

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



निरंजन वैष्णव / NIRANJAN VAISHNAV  
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इन्दिरा पुल के निकट, भट / Near Indira Bridge, Bhat  
वि. गांधीनगर-382 428 / Dist. Gandhinagar-382 428

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

**Table A**

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

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

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

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

*Signature*

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Post	Pay Band	Grade Pay/ Level (As per 7 CPC)	Post filled by Recruitment (Entry Level)/By Promotion	Direct Recruitment Norms	Promotion Norms								
Office Assistant (D) (Admin/Accounts/Purchase /Stores)	PB2	4800/ L-8	by Promotion		<div>MEP 6 Years in previous level.</div> <div>Average APAR grading for past 5 years used for screening.</div> <table><thead><tr><th>APAR Grading</th><th>Eligibility for interview (years)</th></tr></thead><tbody><tr><td>8-10</td><td>6</td></tr><tr><td>6-8</td><td>7</td></tr><tr><td>4-6</td><td>8</td></tr></tbody></table> <div>Weightage: 50% interview &amp; 50% APAR</div>	APAR Grading	Eligibility for interview (years)	8-10	6	6-8	7	4-6	8
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*Handwritten signature/initials*

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Post	Pay Band	Grade Pay/ Level (As per 7 CPC)	Post filled by Recruitment (Entry Level)/By Promotion	Direct Recruitment Norms	Promotion Norms								
Officer – I (Admin/ Accounts/ Purchase/ Stores)	PB2	5400/ L-9	by Promotion		<div>MEP 5 Years in previous level.</div> <div>Average APAR grading for past 4 years used for screening.<table><tr><th>APAR Grading</th><th>Eligibility for interview (years)</th></tr><tr><td>8-10</td><td>5</td></tr><tr><td>6-8</td><td>6</td></tr><tr><td>4-6</td><td>7</td></tr></table></div> <div>Weightage: 50% interview &amp; 50% APAR</div>	APAR Grading	Eligibility for interview (years)	8-10	5	6-8	6	4-6	7
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**Table B**

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

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

*21/06/24*

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Post	Pay Band	Grade Pay/ Level (As per 7 CPC)	Post filled by Recruitment (Entry Level)/By Promotion	Direct Recruitment Norms	Promotion Norms								
Jr. Officer (Admin/Accounts/ Purchase /Stores)	PB2	4800/ L-8	by Promotion		<p><b>MEP 6 Years in previous level.</b></p> <p>Average APAR grading for past 5 years used for screening.</p> <table><tr><th>APAR Grading</th><th>Eligibility for interview (years)</th></tr><tr><td>8-10</td><td>6</td></tr><tr><td>6-8</td><td>7</td></tr><tr><td>4-6</td><td>8</td></tr></table> <p><b>Weightage: 50% interview &amp; 50% APAR</b></p>	APAR Grading	Eligibility for interview (years)	8-10	6	6-8	7	4-6	8
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Post	Pay Band	Grade Pay/ Level (As per 7 CPC)	Post filled by Recruitment (Entry Level)/By Promotion	Direct Recruitment Norms	Promotion Norms								
Officer – I (Admin/ Accounts/ Purchase/ Stores)	PB3	5400/ L-10	by Promotion		<b>MEP 5 Years in previous level.</b>  Average APAR grading for past 4 years used for screening. <table><tr><td>APAR Grading</td><td>Eligibility for interview (years)</td></tr><tr><td>8-10</td><td>5</td></tr><tr><td>6-8</td><td>6</td></tr><tr><td>4-6</td><td>7</td></tr></table> <b>Weightage: 50% interview &amp; 50% APAR</b>	APAR Grading	Eligibility for interview (years)	8-10	5	6-8	6	4-6	7
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Post	Pay Band	Grade Pay/ Level (As per 7 CPC)	Post filled by Recruitment (Entry Level)/By Promotion	Direct Recruitment Norms	Promotion Norms								
Officer –II (Admin/Accounts/ Purchase/ Stores) or equivalent	PB3	6600/L-11	Entry Level or by Promotion	This post can be filled in by the Panel of Officers of DAE. The vacancies at this level be intimated to DAE for inclusion in the vacancies for consideration of DPC. The DAE officers can be considered on deputation basis as per the extant rules. If not suitable officers in the DAE Panel then the post will be filled by Direct Recruitment with persons having CA/ICWA/MBA (specialisation in respective field)/Post Graduate with 55% from a recognised university. With ten years relevant experience. Combined experience of ten years in the grade pay of Rs.4600 to Rs.5400. Written examination and personal interview. Upper Age Limit :45 years	<div>MEP 6 Years in previous level.</div> <div>Average APAR grading for past 5 years used for screening.<table><tr><th>APAR Grading</th><th>Eligibility for interview (years)</th></tr><tr><td>8-10</td><td>6</td></tr><tr><td>6-8</td><td>7</td></tr><tr><td>4-6</td><td>8</td></tr></table></div> <div>Weightage: 50% interview &amp; 50% APAR</div>	APAR Grading	Eligibility for interview (years)	8-10	6	6-8	7	4-6	8
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Post	Pay Band	Grade Pay/ Level (As per 7 CPC)	Post filled by Recruitment (Entry Level)/By Promotion	Direct Recruitment Norms	Promotion Norms								
Chief Administrative Officer or equivalent	PB3	7600/L-12	Entry Level or 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	MEP 6 Years in previous level.  Average APAR grading for past 5 years used for screening. <table><tr><th>APAR Grading</th><th>Eligibility for interview (years)</th></tr><tr><td>8-10</td><td>6</td></tr><tr><td>6-8</td><td>7</td></tr><tr><td>4-6</td><td>8</td></tr></table> <b>Weightage: 50% interview &amp; 50% APAR</b>	APAR Grading	Eligibility for interview (years)	8-10	6	6-8	7	4-6	8
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Post	Pay Band	Grade Pay/Level (As per 7 CPC)	Post filled by Recruitment (Entry Level)/By Promotion	Direct Recruitment Norms	Promotion Norms								
Controller/ Internal Financial Adviser	PB4	8700 /L-13	Entry Level  or 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	MEP 5 Years in previous level.  Average APAR grading for past 4 years used for screening. <table><tr><th>APAR Grading</th><th>Eligibility for interview (years)</th></tr><tr><td>Outstanding (8-10)</td><td>6</td></tr><tr><td>Very Good (6-8)</td><td>7</td></tr><tr><td>Good (4-6)</td><td>8</td></tr></table> <b>Weightage: 50% interview &amp; 50% APAR</b>  Benchmark grading Very Good for preceding five years.	APAR Grading	Eligibility for interview (years)	Outstanding (8-10)	6	Very Good (6-8)	7	Good (4-6)	8
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Post	Pay Band	Grade Pay/ Level (As per 7 CPC)	Post filled by Recruitment (Entry Level)/By Promotion Review.	Direct Recruitment Norms	Promotion Norms
Director (Adm)/Jt, Registrar (s)	PB-4	8900/L-13 A	Entry Level	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.	

*U.P. G. S.*

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Table C

Recruitment Rules for deputation/tenure/contractual posts

Post	Pay Band	Grade Pay/Level (as per 7 CPC)	Direct Recruitment Norms	Remark
Finance Officer/ Controller III/ Registrar	PB4	10000/L-14	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	

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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 44<sup>th</sup> 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 (7<sup>th</sup> CPC) are presently eligible for personal promotion only up to Level-10 (7<sup>th</sup> 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 (7<sup>th</sup> CPC).
2. The existing promotion policy in respect of officers who are joining service at Level-11 (7<sup>th</sup> 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.

*Niranjan Vaishnav* 21.07.2020

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