

CHAPTER 3

STAFF, CREATION OF POSTS, RECRUITMENT, TERMS AND CONDITIONS OF SERVICE AND OTHER PERSONNEL MATTERS

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CHAPTER 3

STAFF, CREATION OF POSTS, RECRUITMENT, TERMS AND CONDITIONS OF SERVICE AND OTHER PERSONNEL MATTERS

3.1 CREATION OF POSTS

According to Section 13(2) (d) of the Act, the Board is empowered to institute and appoint persons to academic as well as other posts in the Institute. Statute 5 provides that the Board with regard to

(i) to abolish, re-designate and change the nomenclature of any post in the institute. All important proposals having financial implications and cases involving deviation from the normal financial rules or limits may first be placed before the Finance Committee and then before the Board of Governors. In consideration of the above, the Board decides that all proposals for creation of additional posts, in whatever category they may be placed before the Finance Committee which is an Advisory Committee of the Board before they are referred to the Board for approval and then they are placed for final approval to MHRD.

In this context the following decisions of the Board are also to be kept in view:

- (i) Appointment to faculty posts vacated through promotions in open selections can be filled on permanent basis without waiting for the promoted staff members to be confirmed.
- (ii) The Institute is allowed to exercise flexibility in making faculty appointments in relaxation of any ratios. In exercising this flexibility the Institute shall maintain higher standards and the total sanctioned strength shall not be exceeded. Departments/Centres are allowed to recruit faculty against vacancies due to arise in the next 3 years in the respective Departments/Centres subject to the condition that the total sanctioned faculty, strength is not exceeded.
- (iii) As per the orders of the Visitor, no expansion of administrative staff should be made in the Institute. The emphasis should be laid on reorientation of the staff for new functional requirements.

3.2 CLASSIFICATION OF POSTS

All the members of the staff of the Institute, except those paid from contingencies, are classified into three groups as under:

(a) ACADEMIC

Director, Deputy Director(s), Professor, Associate Professor, Assistant Professor, Lecturer.

(b) TECHNICAL

Senior Technical Assistant/Assistant Engineer/Senior SAS Assistant, Technical Assistant (SG-II)/SAS Assistant (SG-II)/Executive Engineer, Technical Assistant/Junior Engineer/SAS Assistant, Technician (SG-I)/Laboratory Attendant (SG-I)/ Work Assistant (SG-I), Technician

(SG-II)/Laboratory Attendant (SG-II)/ Work Assistant (SG-II), Senior Technician / Senior Laboratory Attendant / Senior Work Assistant, Technician/ Laboratory Attendant / Work Assistant.

(c) ADMINISTRATIVE AND OTHERS

Registrar, Deputy Registrar, Assistant Registrar, Executive Engineer, Assistant Executive Engineer, Librarian, Deputy Librarian, Assistant Librarian, Sr. Medical Officer, Medical Officer, Senior SAS Officer, SAS Officer, Principal Scientific Officer, Senior Scientific Officer, Scientific Officer, Security Officer, Superintendent (SG-II)/ Accountant (SG-II) / Secretary (SG-II), Senior Superintendent/ Senior Accountant / Senior Secretary, Superintendent/ Accountant / Secretary.

The Board can make additions and alterations in the above classification.

3.3 APPOINTING AUTHORITIES

Clause 24 of the Act provides that all appointments on the staff of any Institute, except that of the Director, shall be made in accordance with procedure laid down in the Statutes by-

- (a) the Board, if the appointment is made on the academic staff in the post of Lecturer/Asstt. Prof. or above or if the appointment is made on the nonacademic staff in any cadre the minimum of the pay scale of which is or exceeds Rs.10,500/- per month;
- (b) the Director, in other cases.

3.4 RECRUITMENT

3.4.1 Appointment of Director

As per Clause 17(1) of the Act, The Director shall be appointed by the visitor on contract basis on recommendation of the selection committee constituted by him consisting of atleast five members including the chairman who are experts in the field of technical education with experience at national and international level.

3.4.2 Appointment of Deputy Director (s)

The Act (Section 24) and the Statute 23 provide for the post of Deputy Director and constitution of Selection Committee for filling up this post. The Board has recommended the following procedure for making appointment to this post:

1. The appointment be made for a period not exceeding three years.
2. The appointment be not on whole time basis and one or more Dy. Directors be appointed by the Board of Governors on the recommendations of the Director.

3.4.3 Appointment to other posts

In terms of Statutes 23(1 to 18), all other posts at the Institute shall normally be filled by advertisement, but the Board shall have the power to decide, on the recommendations of the Director, that a particular post be filled by invitation or by promotion from amongst the members of the staff of the Institute. In all these cases, appointments are made by the Board on the recommendations of the Selection Committee constituted for the purpose. In the case of appointments to reserved posts, the relevant reservation rules shall apply.

3.4.4 Drafting of Advertisement

The advertisement shall be drafted to include the following:–

- Designation of the post sought to be filled.
- Area in which recruitment is contemplated.
- Pay scale attached to the post and allowances.
- Minimum qualifications expected of the candidates.
- Additional/desirable qualifications, if any
- Previous experience required, with the type of experience, duration etc.
- Prescribed age.
- Relaxation of age, qualifications and experience if any.

Before issuing the advertisement to the newspapers, among other things, the following information is added to the advertisement.

- Mode of collecting forms of application from the Institute by the intending candidates.
- Last date for receiving requests for application forms from intending candidates.
- Last date for the receipt at the Institute, of filled and completed applications from candidates.
- The prescribed application fee and the mode of its remittance.

When any post is reserved for candidates belonging to the Scheduled Castes/Scheduled Tribes/OBC/Ex.Servicemen/PH, this fact should be specifically mentioned in the advertisement. When posts, which are likely to continue on temporary basis for longer time are advertised, a mention be made that “the post is temporary but likely to continue. When more than one post is advertised, a joint advertisement should be issued covering all such posts.

3.4.5 Application Fee

The application fee chargeable from the candidates applying for various posts at the Institute is decided by the competent authority.

Note 1: No. application fee is to be charged from candidates applying for Faculty positions and candidates belonging to Scheduled Castes and Scheduled Tribes and from internal candidates, applying against Group `A` (Nonacademic, B, C &D posts).

Note 2: Candidates in the service of Government or Quasi-Government or Govt. aided Institutions including Universities, are expected to send their applications through proper channel or furnish a certificate from employer that they have no objection to their applications being considered.

3.4.6 Release of advertisement

The advertisement is released in such a way that all the regions of the country are covered. A panel of such newspapers is approved by the Director from time to time. In special cases, the Director may decide that additional coverage be provided by advertising the posts abroad and/or in scientific journals, educational expos, prominent websites. This is normally the case when Academic posts are to be advertised.

The Institute also has rolling advertisement for the post of Assistant Professor in its various academic Departments/Centres. Prospective candidates can apply any time throughout the year. Based on the need of the Department/Centre concerned, efforts will be made to take a decision at the earliest. All correspondence should be addressed to:

Registrar,
Malaviya National Institute of Technology Jaipur
JLN Marg, Jaipur
Tel.: 2529078
FAX: 2529029
E-mail: registrar@mnit.ac.in

(Candidates can also contact the Heads of various Departments/Centres through e-mail and their address can be found on the Institute website www.mnit.ac.in)

3.4.7 Notification of Vacancies to Employment Exchange and other bodies concerning Scheduled Castes/Scheduled Tribes/OBCs/Ex-Servicemen and Handicapped persons:

When advertisements are released, copies thereof are simultaneously sent to the Employment Exchange and the recognized organizations of the Scheduled Castes/ Scheduled Tribes/OBCs/Ex-servicemen and of Handicapped persons, requesting them to sponsor suitable candidates for the vacant positions.

3.4.8 Reservation for Handicapped Persons

The following reservations of posts are to be made in Group “C” and “D” services for the physically-handicapped (Blind- 1%, Deaf-1% orthopedically handicapped-1%) in terms of Persons with Disability (Equal Opportunities, Protection of Right & Full Participation) Act 1995.

3.4.9 Processing of Applications

The processing of applications is done in accordance with Statutes 23

- (a) Applications received in the Section concerned by the due date prescribed, are registered in a register kept for the purpose and entered in the MIS System. All the applications received are then forwarded to the Head of the Department concerned for his preliminary scrutiny and advice to the Chairman Selection Committee regarding the candidates who

are shortlisted and could be invited for test/interview by the Selection Committee for the post.

- (b) For teaching posts, the Head of the Department will normally have the applications discussed in the Screening Committee of the Department before sending his advice to the Chairman Selection Committee.
- (c) For other posts, any names recommended or suggested by the Employment Exchange etc. are also included and forwarded to the Head of Department concerned, along with applications received for processing as at (a) above.

Arranging Technical/Trade/Written Test for the Candidates:

The responsibility for fixing the type and contents of a technical/trade/written test is that of the Selection Committee. The Chairman, Selection Committee may request the Head of the Department concerned or the Registrar who may normally be the members of the selection committees to conduct the above tests. The report of the performance of candidates in the tests is made available to Selection Committee. For an internal advertisement, the test should normally be conducted through an outside agency (Govt. /Autonomous).

The Board of Governors had desired that the following measures relating to recruitment could be implemented at the Institute:

- a. While issuing the first advertisement for filling up of vacancies, no relaxation of educational qualifications should be inserted as a matter of routine. If, however, the response to the first advertisement is poor, only then there would be justification for relaxation or modification of the essential qualifications prescribed for the various posts. This too should be done after obtaining the prior approval from the Board of Governors. Further relaxation/modification should be made only in respect of cadres and not for individuals.
- b. The applicant should be required to file attested copies of their certificates and testimonials and originals could be produced at the time of interview.
- c. Records of the written test, practical test or interviews held by the Selection Committee, along with the recommendations of the Committees should be preserved in the office of Registrar for at least a period of one year or till the recruitment file is retained, whichever is later.

3.4.10 Recruitment from amongst internal candidates and absorption of persons holding Supernumerary posts against vacancies.

- 1. As per Model Recruitment Rules for Non – Faculty posts in National Institutes of Technology (NITs) recommended by NIT Council and approved in Board of Governors meeting held on 30th May, 2013 appointment to the posts of Registrar, Deputy Registrar and Assistant Registrar, be adopted:
 - (a) “While the appointments to the post of Registrar should be made through open advertisement selection, in the case of Deputy Registrar, the posts should be filled to the extent of 75% by direct recruitment and 25% by promotion and in the case of Assistant Registrar, the posts should be filled to the extent 75% by direct recruitment and 25% by

promotion.” “In the case of promotion to the posts of Assistant Registrar and Deputy Registrar.

- (b) Till such time that a promotion policy is framed for Administrative/Technical Officers, the posts of Deputy Registrar and Assistant Registrar, which are to be filled through promotion, be filled through internal advertisement.

3.4.11 Formation of Selection Committees

The compositions of various Selection Committees are prescribed in Statute 23(5).

NOTE I: The Selection Committee is required, inter alia, to consist of two nominees of the Board, one being an expert but other than a member of the Board. This provision does not stipulate that there must be a member of the Board on the Selection Committee and even both the nominees of the Board could be experts. The Board accepted this interpretation and decided that the Institute may have one member of the Board and one expert from the approved list against two nominees of the Board on the Selection Committees or both the experts as nominees of the Board from the approved list in case local member of the Board is not available. The nominees of the Board are approved by BOG from time to time, normally for a period of two years.

NOTE II: The Selection Committee for some posts include experts drawn from a panel approved by the Board and/or Senate. In such cases, the expert(s) will be chosen by the Director.

NOTE III: SC/ST/OBC representative will also be included as a member of the Selection Committee if the post is reserved for SC/ST/OBC etc.

3.4.12 Meetings of the Selection Committees

The meetings of the Selection Committees are fixed by the Chairman of the Committee. A copy of the advertisement and particulars of all the candidates called for interview are forwarded to each member of the Selection Committee. The Selection Committee interviews the candidates called therefore. It considers the credentials of all the persons who have applied and also considers names if any suggested by members or otherwise brought to its notice. The Selection Committee thereafter makes its recommendations, the names of selected candidates being arranged in the order of merit. The Selection Committee also suggests the starting salary in the grade in each case.

3.4.13 Fixation of the Salary to be offered

The starting pay of the employees on their appointment at the Institute is fixed in accordance with the Statutes 14(i) and 17(7). The Chairman and the Director respectively have the power to fix on recommendation of the Selection Committee, the initial pay of an incumbent at a stage higher than the minimum of a scale in respect of the incumbents in which they respectively are the appointing authority. Whereas, in the case of Chairman, BOG, there is no limit to the number of advances increments that can be granted but the posts for which the Director is the appointing authority, the maximum number of advance increments that can be given is five. In all such cases

the reasons/justifications for giving/ recommending advance increments should be clearly stated by the Selection Committee. The fixation of the pay in a scale of pay for the selected candidates will be in accordance with the Model Recruitment Rules for Faculty / Non – Faculty posts in NITs.

INTERNAL CANDIDATES

The Government rules shall be applicable to all such cases where an internal candidate has been promoted to a higher post through an open selection or promotion. However, cases may arise when due to outstanding work of a candidate; the Selection Committee may deviate from the norms laid down by the Government and offer higher starting salary in the promoted post. In all such cases the reasons for recommending higher salary should be fully stated by the Selection Committee and these reasons may be specifically brought to the notice of the appointing authority while getting approval of the minutes of the Selection Committee.

OUTSIDE CANDIDATES

When a candidate is being selected for any post from outside through open competition by advertisement, the following points may be taken into consideration while fixing his initial salary/pay:

- 1) Where the Selection Committee considers that the starting pay of a candidate selected in an open competition should be fixed at a stage higher than the minimum, it shall take into consideration the following factors and shall record detailed reasons for recommending such higher pay, which shall be specifically brought to the notice of the Appointing Authority while seeking approval to the minutes of the Selection:
 - i) The qualifications possessed by the candidate in the relevant field over and above those prescribed for the post or those adopted for short-listing the candidates;
 - ii) Any specialized knowledge/experience of which the candidate has documentary evidence and which would be relevant to the duties and responsibilities attached to the post;
 - iii) Years of experience in a similar or higher category of work;
 - iv) Salary last drawn in the case of those coming from Government or Semi Government Departments/Institutions etc.
 - v) Comparison with the pay drawn by the incumbents in the same grade/post.
- 2) While all the above points should be considered together as a whole, maximum weightage should be given to Item (v) so that the new appointments do not create imbalance in the salary structure of the existing incumbents in the same post and in the same grade.
- 3) In exceptional cases, where the Selection Committee recommends starting pay at a stage beyond five increments in the scale, detailed reasons for making such a recommendation should be recorded in the minutes.

As regards appointments through other channels, such as, departmental promotion, promotions under any promotion scheme which limits competition amongst internal candidates; the starting pay may continue to be fixed as per the instructions in the relevant scheme/rules and if no such

provision exists in the relevant scheme/rules, it should be fixed as per Model Recruitment Rules for Faculty / Non – Faculty posts in NITs.

3.4.14 Minutes of Selection Committees

The minutes of the Selection Committee are signed by all the members present.

3.4.15 Approval of recommendations of Selection Committee

Recommendations of Selection Committee for the posts of which Director is the appointing authority are approved by the Director. As regards such recommendations for the posts of which Board is the appointing authority, the Board has authorized its Chairman of the BOG to approve the recommendations of the Selection Committees and obtain ratification by the Board subsequently. Cases where the recommendations of Selection Committee are not unanimous are to be referred to the Board for decision. For any other case, the Chairman BOG, may exercise his discretion whether or not to refer the same to the Board for decision.

The Board has also desired that –

- (a) The recommendations of the Selection Committees approved by the Chairman BOG should be submitted to the Board for ratification in the following meeting and not deferred till after the selected candidates had joined;
- (b) Minutes of the Selection Committee (in respect of posts for which Board is the appointing authority) be submitted to the Board in support of the appointments made;
- (c) A column indicating the previous employer of the candidate is to be added to the statement showing particulars of the staff recruited. The date of the Selection Committee be also indicated in the column of mode of selection.

3.4.16 Tenure of Selection Committee

A Selection Committee constituted for the purpose of making recommendations for appointment to a post is eligible to exercise its functions in relation to that post until the time the appointment is made.

3.4.17 Offers of Appointment

Offers of appointment are issued on approval of the recommendations of the Selection Committee. The offer of appointment indicates the salary offered, the rates of allowances, the duration of the appointment and other terms and conditions of service as applicable from time to time, and prescribes the date by which acceptance of offer is to be communicated by the candidate.

A candidate who is offered an appointment in the Institute should join within three months, if in India; and within six months, if abroad, from the date of the offer. However, Director may extend the joining time on request, up to six months from candidates in India; and one year for candidates abroad.

The candidate is directed to get himself examined for physical fitness by the prescribed Medical authority. On production of a satisfactory certificate of physical fitness, the offer of appointment becomes operative.

3.4.18 Validity of Panel/Waitlist

The recommendations of a Selection Committee will remain valid only for a period of one year from the date of approval by the competent authority. During this period, if a vacancy arises in one of the areas advertised for selection, for any reason including a selected candidate declining the offer or not joining by the prescribed date, the offer could be made to the next candidate on the panel. However, if a candidate is placed on the waiting list against a particular candidate, the waiting list shall automatically lapse on the date the particular candidate joins the Institute, or one year limitation, whichever is earlier.

3.4.19 Contribution to Travel Expenses:

(a) For Interview

The candidates called for interview are paid a contribution by the Institute towards their travelling expenses as under:

- (i) The candidates called for interview for the post of Professor are reimbursed single first class railway fare both ways/actual travel expenses whichever is less.
- (ii) The candidates called for interview for all other posts are reimbursed single second class railway fare both ways/actual travel expenses whichever is less.
- (iii) Reservation charges, if any, are reimbursed to the candidates called for interview for all the posts.

(b) For Joining the Post

Travelling grant for joining the post is paid to only nationals of India; selected through normal procedure from abroad. After joining the post they are allowed travel contribution limited upto a maximum of economy class air-fare, for self & family provided they undertake to serve the Institute for a period of three years with effect from the date of joining and execute service bond to that effect.

3.4.20 Recruitment against vacancies reserved for SC/ST/OBC

For the reserved vacancies, relaxation only in the requirement of experience/age is permissible. No relaxation in the minimum qualification for the post is made. The advertisement must state that the requirement regarding experience is relaxable at the discretion of the competent authority (for candidates belonging to SC/ST/OBC) if at any stage of the selection, it is of the opinion that sufficient number of candidates from the respective communities possessing the requisite experience are not available. The precise quantum of relaxation is decided upon by the Selection Committee while making the selection.

The Board has framed rules for reservation of posts for SC/ST/OBC candidates. These rules are reproduced in Chapter IV. The provisions in those rules are meant to be guidelines for the Selection Committee, which the Committee should keep in view at the time of selection for the reserved posts.

3.5 TERMS AND CONDITIONS OF SERVICE

Statute 24 gives the terms and conditions of service of permanent employees and Statute 27 gives the terms and conditions of service of temporary employees. These cover the following:

- i) Salaries & emoluments.
- ii) Physical fitness.
- iii) Tenure including probation period, confirmation and retirement, termination of service and conduct rules.

3.5.1 Salaries and Emoluments

Pay scales for the different cadres of posts are laid down by the Central Government and adopted by the Board. Such pay scales are called sanctioned/approved pay scales and appointments are made in those pay scales.

3.5.2 Physical Fitness

The Board has nominated the following authorities for conducting medical examination of the selected candidates:

- (a) Appointment against permanent vacancies.
 - (1) Group A (Lecturer or - Medical Board comprising of the Chief Medical equivalent Officer, Medical Officer and one Doctor and above) from outside the Institute.
 - (2) Group B&C - Medical Board comprising of the Chief Medical Officer and two Medical Officers of the Institute.
 - (3) Group D - Medical Officer of the Institute.
- (b) Appointment against temporary vacancies of more than three months duration of all grades.

Group A, B, C & D - Chief Medical Officer of the Institute.

New appointees who had been medically examined in their previous departments (Government or Semi-Government bodies) and join the Institute Service without break are exempted from undergoing fresh medical examination at the Institute.

The procedure of appointment of persons on contract is given in Statute 28.

3.6 OTHER MATTERS

3.6.1 LIEN

1. a) In the case of appointment of a permanent member of the staff of this Institute to any other NIT or outside post, their lien shall be retained.
- b) The staff member could retain lien for one year at the Institute Post if he had put in five years of service. For retention of lien for another year, he will have to put in service for another five years. The lien may be retained for a period not exceeding two years at a stretch. Generally there is no restriction on number of occasions for retention of lien.
2. "Whenever senior faculty/Professors of the Institute go on deputation to:-
 - i) a higher position in a National Laboratory/Institution of national importance.
 - ii) as Chief Executive in a Public Sector Undertaking/Government organisation.
 - iii) higher position in Research Institutions of National Importance in the corporate sector like the Indian Jute Industries Research Association, Calcutta (IJIRA) and Electrical Research and Development Association, Vadodara, or in other similar organizations, they should be allowed to keep lien on their posts in the Institute for 5 years by creating

- supernumerary position in their names in the Institute and that in all other cases, they should not be allowed to keep their lien for more than 2 years at a stretch.
- iv) All senior faculty members who are appointed as Heads of an Institution in National or State Controlled Engineering Colleges or Directors of the CSIR Labs. and other such appointments in the Central Govt./State Govt., Regional Engineering Colleges, State Controlled Colleges and National Scientific Research and Development Laboratories as well as Vice-Chancellors in Central and State Universities on a contract basis, be given a lien to complete their full term ranging from 3 to 5 years depending upon the nature of the initial contract. After completing their first term in office, they should join back the Institute. In case they get a second term of their contract they should be willing to resign or retire from the services of the Institute before taking up second term of the office. However, they should only be allowed to retain accommodation on campus as per the present norms. Further the other terms of deputation will remain the same as applicable to senior faculty/ professors going for a higher position to National Laboratories/Institutions of National importance.
3. a) In the case of transfers from NIT Jaipur to other NITs, no Leave/Pension/P.F. contributions shall be payable to this Institute. Such contributions shall, however, be payable when appointments on Foreign Service terms are made by organizations other than N.I.Ts.
- b) Staff members who join the outside organizations are exempted from payment of leave salary contribution during the period of lien. Such staff members will not be allowed to carry forward the leave so earned on reversion to the Institute.
4. The Institute employees appointed to posts in the Research Schemes in operation at the Institute are permitted to retain their lien on the Institute posts held by them as under:
- i) The lien on the Institute post can be held by the employee for a period of 2 years or the duration of his appointment against the Project Post whichever is less.
- ii) For the period of service beyond 2 years on any project, the retention of lien by an individual employee be referred to the Board of Governors for consideration, provided the total period for which an employee is allowed to retain lien on the Institute post does not exceed 5 years during the entire service.
- iii) The leave salary/pension/CPG contribution, etc., are debited to the funds of the concerned Research Project/Scheme(s).
5. During the period of lien the post could be filled on permanent basis. In the unlikely event of an employee returning to the Institute, supernumerary post shall be created to accommodate him.

3.6.2 CONFIRMATION

- The process for confirmation of staff members, who complete their probation period satisfactorily, should be started well in time before the confirmation of staff member concerned is due.
- In the cases where it is proposed to extend the probation period of an incumbent, the same should be done in writing before the expiry of the probation period. Such matters

are normally required to be placed before the Board of Governors for decision. However, as the Board's meeting might take time, the cases may be referred to the Chairman, Board of Governors, to avoid delay.

3.6.3 PERIOD OF SERVICE REQUIRED FOR ELIGIBILITY FOR INSTITUTE SHARE OF GPF/PPF

1. The employees of the Institute are eligible for Institute contribution towards their PPF accumulation on the following basis:
Full share after completing 5 years qualifying service.
75% share after completing 4 years qualifying service.
50% share after completing 3 years qualifying service.
2. The above provision is also applicable to the employees of the Institute opting for the GPF-Gratuity Scheme as under:
Full share after completing 5 years qualifying service.
75% share after completing 4 years qualifying service.
50% share after completing 3 years qualifying service.

3.6.4 PENSION/GRATUITY

1. The Government orders issued from time to time in respect of Pension rules/ benefits for the Central Govt. employees be adopted by the Institute for its employees. Further the orders issued/notified by the Govt. of India regarding revised pension payable and commutation of pension to the pensioners of the Institute who had retired before 1986, 1996 and from 1996 onwards, be adopted mutatis mutandis at the Institute as and when a communication to this effect is received from the Government of India.
2. Pending formal amendments to the relevant provisions of Schedule "D" and "F", the Government orders (reproduced below) contained in Ministry of Home Affairs, Department of P&ARs O.M. No. 28(15)/83-Pen dated 28th July, 1983 be made applicable to the Institute employees, effective from the date from which it has been made applicable to the Central Government employees.
"In calculating the length of qualifying service for the purpose of pension, a fraction of a year equal to three months and above shall be treated as a completed one half year and reckoned as qualifying service for determining the amount of pension".
3. A military pensioner employed at the Institute would be eligible for the grant of gratuity for the service rendered by him at the Institute after his discharge/retirement from the defence service upto his normal retirement at the age of 60 under the Statutes.
4. Addition of 5 years in qualifying service be given in terms of para 4 (xxi) of Schedule "D" to the Institute Statutes to specified categories of academic staff for the purpose of grant of superannuation pension as per the following rules:
 - (a) The post should require postgraduate, research or specialist qualifications or experience in scientific, technological or professional field.
 - (b) The post is such that candidates of more than 25 years of age are normally recruited.

- (c) That the concession is not admissible unless actual qualifying service of an officer at the time he quits Institute service is not less than 10 years.
- (d) So far as the qualifications and experience are concerned they will be as per those prescribed at the time of recruitment of the person concerned.
- (e) The rules may be applicable to all members of the academic staff who retire from service or post after 31.3.1960.
- (f) Staff member concerned, on retirement, may either get the benefit of the above provision or he may avail the benefit of counting of his past service rendered prior to joining an NIT and not both, provided his PF accumulations and other benefits are transferred to the NIT concerned or he himself deposits the same to the NIT.

3.6.5. SENIORITY RULES

In general, the seniority rules of the Govt. of India are applicable. The BOG has however, decided the following:

1. No need for determining the seniority of Professors.
2. In the case of permanent absorption of deputationists at the Institute, their seniority in their respective posts be reckoned from the date of their permanent absorption in the Institute.

3.7 PROCEDURE FOR FILLING UP OF REGULAR POSTS IN PURELY TEMPORARY BASIS FOR PERIODS NOT EXCEEDING 12 MONTHS

Statutes 27 provides that where a post is to be filled by promotion from amongst the members of the Institute or temporarily for a period not exceeding 12 months, the Board shall lay down the procedure to be followed.

The procedure for filling up posts on temporary basis, other than vacancies caused on account of staff members having been allowed leave of the kind due for the purpose of study/research work, as approved by BOG is as follows:

- (a) The vacancies to be filled on temporary basis should be notified in a local daily and within the Institute calling for applications from amongst candidates within ten days of the date of notification.
- (b) All the candidates who fulfill the prescribed qualifications be interviewed by the Selection Committee.
- (c) The Selection Committee shall consist of the following:
 - (1) Director - Chairman
 - (2) Two experts from outside - Members
 - (3) Two Professors of the Institute, - Members nominated by the Director including the Head of Department/Centre concerned. The quorum for the Selection Committee shall be a minimum of three members present.
- (d) The appointment of selected candidates will be made only after the approval of the appointing authority viz. Chairman, Board of Governors/Director as the case may be.
- (e) The total period of such appointment shall not exceed 12 months.

*The above resolution will be applicable for filling up on purely temporary/ad-hoc basis only those posts for which the appointing authority is the Board of Governors. For filling up of other such posts, for which the appointing authority is the Director, the composition of the Selection Committee will be as provided in the Statutes for filling up the respective post on regular basis.
*The Director is authorized to adopt suitable procedure for filling temporary vacancies in non-teaching posts for period not exceeding 12 months in terms of Statutes 17(8) keeping in view the circumstances of each case.

3.8. PROCEDURE FOR RE-EMPLOYMENT OF THE FACULTY AT THE INSTITUTE

The following policy be followed at the Institute for re-employment of Faculty and Scientific/Design staff after superannuation:

- (i) On attaining the age of superannuation, all academic staff members whose services are required in the interest of students for the purposes of teaching and guiding research scholars may be re-employed till the end of the semester i.e. 31st December or the academic session, i.e. 30th June, as may be considered appropriate in the circumstances of each case;
- (ii) In exceptional cases, Professors and equivalent in terms of MHRD letter No. 23-5/ 96-TS.I dated 26th Feb., 1999, could be re-employed in the interest of the Institute for specified period beyond the academic session. Such cases be examined by a Committee to be appointed by the Chairman, BOG after the proposals for such reemployment have been put up by the Director;
- (iii) Re-employment of academic staff below the rank of Associate Professor and equivalent beyond the end of academic session be decided by the Director.

3.9 RULES REGULATING THE APPOINTMENT OF PART TIME VISITING FACULTY, WHOLE TIME VISITING FACULTY/PROFESSORS, HONORARY VISITING PROFESSORS, CHAIRED PROFESSORS, INVITED LECTURERS, EMERITUS FELLOWS AND ADJUNCT FACULTY

3.9.1 Part-time Visiting Faculty

For various reasons including shortage of faculty in a given area, Departments and/or Centres need the services of Jaipur based professionals to teach a specific course or part of a course to the UG or PG students of the Institute. Such appointments are made subject to the approval of the Director on the recommendation of a Head of Department/Centre in consultation with their respective Selection Committee and are for a specified period of time for carrying out a specific teaching assignment. Part-time Visiting faculty are paid an honorarium for the assignment in accordance with rules framed by the Board of Governors and are not deemed as regular employees of the Institute.

3.9.2 Whole-time Visiting Faculty/Professors

1. Distinguished research workers and teachers permanently attached to other institutions may be invited to serve the Institute as whole time Visiting Faculty/ Professors.

2. During their tenure at the Institute, their duties and privileges will be the same as that of permanent teaching faculty.
3. Request for appointment of Visiting Faculty/Professors shall be submitted by the Head of Deptt./Centre concerned on the standard application form for faculty positions alongwith a minimum of two letters of reference and recommendation of the Selection Committee of the Deptt./Centre.
4. All such requests shall be considered by a Standing Committee, consisting of the Director (Chairman), Dean (Faculty), the concerned Head of Department/ Centre and one expert nominee of the Senate/Board of Governors.
5. Appointment shall be made upto a maximum tenure of 2 years on a level to level basis with the approval of the Chairman, Board of Governors on the recommendations of the Standing Committee.
6. The whole time Visiting Faculty/Professors will be paid a consolidated monthly remuneration. The quantum of monthly remuneration payable will depend upon whether incumbent draws or does not draw financial assistance from any other source during his tenure at the Institute. In case of a superannuated faculty member being appointed against above position, the consolidated monthly remuneration will be approximately (last pay drawn plus DA) minus (pension plus dearness relief).
7. Rates of consolidated monthly remuneration as decided by Board of Governors from time to time

3.9.3 Honorary Visiting Professor

Eminent and distinguished Scientists/Engineering working in industry and research institutions may be invited to academically interact with the Institute in the capacity of Honorary Visiting Professor on a part-time basis. Such appointments are made for tenure of 2 years, extendable for further periods of 2 years at a time, with the approval of the Chairman BOG on the recommendations of the Deans Committee in consultation with the Professorial Committee of the concerned Department/Centre. Honorary Visiting Professors are expected to take at least 15 lectures per academic session for which they may be given an honorarium at rates, prescribed by the BOG from time-to-time, at the discretion of the Director. In addition to the honorarium, the Institute bears the travelling/ conveyance expenses in connection with their visit to the Institute for academic interaction and provides free hospitality in the Institute Guest House during the period of their stay at the Institute.

The criteria for appointment of an Honorary Visiting Professor as laid down by the BOG is as under:

- (a) He should have good academic qualifications;
- (b) He should have held the position of a Professor or above in a University or a responsible position in a R&D Organisation not less than incharge of a R&D section or an eminent position in industry with active participation in R&D work;
- (c) He should be actively engaged in the profession indicative of academic interest; and
- (d) He should have shown an interest in the Institute by interaction in the past.

3.9.4 Honorary Visiting Faculty/Scientist

- (i) Distinguished Engineers/Scientists with experience in leading industries and research institutions may be appointed as Honorary Visiting Faculty/Scientist also on part-time basis.
- (ii) The appointment may be made for tenure of upto two years extendable for a further period as deemed fit.
- (iii) The Honorary Visiting Faculty/Scientist will be required to interact with the faculty and the postgraduate students and would give a few lectures in the field of his activity.
- (iv) An honorarium for the lectures delivered may be given at rates prescribed by the BOG from time to time and at the discretion of the Director. In addition, the Honorary Visiting Faculty/Scientist may also be provided free hospitality/guest house accommodation & be paid conveyance allowance, if he so claims.
- (v) The appointments will be made after receiving the approval from the Chairman, Board of Governors, on the recommendations of the Professorial Committee and Deans Committee.

3.9.5 Chair Professors

The guidelines/policy for appointment of Chair Professors/Sponsored Professors/ Emeritus Professors is as under:

The appointment to Endowed Professorship be made under the following three categories:

- (a) Chair Professorships for distinguished professors.
- (b) Sponsored Professorships.
- (c) Emeritus Professors under (a) or (b) scheme to superannuated professors.

The process of selection, compensation package as well as the other related issues to each of these categories will be as under:

1. **Chair Professors or Distinguished Professors:** The appointments be made very selectively to ensure that the persons of outstanding accomplishments and eminence are only appointed to such Chair Professorships through a process of global search. The word Chair-Professor would be appended to their designation after the donors' identification. For selection of such Chair-professors, a panel of experts of eminence in the relevant area as approved by the Board of Governors will be maintained. The selection committee would have two experts drawn from this panel in addition to the donor's nominee, the Deputy Director and the Director who will be the Chairman of the Selection Committee. The appointment could be made upto five years, including a visiting appointment, and the upper age limit would be 67 years. The Chair Professors so appointed will be placed in the supertime pay scale of a
Professor of Eminence: If a professor of the Institute is appointed to such a position he/she will automatically retain a lien with his/her regular position at the Institute during the period of appointment as a Chair Professor. A Chair Professor so appointed will also have a contingency-cum-travel grant of Rs. 50,000/- annually and could be considered for the appropriate accommodation on Campus under the Director's discretionary powers of House Allotment Rules.
 The Director may appoint a Selection Committee, if needed, to shortlist the candidates but all the applications so received will be placed before the Selection Committee. If in the opinion of the Selection Committee, the candidates of required distinction and

eminence are not available, it will be possible for the Institute to fill up the position at the level of Sponsored Professor irrespective of the amount of the endowment received in consultation with the donor.

2. **Sponsored Professor**

The search process for sponsored professors to be appointed under this scheme will also be through extensive advertisement internally, as well as externally, including other reputed Institutions such as IITs; IISc, Bangalore, IIMs., reputed National Research Laboratories etc. The Selection Committee will include two experts in the relevant area from a panel of names approved by the Board of Governors for each professorship, a nominee of donor, Deputy Director and the Director who will be the Chairman of the Selection Committee.

Sponsored Professors could be appointed on contract upto five years including visiting professors upto the age of 65 years. If a professor of the Institute is appointed to such position he/she will retain lien on the regular position NIT Jaipur prior to joining the position. The sponsored professor will have an annual contingency grant of Rs. 1,00,000/- inclusive of travel and will continue to get the salary as presently drawing in case of internal candidate or as fixed by the Selection Committee in a Professor's grade in case of external candidates.

The Institute may consider giving transport allowance if he/she is not living on the Campus. Alternatively, the Director may consider in a special case allotting a Visiting Professor's flat/non-professorial house on the Campus depending upon the needs of the individual in the Department/Centre and availability of the accommodation under the Director's discretionary powers of House Allotment Rules. The professor so appointed shall be called as "_____ Professor of _____" identifying the name of the donor and the specialization as applicable.

(3) **Emeritus Sponsored Professors or Superannuated Professors.**

If a superannuated professor of the Institute or from outside, is appointed to Endowed Professorships, then he/she shall be called "_____ Emeritus Professor _____". The Selection Committee for such an Emeritus Professor will be constituted under Statutes 15(2) comprising of two experts from the Panel of experts in the relevant area as approved by the Board of Governors, a nominee of the donor, Deputy Director (Faculty) and will be chaired by the Director. The appointments to such Emeritus Professorship can be upto a period of three years or 70 years of age whichever is earlier. Such an Emeritus Professor shall be treated as a regular faculty and will be involved in all academic activities including project guidance, sponsored research & consulting. In case the sponsored research and consultancy are of the duration longer than the term of the contract and in case of research scholars, he/she will have an additional full time faculty member of the Institute as a Co-Principal Investigator, Co-consultant or a Co-Supervisor. Such a professor shall be a member of all academic bodies of the Department/ Centre but will not hold any administrative assignment either in the Department/Centre or at the Institute. The compensation package for him/her will be the pay fixed in the Professor's scale minus the pension he/she may be drawing. The Institute may consider giving transport allowance if he/she is not living on the Campus. Alternatively, the Director may consider in a special case allotting a Visiting Professor's flat/non-professorial house on the Campus depending upon the needs of the individual in

the Department/ Centre and availability of the accommodation under the Director's discretionary powers of House Allotment Rules.

In all the cases mentioned above, the Professors so appointed will be expected to fulfill the obligations to the sponsoring/donor agency as per the MoU. While implementing these rules in case of the existing incumbents, the change in nomenclature could be affected either at the end of their present contract at the stage of renewal or upon mutual consultation with the donor. Further, these professorships shall also count towards the sanctioned faculty positions in the Departments/Centre. Normally, chair-professorships for distinguished professors and for sponsored professors may be made, where the endowment amount is Rs.1 crore or above and Rs. 60.0 lakhs or above, respectively, in order to support these positions.

3.9.6 Invited Lecturers:

Distinguished individuals are often invited to deliver a guest lecture/seminar or to participate as a guest faculty in QIP/CEP short course floated by the Institute. Such individuals are invited by Heads of Departments/Centres or by short course Coordinators after formal approval of the Deputy Director / Director. They are paid an honorarium as per rates approved by the Board of Governors from time-to-time. Currently the rate of honorarium is Rs. 3000/- invited lecture/seminar and short course guest lecture, respectively. Occasionally Eminent Lecturers are provided free lodging/free hospitality in the Institute Guest and/or travelling allowance in addition or in lieu of the honorarium payable on approval of the Deputy Director Director.

3.9.7 Emeritus Fellowship:

1. The scheme is intended to utilize the services of highly qualified and experienced superannuated Professors in the Institute who have been actively engaged in research & teaching improvement programmes of the Institute in the preceding years to enable them to pursue active research in their field of specialization as also to undertake curriculum development, and participate in the monitoring and evaluation of existing programmes and development of new programmes at the Institute within their field of competence.
2. The fellowship carries an honorarium of Rs. 25,000/- per month.
3. The awardees' will also be paid TA @ Rs.3,000/- pm to enable him to commute every day from his residence (outside the campus) to the Institute.
4. The fellowship will be available ordinarily for a period of two years but not beyond the age of 70 years.
5. The awardees' will be provided a non-lapsable contingent grant of Rs.10000/- per annum for secretarial assistance, travel, stationery, postage, telephone rental and consumables etc. He could also be provided additional modest, financial support to enable him to pursue his research and academic activities on the merits of each case.
6. The awardees' will be required to teach at least one course every semester and will also participate in guiding B.Tech./M.Tech./Ph.D. Projects.
7. The awardees' will also participate in sponsored research projects. Any Institute consultancy in which the Emeritus Fellow participates would be governed by the NIT Consultancy Rules.

8. The NIT will provide to the awardees' the usual facilities in the Department/Centre in which he/she would work. However, no residential accommodation will be provided by the Institute.
9. A fellow selected for the award under the scheme should normally join the fellowship within a period of three months from the date of the award, failing which the award would be treated as withdrawn. In special cases, a further extension in the joining time may be allowed upto three months.
10. The case of the Professor concerned will be examined by a Committee to be appointed by the Chairman, Board of Governors after the proposal for the award to the faculty member has been put up by the Director.
11. No Professor will be considered for the award of the Fellowship after five years of his retirement from the Institute service, except for the continuation of Fellowship.

NOTE: The Emeritus Fellows/Chair-Professors/Whole Time Visiting Professors/Faculty serving the Institute will be allowed to avail Vacation/Earned/Casual Leave as admissible to regular faculty members of the Institute except that such Leave (s) shall lapse at the end of the year and not carry forward/encashment etc. for the same shall be admissible.

3.9.8 Adjunct Faculty

This cadre consists of persons possessing the requisite experience and qualifications (subject to relaxation as regards the doctorate degree) for appointment as a regular faculty of the Institute and who have been accepted by the Institute for involvement in regular teaching and /or research on a full time basis under a co-operative programme but are drawing salaries from the organisation that is involved in the academic cooperation with the Institute. During the period of their attachment with the Institute as "Adjunct Faculty" they will be extended all facilities in the Department/Centre and the Institute as for regular faculty except campus housing and medical facilities unless otherwise provided in the cooperative arrangement. The category of "Adjunct Faculty" would comprise of those individuals who are attached to the Institute for regular teaching and/or research on either (i) part-time basis for teaching a specific course scheduled in the UG/PG timetable; or (ii) on a full-time basis under a cooperative academic programme and borne on the rolls of the organisation having academic cooperation with the Institute; or (iii) on a fulltime basis by invitation by Departments/Centres while on sabbatical leave from some other institution. Proposals for appointment as "Adjunct Faculty" may be raised by Heads of Departments/Centres concerned through their respective Professorial Committees alongwith a specific justification for their appointment. Cases for part-time "Adjunct Faculty" may be considered and approved by the Deputy Director(F) him-self, whereas those for full-time "Adjunct Faculty" would be referred by him to the Deans Committee alongwith his comments and thereafter alongwith the recommendations of the Deans Committee for formal approval of the Director. The tenure of part-time "Adjunct Faculty" can be upto 3 years. "Adjunct Faculty" may be designated as "Adjunct Teacher" or "Adjunct Professor" on a level to level basis with reference to their existing status.

3.9.9 Honorarium to Part Time Teaching Staff

The rates of remuneration for delivery of lectures by part-time teaching staff, honorary visiting professors and eminent invited lecturers are as under:

- (a) Part time teaching staff Rs. 500 to Rs. 5000 per session.
- (b) Honorary Visiting Professors Rs. 3000 per lecture hour Eminent Invited Lecturers

3.10 PROCEDURE FOR MAKING JOINT APPOINTMENTS OF FACULTY IN VARIOUS DEPARTMENTS/CENTRES OF THE INSTITUTE

- Levels:
- The Joint appointment would generally be at Professors/Associate Professor level as at present.

In exceptional cases, however, where there is specific request for utilizing the special expertise of a particular faculty member, it may also be done at Associate/Assistant Professor's level. It is felt that at Associate/Assistant Professor's level, a faculty member is in the process of establishing himself/herself and need not normally be burdened with the responsibility of two courses.

- (2) **Participation:** Participation on continual basis is expected from a joint faculty member in the Department/Centre other than the parent one also. In the Annual Assessment Performa, there may be a separate portion to indicate such participation and continuation as Joint faculty may be determined on the basis of such information. The parent Department/Centre of concerned faculty will be the one on whose strength he was initially appointed. The other Department/ Centre in which he is given a joint appointment should only involve the Professor in academic and research activities which may include being the officer in-charge of Laboratory, leader of academic group, besides teaching and research. Normally, not more than half of the load will be assigned by the second Department/Centre to such a faculty and this also will be done with the concurrence of the Director.
- (3) **Tenure:** A three year term appointment may be made at a time which may automatically lapse if it is not renewed before the end of the term. Decision about permanent shifting to the other department/centre on the choice of concerned faculty may be taken by the Director after reviewing work of the faculty.
- (4) **Timing of Appointment:** The present system of joint appointments which does not provide for such appointments at the time of selection may continue. This allows for broad familiarity by the inviting Department/Centre with the concerned faculty member and vice versa before the joint appointment is formalized. The proposal of a joint appointment will be recommended by the Professorial Committee of the Department/Centre other than the parent Department where the professor was initially appointed.
- (5) **Allocation of Research Scholars:** The effectiveness of the joint appointment may be enhanced if additional allocation of research scholars position is given to the inviting Department/Centre out of Directors discretionary quota.

3.11 RESEARCH ASSOCIATE

Research Associates appointed at the Institute may be extended the following facilities:

- (1) **Medical Facilities**
Medical facilities for the Research Associates and their families as available in the MNIT Dispensary. In exceptional cases, reimbursement of maximum upto the extent of Rs.5000/- per year may be sanctioned on the recommendation of the Medical Officer with Director's approval.
- (2) **Leave**
 - (a) 30 days paid leave in a calendar year. If the appointment is for 6 months, the leave should be adjusted proportionately. This is in addition to casual leave.
 - (b) Further 10 days of leave per year with full pay can be sanctioned (supported by the recommendation of the MNIT Medical Officer) on medical grounds.
- (3) **House Rent**
The house rent should be charged at 5% of consolidated salary or the standard rent whichever is less.

3.12 APPRAISAL SYSTEM

3.12.1 Faculty

Institute Faculty submits a self appraisal report (as approved in 27th BoG Meeting held on 7th October, 2013) at the end of each academic year. Reports for faculty upto the rank of Associate Professor are examined / graded by a Committee constituted by the Director for each Department/Centre. **Faculty graded 'Outstanding' are awarded a personal contingency grant of Rs.100, 000 for the next academic year**, which can be utilized by the awardees for furthering their academic/research work. In the case of those, where the grading is not satisfactory, the Chairman of the Committee and the Head of the Department concerned invites the concerned faculty member and informs him/her about his/her weaknesses.

3.12.2 Non-Faculty

(a) Technical Staff

In the case of non-faculty staff, Appraisal Reports are raised by the concerned staff early in the year, for the preceding calendar year/academic year. The report is written by the immediate supervising officer, known as Reporting Officer and is reviewed by the higher officer/Head of the Department/Centre in his/her capacity as Reviewing Officer. The Reviewing Officer goes through the entire Report and grades the concerned staff as Outstanding, Very Good, Good, Satisfactory, and Unsatisfactory. The Adverse Remarks, if any, are communicated to the concerned employee asking him/her to take steps to improve his/her conduct/performance as the case may be. The Appraisal Report specially mentions about the employees belonging to Scheduled Castes and Scheduled Tribes. In their case, the Reviewing Officer is required to intimate specifically whether the views of the Reporting Officer in assessing the performance of the SC/ST employees has been fair and just.

(b) Group 'A' Officers

The Reporting and Reviewing Officers for all Group A officers being notified from time to time. In conjunction with the general guidelines as issued from time to time, the following are the guidelines for processing the CRs of the Group 'A' Officers:-

1. CRs will be raised on the prescribed Appraisal Form of the Institute as approved in 26th BoG Meeting held on 30th May, 2013.
2. Each officer will prepare an 'Annual Self-Assessment Report' on his/her work during the year, in Part-A of the Appraisal Form.
3. Annual Self-Assessment Report will be submitted by each officer to his/her Reporting Officer by 15th February each year. The Reporting Officer shall send a copy of the Self-assessment Report of the officer by the 15th February to the officials indicated below:
 - (a) All Deputy Registrars and Assistant Registrar where the Registrar is not the Reporting Officer - REGISTRAR
 - (b) All Executive Engineers/Assistant Executive Engineers - Dean P&D
 - (c) Student Activity Centres and Hostels - Dean Student Welfare.
4. The Registrar/Dean of Students will send his comments on the performance of DR/AR/Engineering Staff in respect of coordination, team work to the respective Reviewing Officers.
5. The Reviewing Officer will record his assessment keeping in view the
 - (a) Self Assessment Report.
 - (b) Comments of the Registrar/Dean of Students as applicable; and
 - (c) Assessment of the Reporting Officer.
6. Reporting Officers should complete the assessment by the end of February and send the Appraisal Form to the Registrar/Reviewing Officer to complete the assessment by 31st March each year and also send a copy of the forwarding note to Establishment. In the case of Group B, C, D employees, Confidential Reports are written by the immediate supervisor and submitted to the Reporting Officer who, in turns, sends it to the Head of the Department/Centre/Section/Unit etc. A copy of the guidelines for writing of Confidential Report and other related factors are at **Annexure 3.1**.

**ANNEXURE
CHAPTER 3
Annexure Title Page**

3.1 Guidelines for Writing of Confidential Report 3 5and other Related Factors

**ANNEXURE 3.1
(Refers 3.12.2)**

**GUIDELINES FOR WRITING OF CONFIDENTIAL REPORT AND OTHER
RELATED FACTORS IMPORTANCE OF ANNUAL CONFIDENTIAL REPORTS**

Since the Institute has accepted the principle that confirmation, promotion, grant of pension benefits, etc. should be based on the assessment of the confidential dossiers, this matter is of the greatest importance for the efficiency and the moral of the services. It is the interest of Institute, no less than that of the employees, that the value of proper system of confidential reports is recognized by all concerned.

OBJECTIVITY IN CONFIDENTIAL REPORTS

In order to minimize the operation of the subjective human and of conscious or unconscious bias, the confidential report of every employee should contain the assessments of more than one officer except in cases where there is only one supervisory level above the officer reported upon. The confidential report should be written by the immediate superior and should be submitted by the reporting officer to his own superior. While it might be difficult for the higher officer to get to know a large number of employees two grades below him, his overall assessment of the character, performance and ability of the reported officer/official is vitally necessary as a built-in corrective. The judgment of the immediate superior, even though completely fair in its intent might sometimes be too narrow and subjective to do justice to the officer/official reported upon. The officer superior to the reporting officer should therefore, consider it his duty to personally know and form his own judgment of the work and conduct of the officer reported upon. He should accordingly exercise positive independent judgment on the remarks of the reporting officer under the various detailed headings in the form of the report as well as on the general assessment, and express clearly his agreement or disagreement with these remarks. This is particularly necessary in regard to adverse remarks (if any) where the opinion of the higher officer shall be construed as the correct assessment.

RESPONSIBILITY FOR THE WRITING OF CONFIDENTIAL REPORTS

Officers writing the CONFIDENTIAL reports should have carefully observed the work and conduct of those under their control, and should have provided the required training and guidance where necessary. The annual confidential reports should be based upon the results of such observation as well as the periodical inspections.

FORM AND CONTENT OF CONFIDENTIAL REPORTS

As assessment of certain qualities of general importance such as integrity, intelligence, keenness, industriousness, attitude to superiors and subordinates, relations with fellow-employees, etc. should invariably find place in the report. In addition to the detailed assessment of specific attributes, every confidential report should carry a general appreciation of the character, conduct and aptitude and short comings of the Officer reported upon. Reference to specific incidents may be made, if at all, only by way of illustration to support adverse comments of a general nature, e.g. in efficiency, lack of initiative or judgment etc.

PERIOD AND FREQUENCY OF REPORTING

In every Department, confidential reports should be recorded annually for the period covered by the calendar year. There is no objection to two or more independent reports being written for the same year by different reporting officers, in the event of a change in the reporting officer during the course of a year, provided that no report should be written unless a reporting officer has at least three months' experience on which to base his report. In such cases, each report should indicate precisely the period to which it relates and the reports for the earlier part or parts of the year should be written at the time of the transfer or immediately thereafter and not deferred till the end of the year. The responsibility for obtaining confidential reports in such cases should be that of the office.

COMMUNICATION OF ADVERSE REMARKS

It is necessary that every employee should know what his defects are and how he could remove them. Past experience suggests that it would make for better efficiency and contentment of the services if every reporting officer realizes that it is his duty not only to make an objective assessment of his subordinate's work and qualities but also to give him at all time the necessary advice, guidance and assistance to correct his fault and deficiencies. If this part of the reporting officers' duty is properly performed, there should be no difficulty about reporting adverse entries which would only refer to defects which had persisted despite the reporting officer's efforts to have them corrected. All adverse entries in the confidential reports of the officers should be communicated by the office, on a clear indication to that effect from the reviewing officer. This should be done as far as possible within one month of the completion of the report but not later than 31st May of the ensuing calendar year. The communication should be in writing and a record to that effect should be kept in the confidential roll of the officer. The authority in whose custody the character rolls of officers in a service/post are maintained will

- (a) ensure that the annual confidential reports of the officers in the service/ post are received without under delay;
- (b) to ensure that whether the adverse remarks, if any, have been duly communicated to the officer concerned.

While mentioning any faults/defects the reporting officer should also give an indication to the efforts at reform made by him by way of guidance, admonition etc. and the result of such efforts. In communicating remarks to the officer reported upon, the following procedure should be adopted:

- (a) Where no adverse entry is made in a confidential report, nothing should be communicated except in cases dealt with the (c) below;

- (b) Where an adverse entry is made, whether it relates to a remedial or to an irreparable defect, (including a reference to the communication of a **‘WARNING or DISPLEASURE OF THE INSTITUTE or a REPRIMAND’**) it should be communicated under the orders of, and wherever possible, by an officer superior to the one to whom the remarks are communicated. In all these cases, the substance of the entire report, including what may have been said in praise of the officer, should also be communicated; and (c) Where the report on an officer shows that he had made efforts to remedy or overcome defects mentioned in the preceding report, the facts should be communicated to the officer in a suitable form and a copy of such communication added to the confidential report. The object of the second part of (b) and of
- (c) is to let an officer know that his good qualities as well as his defects have been recognized and that notice has also been taken of the improvement, if any, made by him.
- (d) While communicating the adverse remarks to the Institute employee concerned the identity of the superior officer making such remarks should not normally be disclosed. The identity of the superior officer, the authority dealing with the representation may at his discretion allow the identity to be communicated.

REPRESENTATIONS AGAINST ADVERSE REMARKS

The adverse remarks should be communicated expeditiously in all cases. Representations against adverse entries (including reference to **“WARNING” “COMMUNICATION; OF THE DISPLEASURE OF THE INSTITUTE” “REPRIMAND”** which are recorded in the confidential report of the Institute employee) should be made within eight weeks of the date of communication of such remarks. While communicating the adverse remarks to the Institute employee concerned, the time limit as stated above, should be brought to his notice. The competent authority may, at its discretion entertain a representation made beyond the time specified above, if there is a satisfactory explanation for the delay. All representations against adverse entries should be decided expeditiously by the competent authority and in any case not later than eight weeks from the date of submission of the representation. The following procedure may be adopted in dealing with representation from the employees against adverse remarks communicated to them;

- (i) All representations against adverse remarks should be examined by an authority superior to the reviewing officer, in consultation, if necessary, with the reporting and the reviewing officer. The said superior authority shall be regarded as the competent authority to deal with such representations;
- (ii) If the competent authority finds that-
 - (a) The remarks were justified and the representation is frivolous, a note will be made in the confidential report of the employee that he did not take correction in good spirit;
 - (b) there is not sufficient ground for interference, the representation should be rejected and the officer informed accordingly;
 - (c) the remarks should be toned down, he will make the necessary entry separately, with proper attestation, at the appropriate place of the report (on no account will corrections be made in the earlier entries themselves), and
 - (d) the adverse remarks were inspired by malice or are entirely incorrect or unfounded, and therefore, deserved expunction, he should strike through the remarks, paste it over, or otherwise obliterate it, and also make a dated entry, under his signature, stating that he

has done so, under intimation to the concerned head of the department/centre/section/unit if he himself does not occupy that position.

- (iii) Representations (including explanation) submitted in respect of adverse entries should not be appended to the respective confidential reports. If the representation was well founded it would have resulted in the competent authority toning down or expunging the adverse remarks; if on the other hand, the representation was without substance, it would have been rejected. In either case, no useful purpose would be served by attaching the representation to the confidential report. Representations against a **“WARNING” OR “COMMUNICATION OF THE DISPLEASURE OF THE INSTITUTE AUTHORITIES” OR REPRIMAND** recorded in the confidential report of the Institute employee, would be dealt with in accordance with the above procedure unless;
 - (a) an opportunity had already been given to the officer concerned to make a representation in the matter relating to the relevant incident or faults and such representation had been duly considered and a decision taken before the **“WARNING”** or **“REPRIMAND”** was administered or the **“DISPLEASURE OF THE INSTITUTE AUTHORITIES”** communicated to him; or
 - (b) Where the **“WARNING”**, **“REPRIMAND”** etc. had been administered as a result to disciplinary proceedings. **FORWARDING OF CONFIDENTIAL REPORTS OF INSTITUTE EMPLOYEE; TO PRIVATE/ SEMI-GOVERNMENT/ AUTONOMOUS BODIES Etc.**
 - 1. Copies of confidential reports on Institute employees or even the substance of such reports should not be sent to private bodies, in connection with appointment to posts advertised by them or for other purposes.
 - 2. If a request is received from a Government/Semi Government/Autonomous bodies etc., a list of the relevant reports may normally be supplied.

PROPRIETY OF ISSUE OF LETTERS OF APPRECIATION OR NOTES OF COMMUNICATION TO INSTITUTE EMPLOYEES

The general policy should be to discourage the practice of granting letter of appreciation or notes of commendation to Institute employees and placing them in the confidential reports. Exceptions, may, however, be made in the following cases.

- (i) letters of appreciation issued by the Institute. Director or important authority in respect of any outstanding work done, should go into the confidential report dossier,
- (ii) letters of appreciation issued by special bodies or commissions or committee, etc., or experts of their reports expressing appreciation for a Institute employee by name should only go into the confidential dossier; and
- (iii) letters of appreciation from individual non-officials or from individual officials (other than a Director or head of the Department) may go into the confidential report if confined to expressing appreciation for services rendered far beyond the normal call of duty, and provided the Direct or the Head of the Department so directs. Appreciation of work should more appropriately be recorded in the annual confidential report rather than in such letters of appreciation which do not give a complete perspective of the employee's good and bad points. However, the mere fact that a stray letter of appreciation does go into is confidential report does not give the officer undue advantage in the matter or promotion which is governed more by consideration flashes of good work.

SCRUTINY OF CONFIDENTIAL REPORTS

The Registrar/competent authority of the Institute should scrutinize the annual confidential reports relating to the services and staff under their control, to see whether they have been written in accordance with these instructions, and whether adverse remarks, if any have been communicated to the officers concerned. If there is any defect in a report, it should be returned to the reviewing officer concerned for rectification.