

## RECRUITMENT RULES FOR FACULTY/STAFF AT AUTONOMOUS TECHNICAL INSTITUTIONS IN MAHARASHTRA STATE

### PREAMBLE

The State Government of Maharashtra has granted autonomy covering academic, financial, administrative and managerial aspects, to four reputed technical institutions of long standing in the State viz., Veermata Jijabai Technological Institute (VJTI), Mumbai; University Institute of Chemical Technology (UICIT), Mumbai; College of Engineering, Pune (COEP) and Shree Guru Govind Singhji College of Engineering & Technology (SGGS), Nanded; which have been selected under the *Technical Education Quality Improvement Programme (TEQIP)*, of the Government of India and the World Bank (vide G.R. No. WBP-2004 (341/04)/ (1)/TE-6 dated 31<sup>st</sup> March 2004), It is envisaged that these institutions will be able to achieve and maintain academic excellence and meet all the other objectives of *TEQIP* in a time bound manner. As faculty/staff members play a central role in technical education, their knowledge, competence and experience are crucial in this endeavour. Therefore, special attention needs to be paid in recruiting them, providing them opportunities for sustained intellectual activities and professional growth and also encourage them through proper service conditions. The Recruitment Rules proposed by the State-level Expert Committee constituted by the Directorate of Technical Education, Mumbai (Appendix A) as given below, can serve as an important step in this direction. It is expected that these rules will

- Provide a model framework for faculty/staff recruitment at the institutions;
- Enable the Board of Governors to adapt and adopt the rules for use at its institution;
- Facilitate each institution in speeding up its faculty/staff recruitment operations;
- Ensure that the recruitment operation is open and transparent; and,
- Be applicable to other Government/Aided institutions, on being granted autonomy.

### RECRUITMENT RULES

<b>1.0</b>	<b>APPOINTMENTS</b>
<b>1.1</b>	There shall be three categories of faculty/staff members at each institution: <ul style="list-style-type: none"> <li>• <i>Academic:</i> Director, Professor, Associate Professor, Assistant Professor, Lecturer, Librarian, etc.;</li> <li>• <i>Administrative:</i> Registrar, Finance Officer, Estate Officer, etc.,</li> <li>• <i>Technical:</i> Foreman, Technical Officer/Assistant, Assistant Librarian, etc.</li> </ul>
<b>1.2</b>	The <i>Appointing Authority</i> for all senior positions at the institution (from <i>Lecturer</i> or <i>equivalent grade</i> and above) shall be the Board of Governors (BOG) of the Institution. The Director shall be the <i>Appointing Authority</i> for all other positions at the Institution.
<b>1.3</b>	The appointment of senior faculty/staff members at an Institution shall be made by its BOG, as often as required, by following an open and transparent selection

	<p>procedure, including:</p> <ul style="list-style-type: none"> <li>• Issue of attractive advertisement for the posts at National / State-levels;</li> <li>• Issue of rolling announcement of vacancies on the Institute’s web site;</li> <li>• Adherence to State’s Reservation Policy for weaker sections of society;</li> <li>• Setting up Screening Committees to identify candidates to be interviewed;</li> <li>• Setting up Selection Committees to interview the identified candidates;</li> <li>• Placing the Selection Committee Reports before the BOG for approval;</li> <li>• Issue of Appointment Letters by Director to selected candidates.</li> </ul> <p>Similarly, the appointment of other staff members at an institution shall be made by the Director, who shall ensure openness and transparency in all the steps taken, in letter and spirit.</p>
<b>1.4</b>	In exceptional cases, the BOG may consider and approve the recommendation of the Director for inviting an outstanding scholar or engineering professional to occupy a senior position at the Institution.
<b>1.5</b>	Each appointment shall be normally made against a sanctioned post at the Institute. However, the BOG shall have the powers to make any other appointment/s, after determining and fixing a source of fund for the expenditure.
<b>1.6</b>	The BOG may also consider and appoint well qualified/experienced candidates desirous of transfer to the Institution from other Government/Aided institutions to fill any vacancies, based on the Report and Recommendations of its Sub-Committee constituted to conduct discussion with such applicants..
<b>2.0</b>	<p><b>POSITIONS</b></p> <p>The various positions at each Institution are summarized below:</p>
<b>2.1</b>	<i>DIRECTOR</i> : The Director shall be the Principal Academic and Executive Officer of the Institution and shall be responsible for its proper administration and functioning, imparting instruction and maintenance of discipline therein. The Director shall have the powers, responsibilities, status, perks and service conditions as applicable to the Director of an IIT / Vice Chancellor of University.
<b>2.2</b>	<i>PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR, LECTURER</i> : The persons assigned to these positions shall perform similar functions by those at IIT, such as, teaching, research, extension, continuing education, scientific & industrial consultancy and others, which may be assigned to them by the Institution from time to time. They may also be delegated certain administrative and/or other functions/responsibilities at the Institution. The status, perks, service conditions and responsibilities of Professor, Associate Professor, Assistant Professor and Lecturer shall be the same as those of similar positions in an IIT or University.

2.3	<i>PROFESSOR EMERITUS, EMERITUS FELLOW, ADJUNCT PROFESSOR:</i> These positions shall be available at the Institution to supplement its regular faculty strength by engaging the services of retired senior faculty members in the first two cases and by inviting senior industry professionals in the third case, for specific academic assignments at the Institution, so as to benefit from their expertise and experience.
2.4	<i>LIBRARIAN:</i> The person occupying this position shall be in charge of the Central Library of the Institution and be responsible for its planning, development, up-keep, up-gradation, maintenance and administration. The status, perks, service conditions and responsibilities of a Librarian shall be the same as those of a Librarian of an IIT or University.
2.5	<i>REGISTRAR:</i> The Registrar, an officer at the level of Professor, shall be the Chief Administrative Officer of the Institution, responsible for its proper governance and administration, who shall work directly under the directions and control of the Director. The status, perks, service conditions and responsibilities of a Registrar shall be the same as those of a Registrar of an IIT or University.
2.6	<i>FINANCE OFFICER:</i> The Finance Officer shall be the Chief Financial Officer of the Institution, who shall work directly under the directions and control of the Registrar / Director. The status, perks, service conditions and responsibilities of a Finance Officer shall be the same as those of a similar position in a University.
3.0	<b>ELIGIBILITY</b> The qualifications, experience and other requirements to be fulfilled by the candidates seeking the above appointments are as given below. The subjects/disciplines in which the recruitment is to be made shall be finalized by the Director in consultation with the Deans/Heads of Departments, based on the institutional needs from time to time and the same got approved by the BOG of the institution before inclusion in the recruitment announcement.
3.1	<i>DIRECTOR:</i> <ul style="list-style-type: none"> <li>• <u>Essential:</u> ( i ) Ph.D. Degree or equivalent in any engineering discipline from a reputed institution, preceded by UG/PG engineering Degree with high merit; (ii) Good publications record in refereed scientific/professional journals; (iii) Service as Professor at a reputed technical institution for a minimum of 10 years; (iv) Age &lt; 60 years on the last date of receiving application.</li> <li>• <u>Desirable:</u> (i) Experience in academic/research administration as Deputy Director, Dean or Head of Department at a reputed technical institution; (ii) Guidance of students at UG/PG project work and at Ph.D. level; (iii) Evidence of having taken up sponsored research, continuing education and/or consultancy assignments; (iv) Participation in professional society activities; (v) Intimate knowledge of technical education system in India and abroad and its development.</li> </ul>
3.2	<i>PROFESSOR:</i> <ul style="list-style-type: none"> <li>• <u>Essential:</u> (i) Ph.D. Degree or equivalent in the concerned discipline from a reputed institution, preceded by a UG/PG Degree in the relevant discipline in</li> </ul>

	<p>First Class (or equivalent) with consistently good academic record;</p> <p>(ii) Teaching/Research/Industrial experience in the relevant discipline for a minimum of 10 years; (iii) Evidence of post- Ph.D. research experience and ability to pursue high quality academic/research work independently;</p> <p>(iv) Good publications record in refereed scientific/professional journals;</p> <p>(v) Age &lt; 55 years on the last date of receiving application.</p> <ul style="list-style-type: none"> <li>• <u>Desirable:</u> (i) Evidence of having taken up sponsored research, continuing education and/or industrial consultancy; (ii) Proven record of academic/research leadership, guiding UG/PG and Ph.D. students and team work (iii) Participation in professional society activities; (iv) Good knowledge of technical education system in the country and its development</li> </ul>
<b>3.3</b>	<p><b>ASSOCIATE PROFESSOR:</b></p> <ul style="list-style-type: none"> <li>• <u>Essential:</u> (i) Ph.D. Degree or equivalent in the concerned discipline from a reputed institution, preceded by a UG/PG Degree in the relevant discipline in First Class (or equivalent) with consistently good academic record;</li> <li>(ii) Teaching/Research/Industrial experience in the relevant discipline for a minimum of 10 years; (iii) Evidence of ability to pursue high quality academic/research work independently; (iv) Good publications record in refereed scientific/professional journals; (v) Age &lt; 55 years on the last date of receiving application.</li> <li>• <u>Desirable:</u> (i) Evidence of having taken up sponsored research, continuing education and/or industrial consultancy; (ii) Proven record of guiding UG/PG and Ph.D. students and team work (iii) Participation in professional society activities;</li> </ul>
<b>3.4</b>	<p><b>ASSISTANT PROFESSOR:</b></p> <ul style="list-style-type: none"> <li>• <u>Essential:</u> (i) Ph.D. Degree or equivalent in the concerned discipline from a reputed institution, preceded by a UG/PG Degree in the relevant discipline in First Class (or equivalent) with consistently good academic record;</li> <li>ii) Teaching/Research/Industrial experience in the relevant discipline for a minimum of 5 years; (iii) Good publications record in refereed scientific / professional journals; (iv) Age &lt; 45 years on the last date of receiving application.</li> <li>• <u>Desirable:</u> Evidence of participation in sponsored research, continuing education and/or industrial consultancy programmes; (ii) Proven record of guiding UG/PG students and team work; (iii) Participation in professional society activities.</li> </ul>
<b>3.5</b>	<p><b>LECTURER:</b></p> <ul style="list-style-type: none"> <li>• <u>Essential:</u> (i) M.E./M.Tech. Degree in the concerned discipline preceded by B.E./B.Tech. Degree in the relevant branch with a First Class at both the levels or Ph.D. in the relevant science/arts discipline preceded by UG/PG degree in the relevant discipline with First Class and consistently good academic record in the previous years; (iii) Age &lt; 35 years on the last date of receiving application.</li> <li>• <u>Desirable:</u> (i) Ph.D. Degree in the concerned engineering discipline from a reputed</li> </ul>

	Institution; (ii) Teaching/Research/Industrial experience in the relevant discipline; (iii) Publications record in refereed scientific/ professional journals.
<b>3.6</b>	<p><b><i>OTHER FACULTY:</i></b> Major requirements to be fulfilled by this category are as follows:</p> <p><b>1. <i>PROFESSOR EMERITUS:</i></b></p> <ul style="list-style-type: none"> <li>• <b><u>Essential:</u></b> (i) Professor retired from the same Institution or from an institution of similar/higher standing; (ii) Age &lt; 65 years, on the date of consideration.</li> <li>• <b><u>Desirable:</u></b> (i) Outstanding contributions to research work, continuing education and/or industrial consultancy; (ii) Keen interest in developing new and emerging areas at the Institution.</li> </ul> <p><b>2. <i>EMERITUS FELLOW:</i></b></p> <ul style="list-style-type: none"> <li>• <b><u>Essential:</u></b> (i) Professor/Associate Professor retired from the same Institution or from an institution of similar/higher standing; (ii) Age &lt; 65 years, on the date of consideration.</li> <li>• <b><u>Desirable:</u></b> (i) Excellent contributions to teaching and/or research work; (ii) Keen interest in launching new courses and/or preparing learning materials in new and emerging areas.</li> </ul> <p><b>3. <i>ADJUNCT PROFESSOR:</i></b></p> <ul style="list-style-type: none"> <li>• <b><u>Essential:</u></b> (i) Senior Executive/Manager/Scientist from industry or R &amp; D Laboratories with a minimum industrial/research experience of 10 years; (ii) Age &lt; 55 years, on the date of consideration.</li> <li>• <b><u>Desirable:</u></b> (i) Experience in human resource development, project guidance and/or developmental activities; (ii) Keen interest in teaching, research and academic functions.</li> </ul>
<b>3.7</b>	<p><b><i>LIBRARIAN:</i></b></p> <ul style="list-style-type: none"> <li>• <b><u>Essential:</u></b> (i) Master's Degree in Library Science / Information Science / Documentation or equivalent with a minimum of 55% marks in aggregate, preceded by a consistently good academic record; (ii) Service experience as Deputy Librarian at a reputed institute for a minimum of 10 years; (iii) Age &lt; 55 years on the last date of receiving application.</li> <li>• <b><u>Desirable:</u></b> (i) Knowledge of computers, internet and other recent advances in library operation and management. (ii) Ph.D. in Library Science;</li> </ul>
<b>3.8</b>	<p><b><i>REGISTRAR:</i></b></p> <ul style="list-style-type: none"> <li>• <b><u>Essential:</u></b> (i) PG Degree with at least First Class (or equivalent) in any discipline of engineering/technology/management from a reputed Institution or Ph.D. Degree in Science/Arts, preceded by a consistently good academic record; (ii) Teaching and administrative experience at an institution of higher education or research for a minimum of 10 years with a minimum of 8 years being spent in a responsible position. (iii) Age &lt; 55 years on the last date of receiving application.</li> <li>• <b><u>Desirable:</u></b> (i) Ph.D. Degree in engineering/technology/management from a reputed institution; (ii) Familiarity with administrative practices, financial</li> </ul>

	matters, human resource management, statutory functions and academic activities at autonomous engineering educational institutes.
<b>3.9</b>	<p><b>FINANCE OFFICER:</b></p> <ul style="list-style-type: none"> <li>• <u>Essential:</u> (i) M.Com. having specialization in Accounting, Auditing and/or Costing with First Class (or equivalent) from a reputed Institution, preceded by a consistently good academic record; (ii) A minimum of 10 years experience in accounting/auditing/costing in an academic/research institution or industry, of which a minimum of 8 years are spent at a University/College or any other higher level institution. (iii) Age &lt; 55 years on the last date of receiving application.</li> <li>• <u>Desirable:</u> (i) Qualification in Chartered Accountancy; (ii) Experience in working with computers and other advancements in financial management; (iii) Knowledge of Government rules, regulations and practices in financial matters.</li> </ul>
<b>3.10</b>	<p><b>ESTATE OFFICER:</b></p> <ul style="list-style-type: none"> <li>• <u>Essential:</u> (i) B.E./B.Tech. preferably in Civil Engineering or in Electrical Engineering with a First Class (or equivalent) from a reputed Institution, preceded by a consistently good academic record; (ii) A minimum of 10 years experience of which a minimum of 8 years should be field experience. (iii) Age &lt; 45 years on the last date of receiving application.</li> <li>• <u>Desirable:</u> (i) M.E./M.Tech in Civil Engineering or Electrical Engineering; (ii) Experience in working with computers; (iii) Knowledge of Government rules, regulations and practices related to construction and civic matters.</li> </ul>
<b>4.0</b>	<p><b>SELECTION PROCEDURE</b></p> <p>The Selection Procedure for the various positions listed above, is as follows:</p>
<b>4.1</b>	<p><b>DIRECTOR:</b></p> <ul style="list-style-type: none"> <li>• BOG to constitute a <i>Search cum Selection Committee(SSC)</i> for this position;</li> <li>• The composition of SSC to be as follows: <ol style="list-style-type: none"> <li>1. Chairperson of BOG, as <i>Chairperson of SSC</i>;</li> <li>2. Princ. Sec./Sec, Higher &amp; Tech. Edn., Govt. of Maharashtra, Mumbai as <i>Co-Chairperson</i>;</li> <li>3. Director/Ex-Director of TIFR and/or IIT Bombay, Mumbai or equivalent</li> <li>4. Director/Vice Chancellors of national institutions, as <i>Members</i>;</li> <li>5. Nominee of Chairperson, BOG, as <i>Member</i>;</li> <li>6. Director of Technical Education, Govt. of Maharashtra, Mumbai, as <i>Member Secretary</i>.</li> </ol> </li> <li>• Search to begin about 3 months before arising of vacancy;</li> <li>• Search to be completed well before 3 months after arising of vacancy;</li> <li>• Search to include seeking of nominations of candidates, widely, through: <ul style="list-style-type: none"> <li>- Press releases and advertisements at State and National levels;</li> <li>- Notification in technical/professionals journals/magazines;</li> <li>- Detailed announcement on Web Site of the Institute;</li> <li>- Wide circulation of information among all technical institutions;</li> <li>- Personal letter to the Heads of leading institutes/R&amp;D labs./Industries.</li> <li>- Self nominations shall not be accepted.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• SSC to short list promising candidates &amp; invite them for discussion;</li> <li>• SSC to conduct discussion &amp; prepare the selection list in order of merit;</li> <li>• SSC to recommend to BOG to approve the merit list submitted;</li> <li>• BOG to approve the list &amp; make an offer to the 1st candidate in the list;</li> <li>• If offer not accepted, the next candidate in the merit list to be offered;</li> <li>• If the list is exhausted, fresh nominations to be sought and search to continue;</li> <li>• The candidate finally appointed to be on contract for a 5-year term or until reaching the age of 65, whichever is earlier.</li> </ul>						
4.2	<p><b>FACULTY MEMBERS:</b></p> <ul style="list-style-type: none"> <li>• Director to form Screening Committees to select candidates for interview;</li> <li>• Director to formulate screening norms for each level &amp; seek BOG approval;</li> <li>• The Composition of each Screening Committee to be as follows:             <ol style="list-style-type: none"> <li>1. Deputy Director or the Dean, as <i>Chairperson</i>;</li> <li>2. Head of the concerned Department, as <i>Member Secretary</i>;</li> <li>3. Professor of the concerned Department, as <i>Member</i>;</li> <li>4. Senate Member nominated by Director, as <i>Member</i>;</li> </ol> </li> <li>• Short listed candidates to be invited for personal interviews at the Institute;</li> <li>• Travelling allowance to be admissible for candidates attending interviews;</li> <li>• Interview process to be in two steps, to be held on two consecutive days:             <p><i>Step 1:</i> Seminar presentation at the concerned Department &amp; Evaluation;</p> <p><i>Step 2:</i> Personal interview to be conducted by the Selection Committee;</p> </li> <li>• BOG to constitute Selection Committees for interviews, as below:             <ul style="list-style-type: none"> <li>- Posts of <i>PROFESSOR and ASSOCIATE PROFESSOR</i>:                 <ol style="list-style-type: none"> <li>1. Director, as <i>Chairperson</i>;</li> <li>2. BOG Member, nominated by Chairperson of BOG, as <i>Member</i>;</li> <li>3. Subject Expert) recommended by Director, from)</li> <li>4. Subject Expert) a panel prepared by Senate, and) as <i>Members</i></li> <li>5. Subject Expert) approved by Chairperson of BOG),</li> <li>6. Deputy Director or Dean, as <i>Convenor</i>.</li> </ol> </li> <li>- Posts of <i>ASSISTANT PROFESSOR and LECTURER</i>:                 <ol style="list-style-type: none"> <li>1. Director, as <i>Chairperson</i>;</li> <li>2. BOG Member, nominated by Chairperson of BOG, as <i>Member</i>;</li> <li>3. Subject Expert) appointed by Director, from)</li> <li>4. Subject Expert) a panel prepared by Senate), as <i>Members</i>;</li> <li>5. Dean, as <i>Member</i>;</li> <li>6. Professor from Reserved Category-Director's Nominee, as <i>Member</i>;</li> <li>7. Head of the concerned Department, as <i>Convenor</i>.</li> </ol> </li> </ul> </li> <li>• The quorum at meetings of the Selection Committee shall be <i>four</i> including the Director, BOG nominee and at least <i>two</i> subject experts including the Head of the Department;</li> <li>• Merit list of candidates completing Steps 1 &amp; 2 for each post, to be prepared by the Selection Committee, based on the following marking pattern:             <table style="margin-left: 40px; width: 60%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Criterion</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Maximum Marks</u></th> </tr> </thead> <tbody> <tr> <td>a) Qualifications</td> <td style="text-align: center;">10</td> </tr> <tr> <td>b) Experience</td> <td style="text-align: center;">10</td> </tr> </tbody> </table> </li> </ul>	<u>Criterion</u>	<u>Maximum Marks</u>	a) Qualifications	10	b) Experience	10
<u>Criterion</u>	<u>Maximum Marks</u>						
a) Qualifications	10						
b) Experience	10						

	<p>c) Publications 10  d) Seminar Evaluation at Department 20  e) Personal Interview 50  TOTAL: 100</p> <p><i>(Breakdown of marks under each criterion to be decided by the Director)</i></p> <ul style="list-style-type: none"> <li>• Director to recommend the merit list of candidates to BOG, for approval;</li> <li>• The merit list approved by the BOG shall be valid for a period of six months from the date of BOG meeting;</li> <li>• Director to issue appointment letters to only those candidates having score &gt;70% (&gt;65%, in case of reserved category), based on available vacancies;</li> <li>• The candidates appointed shall take up the posts within a maximum period of forty five days from the dates of receipt of the appointment letters;</li> <li>• In the case of failure to join in the stipulated time, the offer of appointment may be withdrawn and the next candidate in the merit list offered the post.</li> </ul>		
4.3	<p><b>OTHER FACULTY</b></p> <p>1. <b>PROFESSOR EMERITUS and EMERITUS FELLOW:</b></p> <ul style="list-style-type: none"> <li>• These positions to be normally filled by invitation;</li> <li>• Director to constitute a Search Committee of senior faculty members;</li> <li>• BOG to consider Search Committee Report, before approving appointments;</li> <li>• Director to invite the persons identified for taking up respective positions;</li> <li>• Honorarium to be paid and tenure of appointment, as approved by BOG.</li> </ul> <p>2. <b>ADJUNCT PROFESSOR:</b></p> <ul style="list-style-type: none"> <li>• Institution to receive proposals from interested candidates;</li> <li>• Director to constitute a Screening Committee of senior faculty members;</li> <li>• Screening Committee to consider the proposals and make recommendations;</li> <li>• Director to consider and place the Screening Committee Report before BOG;</li> <li>• Director to appoint Adjunct Professors, after obtaining BOG approval;</li> <li>• Honorarium to be paid and tenure of appointment, as approved by BOG.</li> </ul>		
4.4	<p><b>OTHER SENIOR POSITIONS:</b></p> <p>The Selection Procedure for filling the vacancies of other senior positions, both academic and administrative, like <i>LIBRARIAN, REGISTRAR, FINANCE OFFICER</i> and <i>ESTATE OFFICER</i> at the Institution, shall be as follows:</p> <ul style="list-style-type: none"> <li>• Director to form suitable Screening Committees to select candidates for interviews;</li> <li>• Director to formulate screening norms for these and seek BOG approval;</li> <li>• Candidates short listed by each Committee to be invited for interviews;</li> <li>• Travelling allowance to be admissible for candidates attending interviews;</li> <li>• BOG to constitute a Selection Committee for each post;</li> <li>• Interviews to be conducted by the concerned Selection Committee;</li> <li>• Each Selection Committee to prepare a merit list of the candidates attending the interviews based on the following marking pattern:</li> </ul> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>Criterion</u></td> <td style="text-align: center;"><u>Maximum Marks</u></td> </tr> </table>	<u>Criterion</u>	<u>Maximum Marks</u>
<u>Criterion</u>	<u>Maximum Marks</u>		



a) Qualifications	10
b) Experience	10
c) Special Achievements/Awards	10
d) Personal Interview	70

*TOTAL: 100*

*(Breakdown of marks under each criterion to be decided by the Director)*

- Director to recommend the merit list in each case to BOG, for approval;
- Merit lists approved to be valid for *six* months from the date of BOG meeting;
- Director to issue appointment letters to the best candidate in each, only if the score >70% (>65%, in case of reserved category);
- The candidates appointed shall take up the posts within a maximum period of *forty five* days from the dates of receipt of the appointment letter;
  - In the case of failure to join in the stipulated time, the offer of appointment to be withdrawn and the next candidate in the merit list to be offered;
  - The Composition of the Screening and Selection Committees for each post to be as follows:

Screening Committees:

*Post of Librarian:*

1. Deputy Director/Dean(Academic), as *Chairperson*;
2. Senate Member nominated by Director, as *Member*;
3. Registrar, as *Member*
4. Chairperson of Library Committee, as *Member-Secretary*;

*Post of Registrar:*

1. Deputy Director/Dean(Administration), as *Chairperson*;
2. Senate Member nominated by Director, as *Member*;
3. Head of the Department nominated by Director, as *Member Secretary*;

*Post of Finance Officer:*

1. Deputy Director/Dean(Administration), as *Chairperson*;
2. Senate Member nominated by Director, as *Member*;
3. Registrar, as *Member Secretary*;

Selection Committees:

*Post of Librarian:*

1. Director, as *Chairperson*;
2. BOG Member nominated by Chairperson of BOG, as *Member*;
3. Subject Expert) appointed by Director from)
4. Subject Expert) a panel prepared by Senate), as *Members*;
5. Professor from Reserved Category-Director's Nominee, as *Member*;
6. Chairperson of Library Committee, as *Convenor*

*Posts of Registrar and Finance Officer:*

1. Director, as *Chairperson*;
2. BOG Member nominated by Chairperson of BOG, as *Member*;
3. Expert) appointed by Director from)
4. Expert) a panel prepared by Senate), as *Members*;
5. Professor from Reserved Category-Director's Nominee, as *Member*;
6. Deputy Director/Dean, as *Convenor*.

	<ul style="list-style-type: none"> <li>The quorum at meetings of each Selection Committee shall be <i>four</i> including the Director, BOG nominee and at least <i>one</i> subject expert.</li> </ul>
<b>4.5</b>	<p><b>OTHER ADMINISTRATIVE STAFF AND TECHNICAL STAFF</b></p> <p>The procedure for selection of all other administrative staff and technical staff will be as follows:</p> <ul style="list-style-type: none"> <li>Director to constitute suitable committees from among the faculty and officers of the institute to evolve essential and desired qualification and experience requirements for each post; The Govt. norms on Reservation of posts to be followed in each case;</li> <li>Releasing open advertisements in the local newspapers, website and getting list of candidates from the local employment exchange;</li> <li>Director to constitute suitable screening committees which should include at least one member from a Reserved category;</li> <li>Candidates to be called for the interviews with a notice of at least 15 days;</li> <li>Director to constitute selection committee for each post which should include Deputy Director/Dean as the Chairman, Head of the Department/Section as a member, A member from the reserved category and a Faculty member/Officer of the institute as member;</li> <li>Selection committee to make the recommendations to the Director with a panel of names in order of merit;</li> <li>Director to approve the recommendation of the Selection committee observing that all norms are taken care of;</li> <li>Recommendation to be valid for a maximum period of six months;</li> <li>Registrar to send the offer letters with a validity of offer for <i>FORTY FIVE</i> days;</li> <li>If a candidate offered the appointment does not join within 45 days, next person in the merit list to be offered the appointment.</li> <li>All appointments made to be reported to the Board.</li> </ul>
<b>5.0</b>	<p><b>SALARIES. EMOLUMENTS AND OTHER BENEFITS</b></p> <p>The pay scales admissible to the Director, faculty/staff members at the institution shall follow the UGC/AICTE norms and standards, which get altered as and when the Government of India revises them. However, each institution may provide other incentives and benefits to attract competent faculty/staff members and also to encourage them to excel in their programmes and activities to achieve academic excellence at the institution. The present pay scales, allowances and other incentives admissible to various positions are as follows:</p>
<b>5.1</b>	<p><b>DIRECTOR:</b></p> <ul style="list-style-type: none"> <li>Fixed basic pay of Rs. 25,000/- per month and other allowances like DA, CLA, as admissible to IIT Directors on the basic pay of Rs. 25,000/-;</li> <li>Special Pay as approved by BOG, considering the merit and performance of the incumbent to be borne from out of the institute's own resources;</li> </ul>

	<ul style="list-style-type: none"> <li>• Financial contribution to maintain all the privileges, including ‘lien’ for deputation, extended to the incumbent at the parent institution, if required;</li> <li>• Travelling &amp; Daily allowances, while on official tour, at rates prescribed by the State Government for its senior officials of all India service category;</li> <li>• Entitlement of all types of leave similar to those prescribed by the State Government for its senior officials of all India service category;</li> <li>• Entitlement to draw cash equivalent of leave salary in respect of earned leave at credit at the end of tenure of appointment to the post;</li> <li>• Free, furnished residential accommodation either on- or off- campus, at par with the facility normally extended to IIT Directors;</li> <li>• Entitlement of medical / reimbursement facilities to self &amp; family members, as available to senior officials of the State of all India service category;</li> <li>• Possibility to contribute to GPF and other related funds at the institution on similar lines as other employees of the institution.</li> <li>• Age of retirement : 62 years (same as that of IIT Directors)</li> </ul>
<b>5.2</b>	<p><b>FACULTY MEMBERS:</b> Besides the pay and allowances similar to faculty members having similar designations at IITs, they shall be entitled to several benefits, as follows:</p> <ul style="list-style-type: none"> <li>• Reimbursement of annual membership fee of an international professional society (up to 75%) for Principal Investigators of sponsored projects;</li> <li>• Contingency grant of Rs 1000/- p.a. for books/ stationary for each member &amp; Rs. 4000/- p.a. for each Principal Investigators of sponsored Projects;</li> <li>• Reimbursement of telephone charges up to Rs 750 /- per month to each faculty member engaged as investigator in sponsored projects;</li> <li>• Medical facilities/Reimbursement as per the State Government rules and regulations applicable from time to time;</li> <li>• Payment of registration fee &lt; Rs.500/-, TA/DA (actual first class train fare), to a faculty member for presenting papers or chairing sessions at two national conferences in a year;</li> <li>• Financial assistance upto Rs. 1 Lakh/year per faculty member for presenting papers at international conferences abroad.</li> <li>• Age of retirement : 62 years (same as that of IIT faculty)</li> </ul>
<b>5.3</b>	<p><b>OTHER STAFF:</b> All the other staff members of the institution shall be entitled to receive pay, allowances and other privileges as prescribed by the State Government from time to time.</p>
<b>6.0</b>	<p><b>SERVICE CONDITIONS:</b> The Service Conditions for all academic, administrative and technical staff members of the institution shall be as prescribed in <i>its Administrative Manual</i>.</p>
<b>7.0</b>	<p><b>CODE OF ETHICS</b> There shall be a Code of Ethics to be strictly followed by all academic, administrative</p>

	and technical staff, as prescribed in the <i>Administrative Manual</i> of the Institution.
<b>8.0</b>	<p><b>CONTRACT APPOINTMENTS</b></p> <ul style="list-style-type: none"> <li>• In special circumstances, the BOG of the Institution may permit the appointment of faculty/staff on contract basis;</li> <li>• The Director to constitute a Committee to propose the requirements, recruitment methodology and the remuneration to be paid in each case;</li> <li>• The Director to place the Report of the Committee before the BOG, to seek its approval;</li> <li>• Appointments to be made by the Director based on the provisions in the Report, after it is approved and report to the BOG at its next meeting;</li> <li>• The Institution to furnish information on the contract appointments to the BOG from time to time, on a regular basis.</li> </ul>