Recruitment and Promotion Rules for Administrative Staff of IPR with effect from 1 May, 2019



निरंजन बैध्याख / NIRANJAN VAISHNAW मुख्य प्रशासनिक अधिकारी / Chief Administrative Officer प्लाज़्मा अनुसंधान संस्थान / Institute for Plasma Research इन्दिरा पुल के निकट , भाट / Near Indira Bridge, Bhat कि. गांधीनगर-382 428 / Dist. Gandhinagar-382 428

31.10.2018 and minutes of the 41st Governing Council are confirmed in 42nd Governing Council meeting held on 02.04.2019. Recruitment and Promotion Rules for Administrative Staff are approved in 41st Governing Council meeting held on

Recruitment and Promotion Rules for Administrative Staff (For Entry Level-2 and 4) Table A

[Note: (1) The proposed policy for **Table** A allows for Merit-based promotion up to Level-9 (Officer-I, e.g. maximum up to Level-9] Admin/Account/Purchase/Store Officer-I). (2) Staff entering in Level-2 and Level-4 can reach

No Interview.					
performance in written examination.	examination and computer skill test. Upper Age Limit: 28 Years	Promotion			
Written Promotion will be based on	year relevant experience. Written				
	Certified course in computers with three	or			
(MEP) 5 Years in previous level.	marks from a recognised university.		L-4		
Minimum Eligibility Period	Graduate with minimum 50%	Entry Level	2400/	PB1	Clerk (B)
	Upper Age Limit : 25 years				
	and computer skill test.				
	relevant experience. Written examination				
	Certified course in computers with one year		7-7		
	Graduate from a recognised university.	Entry Level	1900/	PB1	Clerk (A)
			CPC)		
		per 7	per 7		
		Level)/By	(As		
		Level (Entry	Leve		
		Pay/ Recruitment	Pay/	Band	
Promotion Norms	Direct Recruitment Norms	Grade Post filled by	Grad	Pay	Post
			2	,	•



निरंजन वैध्याव / NIPANUM (१) एक्ट प्रशासनिक अधिकारी/Chief Administrative एक काउमा अनुसंधान संस्थान/Institute for Plasma Reseas इतिहास के निकट, भाट/Near Indira Bridge, Bha जि. गांधानक (१८) ४२४/Dist. Gandhinagar-382 428

	20	>>	S C C	>>
Post	Office Assistant (B) (Admin/Accounts/Purchase	/Stores)	Office Assistant (C) (Admin/Accounts/Purchase	/Stores)
Pay Band	PB2		PB2	
Grade Pay/ Level (As per 7 CPC)	4200/ L-6		4600/ L-7	
Grade Post filled by Pay/ Recruitment Level (Entry (As Level)/By Promotion CPC)	4200/ by Promotion L-6		by Promotion	
Direct Recruitment Norms				
Promotion Norms	MEP 5 Years in previous level.	Written examination and interview (50% for written exam and 50% interview).	MEP 6 Years in previous level.	Written examination and interview (50% for written exam and 50% interview).



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Fost Pay Grade Post filled by Breet Recruitment Norms Band Level (Entry (As) (Evel)/By Per 7 Promotion CPC								
Post Band Pay/ Recruitment Level (Entry (As per 7 Promotion CPC) Ssistant (D) PB2 4800/ by Accounts/Purchase Pay/ Recruitment Level (Entry Level)/By Promotion PB2 4800/ by L-8 Promotion								
Post Band Pay/ Recruitment Level (Entry (As Level)/By per 7 Promotion CPC) Ssistant (D) PB2 4800/ by Accounts/Purchase L-8 Promotion Direct Recruitment Norms Level (Entry Level)/By Promotion	ghtage: 50% \R	Weigl APAF						
Post Band Pay/ Recruitment Level (Entry Level)/By per 7 Promotion Ssistant (D) PB2 4800/ by Accounts/Purchase L-8 Promotion	4-6							
Post Band Pay/ Recruitment Level (Entry (As Per)/By Promotion CPC) Ssistant (D) PB2 4800/ Accounts/Purchase L-8 Promotion PB2 4800/ by Promotion L-8 Promotion	6-8							
Post Band Pay/ Recruitment Level (Entry (As Level)/By Per 7 Promotion CPC) SSistant (D) PB2 4800/ by Accounts/Purchase L-8 Promotion	8-10							
Post Band Pay/ Grade Post filled by Direct Recruitment Norms Level (Entry Level)/By per 7 CPC) Ssistant (D) PB2 4800/ by L-8 Promotion Accounts/Purchase L-8 Promotion								
Post Band Pay/ Grade Post filled by Level (Entry (As Level)/By per 7 Promotion CPC) Ssistant (D) PB2 4800/ by Accounts/Purchase L-8 Promotion Direct Recruitment Norms Direct Recruitment Norms Direct Recruitment Norms Level (Entry Level)/By Promotion	Grading							
Pay Grade Post filled by Direct Recruitment Norms Level (Entry Level)/By Promotion	APAR							
Post Band Pay/ Grade Post filled by Level Ceruitment Level Centry As Peromotion CPC Assistant (D) Assistant (D)	for screeni	Avera used f					/Stores)	
Pay Grade Post filled by Direct Recruitment Norms Band Pay/ Recruitment Level (Entry	;		omotion		L-8		(Admin/Accounts/Purchase	
Band Pay/ Recruitment Level (Entry Level)/By per 7 CPC) Grade Post filled by Direct Recruitment Norms Direct Recruitment Norms Direct Recruitment Norms Direct Recruitment Norms	6 Years i	MEP	by .	-	480	PB2	Office Assistant (D)	
Band Pay/ Recruitment Level (Entry			omotion		(As per CP			
Pay Grade Post filled by Direct Recruitment Norms			rutment		Lev Lev	Band		
	motion No	Prom	Direct Recruitment No	ade Pos	Gr	Pay	Post	

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								Officer – I (Admin/ Accounts/ Purchase/ Stores)	Post
								PB2	Pay Band
								5400/ L-9	Grade Pay/ Level (As per 7 CPC)
								by Promotion	Grade Post filled by Pay/ Recruitment Level (Entry (As Level)/By per 7 Promotion CPC)
									Direct Recruitment Norms
Weightage: 50% interview & 50% APAR	6-8 6		in	Grading for	APAR EI	years used for screening.	Average APAR grading for past 4	MEP 5 Years in previous level.	Promotion Norms
rview & 50%		(Jems)	interview	ī	Eligibility	άσ	g for past 4	us level.	



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Recruitment and Promotion Rules for Administrative Staff (For Entry Level 7 and above) Table B

(Note: The proposed policy for Table B allows for Merit-based promotion up to Level-10 (Officer-I, e.g. Admin/Account/Purchase/Store Officer-I) and vacancy-based promotion for higher grades.)

Post	Pay Band	Grade	Post filled by	Direct Recruitment Norms	Promotion Norms
		Pay/	Recruitment (Entry		
		_	Level)/By Promotion		
		(As per			
		7 CPC)			
Asst. Officer	PB2	4600/	Entry Level	CA (Inter) or ICWA (Inter) or	
(Admin/Accounts/		L-7		Graduate with minimum 55%	
Purchase				marks or Post Graduate in any	
/Stores)				discipline from a recognised	
				university with eight years relevant	
				experience. Written examination	
				and computer skill test.	
				Upper Age Limit: 35 years	

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n Norms cars in pre NPAR grad creening. AR ding
Recruitment (Entry Level)/By Promotion by Promotion by Promotion
Recruitment (Entry Level)/By Promotion by Promotion by Promotion Direct Recruitment Norms Promotion
MEP 6 Years in previous level. Average APAR grading for past 5 yea used for screening. APAR Grading B-10 6-8 7 4-6 8 Weightage: 50% interview & 50% APAR
previous level. ading for past 5 years Eligibility for interview (years) 6 7 8 interview & 50%



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Post	Pay Band	Grade	Post filled by	Direct Recruitment Norms	Promotion Norms
		Pay/ Level	Recruitment (Entry Level)/By Promotion		
		(As per			
		7 CPC)			
Officer – I	PB3	5400/	by Promotion		MEP 5 Years in previous level.
(Admin/ Accounts/		L-10			
Purchase/ Stores)					Average APAR grading for past 4 years
					used for screening.
					APAR
					Grading
					8-10
					6-8
					4-6
					Weightage: 50% interview & 50%
					APAR

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								е		7	$\overline{}$					
								equivalent	Officer or	Administrative	Chief					Post
											PB3					Pay Band
										12	7600/L-	CPC)	(As per 7	Level	Pay/	Grade
							oy i iomonon	by Promotion	Of.		Entry Level			Level)/By Promotion	Recruitment (Entry	Post filled by
	level are subject to transfer between the Institutes	Institutes. The officers at this	the Aided Institutes across the	by the eligible officers among	available, then this can be filled	suitable DAE officers are	for necessary action. If no	the vacancy details to the Dept.	Institutes are required to send	the Panel of DAE officers. The	This post can be filled from					Direct Recruitment Norms
Weightage: 50% interview & 50% APAR	4-6 8	6-8 7	8-10	(years)	interview	Grading for	APAR Eligibility	used for screening.	Average APAR grading for past 5 years		MEP 6 Years in previous level.		9			Promotion Norms
50%									5 year							

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Controller/ Internal Financial Adviser	Post
PB4	Pay Band
8700 /L-13	Grade Pay/ Level (As per 7 CPC)
entry Level or by Promotion	Post filled by Recruitment (Entry Level)/By Promotion
This post can be filled from the Panel of DAE officers. The Institutes are required to send the vacancy details to the Dept. for necessary action. If no suitable DAE officers are available, then this can be filled by the eligible officers among the Aided Institutes across the Institutes. The officers at this level are subject to transfer between the Institutes	Direct Recruitment Norms
MEP 5 Years in previous level. Average APAR grading for past 4 years used for screening. APAR Grading Eligibilit y for interview (years) Outstanding (8-10) 6 Very Good (6-8) 7 Good (4-6) 8 Weightage: 50% interview & 50% APAR Benchmark grading Very Good for preceding five years.	Promotion Norms

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Post	Pay Band	Grade Pay/ Level (As per 7 CPC)	Grade Pay/ Post filled by Level (As per 7 CPC) (Entry Level)/By Promotion Review.	Direct Recruitment Norms	Promotion Norms
Director	PB-4	8900/L-13 A Entry Level	Entry Level	This post can be filled from the	
Registrar				of DAE officers. The Institutes are	
(s)				required to send the vacancy details	
				to the Dept. for necessary action. If	
				no suitable DAE officers are	
				available, then this can be filled by	
				the eligible officers among the	
				Aided Institutes across the Institutes.	
				The officers at this level are subject	
				to transfer between the Institutes.	



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Table C

Recruitment Rules for deputation/tenure/contractual posts

Post	Pay	Grade	Direct Recruitment Norms	Remark
	Band	Pay/Level		
		(as per 7 CPC)		
Finance Officer/	PB4	10000/L-14	This post can be filled from the Panel	
Controller III/ Registrar			of DAE officers. The Institutes are	
			required to send the vacancy details to	
			the Dept. for necessary action. If no	
			suitable DAE officers are available,	
			then this can be filled by the eligible	
			officers among	

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Institute for Plasma Research, Gandhinagar

Amendment to the Recruitment & Promotion Rules for Administrative Staff of IPR (Original policy implemented with effect from 01.05.2019)

(This amendment was approved in the 44th meeting of the IPR Governing Council (GC) held on 11.06.2020)

- 1. As per the existing policy, officers who are joining service in IPR at entry Level-7 (7th CPC) are presently eligible for personal promotion only up to Level-10 (7th CPC), as given in Table B. Following this amendment, in addition to this policy, these officers may now be considered for "Personal Promotion" up to Level-11 (7th CPC).
- 2. The existing promotion policy in respect of officers who are joining service at Level-11 (7th CPC) & above is as given in Table B. Following this amendment, such officers may now be considered for one "Personal Promotion" to the next higher level.

Both the above changes will be subject to the following:

- Minimum residency period in the previous grade (Level-10 for Sr. No. 1 above and Level-11 or higher for Sr. No. 2 above) should be 8 years.
- APAR gradings should be A2 (Tending to Outstanding) & above throughout the residency period and should have contributed significantly to administrative functions/systems of the institute.
- A vacant sanctioned post should be available at the higher level in the Institute.

The promotion to persons in these cases to higher grade (one promotion) may be considered on 'functional basis' by the Director, IPR purely on the strength of high merit of the individual and absolute functional needs of the Institute.

This "Personal Promotion" may be allowed by following the extant procedure of the Institute.

Viscent 21.07.2020

निरंजन वैष्णव / NIRANJAN VAISHNAW मुख्य प्रशासनिक अधिकारी / Chief Administrative Officer प्लाज़्मा अनुसंधान संस्थान / Institute for Plasma Research इन्दिरा पुल के निकट, भाट / Near Indira Bridge, Bhat जि. गांधीनगर-382 428 / Dist. Gandhinagar-382 428