

विज्ञान एवं प्रौद्योगिकी उच्च अध्ययन संस्थान

(विज्ञान तथा प्रौद्योगिकी विभाग, भारत सरकार के तहत एक स्वशासी संस्थान)

विज्ञान पथ, पश्चिम बड़ागाँव, गड़चुक, गुवाहाटी- 781035, असम, भारत

INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY

(AN AUTONOMOUS INSTITUTE UNDER DST, GOVT. OF INDIA)

VIGYAN PATH, PASCHIM BORAGAON, GARCHUK, GUWAHATI- 35, ASSAM, INDIA



कार्यालय ज्ञापन/ OFFICE MEMORANDUM

दिनांक 14.05.2026 को आयोजित गवर्निंग काउंसिल की बैठक द्वारा अनुमोदित आईएसएसटी के संशोधित भर्ती नियम को संस्थान द्वारा तत्काल प्रभाव से कार्यान्वयन हेतु इसके साथ संलग्न किया जा रहा है/ The revised Recruitment Rule of IASST as approved by the Governing Council meeting held at 14.05.2026 is attached herewith for implementation by the institute with immediate effect.

इसे सक्षम प्राधिकारी के अनुमोदन से परिचालित किया जाता है/ This is circulated with the approval of the Competent Authority.

कुलसचिव

कुलसचिव, आई.ए.एस.एस.टी/ Registrar, IASST

दिनांक: 02-07-2026

सं. ई.आई.ए.एस.एस.टी/E-2825/2026-27/2714-2717

प्रतिलिपि प्रेषित:

1. प्रमुख आरएंडडी, आई.ए.एस.एस.टी / All the Head of Divisions, Head R&D, Head SAIC, IASST
2. अधीक्षक, निदेशक कार्यालय, आई.ए.एस.एस.टी (निदेशक महोदय को आवश्यक सूचनार्थ)/ Supdt. to the Director, IASST for kind information to the Director
3. प्रभारी आईटी प्रकोष्ठ, इस कार्यालय ज्ञापन को आरआर सहित संस्थान की वेबसाइट पर अपलोड करने के अनुरोध के साथ/ In charge IT Cell with a request to upload this O.M with RR in the website
4. संबंधित फाइल/ Concerned file.

कुलसचिव

कुलसचिव, आई.ए.एस.एस.टी/ Registrar, IASST

RECRUITMENT RULES-2024



INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY

VIGYAN PATH, PASCHIM BORAGAON, GARCHUK, GUWAHATI-781035, ASSAM

Amended 1st July, 2026

Approved by the Governing Council in meeting held on 14 May, 2026

INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY

RECRUITMENT RULES - 2024

1. SHORT TITLE AND COMMENCEMENT

These rules may be called INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY RECRUITMENT RULES-2024. The approved Rules shall be notified within a period of 10 weeks from the date of receipt of the advice letter from DST, Govt of India [DoPT OM No. AB.14017/48/2010-Estt.(RR) dated 31 December 2010]. The Recruitment Rules may be reviewed periodically to effect such changes as necessary to bring them in conformity with the changed position, including additions to or reductions in the strengths of the lower and higher-level posts. [DoPT OM No. AB.14017/48/2010-Estt.(RR) dated 31 December 2010]. It may also be reviewed at any time if instructed by the DST, GoI.

2. OBJECTIVES:

- 2.1. To meet the manpower requirements of the Institute by recruiting competent employees in terms of requisite capabilities, skills, qualifications, aptitude, merit, and suitability to fulfil the Institute's objectives.
- 2.2. To attract, select, and retain the best talent available, keeping in view the changing needs of the Institute.
- 2.3. To establish an objective and reliable system of selection.
- 2.4. To integrate employees' growth opportunities with fulfilling the Institute's objectives.
- 2.5. To provide for a system conducive to equity, fairness, and objectivity in matters concerning the promotion of employees.
- 2.6. To ensure compliance with relevant government policies and directives on recruitment and promotion.

3. DEFINITIONS AND ABBREVIATIONS

In these rules, unless the context otherwise requires, the following terms shall follow:

- 3.1. **IASST:** Shall mean INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY.
- 3.2. **Director:** Shall mean the Director of INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY.
- 3.3. **Institute:** This shall mean the INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY.
- 3.4. **Governing Council:** This shall mean the Governing Council as defined in the Regulations and the Bye-Laws of the Institute.
- 3.5. **Competent authority:** Shall be the Director of the Institute in Recruitment and Promotion-related matters.
- 3.6. **Appointing Authority:** This shall essentially be as specified under Rule 13 to these rules and shall be the authority in charge.
- 3.7. **Bye-Laws:** This shall mean the Bye-laws of IASST framed and amended occasionally with the Government of India's (GoI) approval.
- 3.8. **DoPT:** Shall mean the Department of Personnel and Training, Government of India.
- 3.9. **GOI:** Government of India
- 3.10. **Cadre:** This shall essentially mean the total strength of a service (in all relevant grades i.e., from lowest to highest grade comprising lowest recruitment grade to highest recruitment/promotional grade) or a part of a service sanctioned as a separate unit.
- 3.11. **Candidate:** Means a person/member of staff who is eligible for consideration for any of the positions specified in these rules, including schedules and annexures to these rules.
- 3.12. **Departmental Candidates:** This shall mean the candidates who are IASST employees in regular, and their total service period should not be less than three years on the last date of submission of the application.



- 3.13. **IPC:** Institute Promotion Committee as per Annexure – 1.
- 3.14. **Recruitment and Selection Committee (RSC):** Shall be as per Annexure 1.
- 3.15. **Regular Posts:** This shall mean all the sanctioned posts included in Schedules to these rules as GoI approves.
- 3.16. **Pay Level:** This means the corresponding pay level of posts in the Pay Matrix by 7th CPC, as detailed in Schedules, comprising the total cadre strength.
- 3.17. **Age:** Age means the upper limit as specified in these rules.
- 3.18. **Postdoctoral experience:** This shall mean research experience after attaining a Ph.D. degree from a recognized University/Institute as per the UGC guidelines. The provisional certificate issued by the competent authority of the Institute will be accepted for the Ph.D. degree in counting the experience.
- 3.19. **Recruitment Rules (RR):** The rules framed for recruitment and promotion to the regular posts approved by the GoI.
- 3.20. **Regulations:** means Regulations of the Institute as approved by GoI.
- 3.21. **Schedules:** This means the schedules are annexed to these rules.
- 3.22. **Annexures:** These shall mean the annexures attached to these rules.
- 3.23. **DR:** Means Direct Recruitment
- 3.24. The expressions "**Scheduled Castes**", "**Scheduled Tribes**", "**Other Backward Classes**", "**Persons with Disabilities**", and "**Economically Weaker Section (EWS)**" shall have the meaning respectively assigned to them in the Constitution of India/Acts of Parliament.
- 3.25. **APAR:** Annual Performance Appraisal Report submitted by staff.
- 3.26. **In-Situ Promotion:** It shall mean a staff holding a post in any grade is promoted to the next higher grade in his / her line of promotion on completion of the minimum residency period even if there is no vacancy in the higher grade. The post held by the staff shall be temporarily upgraded to the next higher grade. The upgradation shall be personal to the staff concerned, and the post shall revert back to its original grade once the staff gets adjusted against a regular vacancy in the grade to which he/she has been promoted on in situ basis or on his / her vacating the post on account of retirement, resignation or any other reason.
- 3.27. **Vacancy-based Promotion:** Promotion against vacancy of a sanctioned post that arises due to retirement/resignation/voluntary retirement/expiry of service holder/discontinuation of service for any other reason.
- 3.28. **Group A/B/C:** Shall mean the classification of posts under CCS (CCA) Rules, 1965 (DoPT OM F.No. 11012/10/2016-Estt.A-III dated 8th December 2017) as follows.

Description of Posts	Classification of posts
A Central Civil Post carrying the pay in the Pay Matrix at the Level from 10 to 18	Group A
A Central Civil Post carrying the pay in the Pay Matrix at the Level from 6 to 9	Group B
A Central Civil Post carrying the pay in the Pay Matrix at the Level from 1 to 5	Group C

4. CONSTITUTION OF SERVICE (Academic, Technical and Administrative Cadres):

On the date of commencement of these Rules, such of the persons appointed with due process in terms of extant instructions of the Government of India regularly and who will be appointed in terms of these Rules shall constitute the total operational strength of the workforce of the Institute. The inter-se-seniority of officers/staff in each grade who are appointed at the initial constitution shall be determined as per the date of regular appointment to the respective posts/grades subject to the condition that their inter-se-seniority within their respective posts/grades shall not be disturbed.

5. RETENTION OF EXISTING ELIGIBILITY SERVICE

Where the eligibility service for promotion prescribed in the existing rules is being enhanced (to be in



conformity with the guidelines issued by DoPT) and the change is likely to affect adversely some persons holding the feeder grade posts on regular basis, the eligibility service shall continue to be the same for persons holding the feeder posts on regular basis on the date of notification on the revised rules (as per DoPT OM No. AB.14017/48/2010-Estt.(RR)).

6. SCHEDULES:

Schedules to these Rules are detailed as follows:

- a) SCHEDULE - 1: Consolidated list of sanctioned posts
- b) SCHEDULE - 2: Recruitment Rules for posts in Academic Cadre
- c) SCHEDULE - 3: Recruitment Rules for posts in Technical Cadre
- d) SCHEDULE - 4: Recruitment Rules for posts in the Administrative Cadre

"Provided that the institute shall take all necessary steps to get the approval of the GoI for the revival of positions whose currency has since lapsed or deemed to have lapsed (if any) for remaining unfilled for more than certain duration as notified by the Government from time to time, and shall not initiate any exercise to fill up any such lapsed/deemed abolished positions till approval of the same is obtained from the GoI for its operation".

7. ELIGIBILITY NORMS:

- 7.1. They shall always conform to provisions regarding age, educational qualifications, and other norms as per the approved RR.
- 7.2. Work experience, if required, shall be counted from the date of acquiring the minimum requisite educational qualifications of the post as on the closing date of the advertisement notified for filing the post. Similarly, the age limit shall be counted as on the closing date for receipt of applications as notified in the advertisement for filling the post.
- 7.3. The educational qualifications and experience mentioned in the schedules for each post are broadly indicated, and the appointing authority may, however, add detailed relevant qualifications and/or experience requirements as desirable qualifications, keeping in view the functional responsibilities and job requirements for the said post, at the time of publication of advertisement.

8. LEVELS/ GRADES (as per 7th CPC), AUTHORISED STRENGTH and ITS REVIEW

- 8.1. The names, designations, and pay levels for the Academic, Technical, and Administrative posts are detailed in the Schedules of these Rules.
- 8.2. Notwithstanding anything contained in these rules, the GoI may, by order/directions /guidelines:
 - 8.2.1. Make additions, alterations, substitutions, or modifications to the number of sanctioned regular posts or grades, designations, and pay levels of regular posts specified in the Schedules of these rules.
 - 8.2.2. Appoint any officer to a post in the appropriate grade against the sanctioned post of the Institute.

9. FUTURE MAINTENANCE OF THE SERVICE AND METHOD OF RECRUITMENT

- 9.1. From the commencement of these Rules, all the initial appointments are to be made at pay levels to be filled by Direct Recruitment only as per the quota specified in the schedules of these Rules.
- 9.2. The appointment method by Direct Recruitment/Promotion/Deputation at any pay level



and the percentage of posts for appointment by each method are detailed in the Schedules of these Rules.

- 9.3. Posts proposed to be filled by direct recruitment by advertisement are not exempt from the purview of reservation rules for members of Scheduled Castes/Scheduled Tribes/Other Backward Classes/EWS in terms of extant DoPT instructions. Reservation rosters for positions filled by Direct Recruitment and Promotion shall be maintained. Reservation is not applicable for the academic posts in grades above the lowest grade in Group A i.e. the posts Assistant Professor-II and above [DoPT. OM F. No.36011/1/2022-Estt.(Res-I) dated 14/10/2022, Rule B.1 on page No.-9].
- 9.4. In-situ promotion as detailed in the schedules of these Rules shall be applicable for positions as detailed in the Schedules of these Rules.
- 9.5. The upper age limit for Direct Recruits is detailed in the Schedules of these Rules for unreserved candidates.
- 9.6. The age limit for all Academic, Technical and Administrative posts for departmental and casual/contractual staff is considered based on the DoPT OM No. AB.14017/48/2010-Estt.(RR) dated 31/12/2010 and DoPT OM No. 49014/2/86 Estt. (C) dated 7.6.1988.
- 9.7. Age relaxation for contractual staff currently working in the Institute and applying for an equivalent or lower position will be the total period for which they have worked at the Institute [DoPT OM No.49014/5/2019-Estt.(C) dated 13 Feb 2020]. Such age relaxation is not applicable to the project staff, research scholars, post-doctoral fellows and national level faculty.
- 9.8. The upper age limit for the appointment by deputation (if any) as per DoPT OM No. 14017/11/2017-Estt.(RR) dated 5th February 2018, as amended from time to time, are as follows-
- For posts in Pay Level-14 and above - Not exceeding 58 years on the closing date of receipt of application
 - For posts below Pay Level-14 - Not exceeding 56 years on the closing date of receipt of application
- 9.9. Educational Qualifications required for eligibility are detailed in the Schedules of these Rules.
- 9.10. Future promotions to higher grades and eligibility norms are detailed in the Schedules of these Rules.

10. METHOD OF SELECTION

- 10.1. Committees constituted for recruitment/promotion shall conform to the Schedules of these Rules.
- 10.2. The posts mentioned in the Schedules shall be filled by positive act and advertised/notified before being filled up after due approval from the competent authority.
- 10.3. The eligibility qualifications/experience/age for filling a post shall strictly conform to these rules.
- 10.4. There shall be no change in vacancy/any of the procedures once the recruitment/promotion has been initiated by way of advertisement/notification, and the conditions mentioned in the advertisement/notification shall be strictly adhered to at all times, except with the approval of the competent authority.



- 10.5. The panel recommended by the RSC/IPC prepared in order of merit for all posts shall be approved by the Competent authority before implementation. It shall be valid for one year.
- 10.6. Offer of appointment/promotion shall be made only for those posts which have been advertised/notified.
- 10.7. Appointments shall be made by the Appointing Authority as detailed in the Schedules.
- 10.8. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well-qualified [DoPT OM No. 14017/48/2010-Estt.(RR) dated 31 December 2010, page No. 17]
- 10.9. The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to SC/ST if at any stage of selection, the Competent Authority is of the opinion that sufficient numbers of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them [DoPT OM No. 14017/48/2010-Estt.(RR) dated 31 December 2010, page No. 18]
- 10.10. Selection for Group A (Academic) posts shall be by personal interaction with the candidates.
- 10.11. Selection for Group A (Non-Academic) and Group B posts shall be by written test (if necessary) and personal interaction or skill test of the candidates.
- 10.12. Selection for Group C posts shall be by a written and skill test for all the posts except MTS and driver. For the posts of MTS and Drivers, selection will be by both written and trade tests.

11. DETERMINATION OF MERIT BEFORE APPOINTMENT THROUGH DR/DEPUTATION:

- 11.1. In the case of the selection of two or more candidates in the same grade on the same date, the recommendation shall invariably be made in order of merit of the selected candidates. In case the marks obtained in the selection process are the same, then merit among such candidates shall be decided in order of:
 - i. Experience and if it is the same, then
 - ii. Marks obtained in the essential qualifying examination (where Ph.D. is the essential qualification, marks obtained in master's degree will be considered) and if it is same, then
 - iii. Elder one will be placed above in merit. But if the candidates have the same date of birth, then
 - iv. The names of candidates shall be arranged alphabetically to determine merit.
- 11.2. The 'Selection Committees' recommendations, when approved by the Competent Authority, shall remain valid for one year from the date of such approval.
- 11.3. In any disputes, lawsuits, or legal proceedings against the Institute, the jurisdiction shall be restricted to the Guwahati High Court.

12. ELIGIBILITY /REQUIREMENTS ON FIRST APPOINTMENT

- 12.1. All appointments in the Institute will be subject to the selected candidates being found medically fit by an authorized Medical Officer as notified by the Institute.
- 12.2. Verification of character and antecedents.



13. APPOINTING AUTHORITY

For Director: DST, Ministry of Science and Technology, GoI
For positions in Level-13A and 14: Governing Council
For positions up to Level-13: Director

14. PROBATION AND CONFIRMATION:

14.1. A candidate/staff member on appointment under these Rules by direct recruitment (except for the post of Director) shall be on probation for periods as mentioned below from the date he/she assumes charge of the post [DoPT OM No. 14017/48/2010-Estt.(RR) dated 31 December 2010, page No. 20].

- For direct recruitment for posts with pay levels upto 11: two years
- For direct recruitment for posts with pay level 12 and above: one year

14.2. For recruitment through promotion, the probation shall be as follows

Group (A/B/C)	Probation
Promotion within same group	No probation
Promotion to a different group	The period of probation as prescribed for direct recruitment to the post

14.3. Notwithstanding anything contained in the rules above, a staff member, as specified in Schedules, may be terminated during the probationary period as per the DoPT guidelines [OM No. AB.14017/48/2010-Estt.(RR) dated 31/12/2010] with the approval of the Competent authority. If the probationer was an employee of the Institute and was appointed as an internal candidate, he/she will be reverted to his earlier post/ grade.

14.4. On completion of the probation period the candidate will be assessed by a committee duly formed by the Competent Authority based on the annual performance appraisal report (APAR) of the probation period and personal interaction (if necessary). On approval of the appointing authority, there shall be a written order confirming the completion of the probation period. The order shall specify the date on which the probation is satisfactorily completed. In the absence of such an order, the probation period will not be deemed to have been confirmed, meaning that confirmation of the probation period is not automatic. It shall be done by a positive act with due process after the approval of the Appointing authority.

14.5. If the competent authority does not agree with the recommendations of the Committee, he shall record his reasons in writing before disapproving and terminating the probationer's services.

14.6. The services of the probationer shall be regularized on the date of issue of the order for confirmation, only after which he shall be deemed to be a permanent employee of the Institute till his resignation/death/superannuation, whichever is earlier.

14.7. Services of contractual employees shall be governed by contract agreement terms and conditions signed by the employee with the Institute during the period of contract and not by these Rules.

15. COMPASSIONATE APPOINTMENT

Appointment may be given on compassionate grounds (subject to availability of vacancy) to a dependent family member of any employee appointed against a regular vacancy of the institute



dying in harness or who is retired on medical grounds, thereby leaving his family in penury and without any means of livelihood, to relieve the family of the employee concerned from financial destitution and to help it get over the emergency. Compassionate appointments will be made upto a maximum of 5% of vacancies falling under direct recruitment quota in any Group 'C' post. The DoPT extant guidelines will be followed for all such appointments [DoPT O.M. No. 14014/6/94-Estt.(D) dated 09/10/1998 as amended from time to time].

16. NATIONALITY

- 16.1. Only Indian nationals shall be eligible to apply for appointment for the Technical and Administrative cadre posts mentioned in the Schedules.
- 16.2. Indian citizens shall be eligible for all appointments to posts in the Academic Cadre. If an appointment is of persons who are not Indian citizens i.e., foreign nationals (even if with Overseas Citizen of India (OCI) status), prior necessary clearances from GoI should be in place before offering the appointment to such individuals.

17. METHOD OF APPOINTMENT BY PROMOTION:

Promotion will be given to employees as follows:

17.1. Promotion for Academic Cadre:

- 17.1.1. In the Academic cadre, the promotion will be made only as per provisions of the Revised Flexible Complementing Scheme (RFCS) [DoPT O.M. No. AB-14017/41/2013-PP(RR) dated 13/03/2024] on the subject, as amended from time to time.
- 17.1.2. The following shall be the residency period for consideration of promotion [DoPT O.M. No. AB-14017/41/2013-PP(RR) dated 13/03/2024].

Promotion From	Promotion To	Promotion Type	Minimum Residency Period
Assistant Professor I (equivalent to Scientist B) (Pay Level-10)	Assistant Professor II (Pay Level-11)	Vacancy-based or in-situ if vacancy is not available	3 years' experience as Assistant Professor I
Assistant Professor II (equivalent to Scientist C) (Pay Level-11)	Associate Professor I (Pay Level-12)	Vacancy-based or in-situ if vacancy is not available.	4 years' experience in Level 11 as Assistant Professor II
Associate Professor I (equivalent to Scientist D) (Pay Level-12)	Associate Professor II (Pay Level-13)	Vacancy-based or in-situ if vacancy is not available.	4 years' experience in Level 12 as Associate Professor I
Associate Professor II (equivalent to Scientist E) (Pay Level-13)	Professor I (Pay Level-13A)	Vacancy-based or in-situ if vacancy is not available.	5 years' experience in Level 13 as Associate Professor II
Professor I (equivalent to Scientist F) (Pay Level-13A)	Professor II (equivalent to Scientist G) (Pay Level-14)	Vacancy-based or in-situ if vacancy is not available.	5 years' experience in Level 13A as Professor I

- 17.1.3. The assessment process under the RFCS Scheme for promotion/upgradation to the next grade would be conducted upto three times (if the candidate is not successful in 1st and 2nd attempt) for promotion to a particular position, and thereafter, the

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academic staff would be covered under the MACP scheme as per DoPT guidelines [O.M. No. 35034/3/2015-Estt.(D) dated 22/10/2019 as amended from time to time and No. AB-14017/41/2013-PP(RR) dated 13/03/2024]. As per RFCS guidelines, the position of such academic staff shall be upgraded to the next higher level after completion of ten years in the current grade. If an academic staff gets three promotions/upgrades under the RFCS scheme, there would be no claim for any further upgradation under MACP Scheme. In such case, one more assessment will be carried out after the completion of ten years under this scheme for promotion/upgradation of the candidate to the next grade.

17.2. Promotion for Technical Cadre:

17.2.1. The following shall be the promotion type and residency period for consideration of promotion.

Promotion From	Promotion To	Promotion Type	Minimum Residency Period [as per DoPT OM No. AB-14017/4/2021-Estt.(PR)]
Technician (Pay Level-5)	Technical Assistant I (Pay Level-6)	Vacancy-based	6 years' experience as Technician
Technical Assistant I (Pay Level-6)	Technical Assistant II (Pay Level-7)	Vacancy-based	5 years' experience as Technical Assistant I
Technical Assistant II (Pay Level-7)	Technical Officer A (Pay Level-7)	Vacancy-based	2 years' experience as Technical Assistant II
Technical Officer A (Pay Level-7)	Technical Officer B (Pay Level-8)	Vacancy-based	5 years' experience as Technical Officer-A

17.2.2. In case of vacancy-based promotion, it will be done through a selection process among eligible candidates. If no suitable candidate is found, open advertisement shall be done.

17.3. Promotion for Administrative Cadre:

The following shall be the promotion type and residency period for consideration of promotion. The promotion will be done through selection among eligible candidates [Ref. 3.a at Annexure-I]. If no suitable candidate is found, open advertisement shall be done for Direct Recruitment.

Promotion From	Promotion To	Promotion Type	Minimum Residency Period
Assistant-I (Pay Level-4)	Assistant III (Pay Level-6)	Vacancy-based	10 years' experience as Assistant I
Assistant III (Pay Level-6)	Superintendent (Pay Level-7)	Vacancy-based	5 years' experience as Assistant III
Superintendent (Pay Level-7)	Section Officer (Pay Level-8)	Vacancy-based	5 years' experience as Superintendent

18. TREATMENT OF PERIOD OF LEAVE TOWARDS MINIMUM RESIDENCY PERIOD/PERIOD SPENT ON DEPUTATION FOR PROMOTION/UPGRADATION [based on DoPT OM No. AB-14017/41/2013-PP(PR) dated 13 March 2024]

18.1. For Academic Cadre:

18.1.1. The following types of leave availed by an eligible staff shall be counted towards the minimum residency period required to be put in by the staff in the lower grade

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for consideration of promotion/upgradation under the Scheme:

- 18.1.1.1. The period spent on deputation/Foreign Service to another equivalent or higher scientific post/faculty position.
- 18.1.1.2. Period of Study Leave/any other Leave taken for academic accomplishments to improve scientific knowledge.
- 18.1.1.3. Maternity/Paternity Leave sanctioned as per Leave Rules.
- 18.1.1.4. Leave of a maximum period of one year sanctioned in continuation of maternity leave as per Leave Rules.
- 18.1.1.5. Earned Leave for a total period not exceeding 180 days (for 3 year residency period), 210 days (for 4 year residency period), 240 days (for 5 year residency period) sanctioned as per Leave Rules
- 18.1.1.6. Child Care Leave sanctioned as per Rules.
- 18.1.2. The period spent on deputation/foreign service to a non-scientific post and the period of leave including leave on medical grounds, Lien, EOL etc. availed on personal grounds shall not count towards the minimum residency period.

18.2. For Technical/Administrative Cadre:

- 18.2.1. The following types of leave availed by an eligible staff shall be counted towards the minimum residency period required to be put in by the staff in the lower grade for consideration of promotion/upgradation under the Scheme:
 - 18.2.1.1. The period spent on deputation/Foreign Service to another equivalent/higher post in the relevant field
 - 18.2.1.2. Period of Study Leave/any other Leave taken for academic/technical accomplishments
 - 18.2.1.3. Maternity/Paternity Leave sanctioned as per Leave Rules.
 - 18.2.1.4. Leave of a maximum period of one year sanctioned in continuation of maternity leave as per Leave Rules.
 - 18.2.1.5. Earned Leave for a total period not exceeding 180 days (for 3 year residency period), 210 days (for 4 year residency period), 240 days (for 5 year residency period) sanctioned as per Leave Rules
 - 18.2.1.6. Child Care Leave sanctioned as per Rules.
- 18.2.2. The period of leave, including leave on medical grounds, Lien, EOL etc. availed on personal grounds, shall not count towards the minimum residency period.

19. DISQUALIFICATION:

- 19.1. No person who has entered into or contracted a marriage with a person having a spouse living or who has a spouse living, has entered in or contracted a marriage with any other person, shall be eligible for appointment to any of the said posts;
- 19.2. No person whose character and antecedent have been objected to by the District Magistrate & Collector or whose identity has not been established by the Police shall be eligible for appointment to the service regularly (if appointed through direct recruitment



method) or any engagement.

20. REVOCATION OF APPOINTMENT:

Revocation of appointment can be done at any stage during the period of probation (without notice) or during service (after the expiry of a period of 14 days from the issue of show cause notice and the same received by the employee) if the appointed person at any stage before or after appointment has:

- 20.1. Withheld information, given any false information, or provided fraudulent certificates/testimonials to secure appointment through wrongful means or intent,
- 20.2. lied under oath,
- 20.3. has been convicted of a criminal offence under the Criminal Procedure Code and awarded punishment under any of the provisions of the Indian Penal Code,
- 20.4. indulged in activities which are prejudicial to the interests of the State.

21. AUTHORITY TO EXERCISE POWERS UNDER THESE RULES:

Only an Appointing Authority on a substantive/regular/full-time basis shall have powers to exercise authority to appoint staff under these Rules. Under these Rules, the Officiating Director/In Charge/Pro-term Director, looking after the Director's duties, shall not have any appointing powers.

22. POWERS TO RELAX/AMEND/MODIFY:

Notwithstanding anything contained in these Rules, any of the provisions in these Rules can be relaxed/amended/modified with the approval of the Governing Council of the Institute, provided they conform with the extant instructions of the Government of India.

23. JURISDICTION OF THE COURTS:

In cases of any dispute arising between the Institute and others, the jurisdiction of the Gauhati High Court, in whose jurisdiction the Institute lies, shall apply.

24. SAVING:

Nothing in these Rules shall affect reservations, relaxation of age limit, and other concessions required to be provided for the candidates belonging to the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-Servicemen, PWD, EWS, and other special categories of persons following the orders issued by the Central Government from time to time in this regard.



Different Committees for Recruitment and Promotion

1) Apex Committee

Director, IASST	-	Chairperson
Heads of the Divisions of IASST	-	Members
Head, R&D, IASST	-	Member Secretary

For all recruitments and promotions, the Apex Committee will collect the list of experts from all the Heads of the Departments, members of the Scientific Advisory Committee and Administrative Heads of other DST Institutes. The experts should be reputed and distinguished scientists in their field and not below the rank of Professor or Scientist G for the selection of academic cadres and not below the rank of Deputy Registrar or equivalent for the selection non-academic cadres. The Apex Committee will be responsible for forming all other committees for recruitment and promotion.

2) Recruitment and Selection Committees for Direct Recruitment

2.a) For Administrative and Technical posts-

The composition of the committee shall be as follows.

Director or his/her nominee	-	Chairperson
*One member from the Apex Committee	-	Member
Two external experts	-	Members
Registrar	-	Non-Member Secretary
Any other member(s) as deemed necessary		

*The member should not be below the rank for which the screening is being held.

However, in case such member is not available in the Apex Committee, the Director may select one additional external expert).

For recruitment to 10 or more vacancies in any level of posts, it shall be mandatory to have one member belonging to SC/ST, one member belonging to OBC category and one member belonging to minority community in the Selection Committee. Further, one of the members of the Selection Committee, whether from the general category or from the minority community or from the SC/ST/OBC community, should be a lady failing which a lady member should be co-opted in the Committee. [DoPT OM No.36011/1/2022-Estt(Res-I) dated 14/10/2022].

2.b) For All Academic Posts-

2.b.i) First Level – Screening Committee (to be formed by the Apex Committee) to evaluate the applications and give recommendations. The application will move to the next level if the recommendation is positive.

2.b.ii) Second Level –

The composition of the committee shall be as follows.



Director or his/her nominee	-	Chairperson
*One/two member(s) of the Apex Committee (other than the Director)	-	Member
Two to four external experts in the relevant field	-	Member
Registrar	-	Non-member secretary

*The member should not be below the rank for which the screening is being held. However, in case such member is not available in the Apex Committee, the Director may select one additional external expert).

For recruitment to 10 or more vacancies in any level of posts, it shall be mandatory to have one member belonging to SC/ST, one member belonging to OBC category and one member belonging to minority community in the Selection Committee. Further, one of the members of the Selection Committee, whether from the general category or from the minority community or from the SC/ST/OBC community, should be a lady failing which a lady member should be co-opted in the Committee. [DoPT OM No.36011/1/2022-Estt(Res-I) dated 14/10/2022].

The committee shall give recommendations after interaction with the candidates. The Director may opt for any outside expert as Chairperson of the Committee.

The Director will collect three review reports from experts in relevant fields based on the Level 1 screening. Among the three, one report may be from a foreign expert but it is not mandatory.

3) Institute Promotion Committees

3.a) For Administrative and Technical posts

The composition of the committee shall be as follows.

Director or his/her nominee	-	Chairperson
One member from the Apex Committee (excluding Director)*	-	Member
Two/Three external experts	-	Members
Registrar	-	Non-Member Secretary
Any other member(s) as deemed necessary		

*The member should not be below the rank for which the screening is being held. However, in case such a member is not available in the Apex Committee, the Director may select one additional external expert),

The Committee will assess the performance of the candidate based on APAR, written test /personal interaction with the candidate. The average APAR grade should be 'Very Good' or above (score should be above 60%) for the residency period for an employee to be eligible for promotion [as per DoPT OM No.35034/3/2015-Estt.(D) dated 22/10/2019 and as modified from time to time]. 70% weightage will be given on the APAR and 30% on written test (to assess the skill of the candidate in the relevant field). The grade obtained by the candidate in the written test should be at least 'Very Good'.

3.b) For Academic Posts

3.b.i) Level-1 Screening (Internal Screening Committee)-

A duly constituted screening committee consisting of internal members and one external



member from any other Central / State Government research institute /University / Academic Institute will verify the documents and submit the recommendation. The Apex Committee will constitute the screening committee. This internal committee will also work out the performance grading based on the APAR as per the following table.

Numeric Grade in percentage	Letter Grade
Up to 40	Poor
Above 40 up to 60	Good
Above 60 up to 80	Very Good
Above 80	Outstanding

A candidate shall be eligible for promotion subject to meeting the minimum average grading of 'Good' for promotion to post of Assistant Professor-II and 'Very Good' for promotion to post of Associate Professor-I and above [as per DoPT guidelines No. AB-14017/41/2013-PP(RR) dated 13/03/2024].

The Internal Screening Committee will submit the recommendation in the prescribed format as per DoPT guidelines No. AB-14017/41/2013-PP(RR) dated 13/03/2024 and as amended from time to time.

Note: The Director will collect three review reports from experts in relevant fields based on the Level 1 screening. Among the three, one report may be from a foreign expert but it is not mandatory.

3.b.ii) Level 2 Screening (Institute Peer Review Committees):

3.b.ii.1) For Posts at Levels 13A and 14:

The composition of the committee shall be as follows.

Director or his/her nominee	-	Chairperson
One member of the Apex Committee (excluding Director)*	-	Member
Two/Three external experts**	-	Member
Registrar	-	Non-member secretary

* The member should not be below the rank for which the screening of the post is being held. However, in case such a member is not available in the Apex Committee, the Director may select one additional external expert).

** They will be eminent scientists not below the rank of Scientist-G of a Research Institute or Professor of a University/Academic Institute).

The Committee will assess the performance of the candidate based on the report prepared by the Internal Screening Committee at the first level and review the reports. The Committee will assess the performance of the candidate based on APAR and personal interaction with the candidate. 70% weightage will be given on the APAR and 30% on personal interaction. The committee shall give recommendations to the Competent Authority.

Exceptionally meritorious category- Based on assessment parameters and the recommendation by the Internal Screening Committee, not more than 10% of the academic staff may be granted

relaxation in the residency period (as mentioned in 17.1.2) by the Institute Peer Review Committee for all levels, the relaxation being not more than one year on any single occasion, limited to a maximum of two occasions in their entire career (as per DoPT OM No. AB.14017/41/2013-PP(RR) dated 13/03/2024).

3.b.ii.2) For Posts at Levels 11, 12 and 13:

The composition of the committee shall be as follows.

Director or his/her nominee	-	Chairperson
One member of the Apex Committee (excluding the Director)*	-	Member
Two/Three external experts**	-	Member
Registrar	-	Non-member secretary

* The member should not be below the rank for which the screening is being held. However, in case such member is not available in the Apex Committee, the Director may select one additional external expert)

** They will be eminent scientists not below the rank of Scientist-G of a Research Institute or Professor of a University/ Academic Institute.

The Committee will assess the performance of the candidate based on the report prepared by the Internal Screening Committee in Level 1 and review reports. The Committee will assess the performance of the candidate based on APAR and personal interaction with the candidate. 70% weightage will be given on the APAR, and 30% on personal interaction. The committee shall give recommendations to the Competent Authority.

Exceptionally meritorious category- Based on assessment parameters and the recommendation by the Internal Screening Committee, not more than 10% of the academic may be granted relaxation in the residency period (as mentioned in 17.1.2) by the Institute Peer Review Committee for all levels, the relaxation being not more than one year on any single occasion, limited to a maximum of two occasions in their entire career (as per DoPT OM No. AB.14017/41/2013-PP(RR) dated 13/03/2024).



Consolidated Statement of sanctioned posts

Cadre	Designation	Promotion/DR/ Deputation	Pay Level	Posts	Total
Academic	Director *	DR	Level 15	1	26
	Professor II	Promotion/DR	Level 14	2	
	Professor I	Promotion/DR	Level 13A	2	
	Associate Professor II	Promotion/DR	Level 13	7	
	Associate Professor I	Promotion/DR	Level 12	4	
	Assistant Professor II	Promotion/DR	Level 11	9	
	Assistant Professor I	DR	Level 10	1	
Technical	Assistant Librarian	DR	Level 10	1	11
	Technical Officer B	Promotion, failing which by DR	Level 8	2	
	Technical Officer A	Promotion, failing which by DR	Level 7	2	
	Technical Assistant II	Promotion, failing which by DR	Level 7	2	
	Technical Assistant I	Promotion, failing which by DR	Level 6	3	
	Technician	DR	Level 5	1	
Administrative	Registrar	DR/Deputation/Absorption	Level 12	1	36
	Finance and Accounts Officer	DR/Deputation/Absorption	Level 11	1	
	Section Officer	Promotion, failing which by DR	Level 8	2	
	Public Relation Officer	DR	Level 8	1	
	Superintendent	Promotion, failing which by DR	Level 7	3	
	Junior Engineer	DR	Level 6	1	
	Assistant III	Promotion, failing which by DR	Level 6	2	
	Assistant I	DR	Level 4	2	
	Driver	DR	Level 2	2	
	MTS	DR	Level 1	21	
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* DST has approved the Recruitment Rules for the post of Director vide F. No. AI/Admin/1-20/2011/IASST dated 06/06/2011

Schedule-2

<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>
<i>Name of the Post</i>	<i>Number of Posts</i>	<i>Classification</i>	<i>Pay Band and Grade Pay or Pay Scale</i>	<i>Whether Selection Post or Non- Selection Post</i>	<i>Age limit for direct recruits</i>	<i>Educational and other minimum qualifications required for direct recruits</i>
Professor II	2	Group A	Pay Level-14	Not applicable	55 years	Essential: Ph.D. in relevant field. A minimum of fifteen years of post-doctoral experience, out of which at least ten years to be served as Assistant Professor-II/Scientist-C and/or in a higher position in relevant field after getting Ph.D. Note- The post-doctoral experience shall be counted from the date of the Ph.D. degree certificate. Competent Authority will decide/define 'Relevant Field' as per requirement.

<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>
<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>Period of Probation, if any</i>	<i>Method of recruitment, whether by direct recruitment or promotion or by deputation/ absorption and percentage of vacancies to be filled by various methods</i>	<i>In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/ absorption to be made</i>	<i>If the Departmental Promotion Committee exists, what is its composition</i>	<i>Circumstances in which the Union Public Service Commission is to be consulted in making recruitment</i>
Not applicable	As defined in Point 14 in this RR	Promotion/Direct Recruitment	Professor-I	As defined in Annexure-I of the Rules	Not applicable

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1	2	3	4	5	6	7
<i>Name of the Post</i>	<i>Number of Posts</i>	<i>Classification</i>	<i>Pay Band and Grade Pay or Pay Scale</i>	<i>Whether Selection Post or Non-Selection Post</i>	<i>Age limit for direct recruits</i>	<i>Educational and other minimum qualifications required for direct recruits</i>
Professor I	2	Group A	Pay Level-13 A	Not applicable	50 years	Essential: Ph.D. in relevant field. A minimum of twelve years of post-doctoral experience, out of which at least seven years to be served as Assistant Professor-II/Scientist-C and/or in a higher position in relevant field. Note- The post-doctoral experience shall be counted from the date of the Ph.D. degree certificate. Competent Authority will decide/define 'Relevant Field' as per requirement.

8	9	10	11	12	13
<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>Period of Probation, if any</i>	<i>Method of recruitment, whether by direct recruitment or promotion or by deputation/ absorption and percentage of vacancies to be filled by various methods</i>	<i>In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/ absorption to be made</i>	<i>If the Departmental Promotion Committee exists, what is its composition</i>	<i>Circumstances in which the Union Public Service Commission is to be consulted in making recruitment</i>
Not applicable	As defined in Point 14 in this RR	Promotion/Direct Recruitment	Associate Professor-II	As defined in Annexure-I of the Rules	Not applicable

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1	2	3	4	5	6	7
<i>Name of the Post</i>	<i>Number of Posts</i>	<i>Classification</i>	<i>Pay Band and Grade Pay or Pay Scale</i>	<i>Whether Selection Post or Non-Selection Post</i>	<i>Age limit for direct recruits</i>	<i>Educational and other minimum qualifications required for direct recruits</i>
Associate Professor II	7	Group A	Pay level-13	Not applicable	50 years	Essential: Ph.D. in a relevant field. A minimum of ten years of post-doctoral experience, out of which at least five years to be served as Assistant Professor-II/Scientist-C and/or in a higher position in relevant field. Note- The post-doctoral experience shall be counted from the date of the Ph.D. degree certificate. Competent Authority will decide/define 'Relevant Field' as per requirement.

8	9	10	11	12	13
<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>Period of Probation, if any</i>	<i>Method of recruitment, whether by direct recruitment or promotion or by deputation/ absorption and percentage of vacancies to be filled by various methods</i>	<i>In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/ absorption to be made</i>	<i>If the Departmental Promotion Committee exists, what is its composition</i>	<i>Circumstances in which the Union Public Service Commission is to be consulted in making recruitment</i>
Not applicable	As defined in Point 14 in this RR	Promotion/Direct Recruitment	Associate Professor-I	As defined in Annexure-I of the Rules	Not applicable

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1	2	3	4	5	6	7
<i>Name of the Post</i>	<i>Number of Posts</i>	<i>Classification</i>	<i>Pay Band and Grade Pay or Pay Scale</i>	<i>Whether Selection Post or Non-Selection Post</i>	<i>Age limit for direct recruits</i>	<i>Educational and other minimum qualifications required for direct recruits</i>
Associate Professor I	4	Group A	Pay Level-12	Not applicable	45 years	Essential: Ph.D in relevant field. A minimum of Six years of post-doctoral experience after getting Ph.D. Note- The post-doctoral experience shall be counted from the date of the Ph.D. degree certificate. Competent Authority will decide/define 'Relevant Field' as per requirement.

8	9	10	11	12	13
<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>Period of Probation, if any</i>	<i>Method of recruitment, whether by direct recruitment by promotion or by deputation/ absorption, and percentage of vacancies to be filled by various methods</i>	<i>In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/ absorption to be made</i>	<i>If the Departmental Promotion Committee exists, what is its composition</i>	<i>Circumstances in which the Union Public Service Commission is to be consulted in making recruitment</i>
Not applicable	As defined in Point 14 in this RR	Promotion/Direct Recruitment	Assistant Professor-II	As defined in Annexure-I of the Rules	Not applicable

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1	2	3	4	5	6	7
<i>Name of the Post</i>	<i>Number of Posts</i>	<i>Classification</i>	<i>Pay Band and Grade Pay or Pay Scale</i>	<i>Whether Selection Post or Non-Selection Post</i>	<i>Age limit for direct recruits</i>	<i>Educational and other minimum qualifications required for direct recruits</i>
Assistant Professor II	9	Group A	Pay Level-11	Not applicable	40 years	Essential: Ph.D in relevant field. A minimum of Three years of post-doctoral experience after getting Ph.D. Note- The post-doctoral experience shall be counted from the date of the Ph.D. degree certificate. Competent Authority will decide/define 'Relevant Field' as per requirement.

8	9	10	11	12	13
<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>Period of Probation, if any</i>	<i>Method of recruitment, whether by direct recruitment or promotion or by deputation/ absorption and percentage of vacancies to be filled by various methods</i>	<i>In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/ absorption to be made</i>	<i>If the Departmental Promotion Committee exists, what is its composition</i>	<i>Circumstances in which the Union Public Service Commission is to be consulted in making recruitment</i>
Not applicable	As defined in Point 14 in this RR	Promotion/Direct Recruitment	Assistant Professor-I	As defined in Annexure-I of the Rules	Not applicable

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1	2	3	4	5	6	7
<i>Name of the Post</i>	<i>Number of Posts</i>	<i>Classification</i>	<i>Pay Band and Grade Pay or Pay Scale</i>	<i>Whether Selection Post or Non-Selection Post</i>	<i>Age limit for direct recruits</i>	<i>Educational and other minimum qualifications required for direct recruits</i>
Assistant Professor I	1	Group A	Pay Level-10	Not applicable	35 years	Essential: Ph. D. in relevant field. Desirable: One year post-doctoral experience in the relevant field. Note- - The post-doctoral experience shall be counted from the date of the Ph.D. degree certificate. - Competent Authority will decide/define 'Relevant Field' as per requirement.

8	9	10	11	12	13
<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>Period of Probation, if any</i>	<i>Method of recruitment, whether by direct recruitment or promotion or by deputation/ absorption and percentage of vacancies to be filled by various methods</i>	<i>In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/ absorption to be made</i>	<i>If the Departmental Promotion Committee exists, what is its composition</i>	<i>Circumstances in which the Union Public Service Commission is to be consulted in making recruitment</i>
Not applicable	As defined in Point 14 in this RR	Direct Recruitment	Not applicable	Not applicable	Not applicable

Schedule – 3

1	2	3	4	5	6	7
<i>Name of the Post</i>	<i>Number of Posts</i>	<i>Classification</i>	<i>Pay Band and Grade Pay or Pay Scale</i>	<i>Whether Selection Post or Non-Selection Post</i>	<i>Age limit for direct recruits</i>	<i>Educational and other minimum qualifications required for direct recruits</i>
Assistant Librarian	1	Group A	Pay Level-10	Not applicable	35 years	Essential: Master's degree in Library Science with 2 years' experience in relevant field. Desirable: Ph.D. in Library Science

8	9	10	11	12	13
<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>Period of Probation, if any</i>	<i>Method of recruitment, whether by direct recruitment or promotion or by deputation/ absorption and percentage of vacancies to be filled by various methods</i>	<i>In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/ absorption to be made</i>	<i>If the Departmental Promotion Committee exists, what is its composition</i>	<i>Circumstances in which the Union Public Service Commission is to be consulted in making recruitment</i>
Not applicable	As defined in Point 14 in this RR	Direct Recruitment	Not applicable	Not applicable	Not applicable

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1	2	3	4	5	6	7
<i>Name of the Post</i>	<i>Number of Posts</i>	<i>Classification</i>	<i>Pay Band and Grade Pay or Pay Scale</i>	<i>Whether Selection Post or Non-Selection Post</i>	<i>Age limit for direct recruits</i>	<i>Educational and other minimum qualifications required for direct recruits</i>
Technical Officer B	2	Group B	Pay Level-8	Not applicable	30 years	Essential: (i) Master's degree in Science or MCA or B.E./B. Tech in the relevant field (ii) At least four years of relevant experience out of which 1 year as Technical Officer-A or in equivalent post

8	9	10	11	12	13
<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>Period of Probation, if any</i>	<i>Method of recruitment, whether by direct recruitment or by deputation/ absorption and percentage of vacancies to be filled by various methods</i>	<i>In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/ absorption to be made</i>	<i>If the Departmental Promotion Committee exists, what is its composition</i>	<i>Circumstances in which the Union Public Service Commission is to be consulted in making recruitment</i>
Age not applicable, qualification is applicable	As defined in Point 14 in this RR	Promotion, failing which by Direct Recruitment	Technical Officer A	As defined in Annexure-I of the Rules	Not applicable

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1	2	3	4	5	6	7
Name of the Post	Number of Posts	Classification	Pay Band and Grade Pay or Pay Scale	Whether Selection Post or Non-Selection Post	Age limit for direct recruits	Educational and other minimum qualifications required for direct recruits
Technical Officer A	2	Group B	Pay Level-7	Not applicable	30 years	Essential: (i) Master's degree in Science or MCA or B.E./B. Tech in the relevant field (ii) At least two years of relevant experience

8	9	10	11	12	13
Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment, whether by direct recruitment or by deputation/ absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/ absorption to be made	If the Departmental Promotion Committee exists, what is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment
Age not applicable, qualification is applicable	As defined in Point 14 in this RR	Promotion, failing which by Direct Recruitment	Technical Assistant-II	As defined in Annexure-I of the Rules	Not applicable

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1	2	3	4	5	6	7
<i>Name of the Post</i>	<i>Number of Posts</i>	<i>Classification</i>	<i>Pay Band and Grade Pay or Pay Scale</i>	<i>Whether Selection Post or Non-Selection Post</i>	<i>Age limit for direct recruits</i>	<i>Educational and other minimum qualifications required for direct recruits</i>
Technical Assistant II	2	Group B	Pay Level-7	Not applicable	30 years	B.Sc./BCA/B.Sc.(IT)/B.LISc. with four years working experience in relevant field. or Degree in Engineering with three years working experience in relevant field.

8	9	10	11	12	13
<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>Period of Probation, if any</i>	<i>Method of recruitment, whether by direct recruitment, promotion, or by deputation/ absorption, and percentage of vacancies to be filled by various methods</i>	<i>In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/ absorption to be made</i>	<i>If the Departmental Promotion Committee exists, what is its composition</i>	<i>Circumstances in which the Union Public Service Commission is to be consulted in making recruitment</i>
Age not applicable, qualification is applicable	As defined in Point 14 in this RR	Promotion, failing which by Direct Recruitment	Technical Assistant I	As prescribed in Annexure-I of the Recruitment Rules	Not applicable

Signature

1	2	3	4	5	6	7
<i>Name of the Post</i>	<i>Number of Posts</i>	<i>Classification</i>	<i>Pay Band and Grade Pay or Pay Scale</i>	<i>Whether Selection Post or Non-Selection Post</i>	<i>Age limit for direct recruits</i>	<i>Educational and other minimum qualifications required for direct recruits</i>
Technical Assistant I	2	Group B	Pay Level-6	Not applicable	30 years	B.Sc./BCA/B.Sc.(IT)/B.LISc. with two years working experience in relevant field. or Degree in Engineering with one year working experience in relevant field. or Diploma in Engineering with two years working experience in relevant field.

8	9	10	11	12	13
<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>Period of Probation, if any</i>	<i>Method of recruitment, whether by direct recruitment or, promotion, or by deputation/ absorption, and percentage of vacancies to be filled by various methods</i>	<i>In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/ absorption to be made</i>	<i>If the Departmental Promotion Committee exists, what is its composition</i>	<i>Circumstances in which the Union Public Service Commission is to be consulted in making recruitment</i>
Age not applicable, qualification is applicable	As defined in Point 14 in this RR	Promotion, failing which by Direct Recruitment	Technician	As prescribed in Annexure-I of the Recruitment Rules	Not applicable

Signature

1	2	3	4	5	6	7
<i>Name of the Post</i>	<i>Number of Posts</i>	<i>Classification</i>	<i>Pay Band and Grade Pay or Pay Scale</i>	<i>Whether Selection Post or Non-Selection Post</i>	<i>Age limit for direct recruits</i>	<i>Educational and other minimum qualifications required for direct recruits</i>
Technician	1	Group C	Pay Level-5	Not applicable	30 years	Essential: ITI certificate in the Machinist trade from recognized institutions of NCVT/SCVT One year working experience in relevant field

8	9	10	11	12	13
<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>Period of Probation, if any</i>	<i>Method of recruitment, whether by direct recruitment, promotion, or by deputation/ absorption and percentage of vacancies to be filled by various methods</i>	<i>In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/ absorption to be made</i>	<i>If the Departmental Promotion Committee exists, what is its composition</i>	<i>Circumstances in which the Union Public Service Commission is to be consulted in making recruitment</i>
Not applicable	As defined in Point 14 in this RR	Direct Recruitment	Not applicable	Not applicable	Not applicable

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Schedule – 4

1	2	3	4	5	6	7
Name of the Post	Number of Posts	Classification	Pay Band and Grade Pay or Pay Scale	Whether Selection Post or Non-Selection Post	Age limit for direct recruits	Educational and other minimum qualifications required for direct recruits (As per UGC Letter F.No.11-1/2017(CU) dtd 18/01/2018)
Registrar	1	Group A	Pay Level-12	Not applicable	50 years	For Direct Recruitment Essential: (1) Master's Degree with at least 55% marks or an equivalent grade in a point scale in science discipline from a recognized university; (2) At least 10 years of experience as Assistant Professor in the Academic Level 10 and above or with 6 years of service in the Academic Level 11 and above including Associate Professor along with experience in education administration or Comparable experience in research establishment and/or other Institutions of higher education or 10 years of administrative experience of which 6 years be spent as Assistant Registrar or an equivalent post.

8	9	10	11	12	13
Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment, whether by direct recruitment or promotion or by deputation/ absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/ absorption to be made	If the Departmental Promotion Committee exists, what is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment
Not applicable	As defined in Point 14 in this RR	Direct Recruitment/ Deputation/Absorption	For Deputation/Absorption Officials of Central Govt. Office/State Govt. Office/ University/ Recognized Research Institutes/Semi-govt., Statutory or Central Autonomous Body with the following:- (i) Holding analogous post; or (ii) With 5 year of regular service in Pay Level-11; or (iii) With 10 years of regular service in Pay Level-10; and (iv) Having the essential qualification as prescribed for direct recruitment	Not applicable	Not applicable



1	2	3	4	5	6	7
Name of the Post	Number of Posts	Classification	Pay Band and Grade Pay or Pay Scale	Whether Selection Post or Non-Selection Post	Age limit for direct recruits	Educational and other minimum qualifications required for direct recruits
Finance and Accounts Officer	1	Group A	Pay Level-11	Not applicable	40 years	Essential: (i) Master's degree in Commerce having specialization in Accounting, Auditing and/or Costing with consistently good academic record. (ii) A minimum of 10 years' experience in accounting/auditing/costing in an academic/research/reputed organization Desirable: (i) Qualification in CA/ICWA (ii) Experience in working with computers and other advancements in financial management (iii) Knowledge of Central Govt. Rules, regulations and practices in financial matters

8	9	10	11	12	13
Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment, whether by direct recruitment or promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made	If the Departmental Promotion Committee exists, what is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment
Not applicable	As defined in Point 14 in this RR	Direct Recruitment/ Deputation/Absorption	For Deputation/Absorption (a) Officials of Central Govt. Office/State Govt. Office/ University/ Recognized Research Institutes/Semi-govt., Statutory or Central Autonomous Body with the following- (i) Holding analogous posts; or (ii) With 5 years of regular service in Pay Level-10 or (iii) With 10 years of regular service in Pay Level-9; and (b) Having the essential qualification as prescribed for direct recruitment	Not applicable	Not applicable

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Name of the Post	Number of Posts	Classification	Pay Band and Grade Pay or Pay Scale	Whether Selection Post or Non-Selection Post	Age limit for direct recruits	Educational and other minimum qualifications required for direct recruits
Section Officer	2	Group B	Pay Level-8	Not applicable	30 years	Essential: (i) Bachelor's degree having knowledge of computer application. (ii) Six years' experience in relevant field in Superintendent or equivalent post in reputed organizations

8	9	10	11	12	13
Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment, whether by direct recruitment or promotion or by deputation/ absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/ absorption to be made	If the Departmental Promotion Committee exists, what is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment
Age: Not applicable Educational qualification: applicable	As defined in Point 14 in this RR	Promotion, failing which by Direct Recruitment	Superintendent	As prescribed in Annexure-I of the Recruitment Rules	Not applicable

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1	2	3	4	5	6	7
<i>Name of the Post</i>	<i>Number of Posts</i>	<i>Classification</i>	<i>Pay Band and Grade Pay or Pay Scale</i>	<i>Whether Selection Post or Non-Selection Post</i>	<i>Age limit for direct recruits</i>	<i>Educational and other minimum qualifications required for direct recruits</i>
Public Relation Officer	1	Group B	Pay Level-8	Not applicable	30 years	Essential: (i) Post graduate in Mass Communication/Public Relation with at least four years of experience in relevant field in reputed institutes /organizations. (ii) A good command over English. (iii) Knowledge of Computer Application. Desirable: Experience in coordinating with other Central Govt. / State /PSU /Autonomous /Private organizations etc. in logistics arrangement of Dignitaries/Guest including arrangements for conference meetings etc. Ability to compose and edit press releases, newsletters.

8	9	10	11	12	13
<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>Period of Probation, if any</i>	<i>Method of recruitment, whether by direct recruitment or promotion or by deputation/ absorption and percentage of vacancies to be filled by various methods</i>	<i>In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/ absorption to be made</i>	<i>If the Departmental Promotion Committee exists, what is its composition</i>	<i>Circumstances in which the Union Public Service Commission is to be consulted in making recruitment</i>
Not applicable	As defined in Point 14 in this RR	Direct Recruitment	Not applicable	Not applicable	Not applicable

1	2	3	4	5	6	7
<i>Name of the Post</i>	<i>Number of Posts</i>	<i>Classification</i>	<i>Pay Band and Grade Pay or Pay Scale</i>	<i>Whether Selection Post or Non-Selection Post</i>	<i>Age limit for direct recruits</i>	<i>Educational and other minimum qualifications required for direct recruits</i>
Superintendent	3	Group B	Pay Level-7	Not applicable	30 years	Essential: (i) Undergraduate degree having knowledge of computer application. (ii) Four years' experience in relevant field in Assistant or equivalent post in reputed organizations

8	9	10	11	12	13
<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>Period of Probation, if any</i>	<i>Method of recruitment, whether by direct recruitment, promotion, or by deputation/absorption, and percentage of vacancies to be filled by various methods</i>	<i>In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made</i>	<i>If the Departmental Promotion Committee exists, what is its composition</i>	<i>Circumstances in which the Union Public Service Commission is to be consulted in making recruitment</i>
Age: Not applicable Educational qualification: Applicable	As defined in Point 14 in this RR	Promotion, failing which by Direct Recruitment	Assistant III	As prescribed in Annexure-I of the Recruitment Rules	Not applicable

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<i>Name of the Post</i>	<i>Number of Posts</i>	<i>Classification</i>	<i>Pay Band and Grade Pay or Pay Scale</i>	<i>Whether Selection Post or Non-Selection Post</i>	<i>Age limit for direct recruits</i>	<i>Educational and other minimum qualifications required for direct recruits</i>
Junior Engineer	1	Group B	Pay Level-6	Not applicable	30 years	Essential: Degree in Civil Engineering with one year experience in relevant field Or Diploma in Civil Engineering with two years of experience in relevant field

<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>
<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>Period of Probation, if any</i>	<i>Method of recruitment, whether by direct recruitment or by deputation/ absorption and percentage of vacancies to be filled by various methods</i>	<i>In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/ absorption to be made</i>	<i>If the Departmental Promotion Committee exists, what is its composition</i>	<i>Circumstances in which the Union Public Service Commission is to be consulted in making recruitment</i>
Not applicable	As defined in Point 14 in this RR	Direct Recruitment	Not applicable	Not applicable	Not applicable

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<i>Name of the Post</i>	<i>Number of Posts</i>	<i>Classification</i>	<i>Pay Band and Grade Pay or Pay Scale</i>	<i>Whether Selection Post or Non-Selection Post</i>	<i>Age limit for direct recruits</i>	<i>Educational and other minimum qualifications required for direct recruits</i>
Assistant III	2	Group B	Pay Level-6	Not applicable	30 years	Essential: (i) Undergraduate degree having knowledge of computer application. (ii) Two years experience in relevant field in reputed organizations

8	9	10	11	12	13
<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>Period of Probation, if any</i>	<i>Method of recruitment, whether by direct recruitment by promotion or by deputation/ absorption, and percentage of vacancies to be filled by various methods</i>	<i>In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/ absorption to be made</i>	<i>If the Departmental Promotion Committee exists, what is its composition</i>	<i>Circumstances in which the Union Public Service Commission is to be consulted in making recruitment</i>
Age: Not applicable Educational qualification: applicable.	As defined in Point 14 in this RR	Promotion, failing which by Direct Recruitment	Assistant I	As prescribed in Annexure-I of the Recruitment Rules	Not applicable



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Name of the Post	Number of Posts	Classification	Pay Band and Grade Pay or Pay Scale	Whether Selection Post or Non-Selection Post	Age limit for direct recruits	<i>Educational and other minimum qualifications required for direct recruits</i>
Assistant I	3	Group C	Pay Level-4	Not applicable	30 years	Essential: (i) Undergraduate degree having knowledge of computer application. (ii) One year experience in relevant field in reputed organizations

8	9	10	11	12	13
Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment, whether by direct recruitment or promotion or by deputation/ absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/ absorption to be made	If the Departmental Promotion Committee exists, what is its composition	Circumstances in which the Union Public service commission is to be consulted in making recruitment
Not applicable	As defined in Point 14 in this RR	Direct Recruitment	Not applicable	Not applicable	Not applicable



1	2	3	4	5	6	7
Name of the Post	Number of Posts	Classification	Pay Band and Grade Pay or Pay Scale	Whether Selection Post or Non-Selection Post	Age limit for direct recruits	<i>Educational and other minimum qualifications required for direct recruits</i>
Driver	2	Group C	Pay Level-2	Not applicable	30 years	Essential: (i) Class 10 pass with possession of heavy vehicle driving license and knowledge of regular maintenance and troubleshooting of vehicles. (ii) Three years of driving experience (Bus/Car) in a central/ state /Private organization.

8	9	10	11	12	13
Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment, whether by direct recruitment or promotion or by deputation/ absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/ absorption to be made	If the Departmental Promotion Committee exists, what is its composition	Circumstances in which the Union Public service commission is to be consulted in making recruitment
Not applicable	As defined in Point 14 in this RR	Direct Recruitment	Not applicable	Not applicable	Not applicable

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1	2	3	4	5	6	7
<i>Name of the Post</i>	<i>Number of Posts</i>	<i>Classification</i>	<i>Pay Band and Grade Pay or Pay Scale</i>	<i>Whether Selection Post or Non-Selection Post</i>	<i>Age limit for direct recruits</i>	<i>Educational and other minimum qualifications required for direct recruits</i>
MTS	21	Group C	Pay Level-1	Not applicable	30 years	Essential: (i) Class 10 pass (ii) Minimum one year experience in the relevant trade

8	9	10	11	12	13
<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>Period of Probation, if any</i>	<i>Method of recruitment, whether by direct recruitment or promotion or by deputation/ absorption and percentage of vacancies to be filled by various methods</i>	<i>In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/ absorption to be made</i>	<i>If the Departmental Promotion Committee exists, what is its composition</i>	<i>Circumstances in which the Union Public Service Commission is to be consulted in making recruitment</i>
Not applicable	As defined in Point 14 in this RR	Direct Recruitment	Not applicable	Not applicable	Not applicable

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Note:

1. DoPT guidelines, as issued/amended from time to time, will be followed for matters not covered in this document.
2. The assessment for in-situ promotion would be done twice a year. Cases of those staff who have completed or will complete the minimum residency period as on the cut-off dates of assessment, viz. 1st January or 1st July as the case may be, and have earned or will earn number of APARs equal or more than the number of years of minimum residency period for the period preceding the cut-off dates of assessment, shall be considered for assessment.
3. The technical and administrative positions not covered under the promotion scheme, shall be eligible for pay upgradation through the MACP scheme as per DoPT guidelines No. 35034/3/2015-Estt.(D) dated 22/10/2019 as amended from time to time.
4. The age limit for all Academic, Technical and Administrative posts for departmental and casual/contractual staff is considered based on the DoPT OM No. AB.14017/48/2010-Estt.(RR) dated 31/12/2010 and DoPT OM No. 49014/2/86 Estt. (C) dated 7.6.1988.
5. For all the employees of the Academic, Technical and Administrative cadre, the DoPT formats for APAR will be used.
6. For reserved category posts, one person from that category should be a member of the 'Recruitment and Selection Committee' for direct recruitment and 'Institute Peer Review Committee' for vacancy-based promotion.
7. For vacancy-based promotions, assessment will be done when vacancy arises.
8. Academic staff candidates who do not qualify either in Level-1 screening or Level-2 screening shall be re-assessed only after one year when they earn at least one more APAR and AWR. Such re-assessment would again entail Level-I and Level-2 Screening and not commence from the stage where the Scientist failed to qualify.
9. The date of promotion/upgradation of academic, technical and administrative staff recommended for promotion/upgradation to the next higher grade under the Scheme shall be the date on which the Competent Authority approves the promotion/upgradation. Officers on leave or on deputation outside the organisation can be given promotion only with effect from the date they rejoin or return to the parent cadre.
10. There shall be no retrospective promotion/upgradation.
11. Annual work report along with APAR to be submitted by all the staff members annually.
12. Consolidated annual work report along with APAR and score sheet (for Academic Staff only) to be submitted by all the staff members towards the end of the residency period (preferably four months prior to completion of the residency period). The minimum grade required in APAR in every year throughout the residency period is 'Good'. If the minimum APAR grade is not 'Good' in any year, the residency period shall be extended by the number of years where minimum APAR grade is not 'Good'.
13. The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
14. It is expected that any grading of up to 20 % (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures, and similarly, grade of 90 % to 100 % would be justified with respect to specific accomplishments. Grades of up to 20 % or



above 90 % are expected to be rare occurrences and hence need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the staff member against a larger population of his/her peers that may be currently working under them.

15. Merely fulfilling the requirement of minimum qualifications against a post does not entitle a person to be called for the interview. The screening committee will decide the number of candidates to be called for the interview.

above 90 % are expected to be rare occurrences and hence need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the staff member against a larger population of his/her peers that may be currently working under them.

15. Merely fulfilling the requirement of minimum qualifications against a post does not entitle a person to be called for the interview. The screening committee will decide the number of candidates to be called for the interview.

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