11.	In case of recruitment by promotion/ deputation/transfer, grade from which promotion/ deputation/ transfer to be made	Promotion on the basis of Seniority-cum-Fitness from amongst Stenographers with five years regular service in Level-6 in Pay Matrix Table.

S. No		<b>EXISTING (2013)</b>
1.	<b>Name of the Post</b>	<b>Cartographer (Computer Applications)</b>
2.	No. of Posts	1
3.	Classification	Group B
4.	Scale of Pay	Level-7 (₹44,900 – 1,42,400)
5.	Whether Selection post or Non-Selection post	Selection
6.	Age for Direct Recruits	Not more 30 years
7.	Educational and other qualifications required for direct recruits	<p>Masters degree in Geography with high Second Class and at least 6 years' experience in Thematic map making using computers and developing graphic presentation material for training/research in educational planning and administration Or</p> <p>B.E. or B.Tech. In Computer Science at least 3 years of experience in Thematic map making using computers and developing graphic presentation material relating to education.</p> <p>Preference will be given to those having experience in collection of data and preparation of maps on various themes independently in both English and Hindi. Knowledge of printing technology and procedures of Survey of India for publishing the maps.</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Qualifications: Yes, Age: No
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	Direct recruitment by advertisement, failing which transfer on deputation/transfer

11.	In case of recruitment by promotion/ deputation/transfer, grade from which promotion/ deputation/ transfer to be made	<b>Deputation/Transfer</b> Officers holding analogous post on regular basis from Central/State Governments, Universities, Professional and Research institutions and bodies; and  Possessing qualifications prescribed for direct recruits on Column 7.  (Period of deputation shall not ordinarily exceed 3 years)
-----	--	--

---



<b>S. No</b>		<b><i>EXISTING (2013)</i></b>
<b>1</b>	<b><i>Name of the Post</i></b>	<b><i>Section Officer</i></b>
2.	No. of Posts	4
3.	Classification	Group B
4.	Scale of Pay	Level-7 (₹44,900 – 1,42,400)
5.	Whether Selection post or Non-Selection post	Selection
6.	Age for Direct Recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	A Bachelors' degree with 50% marks of a recognized University 5 years' experience of administration/ accounts with knowledge of rules and procedures as applicable to government/ autonomous organizations
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	By Promotion through selection on the basis of merit failing which by deputation/transfer and failing that by direct recruitment
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/ deputation/ transfer to be made	<b>Promotion</b> Private Secretary in Level-7 in Pay Matrix table with 3 years' service or Assistants/ Stenographers Grade-I ( Level-6 in the Pay Matrix as per 7 <sup>th</sup> CPC) with 8 years of service (percentage being 75 per cent for Secretarial Cadre and 25 per cent for Stenographers Cadre respectively)

		<p><b>Deputation</b></p> <p>(a) Officers from Central/State Governments, Universities, Professional and Research Institutions and bodies:</p> <p>i) Holding analogous post on regular basis; with 3 years regular service in the post in Level-6 in the Pay Matrix or</p> <p>ii) with 8 years regular service as Assistant/Stenographer in the grade pay of Rs. 2800 (pre-revised); and</p> <p>(b) Possessing qualifications prescribed in Column 7.</p> <p>(Period of deputation shall not ordinarily exceed 3 years)</p>
--	--	--

1.	<b>Name of the Post</b>	<b>Professional Assistant</b>
2.	No. of Posts	2
3.	Classification	Group B
4.	Scale of Pay	Level-6 (₹35,400 – 1,12,400)
5.	Whether Selection post or Non-Selection post	Not Applicable
6.	Age for Direct Recruits	Not exceeding 35 years.
7.	Educational and other qualifications required for direct recruits	2nd Class Graduation Degree with Master in Library Science OR 2nd Class Master Degree with Bachelor in Library Science/Diploma in Library Science
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Not applicable
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	By direct recruitment failing which by deputation
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	<b>Deputation/Transfer</b> (a) Officers from Central/State Governments, Universities, Professional and Research institutions and bodies (i) Holding analogous post on regular basis; or (ii) With 5 years regular service as Semi-Professional Assistant in Pay Level-5 in Pay Matrix and; (c) Possessing qualifications prescribed for direct recruits in Column 7.

1.	<b>Name of the Post</b>	<b>Publication Assistant</b>
2.	No. of Post	01
3.	Classification	Group B
4.	Scale of Pay	Level-6 (₹35,400 – 1,12,400)
5.	Whether Selection post or Non-Selection post	Not Applicable
6.	Age for Direct Recruits	Not exceeding 35 years
7.	Educational and other qualifications required for direct recruits	<p>(a) Graduate with a diploma in Printing Technology from a recognized Institution or two years Post-graduate Diploma in Book-publishing with specialization in Book-production</p> <p>(b) About 2 years experience in Primary/ Production of Books /General Publications, Journals, etc. in a reputed publishing / printing organization or in a Government Autonomous Organisation dealing in printing and publishing</p> <p>(c) Knowledge of Calculating and estimating cost of production of publications</p> <p><b>Desirable</b> Proficiency in English and Hindi Proof Reading</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Not Applicable
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/ transfer) and percentage of the vacancies to be filled by various methods	By Direct Recruitment/Deputation
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/ deputation/transfer to be made	<b>DEPUTATION</b> Educational and other qualification is same as in Column 7.

<b>S. No</b>		<b><i>EXISTING (2013)</i></b>
1.	<b><i>Name of the Post</i></b>	<b><i>Assistant</i></b>
2.	No. of Posts	7
3.	Classification	Group C
4.	Scale of Pay	Level-6 (₹35,400 – 1,12,400)
5.	Whether Selection post or Non-Selection post	Non-selection
6.	Age for Direct Recruits	Not more than 30 years
7.	Educational and other qualifications required for direct recruits	A Bachelors Degree with minimum 50% marks. <b>Desirable</b> Experience of establishment and accounts work. Ability to typing on computer in Hindi and English
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	No
9.	Period of probation, if any	2 years in the case of direct recruitment
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/ transfer) and percentage of the vacancies to be filled by various methods	Fifty per cent by promotion on the basis of seniority subject to the rejection of the unfit from amongst the Upper Division Clerks with not less than five years regular service in the Institute as an Upper Division Clerk  Fifty per cent by direct recruitment on the basis of competitive test in the manner as may be prescribed by the Institute from time to time from amongst the candidates sponsored by the Employment Exchange and eligible employees of the Institute and/or through advertisement in local press when considered necessary. Failing direct recruitment. Persons may be appointed on deputation on transfer/transfer against direct recruitment quota

11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	<p><b>Promotion</b></p> <p>UDC having at least 5 years regular service as UDC</p> <p><b>Deputation/Transfer</b></p> <p>Officers from Central/State Governments, Universities, Professional and Research Institutions and bodies: holding analogous post on regular basis; or with 5 years regular service as Upper Division Clerk in Level-4 in Pay Matrix.; and Possessing qualifications prescribed for direct recruits in Column 7. (period of deputation shall not ordinarily exceed 3 years)</p>
-----	--	---

---

<b>S. No</b>		<b>EXISTING (2013)</b>
1.	<b>Name of the Post</b>	<b>Assistant (Accounts)</b>
2.	No. of Posts	2
3.	Classification	Group B
4.	Scale of Pay	Level-6 (₹35,400 – 1,12,400)
5.	Whether Selection post or Non-Selection post	Selection
6.	Age for Direct Recruits	Not more than 30 years
7.	Educational and other qualifications required for direct recruits	A Bachelor's degree in Commerce 5 years experience in maintenance of accounts, preparation of budget etc. in government/ autonomous/ organizations public sector undertakings.
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	No
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	Promotion, failing which transfer on deputation and failing that direct recruitment.
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/ deputation/ transfer to be made	Assistants with 5 years' in the grade or 10 years' combined service in the grade of Assistant/UDCs who have undergone training in cash and accounts work in the Institute ISTM or equivalent and possessing 3 years' experience of cash, accounts and budget work  Failing (a) above, officers under the Central Govt. holding analogous posts of SAS Accountants or SAS passed clerks from any on the organized accounts department. The period of deputation shall ordinarily not exceed 3 years.  Failing (a) and (b) above direct recruitment

S. No.		<i>EXISTING (2013)</i>
1.	<i>Name of the Post</i>	<i>Stenographer Grade-I</i>
2.	No. of Posts	10
3.	Classification	Group C
4.	Scale of Pay	Level-6 (₹35,400 – 1,12,400)
5.	Whether Selection post or Non-Selection post	Selection
6.	Age for Direct Recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Not Applicable
9.	Period of probation, if any	2 years for promotes
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	By promotion failing which by deputation
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	<p><b>Promotion</b></p> <p>Stenographers Grade II in the Pay Band I with Grade Pay of Rs. 2400 with ten years regular service in the grade.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have</p>



		<p>successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission.</p> <p><b>Deputation:</b></p> <p>Officers holding the post of Stenographer under the Central Government</p> <ul style="list-style-type: none"><li>(i) holding analogous post on regular basis in the parent cadre or department; or</li><li>(ii) with ten years regular service in the Pay Band I with Grade Pay of Rs. 2400 or equivalent</li></ul> <p>Note 1:</p> <p>The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2:</p> <p>Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years 'as on the closing date of receipt of applications.</p>
--	--	---

		<p>Note 3:</p> <p>For the purposed of appointment of deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 ( the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
--	--	---

1.	<b>Name of the Post</b>	<b>Hindi Translator</b>
2.	No. of Posts	2
3.	Classification	Group C
4.	Scale of Pay	Level-5 (₹29,200 – 92,300)
5.	Whether Selection post or Non-Selection post	Not Applicable
6.	Age for Direct Recruits	Not exceeding 30 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential</b></p> <p>(i) A Master's degree from recognized University with English/Hindi as main subjects at degree level with minimum 50% marks</p> <p>OR</p> <p>A Master's degree with Hindi and English as main subjects with minimum 50% marks, and recognized diploma certificate in translation from English to Hindi and Vice-Versa</p> <p>(ii) At least 2 years experience in translation from English to Hindi and vice-versa in a Govt. /private organization</p> <p><b>Desirable</b></p> <p>(i) Knowledge of Indian Educational System</p> <p>(ii) Proof reading</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Not Applicable
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	By Direct Recruitment
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/ deputation/transfer to be made	Not Applicable

S. No.		<b>EXISTING (2013)</b>
1.	<b>Name of the Post</b>	<b>Data Entry Operator 'C'/Data Entry Operator 'B'</b>
2.	No. of Posts	2 +2
3.	Classification	Group C
4.	Scale of Pay	Level-5 (₹29,200 – 92,300)
5.	Whether Selection post or Non-Selection post	Selection
6.	Age for Direct Recruits	Not more than 30 years
7.	Educational and other qualifications required for direct recruits	Bachelor's degree with training in word processing, data entry and Desk Top publishing work with at least 5 years experience in relevant field for direct recruits
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	N.A.
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	Promotion, failing which by direct recruitment
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	Promotion from Data Entry Operator 'B' with three years regular service in the grade

S. No.		<i>EXISTING (2013)</i>
1.	<i>Name of the Post</i>	<b>Machine Operator (Multilith-cum-Photocopier)</b>
2.	No. of Posts	1
3.	Classification	Group C
4.	Scale of Pay	Level-5 (₹29,200 – 92,300)
5.	Whether Selection post or Non-Selection post	Selection
6.	Age for Direct Recruits	Not more than 30 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential</b></p> <p>(i) Matriculation/Higher Secondary or its equivalent from a recognized Board</p> <p>(ii) At least five years' experience of operating Multilith Printing Machine, Photostat machine, projecting films, slide, etc.</p> <p><b>Desirable</b></p> <p>Diploma in printing from a recognized Institute</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Yes
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	By promotion through selection on merit failing which by direct recruitment
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/ transfer to be made	<p><b>Promotion</b></p> <p>Employees in the Grade Pay of Rs. 2800 with requisite educational qualifications and experience</p>

<b>S. No.</b>		<b>EXISTING (2013)</b>
1.	<b>Name of the Post</b>	<b>Stenographer Grade-II*</b>
2.	No. of Posts	6
3.	Classification	Group C
4.	Scale of Pay	Level-4 (₹25,500 – 81,100)
5.	Whether Selection post or Non-Selection post	Not applicable
6.	Age for Direct Recruits	18-27 years (Relaxable for Govt. servants up 40 years in accordance with instructions or orders issued by the Central Govt.) Note: The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission
7.	Educational and other qualifications required for direct recruits	(i) 12 <sup>th</sup> Class pass or equivalent from a recognized Board of University  Skill Test Norms  Dictation: 10 Mts. @ 80 w.p.m. Transcription 65 mts. (English); 75 mts. (Hindi) (On manual Typewriter) or 50 mts. (English); 65 mts. (Hindi) (on Computer)
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Not applicable
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/ transfer) and percentage of the vacancies to be filled by various methods	Direct recruitment through Staff Selection Commission  Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation from the officials of the Central Government holding analogous posts or regular basis and possession the qualification prescribed for direct recruits at Column 7.

S. No.		<b><i>EXISTING (2013)</i></b>
1.	<b><i>Name of the Post</i></b>	<b><i>Upper Division Clerk</i></b>
2.	No. of Posts	9
3.	Classification	Group C
4.	Scale of Pay	Level-4 (₹25,500 – 81,100)
5.	Whether Selection post or Non-Selection post	Non-selection
6.	Age for Direct Recruits	Not more than 30 years
7.	Educational and other qualifications required for direct recruits	A Bachelor's degree. Knowledge of office work and ability to type on computer in Hindi and English
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	
9.	Period of probation, if any	N.A.
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/ transfer) and percentage of the vacancies to be filled by various methods	75% promotion on the basis of seniority, subject to the rejection of the unfit from amongst Lower Division Clerk, Hindi Typist and Lower Division Clerk-cum-Telephone Operator having not less than 5 years regular service in the Institute.  25% by promotion through selection on the basis of a departmental written test in the manner as may be prescribed by the Institute from time to time from amongst the Lower Division Clerks and other employees in the LDC scale of pay, with not less than two years regular service in the Institute on that scale.
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	<b>Promotion</b> LDC, Hindi Typists and LDC-cum-Telephone Operator having not less than 5 years regular service

S. No.		<b>EXISTING (2013)</b>
1.	<b>Name of the Post</b>	<b>Lower Division Clerk</b>
2.	No. of Posts	14
3.	Classification	Group C
4.	Scale of Pay	Level-2 (₹19,900 – 63,200)
5.	Whether Selection post or Non-Selection post	Selection
6.	Age for Direct Recruits	Minimum 18 years. Maximum 27 years
7.	Educational and other qualifications required for direct recruits	<p>(a) 12<sup>th</sup> Class or its equivalent from recognized Board of University.</p> <p>(b) Skill test norms only on Computer English Typing @35 W.P.M. Hindi Typing @ 30 W.P.M. (Time allowed -10 mts)</p> <p>(35 wpm &amp; 30 WPM corresponding to 10500 KDPH/9000KDPH on an average of 5 key depression for each word.)</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Yes, to the extent indicated in Column 10
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/ transfer) and percentage of the vacancies to be filled by various methods	<p>i) 85% by Direct recruitment</p> <p>ii) 10% of the vacancies to be filled from amongst the group 'C' staff in the grade pay of Rs. 1800 (pre-revised) and who possess 12<sup>th</sup> pass or equivalent qualification and have rendered three years' regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years. (50 years of age for the SC/ST)</p> <p>Note: If more of such employees then the number of vacancy available under clause (ii) though qualified at the examination,</p>



---

		<p>such excess no. of employees shall be considered for filling the vacancy arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a latter examination.</p> <p>iii) 5% of the vacancies shall be filled on the seniority-cum-fitness basis from Group 'C' employees, who have 3 years regular service in posts with the grade pay of Rs. 1800/-</p>
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	As stated in column 10

---

1.	<b>Name of the Post</b>	<b>Driver</b>
2.	No. of Posts	6
3.	Classification	Group C
4.	Scale of Pay	Level-2 (₹19,900 – 63,200)
5.	Whether Selection post or Non-Selection post	Not Applicable
6.	Age for Direct Recruits	Not exceeding 30 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential</b></p> <p>i) Possession of a valid Driving License for motor cars</p> <p>ii) Knowledge of motor mechanism. (The candidate should be able to remove minor defects in vehicle)</p> <p>iii) Experience of driving a motor car for at least 3 years; and</p> <p>iv) Pass in 10th Standard</p> <p><b>Desirable</b></p> <p>3 years service as Home Guard/Civil Volunteers.</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Not Applicable
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/ transfer) and percentage of the vacancies to be filled by various methods	<p>Direct Recruitment failing which by deputation/absorption</p> <p>For Armed Forces Personnel: Deputation/re-employment</p>
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	<p><b>For Deputation</b></p> <p>From amongst the regular Group 'C' employees in Pay Level-I in NIEPA who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars failing which from officials holding the post of Dispatch</p>

		<p>Rider on regular basis or regular Group 'C' employees in Pay Level-I in Pay Matrix in other Ministries of the Central Government who fulfill the necessary qualifications as mentioned in Column No. 7</p> <p><b><u>Deputation/re-employment for Armed Forces Personnel</u></b></p> <p>The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces, thereafter they may be continued on re-employment.</p> <p>Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization /Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>
--	--	--

1.	<b>Name of the Post</b>	<b>Library Attendant</b>
2.	No. of Posts	3
3.	Classification	Group C
4.	Scale of Pay	Level-2 (₹19,900 – 63,200)
5.	Whether Selection post or Non-Selection post	Not Applicable
6.	Age for Direct Recruits	Not exceeding 30 years
7.	Educational and other qualifications required for direct recruits	<b>Essential</b> (1) Matric/Higher Secondary (2) Certificate/Diploma in Library Science
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Not Applicable
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	By Direct Recruitment
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	-

1.	<i>Name of the Post</i>	<i>Programme Attendant</i>
2.	No. of Post	1
3.	Classification	Group C
4.	Scale of Pay	Level-2 (₹19,900 – 63,200)
5.	Whether Selection post or Non-Selection post	Not Applicable
6.	Age for Direct Recruits	Not exceeding 30 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential</b></p> <p>At least 10+2 pass with three years of experience of operating Audio-visual aids (Film Projector, Over-head Projector, Slide Projector, etc.) Public Address System (Mike, Head-Phones, etc.) Video Conferencing equipment and photography etc.</p> <p><b>Desirable</b></p> <p>Certificate class II electrical workman licence and proficiency in English for preparing Presto graphs according to time table</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Not Applicable
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/ transfer) and percentage of the vacancies to be filled by various methods	By Direct Recruitment
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/ deputation/transfer to be made	Not Applicable

1.	<b>Name of the Post</b>	<b>Electrician</b>
2.	No. of Post	1
3.	Classification	Group C
4.	Scale of Pay	Level-2 (₹19,900 – 63,200)
5.	Whether Selection post or Non-Selection post	Not Applicable
6.	Age for Direct Recruits	Not exceeding 30 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential</b></p> <p>(a) Matriculate</p> <p>(b) Electrical Workman License Certificate Class II</p> <p>2 years' experience in the Trade. Preference will be given to those who are in possession of National Apprenticeship Certificate</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Not Applicable
9.	Period of probation, if any	2 Years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	Not Applicable

1.	<b>Name of the Post</b>	<b>MTS</b>
2.	No. of Posts	37 (At present, 15 MTS are on roll. As and when a post falls vacant, will be treated as outsourced by rotation)
3.	Classification	Group C
4.	Scale of Pay	Level-1 (₹18,000 – 56,900)
5.	Whether Selection post or Non-Selection post	
6.	Age for Direct Recruits	
7.	Educational and other qualifications required for direct recruits	
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	
9.	Period of probation, if any	
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by promotion/ deputation/ transfer, grade from which promotion/ deputation / transfer to be made	

## **General Conditions**

- The crucial date for determining the age limit shall be closing date for receipt of applications from candidates in India (The closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep. The closing date will extend upto 30 days, in case the candidate belongs to any of such said regions)
  - Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.
  - Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay level extended based on the recommendations of the Pay Commission.
  - Note: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.
  - Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.
-



- Note 3: For the purpose of appointment of deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 ( the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended) shall be deemed to be service rendered in the corresponding Pay level extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised Pay Band and Grade Pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that pay level is the normal replacement level without any upgradation.
  - Deputation: The conditions of Deputation shall be governed as per Government of India Rules, as extended from time to time.
-



---

**SECTION C**

**DELEGATION OF POWERS  
TO NIEPA AUTHORITIES 2019**

---



---

# **DELEGATION OF POWERS TO NIEPA AUTHORITIES**

## **2019**

### **Short Title and Commencement**

These Bye Laws may be called the “Bye Laws” Governing the Delegation of power 2019 of National Institute of Educational Planning and Administration. These bye-laws shall come into force w.e.f. the date of issue of notification in this regard.

### **Extent of Application**

These Bye-laws shall apply to all concerned of the Institute.

### **Authority**

Authority means the authorities of the Institute such as Board of Management, Academic Council, Planning and Monitoring Board, Finance Committee, Board of Studies, etc.

### **Definitions**

(1) In these regulations unless the context otherwise requires:

- (a) **"Appointing Authority"**\* in relation to any post under the Institute, means the authority competent to make appointment to that post under SR 9;
  - (b) **"Borrowed Employee"** means an employee of any other Organisation whose services are obtained by the Institute on lien or deputation;
  - (c) **"Board of Management (BOM)"** means Board of Management of Institute;
  - (d) **"Chancellor"** means the Chancellor of the Institute;
  - (e) **"Controller of Examinations"** means the Controller of Examinations of the Institute.
-

- (f) **"Departmental Promotion Committee"** means a Committee constituted for promotion, declaration of satisfactory completion of probation and confirmation of employees;
  - (g) **"Dean (Academics and Research)"** means the Dean of Academics and Research of the Institution.
  - (h) **"Deemed to be University"** means the University created by Ministry of Human Resource Development, Government of India under section 3 of the UGC Act, 1956.
  - (i) **"Employee"** means any person serving the Institute against sanctioned posts;
  - (j) **"Faculty"** means the teaching staff holding posts covered under UGC Regulations as provided in Second Schedule;
  - (k) **"Foreign Service"** means the service for which an employee receives, with the approval of the competent authority, his pay from any source other than the funds of the Institute;
  - (l) **"Fundamental Rules"** means the Fundamental Rules of the Government of India;
  - (m) **"Finance officer"** means Finance officer of the Institute.
  - (n) **"Government"** means the Government of India;
  - (o) **"Head of the Department"** means Head of Department in the Institute as nominated by Vice Chancellor.
  - (p) **"Institute"** means the National Institute of Educational Planning and Administration;
  - (q) **"Project Post"** means a post sanctioned for a specific project or for a training programme for a fixed period;
  - (r) **"Registrar"** means the Registrar of the Institute;
  - (s) **"Schedule"** means a Schedule appended to these Bye-laws;
  - (t) **"Selection Committee"** means a Committee constituted for recommending persons for appointments to various posts in the Institute;
- \* Level 10 and above – BoM, Level 6 to 9 – Vice Chancellor and upto Level – 5 Registrar
- (u) **"Supplementary Rules"** means the Supplementary Rules of the Government of India;
-

- (v) **"UGC Regulations"** means Gazette Notification No. F. 2/2017(EC/PS) dated 18.07.2018 as amended from time to time regarding minimum qualifications for appointment of teachers and other academic staff in Universities/Institutes/ Colleges.
- (w) **"Vice-Chancellor"** means the Vice-Chancellor of the Institute;
- (2) All words and expressions used but not defined in these Regulations and defined in the Rules of the Institute shall have the meaning respectively assigned to them in the said Rules.

### Schedule

The provisions of these bye-laws, statement showing the details of delegation of powers of the Vice-Chancellor, Registrar and Other officers of the Institute and any other information relevant to the delegation of powers shall be as specified in the Schedule(s) which are quoted below:

Schedule	Subject	Page No.	
		From	To
"Bye-Laws Governing the Delegation of Powers" – 2019		1	19
Schedule-I	Powers of the Vice-Chancellor, Registrar, Dean (Academics & Research), Administrative Officer & other Officers of the Institute	6	14
Schedule-II	Powers under FR & SR	15	15
Schedule-III	Powers under General Financial Rules & Receipt & Payment Rules	16	19

### Removal of Difficulties

- i) The Board of Management may from time to time, issue such general and specific directions as may be necessary to remove difficulties in the operations of any of the provisions of these rules.
- ii) If circumstances so warrant, the Vice-Chancellor may take a decision in the matter. The decision so taken may be reported to the Board of Management at its next meeting for ratification.
- iii) All existing rules and orders in relation to the matters covered under these bye-laws, shall supersede any action already taken by or in pursuance to such existing rules and orders.

### **Interpretation**

In case of any ambiguity or lack of clarity with regard to any clause of the Bye-Laws, the decision of the Board of Management shall be final.

### **Amendment of Bye-laws**

The Board of Management shall have the authority to amend, modify, change, withdraw, suspend, relax any or all the provisions of these Bye-laws. The decisions of the Board of Management shall be final and binding on all the employees.

### **Residuary matters**

In respect of all matters not specifically provided for in these Bye-laws, the corresponding provisions as prescribed by the Govt. of India, as amended from time to time shall be followed. In case any particular provision in these bye laws clashes with any provision of the Memorandum of Association, the provision of the Memorandum of Association shall prevail.

### **Territorial Jurisdiction**

In case of any dispute, the territorial jurisdiction for adjudication shall be Delhi only.

### **Delegation of Powers**

- i) The Vice-Chancellor shall exercise all powers as may be delegated to him by Board of Management as per MOA Rule 15.1.10.
- ii) The Vice-Chancellor shall have the power to delegate some of his powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management as per MOA rule 15.1.9.
- iii) The Board of Management may delegate any or all the powers conferred upon it under the Memorandum of Association to any officer(s) under its control subject to such conditions as the Board of Management may deem fit to impose.

### **The Powers of Delegations to the Officers of Institute will be Subject to the Following Conditions**

- i) A specific budget provision exists for meeting the expenditure in the financial year in which it is proposed to be incurred.
-



- ii) The Vice-Chancellor shall have the powers to sanction expenditure on “New Items” in emergent cases which may be reported to the Finance Committee and Board of Management at its next meeting for the ratification.
  - iii) There shall not be delegation of any financial powers to the Finance Officer as he is the custodian of the funds. However, the Finance Officer or his nominee may be associated with all the purchase committees, tender opening committee, library committee, campus development committee or any other committee giving recommendations having financial implications. The officers delegated with the financial powers may obtain prior concurrence from the Finance Officer in respect of any item, if he so deem fit.
  - iv) All purchases shall be decided in accordance with the provisions of the GFR as amended from time to time.
  - v) It shall be the duty of the drawing officer to satisfy that the expenditure has been incurred in accordance with the rules on the subject. He/She shall ensure that the stores have correctly received the goods/articles and taken on charge or services have been satisfactorily rendered. Each bill before being passed on to the Finance and Accounts Branch for payment shall be entered in the Expenditure Control Register to ensure that budgetary allotment does not exceed in any case.
  - vi) Powers Delegated to a lower authority can be exercised at any point of time by superior authority or authorities.
  - vii) The delegation of powers is subject to observance of rules and procedures prescribed from time to time.
  - viii) Notwithstanding these delegations, in cases where adequate competition does not exist or emergent purchase are to be made on expenditure incurred in relaxation of the prescribed procedures, approval of the Vice Chancellor shall be necessary. In such cases, the Vice Chancellor shall act after seeking the opinion of the Finance Officer.
-

**BYE-LAWS GOVERNING THE “ DELEGATION OF POWERS” -2019 TO VARIOUS OFFICERS OF NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION (Deemed to be university)**

**SCHEDULE-I**

S. No.	Items of Expenditure	Powers Delegated to Vice-Chancellor	Dean (Academics and Research)	Powers Delegated to Registrar	Powers Delegated to Administrative Officer	Powers Delegated to other Officers of the Institute	Remarks
<b>ESTABLISHMENT RELATED POWERS</b>							
i)	a) Appointing Authority: Faculty & Group-A Officers Board of Management Group-B – Vice-Chancellor Group-C - Registrar b) Transfer of the post(s) from one department to the other department: 1. Teaching 2. Non –Teaching	*Full Powers  Full Powers  ----  Full Powers  Full Powers for Group A	----  ----  ----  ----  ----	----  ----  Full Powers  ----  Full Powers for Group B & C	----  ----  ----  ----  ----	----  ----  ----  ----  ----	*Subject to the approval of the Board of Management in respect of teaching and Group ‘ A’ Employees

<p><b>ii)</b></p> <p>a) Constitution of Screening/ Short Listing Committee</p> <p>b) Extension of date for submission of application of various courses such as M. Phil./Ph. D/ diploma/ certificate courses, if any</p> <p>c) Extension of date for submission of application for various teaching and Non-teaching post</p>	<p>Full Powers for Group A</p> <p>Full Powers for Group A</p> <p>Full Powers for Group A</p>	<p>----</p> <p>----</p> <p>----</p>	<p>Full Powers for Group B &amp; C</p> <p>Full Powers for Group B &amp; C</p> <p>Full Powers for Group B &amp; C</p>	<p>----</p> <p>----</p> <p>----</p>	<p>----</p> <p>----</p> <p>----</p>	<p>----</p> <p>----</p> <p>----</p>
<p><b>iii)</b></p> <p>To decide the qualifications/ requirements of any new post covered under the recruitment rules.</p>	<p>*Full Powers</p>	<p>----</p>	<p>----</p>	<p>----</p>	<p>----</p>	<p>*Subject to the approval of the Board of Management.</p>
<p><b>iv)</b></p> <p>Pensionary benefits including sanction of Pension, Gratuity, Leave Encashment etc.</p>	<p>Full Powers for Group A</p>	<p>----</p>	<p>Full Powers for Group B &amp; C</p>	<p>----</p>	<p>----</p>	<p>As per instructions issued by GOI from time to time.</p>
<p><b>v)</b></p> <p><b>SANCTION OF LEAVE</b> <b>Teaching:-</b></p> <p>a) Casual Leave, Special Casual Leave, R.H. etc.</p> <p>b) Earned Leave, Half day leave, extra ordinary Leave, study leave, Sabbatical Leave, Maternity leave, Paternity leave, adoption leave, compensatory leave etc.</p> <p>c) Duty Leave</p> <p>d) Earned Leave Encashment</p>	<p>----</p> <p>Full Powers</p> <p>Full Powers</p> <p>Full Powers</p>	<p>----</p> <p>----</p> <p>----</p>	<p>Full Powers</p> <p>----</p> <p>----</p>	<p>----</p> <p>----</p> <p>----</p>	<p>----</p> <p>----</p> <p>----</p>	<p>----</p> <p>----</p> <p>----</p>

<b>vi)</b>	<p><b><u>Non-Teaching:-</u></b></p> <p>a) Casual Leave, Special Casual Leave, R.H etc.)</p> <p>b) Earned Leave, Half day leave, extra ordinary Leave, study leave, Sabbatical Leave, Maternity leave, Paternity leave, adoption leave, compensatory leave etc.)</p> <p>c) Duty Leave</p> <p>d) Earned Leave Encashment</p>	----	----	Full Powers (Group A & B)	*Full Powers (Group C)	----	*Subject to the recommendations of the Sectional/Unit-In-Charge of the concerned Section/ Department. In exceptional circumstances, discretion can be used by the Registrar & Vice-Chancellor as the case may be
<b>vii)</b>	<p>i) Sanction of annual increment (Faculty, Group A, B and C)</p> <p>ii) Advance increments</p>	----	----	Full Powers	----	----	Subject to submission of annual appraisal/ APAR' s every year. Subject to recommendations of the Selection Committee and approval of the Appointing Authority as per the GOI norms.

<b>viii)</b>	Permission to leave the station	Full Powers for Group A	---	Full Powers for Group B & C	---	---	
<b>ix)</b>	Acceptance of resignation & termination of lien (Faculty , Group A & B Officers) Group C	Full Powers ---	---	Full Powers	---	---	
<b>x)</b>	Fixation of Pay For Faculty & Group A Officers Group B & C	Full Powers ----	---	Full Powers	---	---	As per MHRD/UGC norms.
<b>xi)</b>	Forwarding application for outside employment (Faculty & Group A & B Officers) Group C	Full Powers ----	---	Full Powers	---	---	
<b>xii)</b>	Transfers/posting of the teachers and other Group A & B employees Group C	Full Powers ----	---	Full Powers	---	---	



<b>Examination</b>							
Expenditure in connection with conduct of examinations, including honorarium to the paper setters, evaluators and to the member of staff for invigilation duties etc.	----	----	Full Powers	----	Full Powers	----	Subject to approval by Examination Committee and rates approved by the Board of Management.
i) Declaration of results of examinations of the Institute	----	Full Powers	Full Powers	Full Powers	Full Powers	----	Full Powers to Controller of Examinations.
(ii) Award of Ph. D	Full powers	Recommendations to Vice-Chancellor	----	----	Full Powers	----	
iii) Issue of mark sheet/ Provisional Certificates, Migration certificates etc	----	----	----	----	Full Powers	----	
iv) Issue of Character Certificate to students	----	----	----	Full Powers	Full Powers	----	
v) Issue of Appointment letters	----	----	Full Powers	Full Powers	Full Powers	----	
vi) Issue of different office orders, Notifications, circular, certificates, NOC' s correspondence with out-side institutions/organizations etc.	----	----	Full Powers	Full Powers	Full Powers	----	
vii) Issue of Identify Cards & other cards, is any to the employees and students of the Institute	----	----	----	Full Powers	Full Powers	Full Powers	

	viii) Issue of Gate Pass	----	----	----	----	Full Powers	----	Subject to approved rates by Finance Committee and Board of Management.
	ix) Issue of stationery to the staff	----	----	----	----	Full Powers	----	
	x) Postal charges	----	----	----	----	Full Powers	----	
	<b><u>Conveyance Hire:</u></b>							
	(a) Reimbursement of conveyance charges to officers and staff	----	----	----	----	Full Powers	----	
	(b) Hiring of Taxi/ Buses and other modes of conveyance for official Purpose	----	----	----	----	Full Powers	----	
	Electricity and water charges, Municipal rates/taxes, Property tax, etc.	----	----	----	----	Full Powers	----	Subject to the sanction of Vice-Chancellor
	Furniture and Fixture, Purchase and repair (subject to compliance of prescribed procedures)	----	----	----	----	Full Powers	----	Subject to the approval of Vice-Chancellor
	Freight charges/ Demurrage/ Wastage	----	----	----	----	Full Powers	----	Subject to the approval of Vice-Chancellor



	Hiring of office furniture, electric fans, heaters, clocks and call bells, Air Conditioner, etc.	---	---	---	Full Powers	---	---	Subject to approval of Vice-Chancellor
	<b>Legal charges:</b> (i) Fees to Advocates including the fees of Senior Advocate in special cases (ii) Arbitration Fees	---	---	---	Full Powers Full Powers	---	---	Subject to approval of Vice-Chancellor
	(i) Purchase of Motor Vehicles. (ii) Motor Vehicles maintenance, Upkeep and repairs (iii) Petrol consumption bills of Institute's vehicles	Full Powers	---	---	Full Powers Full Powers Full Powers	Full powers upto ₹ 10,000 monthly ceiling	---	Subject to adherence of procedures prescribed and approval of Vice-Chancellor
	Constitution of committees and other sub committees for different activities of the Institute.	Full Powers	---	---	---	---	---	
	<b>Stores:</b> Stores i.e. stores required for the working of establishment, equipment and other miscellaneous items	---	---	---	Full Powers	---	---	Subject to adherence of procedures prescribed as per GFR.

	<p><b>Uniforms &amp; Liveries:</b> Supply of uniforms badges and other articles of clothing etc &amp; washing allowance etc.</p>	----	----	----	Full Powers	----	Subject to adherence of procedures prescribed and approval of Vice-Chancellor
<b>House Allotment / Space Allotment</b>							
i)	Staff Quarters allotments on the recommendations of HAC and approval of Vice Chancellor	----	----	Full Powers	----	----	
ii)	Cancellation of allotment	Full Powers	----	----	----	----	
iii)	Priority allotment/out of turn allotment and to decide the essential services for allotment Under essential category	Full Powers	----	----	----	----	
iv)	Constitution of House Allotment Committee	Full Powers	----	----	----	----	

**SCHEDULE-II**

<b>S. No.</b>	<b>Items of Expenditure</b>	<b>Powers delegated to the Vice - Chancellor</b>	<b>Powers Delegated to Registrar</b>	<b>Powers delegated to Administrative Officer</b>	<b>Remarks</b>
<b>i)</b>	Permission for air travel to non-entitled officers.	Full Powers	----	----	
<b>ii)</b>	Unauthorized absence from duty	Full Powers for Group A & B	Full Powers for Group C	----	
<b>iii)</b>	To restrict the frequency and duration of journey	Full Powers for Group A	Full Powers for Group B & C	----	
<b>iv)</b>	(i) To grant TA to non-officials attending public duties in an honorary capacity (ii) To declare the grade to which they belong of those not decided and delegated under these bye-laws	---- Full Powers	Full Powers ----	---- ----	
<b>v)</b>	To declare who shall be the controlling officer	Full Powers Including himself	----	----	
<b>vi)</b>	Powers to make rules for the guidelines of controlling officers	Full Powers	----	----	
<b>vii)</b>	To grant leave other than special Disability Leave to staff	----	----	----	As decided and delegated under the bye-laws above.
<b>viii)</b>	To extend joining time on certain conditions to maximum of 60 days.	Full Powers	----	----	

## SCHEDULE-III

S. No.	Nature of Item	Power Delegated to Vice - Chancellor	Power delegated to Registrar	Power delegated to Administrative Officer	Remarks
1	Power to declare an officer of the Institute as Head of the Office	Full Powers	----	----	
2	To consider arrear/claim preferred after expiry of 3 years	Full Powers for Group A	Full Powers for Group B & C	----	Finance and Accounts may indicate he arrear/claims preferred, as the case may be.
3	To fix the amount of advance and its sanction	Full Powers	Up to ₹ 50,000/-	Up to ₹ 20,000/-	
3A	To waive the recovery or charging of interest on advances under rule 222 to 267 of GFR	Full Powers	----	----	As per the rules of Govt. of India from time to time.
4	To allow the amount of installments of advances in exceptional cases	----	Full Powers	----	As per the rules of Govt. of India from time to time.
5	To Determine the form of surety bond to be executed at the time of furnishing security	Full Powers	----	----	As per the rules of Govt. of India from time to time.
6	Disposal of obsolete, surplus or unserviceable articles.	Full Powers	Up to ₹ 50,000/-	Up to ₹ 10,000/- subject to general principles regarding normal life of assets prescribed under financial rules.	

S. No.	Nature of Power	Vice-Chancellor	Registrar	Administrative Officer	Remarks
<b>I</b>	<b>General</b>				
1	Power to incur Capital Expenditure	Full Powers subject to provision in the budget	----	----	----
2	Power to incur Revenue Expenditure	Full Powers subject to budget provision	₹ 5,00,000/- per annum in each case	₹ 10,000/- in each case	----
<b>II</b>	<b>Budget and Control of Expenditure</b>				
1	Appropriation & Re-appropriation from one Primary unit of Appropriation to another etc.	Full Powers	----	----	Subject to Govt. Guidelines
<b>III</b>	<b>Contingent Expenditure</b>				
1	Recurring expenses other than miscellaneous expenditure specified below	Full Powers	₹ 5,00,000/- per annum in each case	₹ 10,000/- in each case	Subject to budget provision
2	Non-recurring expenses contingent expenditure other than Specified below	Full Powers subject to Budget Provision	₹ 2,00,000/- per annum in each case	----	----
<b>IV</b>	<b>Miscellaneous Expenditure</b>				
1	Refreshment/Entertainment Expenses	Full Powers	₹ 50,000/- in each case on the verification of concerned HOD	₹ 5,000/-	Subject to budget provision
2	Execution of work/minor works and repairs by approved agencies as per established rules and procedures	Full Powers subject to Budget Provision	₹ 1,00,000/- in each case	₹ 10,000/- in each case	----
3	Maintenance upkeep of office equipment, fixtures and furniture	Full Powers	₹ 2,00,000/-	₹ 20,000/- in each case	Subject to budget provision

4	Purchase of Library Books and Journals	Full Powers	₹ 50,000/- in each case Subject to Budget Provision & recommendations of the Committee	-----	Subject to Govt. Guidelines
5	Purchase of Office Stationery	Full Powers	₹ 1,00,000/- in each case	-----	Subject to budget provision
<b>V</b>	<b>Write Off Losses</b>				
<b>1</b>	To write off irrecoverable losses of stores or of public money	as recommended by the Committee	-----	-----	-----
<b>1(A)</b>	Not due to theft fraud or negligence on the part of some individual employee which might possible call for disciplinary action	Upto ₹ 2,00,000/- subject to report to FC and BOM Beyond ₹ 2,00,000/- on the recommendations of the FC and approval of the BOM	upto ₹ 50,000/- subject to report to Vice-Chancellor	-----	-----
<b>1(B)</b>	To write off loss of revenue or irrecoverable loans and advance	Upto ₹ 2,00,000/- subject to report to BOM Beyond ₹ 2,00,000/- on the recommendations of the FC and approval of the BOM	-----	-----	-----
<b>2</b>	To order sale by auction or otherwise in the interest of institute of unserviceable stores or perishable articles	Full Powers	Full Powers upto ₹ 2,00,000/- in each case	₹ 50,000/- in each case	-----

<b>Indents, Contract and Purchases</b>					
<b>VI</b>					
<b>1</b>	Purchase of stores including office furniture/equipment	Full Powers	Full Powers upto ₹ 2,00,000/- in each case subject to budget provision	₹ 25,000/- subject to budget provision	----
<b>2</b>	Purchase of official books other than library books	Full Powers	Full Powers upto ₹ 50,000/- in each case subject to budget provision	----	----
<b>3</b>	Printing and Binding	Full Powers	Full Powers upto ₹ 1,00,000/- in each case	₹ 5,000/- in each case	Subject to budget provision
<b>4</b>	Local purchase of stationery stores	Full Powers	Full Powers upto ₹ 25,000/- in each case	₹ 5,000/- in each case	Subject to budget provision
<b>VII</b>	<b>Miscellaneous</b>				
<b>1</b>	Insurance of Institute's Properties	Full Powers	upto ₹ 2,00,000/- in each case	----	----
<b>VIII</b>	<b>Sanction of Advance and Other Payment to Institute Employees</b>				
<b>1</b>	Advance for Purchase of computer or conveyance to institute employees subject to observance of the limits conditions and procedural regulations as in Govt. of India	Full Power for Group A officers	Full Powers for Groups B & C	----	----
<b>2</b>	To vary the terms of payment of advances	Full Powers	----	----	----
<b>3</b>	Sanctioning of HBA advance and acceptance to agreement (mortgage deed/surety bond/re-conveyance deed etc.	Full Powers	----	----	----

4	Grant of advances in connection with Leave Travel Concession	Full Power for Group A	Full Powers for Groups B & C	----	----
5	Advances in lieu of leave salary	Full Powers	----	----	----
6	General Provident Funds Withdrawal/Advances	Full Powers to sanction part and final withdrawal	Full Powers for advances	----	----
7	To act as the Controlling officer for the purpose of Leave Travel Concession	Full Powers for Group A	Full Powers for Groups B & C	----	----
8	Sanction of Children's Education Assistance and tuition fees	----	Full Powers	----	----
9	Medical Advance/Reimbursement	Full Powers	Full Powers upto a limit of ₹ 50,000/- in each case subject to budget provision	----	----
10	Period of condensation of delay in submission of various bills (excluding TA and LTC bills)	Full Powers upto maximum of 6 months	----	----	----

**Note**

- i) Dean (Academics and Research) shall exercise all powers assigned by the Vice-Chancellor relating to Academic and Research matters.
- ii) Vice-Chancellor being Head of the Institution, may exercise any or all the powers at any point of time, except where Board of Management has to take a decision.





