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IIT Hyderabad

IIT Hyderabad

Recruitment and Promotion Rules (RPR) 2021

29 June 2021

For Non-Teaching Posts

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SECTION - I

INTRODUCTION AND FEATURES

1.1 INTRODUCTION:

The Non-Teaching Employees of IIT Hyderabad are integral to achieving the Institute's goals of excellence in Academics & Research. They perform multiple roles across Departments, Centers and Administrative sections and therefore have to be competent and up-to-date in their knowledge and skills.

Ministry of Education (earlier known as Ministry of Human Resource Development (MHRD)), Government of India Vide its letter number F.No. 32-14/2013-TS.I, dated June 10, 2013 has communicated that:

“In exercise of powers conferred by Section 6(1)(h) of the Institute of Technology Act 1961, Indian Institutes of Technology (IITs) are allowed to design their administrative/ management/technical staff structure as per requirement after due approval from the Board of Governors keeping in mind the sustainability of expenditure on this account.

IITs are allowed to institute and recruit non-faculty positions as per the 10:1.1 Student to non-faculty ratio after due approval of the Board of Governors.”

The existing RPR-2017 was reviewed and revised suitably taking the inputs received from the Ministry of Education vide its letter F.No.11-13/2020-TS-I dt. 29.06.2021.

1.2 OBJECTIVE:

The main objective of Recruitment & Promotion Rules (henceforth called IITH RPR) is

- to appoint the best-suited candidate for a post by identifying appropriate eligibility norms and following a proper method of recruitment.
- to ensure a fair process of selection in accordance with the Act & Statutes of the Institute along with the guidelines/directions issued by the Government of India from time to time.
- to provide a career path to employees that will encourage consistent high performance and motivate employees to achieve excellence in their work, thereby attaining their career goals.
- to strike a healthy balance between the functional requirements of the Institute and the career progression of the non-teaching employees.

1.3 CLASSIFICATION OF POSTS

As per the provision under the Statues 16 of the Institute, the members of Non-Teaching staff of the Institute shall be classified as follows:

a) Technical Staff

The posts of Technical Staff comprise of Technical Cadre, Engineering Cadre, Medical Officer Cadre, Library Cadre, Physical Education Cadre, Psychological Counsellor Cadre, Physiotherapist cadre and any other Cadre(s) as proposed by the Institute and approved by the Board of Governors.

b) Administrative Staff

The posts of Administrative Staff comprise of Administrative Cadre, Security Cadre, Hindi Cell Cadre, Multi Skill Assistant cadre and any other Cadre(s) as proposed by the Institute and approved by the Board of Governors.

1.4 SANCTIONED STRENGTH:

The Sanctioned Strength is the total number of employee's cadre-wise determined by the Director of this Institute and subsequently authorized by the Board of Governors. The number of employees operated shall be equal to or less than the sanctioned strength. This shall be termed as the operating strength. The present sanctioned strength has been arrived at based on the student strength of 2019-20. This is subject to periodic review as envisaged in the para 1.7.4 below.

1.5 METHODS OF SELECTION:

The methods of filling up of the post in each level have been prescribed for each cadre. Two types of selection have been adopted under IITH RPR viz., (i) Open selection through direct recruitment, and (ii) Internal selection by promotion. These will be called Recruitment and Promotion, respectively.

1.5.1 **Direct Recruitment** is recruitment by an open advertisement which is open to all candidates based on prescribed age, educational qualification, experience, etc. as indicated in the IITH RPR i.e. recruitment from the open market. The minimum educational qualification, percentage of posts in a level in each cadre and experience required for direct recruitment are indicated in the Avenue Chart and Recruitment Rules enclosed in **Section - II & III**.

1.5.2 **Promotion** is a selection from identified feeder grades from among IITH employees to a higher post in the avenue prescribed in the IITH RPR. This will be as per the prescribed qualification, number of years of qualifying service, percentage of posts to be filled up by promotion etc. These criteria have been evolved to ensure that the employee has ample opportunity to demonstrate his/her competence for holding the higher post as indicated in the Avenue Chart & Recruitment Rules enclosed in Section II & III.

In addition, the Institute may go in for other modes of filling up of posts, as provided for in the statutes and DoP&T guidelines including deputation, contract, re-employment etc.

1.6 APPOINTING AUTHORITY:

In accordance with Section 25 of the Act, all appointments of the Non-Teaching posts of the Institute, except that of the Director, shall be made by:

- 1.6.1 The Board, if the appointment is made to the non-teaching posts carrying Pay Matrix Level 10 and above as per 7th Central Pay Commission (CPC) and categorized under the Group 'A'.
- 1.6.2 The Director, if the appointment is made to the non-teaching posts carrying PayMatrix level less than Level 10 as per 7th CPC and categorized under the Groups 'B' and 'C'.

1.7 BASIC PRINCIPLES OF RECRUITMENT AND PROMOTION RULES:

- 1.7.1 RPR provides for merit-based career advancement in a given cadre based on the vacancies in the cadre.
- 1.7.2 All posts will be filled up as per the methods prescribed in the IITH Recruitment and Promotion Rules in force at the time of occurrence of vacancies. This is in addition to the operation of MACPS, which assures a time-bound financial upgradation.
- 1.7.3 If any decision is taken to create a new post or re-structure any service, the IITHRPR shall suitably be amended for that particular post with the approval of the Board.
- 1.7.4 The Director shall propose the number of posts in each level within the total posts sanctioned for IITH for the Board's approval as per MoE norms. The present sanctioned strength is arrived at based on the student and staff ratio of 10:1.1.
- 1.7.5 Nothing in these rules shall affect the provisions regarding reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes and other categories in accordance with the orders issued by the Government of India from time to time. Accordingly, the rosters shall be prepared/recast as per Government of India guidelines.
- 1.7.6 Subject to the powers specified in these norms, any amendment to the basic provisions in the RPR can be done only with the approval of the BoG.
- 1.7.7 Certain posts may require specific skills, experience or expertise which may be filled up through contract or deputation for a fixed period or tenure. The decision to fill these posts by contract or deputation will be made as per the statutes by the competent authority.
- 1.7.8 Compassionate appointment shall be made as per the Government of India provisions i.e., maximum of 5% of vacancies at the entry-level post of Group-C category, in general, and technical category if qualified suitably, based on the availability of positions

A cadre-wise avenue chart containing details of the post(s) along with the method of recruitment and eligibility criteria are given in Section-II. Detailed Recruitment Rules (RRs) for each of the posts are given in Section-III.

1. DETAILS OF SANCTIONED POSTS

Sl. No.	Name of the post	Pay Level	Cadre	No. of Posts
1	Registrar	14	Administrative	01
2	Chief Library Officer	13	Library	01
3	Superintending Engineer	13	Engineering	01
4	Deputy Registrar	12	Administrative	07
5	Deputy Librarian	12	Library	01
6	Chief Security officer	13	Security	01
7	Executive Engineer (Civil)	11	Engineering	01
8	Executive Engineer (Electrical)	11	Engineering	01
9	Technical Officer	11	Technical	03
10	Assistant Librarian	11	Library	01
11	Medical Officer	11	Medical Officer	01
12	Security officer	11	Security	01
13	Assistant Executive Engineer (Civil)	10	Engineering	03
14	Assistant Executive Engineer (Electrical)	10	Engineering	01
15	Junior Sports Officer	10	Physical Education	07
16	Junior Medical Officer	10	Medical Officer	03
17	Senior Technical Superintendent	10	Technical	14
18	Assistant Registrar	10	Administrative	14
19	Veterinary Doctor	10	Isolated Cadre	01
20	Psychological Counsellor	10	Psychological Counsellor	01
21	Junior Psychological Counsellor	08	Psychological Counsellor	02
22	Assistant Engineer (Civil)	08	Engineering	04
23	Assistant Engineer (Electrical)	08	Engineering	04
24	Section officer	08	Administrative	13
25	Senior Physical Training Instructor	08	Physical Education	02
26	Technical Superintendent	08	Technical	41
27	Junior Hindi Translator	06	Isolated Cadre	01
28	Executive Assistant	06	Administrative	36
29	Library Information Assistant	06	Library	02
30	Hospitality Management Assistant	06	Isolated Cadre	02
31	Physiotherapist	06	Isolated Cadre	01
32	Physical Training Instructor	06	Physical Education	02
33	Junior Engineer (Civil)	06	Engineering	08
34	Junior Engineer (Electrical)	06	Engineering	06
35	Senior Assistant	05	Administrative	07
36	Accountant	04	Administrative	08
37	Junior Assistant	03	Administrative	15
38	Junior Technician	03	Technical	61
39	Junior Laboratory Assistant	03	Technical	01
40	Multi Skill Assistant Gr-II	02	Multi Skill Assistant	11
41	Multi Skill Assistant Gr-I	01	Multi Skill Assistant	27
Total				318

2.1 Cadre-Wise Number of Sanctioned Posts

Sl. No.	Cadre	No. of posts
1.	Technical	120
2.	Administrative	101
3.	Engineering	29
4.	Library	05
5.	Medical Officer	04
6.	Physical Education	11
7.	Psychological Counselor	03
8.	Multi Skill Assistant	38
9.	Security	02
10.	Isolated	05
Total		318

2.2 Detailed Cadre-wise Sanctioned Posts

2.2.1 Technical Cadre:

Sl. No.	Name of the post	Pay Level	No. of posts
1	Technical Officer	11	3
2	Senior Technical Superintendent	10	14
3	Technical Superintendent	8	41
4	Junior Technician	3	61
5	Junior Laboratory Assistant	3	01
Total			120

2.2.2 Administrative Cadre:

Sl. No.	Name of the post	Pay Level	No. of posts
1	Registrar	14	1
2	Deputy Registrar	12	7
3	Assistant Registrar	10	14
4	Section officer	8	13
5	Executive Assistant	6	36
6	Senior Assistant	5	7
7	Accountant	4	8
8	Junior Assistant	3	15
Total			101

2.2.3 Engineering Cadre:

Sl. No.	Name of the post	Pay Level	No. of posts
1	Superintending Engineer	13	1
2	Executive Engineer (Civil)	11	1
3	Executive Engineer (Electrical)	11	1
4	Assistant Executive Engineer (Civil)	10	3
5	Assistant Executive Engineer (Electrical)	10	1
6	Assistant Engineer (Civil)	8	4
7	Assistant Engineer (Electrical)	8	4
8	Junior Engineer (Civil)	6	8
9	Junior Engineer (Electrical)	6	6
Total			29

2.2.4 Library Cadre:

Sl. No.	Name of the post	Pay Level	No. of posts
1	Chief Library Officer	13	1
2	Deputy Librarian	12	1
3	Assistant Librarian	11	1
4	Library Information Assistant	6	2
Total			05

2.2.5 Medical Cadre:

Sl. No.	Name of the post	Pay Level	No. of posts
1	Medical Officer	11	01
2	Junior Medical Officer	10	03
Total			04

2.2.6 Physical Education Cadre:

Sl. No.	Name of the post	Pay Level	No. of posts
1	Junior Sports Officer	10	07
2	Senior Physical Training Instructor	08	02
3	Physical Training Instructor	06	02
Total			11

2.2.7 Psychological Counselor Cadre:

Sl. No.	Name of the post	Pay Level	No. of posts
1	Psychological Counselor	10	01
2	Junior Psychological Counselor	08	02
Total			03

2.2.8 Security Cadre:

Sl. No.	Name of the post	Pay Level	No. of posts
1	Chief Security Officer	13	01
2	Security Officer	11	01
Total			02

2.2.9 Isolated Posts:

Sl. No.	Name of the post	Pay Level	No. of posts
1	Veterinary Doctor	10	1
1	Junior Hindi Translator	6	1
3	Hospitality Management Assistant	6	2
4	Physiotherapist	6	1
Total			05

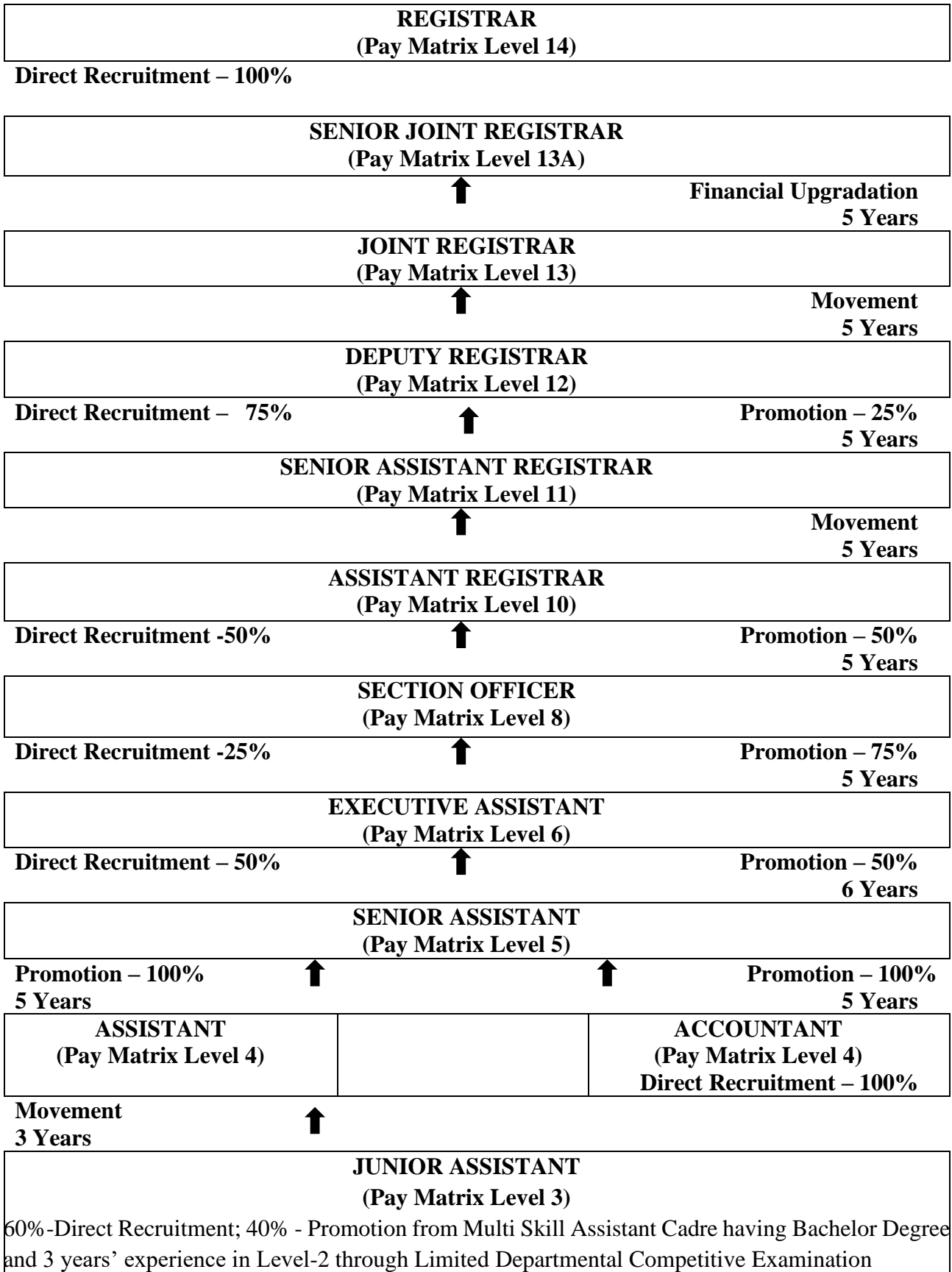
2.2.10 Multi Skill Assistant:

Sl. No.	Name of the post	Pay Level	No. of posts
1	Multi Skill Assistant Gr - II	02	11
2	Multi Skill Assistant Gr - I	01	27
Total			38

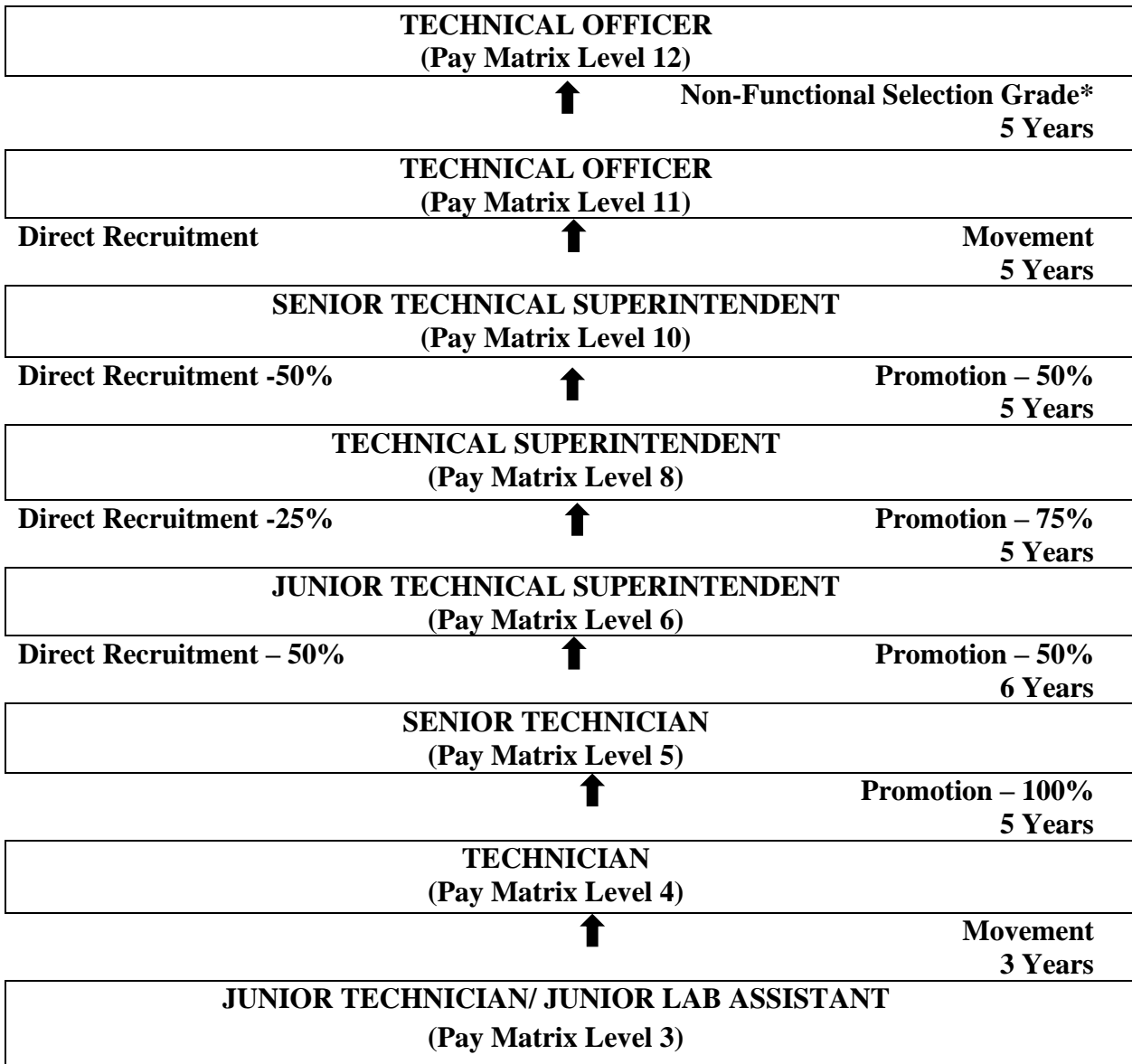
SECTION-II

CAREER AVENUE CHART

ADMINISTRATIVE CADRE



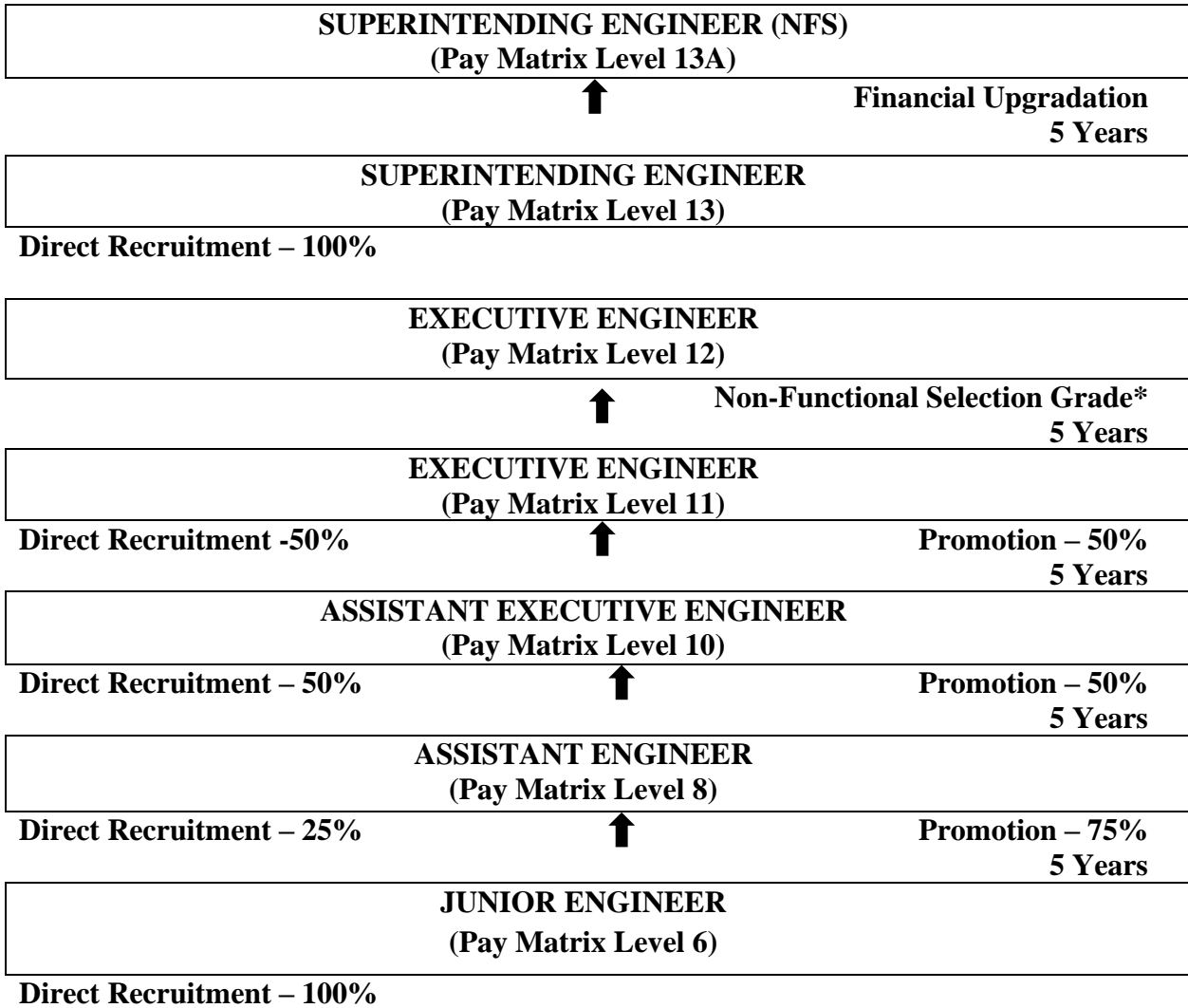
TECHNICAL CADRE



Direct Recruitment – 100%

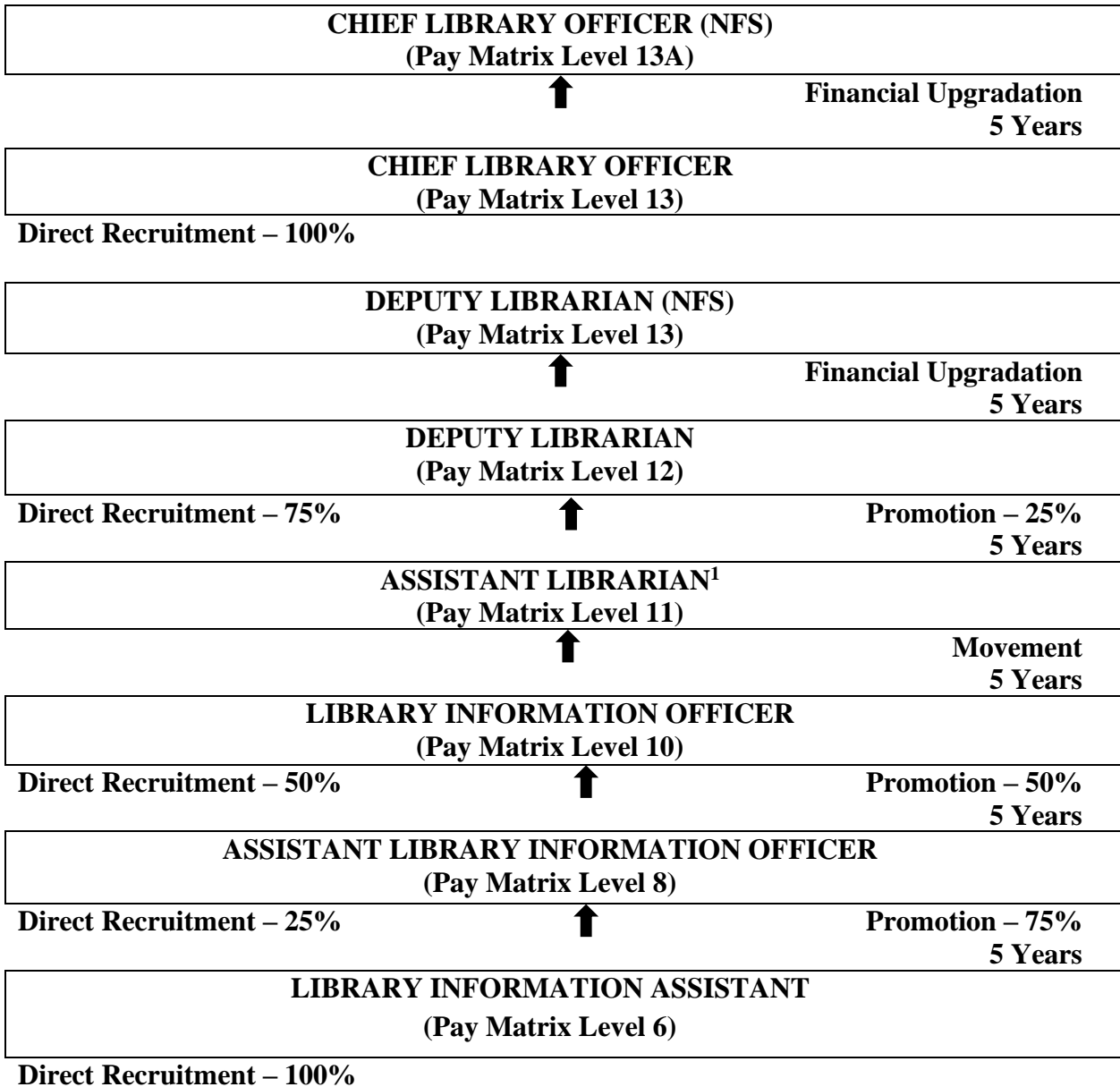
** The Non-Functional Selection Grade from Pay Level-11 to 12 is restricted to 30% of total strength of staff at Pay Level-11 of applicable cadres

ENGINEERING CADRE



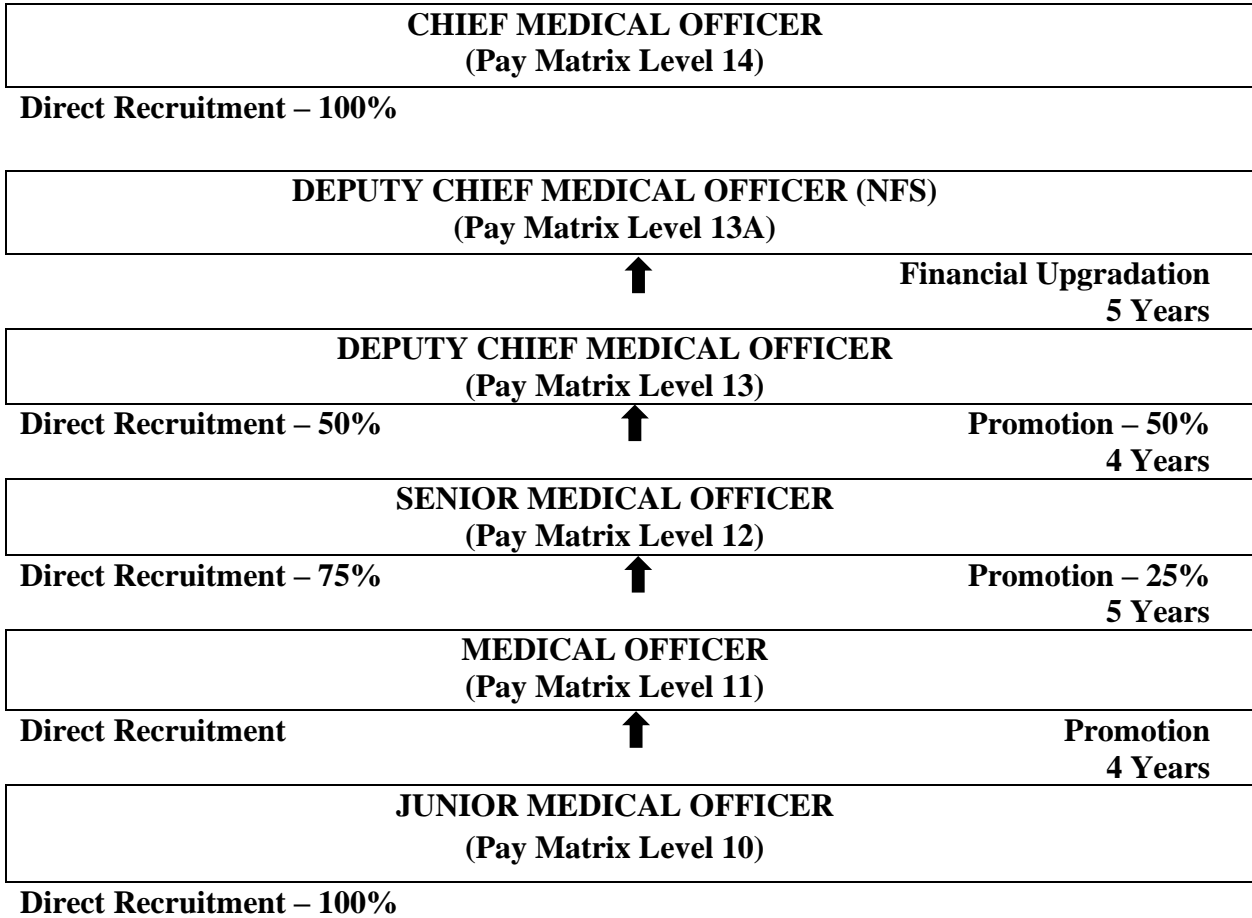
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LIBRARY CADRE

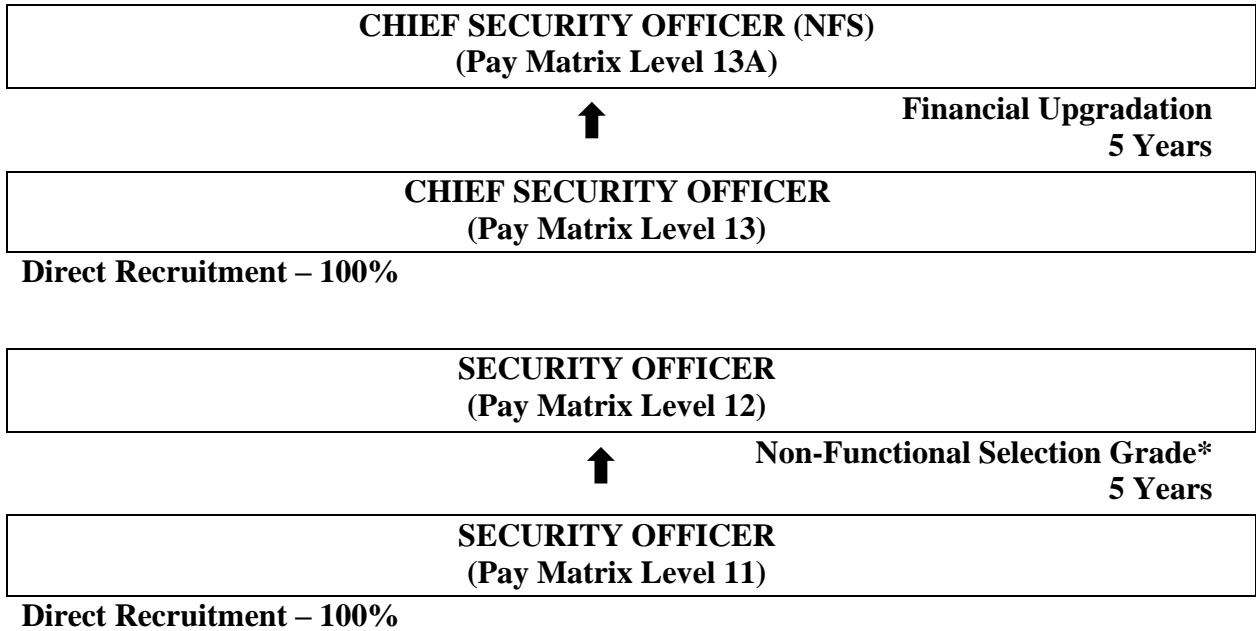


¹ Whenever the present incumbent vacate the Assistant Librarian (PL-11) post, the vacancy will be notified at the Level of Library Information Officer (PL-10) for the purpose of Direct Recruitment.

MEDICAL CADRE

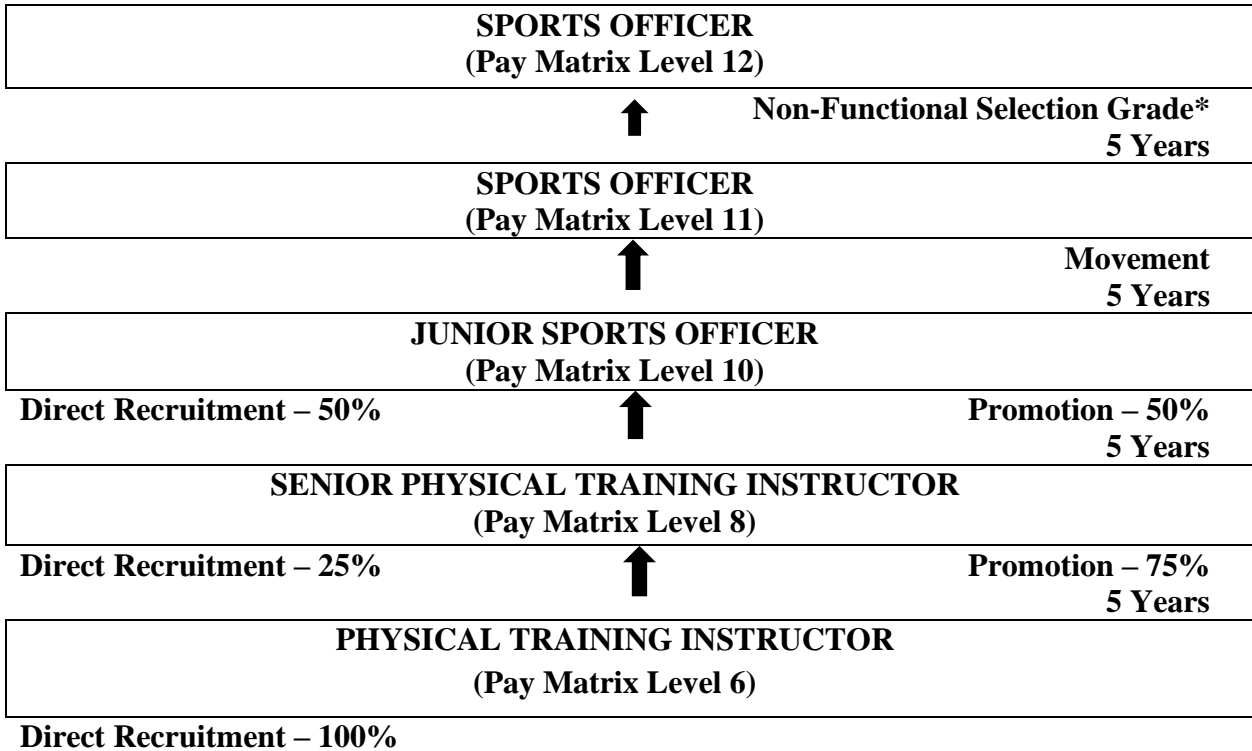


SECURITY CADRE



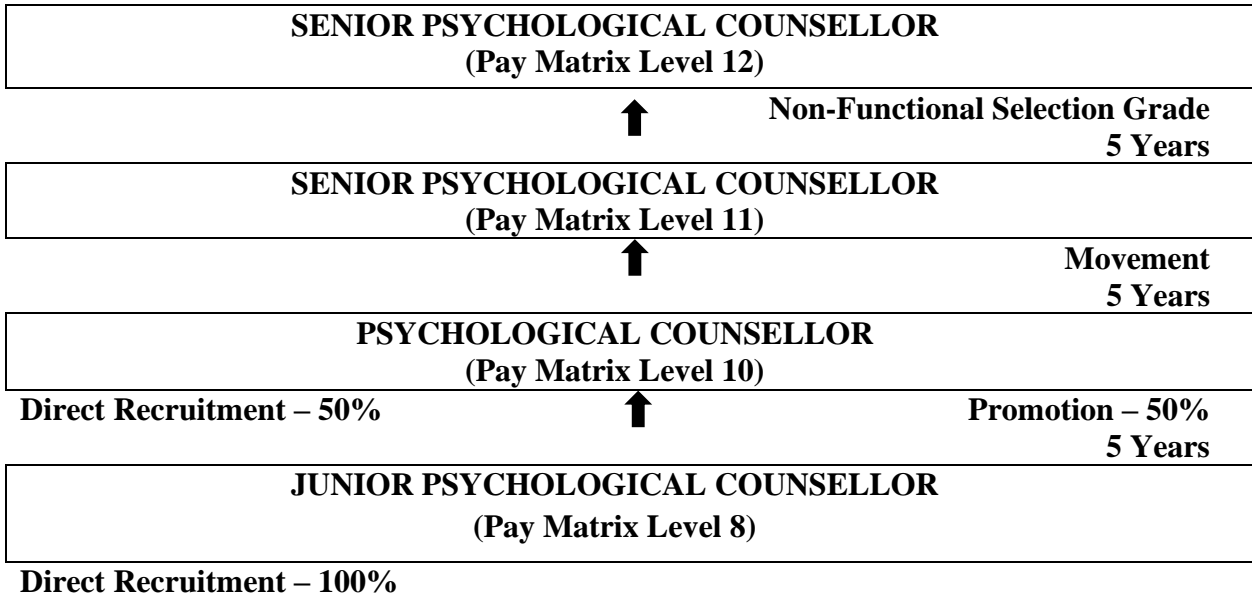
** The Non-Functional Selection Grade from Pay Level-11 to 12 is restricted to 30% of total strength of staff at Pay Level-11 of applicable cadres

PHYSICAL EDUCATION CADRE



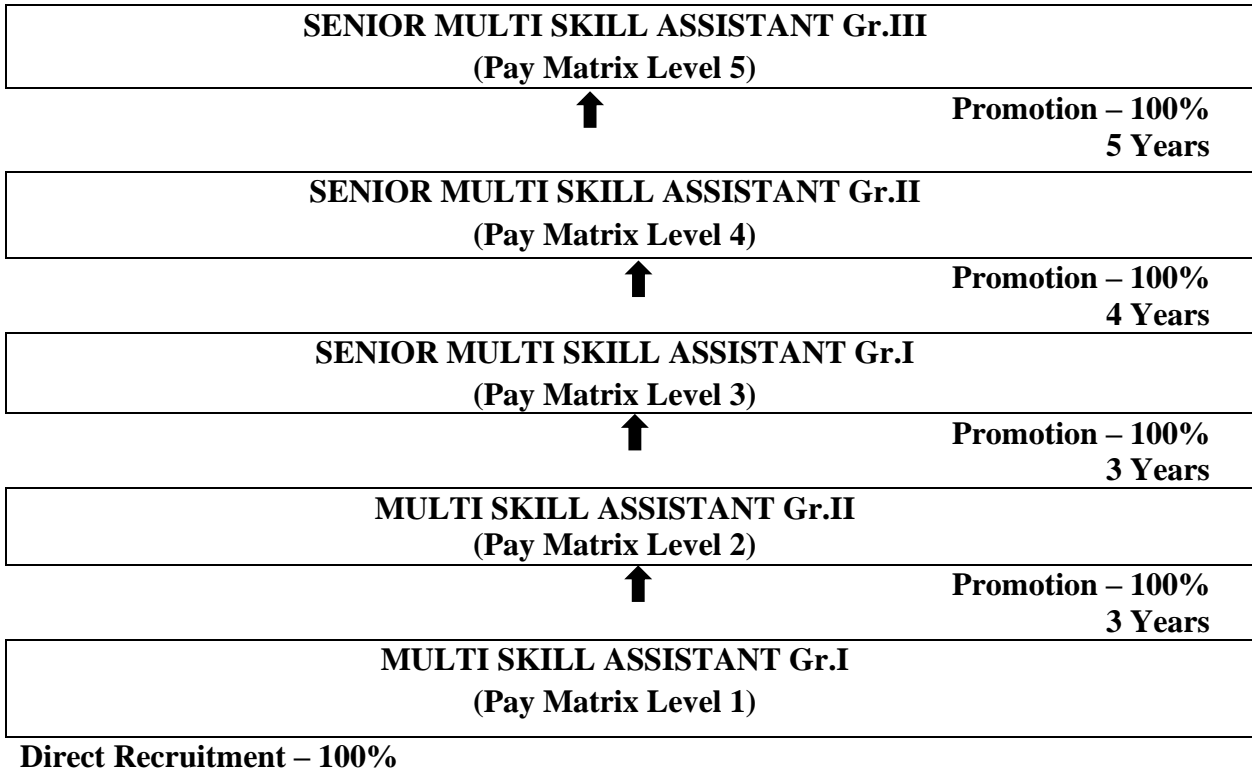
** The Non-Functional Selection Grade from Pay Level-11 to 12 is restricted to 30% of total strength of staff at Pay Level-11 of applicable cadres

PSYCHOLOGICAL COUNSELLOR CADRE



* The Non-Functional Selection Grade from Pay Level-11 to 12 is restricted to 30% of total strength of staff at Pay Level-11 of applicable cadres

MULTI SKILL ASSISTANT CADRE



SECTION-III

RECRUITMENT AND PROMOTION RULES

3.1 Title and Commencement

These rules may be called the “Indian Institute of Technology Hyderabad Recruitment & Promotion Rules (Non Teaching Posts)” hereinafter termed as ‘IITH RPR 2021’.

3.2 Definitions

In the present Rules, unless the context otherwise requires:

- 3.2.1 “Act” means the Institutes of Technology (IIT) Act, 1961
- 3.2.2 “Applicants” means the candidates who apply against the advertised post (s).
- 3.2.3 “Board” means the Board of Governors of the Institute.
- 3.2.4 “Chairman” means the Chairman of the Board.
- 3.2.5 “Director” means the Director of the Institute.
- 3.2.6 “IITH or Institute” means the Indian Institute of Technology Hyderabad.
- 3.2.7 “Internal Candidate” means a regular employee of the IITH who applies for the post (s).
- 3.2.8 “Rules” means the “Indian Institute of Technology Hyderabad Recruitment & Promotion Rules (Non Teaching Posts), 2021”
- 3.2.9 “Officers and Employees of the IITH” means the personnel recruited under the Rules including recruited prior to implementation of these Rules”.
- 3.2.10 “Screening Committee” means the Committee constituted by the Competent Authority for scrutinizing the applications and shortlisting candidates for particular post (s).
- 3.2.11 “Section” means the Sections of the Act.
- 3.2.12 “Selected Candidate” means the candidate selected for the post (s).
- 3.2.13 “Selection Committee” means the Selection Committee constituted by the Competent Authority for Selection of Candidate for particular post(s).
- 3.2.14 “Shortlisted Candidate” means the candidate shortlisted by the Screening Committee for the next stage of selection process.
- 3.2.15 “Statutes” means the Statutes of the Institute.
- 3.2.16 “Competent Authority” means the Appointing Authority for the said post.

3.3 General Principles

3.3.1 Under these rules, the Non-Teaching posts of IITH have been classified into two categories viz., Non-technical and Technical. The posts have been organized into cadres which consist of multiple grades/levels of employees within a work domain. The RPR is presently aligned to the existing nomenclature, Pay Levels with VII CPC scales, and will undergo modifications as maybe notified by Government of India or any other authority from time to time.

3.3.2 The posts specified in each category are as approved by the Board of Governors of the Institute from time to time based on the sanctioned strength for Non-Teaching posts as per MoE norms (10:1.1).

3.3.3 Reservation provisions will be followed as per the guidelines issued by the Government of India.

3.3.4 General Age limit recommended for Direct Recruitment:

Post No.	Name of the post	Age limit	Post No.	Name of the post	Age limit
1	Registrar	55	19	Security Officer	45
2	Chief Library Officer	50	20	Technical Superintendent	40
3	Superintending Engineer	50	21	Assistant Engineer (Civil/Electrical)	40
4	Chief Security Officer	50	22	Section Officer	40
5	Deputy Registrar	50	23	Junior Psychological Counsellor	40
6	Executive Engineer (Civil/Electrical)	45	24	Junior Translator Officer	35
7	Technical Officer	45	25	Executive Assistant	35
8	Assistant Librarian	45	26	Library Information Assistant	35
9	Network/Systems Administrator	45	27	Hospitality Management Assistant	35
10	Assistant Executive Engineer (Civil/Electrical)	45	28	Physiotherapist	35
11	Junior Sports Officer	45	29	Physical Training Instructor	35
12	Junior Medical Officer	45	30	Lady Physical Training Instructor	35
13	Junior Lady Medical Officer	45	31	Junior Engineer (Civil/Electrical)	35
14	Senior Technical Superintendent	45	32	Accountant	35
15	Assistant Registrar	45	33	Junior Assistant	35
16	Bio-Safety Officer	45	34	Junior Technician/Junior Laboratory Assistant	35
17	Veterinary Doctor	45	35	Multi Skill Assistant Gr-I	30
18	Psychological Counsellor	45			

3.3.5 No age-limit for internal candidates applying for the direct recruitment posts.

3.3.6 Crucial date for calculation of age-limit will be the closing date for receipt of applications from candidates

3.4 Method and Procedure of Recruitment and other requirements.

Method of Recruitment:

3.4.1 Direct recruitment – This shall include appointments through open selection, Deputation and/or Absorption, appointments on Contract, and appointments on tenure basis.

3.4.2 Promotion.

Procedure for Recruitment:

3.4.3 **Direct Recruitment:** The following procedure shall be followed for making Direct Recruitment to the posts, wherever it is prescribed in the Rules.

- (a) The Institute shall invite applications for the posts through an advertisement.
- (b) Applications received pursuant to the advertisement as, shall be scrutinized for eligibility by the Screening Committee constituted by the Competent Authority in accordance with the statutes. Where applications received are more than 10 times the number of posts advertised, the Screening Committee may formulate additional criteria for shortlisting, based on academic performance and/or years of experience of the Applicants.
- (c) A Selection Committee will be constituted by the Competent Authority of the IITH in accordance with the Statutes.
- (d) Recommendations of the Selection Committee shall be placed before the Appointing Authority for approval.
- (e) Qualifications, experience, and other requirements for Direct Recruitment: For all the posts identified for Direct Recruitment, based on the requirement prevailing at the relevant point of time; qualification(s), experience, and other requirement(s) will be determined by the Director based on the recommendations of the Head of the Department/Centre/Section before the advertisement is released. In case qualification(s), experience, and other requirement(s) have been laid down by MHRD or any other competent authority, then, laid down qualification(s), experience, and other requirement(s) shall apply to such posts, to the extent applicable.

3.4.4 **Promotion:** Proposed recruitment and promotional schemes is based on the current and foreseeable scenario of the Institute. The posts and their numbers may change as may be necessary for effective functioning of the Institute and subject to various directions the Board of Governors may issue from time to time.

- (a) **Vacancy based:** All the promotions and direct recruitments are subject to availability of vacancy.
- (b) **Percentage for promotion and direct recruitment:** Considering the current situation various percentages for Direct Recruitment and Promotion have been mentioned against various posts. For example, if the prescription is 50%: 50%, it implies that 50% of the posts will be by Promotion and 50% of the posts will be filled by Direct Recruitment.
- (c) **Review of percentages:** Lower level post will form feeder post for the higher post to which promotion or direct recruitment is to be made. The percentages for promotion and direct recruitment may be varied as and when found necessary from the view point of functioning of the Institute and will be subject to directions and/or approval of the approval of the Board of Governors.
- (d) **Filling up of promotional posts through direct recruitment:** IIT Hyderabad being a new Institute at this point of time, sufficient number of staff in feeder posts may not be available for promotions. With a view to enable smooth functioning of the Institute, promotional posts may be filled through Direct Recruitment in the years in which candidates for promotion are not available. As and when candidates for promotion become available, direct recruitment vacancy to the extent available will be channeled to promotion to the extent of number of promotional posts filled by direct recruitment.
- (e) **Filling up single post where percentages for promotion and direct recruitment are prescribed:** In view of limitations on creating posts, it would not be possible to create sufficient number of posts in one go in every level in every cadre. Where a single post is available in any level in any cadre and there is a percentage prescription for filling up the posts through promotion and direct recruitment, the Director will determine the method of filling up the post and the decision of the Director shall be final.
- (f) **Assessment of vacancy for promotion and direct recruitment:** Vacancies on the 1st January of every calendar year will be assessed. Further, vacancies likely to arise during the calendar year will also be estimated.

- (g) **Meeting of Promotion Committees:** There will be periodic meetings of the Promotion Committees. Nevertheless, there will be at least two meetings of the Promotion Committee in a year.
- (h) **Performance evaluation and Bench Mark for promotion:** Assessment of performance shall be through APAR (Annual Performance Appraisal Report). Minimum Bench mark for eligibility for consideration for promotion is “Very Good” during preceding five years of the year in which the candidate becoming eligible for the promotion.
- (i) **Non-applicability of qualifications and experience requirement of direct recruitment for promotion posts:** Qualifications and experience requirement applicable to direct recruitment shall not be applicable to promotions.
- (j) **Minimum length of regular service in the Institute in feeder cadre post(s) for promotion:** will be as stated in structure of cadre.
- (k) **Composition of Selection committee for Promotion:** The following committee may be Constituted by the Director for moving recommendation
 - (i) Chairman
 - (ii) Concerned HoD/Registrar
 - (iii) Member (Outside of the Department/ Section)
 - (iv) Member
 - (v) Representative of SC/ST/OBC (In case the candidate from the said Community)
 - (vi) Female Member (In case any of the candidates is a female)
