

भारतीय पेट्रोलियम और ऊर्जा संस्थान
INDIAN INSTITUTE OF PETROLEUM AND ENERGY



**RECRUITMENT & PROMOTION POLICY
FOR NON-TEACHING STAFF
(As on 12.03.2025)**

**(Approved by the Board of Governors (BoG) in the 26th
Meeting held on 25.02.2025)**

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Section 1

Introduction and Features

1.1 **Introduction:** The non-teaching employees of the Institute are an integral part of the overall manpower of the Institute and their contribution in the progress of the Institute is equally important. In realizing the goals of the Institute as enshrined in the vision and mission of the Institute, the non-teaching employees play a vital role. Their performance in various Departments, Centres and Sections is fundamental to their smooth functioning. In the above background, the Institute has felt necessary to implement a Recruitment & Promotion Policy (henceforth called RPP) for the non-teaching employees of the Indian Institute of Petroleum and Energy, Visakhapatnam.

1.2 The Indian Institute of Petroleum and Energy (IIPE), Visakhapatnam is governed by the “Indian Institute of Petroleum and Energy Act, 2017” (No. 3 of 2018), enacted by the Parliament.

1.2.1 *Section 10 (1)(d) of the IIPE Act, 2017* empowers the Board to “**lay down policy regarding the cadre structure, qualification, the method of recruitment and conditions of service of the teaching and research faculty as well as other employees of the Institute**” and;

1.2.2 *Section 10 (1) (i)* empowers the Board to “**create academic, administrative, technical and other posts and to make appointments thereto and to provide avenues for their growth and development.**”

1.3 As per the said Act, IIPE is declared as an Institute of National Importance under IIPE Act, 2017. The Institute has the governance structure as well as legal mandate to grant degrees in a manner similar to that of IITs. The 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 (BoG). Accordingly, taking into all the above inputs, the Recruitment and Promotion Policy for non-teaching employees of IIPE are framed.

1.4 **Objective:** All appointments and promotions/upgradations of non-teaching employees in the institute shall be made only in accordance with the provisions of the Recruitment and Promotion Policy as approved by the Board of Governors. The main objectives of the Recruitment & Promotion Policy are as follows:

- (a) Appoint the best-suited candidate for a post by identifying appropriate eligibility norms and following a proper method of recruitment.
- (b) 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.
- (c) Provide a career development path to employees that will encourage consistent high performance and motivate employees to achieve excellence in their work, thereby attaining their career goals.
- (d) Strike a healthy balance between the functional requirements of the Institute and the career progression of the non-teaching employees.

1.5 **Classification of Posts:** As per Section 18 of the First Statute of IIPE, the members of non-teaching staff of the Institute shall be classified as follows:

- (a) **Academic Staff:** Librarian, Deputy Librarian and Assistant Librarian;
- (b) **Technical Staff:** The posts of Technical Staff comprise of Workshop Superintendent, Assistant Workshop Superintendent, Chief Technology Officer, Technology Officer, Assistant Technology Officer, Operations / Systems Manager,

Systems Programmer, Programmer, Foreman, Technical Assistant, Laboratory Assistant, Mechanic, Horticulture Assistant, Draftsman, Institute Engineer, Physical Training Instructor, Resident Engineer and Assistant Resident Engineer and Research Associate.

- (c) **Administrative and other staff:** It shall include Registrar, Senior Administration Officer, Administration Officer, Assistant Administration Officer, Finance Officer, Chief Accounts Officer, Accounts Officer, Superintendent, Steno-Typist, Office Assistant, Medical Officer, Pharmacist, Nurses and Caretaker.

1.6 **Sanctioned Strength:**

1.6.1 The Sanctioned Strength is the total number of employee's cadre-wise recommended by the Director of the Institute and approved by the BoG. The number of positions, within a cadre shall be recommended by **Establishment Committee** as and when required. The committee shall submit the above-mentioned data as and when required to the Director, who will take the approval of BoG. These positions shall be referred to as the sanctioned positions for each post. The total number of sanctioned posts within a cadre will be called cadre strength.

1.6.2 The number of regular employees shall not be more than the sanctioned strength.

1.6.3 The Establishment Committee will generally comprise of the following members:

- (a) Dean nominated by the Director – Chairperson;
- (b) One member nominated by the Director – Member;
- (c) Registrar – Member;
- (d) Officer-in-Charge (Establishment) - Member Secretary

Section 2

Recruitment and Promotion Policy

2.1 Title and Commencement: This policy may be called the “Indian Institute of Petroleum and Energy, Recruitment & Promotion Policy 2022 (revised) (Non-Teaching Posts)” hereinafter termed as ‘RPP’.

2.2 Definitions: In the present Rules, unless the context otherwise requires:

2.2.1 “Act” means the Indian Institute of Petroleum and Energy Act, 2017.

2.2.2 “Statutes” means the Statutes of the Institute.

2.2.3 “Section” means the Sections of the Act.

2.2.4 “IIPE or Institute” means the Indian Institute of Petroleum and Energy.

2.2.5 “Board” means the Board of Governors of the Institute.

2.2.6 “President” means the President of the Board.

2.2.7 “Director” means the Director of the Institute.

2.2.8 “Competent Authority” means the Appointing Authority for the said post.

2.2.9 “Policy” means the “Indian Institute of Petroleum and Energy Recruitment & Promotion Policy (Non-Teaching Posts), 2022 (revised)”

2.2.10 “Officers and Employees of IIPE” means the personnel recruited under the Rules including recruited prior to implementation of these Rules”.

2.2.11 “Applicants” means the candidates who apply against the advertised post (s).

2.2.12 “Internal Candidate” means a regular employee of IIPE who applies for the post (s).

2.2.13 “Screening Committee” means the Committee constituted by the Director for scrutinizing the applications and shortlisting candidates for the particular post (s).

2.2.14 “Shortlisted Candidate” means the candidate shortlisted by the Screening Committee for the next stage of selection process.

2.2.15 “Selection Committee” means the Selection Committee constituted by the Competent Authority for selection of candidate for a particular post(s).

2.2.16 “Selected Candidate” means the candidate selected for the post (s).

2.2.17 “LDCE” means Limited Departmental Competitive Examination

2.3 Basic principles of applicability:

2.3.1 The Indian Institute of Petroleum and Energy Recruitment & Promotion Policy 2022 (revised as this RPP) shall be applicable for recruitment and promotion for all non-teaching posts sanctioned in various grades to be filled by regular process as set out herein. RPP shall provide merit-based career advancement in each cadre based on the vacancy in that particular cadre.

2.3.2 The employees working on regular basis on the date of commencement of this policy would be deemed to have been recruited under this policy.

2.3.3 All posts will be filled as per the procedure and methods prescribed in the Institute's RPP, in force at the time of occurrence of vacancy. In addition to such promotion, Modified Assured Career Progression (MACP) scheme will also be in operation concurrently to assure a time bound financial upgradation to the employees as per the applicability. The condition for MACP shall be applicable to all levels as per DoPT guidelines for addressing the issue of career progression.

2.3.4 The Board of the Institute, on the recommendation of the Director, shall decide and/or change the number of posts in each level as per the ratio of 10:1.1 Student sanctioned strength to Non-teaching ratio.

2.3.5 In case of requirement towards creation of a new post or restructure of the service at any cadre, the RPP shall suitably be amended with the approval of the Board of Governors (BoG). Notwithstanding specified in this policy, any amendment to the basic provisions to the RPP can be made only with the approval of the BoG.

2.4 **Saving Clause:** Nothing in those rules shall affect reservations, relaxation of age-limit and other concessions required to be provided to the Scheduled Castes, the Scheduled Tribes, Other Backward Classes (Non Creamy layer), Ex-servicemen, Economically Weaker Sections (EWS), Persons with Disability (PwD) and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

2.5 **Compassionate Appointment:** The compassionate appointment shall be made as per the Government of India guidelines at Group C category based on the availability of positions and educational qualification of the dependent of an employee died in harness/invalidated on medical grounds.

2.6 **Contract or Deputation posts:** 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 with the approval of the Competent Authority.

2.7 In case of one post in the cadre, the method of recruitment will be Direct Recruitment only, unless otherwise specified. On the event of vacation of the post by an employee having availed the automatic upgradation benefit, the recruitment/ promotion will be made on the original pay level as the case may be.

2.8 The eligibility list for promotion shall be prepared with reference to the date of completion of the prescribed qualifying service in the respective pay level/ post, if otherwise found suitable. Employees appointed prior to the adoption of the policy and who have completed the residency period will also be considered for promotion in accordance with this RPP.

2.9 **Superannuation:** The age of superannuation shall be as specified by the concerned Ministry for various posts from time to time. However, at present all non-teaching positions except Registrar & Librarian, the superannuation is at the age of 60 years. The retirement age of Registrar & Librarian will be 62 years, as amended from time to time.

2.10 The policy of giving promotions will be effective prospectively. All cases of promotion as per the RPP for filling of the post at higher level will come into force at the time of occurrence of vacancies.

2.11 No contractual appointments shall be made with regular pay scale, unless specified. They shall be paid a consolidated remuneration. The appointment (including on contract/ deputation etc.) are subject to vacancies in approved sanctioned strength of the Institute.

2.12 In case any uncovered area in the approved RPP, the rules/ guidelines of DoPT/ GoI on the subject matter will prevail.

2.13 The corrections and amendments to this RPP will be subject to change of guidelines and instructions issued by the Government of India from time to time.

2.14 **Appointing Authority:** In accordance with Section 31 of the Act, all appointments of the Non-Teaching posts of the Institute, except that of the Director, shall be made by:

2.14.1 The Board, if the appointment is made to the non-academic staff in any cadre, the maximum of the pay scale for which is the same or higher than that of Assistant Professor i.e. carrying Pay Level 10 and above as per 7th Central Pay Commission (CPC) and categorized under the Group 'A'.

2.14.2 By the Director, in any other case.

2.15 **Classification and Scale of Pay:** The method of creation of posts, their classification and the scales of pay including cadre structure attached to such posts shall be as mentioned in the Policy.

2.16 **Career Avenue:** Career Avenue Chart for each cadre is mentioned at Section 4 of the Policy.

2.17 **Recruitment Policy:** The individual recruitment policies of each post, job description, Qualification & Experience of various posts shall be made as per Section 5 of the RPP.

2.18 **Probation & Confirmation:**

2.18.1 Every employee on appointment to the Institute Services on direct recruitment shall be on probation period for one (01) year from the date of appointment to such post.

Provided that the Competent Authority may extend the period of probation for such periods as may be found necessary but not exceeding two years.

2.18.2 Any decision for extension of a probation period shall be taken ordinarily within six to eight weeks before the expiry of the previous probationary period and communicated in writing to the concerned employee together with the reasons for doing so within the said period.

2.18.3 On completion of the period of probation or any extension thereof, employee shall be confirmed through Departmental Confirmation Committee (DCC). DCC may adopt evaluation based on requisite documents, APAR, performance report and/ or interaction.

2.18.4 If, during the period of probation or any extension thereof, as the case may be, the Institute is of the opinion that an employee is not fit for permanent appointment, at that instant Institute may extend probation/ terminate his/ her appointment in the service. In case of internal candidate, he/ she may revert to the post held by him/ her prior to his/ her appointment in the said group.

2.18.5 There shall be no probation in case of promotion from one level to another level in the same group. However, every employee will be in a probation period for 01 year in case of change of Group.

2.18.6 In matters relating to probation, the non-teaching staff of the Institute will be governed by the policy of the Institute.

2.18.7 The non-teaching staff shall only be considered for promotion at any group only after he/ she is confirmed in their original cadre.

2.19 **Methods of Recruitment:** As defined in the Department of Personnel and Training (DoPT), Government of India Clarification No. AB.14017/13/2013-Estt. (RR) (1349), the following shall be methods of recruitment:

- (a) Direct Recruitment
- (b) Promotion
- (c) Deputation
- (d) Absorption
- (e) On Contract
- (f) Compassionate Appointment.

2.20 **Procedure for Recruitment:** The procedure for recruitment will be followed as mentioned in Section-19 of Statutes and rules framed there under.

2.21 **Direct Recruitment:** The following procedure shall be followed for Direct Recruitment:

- (a) The Institute shall invite applications for posts through an open advertisement on all India basis.
- (b) Applications received pursuant to the advertisement as mentioned in (a) above, shall be scrutinised by a Screening Committee constituted by the Director. The Screening Committee may formulate additional criteria for short-listing to limit the number of the applicants appearing for the subsequent stages of selection process.
- (c) The short-listed applications along with the duly recommended shortlisting report shall be placed before the Director for approval. After due approval, the shortlisted applicants shall be called for further selection process, as the case may be.
- (d) The Committee(s) for the recruitment process shall be constituted by the Director in accordance with the Act/ Statutes/ Rules of the Institute.
- (e) Recommendations of the Selection Committee shall be placed before the Appointing Authority for approval. Thereafter, offer of appointment will be issued to the selected candidates.
- (f) The panel of recommendations by the Selection Committee will normally remain valid for one year from the date of approval of the Competent Authority.

2.22 **Promotion:**

2.22.1 The Institute shall identify the position for promotion across all the cadres.

2.22.2 Promotion shall be made from the feeder cadre/ grade/ level from among the regular employees of the Institute following the principle as shown in Career Avenue Chart by Departmental Promotion Committee (DPC) constituted by the Director.

2.22.3 The DPC, for the promotion of Institute's employees, shall adopt either of the following modes as mentioned in the policy (i) Limited Departmental Competitive Examination (LDCE) (ii) Seniority Quota (iii) Career Advancement Scheme (CAS)

2.23 Promotion through Limited Departmental Competitive Examination (LDCE): The following procedure shall be followed for promotion through Limited Departmental Competitive Examination (LDCE):

- (a) The Institute shall invite application(s) for posts through the internal advertisement on Institute's website.
- (b) Applications received pursuant to the advertisement as mentioned in (a) above, shall be scrutinized for eligibility by the Screening Committee. The candidates should have minimum benchmark in APARs for the last Residency period rendered at the Institute as per norms of the Govt. of India prescribed from time to time and vigilance clearance would be obtained. The Residency period for the relevant posts is as mentioned in the Career Avenue Chart (Section 4).
- (c) The shortlisted applications along with the duly recommended shortlisting report shall be placed before the Director for approval. After due approval, the shortlisted applicants will be called for next selection process as per the procedure prescribed at Para 2.26.
- (d) The service/residency period required for promotion through LDCE should be in the feeder post(s) at IIPE, Vishakhapatnam.

2.24 Promotion through Seniority Quota:

2.24.1 The candidates in the zone of consideration will be screened and evaluated based on performance and APARs for the requisite Residency period, as decided by the Institute. Benchmark for promotion to various posts shall be as per the Government of India norms and as amended from time to time.

2.24.2 The distribution of promotional posts by LDCE and Seniority Quota modes shall be 50%:50% respectively, wherever applicable and mentioned in the Career Avenue Chart.

2.24.3 The vacancies to be filled by promotion shall be filled by two modes, i.e. LDCE (50%) and Seniority Quota (50%) using rota-quota (rotation of quota) method generally in the ratio 1:1 respectively. However, the Director will determine the method of filling up the particular vacancy through promotion, either by LDCE or Seniority Quota and the decision of the Director shall be final. The Residency period for Seniority Quota promotion is shown in the Career Avenue Chart (Section 4) of the Recruitment & Promotion Policy.

2.24.4 The service rendered in the Institute and in the feeder post shall only be counted as qualifying service/ Residency period for the purpose of Promotion and Upgradation. The contract/ ad-hoc services (on consolidated pay) shall not be taken into account for consideration of eligibility for promotion.

2.25 Scheme of Evaluation for promotion for Group A, B & C:

2.25.1 Promotion through LDCE: The applicants shortlisted as per the procedure mentioned at para 2.23, will be called for next selection process as per the procedure prescribed at para 2.26.

2.25.2 Promotion through Seniority Quota:

APARs (for last Residency period) and interaction for Group A only with the concerned DPC	Minimum Benchmark/ grading in APARs is as per norms of Gol.
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2.26 Evaluation Process by the Selection Committee:

2.26.1 For Group 'A' posts (Direct and LDCE):

(a) Administration/ Services Cadre Posts

Stage I	
Written Test*	80 Marks
Computer Proficiency Test*	20 Marks
Total	100 Marks
Stage II	
Presentation & Interview	

*Above mentioned tests will be conducted wherever required.

The Written Test and Computer Proficiency Test will be qualifying in nature and their marks will not be accounted for the preparation of final merit. The Committee constituted to conduct the Written Test and Computer Proficiency Test will decide the minimum qualifying marks for each i.e. Written & Computer Proficiency Test, individually. Only the candidates who qualify in Written & Computer Proficiency Test individually will be called for Presentation & Interview. **The final selection will be solely based on Presentation and Interview before the Selection Committee.**

(b) Technical Cadre Posts

Stage I	
Trade Test*	100 Marks
Stage II	
Written Test*	80 Marks
Computer Proficiency Test *	20 Marks
Total	100 Marks
Stage III	
Presentation & Interview	

*Above mentioned tests will be conducted wherever required.

The selection process will be conducted in knock-out stages. The shortlisted candidates will be called to appear in the Trade Test. Only the candidates who qualify in the Trade Test will be called for Written Test and Computer Proficiency Test. Subsequently, only those candidates would be called for presentation and interview who qualify the Written Test and Computer Proficiency Test individually. The marks scored in Trade Test, Written test and Computer Proficiency Test will not be accounted for the preparation of final

merit. **The final selection will be solely based on presentation and interview before the Selection Committee.** The Committee constituted to conduct the Trade Test, Written Test and Computer Proficiency Test will decide the minimum qualifying marks.

2.26.2 For Group B & C posts (Direct and LDCE):

(a) Administration/ Services Cadre Posts

Stage I	
Screening Test*	100 Marks
Stage II	
Written Test	80 Marks
Computer Proficiency Test (CPT)	20 Marks
Total	100 Marks

*In case large number of candidates are shortlisted, screening test may be conducted to restrict the candidates appearing for Written and CPT to a reasonable number as deemed fit but not less than 10 against one seat. Marks of screening test will not be added for the preparation of merit list. Merit List shall be prepared based on performance in the Written Test & Computer Proficiency Test.

The screened candidates will be called to appear in the Written test and Computer Proficiency Test. A merit list of candidates who qualify in both tests will be prepared on the basis of the marks obtained in the Written Test and Computer Proficiency Test. The Committee constituted to conduct the Written Test and Computer Proficiency Test will decide the minimum qualifying marks for Written & Computer Proficiency Test individually, in accordance with the number of vacancies and performance of the candidates and its decision shall be final.

(b) Technical Cadre Posts

Stage I	
Trade Test	100 Marks
Stage II	
Written Test	80 Marks
Computer Proficiency Test	20 Marks
Total	100 Marks

The shortlisted candidates will be called to appear in the Trade Test (qualifying in nature). The candidates qualified in the Trade Test will be called for Written Test and Computer Proficiency Test. A merit list of candidates who qualify in the Written Test and Computer Proficiency Test, will be prepared on the basis of the marks obtained in the Written Test and Computer Proficiency Test. The committee constituted to conduct the Written Test, Computer Proficiency and Trade Test will decide the minimum qualifying marks for each test in accordance with the number of vacancies and performance of the candidates and its decision shall be final.

2.27 Deputation/Foreign Terms: The following procedure shall be followed for appointment by Deputation/ Foreign terms.

- (a) The Institute shall invite applications for the vacant posts on an all-India basis.

- (b) Applications received pursuant to the advertisement, shall be scrutinised by a Screening Committee constituted by the Director.
- (c) Evaluation shall involve any one or combination of these methods: (i) Interview, (ii) test, (iii) presentation and (iv) evaluation of his/ her ACRs/ APARs of the last five years.
- (d) The period of deputation/ Foreign terms shall generally be of 05 (five) years from the date of commencement of the deputation, extendable up to a maximum period of 07 years with the approval of the Competent Authority or as per DoPT guidelines amended from time to time.
- (e) Deputation/foreign terms shall be subject to vigilance clearance.
- (f) Vacancies caused by any incumbent being away on deputation, long illness, study leave or under other circumstance for a duration of one year or more, may also be filled by way of recruitment on Deputation/foreign terms.
- (g) The other terms and conditions of the appointment of deputation will be governed in accordance with the guidelines issued by the Gol/ DoPT and as amended from time to time.

2.28 Absorption (of employees appointed on Deputation/ Foreign Terms):

2.28.1 Notwithstanding anything contained in the Rules, persons appointed on deputation and who fulfil the eligibility criteria laid down for purposes of Direct Recruitment, shall be eligible for absorption, subject to the availability of vacancy and performance evaluation of APARs as per norms of Gol.

2.28.2 Such absorption shall be subject to the condition that the person on deputation/foreign terms exercises his/ her option for absorption, and his/ her parent department/ cadre controlling authorities do not have any objection to him/ her being absorbed in IIPE.

2.29 On Contract/Tenure:

2.29.1 The Institute may also appoint persons on Contract/Tenure basis on the recommendations of the Selection Committee with benefits which are similar to regular appointments. The constitution of the Selection Committee is the same that of constituted for regular position. Appointment on Contract/Tenure shall normally be made up to five (5) years. The Selection Procedure in such cases shall be same as for Direct Recruitment, as applicable.

2.29.2 The Board may regularise the appointment of non-teaching employees who are appointed on contract or on tenure post on a regular pay scale based on the performance evaluation as mentioned in APARs. In case of regularization of a person working on Contract / Tenure basis, the period of Contract/ Tenure completed by the said person may be treated as completion of period of probation applicable for the said post with the approval of the Competent Authority.

2.30 Compassionate Appointment: The Institute would follow compassionate appointment for dependent family members dying in harness or retired on medical ground as per Gol guidelines and as amended from time to time.

2.31 Educational Qualification and Experience of Candidates:

2.31.1 The educational qualification and experience for each post are as prescribed in Section 5 for Direct Recruitment/ Promotion.

2.31.2 Only in cases of promotion on Seniority Quota, qualifying degree and percentage of marks shall not be essential for the existing employees of the Institute. For all other cases such as Direct Recruitment or Limited Departmental Competitive Examination (LDCE), the qualifying degree and the percentage of marks shall be mandatory even for the existing regular employees of the Institute.

2.32 Age:

2.32.1 The upper age limit for different posts depends upon the nature of duties, educational qualifications and experience requirements. Broadly, the following criteria shall be followed:

Sl. No.	Pay Level	Upper Age Limit for Direct Recruitment (UR)
1.	Posts at Pay Level - 14	57 in case the retiring age is 62/ 65. 55 in case the retiring age is 60 years.
2.	Posts at Pay Level – 12 & 13	50 years
3.	Posts at Pay Level – 11	45 years
4.	Posts at Pay Level – 10	40 years
5.	Posts at Pay Level – 6, 7 & 8	35 years
6.	Posts up to Pay Level – 5	30 years

2.32.2 Age relaxation shall be given for SC/ST/OBC(NCL)/Persons with Disability (PwD)/ Ex-Serviceman, Central Government employees as per GoI norms. Regular Employees working under CFTI system/ Institutes of National Importance, who are otherwise educationally qualified, would be eligible for age relaxation up to 50 years of age, where the upper age limit for the respective post is less than 50 years. For post(s) having maximum age 50 years or above, five years age relaxation would be given to regular employees working under CFTI system/ Institutes of National Importance.

2.32.3 The crucial date for determining the age-limit shall be the closing date for receipt of applications.

2.32.4 **Age Relaxation for Contractual/ Outsourced Staff:** To provide broader opportunity to contractual staff who are currently on the payroll of IIPE and/ or outsourced staff deployed at IIPE through an outsourced agency, and having rendered atleast three years of service in IIPE on Contract/ outsourced basis, would be eligible for age relaxation up to 50 years as on closing date of advertisement where the maximum age limit for the advertised post is less than 50 years. However, there will be no relaxation in essential qualifications.

2.33 Reservation policy and Assessment of Vacancy:

2.33.1 Institute shall follow reservation rules with respect to candidates belonging to SC/ST/OBC(NCL)/EWS/PwD/ Ex-Serviceman etc. as the case may be as per the guidelines of the Govt. of India issued from time to time. Accordingly, Reservation Rosters/ Reservation Registers shall be maintained in the Institute for each type of sanctioned post as per the GoI norms.

2.33.2 Assessment of vacancy shall be worked based on the Reservation Registers/ Reservation Rosters applicable for each post considering sanctioned post. Institute

shall initiate the process of recruitment to fill in the post(s) via various methods of recruitment as stated above.

2.34 Waiting List: The Selection Committee will be empowered to recommend a panel of candidates, which will remain normally valid for a period of one year from the date of approval of the Competent Authority.

2.35 Advertisement:

2.35.1 After approval of the Competent Authority, recruitment/ establishment section shall prepare and publish detailed advertisement containing all the general terms and conditions of the recruitment process including the number of post (s), vacancy in each category on all India basis to invite applications from prospective candidates.

2.35.2 In case of any corrigendum/ addendum pertaining to the advertisement, the same shall be published in the Institute's website.

2.36 Application Fee:

2.36.1 The applicants are required to pay a non-refundable application fees while applying. The amount of such fees shall be decided by the Director.

2.36.2 However, female applicants, internal candidates of IIPe and the applicants belonging to SC/ST/PWD/ Transgender category or any other category, as defined by the Govt. of India from time to time for exemption of application fee, would be exempted from payment of application fee.

2.37 General Terms and Conditions of Recruitment:

2.37.1 A mere fulfilment of required minimum qualifications and experience does not entitle a candidate to be called for recruitment test/ selection process.

2.37.2 The Institute reserves the right to withdraw any advertised post(s) at any time without assigning any reason. Also, Institute reserves the right to fill or not to fill any or all the posts advertised.

2.37.3 No correspondence whatsoever will be entertained from the candidates regarding postal delays / email communications, selection process and reasons for not being called for interview or selection.

2.37.4 Depending upon the qualification and experience, increments as mentioned in the Statutes may be offered in deserving cases.

2.37.5 Separate application form must be filled, if a candidate is applying for more than one post.

2.37.6 Minimum requirement of experience may be relaxed by the Screening Committee in respect of exceptionally qualified candidates, having experience in reputed Institutes and having very good credentials, with the due approval of the Competent Authority.

2.37.7 The process of selection may include a Written Test/ Computer Proficiency Test/ Trade Test and Interview, if required, as the case may be.

2.37.8 The applicants already employed in the Government/ Semi Government organisations/ Public Sector Undertaking/ Autonomous organisations must send their

applications through proper channel and must produce a **No Objection Certificate** from their employer at the time of written test (for Group B & C posts) and at the time of interview (for Group-A posts).

2.37.9 Candidates have to produce the original documents at the time or before appearing in Test/ Interview for verification.

2.37.10 Canvassing in any form may lead to cancellation of candidature.

2.37.11 Incomplete applications shall summarily be rejected.

2.37.12 Number of vacancies may increase/ decrease from advertised positions.

2.37.13 Any dispute with regard to the selection/ recruitment process will be subject to Courts/ Tribunals having jurisdiction over Visakhapatnam.

2.37.14 The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

2.37.15 In case any dispute/ ambiguity that may occur in the process of selection, the decision of the Director of the Institute, in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/ interview will be final and no query or correspondence will be entertained in this connection from any individual.

2.37.16 At the time of Test/ interview or at any subsequent stage(s), any information given by the candidate, or any claim made in his/her application or any document submitted therein, is found to be false, his/ her candidature is liable to be rejected and will not be allowed for any further consideration.

2.38 **Vacancy based:** All the promotions and direct recruitments are subject to availability of vacancy.

2.39 **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.

2.40 **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 viewpoint of functioning of the Institute and will be subject to directions and/or approval of the Board.

2.41 **Filling up of promotional posts through direct recruitment:** IIPE being a new Institute, 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 channelled to promotion to the extent of number of promotional posts filled by direct recruitment.

2.42 **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 at a time in every level in every cadre. Where a single post is available in any level in any cadre and there is a prescribed percentage for filling up the posts

through promotion and direct recruitment, the Competent Authority will determine the method of filling up the post.

2.43 Assessment of vacancy for promotion and direct recruitment: Vacancy as and when required will be assessed by the Institute. Further, vacancies likely to arise during the calendar year will also be estimated.

2.44 Meeting of Departmental Promotion Committees: There will be periodic meetings of the Departmental Promotion Committees as and when required.

2.45 Minimum length of regular service in the Institute in feeder cadre post(s) for promotion: It is as stated in Career Avenue Chart, Section 4 of the RPP document.

2.46 Composition of Selection committee for Promotion: The composition of the Selection Committee for promotion will be as per the policy of the Institute.

2.47 Equivalency of posts: The equivalency of post shall be determined in terms of the original duties assigned to the post and the Pay Level (as per 7th CPC) attached to the post based on job functions and the placement in the hierarchy only. Any additional responsibilities discharged other than original job functions assigned to the posts shall not be considered as equivalent to the full experience required for the advertised position. By merely carrying the same Grade Pay / Pay Level or being placed at the same level in hierarchy cannot be considered as a factor for equivalence.

2.47.1 Experience in Centrally Funded Technical Institutes (CFTIs), Institutions of National Importance, other similar Central/ State Govt. Institutions/ Central Universities and PSUs shall be considered essential or preferable for all the posts.

2.48 Other conditions of service: The other conditions of service of the non-teaching official for which no specific provisions have been made in these rules shall be regulated in accordance with such rules as are, from time to time, applicable as per the Act and Statutes of the IIPE and the subsequent amendments. For matters not covered by the above, the corresponding Central Government Rules shall be applicable.

2.49 Amendments: The Policy may be reviewed from time to time by the Institute and amendments may be made with the approval of the Board.

<p>Section 3</p> <p>Posts with Cadre Structure</p>
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3.1 Proposed posts with Cadre Structure:

Sl. No.	Category of Post	Mode of Recruitment with %	Group	Pay Level (VII CPC)
Administrative Cadre				
1.	Registrar	D	A	L-14
2.	Joint Registrar	U	A	L-13/13A
3.	Deputy Registrar	D/P (75/25)	A	L-12
4.	Assistant Registrar (Senior Scale)	U	A	L-11
5.	Assistant Registrar	D/P (50/50)	A	L-10
6.	Superintendent	P	B	L-7
7.	Junior Superintendent	D/P (50/50)	B	L-6
8.	Senior Assistant	P	C	L-5
9.	Junior Assistant	D	C	L-3
Engineering Cadre				
1.	Chief Engineer	D	A	L – 13A
2.	Superintending Engineer	D	A	L-13
3.	Deputy Superintending Engineer	D/P (75/25)	A	L-12
4.	Executive Engineer	U	A	L-11
5.	Assistant Executive Engineer	D/P (50/50)	A	L-10
6.	Assistant Engineer	P	B	L-7
7.	Junior Engineer	D/P (50/50)	B	L-6
8.	Senior Technician	P	C	L-5
9.	Junior Technician	D	C	L-3
Technical Cadre				
1.	Principal Technical Officer	D	A	L-13A
2.	Chief Technical Officer	D	A	L-13
3.	Senior Technical Officer	D/P (75/25)	A	L-12
4.	Technical Officer (Senior Scale)	U	A	L-11
5.	Technical Officer	D/P (50/50)	A	L-10
6.	Technical Superintendent	P	B	L-7
7.	Junior Technical Superintendent	D/P (50/50)	B	L-6
8.	Senior Lab Assistant	P	C	L-5
9.	Lab Assistant	D	C	L-3
Library Cadre				
1.	Librarian	D	A	AL-14
2.	Deputy Librarian	P	A	AL-13A
3.	Deputy Librarian	D/P (75/25)	A	AL-12
4.	Assistant Librarian (Senior Scale)	P	A	AL-11
5.	Assistant Librarian	D/P (50/50)	A	AL-10
6.	Library Superintendent	P	B	L-7
7.	Junior Library Superintendent	D/P (50/50)	B	L-6
8.	Senior Library Assistant	P	C	L-5
9.	Library Assistant	D	C	L-3

Sl. No.	Category of Post	Mode of Recruitment with %	Group	Pay Level (VII CPC)
Medical Cadre				
1.	Chief Medical Officer (NFSG)	DACP	A	L-13
2.	Chief Medical Officer	D/DACP (75/25)	A	L-12
3.	Senior Medical Officer	DACP	A	L-11
4.	Medical Officer	D	A	L-10
Nursing Cadre				
1.	Matron	P	B	L-9
2.	Assistant Matron	P	B	L-8
3.	Senior Medical Assistant	P	B	L-7
4.	Medical Assistant	D	B	L-6
Physical Education & Sports Cadre				
1.	Senior Physical Education & Sports Officer	P	A	L-12
2.	Physical Education & Sports Officer (Senior Scale)	P	A	L-11
3.	Physical Education & Sports Officer	D	A	L-10
4.	Senior Physical Training Instructor	P	B	L-7
5.	Physical Training Instructor	D	B	L-6
Official Language Cadre				
1.	Assistant Registrar (Official Language)	D	A	L-10
2.	Superintendent (Rajbhasa)	P	B	L-7
3.	Hindi Translator	D	B	L-6
Placement Cadre				
1.	Senior Placement Officer	P	A	L-12
2.	Placement Officer (Senior Scale)	U	A	L-11
3.	Placement Officer	D	A	L-10
Security Cadre				
1.	Senior Security Officer	P	A	L-12
2.	Security Officer (Senior Scale)	U	A	L-11
3.	Security Officer	D	A	L-10

Note: D – Direct Recruitment/ Deputation-cum-absorption/ Contract

U – Upgradation (It implies financial upgradation shall be given to the next higher pay level without creating new posts for the purpose.)

P – Promotion (LDCE or Seniority Quota or CAS)

L- Level as per VII CPC Pay Matrix

AL – Academic Level in VII CPC Pay Matrix

DACP – Dynamic Assured Career Progression

Section 4
Career Avenue Chart

ADMINISTRATIVE CADRE					
Group	Position/ Pay Level	Procedure / Remarks			
Group - A	Registrar Level - 14	Direct Recruitment			
	Joint Registrar Level – 13A				
	↑	DR – 0%	--		
		Upgradation – 100%	Min. 3 years at L-13		
	Joint Registrar Level - 13				
	↑	DR – 0%	--		
		Upgradation – 100%	Min. 5 years at L-12		
	Deputy Registrar Level – 12				
	↑	DR – 75%			
		Promotion – 25%	LDCE	0%	
		SQ	100%	Min. 3 years at L-11	
	Assistant Registrar (SS) Level - 11				
↑	DR – 0%	--			
	Upgradation – 100%	Min. 5 years at L-10			
Assistant Registrar Level - 10					
↑	DR – 50%				
	Promotion – 50%	LDCE	50%	Min. 4 years at L-7	
		SQ	50%	Min. 7 years at L-7	
Group - B	Superintendent Level - 7				
	↑	DR – 0%	--		
		Promotion – 100%	LDCE	50%	Min. 3 years at L-6
			SQ	50%	Min. 5 years at L-6
	Junior Superintendent Level - 6				
↑	DR – 50%				
	Promotion – 50%	LDCE	50%	Min. 3 years at L-5	
		SQ	50%	Min. 5 years at L-5	
Group - C	Senior Assistant Level – 5				
	↑	DR – 0%	--		
		Promotion – 100%	LDCE	50%	Min. 3 years at L-3
			SQ	50%	Min. 5 years at L-3
	Junior Assistant Level - 3	Direct Recruitment (Entry Level)			

ENGINEERING CADRE					
Group	Position/ Pay Level	Procedure / Remarks			
Group - A	Chief Engineer Level – 13A				
	↑	DR – 100%			
	Superintending Engineer Level - 13				
	↑	DR – 100%			
	Dy. Superintending Engineer Level – 12				
	↑	DR – 75%			
		Promotion – 25%	LDCE	0%	
			SQ	100%	Min. 3 years at L-11
	Executive Engineer Level - 11				
	↑	DR – 0%		--	
	Upgradation – 100%	Min. 5 years at L-10			
Group - B	Assistant Executive Engineer Level - 10				
	↑	DR – 50%			
		Promotion – 50%	LDCE	50%	Min. 4 years at L-7
			SQ	50%	Min. 7 years at L-7
Group - B	Assistant Engineer Level - 7				
	↑	DR – 0%		--	
		Promotion – 100%	LDCE	50%	Min. 3 years at L-6
			SQ	50%	Min. 5 years at L-6
Group-C	Junior Engineer Level - 6				
	↑	DR – 50%			
		Promotion – 50%	LDCE	50%	Min. 3 years at L-5
			SQ	50%	Min. 5 years at L-5
	Senior Technician Level – 5				
	↑	DR – 0%			
	Promotion – 100%	LDCE	50%	Min. 3 years at L-3	
		SQ	50%	Min. 5 years at L-3	
Group-C	Junior Technician Level - 3	Direct Recruitment (Entry Level)			

TECHNICAL CADRE																	
Group	Position/ Pay Level	Procedure / Remarks															
Group - A	Principal Technical Officer Level – 13A																
	↑	DR – 100%															
	Chief Technical Officer Level - 13																
	↑	DR – 100%															
	Senior Technical Officer Level – 12																
	↑	<table><tr><td>DR – 75%</td><td colspan="3"></td></tr><tr><td>Promotion – 25%</td><td>SQ</td><td>100%</td><td>Min. 3 years at L-11</td></tr></table>				DR – 75%				Promotion – 25%	SQ	100%	Min. 3 years at L-11				
	DR – 75%																
	Promotion – 25%	SQ	100%	Min. 3 years at L-11													
	Technical Officer (Senior Scale) Level – 11																
	↑	<table><tr><td>DR – 0%</td><td colspan="3">--</td></tr><tr><td>Upgradation – 100%</td><td colspan="3">Min. 5 years at L-10</td></tr></table>				DR – 0%	--			Upgradation – 100%	Min. 5 years at L-10						
DR – 0%	--																
Upgradation – 100%	Min. 5 years at L-10																
Technical Officer Level – 10																	
↑	<table><tr><td>DR – 50%</td><td colspan="3"></td></tr><tr><td>Promotion – 50%</td><td>LDCE</td><td>50%</td><td>Min. 4 years at L-7</td></tr><tr><td></td><td>SQ</td><td>50%</td><td>Min. 7 years at L-7</td></tr></table>				DR – 50%				Promotion – 50%	LDCE	50%	Min. 4 years at L-7		SQ	50%	Min. 7 years at L-7	
DR – 50%																	
Promotion – 50%	LDCE	50%	Min. 4 years at L-7														
	SQ	50%	Min. 7 years at L-7														
Group - B	Technical Superintendent Level - 7																
	↑	<table><tr><td>DR – 0%</td><td colspan="3">--</td></tr><tr><td>Promotion – 100%</td><td>LDCE</td><td>50%</td><td>Min. 3 years at L-6</td></tr><tr><td></td><td>SQ</td><td>50%</td><td>Min. 5 years at L-6</td></tr></table>				DR – 0%	--			Promotion – 100%	LDCE	50%	Min. 3 years at L-6		SQ	50%	Min. 5 years at L-6
	DR – 0%	--															
	Promotion – 100%	LDCE	50%	Min. 3 years at L-6													
		SQ	50%	Min. 5 years at L-6													
	Junior Technical Superintendent Level - 6																
↑	<table><tr><td>DR – 50%</td><td colspan="3"></td></tr><tr><td>Promotion – 50%</td><td>LDCE</td><td>50%</td><td>Min. 3 years at L-5</td></tr><tr><td></td><td>SQ</td><td>50%</td><td>Min. 5 years at L-5</td></tr></table>				DR – 50%				Promotion – 50%	LDCE	50%	Min. 3 years at L-5		SQ	50%	Min. 5 years at L-5	
DR – 50%																	
Promotion – 50%	LDCE	50%	Min. 3 years at L-5														
	SQ	50%	Min. 5 years at L-5														
Group - C	Senior Lab Assistant Level – 5																
	↑	<table><tr><td>DR – 0%</td><td colspan="3">--</td></tr><tr><td>Promotion – 100%</td><td>LDCE</td><td>50%</td><td>Min. 3 years at L-3</td></tr><tr><td></td><td>SQ</td><td>50%</td><td>Min. 5 years at L-3</td></tr></table>				DR – 0%	--			Promotion – 100%	LDCE	50%	Min. 3 years at L-3		SQ	50%	Min. 5 years at L-3
	DR – 0%	--															
	Promotion – 100%	LDCE	50%	Min. 3 years at L-3													
	SQ	50%	Min. 5 years at L-3														
Lab Assistant Level - 3	Direct Recruitment (Entry Level)																

LIBRARY CADRE						
Group	Position/ Pay Level	Procedure / Remarks				
Group - A	Librarian Academic Pay Level - 14					
	↑	DR – 100%				
	Deputy Librarian Academic Pay Level - 13A					
	↑	DR – 0%		As per UGC norms		
		Promotion – 100 %				
	Deputy Librarian Academic Pay Level – 12					
	↑	DR – 75%		As per UGC norms		
		Promotion – 25%				
	Assistant Librarian (Senior Scale) Academic Pay Level - 11					
	↑	DR – 0%		As per UGC norms		
		Promotion – 100%				
	Assistant Librarian Academic Pay Level - 10					
	↑	DR – 50%				
		Promotion – 50%		LDCE	50%	Min. 4 years at L-7
				SQ	50%	Min. 7 years at L-7
Group - B	Library Superintendent Level - 7					
	↑	DR – 0%		--		
		Promotion – 100%		LDCE	50 %	Min. 3 years at L-6
				SQ	50 %	Min. 5 years at L-6
	Junior Library Superintendent Level - 6					
		DR – 50%				
	Promotion – 50%		LDCE	50%	Min. 3 years at L-5	
			SQ	50%	Min. 5 years at L-5	
Group - C	Senior Library Assistant Level – 5					
	↑	DR - 0%		--		
		Promotion – 100%		LDCE	50%	Min. 3 years at L-3
				SQ	50%	Min. 5 years at L-3
	Library Assistant Level - 3	Direct Recruitment (Entry Level)				

<u>MEDICAL CADRE</u>			
Group	Position/ Pay Level	Procedure / Remarks	
Group - A	Chief Medical Officer (NFSG) Level – 13		
	↑	As per DACPS	
	Chief Medical Officer Level – 12		
	↑	DR – 75%	
		Promotion – 25%	As per DACPS
	Senior Medical Officer Level - 11		
	↑	As per DACPS	
	Medical Officer Level - 10	Direct Recruitment	

<u>NURSING CADRE</u>					
Group	Position/ Pay Level	Procedure / Remarks			
Group - B	Matron Level - 9				
		DR – 0%	--		
		Promotion – 100 %	LDCE	0%	--
			SQ	100%	Min. 3 years at L-8
	Asst. Matron Level - 8				
	↑	DR – 0%	--		
		Promotion – 100%	LDCE	0%	--
			SQ	100%	Min. 2 years at L-7
	Senior Medical Assistant Level - 7				
	↑	DR – 0%	--		
		Promotion – 100%	LDCE	50%	Min. 3 years at L-6
			SQ	50%	Min. 5 years at L-6
	Medical Assistant Level – 6	Direct Recruitment (Entry Level)			

<u>PHYSICAL EDUCATION & SPORTS CADRE</u>		
Group	Position/ Pay Level	Procedure / Remarks
Group - A	Senior Physical Education & Sports Officer Level - 12	
	↑	As per UGC norms (05 years)
	Physical Education & Sports Officer (SS) Level - 11	
	↑	As per UGC norms
	Physical Education & Sports Officer Level - 10	Direct Recruitment

Group - B	Senior Physical Training Instructor Level - 7				
	↑	DR – 0%	--		
		Promotion – 100%	LDCE	50 %	Min. 3 years at L-6
			SQ	50 %	Min. 5 years at L-6
	Physical Training Instructor Level - 6	Direct Recruitment (Entry Level)			

<u>OFFICIAL LANGUAGE CADRE</u>					
Group	Position/ Pay Level	Procedure / Remarks			
Group - A	Cadre would merge with the Administrative Cadre in Group - A at the level of Assistant Registrar	As per the Administrative Cadre posts of Group - A			
	Assistant Registrar (Official Language) Level - 10	Direct Recruitment			
Group - B	Superintendent (Rajbhasha) Level - 7				
	↑	DR – 0%	--		
		Promotion – 100%	SQ	100%	Min. 5 years at L-6
	Hindi Translator Level - 6	Direct Recruitment (Entry Level)			

<u>PLACEMENT CADRE</u>					
Group	Position/ Pay Level	Procedure / Remarks			
Group - A	Senior Placement Officer Level - 12				
	↑	DR – 0%	--		
		Promotion– 100%	LDCE	0%	
			SQ	100%	Min. 3 years at L-11
	Placement Officer (SS) Level - 11				
	↑	DR – 0%	--		
		Upgradation – 100%	Min. 5 years at L-10		
	Placement Officer Level - 10	Direct Recruitment (Entry Level)			

SECURITY CADRE					
Group	Position/ Pay Level	Procedure / Remarks			
Group – A	Senior Security Officer Level - 12				
	↑	DR – 0%	--		
		Promotion – 100%	LDCE	0%	
			SQ	100%	Min. 3 years at L-11
	Security Officer (SS) Level - 11				
	↑	DR – 0%	--		
		Upgradation – 100%	Min. 5 years at L-10		
	Security Officer Level - 10	Direct Recruitment (Entry Level)			

<p>Section 5</p> <p>Post-wise Recruitment Rules</p>

Administrative Cadre

Registrar		
1	Name of the Post	Registrar
2	No. of Posts	01 (One)
3	Classification	Group A
4	Scale of Pay	Pay Level 14
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	57 years
7	Educational and other qualifications required for direct recruits	<p><u>Essential:</u></p> <p>(i) Master's Degree or equivalent in any discipline with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>(ii) At least 15 years of experience as Assistant Professor in the Academic Pay Level 11 and above or with 8 years of service in the Academic Pay Level 12 and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishments and/or other Institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience of which 8 years' service as Deputy Registrar or an equivalent post in the Pay Level 12 and above.</p> <p><u>Desirable:</u></p> <p>(i) A Degree in Law/ Management/ Engineering from a recognised University/ Institute.</p> <p>(ii) Experience in Educational Administration, Financial and Personnel Management and capacity to lead the administration in a residential institution.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	On Direct Recruitment/ Deputation/ Contract basis for a tenure of up to 05 years which can be extended upto 05 years solely at the discretion of the Institute or till attaining the age of 62 years, whichever is earlier or as fixed by Govt. of India from time to time.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>Deputation/ On Contract (Tenure Basis):</p> <p>Officers under the Central/ State Governments Universities/ Recognised Research Institutes or Institutes of national importance:-</p> <p>(a) Holding analogous post or with at least 03 years regular service in posts of Pay Level 13 or equivalent; and</p> <p>(b) Possessing educational qualification as prescribed at para 7 above.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Deputy Registrar		
1	Name of the Post	Deputy Registrar
2	No. of Posts	As per sanctioned strength
3	Classification	Group A
4	Scale of Pay	Pay Level 12
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	50 Years
7	Educational and other qualifications required for direct recruits	<p><u>Essential:</u></p> <p>(i) Master's Degree or equivalent in any discipline with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>(ii) At least 9 years of experience as Assistant Professor in the Academic Pay Level 10 and above with experience in educational administration</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and / or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>05 years of administrative experience as Assistant Registrar or an equivalent post in the Pay Level 10 and above.</p> <p><u>Desirable:</u></p> <p>(i) A Degree in Law/ Management/ Engineering/ CA/CS/ICWA from a recognised University/ Institute.</p> <p>(ii) Experience in educational administration/establishment matters/ stores & purchases/ financial and personnel management and capacity to lead the administration in a residential institution.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age – Not applicable Educational Qualification: No
9	Period of probation, if any	Direct Recruitment: One Year, Promotion: Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	<p>(i) 75% by Direct Recruitment/ Deputation-cum-absorption/ Contract</p> <p>(ii) 25% by promotion, failing which, by Direct Recruitment/ Deputation/ Contract.</p>
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>Seniority Quota: Assistant Registrar in the Pay Level 11 who has rendered at least 03 years of regular service as Assistant Registrar in Pay Level 11 at IIPE.</p> <p>Deputation/ Deputation-cum-absorption/ On Contract: Officers under the Central/ State Governments Universities/ Recognised Research Institutes or Institutes of National Importance:</p> <p>(a) Holding analogous post or with at least 03 years regular service in posts with Pay Level 11 or equivalent; and having experience in administration, establishment and accounts matters and;</p> <p>(b) Possessing educational qualification as prescribed in para 7 above.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Assistant Registrar		
1	Name of the Post	Assistant Registrar
2	No. of Posts	As per sanctioned strength
3	Classification	Group A
4	Scale of Pay	Pay Level 10
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p><u>Essential:</u></p> <p>(i) Master's Degree or equivalent in any discipline with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>(ii) At least 5 years of relevant administrative experience in supervisory capacity in Govt. office/ University/ technological institution or an organisation of repute in the Pay Level 7 or equivalent.</p> <p><u>Desirable:</u></p> <p>(i) A Degree in Law/ Management/ Engineering/ CA/CS/ICWA from a recognised University/ Institute.</p> <p>(ii) Experience in educational administration, financial and personnel management and capacity to lead the administration in a residential institution.</p> <p>(iii) Proficiency in the use of various computer office applications, M.S Word, Excel, Power-point.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age – Not Applicable Educational Qualification: Yes (for LDCE); No (for SQ)
9	Period of probation, if any	For Direct Recruitment/ Promotion: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	<p>(i) 50% by Direct Recruitment/ Deputation-cum-absorption/ Contract;</p> <p>(ii) 50% by promotion, failing which, by Direct Recruitment/ Deputation/ Contract.</p>
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>LDCE: For Limited Departmental Competitive Examination, the Residency period would be 04 years in Pay Level 7 at IIPE and Educational Qualification shall be the same as that for Direct Recruitment of Assistant Registrar.</p> <p>Seniority Quota: Superintendent in the Pay Level 7 who has rendered at least 07 years of regular service as Superintendent in Pay Level 7 at IIPE.</p> <p>Deputation / Deputation-cum-absorption / On Contract: Officers under the Central/ State Governments Universities/ Recognised Research Institutes or Institutes of National Importance or Universities/ University level Institute or PSU/ Industry having educational qualification and experience as prescribed in para 7 above.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Superintendent		
1	Name of the Post	Superintendent
2	No. of Posts	As per sanctioned strength
3	Classification	Group B
4	Scale of Pay	Pay Level 7
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age – Not Applicable Educational Qualification: Yes (for LDCE); No (for SQ)
9	Period of probation, if any	Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by promotion
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	LDCE: For Limited Departmental Competitive Examination, the Residency period will be 03 years at Pay Level 6 at IIPE and Educational Qualification shall be the same as that for Direct Recruitment of Junior Superintendent. Seniority Quota: Junior Superintendent in the Pay Level 6 who have rendered at least 05 years of regular service as Junior Superintendent in Pay Level 6 at IIPE.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Junior Superintendent		
1	Name of the Post	Junior Superintendent
2	No. of Posts	As per sanctioned strength
3	Classification	Group B
4	Scale of Pay	Pay Level 6
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p><u>Essential:</u></p> <p>(i) Bachelor's Degree or equivalent in any discipline with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>(ii) 4 years' relevant experience as Sr. Assistant or equivalent in Pay Level 5 or 07 years' relevant experience in Pay Level 3 and above in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.</p> <p><u>Desirable:</u></p> <p>(i) Professional qualification in area of Management/ Finance & Accounts</p> <p>(ii) Experience in handling Administrative/ Finance/ Stores & Purchase/ Establishment matters.</p> <p>(iii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point is a must.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age – Not Applicable Educational Qualification: Yes (for LDCE); No (for SQ)
9	Period of probation, if any	For Direct Recruitment/ Promotion: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	(i) 50% by Direct Recruitment/ Deputation-cum-absorption/ Contract; (ii) 50% by promotion, failing which, by Direct Recruitment including Contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>LDCE: For Limited Departmental Competitive Examination, the Residency period will be 03 years in Pay Level 5 at IIPE and Educational Qualification shall be the same as that for Direct Recruitment of Junior Superintendent.</p> <p>Seniority Quota: Senior Assistant in the Pay Level 5 who have rendered at least 05 years of regular service as Senior Assistant in the Pay Level 5 at IIPE.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Senior Assistant		
1	Name of the Post	Senior Assistant
2	No. of Posts	As per sanctioned strength
3	Classification	Group C
4	Scale of Pay	Pay Level 5
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age – Not Applicable Educational Qualification: Yes (for LDCE); No (for SQ)
9	Period of probation, if any	Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by promotion
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	LDCE: For Limited Departmental Exam the Residency period will be 03 years in Pay Level 3 at IIPE and Educational Qualification shall be same as that for Direct Recruitment of Junior Assistant. Seniority Quota: Junior Assistant working in IIPE who has rendered at least 05 years of regular service in Pay Level 3 as Junior Assistant at IIPE.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Junior Assistant		
1	Name of the Post	Junior Assistant
2	No. of Posts	As per sanctioned strength
3	Classification	Group C
4	Scale of Pay	Pay Level 3
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	<p><u>Essential:</u></p> <p>(i) Bachelor's Degree or equivalent in any discipline with at least 55% of marks or its equivalent Grade of B in the UGC seven points scale.</p> <p>(ii) 2 years' relevant experience.</p> <p><u>Desirable:</u></p> <p>Experience in handling Administrative/ Finance/ Stores & Purchase/ Establishment matters.</p> <p>Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point is a must.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Not Applicable
9	Period of probation, if any	Direct Recruitment: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment (Including Contract).
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	Not Applicable
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Engineering Cadre

Chief Engineer		
1	Name of the Post	Chief Engineer
2	No. of Post(s)	As per sanctioned strength
3	Classification	Group A
4	Scale of Pay	Pay Level 13A
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	50 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Masters' degree or equivalent in Engineering (Electrical/Civil Engineering) from a recognized university/Institute with at least 55% marks in the qualifying degree with at least 15 years relevant experience out of which at least 03 years of regular service in Pay Level 13 at the level of Superintendent Engineer and at least 08 years in the Pay Level 12 as Executive Engineer.</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree or equivalent in the Engineering (Electrical/Civil Engineering) from a recognized University/Institute with at least 55% marks in the qualifying degree with at least 15 years relevant experience out of which at least 05 years of regular service in Pay Level 13 at the level of Superintending Engineer and at least 10 years in Pay Level 12 as Executive Engineer.</p> <p>(ii) Experience in handling construction and construction management related software, like Computer Aided Design (CAD) etc.</p> <p>Desirable:</p> <p>(i) Experience in the line of coordination & supervision of construction and maintenance of civil works in Public.</p> <p>(ii) Knowledge of Estate matters & public premises act/ rules.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Not Applicable
9	Period of probation, if any	Direct Recruitment: One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment/ Deputation/ Deputation – cum- Absorption/ on contract basis.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>By Deputation /Deputation – cum- Absorption / on contract basis: Officers under the Central / State Governments / Universities /Recognized Research Institutes or Institutes of national importance or Universities /Deemed University level Institution or PSU/Industry:-</p> <p>(i) Holding analogous post, or</p> <p>(ii) Possessing educational qualification as prescribed in Para 7.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPe

Superintending Engineer		
1	Name of the Post	Superintending Engineer
2	No. of Post(s)	As per sanctioned strength
3	Classification	Group A
4	Scale of Pay	Pay Level 13
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	50 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Masters' degree or equivalent in Engineering (Electrical/Civil Engineering) from a recognized university/Institute with at least 55% marks in the qualifying degree with at least 05 years relevant experience at Pay Level 12 in CPWD / PWD or similar organized services/ semi govt. / PSU / Statutory or autonomous organization/ universities / reputed institutes / organizations under Central / State Govt.</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree or equivalent in the Engineering (Electrical/Civil Engineering) from a recognized University/Institute with at least 55% marks in the qualifying degree with at least 7 years experience in relevant field in Pay Level 12 in CPWD/PWD or similar organized services/semi-govt./PSU/ Statutory or autonomous organization/ universities/ reputed institutes/ organizations under Central/ State Govt.</p> <p>(ii) Experience in handling construction and construction management related software, like Computer Aided Design (CAD) etc.</p> <p>Desirable:</p> <p>(iii) Proven Track record of handling projects/works in reputed organization of relevant magnitude and qualities.</p> <p>(iv) Experience of working with High Tension lines, electrical maintenance, planning and execution of electrical works or civil engineering, designing and estimation, construction management etc., as relevant to the profession.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Not Applicable
9	Period of probation, if any	Direct Recruitment: One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment/ Deputation/ Deputation – cum- Absorption/ on contract basis.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>By Deputation /Deputation – cum- Absorption / on contract basis: Officers under the Central / State Governments / Universities /Recognized Research Institutes or Institutes of national importance or Universities /Deemed University level Institution or PSU/Industry:-</p> <p>(i) Holding analogous post, or having at least 05 years relevant experience in Pay Level 12 in CPWD / PWD or similar organized services/ semi govt. / PSU / Statutory or autonomous organization/ universities / reputed institutes / organizations under central / state govt</p>

		(ii) Possessing educational qualification as prescribed in Para 7.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Deputy Superintending Engineer		
1	Name of the Post	Deputy Superintending Engineer
2	No. of Posts	As per sanctioned strength
3	Classification	Group A
4	Scale of Pay	Pay Level 12
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	50 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Master's degree or equivalent in Engineering (Electrical/Civil Engineering) from a recognized university/Institute with at least 55% marks in the qualifying degree with at least 05 years relevant experience at the Pay Level 10 from CPWD / PWD or similar organized services / semi govt. / PSU / Statutory or autonomous organization / universities / reputed institutes / organizations under Central / State govt.</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree or equivalent in the Engineering (Electrical/Civil Engineering) from a recognized University/Institute with at least 55 % marks in the qualifying degree with at least 7 years' experience in relevant field at the Pay Level 10 from CPWD/PWD or similar organized services/ semi-govt./ PSU/ Statutory or autonomous organization/ universities/ reputed institutes/ organizations under Central/ State govt.</p> <p>(ii) Experience:</p> <p>Civil: (a) Proven track record in handling large construction projects and maintenance of Buildings, Roads, Water supply, Drainage works, etc. after completion of the degree/diploma.</p> <p>(b) Knowledge of working on Computer Applications and other computer software relevant to the area of work/specialization & Auto CAD.</p> <p>Electrical: (a) Proven track record in handling Electrical maintenance, electrical services and project execution of works related to re electrical installation, HT/LT Power Distribution including sub-station & Power Factor Management, Water Pumping System, Street Lighting, etc.; design estimation, tendering & billing of electrical works;</p> <p>(b) Knowledge of working on Computer Applications and other Computer Software relevant to the area of work/specialization</p> <p>Desirable:</p> <p>(i) Experience in maintaining Civil/ Electrical Infrastructure of a residential Campus of CFTIs/ Institutions of National Importance or Industry of repute.</p> <p>(ii) B.E.E. Certified Energy Manager/Energy Auditor (for Electrical);</p> <p>(iii) Experience in illumination Design (for Electrical);</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not Applicable Educational Qualification: No
9	Period of probation, if any	Direct Recruitment: One Year, Promotion: Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and	(i) 75% by Direct Recruitment/Deputation/ Contract. (ii) 25 % by Promotion, failing which, by Direct Recruitment /Deputation/ Contract.

	percentage of the vacancies to be filled by various methods	
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>Seniority Quota: Executive Engineer (Civil/Electrical) in Pay level 11 who have rendered at least 03 years of regular service as Executive Engineer (Civil/ Electrical) in Pay level 11 at IIPE.</p> <p>By Deputation /Deputation – cum- Absorption / on contract basis: Officers of Central / State Governments / Universities /Recognized Research Institutes or Institutes of national importance or Universities /Deemed University level Institution or PSU/Industry:</p> <p>(i) Holding analogous post, or having at least 03 years relevant experience in Pay Level 11 at the level of Executive Engineer and;</p> <p>(ii) Possessing educational qualification as prescribed at para 7 above.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Assistant Executive Engineer		
1	Name of the Post	Assistant Executive Engineer
2	No. of Posts	As per sanctioned strength
3	Classification	Group A
4	Scale of Pay	Pay Level 10
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Bachelor's Degree or equivalent in Engineering (Electrical /Civil Engineering) from a recognized University/ Institute with at least 55% marks in the qualifying degree and 05 years relevant experience in Pay Level 7.</p> <p>OR</p> <p>Three years Diploma in Engineering (Electrical/ Civil Engineering) from a recognized university/Institute with at least 55% marks in the qualifying degree and 08 years relevant experience in Pay Level 7.</p> <p>(ii) Experience:</p> <p>Civil: (a) Experience in handling large construction projects and maintenance of Buildings, Roads, Water supply, Drainage works, etc. after completion of the degree/diploma.</p> <p>(b) Should have experience of working in MS-Office and other computer software relevant to the area of work/specialization & Auto CAD.</p> <p>Electrical: (a) Electrical maintenance, electrical services and project execution of works related to internal electrical installation, HT/LT Power Distribution including sub-station & Power Factor Management, Water Pumping System, Street Lighting, etc.; design estimation, tendering & billing of electrical works;</p> <p>(b) Should have experience of working in MS-Office and other computer software relevant to the area of work/specialization.</p> <p>Desirable:</p> <p>(i) Experience in maintaining Civil/ Electrical Infrastructure of a residential Campus of CFTIs/ Institutions of National Importance or Industry of repute.</p> <p>(ii) B.E.E. Certified Energy Manager/Energy Auditor (for Electrical);</p> <p>(iii) Experience in illumination Design (for Electrical);</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not applicable Educational Qualification: Yes (for LDCE) & No (for SQ)
9	Period of probation, if any	Direct Recruitment/ Promotion: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	(i) 50% by Direct Recruitment/ Deputation-cum-absorption/ Contract; (ii) 50% by promotion, failing which, by Direct Recruitment/ Deputation/ Contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	LDCE: For Limited Departmental Competitive Examination, the Residency period will be 04 years at Pay Level 7 and Educational Qualification shall be the same as that for Direct Recruitment of Assistant Executive Engineer.

		<p>Seniority Quota: Assistant Engineer (Civil/Electrical) in Pay level 7 who have rendered at least 07 years of regular service as Assistant Engineer (Civil/ Electrical) in Pay Level 7 at IPE.</p> <p>By Deputation/Transfer on Deputation/on contract basis: Officers under the Central / State Governments / Universities /Recognized Research Institutes or Institutes of national importance or Universities /Deemed University level Institution or PSU/Industry:</p> <p>(i) Holding analogous post or having educational qualification and experience as prescribed in para 7 above</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IPE

Assistant Engineer (Civil)		
1	Name of the Post	Assistant Engineer (Civil)
2	No. of Posts	As per sanctioned strength
3	Classification	Group B
4	Scale of Pay	Pay Level 7
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not Applicable Educational Qualification: Yes (for LDCE) & No (for SQ)
9	Period of probation, if any	Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by promotion
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	LDCE: For Limited Departmental Competitive Examination, the Residency period will be 03 years at Pay Level 6 and Educational Qualification shall be the same as that for Direct Recruitment the post of Junior Engineer (Civil). Seniority Quota: Junior Engineer (Civil) in Pay level 6 who have rendered at least 05 years of regular service as Junior Engineer (Civil) in Pay level 6 at IIPE.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Assistant Engineer (Electrical)		
1	Name of the Post	Assistant Engineer (Electrical)
2	No. of Posts	As per sanctioned strength
3	Classification	Group B
4	Scale of Pay	Pay Level 7
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not Applicable Educational Qualification: Yes (for LDCE) & No (for SQ)
9	Period of probation, if any	Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by promotion
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	LDCE: For Limited Departmental Competitive Examination, the Residency period will be 03 years at Pay Level 6 and Educational Qualification shall be the same as that for the post of Junior Engineer (Electrical). Seniority Quota: Junior Engineer (Electrical) in Pay level 6 who have rendered at least 05 years of regular service as Junior Engineer (Electrical) in Pay level 6 at IIPE.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Junior Engineer (Civil)		
1	Name of the Post	Junior Engineer (Civil)
2	No. of Posts	As per sanctioned strength
3	Classification	Group B
4	Scale of Pay	Pay Level 6
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Bachelor's degree in Civil Engineering with minimum 55% marks from a recognized institute with a minimum 4 years' experience in a relevant post in Pay Level 5 or equivalent.</p> <p style="text-align: center;">OR</p> <p>Three years diploma in Civil Engineering with minimum 55% marks from a recognized institute with a minimum 5 years' experience in a relevant post in Pay Level 5 or equivalent.</p> <p>(ii) Experience in construction and maintenance of Buildings, Roads, Water supply, Drainage works, etc. after completion of the degree/diploma.</p> <p>Desirable:</p> <p>(i) Experience in maintaining Civil Infrastructure of a residential Campus of CFTIs/ Institutions of National Importance or Industry of repute.</p> <p>(ii) Should have experience of working in MS-Office and other computer software relevant to the area of work/specialization & Auto CAD.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not applicable Educational Qualification: Yes (for LDCE) & No (for SQ)
9	Period of probation, if any	Direct Recruitment/ Promotion: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	(i) 50% by Direct Recruitment/ Deputation-cum-absorption/ Contract; (ii) 50% by promotion, failing which, by Direct Recruitment including Contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>LDCE: For Limited Departmental Competitive Examination, the Residency period will be 03 years at Pay Level 5 and Educational Qualification shall be the same as that for Direct Recruitment of Junior Engineer (Civil).</p> <p>Seniority Quota: Senior Technician of relevant field in Pay level 5 who have rendered at least 05 years of regular service as Senior Technician in Pay level 5 at IIPE.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Junior Engineer (Electrical)		
1	Name of the Post	Junior Engineer (Electrical)
2	No. of Posts	As per sanctioned strength
3	Classification	Group B
4	Scale of Pay	Pay Level 6
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Bachelor's degree in Electrical Engineering with minimum 55% marks from a recognized institute with a minimum 4 years' experience in a relevant post in Pay Level 5 or equivalent.</p> <p style="text-align: center;">OR</p> <p>Three years diploma in Electrical Engineering with minimum 55% marks from a recognized institute with a minimum 5 years' experience in a relevant post in Pay Level 5 or equivalent.</p> <p>(ii) Experience in Electrical maintenance, electrical services and project execution of works related to internal electrical installation, HT/LT Power Distribution including sub-station & Power Factor Management, Water Pumping System, Street Lighting, etc.; design estimation, tendering & billing of electrical works;</p> <p>Desirable:</p> <p>(i) B.E.E. Certified Energy Manager/Energy Auditor;</p> <p>(ii) Experience in illumination Design;</p> <p>(iii) Experience in maintaining Electrical Infrastructure of a residential Campus of CFTIs/ Institutions of National Importance or Industry of repute.</p> <p>(iv) Should have experience of working in MS-Office and other computer software relevant to the area of work/specialization.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not Applicable Educational Qualification: Yes (for LDCE) & No (for SQ)
9	Period of probation, if any	Direct Recruitment/ Promotion: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	(i) 50% by Direct Recruitment/ Deputation-cum-absorption/ Contract; (ii) 50% by promotion, failing which, by Direct Recruitment including Contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>LDCE: For Limited Departmental Competitive Examination, the Residency period will be 03 years at Pay Level 5 and Educational Qualification shall be the same as that for Direct Recruitment of Junior Engineer (Electrical).</p> <p>Seniority Quota: Senior Technician of relevant field in Pay level 5 who have rendered at least 05 years of regular service as Senior Technician in Pay level 5 at IIPE.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Senior Technician		
1	Name of the Post	Senior Technician
2	No. of Posts	As per sanctioned strength
3	Classification	Group C
4	Scale of Pay	Pay Level 5
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not Applicable Educational Qualification: Yes (for LDCE) & No (for SQ)
9	Period of probation, if any	Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by promotion
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	LDCE: For Limited Departmental Competitive Examination, the Residency period will be 03 years in Pay Level 3 and Educational Qualification shall be the same as that for Direct Recruitment in the post of Junior Technician in IIPE. Seniority Quota: Junior Technician in Pay level 3 who have rendered at least 05 years of regular service as Junior Technician in Pay Level 3 at IIPE.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Junior Technician		
1	Name of the Post	Junior Technician
2	No. of Posts	As per sanctioned strength
3	Classification	Group C
4	Scale of Pay	Pay Level 3
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	<p>Essential: Educational Qualification:</p> <p>(i) Bachelor's Degree in relevant Engineering Discipline (Civil/ Electrical) with minimum 55% marks in the qualified degree from a recognised Institute and 2 years of experience in the relevant work (Civil/ Electrical) in any large residential campus;</p> <p style="text-align: center;">OR</p> <p>Three years diploma in relevant Engineering Discipline (Civil/ Electrical) with minimum 55% marks in the qualified degree from a recognised Institute and 3 years of experience in the relevant work (Civil/ Electrical) in any large residential campus;</p> <p style="text-align: center;">OR</p> <p>ITI/NCVT recognised vocational training with 55% marks in relevant trade with relevant experience (Civil/Electrical) of 5 years after the ITI/ Vocational Training Certificate in any large residential campus.</p> <p>Desirable:</p> <p>(i) Experience in maintaining Civil/ Electrical Infrastructure of a large residential campus of an educational institute or Industry of repute.</p> <p>(ii) Knowledge of Computer Applications.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Not Applicable
9	Period of probation, if any	Direct Recruitment: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment (Including Contract).
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	Not Applicable
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Technical Cadre

Senior Technical Officer		
1	Name of the Post	Senior Technical Officer
2	No. of Posts	As per sanctioned strength
3	Classification	Group A
4	Scale of Pay	Pay Level 12
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	50 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) M. Tech Degree in Engineering or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with 05 years relevant experience in Pay Level 10.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree (four years) or equivalent qualification in appropriate field of Engineering with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with 07 years relevant experience in Pay Level 10.</p> <p style="text-align: center;">OR</p> <p>Master Degree in Science/ Computer Science or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ institute with 05 years relevant experience in Pay Level- 10.</p> <p>(ii) Should have experience of working in MS-Office and other computer software relevant to the area of work/specialization.</p> <p>Desirable: Ph.D in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with three years relevant experience in the Grade Pay of Rs. 6600 (Pay Level – 11) or equivalent.</p> <p>Experience in handling sophisticated laboratory equipment in reputed educational institutions/ Institutions of National Importance and similar Central Govt. organizations or research laboratories.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not applicable Educational Qualification: No (for SQ)
9	Period of probation, if any	Direct Recruitment: One Year, Promotion: Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	(i) 75% by Direct Recruitment/ Deputation-cum-absorption/ Contract; (ii) 25% by promotion, failing which, by Direct Recruitment/ Deputation/ Contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>Seniority Quota: Technical Officer (Senior Scale) of relevant discipline in Pay level 11 who have rendered at least 03 years of regular service as Technical Officer (Senior Scale) in Pay level 11 at IIPE.</p> <p>Deputation/ Deputation – cum – absorption/on Contract basis: Officers from the Central/ State Governments or Institutes of national importance or Universities / University level Institution or PSU/ Industry:</p> <p>(a) Holding analogous post, or with at least 03 years' relevant experience in a post carrying Pay Level 11 or its equivalent and; (b) Possessing educational qualification as prescribed at para 7 above.</p>

12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE
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Technical Officer		
1	Name of the Post	Technical Officer
2	No. of Posts	As per sanctioned strength
3	Classification	Group A
4	Scale of Pay	Pay Level 10
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p>(i) M. Tech Degree in Engineering or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with 03 years relevant experience in Pay Level 7.</p> <p>OR</p> <p>Bachelor's Degree (four years) or equivalent qualification in appropriate field of Engineering with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with 05 years relevant experience in Pay Level 7.</p> <p>OR</p> <p>Master's degree in Science or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ institute with 03 years relevant experience in Pay Level 7.</p> <p>(ii) Should have experience of working in MS-Office and other computer software relevant to the area of work/specialization.</p> <p>Computer Cadre -Technical Officer (IT):</p> <p>B.E./ B.Tech/ M.Sc Degree or equivalent in Computer Science and Engineering/ Information or MCA from a recognised university/ Institution of repute with at least 60% marks or an equivalent CGPA in a grade point scale, with at least 05 years relevant experience in Pay Level 7;</p> <p>OR</p> <p>ME/ M.Tech/ MS degree in Computer Science and Engineering/ Information Technology or equivalent from a recognised University/ Institution of repute with at least 60% marks or an equivalent CGPA in a grade point scale, with atleast 03 years relevant experience in Pay Level 7;</p> <p>Desirable:</p> <p>Experience in handling sophisticated laboratory equipment in reputed educational institutions/ Institutions of National Importance and similar Central Govt. organisations or research laboratories.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not applicable Educational Qualification: Yes (for LDCE); No (for SQ)
9	Period of probation, if any	Direct Recruitment/ Promotion: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	(i) 50% by Direct Recruitment/ Deputation-cum-absorption/ Contract; (ii) 50% by promotion, failing which, by Direct Recruitment/ Deputation/ Contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	LDCE: For Limited Departmental Competitive Examination, the Residency period would be 04 years in Pay Level 7 at IIPe and Educational Qualification shall be the same as that for Direct Recruitment of Technical Officer.

		<p>Seniority Quota: Technical Superintendent of relevant discipline in Pay level 7 who have rendered at least 7 years of regular service as Technical Superintendent in the relevant discipline in Pay level 7 at IIPE.</p> <p>Deputation /Deputation-cum-absorption/ on contract: Officers under the Central / State Governments / Universities /Recognized Research Institutes or Institutes of national importance or Universities /Deemed University level Institution or PSU/Industry having educational qualification and experience as prescribed at para 7 above.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Technical Superintendent		
1	Name of the Post	Technical Superintendent
2	No. of Posts	As per sanctioned strength
3	Classification	Group B
4	Scale of Pay	Pay Level 7
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not Applicable Educational Qualification: Yes (for LDCE); No (for SQ)
9	Period of probation, if any	Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by promotion
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	LDCE: For Limited Departmental Competitive Examination, the Residency period will be 03 years in Pay level 6 at IIPE and Educational Qualification shall be the same as that for Direct Recruitment of Junior Technical Superintendent. Seniority Quota: Junior Technical Superintendent of relevant discipline in Pay level 6 who have rendered at least 05 years of regular service as Junior Technical Superintendent in the relevant discipline in Pay level 6 at IIPE.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Junior Technical Superintendent		
1	Name of the Post	Junior Technical Superintendent
2	No. of Posts	As per sanctioned strength
3	Classification	Group B
4	Scale of Pay	Pay Level 6
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Bachelor's Degree or equivalent in Engineering in relevant discipline with at least 55% marks or an equivalent CGPA in a grade point scale in qualifying degree from a recognized University/ Institute with 4 years' experience in relevant discipline as Senior Lab Assistant in the Pay Level 5 or equivalent in a Govt. Dept./Autonomous Bodies/ Private Sector Organizations of repute.</p> <p style="text-align: center;">OR</p> <p>Three years' Diploma in relevant field and with at least 55% marks or an equivalent CGPA in a grade point scale in qualifying degree from a recognized University/Institute with 5 years' experience in relevant discipline as Senior Lab Assistant in the Pay Level 5 or equivalent in a Govt. Dept./Autonomous Bodies/ Private Sector Organizations of repute.</p> <p>(ii) Should have experience of working in MS-Office and other computer software relevant to the area of work/specialization.</p> <p>Desirable:</p> <p>Experience in handling sophisticated laboratory equipment in reputed educational institutions/ Institutions of National Importance and similar Central Govt. organisations or research laboratories.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	<p>Age: Not applicable</p> <p>Educational Qualification: Yes (for LDCE); No (for SQ)</p>
9	Period of probation, if any	Direct Recruitment/ Promotion: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	<p>(i) 50% by Direct Recruitment (including Contract);</p> <p>(ii) 50% by Promotion, failing which, by Direct Recruitment including Contract.</p>
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>LDCE: For Limited Departmental Competitive Examination, the Residency period will be 03 years in Pay Level 5 and Educational Qualification shall be the same as that for Direct Recruitment of Junior Technical Superintendent.</p> <p>Seniority Quota: Senior Lab Assistant of relevant discipline in Pay level 5 who have rendered at least 05 years of regular service as Senior Lab Assistant in the relevant discipline in Pay level 5 at IIPE.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Senior Lab Assistant		
1	Name of the Post	Senior Lab Assistant
2	No. of Posts	As per sanctioned strength
3	Classification	Group C
4	Scale of Pay	Pay Level 5
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not Applicable Educational Qualification: Yes (for LDCE); No (for SQ)
9	Period of probation, if any	Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by promotion
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	LDCE: For Limited Departmental Competitive Examination, the Residency period will be 3 years in Pay Level 3 and Educational Qualification shall be the same as that for Direct Recruitment in the post of Lab Assistant. Seniority Quota: Lab Assistant of relevant discipline in Pay Level 3 who have rendered at least 05 years of regular service as Lab Assistant in Pay Level 3 at IIPE.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Lab Assistant		
1	Name of the Post	Lab Assistant
2	No. of Posts	As per sanctioned strength
3	Classification	Group C
4	Scale of Pay	Pay Level 3
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Bachelor's Degree or equivalent in Engineering in the relevant discipline with at least 55% marks or an equivalent CGPA in a grade point scale in qualifying degree from a recognized University/ Institute, with at least two years relevant experience in the relevant laboratories of teaching/ research Institutes/ Industries or Organizations.</p> <p>OR</p> <p>Three years Diploma in relevant discipline and with at least 55% marks or an equivalent CGPA in a grade point scale in qualifying degree from a recognized University/Institute, with at least three years relevant experience in laboratories of teaching/research Institutes/ Industries or Organizations.</p> <p>OR</p> <p>ITI/NCVT recognised vocational training with 55% marks in relevant trade with relevant experience of 5 years after the ITI/ Vocational Training Certificate.</p> <p>(ii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point is a must.</p> <p>Desirable:</p> <p>Experience in handling sophisticated laboratory equipment in reputed educational institutions/ Institutions of National Importance and similar Central Govt. organisations or research laboratories.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Not Applicable
9	Period of probation, if any	Direct Recruitment: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment (Including Contract)
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	Not applicable
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Library Cadre

Librarian		
1	Name of the Post	Librarian
2	No. of Posts	01 (One)
3	Classification	Group A
4	Scale of Pay	Academic Pay Level 14
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	57 Years
7	Educational and other qualifications required for direct recruits	Educational Qualification and Experience will be as per UGC guidelines as amended from time to time.
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Not applicable
9	Period of probation, if any	Direct Recruitment: One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment/ Deputation/Deputation-cum-absorption/Contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>Deputation /Deputation-cum-absorption/on contract basis: Officers from the Library of Central / State Governments or Institutes of national importance or Universities / Deemed University level Institution or PSU/ Industry:</p> <p>(i) Holding analogous post or with at least 03 years' service in posts carrying Academic Pay Level – 13A or its equivalent and having experience in management of a library of similar magnitude and;</p> <p>(ii) Possessing educational qualification as prescribed at para 7 above.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Deputy Librarian		
1	Name of the Post	Deputy Librarian
2	No. of Posts	As per sanctioned strength
3	Classification	Group – A
4	Scale of Pay	Academic Pay Level 12 (Incumbent will move to Academic Pay Level 13A under CAS as per UGC norms)
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	50 Years
7	Educational and other qualifications required for direct recruits	Essential: Educational Qualification and Experience will be as per UGC guidelines as amended from time to time.
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Not Applicable
9	Period of probation, if any	Direct Recruitment: One Year; Promotion: Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	75% by Direct Recruitment/ Deputation/Deputation-cum-absorption/Contract. 25% through promotion, failing which by Direct Recruitment/Deputation/Contract. Promotion under Career Advancement Scheme (CAS) as per UGC norms.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	Deputation/ Deputation-cum-absorption/on contract basis: Officers from the Library of Central / State Governments or Institutes of national importance or Universities / Deemed University level Institution or PSU/ Industry: (i) Holding analogous post or with at least 5 years' service in posts carrying Academic Pay Level 10 or its equivalent and having experience in management of a library of similar magnitude and; (ii) Possessing educational qualification as prescribed at para 7 above. Note: Promotion under Career Advancement Scheme (CAS) as per UGC norms.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPe

Assistant Librarian		
1	Name of the Post	Assistant Librarian
2	No. of Posts	As per sanctioned strength
3	Classification	Group A
4	Scale of Pay	Academic Pay Level 10 (Incumbent will move to Academic Pay Level 11 under CAS as per UGC norms)
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	45 Years
7	Educational and other qualifications required for direct recruits	Essential: Educational Qualification and Experience will be as per UGC guidelines as amended from time to time.
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not applicable Educational Qualification: Yes (for LDCE); No (for SQ)
9	Period of probation, if any	Direct Recruitment/ Promotion: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	(i) 50% by Direct Recruitment/ Deputation-cum-absorption/ Contract; (ii) 50% by promotion, failing which, by Direct Recruitment/ Deputation/ Contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>LDCE: For Limited Departmental Competitive Examination, the Residency period will be 04 years at Pay Level 7 at IIPE and Educational Qualification shall be same as that for Direct Recruitment of Assistant Librarian.</p> <p>Seniority Quota: Library Superintendent in the Pay Level 7 who have rendered at least 07 years of regular service as Library Superintendent in Pay Level 7 at IIPE.</p> <p>Deputation/Deputation-cum-absorption/on contract basis: Officers from the Library of Central/ State Governments or Institutes of national importance or Universities/ Deemed University level Institution or PSU/ Industry:</p> <p>(i) Holding analogous post or with at least 05 years' service in posts carrying Pay Level 7 or its equivalent and having experience in management of a library of similar magnitude and</p> <p>(ii) Possessing educational qualification as prescribed at para 7 above.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Library Superintendent		
1	Name of the Post	Library Superintendent
2	No. of Posts	As per sanctioned strength
3	Classification	Group B
4	Scale of Pay	Pay Level 7
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not Applicable Educational Qualification: Yes (for LDCE); No (for SQ)
9	Period of probation, if any	Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by promotion
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	LDCE: For Limited Departmental Competitive Examination, the Residency period will be 03 years at Pay Level 6 at IIPE and Educational Qualification shall be same as that for Direct Recruitment for the post of Junior Library Superintendent. Seniority Quota: Junior Library Superintendent in the Pay Level 6 who have rendered at least 05 years of regular service as Junior Library Superintendent in Pay Level 6 at IIPE.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Junior Library Superintendent		
1	Name of the Post	Junior Library Superintendent
2	No. of Posts	As per sanctioned strength
3	Classification	Group B
4	Scale of Pay	Pay Level 6
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) MLISc or equivalent from recognized University /Institute with at least 55% marks or equivalent CGPA, in the qualifying degree.</p> <p style="text-align: center;">OR</p> <p>Master's Degree in Arts/Science/ Commerce or any other discipline along with BLISc with at least 55% marks or equivalent CGPA from recognized University/Institute.</p> <p>(ii) Diploma in Computer Application</p> <p>(iii) At least 04 years working experience in a reputed library in Pay Level 5.</p> <p>Desirable:</p> <p>(i) Experience in Academic Library in CFTIs/ Institutions of National Importance.</p> <p>(ii) Having working knowledge on Computer Application preferably in Librarianship/ Library management Software.</p> <p>(iii) Proficiency in classification and cataloguing of library materials both print and online.</p> <p>(iv) Post Graduate Diploma in Computer Application or PGDLAN.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	<p>Age: Not Applicable</p> <p>Educational Qualification: Yes (for LDCE); No (for SQ)</p>
9	Period of probation, if any	Direct Recruitment/ Promotion: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	<p>(i) 50% by Direct Recruitment/ Deputation-cum-absorption/ Contract;</p> <p>(ii) 50% by promotion, failing which, by Direct Recruitment including Contract.</p>
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>LDCE: For Limited Departmental Competitive Examination, the Residency period will be 03 years at Pay Level 5 at IIPE and Educational Qualification shall be same as that for Direct Recruitment of Junior Library Superintendent.</p> <p>Seniority Quota: Senior Library Assistant in the Pay Level 5 who have rendered at least 05 years of regular service as Senior Library Assistant in Pay Level 5 at IIPE.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Senior Library Assistant		
1	Name of the Post	Senior Library Assistant
2	No. of Posts	As per sanctioned strength
3	Classification	Group C
4	Scale of Pay	Pay Level 5
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not applicable Educational Qualification: Yes (for LDCE); No (for SQ)
9	Period of probation, if any	Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by promotion.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	LDCE: For Limited Departmental Competitive Examination, the Residency period shall be 03 years at Pay Level 3 at IIPE and Educational Qualification shall be same as that for Direct Recruitment for the post of Library Assistant. Seniority Quota: Library Assistant in the Pay Level 3 who have rendered at least 05 years of regular service as Library Assistant in Pay Level 3 at IIPE.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Library Assistant		
1	Name of the Post	Library Assistant
2	No. of Posts	As per sanctioned strength
3	Classification	Group C
4	Scale of Pay	Pay Level 3
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	<p>Essential: Graduation plus BLISc or MLISc in Library Information Science with minimum 55% marks (or equivalent CGPA) in qualifying degree with at least 02 years of relevant library experience in a reputed organisation.</p> <p>Desirable:</p> <p>(i) Experience in Academic Library in CFTIs/ Institutions of National Importance.</p> <p>(ii) Having working knowledge of Computer Application preferably in Librarianship/ Library management Software/ DCA.</p> <p>(iii) Proficiency in classification and cataloguing of library materials both print and online.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Not Applicable
9	Period of probation, if any	Direct Recruitment: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100 % by Direct Recruitment (including contract)
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	Not Applicable
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Medical Cadre

Chief Medical Officer		
1	Name of the Post	Chief Medical Officer
2	No. of Posts	As per sanctioned strength
3	Classification	Group A
4	Scale of Pay	Pay Level 12 plus Non-Practicing Allowance
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	50 Years
7	Educational and other qualifications required for direct recruits	<p>Essential: M.D. or M.S. Degree in a clinical discipline with an outstanding educational background with at least 08 years professional experience, out of which 05 years in Pay Level 11 or equivalent.</p> <p>Desirable: (i) The above qualifications - MD / MS/ Diploma preferably in medicine, orthopaedics, chest diseases, paediatrics, Obstetrics and Gynaecology & family medicine. (ii) The work experience should be in a medical college or large Govt./ private Hospitals of repute.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	No
9	Period of probation, if any	Direct Recruitment: One Year, Promotion: Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	<p>75 % by Direct Recruitment/ Deputation/ Deputation-cum-absorption/ Contract 25% promotion, failing which, by Direct Recruitment/ Deputation/ Contract.</p> <p>Note: Financial Upgradation as per DACP Scheme of Ministry of Health and Family Welfare, Gol.</p>
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>Deputation/Deputation-cum-absorption/on Contract: Officers under the Central / State Governments / Universities /Recognized Research Institutes or Institutes of national importance or Universities/Deemed University level Institution or PSU/Industry:-</p> <p>(i) Having served/ serving as Chief Medical Officer on analogous post; OR (ii) Having at least 05 years relevant experience in Pay Level 11; OR (iii) Having 09 years relevant experience in Pay Level 10 or equivalent; AND Possessing educational qualification as prescribed at para 7 above.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Medical Officer		
1	Name of the Post	Medical Officer
2	No. of Posts	As per sanctioned strength
3	Classification	Group A
4	Scale of Pay	Pay Level 10 plus Non-Practicing Allowance
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p>Essential: M.D or M.S in an appropriate branch of Medicine OR Postgraduate Diploma in an appropriate branch of Medicine plus at least one-year experience in a recognized hospital. OR M.B.B.S. including completion of compulsory rotatory internship followed by at least 03 years of experience in a recognized hospital.</p> <p>Desirable:</p> <p>(i) The above qualifications- Diploma / MD / MS preferably in medicine, chest diseases, paediatrics, Obstetrics and Gynaecology & family medicine.</p> <p>(ii) The work experience should be in a medical college or large Govt./ private Hospitals of repute.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	No
9	Period of probation, if any	Direct Recruitment: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	<p>100 % by Direct Recruitment/ Deputation/ Deputation-cum-absorption/ Contract</p> <p>Note: Financial Upgradation as per DACP Scheme of Ministry of Health and Family Welfare, Gol.</p>
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	Deputation/Deputation-cum-absorption/on Contract: Officers of Central/State Government/PSUs/Autonomous Bodies/Reputed Private Hospitals having qualification and experience as mentioned at para 7 above.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Nursing Cadre

Matron		
1	Name of the Post	Matron
2	No. of Posts	As per sanctioned strength
3	Classification	Group B
4	Scale of Pay	Pay Level 9
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not Applicable Educational Qualification: No (for SQ)
9	Period of probation, if any	Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by promotion
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	Seniority Quota: Assistant Matron in the Pay Level 8 who have rendered at least 03 years of regular service as Assistant Matron in Pay Level 8 at IIPE.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Assistant Matron		
1	Name of the Post	Assistant Matron
2	No. of Posts	As per sanctioned strength
3	Classification	Group B
4	Scale of Pay	Pay Level 8
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not Applicable Educational Qualification: No (for SQ)
9	Period of probation, if any	Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by promotion
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	Seniority Quota: Senior Medical Assistant in the Pay Level 7 who have rendered at least 02 years of regular service as Senior Medical Assistant in Pay Level 7 at IIPE.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Senior Medical Assistant		
1	Name of the Post	Senior Medical Assistant
2	No. of Posts	As per sanctioned strength
3	Classification	Group B
4	Scale of Pay	Pay Level 7
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not Applicable Educational Qualification: Yes (for LDCE); No (for SQ)
9	Period of probation, if any	Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by promotion
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	LDCE: For Limited Departmental Competitive Examination, the Residency period will be 03 years at Pay Level 6 at IIPE and Educational Qualification shall be same as that for Direct Recruitment for the post of Medical Assistant. Seniority Quota: Medical Assistant in the Pay Level 6 who have rendered at least 05 years of regular service as Medical Assistant in Pay Level 6 at IIPE.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Medical Assistant		
1	Name of the Post	Medical Assistant
2	No. of Posts	As per sanctioned strength
3	Classification	Group B
4	Scale of Pay	Pay Level 6
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) B.Sc (Hons.) Nursing/ B.Sc. Nursing from an Indian Nursing Council/ State Nursing Council recognised institute or University;</p> <p style="text-align: center;">OR</p> <p>B.Sc (Post-certificate)/ Post Basic B.Sc Nursing from an Indian Nursing Council/ State Nursing Council recognised Institute/ University;</p> <p style="text-align: center;">OR</p> <p>Diploma in General Nursing and Midwifery from Indian Nursing Council/ State Nursing Council recognised Institute/ Board or Council.</p> <p>(ii) Registered as Nurse and Midwife in State/ Indian Nursing Council;</p> <p>(iii) Two Years' relevant experience after acquiring the educational qualification mentioned above.</p> <p>Desirable: Experience in Hospital/Health Centres run by reputed residential educational institutions.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	No
9	Period of probation, if any	Direct Recruitment: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment (including contract)
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	Not Applicable
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Physical Education & Sports Cadre

Physical Education & Sports Officer		
1	Name of the Post	Physical Education & Sports Officer
2	No. of Posts	As per sanctioned strength
3	Classification	Group A
4	Scale of Pay	Pay Level 10 (Incumbent will move to Pay Level 11 with post name as Physical Education & Sports Officer (Senior Scale) and subsequently to Pay Level 12 with post name as Senior Physical Education & Sports Officer, under CAS as per UGC norms)
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	40 Years
7	Educational and other qualifications required for direct recruits	Educational Qualification and Experience will be as per UGC guidelines for the post of Assistant Director of Physical Education, as amended from time to time
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	No
9	Period of probation, if any	Direct Recruitment: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100 % by Direct Recruitment/ Deputation/ Deputation-cum-absorption/ Contract Promotion under Career Advancement Scheme (CAS) as per UGC norms
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	Deputation /Deputation-cum-absorption/ on contract: Officers under the Central / State Governments / Universities /Recognized Research Institutes or Institutes of national importance or Universities /Deemed University level Institution or PSU/Industry having educational qualification and experience as prescribed at para 7 above.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Senior Physical Training Instructor (Senior PTI)		
1	Name of the Post	Senior PTI
2	No. of Posts	As per sanctioned strength
3	Classification	Group B
4	Scale of Pay	Pay Level 7
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Not Applicable
9	Period of probation, if any	Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by promotion
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>LDCE: For Limited Departmental Exam the Residency period will be 03 years at Pay Level 6 at IIPE and Educational Qualification shall be same as that for Direct recruitment for the post of PTI.</p> <p>Seniority Quota: Physical Training Instructor: PTI working in IIPE who have rendered at least 05 years of regular service as PTI in Pay Level 6 at IIPE.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Physical Training Instructor (PTI)		
1	Name of the Post	PTI
2	No. of Posts	As per sanctioned strength
3	Classification	Group B
4	Scale of Pay	Pay Level - 6
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential: (i) B.P.Ed. (55% marks) from any recognized institution. (ii) 04 years' relevant experience in Pay Level 5 or equivalent OR 07 years' relevant experience in Pay Level 3 or equivalent, in coaching of relevant sport/ Physical Training, as the case may be, in any recognized Institution/ Organisation. Desirable: Relevant Experience in CFTIs/ Institutions of National Importance in coaching/training the students.
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	No
9	Period of probation, if any	Direct recruitment: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment/ Deputation-cum-absorption/ Contract;
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	Not Applicable
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Official Language Cadre

Assistant Registrar (Official Language)		
1	Name of the Post	Assistant Registrar (Official Language)
2	No. of Posts	As per sanctioned strength
3	Classification	Group A
4	Scale of Pay	Pay Level 10
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Master's degree in Hindi/English with English/Hindi as a subject at degree level with at least 55% marks from a recognized University / Institute or Master's degree or equivalent in any subject with Hindi and English as a subject at the degree level with at least 55% marks from a recognized University / Institute;</p> <p>(ii) 5 years of experience in Pay Level 7 or equivalent with experience of terminological work in Hindi and /or translation work from English to Hindi or vice-versa in any University / Government/Government organizations.</p> <p>Desirable: Administrative experience of organizing Hindi classes or workshops for noting and drafting, Knowledge of Computer Applications.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not Applicable Educational Qualifications: Yes (for LDCE); No (for SQ)
9	Period of probation, if any	Direct Recruitment: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100 % by Direct Recruitment/ Deputation/ Deputation-cum-absorption/ Contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	Deputation /Deputation-cum-absorption/ on contract: Officers from the Central / State Governments or Institutes of national importance or Universities / University level institution or PSU/ Industry having qualification and experience as prescribed at para 7 above.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPe

Superintendent (Rajbhasa)		
1	Name of the Post	Superintendent (Rajbhasa)
2	No. of Posts	As per sanctioned strength
3	Classification	Group B
4	Scale of Pay	Pay Level 7
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	No
9	Period of probation, if any	Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100 % by Promotion
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	Seniority Quota: Hindi Translator in Pay Level 6 who have rendered at least 05 years of regular service as Hindi Translator in Pay Level 6 at IIPE
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Hindi Translator		
1	Name of the Post	Hindi Translator
2	No. of Posts	As per sanctioned strength
3	Classification	Group B
4	Scale of Pay	Pay Level 6
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Master's degree in Hindi/English with English/Hindi as a subject at degree level with at least 55% marks from a recognized University / Institute or Master's degree or equivalent in any subject with Hindi and English as a subject at the degree level with at least 55% marks from a recognized University / Institute;</p> <p>(ii) 05 years of experience of terminological work in Hindi and translation work from English to Hindi and vice-versa, preferably of technical or scientific literature in any University / Government/Government organizations.</p> <p style="text-align: center;">OR</p> <p>Five years' experience of teaching, research, writing or journalism in Hindi.</p> <p>Desirable: Administrative experience of organizing Hindi classes or workshops for noting and drafting, Knowledge of Computer Applications.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	No
9	Period of probation, if any	Direct Recruitment: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100 % by Direct Recruitment/ Deputation/ Deputation-cum-absorption/ Contract
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	Not Applicable
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPe

Placement Cadre

Senior Placement Officer		
1	Name of the Post	Senior Placement Officer
2	No. of Posts	As per sanctioned strength
3	Classification	Group A
4	Scale of Pay	Pay Level 12
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	No
9	Period of probation, if any	Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100 % by Promotion
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	Seniority Quota: Placement Officer (Senior Scale) who have rendered at least 03 years of regular service as Placement Officer (Senior Scale) in Pay Level 11 at IIPE
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Placement Officer		
1	Name of the Post	Placement Officer
2	No. of Posts	As per sanctioned strength
3	Classification	Group A
4	Scale of Pay	Pay Level 10
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>Master's degree in Engineering/ Technology/ Management preferably in HR/ IRPM with at least 55% marks in the qualifying degree from a recognized University / Institute with at least 05 years' relevant experience in training & placement activities of Engineering students, in Pay Level 7 or equivalent.</p> <p>Desirable:</p> <p>Experience in CFTIs/ Institutions of National Importance or similar Central Govt. Institutions or reputed organisations. Working knowledge of computer applications.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	No
9	Period of probation, if any	Direct Recruitment: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100 % by Direct Recruitment/ Deputation/ Deputation-cum-absorption/ Contract
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	Deputation /Deputation-cum-absorption/ on contract: Officers working in Universities / Recognized Research Institutes or Institutes of national importance or Universities / Deemed University level Institution having educational qualification and experience as prescribed at para 7 above.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Security Cadre

Senior Security Officer		
1	Name of the Post	Senior Security Officer
2	No. of Posts	As per sanctioned strength
3	Classification	Group A
4	Scale of Pay	Pay Level 12
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	No
9	Period of probation, if any	Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100 % by Promotion
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	Seniority Quota: Security Officer (Senior Scale) who have rendered at least 03 years of regular service as Security Officer (Senior Scale) in Pay Level 11 at IIPE
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Security Officer		
1	Name of the Post	Security Officer
2	No. of Posts	As per sanctioned strength
3	Classification	Group A
4	Scale of Pay	Pay Level 10
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Officials of Army / Navy / Air Force/ Paramilitary/ CAPF/ Police having a Bachelor's degree or equivalent from a recognized University/ Institute with at least 55% marks in the qualifying degree with 05 years relevant experience at the level of Inspector of Police in the Pay Level 7 or above.</p> <p style="text-align: center;">OR</p> <p>A Bachelor's degree from a recognized University/Institute with at least 55% marks in the qualifying degree with overall 15 years relevant experience out of which at least 05 years' experience in the Pay Level 7 or its equivalent in the Police or in a big security organization.</p> <p>(ii) Should be able to ride motorcycle, motor car and handle firearms; should be of sound health and active habits; and should be conversant with security rules and procedures to deal with Police and the Public.</p> <p>Desirable:</p> <p>(i) Training, conducting enquiries & investigation, managing contacts and handling emergencies like Fire Fighting, Rescue operations, Floods, Earthquake etc.</p> <p>(ii) Possessing a Diploma certificate in Security operations / Fire safety and disaster management from a recognized University / Institute.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	No
9	Period of probation, if any	Direct Recruitment: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100 % by Direct Recruitment/ Deputation/ Deputation-cum-absorption/ Contract
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>Deputation /Deputation-cum-absorption/ on contract:</p> <p>Officials of Army / Navy / Air Force or Officers of Central Para-Military Force or Institutes of national importance or Universities/ University level Institution or PSU/Industry:-</p> <p>(i) Holding analogous post on regular basis, and</p> <p>(ii) Possessing educational qualification as prescribed at para 7 above.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

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