

**CENTRAL MANUFACTURING TECHNOLOGY INSTITUTE
TUMKUR ROAD BANGALORE – 560 022**

**CMTI RECRUITMENT AND PROMOTION RULES – 2010
FOR GROUP A, B & C POSTS**

**CENTRAL MANUFACTURING TECHNOLOGY INSTITUTE
TUMKUR ROAD BANGALORE – 560 022**

In supersession of the Promotion and Recruitment Rules 1995 for Group A Officers and the Promotion and Recruitment Rules 1998 for Group B, C & D Posts, with amendments if any, the CMTI Recruitment and Promotion Rules – 2010 for Group A, B & C Posts are hereby notified, which will apply to all the employees of CMTI in Group A, B & C Posts, as per the specific provisions there in.

2. These Rules are issued as approved by the CMTI Governing Council.
3. These Rules will come into effect from 01.07.2010. However, in the case of retrospective promotions, if any, effected w.e.f 01.07.2009, these rules will be deemed to have been adopted.

Bangalore
- - 2010

(B. R. Satyan)
DIRECTOR

CENTRAL MANUFACTURING TECHNOLOGY INSTITUTE
TUMKUR ROAD BANGALORE – 560 022

RECRUITMENT & PROMOTION RULES – 2010 FOR GROUP A, B & C POSTS

These Rules are framed in pursuance of the powers vested in the Governing Council Under Rule 44(ii) and 44(iii) of the Rules and Regulations of the Institute and supersedes and replaces the Promotion & Recruitment Rules -1995 for Group A Officers and Recruitment & Promotion Rules – 1998 (for Group B,C & D Posts).

1. SHORT TITLE

These Rules shall be called as “CMTI Recruitment and Promotion Rules 2010 - for Group A, B & C Posts. They shall come into force with effect from 1st July 2010.

2. APPLICATION

2.1 Save or otherwise provided under these Rules they shall be applicable to Recruitment and Promotion of all Employees in Group A, B & C posts in CMTI.

2.2 These Rules shall not apply to:

- i) Persons not in whole time employment of the Institute;
- ii) Persons on contract employment;
- iii) Persons whose services are obtained on deputation
- iv) Any other categories of persons employed but specifically excluded by the Competent Authority.

3. OBJECTIVES

The objectives of these Rules are to Prescribe the eligibility criteria and the methods for Recruitment & Promotion of employees to the various posts in CMTI and to provide in a fair and equitable manner, a growth opportunity to such employees consistent with their performance, qualifications, potential and the needs of the Institute.

4. METHOD OF INDUCTION

4.1 Induction to any Groups of A, B & C categories of employees shall be Made by any of the following methods : -

- i) by direct recruitment
- ii) by promotion
- iii) by selection from among the Research Fellows/Trainees
- iv) by internal deployment
- v) by deputation from other Organizations.

5. CLASSIFICATION OF POSTS

5.1 All posts in the Institute shall be classified in to three Groups – Group A, Group B & Group C :-

- i) **Group A** - All posts carrying a Grade Pay of Rs. 12,000, Rs.10,000, Rs.8,900, Rs.8,700 in the pay scale of Rs.37400 – 67000 in Pay Band-4 and Rs.7,600, Rs.6,600 & Rs.5,400 in the pay scale of Rs.15,600-39100 in Pay Band – 3.
- ii) **Group B** - All posts carrying a Grade Pay of Rs. 5,400, Rs.4,800, Rs.4,600 and Rs.4,200 in the pay scale of Rs.9300 – 34800 in Pay Band -2.
- iii) **Group C** - All posts carrying a Grade Pay of Rs. 2,800, Rs.2,400, Rs.2,000 and Rs.1,800 in the pay scale of Rs.5200-20200 in Pay Band -1.

6. CADRE/CATEGORIES OF POSTS

6.1 For the purpose of Recruitment and promotion, the Employees shall be categorized into the following two main Cadres :-

- A) **Scientific -Scientists/Engineers & Technical** - The Scientific Cadre shall consists of Scientists/Graduate Engineers / Apprentice Officers (APOs) who are inducted through direct recruitment under Group A pay scales (Pay Band -3) and **Technical Cadre** shall consists of all Technical Support Staff who are having technical qualification such as Diploma Engineers, ITI /NTC /B.Sc. /M.Sc. /Diploma /Degree in Library Science/ Stores & Materials Management etc. and deployed in Technical Department for technical work.
- B) **Non-Technical** - The Non-Technical Cadre shall consists of all other employees employed in Administration, Accounts & clerical work in other Technical Departments, Drivers, Security Staff, Multitask Attendants etc. who are not included in Scientific & Technical Cadre.

The Scientists/ Engineers who are inducted through direct recruitment under Group A pay scales (Pay Band-3) shall be covered under the Flexible Complimenting Scheme (FCS) for the purpose of Recruitment / Promotion as applicable to similar Scientific, Technical & R & D Organisations.

For all other Technical & Non-Technical Staff, Time bound Promotion Policy as notified from time to time by the Institute shall be made applicable. However, keeping in view of the limited no. of staff strength and limited No. of posts in each area, and the time bound promotion policy being adopted, **the principle of FCS shall be applicable for the purpose of maintaining the staff strength & promotion within the overall sanctioned staff strength** except for the posts, for which the promotions are subject to availability of vacancy.

6.2 **The Scientists / Engineers (Scientific staff)** shall consists of Executive Director /Director /Scientist 'G' /Additional Director, Joint Directors/Scientist 'F', Deputy Directors /Scientist 'E', Scientist 'D', Scientist 'C' & Scientist 'B' / Apprentice Officers.

6.3 Promotion to the post of Director / Additional Director, Joint Director & Deputy Directors **shall be vacancy based** and shall not be covered under FCS.

6.4 **SUPPORTING TECHNICAL SERVICES-STAFF/OFFICERS SHALL CONSISTS**

OF:

- Technical Assistant -Trainee /Technical Assistant Grade I,II / Senior Technical Assistant Grade I,II/Technical officer / Senior Technical Officer / STO (SG);
- Craftsman-Trainee, Craftsman Grade I,II,III, Chargeman I / II, Senior Chargeman;
- Library Assistant Trainee /Library Assistant Grade I,II /Documentalist Gr I,II/ Librarian Gr. I, II,III / Senior Documentalist , Librarian (SG) / Documentation Officer/Senior Documentation Officer/ Library Officer/ Chief Library Officer.
- Store Keeper Grade I, II, Senior Store Keeper Grade I, II, III, Chief Store Keeper.

NOTE : All other existing Technical Posts, which are not covered under the classifications specified above shall continue to be held by the individuals as personal to them till promotion to the regular cadre or change of post or their retirement & other means of change over.

6.5 **The Non-Technical Posts/ Staff shall consists of :**

- Chief Administrative Officer-SG / Chief Administrative Officer/ Senior Administrative Officer / Administrative Officer.
- Financial Advisor & Chief Accounts Officer (FA&CAO)-SG / FA&CAO/ Senior Accounts Officer /Accounts Officer ;
- Deputy Administrative / Accounts Officer, Assistant Administrative/AAO (SG) / Office Superintendent Grade I/II/ III, ;
- Office Assistant Trainee /Office Assistant Grade I,II,/ Assistant / UDC.
- Driver Grade I,II, III & Senior Driver/SG
- Security Guard Grade I/II/III/IV/SG Security Sub-Inspector, Security Inspector, Senior Security Inspector, Security Superintendent / Grade I/II, Asst. Security Officer & Security Officer;
- Multitask Attendant Grade I,II,III, & IV / MTA-SG

NOTE : All other existing Non-Technical Posts, which are not covered under the above specified categories, shall continue to be held by the individual as personal to them till promotion to the regular cadre or change of post / designation & other means of change over or their retirement.

7. RECRUITMENT:

- 7.1 Generally, recruitment of all Scientists/Engineers shall be made at the entry level of Apprentice Officer and on successful completion of Training of specified period, they shall be absorbed in the regular cadre with all the benefits. During the training they shall be eligible for fixed salary/stipend along with Medical benefit for self only.
- 7.2 If absolutely found necessary, a few recruitments may be made through **lateral induction** depending upon the need & requirement of the Institute at any time. In such cases of lateral induction, the Qualification, Age, Experience shall be proportional as per the promotion chart specified therein. However, the appointing authority may indicate specific requirement, as may be necessary, depending upon the need & requirement of the Institute.
- 7.3 The recruitment for all Scientific Staff and all other Posts in Group A shall be made on all India basis through release of Advertisement in News papers / in Employment News and on CMTI website.
- 7.4 Similarly, all recruitments in other Technical Support and Non-Technical staff shall be made at the entry level as Trainees except in case of Group A Posts, Security Staff and Drivers. The personnel recruited as Trainees shall be on training for a period of two years and on successful completion of Training of specified period, they shall be absorbed in the regular cadre with all the benefits. The period of Training may be relaxed by the appointing authority. During the training, trainees shall be eligible for fixed salary/stipend alongwith Medical benefit for self only.
- 7.5 Isolated posts in entry level of Group A Cadre will be made through release of Advertisement in local /National news paper, depending upon the availability and level of the post at the discretion of the appointing authority.
- 7.6 The recruitment for the posts in Group B & C shall be made either through Local Advertisement or through getting suitable candidates sponsored from local Employment Exchange or both / on CMTI website.
- 7.7 Receiving and processing of applications on- line shall be adopted, wherever possible.
- 7.8 The eligibility criteria for recruitment to each post, pay & other details etc., for each of the post shall be as per the charts given in these Rules.

8. CONSTITUTION OF SELECTION COMMITTEE:

- 8.1 Separate Selection Committee for recruitment of Scientists / Engineers, Supporting Technical staff and other Non technical posts will be constituted under the Chairmanship of Director or his nominee for all Group A posts.
- 8.2 Selection Committee for recruitment of Supporting Technical staff and other Non-technical posts –Group B & C posts shall be constituted under the chairmanship of Joint Director or equivalent grade with adequate representation from all areas.
- 8.3 Additional expert member, either internal or external, shall be co-opted as and when required.
- 8.4 The Selection Committee shall have maximum SIX Members and two as minimum excluding the Chairman. There shall be one SC/ST Member in all the Selection Committees.
- 8.5 The Members of the Selection Committee shall be atleast one Grade above the Grade Pay for which recruitment is made.

9. SELECTION PROCESS:

- 9.1 The process of selection shall be based on Written Test followed by interview for those who qualify in the Written Test. However, the Selection Committee constituted may dispense with the written test depending upon the No. of candidates to be short listed, No. of posts to be filled-up etc. With the prior approval of Director.
- 9.2 The number of candidates attending Written Test / Interview shall be limited through screening, based on Marks obtained in the qualifying exam.
- 9.3 Written Test may be dispensed with for any post with the approval of Director / Appointing authority and selection could be made only through interview of the candidates short listed through screening based on Marks and other criteria.
- 9.4 If felt necessary, the process of Written Test and making list of candidates eligible for interview may be outsourced to reputed institutions engaged in this sort of work.
- 9.5 Sufficient candidates selected shall be kept in the waiting list to manage attrition of new recruits and the wait list shall be valid for a period of one year from the date of selection.

10. INDUCTION PROGRAMME:

- 10.1 Detailed induction Training shall be imparted to the selected candidates in all departments before placing them on work.

11. RECRUITMENT LEVEL:

- 11.1 The details of the grades at which recruitments have to be made, the educational qualifications required and the process of recruitment to each grade under the Scientific & Technical Category are given in the chart in the following pages:-

RECRUITMENT OF SCIENTISTS/ENGINEERS:**I SCIENTIST / ENGINEER (FOR MORE DETAILS REFER CHART-1):TABLE - 1**

Sl. No	Post	Scale Of Pay Rs.	Eligibility Criteria	Age Limit	Recruitment Process
01	Apprentice Officer	Consolidated stipend of Rs 20000/-PM for Graduates and Rs21,000/- for post Graduates during the training of two years for Graduates and one year for Post Graduates. On successful completion of training absorbed as Scientist 'B'	First Class BE / B.Tech / or First Class M.E./ M.Tech .	26 years for Graduates & 28 years for PGs	Written Test + Interview
02.	Scientist 'B'	15600-39100 with Grade Pay of 5400 (PB-3),With two advance increments for PGs.	First Class BE / B.Tech or First class M.E /M.Tech With two years of experience for Graduates / one year for PGs in any reputed organization in the relevant field.	28 years for Graduates /30 Years in case of PGs.	Written Test + Interview

TECHNICAL SUPPORT STAFF**II. TECHNICAL ASSISTANT (FOR MORE DETAILS REFER (CHART - 2)**

Table - 2

Sl. No	Post	Scale Of Pay Rs.	Eligibility Criteria	Age Limit	Recruitment Process
01.	Technical Assistant – Trainee	Consolidated stipend of Rs10,000/- PM during the training period of two years and after the successful training may be absorbed as Technical Asst. Note: Based on the need First class M.Sc. may be recruited as trainees with consolidated stipend of Rs 12,000/-and after the successful training may be absorbed as Technical Asst. with a grade pay of Rs,4200/-	First Class Diploma in Engg./ B.Sc.	26 Years	Written Test + Interview
02.	Technical Assistant Grade I	5200-20200+GP 2800 (PB-1)	First Class B.Sc / Diploma in Engg with two years of working experience in the relevant areas	28 years	Written Test + Interview

III CRAFTSMAN (FOR MORE DETAILS REFER CHART - 3):**TABLE-3**

Sl. No.	Post	Scale Of Pay Rs.	Eligibility Criteria	Age Limit	Recruitment Process
01.	Craftsman-Trainee	Consolidated stipend of Rs 7,500/-PM during the training period of two years and after the successful training may be absorbed as Craftsman Grade I	SSLC with First class ITI	26 Years	Trade Test + Interview
02	Craftsman Grade I	5200 – 20200+ GP 2000 (PB-1)	SSLC with First class ITI With two years of working experience in the relevant field	28 Years	Trade Test + Interview

IV STORE KEEPER (FOR MORE DETAILS REFER (CHART - 4)**TABLE - 4**

Sl. No	Post	Scale Of Pay Rs.	Eligibility Criteria	Age Limit	Recruitment Process
01.	Store keeper - Trainee	Stipend of Rs 9000/-PM during the training period of two years and after the successful training may be absorbed as Store keeper Grade I	Graduation with First class Diploma in Materials Management / Store keeping from recognized Institute or First Class Degree in Materials Management	26 Years	Written Test + Interview
02.	Store keeper – Grade I	5200-20200 with GP 2400 (PB- I)	Graduation with First class Diploma in Materials Management / Store keeping or First Class Degree in Materials Management with two years Experience and proficiency in computer operation	28 Years	Written Test + Interview

V LIBRARIAN (FOR MORE DETAILS REFER CHART - 5):

Table-5

Sl. No	Post	Scale Of Pay Rs.	Eligibility Criteria	Age Limit	Recruitment Process
01.	Library Assistant - Trainee	Consolidated Stipend of Rs 9000/-PM during the training period of two years and after the successful training may be absorbed as Library Assistant Grade I	First Class in PUC with First Class Diploma in Library Science	26 years	Written Test + Interview
02	Library-Assistant Grade I	5200-20200 with GP 2400 (PB- I)	First Class in PUC with First Class Diploma in Library Science with two years experience.	28 years	Written Test + Interview
03	Librarian-Trainee	Consolidated Stipend of Rs 12,000/-PM during the training period of two years and after the successful training may be absorbed as Librarian Gr I	First Class Degree with First Class Degree in Library Science or First Class Master Degree in Library Science.	28 years	Written Test + Interview
04	Librarian – Grade- I	9,300-34,800 with GP 4200 (PB-2)	First Class Degree with First Class Degree in Library Science or First Class master degree in Library Science with two years experience / training	30 years	Written Test + Interview

NOTE:

- Recruitments will normally be limited to the grades mentioned above only. Remaining grades will be reserved for promotions.
- In Scientist/ Engineers Cadre, bulk of the recruitment will be at APO or Scientist 'B' level and recruitment to Scientist C and above level will be made only if it is absolutely essential. In such cases, the qualifications & experience shall be based on the total no. of years required for the respective post / positions, arrived at based on the promotion norms for respective post/positions .Weightage for higher qualification may also be considered and to be equated as research / experience for lateral recruitment as under:
 - Post Graduate in engineering -Two years
 - Doctorate in Engineering - Four Years
- If an expert Scientist. / Engineer working elsewhere in the country or abroad is required to be appointed in CMTI from the work point of view, he / she will be interviewed for suitability by a high level Selection Committee headed by Chairman / Director.

- 4 Age prescribed should be reckoned as on the last date prescribed for receipt of applications.
- 5 Relaxation of Age, qualification & experience may be considered by the appointing authority as may be appropriate in exceptionally deserving and meritorious candidates.
- 6 Higher start, in case of direct recruits other than Trainees may be given by the appointing authority upto a maximum of five advance increments in the respective Pay Band in deserving cases based on the recommendation of the Selection Committee.
- 7 Age relaxation is admissible to SC / ST / OBC candidates, as per Government of India orders on the subject.
- 8 Upper age limit is relaxable to physically handicapped / Ex-serviceman candidates, as per Government of India orders on the subject.

RECRUITMENT OF NON-TECHNICAL STAFF
(ADMINISTRATION / ACCOUNTS / PURCHASE AREA)

12. ADMINISTRATIVE STAFF

12.1 Recruitment in Administration area is normally limited to the grades of

- Office Assistant – Trainee/ Office Assistant Grade I,
- Driver - Trainee,/ Driver Grade-I
- Security Guard / ASI
- Multitask Attendant-Trainee / Multitask Attendant Grade-I etc.

However, lateral induction could be made to Group A entry level positions and also for any other posts in Administration/ Accounts depending upon the need and requirement of the Institute from time to time which are found to be essential, in which case the specified qualification, Experience, specialization, age etc. shall be as provided in the Recruitment/Promotion Chart. subject to approval by the Director/appointing authority, the essential qualification/ experience may be modified to suit the requirement of such specified posts.

12.2 Selection Committee under the Chairmanship of the Director shall be constituted for all group A posts in Non-Technical area with Joint Director / CAO / Head of Personnel and Administration and FA & CAO / Head of Accounts & Finance as members. Any other expert member will be co-opted as and when need arises.

12.3 Selection Committee for all other posts in Non-Technical area other than Group A posts shall be constituted under the Chairmanship of Director or his Nominee or Joint Director or equivalent rank. The other members of the selection committee shall consist of JDs/Scientist E & D or equivalent rank / Chief Administrative Officer / Head of Administration / Head of Finance & Accounts / FA & CAO.

12.4 There shall be maximum of Six Members and Minimum of 2 members excluding the Chairman & Co-opted Expert. The members of the committee shall be at least one grade above the post for which the selection committee is constituted.

12.5 Representation shall be ensured for SC /ST in the Selection Committees.

12.6 The process of Recruitment will be written examination and followed by interview for those who qualify in the written examination.

- 12.7 Written test may be dispensed with for any post with the approval of Director/Appointing authority and selection could be made only through interview of the candidates short listed through screening based on marks and other criteria.
- 12.8 Applications shall be invited through advertisements. While receiving applications and processing the same, on-line registration and computer based processing could be used whenever possible. Applications for drivers/Multitask Attendant could be invited on paper.
- 12.9 Syllabus for the written test for recruitment will be prepared and kept ready atleast a year in advance of the actual recruitment.
- 12.10 The number of candidates attending Written Test shall be limited through screening based on Marks obtained in the qualifying exam.
- 12.11 Sufficient candidates selected shall be kept in the waiting list to manage attrition of new recruits and the waitlist shall be valid for a period of one year from the date of selection.
- 12.12 Induction Training, wherever found necessary, shall be imparted to the selected candidates in all departments before placing them on work.
- 12.13 The grades at which recruitments have to be made, the educational qualifications required and the process of recruitment to each grade are given in the Tables which follows:
- 12.14 Absorption of all Trainees shall be subject to assessment & review of the assignment carried out during training.

ADMINISTRATION**RECRUITMENT**

TABLE-7

I FINANCIAL ADVISOR & CHIEF ACCOUNTS OFFICER/ SENIOR ADMINISTRATIVE OFFICER

(FOR MORE DETAILS REFER CHART - 06/07):

Sl. No	Post	Scale of Pay RS.	Eligibility Criteria	Age Limit	Recruitment Process
01.	Financial Advisor & Chief Accounts Officer	15600-39100 GP 7600 (PB-3)	ACA / ICWA / MBA - Finance, Preferably in the age group of 45 to 50 years. Possessing extensive experience in Commercial Accounting of not less than 20 years of service of which 10 years should be in a senior position preferably in a similar Organization. The incumbent should be prepared to stay in Institute Quarters. Knowledge of central Govt. Rules & Regulations & exposure to computerized Accounting is Desirable	50 years	By Direct recruitment By Interview
02.	Senior Administrative Officer	15600-39100 GP 6600 (PB-3)	Essential: 1) First Class Graduation with First Class Post Graduate Diploma in personal Management & Industrial Relations with 12 Years Post qualification experience in Supervisory capacity in the areas relating to personnel & Administration Security Canteen Desirable- Qualification-Degree in Law and Working experience in Computerized environment.	45 years	By Promotion failing which by direct recruitment By Interview

**II ADMINISTRATIVE / ACCOUNTS OFFICER
(FOR MORE DETAILS REFER CHART - 06 &7):**

TABLE- 8

Sl. No	Post	Scale of Pay RS.	Eligibility Criteria	Age Limit	Recruitment Process
01	Administrative Officer	15600-39100 GP 5400 (PB-3)	<p><u>Essential:</u></p> <p>1) First Class Graduation with First Class Post Graduate Diploma in Personal Management & Industrial Relation with six Years Post qualification experience in supervisory capacity in the areas relating to Personnel & Administration, Security ,Canteen.</p> <p><u>Desirable-</u> 1. Qualification - Degree in Law and Working experience in Computerized environment. 2) Independent working experience in a supervisory capacity in a Govt. / Autonomous organization and working in computerized environment.</p>	35 years	Test and / or Interview
02	Accounts officer	15600-39100 GP 5400 (PB-3)	<p><u>Essential:</u></p> <p>1) CA / ICWA / SAS with six years post qualification experience in supervisory capacity in the areas relating to Finance and Accounts.</p> <p><u>Desirable:</u> Independent working experience in maintaining & finalization of accounts in a Govt. / Autonomous Organization and working in computerized environment.</p>	35 Years	Test and / or Interview

III OFFICE ASSISTANT (FOR MORE DETAILS REFER CHART - 08); TABLE – 9

Sl. No	Post	Scale of Pay RS.	Eligibility Criteria	Age Limit	Recruitment Process
01	Office Assistant -Trainee	Consolidated Stipend of Rs 9000/-PM during the training period of two years and after the successful training may be absorbed as Office Assistant Grade-I	<p>Essential:</p> <p>1) First Class Graduation in any discipline (other than Engg. Graduates) from any recognized University.</p> <p>2) Proficiency in Computer operation.</p> <p>Desirable : Diploma in secretarial practice Preference will be given for B.Com Qualification for posting in accounts area.</p>	26 years	Written Test + Proficiency test in computers + Interview
04	Office Assistant Grade I	5200-20200 GP 2400 (PB-I)	<p>1) First Class Graduation in any discipline (other than Engg. Graduates) from any recognized University.</p> <p>2) Proficiency in Computer operation.</p> <p>3) Two years working experience in the relevant areas.</p> <p>Desirable: Diploma in secretarial Practice, Preference will be given for B.Com. Qualification for posting in accounts area.</p>	28 Years	Written Test + Proficiency test in computers + Interview

V DRIVER (FOR MORE DETAILS REFER CHART - 9);**TABLE-10**

Sl. No	Post	Scale of Pay RS.	Eligibility Criteria	Age Limit	Recruitment Process
01.	Driver Grade I	5200 – 20200+ GP 2000 (PB-1)	Essential: 1) SSLC pass 2) LVD license 3) Two year experience in light vehicle driving	28 years	Driving Test + Interview

VI SECURITY GUARD (FOR MORE DETAILS REFER CHART -10);**TABLE-11**

Sl. No	Post	Scale of Pay RS.	Eligibility Criteria	Age Limit	Recruitment Process
01	Security Guard	5200 – 20200+ GP 1800 (PB-1)	Essential: 1) SSLC pass with five years Service in Military or para Military Service	35 years	Written Test / Interview
02	Security Sub Inspector	5200 – 20200+ GP 2400 (PB-1)	Graduation With Five years Service in Military or Para military service in the rank of JCO or Equivalent Desirable: Working experience in Computer operation.	40 years	Written Test/ Interview

VII MULTI TASK ATTENDANT (FOR MORE DETAILS REFER CHART -11):**TABLE-12**

Sl. No	Post	Scale of Pay RS.	Eligibility Criteria	Age Limit	Recruitment Process
01	Multi-Task Attendant Trainee	Consolidated stipend of Rs.6000/-PM during the training period of Two years and after the successful training may be absorbed as Multitask Attendant Grade I	Essential: 1) SSLC pass	24 years	Test / Interview
02	Multi-Task Attendant Gr-I	5200 – 20200 with GP 1800 (PB-1)	Essential: 1) SSLC pass with two years experience.	26 years	Test/ Interview

Note:

- 1) Recruitments will normally be limited to the grades mentioned above only. Remaining grades will be reserved for promotions.
- 2) Age prescribed should be reckoned as maximum on the last date prescribed for receipt of applications.
- 3) Relaxation of Age, Qualification & experience may be considered by the appointing authority as may be appropriate in exceptionally deserving and meritorious candidates.
- 4) Higher start, in case of direct recruits other than Trainees may be given by the appointing authority up to a maximum of five advance increments in the respective Pay Band in deserving cases based on the recommendation of the Selection Committee.
- 5) Age relaxation is admissible to SC / ST / OBC Candidates , as per Government of India orders on the subject.
- 6) Upper age limit is relaxable to physically handicapped / Ex-Serviceman candidates, as per Government of India orders on the Subject.

13. GENERAL
(Applicable to Recruitments in Scientific / Technical and Non -Technical)

13.1 MODE OF RECRUITMENT

For posts with GP 1800, 2000,2400 & 2800	From the list obtained from the local Employment Exchange or through local newspaper advertisement
Posts with GP 4200 & above but below GP Rs 6600	Advertisements in local newspapers and also in Employment news
Posts with GP Rs.6600 and above	Advertisements in National level & local newspapers and also in Employment news
In all the above cases, advertisement shall be simultaneously be released in the Institute website.	

14. QUALIFICATIONS & EXPERIENCE

- 14.1 Qualification and relevant experience prescribed for recruitment should be treated as two separate elements.
- 14.2 The prescribed experience should have been obtained after acquiring the prescribed educational qualifications.
- 14.3 Relaxation in the educational qualifications and / or experience wherever prescribed, is not normally permissible. However ,the appointing authority in exceptional cases ,may consider relaxation or accept the recommendation of the Selection Committee which has considered such cases and such relaxation shall be duly justified in writing either by the appointing authority or by the selection Committee.

- 14.4 If the candidate called for interview possesses higher qualifications / experience than that prescribed for the post, **such higher qualifications / experience will not bestow any advantage what-so-ever, including consideration for any higher grade by virtue of such qualifications / experience.**
- 14.5 If a candidate is not found fit for the advertised post, **he / she may be considered for the lower post, subject to availability of such post**, based on the recommendation of the selection Committee with due justification . The Director /appointing authority may accept or reject such recommendation at its discretion.

15. RESERVATIONS

- 15.1 CMTI being an autonomous body under the Government of India, reservation orders for SC / ST / OBC / Physically handicapped etc as applicable to Government departments shall be followed in Recruitment in CMTI.
- 15.2 Selection Committees are competent to examine and decide the extent of relaxation in respect of standards of evaluations to be made for SC / ST / OBC candidates. Such relaxation is allowed only for filling up of posts reserved for SC / ST / OBC candidates.

16. ADDITIONAL INCREMENTS

- 16.1 In respect of direct recruitment, a maximum of 5 additional increments may be recommended for exceptional cases by the Selection Committee in the notified grade for the post. However the Director / Appointing authority may either accept or reject to grant additional increments.

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PROMOTION

17. GENERAL:

17.1 All promotions are need based and for the purpose of Promotion, the staff in the Institute shall be categorized into three groups i.e.

- (i) Scientific,
- (ii) Technical and
- (iii) Non-Technical.

The Scientific Staff shall consist of only Graduate /Post graduates Engineers/ Doctorate in Engineering / Science who is directly recruited in Group A Category and who are involved in Scientific / Research work. **Their promotion will be under FCS.**

The Technical Staff shall consists of all Technical support services such as Diploma Engineers who are taken as Technical Assistants, Craftsman /(ITI Certificate holders or equivalent qualification from recognised institutions), Candidates with M.Sc. / B.Sc or equivalent qualifications and posted as Technicians in Lab / Testing Services or Technical work / job, Draftsman, Library Staff, Storekeeping Staff with technical qualification.

The Non-Technical Staff shall consists of all other staff who are engaged for clerical job and /or posted in Administration, Accounts, Purchase/ Stores/ other Technical Department for clerical work, Security, Transport and allied posts. **The Technical and Non - Technical Staff** shall be covered under the time bound promotion / Guidelines / Rules of the Institute. However ,keeping in view of the limited no. of cadre strength /posts in each area and difficulty in maintaining post based staff strength, the Institute shall maintain overall sanctioned staff strength in each Group i.e Group A, Group B & Group C. In case of isolated posts and vacancy based posts, the promotion shall be subject to availability of vacancy.

17.2 Minimum eligibility criteria for consideration for promotion:

17.2.1 For all Posts carrying a Grade Pay of Rs. 5400 (Group A) & above :

- (a) A minimum attendance of 200 days on an average during the preceding three years
- (b) A minimum performance rating of not less than 70% average for entire period of qualifying Service specified for promotion;
- (c) There are no adverse remarks reported during the preceding three years;
- (d) The Officer is not under punishment for any misconduct under the service Rules during the period under consideration and also no disciplinary action is pending at the time of consideration for promotion by the Selection Committee / Senior Staff Selection Committee;

- (e) Provided further that in the case of subsequent consideration for promotion, attendance / performance rating/ adverse remarks, reported during the previous 3 years shall be taken into account. However, in exceptional cases, the Committee may consider to relax the minimum attendance, in case the employee's attendance fall short of required minimum on account of hospitalization of the employee for any serious ailment during the period of consideration of three years.

17.2.2 For all posts carrying a Grade Pay of Rs. 4200 & above and upto Rs. 5400 in PB-2 :

- (a) A minimum attendance of 190 days on an average during the preceding three years;
- (b) A minimum performance rating of not less than 65% in the report during the preceding three years on an average ;
- (c) There are no adverse remarks reported during the preceding three years;
- (d) The Employee is not under punishment for any misconduct under the service Rules during the period under consideration and also no disciplinary action is pending at the time of consideration for promotion by the Selection Committee / Senior Staff Selection Committee;
- (e) Provided further that in the case of subsequent consideration for promotion, attendance / performance rating/ adverse remarks, reported during the previous 3 years shall be taken into account. However, in exceptional cases, the Committee may consider to relax the minimum attendance, in case the employee's attendance fall short of required minimum on account of hospitalization of the employee for any serious ailment during the period of consideration of three years.

17.2.3 Minimum eligibility criteria for consideration for promotion - For all posts carrying a Grade Pay of Rs.2800 below.

- (a) A minimum attendance of 190 days on an average during the preceding three years;
- (b) A minimum performance rating of not less than 60% in the report during the preceding three years;
- (c) There are no adverse remarks reported during the preceding three years;
- (d) The Employee is not under punishment for any misconduct under the service Rules during the period under consideration and also no disciplinary action is pending at the time of consideration for promotion by the Selection Committee / Senior Staff Selection Committee;
- (e) Provided further that in the case of subsequent consideration for promotion, attendance/ performance rating/ adverse remarks, reported during the previous 3 years shall be taken into account. However, in exceptional cases, the

committee may consider to relax the minimum attendance, in case the employee's attendance fall short of required minimum on account of hospitalisation of the employee for any serious ailment during the period of consideration of three years.

- 17.3 The selection of employees for promotions shall be recommended by the Senior Staff Selection Committee (SSSC) in case of scientists/ Engineers and other Group A posts which carry Grade Pay of Rs. 7600 & above;
- 17.4 Promotions to all posts which carry Grade Pay of Rs. 5400 & above but below Rs. 7600 in Group A shall be considered by the Departmental Promotion Committee (DPC) under Chairmanship of Director;
- 17.5 Promotions for all the Technical/Non-technical Posts in Group-B & C shall be considered by DPCs constituted for the purpose by the competent Authority / Director;
- 17.6 In evaluating suitability of the employees for promotion, the SSSC/DPC shall take into consideration their performance, qualification, work discipline, adaptability for different types of work, aptitude and any other factors the Committee may consider necessary;
- 17.7 For the purpose of eligibility criteria for the assessment for consideration for promotion, the details shall be compiled as on 31st Dec, of the previous year for the purpose of attendance, performance rating and there are no adverse remarks reported during the preceding three years. However, in case where a punishment or disciplinary case is pending against any employee or contemplated as on the date of convening the meeting of the SSSC/DPC, such employees shall not be considered by the committee;
- 17.8 For the purpose of reckoning the No. of years of service, 30th June of the respective year on which the DPC is held shall be considered.

18. **SCIENTISTS / ENGINEERS**

18.1 **FLEXIBLE COMPLIMENTING SCHEME (FCS)**

Promotion of all cadres of employees in Scientists / Engineers category who are directly recruited under Group A Grade will be covered under Flexible Complimenting Scheme (FCS), by upgrading the post held by the incumbent to the next higher post. Once an incumbent at any level vacates the post, the post reverts to the lowest grade in that cadre to which recruitment can be made. The total number of posts sanctioned in scientific cadre will thus remain constant irrespective of the promotions / retirements / resignations etc.

Promotions under FCS shall be made in such a way that only the employees meeting the strict standards of performance and knowledge are only rewarded with promotion at any time.

18.2 The cases, in respect of which any vigilance/ disciplinary case is pending, will not be considered by the Committee and the adverse remarks if any, in the Annual Performance Reports during the Qualifying period of service or three years in case of passed over cases would be looked into by the Committee.

18.3 Due weight-age shall be given to the administrative capability of the candidate, who is considered for the post with specific designation like, Additional Director, Joint Director / Deputy Director since they will be heading the Division/Department. **Such designations / Posts shall be vacancy based and is not covered under FCS.**

19. SCOPE AND CONSTITUTION OF SENIOR STAFF SELECTION COMMITTEE (SSSC) & DEPARTMENTAL PROMOTION COMMITTEES (DPC)

19.1 For considering promotion of Scientific staff, Technical support staff & Non-Technical staff, 3 Committees shall be constituted in CMTI;

19.1.1 Constitution of Selection Committee for promotion to Scientist / Engineers 'D' grade and above i.e., Grade pay of Rs. 7600 & above, for which the promotion is considered by the **Senior Staff Selection Committee (SSSC);**

Chairman : President of the Governing Council or his nominee

Members : One Research Advisory Board (RAB, CMTI) Member,
Director, CMTI

: Two External expert members to be nominated by Director from Organisation like ISRO, ADA, IISC, NAL, or similar Institution or Industry

: One SC/ST Member.

19.1.2 **For promotion to Scientist / Engineers 'B' to 'C' and all other Group A posts (other than scientific) with Grade pay of Rs. 5400, Rs. 6600 & all Selection Grade posts with Grade pay Rs.7600;**

Chairman : Director, CMTI

: One Research Advisory Board (RAB, CMTI) Member

Members : 3 Members from among Joint Directors / HODs CAO/ Head of Administration, FA & CAO / Head of Accounts / Scientist "E" or equivalent rank;

: One expert member to be nominated by Director from Organisations like ISRO, ADA, IISC, NAL similar institutions or industry;

: One SC/ST Member

19.1.3 **For all other Group 'B' & 'C' Posts in Technical & Non-Technical Category**
;

Chairman : Joint Director (Normally Senior most JD)

Members : 4 Members from among Joint Directors / HODs /CAO /
Head of Administration, FA & CAO / Head of Accounts

: One SC/ST Member

NOTE:

1. The members of the DPC shall be atleast one Grade above for which the promotions are considered.
2. The DPC shall have maximum 6 Member and Minimum of 3 Members other than Chairman and Co-opted Members.
3. Representation of one member of SC/ST, may be ensured in each DPC either through the constitution proposed or through co- option each times. In case of non-availability of SC/ST Member of required Grade, a member from among the equivalent Grade for the past for which promotion is considered, may be nominated.

19.2 The SSSC/DPCs for considering the promotion for Scientists/Engineers and the DPC for Group B&C will meet in the month of June every year to consider the eligible cases as on 30th June and the promotions shall be effective from 1st July of the respective year.

19.3 The Senior Staff Selection Committee for promotion to Scientists/Engineers D and above shall be constituted by the President of the Governing Council.

20. REVIEW PROCEDURE:

20.1 All Scientific staff shall be subject to screening process and those who are "Screened-in" by the Screening Committee constituted for this purpose by the Director are only eligible to be called for interview by the SSSC.

20.2 A self Appraisal report by the candidate **whose promotion is by SELECTION for the Grades carrying the Grade pay of Rs.6600/- and above**, and along with the work report relating to the candidates from the immediate superior, on the nature of work and achievements in the existing grade may be circulated to the Committee members before interview.

20.3 Where the promotion is considered based on fulfilling minimum eligibility criteria as specified in clause 17.2, the DPCs may recommend the employees for promotion to the next grade subject to maximum percentage promotion allowed in each grade in the career chart.

20.4 In cases where the promotion is "**By selection**" the employees who fulfill minimum eligibility criteria and are "screened in" wherever applicable, will only be called for interview by the SSSC.

20.5 However, the employee has no right to claim promotion to the next higher grade only based on fulfilling the minimum eligibility criteria. The SSSC/DPC may take into consideration other issues relating to work performance, discipline as reflected in Annual Appraisal rating / recommendation of HOD apart from the minimum eligibility criteria.

20.6 The procedural aspects inside the SSSC/DPC will be as decided by the respective Chairman of the SSSC/DPC.

20.7 The recommendations of the SSSC/DPC will become valid only when they are accepted and approved by the prescribed appointing authority for the cadre.

21. VACANCY BASED PROMOTIONS:

21.1 Apart from those posts specified as vacancy based, the following posts are vacancy based in Administrative & Accounts cadre;

1. Deputy Admn./Accts. Officer, Assistant Admn. / Accounts Officer;
2. Administrative/ Accounts Officer
3. Senior Administrative/ Accounts Officer
4. Chief Administrative Officer / CAO (SG)
5. FA & CAO / FA&CAO (SG)

21.2 Techno-managerial posts such as Additional Director, Joint Director / Deputy Director shall be vacancy based and is not covered under FCS. Due weight-age shall be given to the administrative capability of the candidate, who is considered for these posts with specific designation like, Additional Director, Joint Director / Deputy Director since they will be heading the Division/Department

21.3 The vacancy position shall be declared from timer to time / kept on file for the reference of the Departmental Promotion Committee. All isolated – (specific) posts that are operated as single post for specialized area of operation or specific functional posts are deemed to be vacancy based and in such cases, either of the regular grade or of the selection grade i.e., the post of functional heads – Personnel & Administration, Finance & Accounts, Purchase, be operated at the discretion of the appointing authority. In such cases, the lower post stands upgraded and operated with the upgraded post.

21.4 In case of vacancy based promotion, Administration will submit appropriate details to the SSSC/DPC with regard to the availability of the vacancy.

22. RATIONALISED DATE OF REVIEW FOR PROMOTION;

Every employee will be considered for review as on the rationalized date of review after completion of the prescribed residency period in a particular grade subject to fulfilling the minimum eligibility criteria specified above. All Scientists / Engineers (Group 'A'), all Technical & Non Technical employees in Group A, B, & C completing / completed the prescribed residency period as on 30th June will be considered for promotion.

23. EFFECTIVE DATE OF PROMOTION:

The effective date of promotion will be from the rationalized date of 1st July. However, in case where there is a delay in constitution of the DPC/SSSC or delay in meeting of the DPC/SSSC or finalization of the recommendation of the DPC/SSSC, the promotion shall be made retrospective from the date of entitlement, subject to recommendation of SSSC/DPC and accepted by the

competent authority. In the case of vacancy based promotion, the promotion will take effect from the date of assumption of charge of the promoted post by the concerned employee.

24. TRANSFER:

The employees of the Institute are liable for transfer to any department/division/section in the Institute and any where in India depending upon the need of the Institute.

25. REFUSAL OF PROMOTION:

When a person refuses to accept promotion, the same has to be approved by the Director.

26. SPECIAL REVIEW FOR ADDITIONAL QUALIFICATION:

26.1 In order to encourage higher studies, all Employees who after joining the service acquire additional qualification in the area of work / cadre they are employed, before attaining the age of 55 years, may be considered for the grant of additional increment.

26.2 The entitlement of additional increment for additional qualification shall be as detailed below, subject to condition specified here under:

- i) B.E / B.Tech. - one increment - Eligible for those who are in the post of Technical Asst/ Craftsman.
- ii) M.E / M.Tech. - one increment - Eligible for those who are in the post of Scientist B. & above.
- iii) Ph.D. in Engg. /Science - **Two increment** - Eligible for those who are in the post of Scientist B & above.
- iv) Professional Qualification such as –
M.Lib. / Doctorate in Library science - **One increment** for Library Staff
- v) Professional Qualification such as –
LL.B./ Post Graduate Diploma in Personnel Management & Industrial Relations/
Diploma in Finance / Accounts /MBA –Finance/
Human Resources, Material Management or equivalent
- **one increment**
for all Admn./ Accts. Stores staff

26.3 The grant of additional increment shall be made only in cases the employees acquires additional qualification after the adoption of these Rules and **the Grant of increment shall be subject to:**

- a) Review & recommendation by a Committee appointed by the Director;
- b) The additional Qualification should have been obtained with due permission from the Institute after the appointment and such qualification shall be more than the minimum qualification specified for the post held by the employee;
- c) The employee has no right to claim additional increment as a matter of right and this scheme may be with drawn by the Director at any time.
- d) The qualification should be in the nature to enhance the capability of the employee in the area of function to be reflected in the recommendation of the Committee appointed for the purpose.
- e) The qualification obtained should be from the recognized Universities / Institute and the Committee shall consider equivalent qualification, if any. The issues of interpretation, if any, in this regard, the decision of the Director shall be final and binding.
- f) The opportunity for grant of additional increment as above shall be applicable only once in the career of the Employee in the Institute;
- g) The Employee, by virtue of having granted additional increment under the scheme will not have any right whatsoever, to claim priority / special consideration for promotion, seniority , special recognition / consideration for posting in a particular Department etc.,
- h) The effective date of increment shall be from the first of the following month of the approval / acceptance of the recommendations of the Committee constituted for this purpose and shall be made applicable only once in the career of the employee in the Institute.

27. OTHER BENEFITS:

27.1 CMTI being an R&D organization, in order to encourage Scientists / other Officers, for their good performance, the following would be adopted based on the Govt. norms for Scientific Organization.

27.2 Grant of 4% increment as against 3% normal increment, based on the Govt. norms for good performers. The additional increment as applicable would be granted subject to review / recommendation by a Committee appointed by the Director.

27.3 Grant of Book / Paper allowance and other allowance for Scientific and other staff as per guidelines to be framed based on Govt. norms.

28. POWER TO RELAX, AMEND AND REPEAL

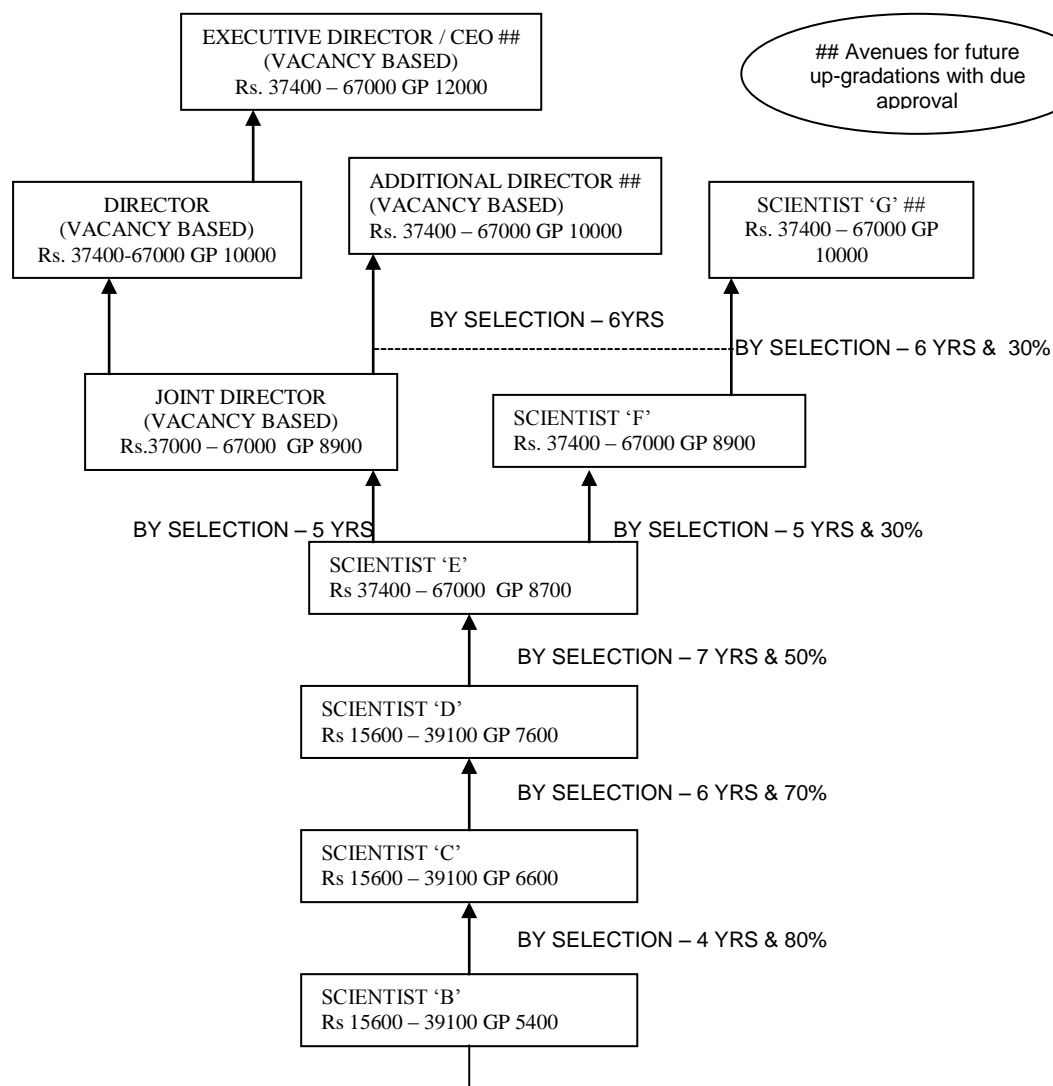
28.1 Nothing in these rules shall affect reservations, relaxations and other concessions required to be provided for SCs, STs, OBCs and other special categories of employees in accordance with the orders of the Govt. of India from time to time in this regards.

28.2 Governing Council shall have the powers to relax amend and repeal any of the provisions of these rules.

28.3 Where any doubts arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to President, Governing Council, whose decision shall be final.

CHART 1 - Scientific

RECRUITMENT – ENTRY LEVEL & CAREER PROGRESSION FOR SCIENTIFIC STAFF
CATEGORY : SCIENTISTS



Avenues for future up-gradations with due approval

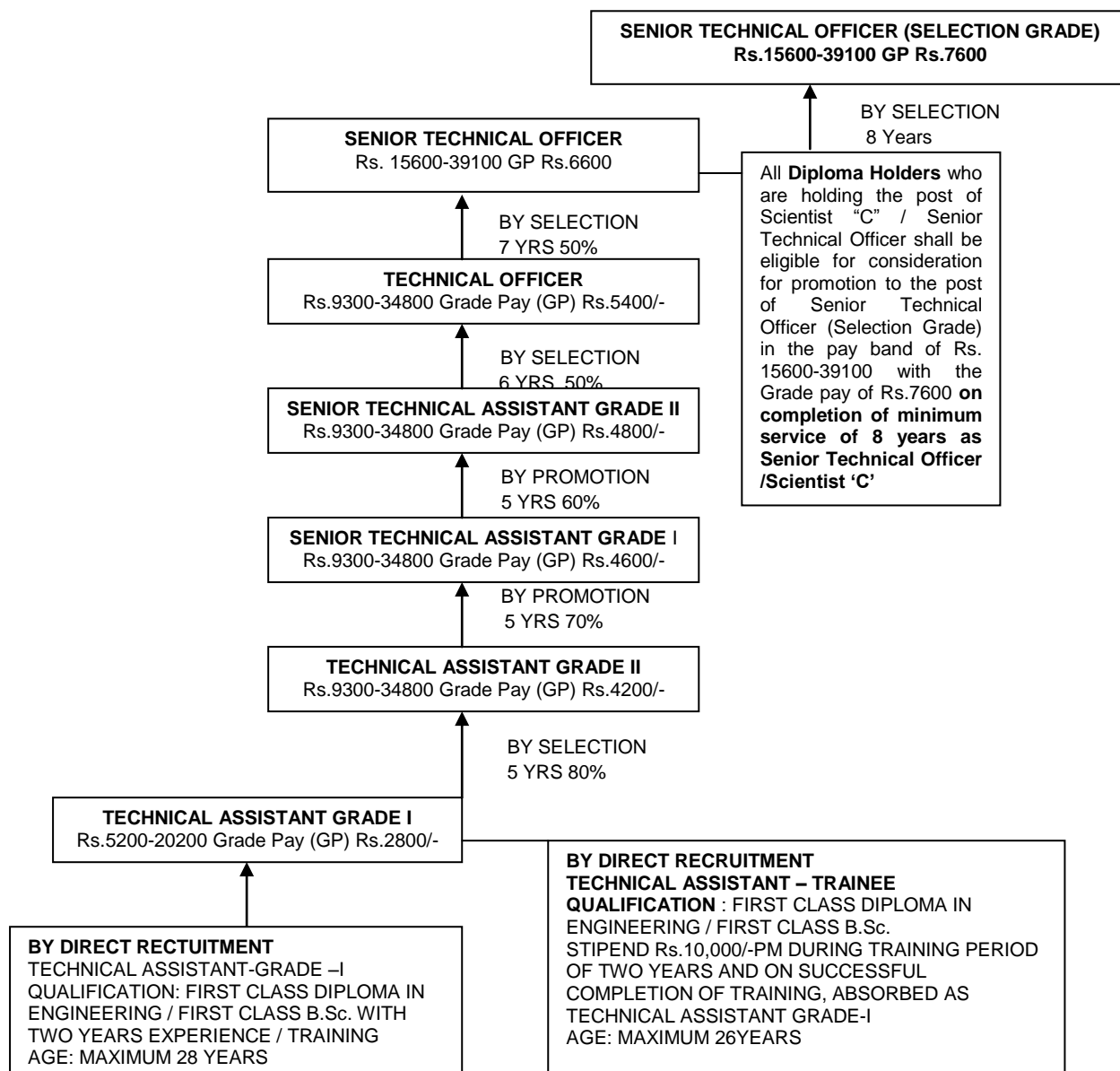
BY DIRECT RECRUITMENT OF FIRST CLASS GRADUATE/ POST GRADUATE ENGINEERS AS APPENTICE OFFICERS (APO) WITH 2 YEARS TRAINING FOR GRADUATES AND 1 YEAR TRAINING FOR POST GRADUATES
STIPEND DURING TRAINING: Rs 20000/- FOR GRADUATES AND Rs 21000/- FOR POST GRADUATES
 ON SUCCESSFUL COMPLETION OF TRAINING. ABSORBED AS SCIENTIST 'B'
 AGE : 26 YEARS FOR GRADUATES AND 28 YEARS FOR POST GRADUATES

1. Functional designation may be adopted in their respective grades depending on the need of the Institute.
2. No. of years shown is the minimum period for consideration for promotion to the next higher grade.
3. Promotion based on marks obtained in ACR and interview.
4. Only those who obtain an average of 70% marks in ACR for the entire qualifying period are eligible for interview
5. All isolated posts/functional designations such as Additional Director, Joint Director shall be deemed to be vacancy based
6. Merit determines each case of promotion
7. Promotion are subject to fulfilling the minimum eligibility criteria as specified in 17.2 and based on ACR+Screening + Interview. Those who are screened in by the Committee set up by the Director are only eligible to be called for interview
8. Need based lateral induction of Ph.Ds at the level of Scientist C would be considered.

CHART-2
TECHNICAL

RECRUITMENT – ENTRY LEVEL & CAREER PROGRESSION FOR TECHNICAL ASSISTANT

CATEGORY : TECHNICAL ASSISTANT



NOTE: All Existing Technician / STA staff not specified above as on 01.07.2009 /01.07.10 will be placed at appropriate designations / Grades as above as per matching Pay Band / Grade Pay

NOTE ON THE CAREER PATH FOR DRAUGHTSMAN CADRE

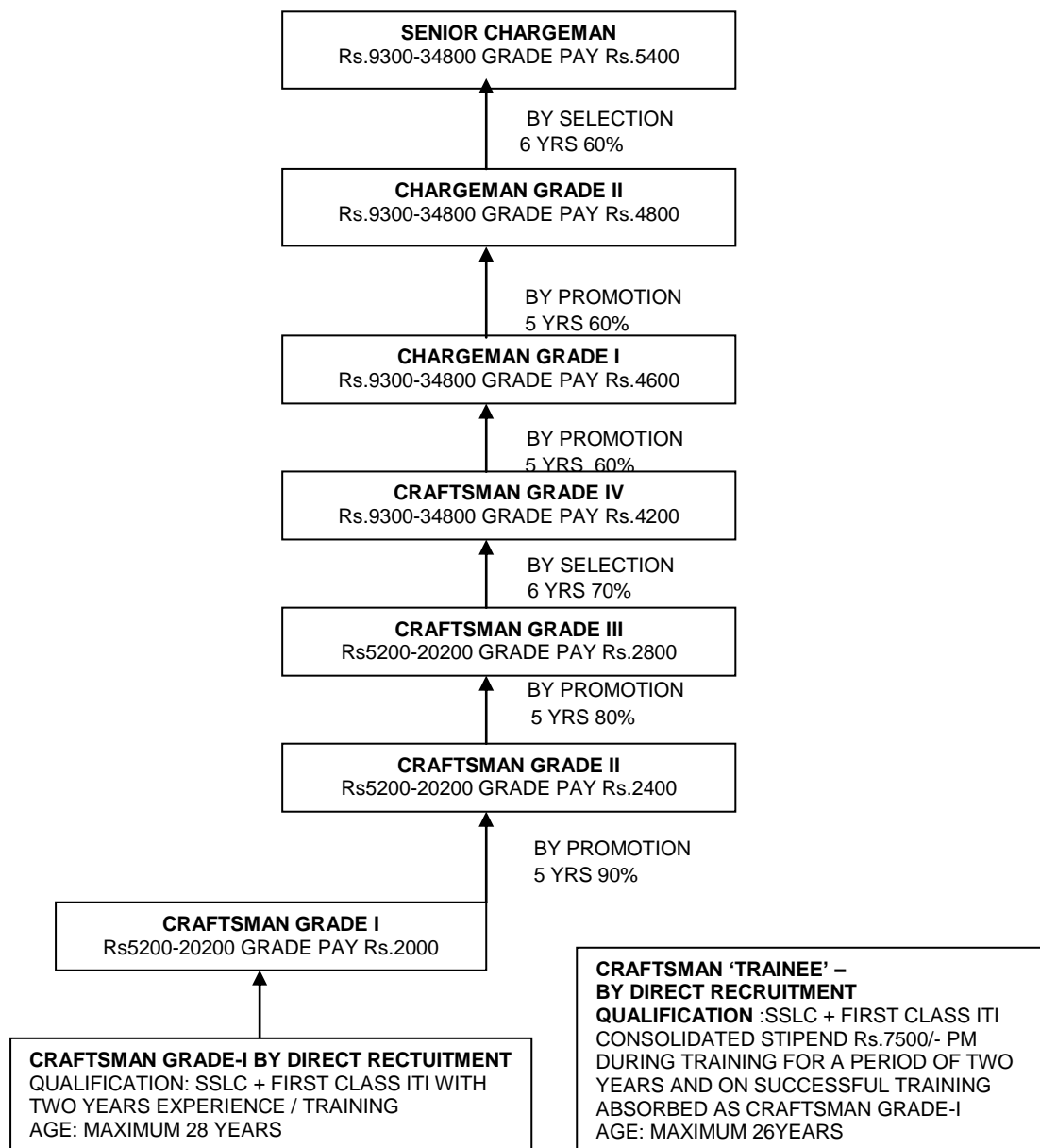
There is only one draughtsman as on the date of adoption of these rules and there is no future requirement of Draughtsman for the Institute due to adoption of IT and change in the usage. As such, no career progression is adopted for Draughtsman cadre.

However, the existing employee who is holding the Draughtsman Gr-IV in the pay scale Rs. 9300-34800 with GP Rs.4800/- may be considered for promotion. On completion of six years of qualifying service for Draughtsman (Selection Grade) in the pay Scale Rs. 9300-34800 with GP Rs. 5400/-, on "Selection " basis, subject to fulfilling the minimum eligibility.

CHART -3
TECHNICAL

RECRUITMENT – ENTRY LEVEL & CAREER PROGRESSION FOR CRAFTSMAN

CATEGORY : CRAFTSMAN

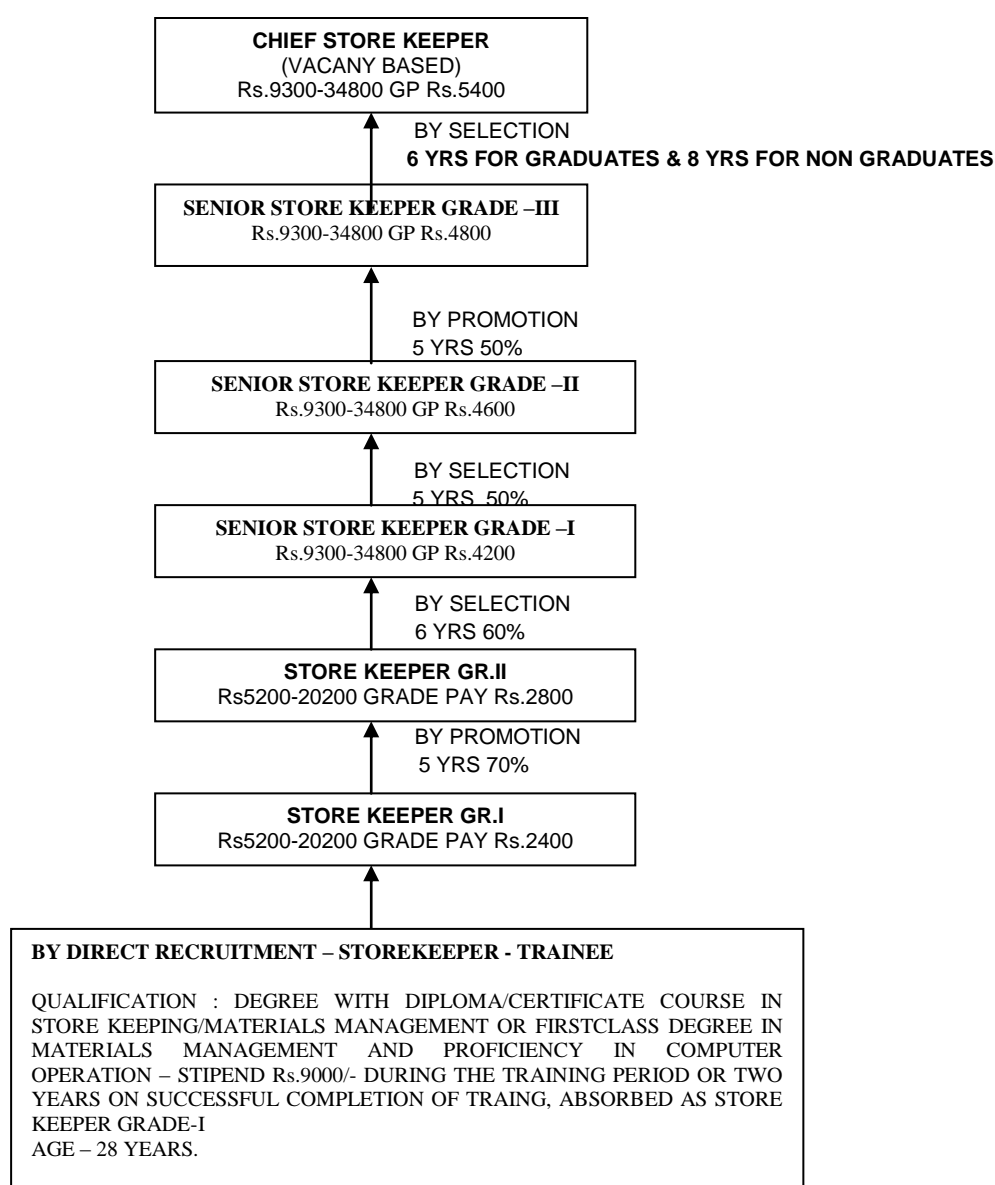


NOTE: All Existing Craftsman / Chageman not specified above as on 01.07.2009 /01.07.10 will be placed at appropriate designations / Grades as above as per matching Pay Band / Grade Pay

CHART-4
TECHNICAL

RECRUITMENT – ENTRY LEVEL & CAREER PROGRESSION FOR STORE KEEPING STAFF

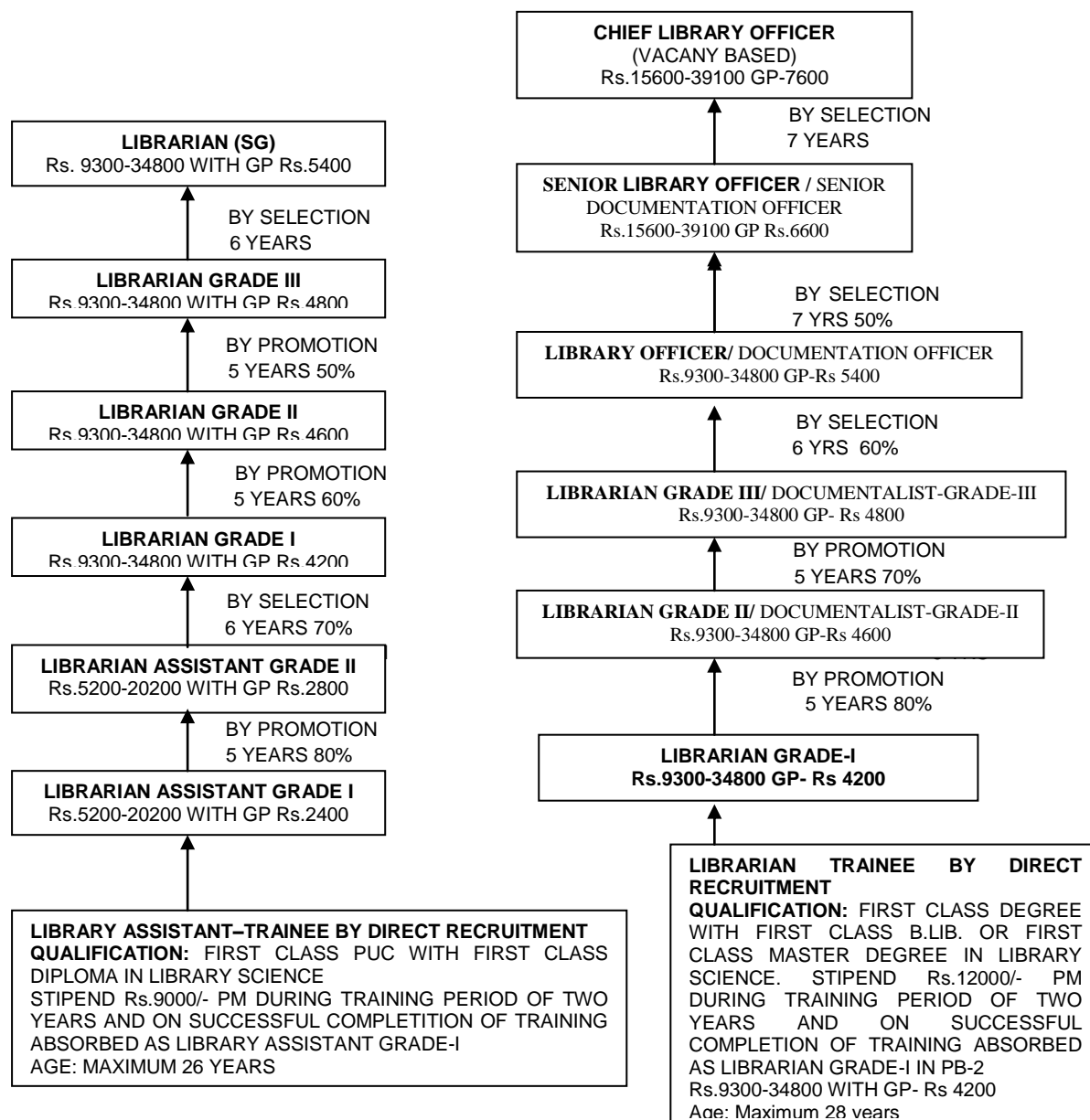
CATEGORY : STORE KEEPER



NOTE: All Existing Store keeping staff not specified above as on 01.07.2009 /01.07.10 will be placed at appropriate designations / Grades as above as per matching Pay Band Grade Pay

**CHART-5
TECHNICAL**

RECRUITMENT – ENTRY LEVEL & CAREER PROGRESSION FOR LIBRARY STAFF
CATEGORY : LIBRARIAN



NOTE: All Existing Library staff not specified above as on 01.07.2009 /01.07.10 will be placed at appropriate designations / Grades as above as per matching Pay Band / Grade Pay

Chart -6 & 7- Non Technical

**RECRUITMENT – ENTRY LEVEL & CAREER PROGRESSION FOR NON-TECHNICAL STAFF
CATEGORY ADMINISTRATIVE / ACCOUNTS STAFF – GROUP A**

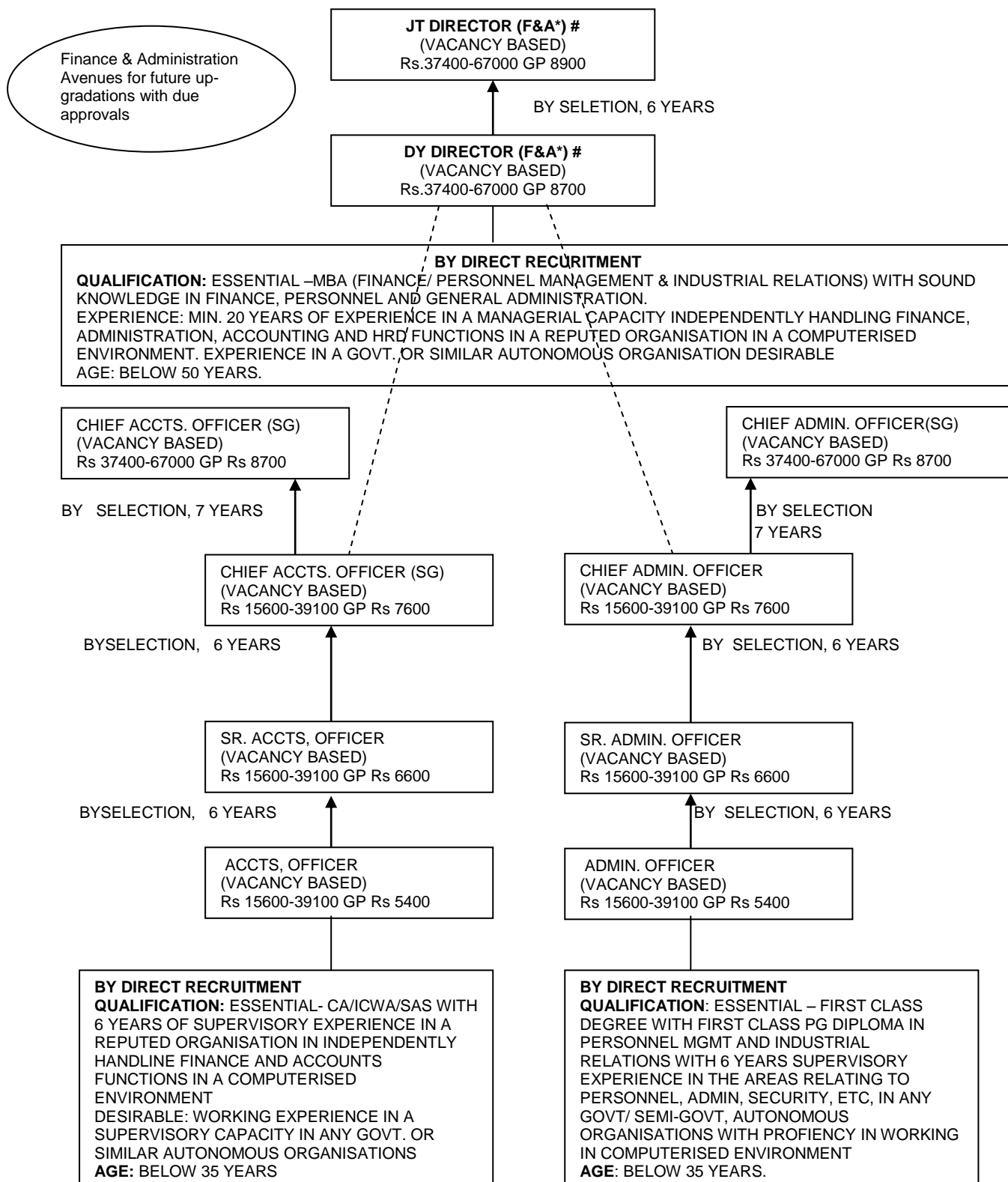
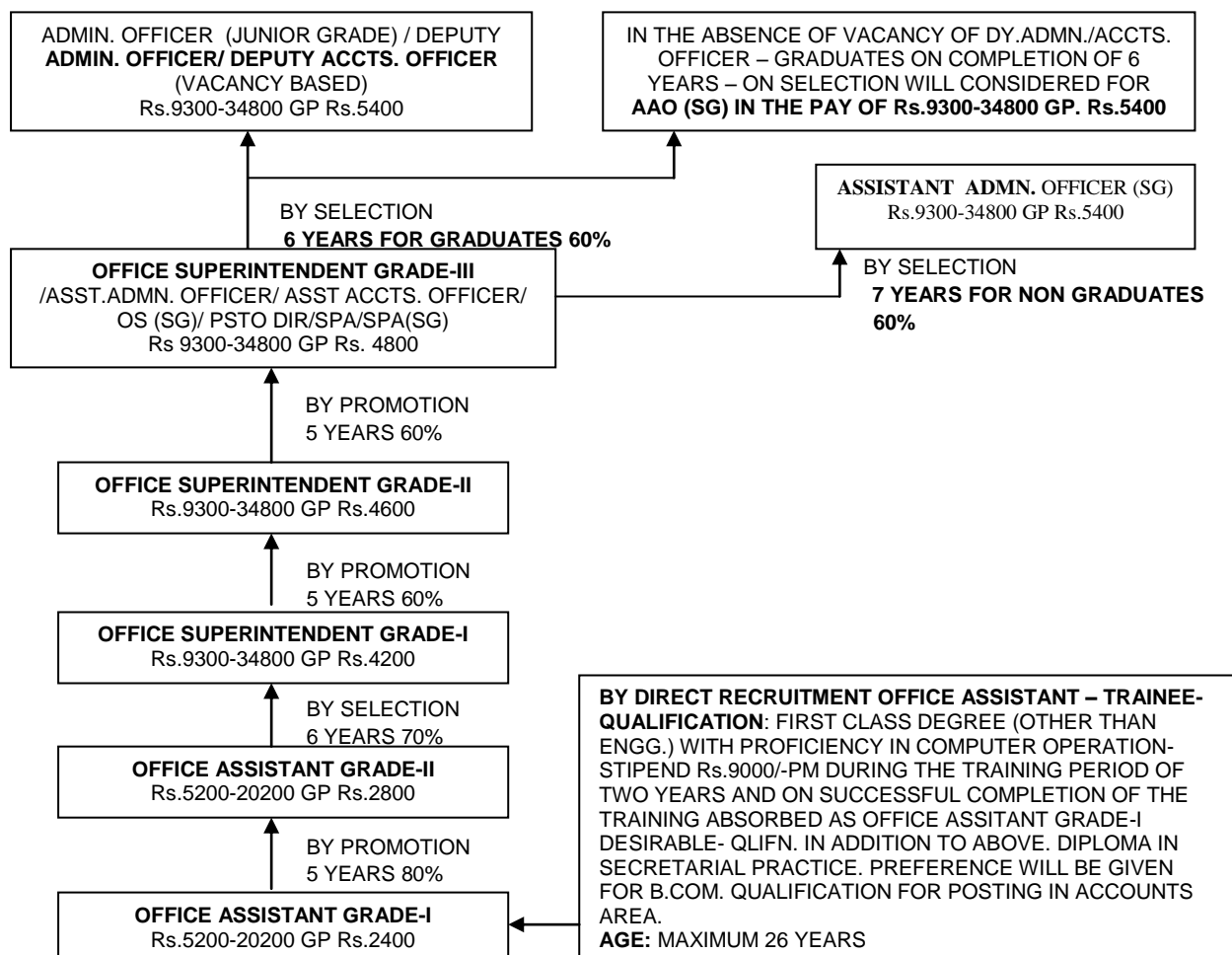


CHART -8
NON -TECHNICAL

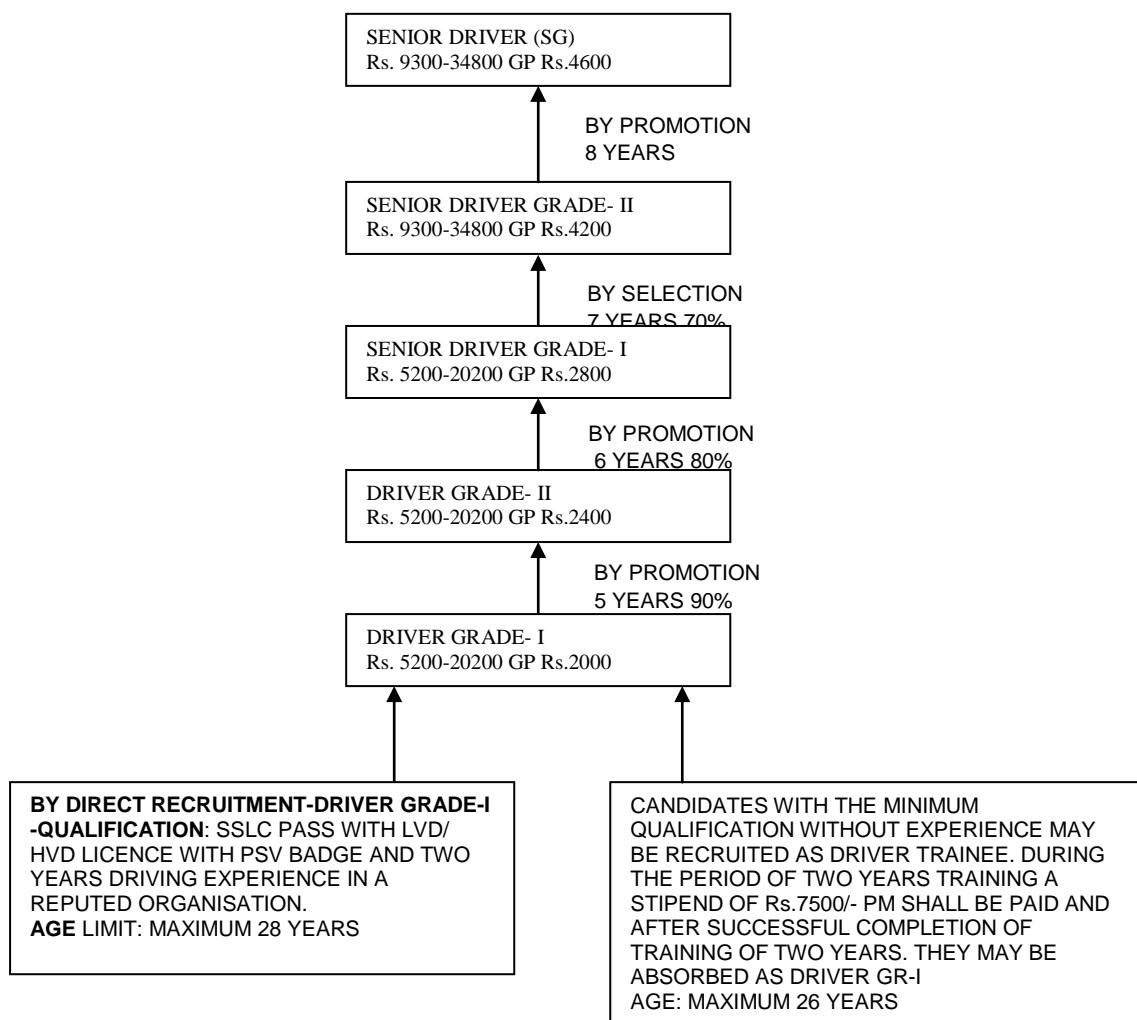
RECRUITMENT – ENTRY LEVEL & CAREER PROGRESSION FOR NON-TECHNICAL STAFF

CATEGORY: ADMINISTRATIVE / ACCOUNTS STAFF – GROUP B & C



NOTE:

1. All Existing Administrative /Accounts & Stenographers/Cadres/Staff not specified above as on 01.07.2009 / 01.07.10 will be placed at appropriate designations / Grades as above as per matching Pay Band / Grade Pay.
2. The designation of Asst. Admn Officer, Asst Accounts Officer/OS(SG)PS To DIR/SPA/SPA(SG) shall be held as personal to the existing staff.
3. In order to provide growth opportunity for the Administrative Staff, who are in the grade pay of Rs.5400 with three years service in the post/grade with minimum graduation and professional qualification such as, Post Graduate Diploma in Personnel Management/Degree in Law/MSW/MBA, Human Resource Management/Personnel/ Labour Management or CA/ICWA may be considered for recruitment by deployment to Administrative/Accounts Officer in the pay Scale of Rs.15600-39100 with GP 5400 subject to availability of vacancy. The process of selection/Eligibility criteria shall be specified by the appointing authority depending upon the need and requirement of the Institute.

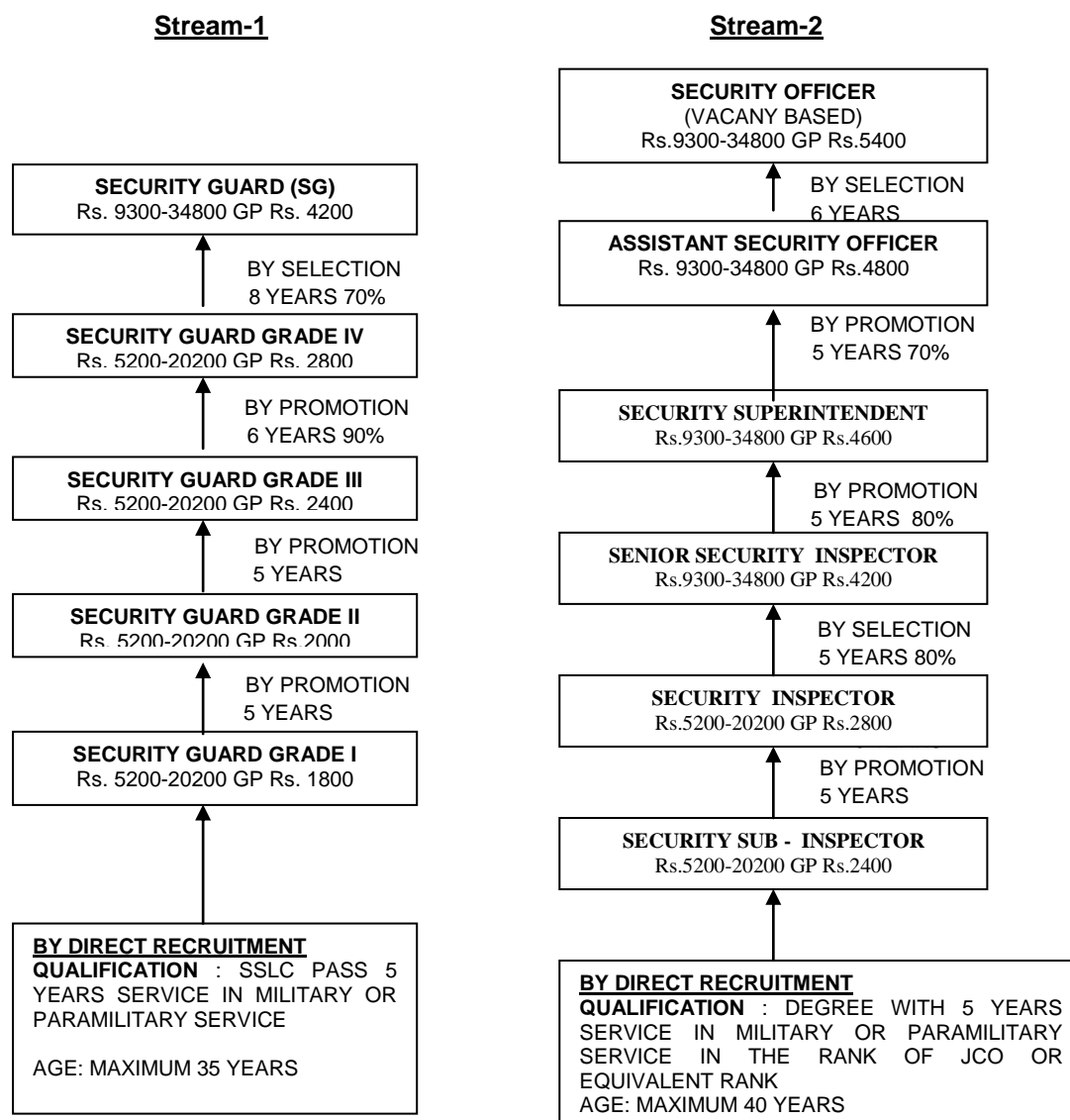
RECRUITMENT – ENTRY LEVEL & CAREER PROGRESSION FOR DRIVER CADRE**CATEGORY: DRIVER**

NOTE: All Existing Drivers not specified above as on 01.07.2009 /01.07.10 will be placed at appropriate designations / Grades as above as per matching Pay Band / Grade Pay.

CHART -10
NON-TECHNICAL

RECRUITMENT – ENTRY LEVEL & CAREER PROGRESSION FOR SECURITY STAFF

CATEGORY: SECURITY STAFF



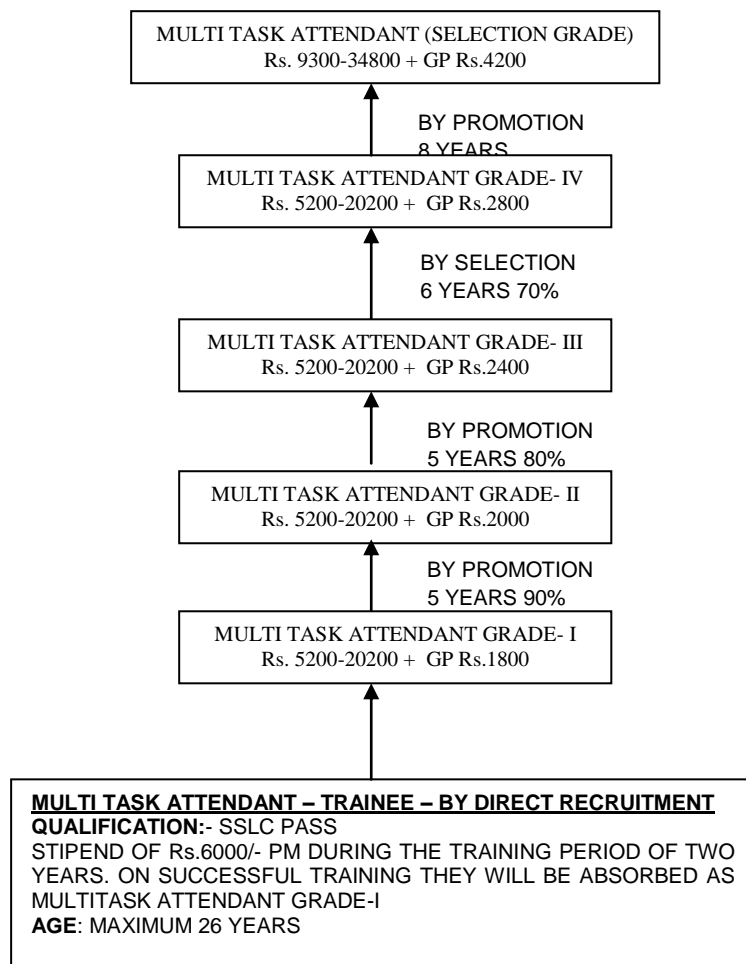
Note :

1. All Existing Security staff not specified above as on 01.07.2009 /01.07.10. Shall be placed at appropriate designations / Grades as above as per the above chart in the matching Pay Band / Grade Pay.
2. Consequent to the up gradation of the pay / Grade pay, the existing designation of watchman, stands designated as Security Guard Grade-I, and they shall be considered for promotion during the year 2011.
3. Lateral induction at the appropriate level may be made for the functional requirement for security and sanitation supervisor position.

CHART -11
NON -TECHNICAL

RECRUITMENT – ENTRY LEVEL & CAREER PROGRESSION FOR MULTI TASK ATTENDANT

CATEGORY: MULTI TASK ATTENDANT



NOTE :

1. All Existing Helpers/ Attenders / Peons not specified above as on 01.07.2009 /01.07.10 shall be placed at appropriate designations / Grades as per the above chart in the matching Pay Band / Grade Pay.
2. For the employees in the above Grades / Designation **with SSLC Qualification with minimum 10 years Service as on 01.07.2010** and are in the initial Grade Pay i.e. Rs.1800/- PM in the revised pay and who are not having scope / service for further promotion, may be considered for Promotion to the next Grade by relaxing the prescribed minimum service for promotion to the next higher as one time exception. This will not automatically apply to other grades/designation, where there is a scope for further promotion, in the normal course, in the regular cadre. **However, all employees with SSLC pass may be considered for suitable deployment who have acquired specialized skill in any areas to an appropriate suitable grade/post, subject to passing the specified skill test / selection process.**

