



INDIAN INSTITUTE OF PETROLEUM AND ENERGY VISAKHAPATNAM

Recruitment & Promotion Policy for Non-Teaching Staff

Approved by the Board of Governors (BoG) during
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भारतीय पेट्रोलियम और ऊर्जा संस्थान
INDIAN INSTITUTE OF PETROLEUM AND ENERGY



**RECRUITMENT & PROMOTION POLICY
FOR NON-TEACHING STAFF**

AUGUST 2022

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Section – 1

Introduction and Features

1.1 Introduction:

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

1.2. **Creation of Posts:** The Ministry of Petroleum and Natural Gas (MoP&NG), Government of India vide letter No. J-25011/57/2016-Gen/CA dated 20.07.2018 conveyed the sanction of the Competent Authority for the creation of 51 non-faculty positions (below Joint Secretary Level posts) for the Institute in various cadres so as to fill up the posts under regular basis after the First Statutes of the Institute are framed, notified and laid before both the House of the Parliament as per procedure.

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

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

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

1.4 As per the said Act, IIPE is declared as an Institute of National Importance under IIPE Act, 2017. The Institute has the governance structure as well as legal mandate to grant degrees in a manner similar to that of IITs. The IITs are allowed to institute and recruit non-faculty positions as per the 10:1.1 Student to Non-faculty ratio after due approval of the Board of Governors (BoG).

Accordingly, taking into all the above inputs, the Recruitment and Promotion Policy for Non-teaching employees of IIPE are framed.

1.5 Objective:

- The main objective of the Recruitment & Promotion Policy (henceforth called RPP) is to appoint the best-suited candidate for a post by identifying appropriate eligibility norms and following a proper method of recruitment.
- to ensure a fair process of selection in accordance with the Act & Statutes of the Institute along with the guidelines/directions issued by the Government of India from time to time.
- to provide a career development path to employees that will encourage consistent high performance and motivate employees to achieve excellence in their work, thereby attaining their career goals.

- to strike a healthy balance between the functional requirements of the Institute and the career progression of the non-teaching employees.
- All appointments and promotions of non-teaching employees in the institute shall be made only in accordance with the provisions of the Recruitment and Promotion Policy as approved by the Board of Governors.

1.6 Classification of Posts

1.6.1 As per Section 18 of the First Statute of IPE, the members of Non-Teaching staff of the Institute shall be classified as follows:

1.6.2 **Academic Staff:** Librarian, Deputy Librarian and Assistant Librarian;

1.6.3 **Technical Staff:** The posts of Technical Staff comprise of Workshop Superintendent, Assistant Workshop Superintendent, Chief Technology Officer, Technology Officer, Assistant Technology Officer, Operations / Systems Manager, Systems Programmer, Programmer, Foreman, Technical Assistant, Laboratory Assistant, Mechanic, Horticulture Assistant, Draftsman, Institute Engineer, Physical Training Instructor, Resident Engineer and Assistant Resident Engineer and Research Associate.

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

1.7 Sanctioned Strength:

1.7.1 The Sanctioned Strength is the total number of employee's cadre-wise determined by the Director of the Institute and subsequently authorized by the BoG. The number of positions, within a cadre shall be suggested by **Post Recommending Committee** annually. The committee shall submit the above-mentioned data by 15th January every year to the Director. These positions, after approval of BoG for Group 'A' positions & Director for Group B & C positions shall be referred to as the sanctioned positions for a given post. The total number of sanctioned posts within a cadre will be called cadre strength. The cadre strength as well as the sanctioned number of positions under each post within the cadre shall be arrived at by considering the number of presently sanctioned and filled positions in analogous posts, as well as the requirements of the Institute.

1.7.2 The number of employees operated shall be equal to or less than the sanctioned strength. This shall be termed as the operating strength.

1.7.3 The Post Recommending Committee will generally comprise of the following members:-

- Dean (Administration) – Chairperson;
- One member nominated by the Director – Member;
- Registrar – Member;
- Assistant Registrar (Establishment) (if the post is available).

* If Dean (Administration) is not available, Associate Dean (Administration) will represent in the meeting.

Section – 2

Recruitment and Promotion Policy

2.1 Title and Commencement

This policy may be called the "Indian Institute of Petroleum and Energy, Recruitment & Promotion Policy 2022 (Non-Teaching Posts)" hereinafter termed as 'IPE RPP - 2022'.

2.2 Definitions

In the present Rules, unless the context otherwise requires:

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

2.2.2 "Applicants" means the candidates who apply against the advertised post (s).

2.2.3 "Board" means the Board of Governors of the Institute.

2.2.4 "President" means the President of the Board.

2.2.5 "Director" means the Director of the Institute.

2.2.6 "IPE or Institute" means the Indian Institute of Petroleum and Energy.

2.2.7 "Internal Candidate" means a regular employee of the IPE who applies for the post (s).

2.2.8 "Policy" means the "Indian Institute of Petroleum and Energy Recruitment & Promotion Policy (Non-Teaching Posts), 2022"

2.2.9 "Officers and Employees of the IPE" means the personnel recruited under the Rules including recruited prior to implementation of these Rules".

2.2.10 "Screening Committee" means the Committee constituted by the Competent Authority for scrutinizing the applications and shortlisting candidates for particular post (s).

2.2.11 "Section" means the Sections of the Act.

2.2.12 "Selected Candidate" means the candidate selected for the post (s).

2.2.13 "Selection Committee" means the Selection Committee constituted by the Competent Authority for Selection of candidate for particular post(s).

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

2.2.15 "Statutes" means the Statutes of the Institute.

2.2.16 "Competent Authority" means the Appointing Authority for the said post.

2.2.17 "LDCE" means Limited Departmental Competitive Examination

2.3 Basic principles of applicability

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

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

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

2.3.4 The Director of the Institute shall decide the number of posts in each level as per the ratio of 10:1.1 Student to Non-faculty ratio based on the approved student strength of the Institute. The post at higher levels of any cadre can be created by the Board looking at the functional justification and financial viability of the Institute.

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

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

2.5 The compassionate appointment shall be made as per the Government of India guidelines at the entry level post of Group-B & C category, in general, and technical category if qualified suitably, based on the availability of positions and educational qualification of the dependent of an employee died in harness/ invalidated on medical grounds.

2.6 Certain posts may require specific skills, experience or expertise which may be filled up through contract or deputation for a fixed period or tenure. The decision to fill these posts by contract or deputation will be made with the approval of BoG.

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

2.8 In case of requirement of any change in the number of posts either to be increased or decreased or the change in the eligibility criteria can be effected by the Director under intimation to the BoG including temporary adjustments made, to provide a level playing field.

2.9 The eligibility list for promotion shall be prepared with reference to the date of completion of the prescribed qualifying service in the respective pay level/ post and the promotion will be considered from the date of being eligible, if otherwise found suitable. Employees appointed prior to the adoption of the policy and who have completed the residency period will only be considered for promotion through Seniority Quota Mode and not through LDCE from his/ her initial appointment.

2.10 The age of superannuation shall be as specified by the concerned Ministry for various posts from time to time. However, at present all non-teaching positions except Registrar & Librarian, the superannuation is at the age of 60 years.

2.11 The policy of giving promotions/ movement of pay level will be effective prospectively. All cases of promotion as per the RPP for filling of the post at higher level will come into force at the time of occurrence of vacancies. However, employees who have completed their qualifying service before adoption of the policy and are otherwise eligible for the movement of pay level as per RPP, shall be considered for such movement to the next pay level within the same or in the next cadre from the date of their eligibility notionally, to maintain their seniority. This will be calculated from the date of their eligibility in their substantive position.

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

2.13 In case any uncovered area in the approved RPP-2022, the rules/ guidelines of DoPT/ GoI on the subject matter will prevail.

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

2.15 Appointing Authority:

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

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

2.15.3 The Director, if the appointment is made to the non-academic posts carrying Pay level less than Level 10 as per 7th CPC and categorized under the Groups 'B' and 'C'.

2.16.0 Classification and Scale of Pay:

2.16.1 The method of creation of posts, their classification and the scales of pay including cadre structure attached to such posts shall be such as are mentioned in the Section-III of the Policy as Sanctioned Posts & Cadre Structure.

2.17 Career Advancement:

2.17.1 Career Advancement Structure in each cadre is as mentioned at Section-IV of the Policy.

2.18 Recruitment Policy:

2.18.1 The individual recruitment policies of each post, job description, Qualification & Experience of various posts shall be made as per Section-V of the RPP-2022.

2.19 Probation & Confirmation:

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

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

Provided further that if, after the extended period of probation, the appointee is neither confirmed nor his/ her services are terminated, he/ she shall, on the 30th day thereafter, be deemed to have been confirmed.

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

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

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

2.19.5 There shall be no probation in case of promotion from one level to another level in the same group.

2.19.6 As regards other matters relating to probation, the members of the Institute Services will be governed by the Instructions issued by the Government of India in this regard from time to time.

2.19.7 An employee shall only be considered for promotion at any group only after he/ she is confirmed in their original cadre.

2.20 Methods of Recruitment

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

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

2.21 Procedure for Recruitment:

2.21.1 The appointments and procedures for appointment as per Section-19 of Statutes and rules framed there under.

2.22 Direct Recruitment:

The following procedure shall be followed for Direct Recruitment

- (i) The institute shall invite applications for posts through an open advertisement on all India basis.

- (ii) Applications received pursuant to the advertisement as mentioned in (i) above, shall be scrutinised by a Screening Committee constituted by the Competent Authority. The Screening Committee may formulate additional criteria for short-listing, based on academic performance and/ or years of experience of the applicants, where the applications received are large in number.
- (iii) The short-listed applications shall be placed before the Competent Authority for approval. After due approval, the shortlisted applicants shall be called to appear at the written test, trade/ skill test and/ or presentation/ interview as the case may be.
- (iv) A Committee for written test, trade/ skill test etc. shall be constituted by the Competent Authority in accordance with the Act, Statutes and rules framed there under.
- (v) Recommendations of the Selection Committee shall be placed before the Appointing Authority for approval. Thereafter, appointment letters will be issued to the selected candidates.
- (vi) The panel of recommendations by the Selection Committee will normally remain valid for one year from the date of approval of the Competent Authority.
- (vii) In the event of a suitable candidate is not found as per the requirement for regular position, the selection committee may recommend a candidate for appointment on contract basis against such regular position at the same or junior level with commensurate consolidated remuneration for a period of one year and further extension for a maximum of two years on satisfactory performance and requirement.

2.23 Promotion

2.23.1 The Institute shall identify the position for promotion across all the cadre.

2.23.2 Promotion shall be made from the feeder cadre/ grade/ level from among the regular employees of the Institute following the principle of Seniority cum Suitability to a higher post as shown in Career Avenue Chart by Departmental Promotion Committee (DPC) constituted by the Competent Authority.

2.23.3 The DPC shall adopt both modes i.e. (i) Limited Departmental Competitive Examination (LDCE) and (ii) Seniority Quota, for the promotion of Institute's employees.

2.24 Promotion through Limited Departmental Competitive Examination (LDCE)

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

- (i) The Institute shall invite application(s) for posts through the internal advertisement on Institute's website.
- (ii) Applications received pursuant to the advertisement as mentioned in (i) above, shall be scrutinized for eligibility by the DPC. The candidates should need to have minimum benchmark in APARs for the last Residency period rendered at the Institute as per norms of the Govt. of India prescribed from time to time. The Residency period for the relevant posts is as mentioned in the Career Avenue Chart (Section-IV)

(iii) The shortlisted applications shall be placed before the Director for approval. After due approval, the shortlisted applicants will be called for next selection process as per the procedure prescribed at para 2.27.

2.25 Promotion through Seniority Quota

2.25.1 The candidates in the zone of consideration will be screened and evaluated on the basis of performance and APARs for the last Residency period. Benchmark for promotion to various posts shall be as per the Government of India norms and as amended from time to time.

2.25.2 The distribution of promotional posts by LDCE and Seniority Quota modes shall be 50%:50% respectively.

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

2.25.4 The service rendered in the institute shall only be counted as qualifying service/ Residency period for the purpose of Promotion. The contract/ ad-hoc services (on consolidated pay) shall not be taken into account for consideration of eligibility for promotion. However, the services of the employees who have been appointed on contract with regular pay scale shall be considered for promotion. The eligibility shall be counted from the date of joining of the contract position.

2.26 Scheme of Evaluation for promotion for Group A, B & C

(a) **Promotion through LDCE:** The applicants shortlisted as per the procedure mentioned at para 2.24.1, will be called for next selection process as per the procedure prescribed at para 2.27.

(b) **Promotion through Seniority Quota:**

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

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

Administration/ Services Cadre Posts	
Step I : Written Test *	80 Marks
Step II: Computer Proficiency Test *	20 Marks
Total	100 Marks
Step III: Presentation & Interview	

* Above mentioned tests will be conducted wherever required.

The committee constituted to conduct the Written Test and Computer Proficiency Test will decide the minimum qualifying marks for Written & Computer Proficiency Test. Only the candidates who qualify the Written & Computer Proficiency Test (Step I & II) will be called for Presentation & Interview of the selection process. **The final selection will be on the basis of Presentation and Interview before the Selection Committee.**

Technical Cadre Posts (Lab/ Computer/ Workshop etc – as per nature of duty)	
Step I: Trade Test *	100 Marks (Qualifying in nature)
Step II: Written Test *	80 Marks
Step III: Computer Proficiency Test *	20 Marks
Total	100 Marks

* Above mentioned tests will be conducted wherever required.

The candidates shortlisted on the basis of their qualification will be called to appear in the Trade Test (qualifying in nature). The candidates qualified in the Trade Test will be called for Written Test and Computer Proficiency Test. A merit list of candidates who qualify in the tests, will be prepared on the basis of the marks obtained in the Written Test and Computer Proficiency Test and they will be called for Presentation & Interview of the selection process. **The final selection will be on the basis of presentation and interview before the Selection Committee.** The Committee constituted to conduct the Written Test/ Computer Proficiency Test and Trade Test will decide the minimum qualifying marks for the tests in accordance with the number of vacancies and performance of the candidates and its decision shall be final.

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

Administration/ Services Cadre Posts	
Step I : Written Test	80 Marks
Step II : Computer Proficiency Test	20 Marks
Total	100 Marks

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

Technical Cadre Posts (Lab/ Computer/ Workshop etc. – as per nature of duty)	
Step I: Trade Test	100 Marks (Qualifying in nature)
Step II: Written Test	80 Marks
Step III: Computer Proficiency Test	20 Marks
Total	100 Marks

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

2.28 Deputation

The following procedure shall be followed for appointment by Deputation.

- (i) The Institute shall invite applications for the vacant posts on an all India basis.
- (ii) Applications received pursuant to the advertisement, shall be scrutinised by a Screening Committee constituted by the Competent Authority.
- (iii) Evaluation shall involve any one or more of these methods: (a) Interview, (b) test, (c) presentation and (d) evaluation of his/ her ACRs/ APARs of the last five years.
- (iv) The period of deputation, shall generally be of 03 (three) years from the date of commencement of the deputation, extendable up to a maximum period of 05 years with the approval of the Competent Authority or as per DoPT guidelines amended from time to time.
- (v) Deputation shall be subject to vigilance clearance.
- (vi) Vacancies caused by any incumbent being away on deputation, long illness, study leave or under other circumstance for a duration of one year or more, may also be filled by way of recruitment on Deputation.
- (vii) The other terms and conditions of the appointment of deputation will be governed in accordance with the guidelines issued by the GoI/ DoPT and as amended from time to time.

2.29 Absorption (of employees appointed on Deputation)

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

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

2.30 On Contract/Tenure:

2.30.1 The Institute may also appoint persons on Contract/Tenure basis on the recommendations of the Selection Committee with benefits which are similar to regular appointments. The constitution of the Selection Committee is the same that of constituted for regular position. Appointment on Contract/Tenure shall normally be made initially for a period of three years which can be extended for a maximum period of up to five (5) years (3+1+1) after review of satisfactory performance. The Selection Procedure in such cases shall be same as for Direct Recruitment, such as written test, skill test, presentation, interview etc., as applicable.

2.30.2 On completion of contract/tenure period, based on the performance evaluation of APARs as per norms of GoI, the person may be considered for a regular appointment with the approval of the Competent Authority. In case of regularization of a person working on Contract / Tenure basis, the period of Contract/ Tenure completed by the said person may be treated as completion of period of probation applicable for the said post with the approval of the Competent Authority.

2.31 Compassionate Appointment

2.31.1 Institute would follow compassionate appointment for dependent family members dying in harness or retired on medical ground as per GoI guidelines and as amended from time to time.

i.32 Educational Qualification and Experience of Candidates

(i) The educational qualification and experience for each post are as prescribed in Section-V for direct recruitment/ Promotion.

(ii) Relaxation in educational qualification and / or experience shall be given as per GoI norms.

(iii) Relaxation in educational qualification and / or experience (beyond the relaxation given by GoI rules) may be considered in case of person holding analogous positions in a Central Technical Institute/ University/ Research Centre or in case of exceptionally meritorious candidates with prior approval of the Board/ Director as the case may be, only on the justifiable recommendations of the Screening Committee, whenever sufficient numbers of applicants are not available for written test/ trade test/ interview.

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

2.33 Age

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

Sl	Pay Level	Age Limit for Direct Recruitment (UR)
1	Posts at Pay Level - 14	57 in case the retiring age is 62/65; 55 in case the retiring age is 60 years.
2	Posts at Pay Level – 12 & 13	50 Years
3	Posts at Pay Level – 11	45 Years
4	Posts at Pay Level – 10	40 Years
5	Posts at Pay Level – 6,7 & 8	35 Years
6	Posts up to Pay Level – 5	30 Years

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

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

2.33.4 **Age Relaxation for Internal Staff:** To provide broader opportunity to internal staff who are familiar with the IPE (with minimum of three years of clean service in IPE under Regular/ contractual), would be eligible for age relaxation up to 50 years as on closing date of advertisement i.e. Regular / Contractual, where the maximum age limit is less than 50 years. However, there will be no relaxation in essential and desirable qualifications.

2.34 **Reservation policy and Assessment of Vacancy**

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

2.34.2 Assessment of vacancy shall be worked based on the Reservation Registers/ Reservation Rosters applicable for each post considering sanctioned post vis-à-vis operating strength. Institute shall initiate the process of recruitment to fill in the post(s) via various methods of recruitment as stated above.

2.35 **Waiting List**

2.35.1 The Selection Committee will be empowered to recommend a panel of candidates, which will remain normally valid for a period of one year from the date of approval of the Competent Authority, on completion of selection process.

2.36 **Advertisement**

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

2.36.2 In case of any corrigendum/ addendum pertaining to the advertisement, the same shall be published in the Institute's website and other appropriate places. Accordingly, all applicants in their own interests are advised to regularly visit the institute's website.

2.37 **Application Fee**

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

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

2.38 **General Terms and Conditions of Recruitment**

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

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

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

2.38.4 Depending upon the qualification and experience, a higher start/ salary (increment) may be offered in deserving cases.

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

2.38.6 Applicants interviewed for a particular post but not found suitable may be considered for the lower post in the same area of specialisation.

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

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

2.38.9 The applicants already employed in the Government/ Semi Government organisations/ Public Sector Undertaking/ Autonomous organisations must send their applications through proper channel and must produce a **No Objection Certificate** from their employer at the time of written test (for Group B & C posts) and at the time of interview (for Group-A posts).

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

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

2.38.12 Incomplete applications shall summarily be rejected.

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

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

2.38.15 The institute strives to have a workforce with reflects gender balance and women candidates are encouraged to apply.

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

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

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

2.40 **Percentage for promotion and direct recruitment:** Considering the current situation various percentages for Direct Recruitment and Promotion have been mentioned against various posts. For example, if the prescription is 50%: 50%, it implies that 50% of the posts will be by Promotion and 50% of the posts will be filled by Direct Recruitment.

2.41 **Review of percentages:** Lower level post will form feeder post for the higher post to which promotion or direct recruitment is to be made. The percentages for promotion and direct recruitment may be varied as and when found necessary from the view point of functioning of the Institute and will be subject to directions and/or approval of the Board.

2.42 **Filling up of promotional posts through direct recruitment:** IIPE being a new Institute at this point of time, sufficient number of staff in feeder posts may not be available for promotions. With a view to enable smooth functioning of the Institute, promotional posts may be filled through Direct Recruitment in the years in which candidates for promotion are not available. As and when candidates for promotion become available, direct recruitment vacancy to the extent available will be channelled to promotion to the extent of number of promotional posts filled by direct recruitment.

2.43 **Filling up single post where percentages for promotion and direct recruitment are prescribed:** In view of limitations on creating posts, it would not be possible to create sufficient number of posts in one go in every level in every cadre. Where a single post is available in any level in any cadre and there is a percentage prescription for filling up the posts through promotion and direct recruitment, the Director will determine the method of filling up the post and the decision of the Director shall be final.

2.44 **Assessment of vacancy for promotion and direct recruitment:** Vacancy as on the 1st January of every calendar year will be assessed by the Post Recommending Committee. Further, vacancies likely to arise during the calendar year will also be estimated.

2.45 **Meeting of Promotion Committees:** There will be periodic meetings of the Promotion Committees. Nevertheless, there will be at least two meetings of the Promotion Committee in a year in general in the months of April & October.

2.46 **Minimum length of regular service in the Institute in feeder cadre post(s) for promotion:** it is as stated in Career Avenue Chart, Section-III of the RPP document.

2.47 Composition of Selection committee for Promotion: The composition of the committee for making recommendations for promotion are as constituted thereunder the Statutes of the Institute.

2.48 Equivalency of posts: The equivalency of post shall be determined in terms of the original duties assigned to the post and the Pay Level (as per 7th CPC) attached to the post based on job functions and the placement in the hierarchy, only. Any additional responsibilities discharged other than original job functions assigned to the posts shall not be considered as equivalent to the full experience required for the advertised position. By merely carrying the same Grade Pay / Pay Level or being placed at the same level in hierarchy cannot be considered as a factor for equivalence. For example: the post of Security Officer / Medical Officer / Engineers / Assistant Librarian / Technical Officer / IT Managers / Language Officers / PROs / Hardware & Software Specialists / Product Development Officers / Telecom Sales Officers / Marketing Officers / Banking & Insurance specialists / Financial or Insurance or Manufacturing Product Promotion Officers / Workshop Superintendents etc. in Pay Level-10 cannot be considered as equivalent posts for Assistant Registrar with Pay Level-10. Posts with original responsibilities such as Stores & Purchase Officer, Administrative Officer, Assistant Finance & Accounts Officer, Academic Officer, Assistant Controller of Examinations etc. in the specified Pay Level worked in the core administrative jobs shall only be considered as equivalent to Assistant Registrar and the similar positions of that kind. The said analogy will be followed for other positions also, accordingly.

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

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

2.50 Amendments

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

Section – III

Sanction of posts & cadre structure

3.1 Distribution of Non-teaching employees of Different Cadres

3.1.1 In order to obtain the distribution of the non-teaching employees among different positions, in line with various IITs, it is proposed for 15% of Group-A posts and 85% of Group-B & C Posts. Further, the distribution between Technical Cadre & Administrative cadre is suggested at 40% & 60 % respectively. The distribution between Group B & Group-C in each cadre is suggested at 40% & 60%.

3.2 The following illustration will provide the detailed calculation:

3.2.1 IPE is presently offering 4-year B.Tech programs in Chemical Engineering & Petroleum Engineering along with Ph.D Courses. The present intake of students is 50 in each course in an year thus the strength of the B.Tech students is 400 at any time. In addition, 25 Research Scholars are pursuing their Ph.D for the Academic Year 2022-23.

3.2.2 Based on the proposed ratio of Student: Non-teaching Staff at 10:1.1, the required Non-teaching positions for the Academic Year is 47. Therefore, the required number of posts as per the proposed ratio of 10:1.1 is as follows.

3.2.3 The detailed calculation table is as follows:-

Students' Strength (2022-23)			425
Total Non-Teaching Staff			47
Total Non-teaching Group-A (15% of total posts)			7
	Technical Cadre (40%)	3	
	Administrative & Other Staff (60%)	4	
Total Non-teaching Group- B&C (85% of total posts)			40
	Technical Cadre (40%)	16	
	Administrative & Other Staff (60%)	24	

3.2.4 As per the existing schedule for non-teaching staff (excluding Group A services), the staff should be distributed in two cadres: higher cadre (Group B) with Pay Level- 6 & above and lower cadre (Group C) with Pay Level-5 & below, with the proposed distribution of staff as given in the above Table.

3.2.5 Distribution of Group B and C Non-Teaching Staff into Higher and Lower Cadres

Level of Posts	Technical Staff	Administrative & Other Staff
Higher Cadre (Group-B) Level 6 and above	(40 %) 6	(60 %) 10
Lower Cadre (Group-C) Level 5 and below	(40%) 10	(60%) 14

3.3 Sanctioned Posts:

SI	Category of Post	Pay Band + Grade pay	Level in Pay Matrix as per 7th CPC	No. of Posts	Filled up posts as on July 2022
Group - A					
1	Registrar	PB-4 + 10000	L-14	01	Notified
2	Deputy Registrar	PB-3 + 7600	L-12	01	01
3	Librarian	PB-4 + 10000	AL-14	01	-
4	Deputy Librarian	PB-3+8000	AL-12	01	01
5	Medical Officer	PB-3 + 5400	L-10	01	-
6	Officer IT	PB-3 + 6600	L-11	03	02 (Remaining 01 will be notified in L-10)
Group - B					
7	Senior Superintendent*	PB-2 + 5400	L-9	01	-
8	Superintendent	PB-2 + 4600	L-7	01	01
9	Finance Officer/ Manager	PB-2 + 4600	L-7	02	01
10	Junior Engineer (Civil)	PB-2 + 4200	L-6	01	01
11	Junior Engineer (Electrical)	PB-2 + 4200	L-6	01	01
Group - C					
12	Accountant	PB-1 + 2800	L-5	01	01
13	Compounder	PB-1 + 2800	L-5	01	-
14	Guest House Manager**	PB-1 + 2400	L-4	01	-
15	Secretary to Director	PB-1 + 2800	L-5	01	01 Filled in L-7
16	Secretary to Registrar	PB-1 + 2000	L-3	01	01
17	Technician	PB-1 + 2000	L-3	05	01 (01 proposed to merge with Lab Asst.)
18	Technical Asst/ Lab Asst	PB-1 + 2000	L-3	29	Tech. Assts – 05 Lab Assts - 04
Total				53	

*' - Proposed for surrender, in order to have the cadre structure as per IITs;

**' - Proposed for surrender, as the services are planned through outsourcing.

3.4 Proposed posts with Cadre Structure

SI	Category of Post	Mode of Recruitment with %	Group	Pay Level (VII CPC)
Administrative Cadre				
1	Registrar	D	A	L-14
2	Joint Registrar	P	A	L-13/13A
3	Deputy Registrar	D/P (75/25)	A	L-12
4	Assistant Registrar (SS)	P	A	L-11
5	Assistant Registrar	D/P (50/50)	A	L-10
6	Superintendent / Superintendent (Accounts)/ Secretary to Director	D/P (50/50)	B	L-7
7	Junior Superintendent / Junior Superintendent (Accounts)	D/P (50/50)	B	L-6
8	Senior Assistant/ Accountant	D/P (50/50)	C	L-5
9	Junior Assistant/ Secretary to Registrar	D	C	L-3
Engineering Cadre				
1	Chief Engineer	P	A	L – 13A
2	Superintending Engineer	P	A	L-13
3	Dy. Superintending Engineer	D/P (75/25)	A	L-12
4	Executive Engineer	P	A	L-11
5	Assistant Executive Engineer	D/P (50/50)	A	L-10
6	Assistant Engineer	D/P (50/50)	B	L-7
7	Junior Engineer	D/P (50/50)	B	L-6
8	Senior Technician (Maintenance)	D/P (50/50)	C	L-5
9	Jr. Technician (Maintenance)	D	C	L-3
Technical Cadre				
1	Principal Technical Officer	P	A	L-13A
2	Chief Technical Officer	P	A	L-13
3	Senior Technical Officer	D/P (75/25)	A	L-12
4	Technical Officer	P*	A	L-11
5	Junior Technical Officer	D/P (50/50)	A	L-10
6	Technical Superintendent	D/P (50/50)	B	L-7

7	Jr. Technical Superintendent	D/P (50/50)	B	L-6
8	Sr. Lab Assistant	D/P(50/50)	C	L-5
9	Lab Assistant	D	C	L-3
<p>*' 03 posts of IT Officer (proposed to rename as Technical Officer (IT)) are sanctioned initially in Pay Level -11, out of which 02 posts have already been filled through Direct Recruitment in Pay Level-11. The remaining 01 post be filled up in Level -10 through Direct Recruitment.</p> <p>01 (one) post recruited under Technician is merged with Lab Assistant of Sl.9 above.</p>				
Library Cadre				
1	Librarian	D	A	AL-14
2	Deputy Librarian	P	A	AL-13A
3	Deputy Librarian	D/P (75/25)	A	AL-12
4	Assistant Librarian (SS)	P	A	AL-11
5	Asst. Librarian	D/P (50/50)	A	AL-10
6	Library Superintendent	D/P (50/50)	B	L-7
7	Junior Library Superintendent	D/P (50/50)	B	L-6
8	Senior Library Assistant	D/P (50/50)	C	L-5
9	Library Assistant	D	C	L-3
Medical Cadre				
1	Chief Medical Officer (CMO)	D/P (75/25)	A	L-12
2	Senior Medical Officer	P	A	L-11
3	Medical Officer	D	A	L-10
4	Matron	P	B	L-9
5	Asst. Matron	P	B	L-8
6	Senior Staff Nurse	P	B	L-7
7	Staff Nurse	D	B	L-6
Physical Education & Sports Cadre				
1	Senior Physical Education & Sports Officer	D/P (75/25)	A	L- 12
2	Physical Education & Sports Officer (SS)	P	A	L – 11
3	Physical Education & Sports Officer	D	A	L-10
4	Senior Sports Coach	D/P (50/50)	B	L-7
5	Sports Coach	D/P (50/50)	B	L-6
6	Senior Coaching Assistant	D/P (50/50)	C	L-5
7	Junior Coaching Assistant	D	C	L-3

Official Language Cadre				
1	Assistant Registrar (Official Language)	D (50/50)	A	L-10
2	Superintendent (Rajbhasha)	P	B	L-7
3	Hindi Translator (Rajbhasha)	D	B	L-6
Placement Cadre				
1	Placement Officer (SS-II)	P	A	L-12
2	Placement Officer (SS-I)	P	A	L-11
3	Placement Officer	D	A	L-10
Horticulture Cadre				
1	Horticulture Officer (SS-II)	P	A	L-12
2	Horticulture Officer (SS-I)	P	A	L-11
3	Horticulture Officer	D	A	L-10
Security Cadre				
1	Security Officer (SS-II)	P	A	L-12
2	Security Officer (SS-I)	P	A	L-11
3	Security Officer	D	A	L-10

Note: D – Direct Recruitment/ Deputation-cum-absorption/ Contract;
P – Promotion (LDCE & Seniority Quota);
L- Level in VII CPC Pay Matrix;
AL – Academic Level in VII CPC Pay Matrix.

3.5 Mapping of some sanctioned posts with new cadre structure posts due to change in Nomenclature:

SI	Category of Sanctioned Post	Sanctioned in Pay Level	Mapped to the post with change in nomenclature	Pay Level
1.	Officer IT	L-11	Technical Officer (IT)	L-11
2.	Finance Officer/ Manager	L-7	Superintendent (Accounts)	L-7
3.	Compounder	L-5	Staff Nurse	L-6
4.	Technical Assistant	L-3	Junior Assistant	L-3

3.6 Personal Assistant Cadre:

SI	Category of Post	Mode of Recruitment with %	Group	Pay Level (VII CPC)
1	Secretary to Director*	D	B	L-7
2	Secretary to Registrar*	D	C	L-3

* The above Personal Assistant cadre posts are completely merged with the Administrative cadre posts of the respective level.

Section - IV
Career Avenue Chart

ADMINISTRATIVE CADRE					
Group	Position/ Pay Level	Procedure / Remarks			
Group-A	Registrar Level - 14	Direct Recruitment			
	Joint Registrar Level – 13A				
	↑	DR – 0%			
		Movement – 100%	LDCE	0 %	
			SQ	100 %	Min. 3 years at L-13
	Joint Registrar Level - 13				
	↑	DR – 0%			
		Movement – 100%	LDCE	0%	
			SQ	100 %	Min. 5 years at L-12
	Deputy Registrar Level – 12				
	↑	DR – 75 %			
		Movement – 25 %	LDCE	50 %	EQ & Residency Period equivalent to DR
		SQ	50 %	Min. 5 years at L-11	
Assistant Registrar (SS) Level - 11					
↑	DR – 0%				
	Movement – 100%	LDCE	0%		
		SQ	100 %	Min. 5 years at L-10	
Assistant Registrar Level - 10					
↑	DR – 50 %				
	Movement – 50%	LDCE	50%	Min. 5 years at L-7	
		SQ	50%	Min. 8 years at L-7	
Group - B	Superintendent Level - 7				
	↑	DR – 50 %			
		Movement – 50 %	LDCE	50 %	Min. 3 years at L-6
			SQ	50 %	Min. 5 years at L-6
Junior Superintendent Level - 6					
↑	DR – 50%				
	Movement – 50%	LDCE	50 %	Min. 4 years at L-5	
		SQ	50 %	Min. 6 years at L-5	
Group - C	Senior Assistant Level – 5				
	↑	DR – 50%			
		Movement – 50%	LDCE	50%	Min. 4 years at L-3
		SQ	50 %	Min. 6 years at L-3	
	Junior Assistant Level - 3	Direct Recruitment (Entry Level)			

ACCOUNTS CADRE						
Group	Position/ Pay Level	Procedure / Remarks				
Group-A	Accounts Cadre would merge with the Administrative Cadre in Group - A at the level of Assistant Registrar	As per the Administrative Cadre posts of Group - A				
	Assistant Registrar Level - 10					
	↑					
		DR – 50 %				
	Movement – 50%	LDCE	50%	Min. 5 years at L-7		
		SQ	50%	Min. 8 years at L-7		
Group - B	Superintendent (Accounts) Level - 7					
	↑					
		DR – 50 %				
		Movement – 50 %	LDCE	50 %	Min. 3 years at L-6	
			SQ	50 %	Min. 5 years at L-6	
	Junior Superintendent (Accounts) Level - 6					
↑						
	DR – 50%					
	Movement – 50%	LDCE	50 %	Min. 4 years at L-5		
		SQ	50 %	Min. 6 years at L-5		
Group - C	Accountant Level – 5	Direct Recruitment (Entry Level)				

ENGINEERING CADRE					
Group	Position/ Pay Level	Procedure / Remarks			
	Chief Engineer Level – 13A				
	↑	DR – 0%			
		Movement – 100%	LDCE	0%	
			SQ	100 %	Min. 3 years at L-13
	Superintending Engineer Level - 13				
	↑	DR – 0%			
		Movement – 100%	LDCE	0%	
			SQ	100 %	Min. 5 years at L-12
	Dy. Superintending Engineer Level – 12				
	↑	DR – 75 %			
		Movement – 25 %	LDCE	50%	EQ & Residency Period equivalent to DR
			SQ	50 %	Min. 5 years at L-11
Executive Engineer Level - 11					
↑	DR – 0%				
	Movement – 100%	LDCE	0%		
		SQ	100 %	Min. 5 years at L-10	
Assistant Executive Engineer Level - 10					
↑	DR – 50 %				
	Movement – 50%	LDCE	50%	Min. 5 years at L-7	
		SQ	50%	Min. 8 years at L-7	
Group - B	Assistant Engineer Level - 7				
	↑	DR – 50 %			
		Movement – 50 %	LDCE	50 %	Min. 3 years at L-6
		SQ	50 %	Min. 5 years at L-6	
Group-C	Junior Engineer Level - 6				
	↑	DR – 50 %			
		Movement – 50 %	LDCE	50 %	Min. 4 years at L-5
			SQ	50 %	Min. 6 years at L-5
	Senior Technician Level – 5				
↑	DR – 50 %				
	Movement – 50 %	LDCE	50 %	Min. 4 years at L-3	
		SQ	50 %	Min. 6 years at L-3	
	Junior Technician Level - 3	Direct Recruitment (Entry Level)			

TECHNICAL CADRE					
Group	Position/ Pay Level	Procedure / Remarks			
	Principal Technical Officer Level – 13A				
	↑	DR – 0%			
		Movement – 100%	LDCE	0%	
			SQ	100 %	Min. 3 years at L-13
	Chief Technical Officer Level - 13				
	↑	DR – 0%			
		Movement – 100%	LDCE	0%	
			SQ	100 %	Min. 5 years at L-12
	Senior Technical Officer Level – 12				
	↑	DR – 75 %			
	Movement – 25 %	LDCE	50%	EQ & Residency Period equivalent to DR	
		SQ	50 %	Min. 5 years at L-11	
Technical Officer Level - 11					
↑	DR – 0%				
	Movement – 100%	LDCE	0%		
		SQ	100 %	Min. 5 years at L-10	
Junior Technical Officer Level - 10					
↑	DR – 50 %				
	Movement – 50%	LDCE	50%	EQ & Residency Period equivalent to DR	
		SQ	50%	Min. 8 years at L-7	
Group - B	Technical Superintendent Level - 7				
	↑	DR – 50 %			
		Movement – 50 %	LDCE	50 %	Min. 3 years at L-6
			SQ	50 %	Min. 5 years at L-6
Junior Technical Superintendent Level - 6					
↑	DR – 50%				
	Movement – 50%	LDCE	50 %	Min. 4 years at L-5	
		SQ	50 %	Min. 6 years at L-5	
Group - C	Senior Lab Assistant Level – 5				
	↑	DR – 50%			
		Movement – 50%	LDCE	50%	Min. 4 years at L-3
		SQ	50 %	Min. 6 years at L-3	
	Lab Assistant Level - 3	Direct Recruitment (Entry Level)			

LIBRARY CADRE					
Group	Position/ Pay Level	Procedure / Remarks			
Group-A	Librarian Academic Pay Level - 14 (₹144200- ₹218200)	Direct Recruitment			
	Deputy Librarian Academic Pay Level - 13A (₹131400- ₹210800)				
	↑	DR – 0 % Promotion – 100 %	As per UGC norms		
	Deputy Librarian Academic Pay Level – 12 (₹ 79800- ₹127900)				
	↑	DR – 75 % Promotion – 25 %	As per UGC norms		
	Assistant Librarian Academic Pay Level - 11 (₹68900- ₹110500)				
	↑	DR – 0 % Promotion – 100 %	As per UGC norms		
	Assistant Librarian Academic Pay Level - 10 (₹57700- ₹92500)				
	↑	DR – 50 % Movement – 50%	LDCE	50%	Min. 5 years at L-7
		SQ	50%	Min. 8 years at L-7	
Group - B	Library Superintendent Level - 7				
	↑	DR – 50 % Movement – 50 %	LDCE	50 %	Min. 3 years at L-6
			SQ	50 %	Min. 5 years at L-6
	Junior Library Superintendent Level - 6				
	DR – 50% Movement – 50%	LDCE	50%	Min. 4 years at L-5	
		SQ	50%	Min. 6 years at L-5	
Group - C	Senior Library Assistant Level – 5				
	↑	DR – 50% Movement – 50%	LDCE	50%	Min. 4 years at L-3
			SQ	50%	Min. 6 years at L-3
	Library Assistant Level - 3	Direct Recruitment (Entry Level)			

MEDICAL CADRE		
Group	Position/ Pay Level	Procedure / Remarks
	Chief Medical Officer (NFG/NFSG/SAG) Level – 12/13/14	
	↑	As per DACPS
	Senior Medical Officer Level - 11	
	↑	As per DACPS
	Medical Officer Level - 10	Direct Recruitment (Entry Level)

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

PHYSICAL EDUCATION CADRE				
Group	Position/ Pay Level	Procedure / Remarks		
Group - A	Further Upgradation as per UGC norms			
	↑			
	Senior Physical Education Officer Level - 12			
	↑	As per UGC norms		
	Physical Education Officer (SS) Level - 11			
	↑	As per UGC norms		
	Physical Education Officer Level - 10			
		Direct Recruitment		

Group - B	Senior Sports Coach Level - 7				
	↑	DR – 50 %			
		Movement – 50%	LDCE	50 %	Min. 3 years at L-6
			SQ	50 %	Min. 5 years at L-6
	Sports Coach Level - 6				
	↑	DR – 50 %			
		Movement – 50%	LDCE	50 %	Min. 4 years at L-5
			SQ	50 %	Min. 6 years at L-5
Group - C	Senior Coaching Assistant Pay Level – 5				
	↑	DR – 50 %			
		Movement – 50%	LDCE	50 %	Min. 4 years at L-3
			SQ	50 %	Min. 6 years at L-3
	Junior Coaching Assistant Pay Level - 3	Direct Recruitment			

HINDI OFFICIAL LANGUAGE CADRE					
Group	Position/ Pay Level	Procedure / Remarks			
Group - A	Cadre would merge with the Administrative Cadre in Group - A at the level of Assistant Registrar	As per the Administrative Cadre posts of Group - A			
	Assistant Registrar (Official Language) Level - 10				
	↑	DR – 50 %			
		Movement – 50 %	LDCE	50 %	Min. 5 years at L-7
			SQ	50%	Min. 8 years at L-7
Group - B	Superintendent (Rajbhasha) Level - 7				
	↑	DR – 0 %			
		Movement – 100%	LDCE	0 %	Min. 3 years at L-6
			SQ	100	Min. 5 years at L-6
	Hindi Translator Level - 6	Direct Recruitment			

PLACEMENT CADRE					
Group	Position/ Pay Level	Procedure / Remarks			
Group - A	Placement Officer (SS-II) Level - 12				
	↑	DR – 0 %			
		Movement – 100 %	LDCE	0 %	
			SQ	100%	Min. 5 years at L-11
	Placement Officer (SS-1) Level - 11				
↑	DR – 0%				
	Promotion – 100 %	LDCE	0 %		
		SQ	100%	Min. 5 years at L-10	
	Placement Officer Level - 10	Direct Recruitment			

<u>HORTICULTURE CADRE</u>					
Group	Position/ Pay Level	Procedure / Remarks			
Group - A	Horticulture Officer (SS-II) Level - 12				
	↑	DR – 0 %			
		Movement – 100 %	LDCE	0 %	
			SQ	100%	Min. 5 years at L-11
	Horticulture Officer (SS-1) Level - 11				
	↑	DR – 0%			
	Promotion – 100 %	LDCE	0 %		
		SQ	100%	Min. 5 years at L-10	
	Horticulture Officer Level - 10	Direct Recruitment			

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

Section - V
Post-wise Recruitment Rules

Administrative Cadre

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

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

Assistant Registrar		
1	Name of the Post	Assistant Registrar
2	No. of Posts	As per sanction strength
3	Classification	Group – A
4	Scale of Pay	Pay Level – 10
5	Whether selection post or non-selection post	Selection on merit/ Non-Selection
6	Age limit for direct recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Master’s Degree or equivalent in any discipline with at least 55% of marks or its equivalent Grade of B in the UGC seven points scale.</p> <p>(ii) At least 5 years of relevant administrative experience in supervisory capacity in Govt. office/ University/ technological institution or an organisation of repute which may include activities related to examinations, academics, establishment, general administration, R&D, Student Affairs, Accounts etc. in the Pay Level -7 or equivalent.</p> <p>(iii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point is a must.</p> <p>Desirable:</p> <p>(i) A degree in Law/ Management/ Engineering/ CA/CS/ICWA from a recognised University/ Institute.</p> <p>(ii) Experience in educational administration, financial and personnel management and capacity to lead the administration in a residential institution.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age – Not applicable Educational Qualification: Yes (for LDCE); No (for SQ)
9	Period of probation, if any	For Direct Recruitment/ Promotion: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	(i) 50% by Direct Recruitment/ Deputation-cum-absorption/ Contract; (ii) 50% by promotion, failing which, by Direct Recruitment/ Deputation/ Contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>LDCE: For Limited Departmental Competitive Examination, the Residency period and Educational Qualification shall be the same as that for Direct Recruitment.</p> <p>Seniority Quota: Superintendent in the Pay Level -7 who have rendered at least 08 years of regular clean service as Superintendent in Pay Level-7 in IIPE.</p> <p>Deputation / Deputation-cum-absorption / On Contract: Officers under the Central/ State Governments Universities/ Recognised Research Institutes or Institutes of National Importance or Universities/ University level Institute or PSU/ Industry having educational qualification and experience as prescribed in para 7 above.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Superintendent		
1	Name of the Post	Superintendent
2	No. of Posts	As per sanction strength
3	Classification	Group – B
4	Scale of Pay	Pay Level – 7
5	Whether selection post or non-selection post	Selection on merit/ Non-Selection
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Master’s Degree or equivalent in any discipline with at least 55% of marks or its equivalent Grade of B in the UGC seven points scale.</p> <p>(ii) At least 3 years of relevant administrative experience in supervisory capacity in Govt. office/ University/ technological institution or an organisation of repute which may include activities related to examinations, academics, establishment, general administration, R&D, Student Affairs, Accounts etc. in the Pay Level - 6 or equivalent.</p> <p>(iii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point is a must.</p> <p>Desirable:</p> <p>(i) Professional qualification in area of Management/ Finance & Accounts.</p> <p>(ii) Experience in handling Administrative/ Legal/ Finance/ Stores & Purchase/ Establishment matters.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age – Not applicable Educational Qualification: Yes (for LDCE); No (for SQ)
9	Period of probation, if any	Direct Recruitment: One Year; Promotion: Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	(i) 50% by Direct Recruitment/ Deputation-cum-absorption/ Contract; (ii) 50% by promotion, failing which, by Direct Recruitment including Contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>LDCE: For Limited Departmental Competitive Examination, the Residency period and Educational Qualification shall be the same as that for Direct Recruitment.</p> <p>Seniority Quota: Junior Superintendent in the Pay Level -6 who have rendered at least 05 years of regular clean service as Junior Superintendent in Pay Level-6 in IIPE.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Junior Superintendent		
1	Name of the Post	Junior Superintendent
2	No. of Posts	As per sanction strength
3	Classification	Group – B
4	Scale of Pay	Pay Level – 6
5	Whether selection post or non-selection post	Selection on merit/ Non-Selection
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Master's Degree or equivalent in any discipline with at least 55% of marks or its equivalent Grade of B in the UGC seven points scale.</p> <p>(ii) 4 years' relevant experience as Sr. Assistant or equivalent in Pay Level-5 or 07 years' relevant experience in Pay Level - 4 and above in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.</p> <p>(iii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point is a must.</p> <p>Desirable:</p> <p>(i) Professional qualification in area of Management/ Finance & Accounts</p> <p>(ii) Experience in handling Administrative/ Finance/ Stores & Purchase/ Establishment matters.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age – Not applicable Educational Qualification: Yes (for LDCE); No (for SQ)
9	Period of probation, if any	For Direct Recruitment/ Promotion: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	(i) 50% by Direct Recruitment/ Deputation-cum-absorption/ Contract; (ii) 50% by promotion, failing which, by Direct Recruitment including Contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>LDCE: For Limited Departmental Competitive Examination, the Residency period and Educational Qualification shall be the same as that for Direct Recruitment.</p> <p>Seniority Quota: Senior Assistant in the Pay Level-5 who have rendered at least 06 years of regular clean service as Senior Assistant in Pay Level-5 in IIPE.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Senior Assistant		
1	Name of the Post	Senior Assistant
2	No. of Posts	As per sanction strength
3	Classification	Group – C
4	Scale of Pay	Pay Level – 5
5	Whether selection post or non-selection post	Selection on merit/ Non-Selection
6	Age limit for direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Bachelors’ Degree in any discipline from a recognized university with at least 55% marks in qualifying degree with 4 Years of experience as Junior Assistant in Pay Level – 3 or 7 years of experience as Lower Division Clerk in Pay Level – 2 or equivalent.</p> <p>(ii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point is a must.</p> <p>Desirable: Experience in handling Administrative/ Finance/ Stores & Purchase/ Establishment matters.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age – Not applicable Educational Qualification: Yes (for LDCE); No (for SQ)
9	Period of probation, if any	Direct Recruitment: One Year; Promotion: Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	(i) 50% by Direct Recruitment/ Deputation-cum-absorption/ Contract; (ii) 50% by promotion, failing which, by Direct Recruitment including Contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	LDCE: For Limited Departmental Exam the Residency period and Educational Qualification shall be same as that for Direct Recruitment Seniority Quota: Junior Assistant working in IIFE who have rendered at least 06 years of regular clean service in IIFE in the Pay Level – 3.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIFE

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

Accounts Cadre

Superintendent (Accounts)		
1	Name of the Post	Superintendent (Accounts)
2	No. of Posts	As per sanction strength
3	Classification	Group – B
4	Scale of Pay	Pay Level – 7
5	Whether selection post or non-selection post	Selection on merit/ Non-Selection
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>Masters' Degree in Commerce with 55% marks and 3 years of relevant experience in Pay Level-6 in Govt./ Semi Govt./ Central Autonomous Bodies in the field of Accounting, Auditing Annual Accounts, Finance, budgeting, etc.</p> <p style="text-align: center;">OR</p> <p>CA/ICWD/ICSI and 3 years of relevant experience in Pay Level-6 in Govt. /Semi Govt./Central Autonomous Bodies in the field of Accounting, Auditing, Annual Account, Finance Budgeting, etc.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree (10+2+3) pattern or equivalent in Commerce with 55% marks and Intermediate CA/ICWAI/ICSI and knowledge of Accounting Software along with 3 years of relevant experience in Pay Level-6 in Govt. /Semi Govt./Central Autonomous Bodies in the field of Accounting, Auditing, Annual Account, Finance Budgeting, etc.</p> <p>Desirable:</p> <p>Knowledge of Government Rules & Regulations and all statutory laws related to taxation, labour etc. Diploma/ Certificate/ Membership in Cost/ Chartered Accountancy. Preference will be given to the candidate having experience in CFTIs/ Institutions of National Importance and Govt. Institutions.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age – Not applicable Educational Qualification: Yes (for LDCE); No (for SQ)
9	Period of probation, if any	Direct Recruitment: One Year; Promotion: Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	(i) 50% by Direct Recruitment (including Contract); (ii) 50% by promotion, failing which, by Direct Recruitment including Contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>LDCE: For Limited Departmental Competitive Examination, the Residency period and Educational Qualification shall be the same as that for Direct Recruitment.</p> <p>Seniority Quota: Junior Superintendent (Accounts) in the Pay Level -6 who have rendered at least 05 years of regular clean service as Junior Superintendent (Accounts) in Pay Level-6 in IIFE.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIFE

Junior Superintendent (Accounts)		
1	Name of the Post	Junior Superintendent (Accounts)
2	No. of Posts	As per sanction strength
3	Classification	Group – B
4	Scale of Pay	Pay Level – 6
5	Whether selection post or non-selection post	Selection on merit/ Non-Selection
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>Masters' Degree in Commerce with 55% marks and 4 years of relevant experience in Pay Level-5 in Govt./ Semi Govt./ Central Autonomous Bodies in the field of Accounting, Auditing Annual Accounts, Finance, budgeting, etc.</p> <p style="text-align: center;">OR</p> <p>CA/ICWD/ICSI and 4 years of relevant experience in Pay Level – 5 in Govt. /Semi Govt./Central Autonomous Bodies in the field of Accounting, Auditing, Annual Account, Finance Budgeting, etc.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree (10+2+3) pattern or equivalent in Commerce with 55% marks and Intermediate CA/ICWAI/ICSI and knowledge of Accounting Software along with 4 years of relevant experience in Pay Level – 5 in Govt. /Semi Govt./Central Autonomous Bodies in the field of Accounting, Auditing, Annual Account, Finance Budgeting, etc.</p> <p>Desirable:</p> <p>Knowledge of Government Rules & Regulations and all statutory laws related to taxation, labour etc. Diploma/Certificate/Membership in Cost/Chartered Accountancy. Preference will be given to the candidate having experience in CFTIs/ Institutions of National Importance and Govt. Institutions</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age – Not applicable Educational Qualification: Yes (for LDCE); No (for SQ)
9	Period of probation, if any	Direct Recruitment/ Promotion : One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	(i) 50% by Direct Recruitment (including Contract); (ii) 50% by promotion, failing which, by Direct Recruitment including Contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>LDCE: For Limited Departmental Competitive Examination, the Residency period and Educational Qualification shall be the same as that for Direct Recruitment.</p> <p>Seniority Quota: Accountant in the Pay Level-5 who have rendered at least 06 years of regular clean service as Accountant in Pay Level- 5 in IIPE.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Accountant		
1	Name of the Post	Accountant
2	No. of Posts	As per sanction strength
3	Classification	Group – C
4	Scale of Pay	Pay Level – 5
5	Whether selection post or non-selection post	Selection on merit/ Non-Selection
6	Age limit for direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>Masters' Degree in Commerce with 55% marks and 3 year or relevant experience in Govt./Semi Govt./Central Autonomous Bodies in the field of Accounting, Auditing Annual Accounts, Finance, budgeting, etc.</p> <p style="text-align: center;">OR</p> <p>CA/ICWD/ICSI and 3 years or relevant experience in Govt./Semi Govt./Central Autonomous Bodies in the field of Accounting, Auditing, Annual Account, Finance Budgeting, etc.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree (10+2+3) pattern or equivalent in Commerce with 55% marks and Intermediate CA/ICWAI/ICSI and knowledge of Accounting Software along with 3 years of experience in Internal Audits/ Audit Works, Final Accounts, Finance, Budget.</p> <p style="text-align: center;">OR</p> <p>Bachelors' Degree (10+2+3) or equivalent in Commerce with 55% marks with knowledge of Accounting Software and 5 years' experience in Govt./Semi Govt./Central Autonomous bodies in the field of Accounting, Auditing, Annual Account Finance, Budgeting, etc.</p> <p>Desirable: Knowledge of Government Rules & Regulations and all statutory laws related to taxation, labour etc. Diploma/ Certificate/ Membership in Cost / Chartered Accountancy. Preference will be given to the candidate having experience in CFTIs/ Institutions of National Importance and Govt. Institutions</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Not applicable
9	Period of probation, if any	Direct Recruitment: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment (Including Contract).
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	Not applicable
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIFE

Engineering Cadre

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

9	Period of probation, if any	Direct Recruitment: One Year, Promotion: Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	(i) 75% by Direct Recruitment/Deputation/ Contract. (ii) 25 % by Promotion, failing which, by Direct Recruitment /Deputation/ Contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	LDCE : For Limited Departmental Competitive Examination, the Residency period and Educational Qualification shall be the same as that for Direct Recruitment. Seniority Quota : Executive Engineer (Civil/Electrical) in Pay level – 11 who have rendered at least 05 years of regular clean service as Executive Engineer (Civil/ Electrical) in IPE. By Deputation /Deputation – cum- Absorption / on contract basis : Officers of Central / State Governments / Universities /Recognized Research Institutes or Institutes of national importance or Universities /Deemed University level Institution or PSU/Industry: (i) Holding analogous post, or having at least 05 years relevant experience in Pay Level – 11 at the level of Executive Engineer. (ii) Possessing educational qualification and experience as prescribed at para 7 above.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IPE

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

	<p>promotion/ deputation/ transfer is to be made</p>	<p>Seniority Quota: Assistant Engineer (Civil/Electrical) in Pay level – 7 who have rendered at least 08 years of regular clean service as Assistant Engineer (Civil/ Electrical) in Pay Level-7 in IIPE.</p> <p>By Deputation/Transfer on Deputation/on contract basis: Officers under the Central / State Governments / Universities /Recognized Research Institutes or Institutes of national importance or Universities /Deemed University level Institution or PSU/Industry:</p> <p>(i) Holding analogous post, or having at least 08 years relevant experience in Pay Level – 7 at the level of Assistant Engineer.</p> <p>(ii) Possessing educational qualification and experience as prescribed at para 7 above.</p>
12	<p>If a DPC/ Selection Committee exists, what is the composition</p>	<p>As per the constitution made under the provisions of the Statutes of IIPE</p>

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

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

Junior Engineer (Civil)		
1	Name of the Post	Junior Engineer (Civil)
2	No. of Posts	As per sanction strength
3	Classification	Group – B
4	Scale of Pay	Pay Level – 6
5	Whether selection post or non-selection post	Selection on merit/ Non-Selection
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Three years diploma/ Bachelor's degree in Civil Engineering with minimum of 55% marks from a recognized institute with a minimum 4 years' experience in a relevant post in Pay Level – 5 or equivalent.</p> <p>(ii) Experience in construction and maintenance of Buildings, Roads, Water supply, Drainage works, etc. after completion of the degree/diploma.</p> <p>(iii) Should have experience of working in MS-Office and other computer software relevant to the area of work/specialization & Auto CAD.</p> <p>Desirable:</p> <p>Experience in maintaining Civil Infrastructure of a residential Campus of CFTIs/ Institutions of National Importance or Industry of repute.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not applicable Educational Qualification: Yes (for LDCE) & No (for SQ)
9	Period of probation, if any	Direct Recruitment: One Year; Promotion: Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	(i) 50% by Direct Recruitment/ Deputation-cum-absorption/ Contract; (ii) 50% by promotion, failing which, by Direct Recruitment including Contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>LDCE : For Limited Departmental Competitive Examination, the Residency period and Educational Qualification shall be the same as that for Direct Recruitment.</p> <p>Seniority Quota: Senior Technician (Maintenance) of relevant field in Pay level – 5 who have rendered at least 06 years of regular clean service as Senior Technician (Maintenance) in the relevant field in Pay level – 5 in IIPE.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Junior Engineer (Electrical)		
1	Name of the Post	Junior Engineer (Electrical)
2	No. of Posts	As per sanction strength
3	Classification	Group – B
4	Scale of Pay	Pay Level – 6
5	Whether selection post or non-selection post	Selection on merit/ Non-Selection
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Three years diploma/ Bachelor's degree in Electrical Engineering with minimum 55% marks from a recognized institute with a minimum 4 years' experience in a relevant post in Pay Level – 5 or equivalent.</p> <p>(ii) Experience in Electrical maintenance, electrical services and project execution of works related to internal electrical installation, HT/LT Power Distribution including sub-station & Power Factor Management, Water Pumping System, Street Lighting, etc.; design estimation, tendering & billing of electrical works;</p> <p>(iii) Should have experience of working in MS-Office and other computer software relevant to the area of work/specialization.</p> <p>Desirable:</p> <p>(i) B.E.E. Certified Energy Manager/Energy Auditor;</p> <p>(ii) Experience in illumination Design;</p> <p>(iii) Experience in maintaining Electrical Infrastructure of a residential Campus of CFTIs/ Institutions of National Importance or Industry of repute.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not applicable Educational Qualification: Yes (for LDCE) & No (for SQ)
9	Period of probation, if any	Direct Recruitment: One Year; Promotion: Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	(i) 50% by Direct Recruitment/ Deputation-cum-absorption/ Contract; (ii) 50% by promotion, failing which, by Direct Recruitment including Contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>LDCE : For Limited Departmental Competitive Examination, the Residency period and Educational Qualification shall be the same as that for Direct Recruitment.</p> <p>Seniority Quota: Senior Technician (Maintenance) of relevant field in Pay level – 5 who have rendered at least 06 years of regular clean service as Senior Technician (Maintenance) in the relevant field in Pay level – 5 in IIPE.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Senior Technician (Maintenance)		
1	Name of the Post	Senior Technician (Maintenance)
2	No. of Posts	As per sanction strength
3	Classification	Group – C
4	Scale of Pay	Pay Level – 5
5	Whether selection post or non-selection post	Selection on merit/ Non-Selection
6	Age limit for direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Three years diploma/ Bachelor's Degree in relevant Engineering Discipline (Civil/ Electrical) with minimum 55% marks in the qualified degree from a recognised Institute;</p> <p>(ii) 4 years of experience as Junior Technician (Maintenance) in relevant work (Civil/ Electrical) in Pay Level – 3 or equivalent in any institute having large residential campus;</p> <p>(iii) Knowledge of computer applications.</p> <p>Desirable:</p> <p>Experience in maintaining Civil/ Electrical Infrastructure of a residential Campus of CFTIs/ Institutions of National Importance or Industry of repute.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not applicable Educational Qualification: Yes (for LDCE) & No (for SQ)
9	Period of probation, if any	Direct Recruitment: One Year; Promotion: Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	(i) 50% by Direct Recruitment/ Deputation-cum-absorption/ Contract; (ii) 50% by promotion, failing which, by Direct Recruitment including Contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>LDCE : For Limited Departmental Competitive Examination, the Residency period and Educational Qualification shall be the same as that for Direct Recruitment.</p> <p>Seniority Quota: Junior Technician (Maintenance) in Pay level – 3 who have rendered at least 06 years of regular clean service as Junior Technician (Maintenance) in Pay Level-3 in IIPE.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

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

Technical Cadre

Senior Technical Officer		
1	Name of the Post	Senior Technical Officer
2	No. of Posts	As per sanction strength
3	Classification	Group – A
4	Scale of Pay	Pay Level – 12
5	Whether selection post or non-selection post	Selection on merit/ Non-Selection
6	Age limit for direct recruits	50 Years
7	Educational and other qualifications required for direct recruits	<p>Essential: M. Tech Degree in Engineering or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with five years relevant experience in Pay Level-10.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree (four years) or equivalent qualification in appropriate field of Engineering with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with seven years relevant experience in Pay Level - 10.</p> <p style="text-align: center;">OR</p> <p>Master Degree in Science/Computer Science or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ institute with five years relevant experience in Pay Level- 10. (b) Should have experience of working in MS-Office and other computer software relevant to the area of work/specialization.</p> <p>Desirable: Ph.D in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with three years relevant experience in the Grade Pay of Rs. 6600 (Pay Level – 11) or equivalent.</p> <p>Experience in handling sophisticated laboratory equipment in reputed educational institutions/ Institutions of National Importance and similar Central Govt. organisations or research laboratories.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not applicable Educational Qualification: Yes (for LDCE); No (for SQ)
9	Period of probation, if any	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	(i) 70% by Direct Recruitment/ Deputation-cum-absorption/ Contract; (ii) 25% by promotion, failing which, by Direct Recruitment/ Deputation/ Contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>LDCE: For Limited Departmental Competitive Examination, the Residency period and Educational Qualification shall be the same as that for Direct Recruitment.</p> <p>Seniority Quota: Technical Officer of relevant discipline in Pay level – 11 who have rendered at least 5 years of regular clean service as Technical Officer in the relevant discipline in Pay Level-11 in IIPE.</p> <p>Deputation/ Deputation – cum – absorption/on Contract basis: Officers from the Central/ State Governments or Institutes of national importance or Universities / University level Institution or PSU/ Industry:</p>

		(a) Holding analogous post, or with at least 3 years' relevant experience in a post carrying Grade Pay of Rs. 6600/- (Pay Level – 11) or its equivalent. (b) Possessing educational qualification and experience as prescribed at para 7 above.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IPE

Junior Technical Officer		
1	Name of the Post	Junior Technical Officer
2	No. of Posts	As per sanction strength
3	Classification	Group – A
4	Scale of Pay	Pay Level – 10
5	Whether selection post or non-selection post	Selection on merit/ Non-Selection
6	Age limit for direct recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p>(i) M. Tech Degree in Engineering or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with three years relevant experience in Pay Level-7.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree (four years) or equivalent qualification in appropriate field of Engineering with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with five years relevant experience in Pay Level-7.</p> <p style="text-align: center;">OR</p> <p>Master Degree in Science or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ institute with four years relevant experience in Pay Level - 7.</p> <p>(ii) Should have experience of working in MS-Office and other computer software relevant to the area of work/specialization.</p> <p>Computer Cadre (JTO (IT)):</p> <p>B.E./ B.Tech/ M.Sc Degree or equivalent in Computer Science and Engineering/ Information or MCA from a recognised university/ Institution of repute with at least 60% marks or an equivalent CGPA in a grade point scale, with at least 07 years relevant experience;</p> <p style="text-align: center;">OR</p> <p>ME/M.Tech/M.S degree in Computer Science and Engineering/ Information Technology or equivalent from a recognised University/ Institution of repute with at least 60% marks or an equivalent CGPA in a grade point scale, with at least 5 years relevant experience;</p> <p>Desirable:</p> <p>Experience in handling sophisticated laboratory equipment in reputed educational institutions/ Institutions of National Importance and similar Central Govt. organisations or research laboratories.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not applicable Educational Qualification: Yes (for LDCE); No (for SQ)
9	Period of probation, if any	Direct Recruitment/ Promotion: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	(i) 50% by Direct Recruitment/ Deputation-cum-absorption/ Contract; (ii) 50% by promotion, failing which, by Direct Recruitment/ Deputation/ Contract.

11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>LDCE: For Limited Departmental Competitive Examination, the Residency period and Educational Qualification shall be the same as that for Direct Recruitment.</p> <p>Seniority Quota: Technical Superintendent of relevant discipline in Pay level – 7 who have rendered at least 5 years of regular clean service as Technical Superintendent in the relevant discipline in Pay Level-7 in IPE.</p> <p>Deputation /Deputation-cum-absorption/ on contract: Officers under the Central / State Governments / Universities /Recognized Research Institutes or Institutes of national importance or Universities /Deemed University level Institution or PSU/Industry having educational qualification and experience as prescribed at para 7 above.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IPE

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

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

Senior Lab Assistant		
1	Name of the Post	Senior Lab Assistant
2	No. of Posts	As per sanction strength
3	Classification	Group – C
4	Scale of Pay	Pay Level – 5
5	Whether selection post or non-selection post	Selection on merit/ Non-Selection
6	Age limit for direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Bachelor’s Degree or equivalent in Engineering in relevant discipline with at least 55% marks or an equivalent CGPA in a grade point scale in qualifying degree from a recognized University/ Institute.</p> <p style="text-align: center;">OR</p> <p>Three years Diploma in relevant field (after 10+2) and with at least 55% marks or an equivalent CGPA in a grade point scale in qualifying degree from a recognized University/Institute.</p> <p>(ii) 4 years of experience as Lab Assistant in relevant discipline in Pay Level – 3 or equivalent.</p> <p>(iii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent.</p> <p>Desirable:</p> <p>Experience in handling sophisticated laboratory equipment in CFTIs/ Institutions of National Importance and of similar Central Govt. organisations or research laboratories.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not applicable Educational Qualification: Yes (for LDCE); No (for SQ)
9	Period of probation, if any	Direct Recruitment: One Year; Promotion: Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	(i) 50% by Direct Recruitment (including Contract): (ii) 50% by promotion, failing which, by Direct Recruitment including Contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	LDCE : For Limited Departmental Competitive Examination, the Residency period and Educational Qualification shall be the same as that for Direct Recruitment. Seniority Quota: Lab Assistant of relevant discipline in Pay level – 3 who have rendered at least 6 years of regular clean service as Lab Assistant in the relevant discipline in Pay Level-3 in IPE.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IPE

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

Library Cadre

Librarian		
1	Name of the Post	Librarian
2	No. of Posts	01 (One)
3	Classification	Group – A
4	Scale of Pay	Academic Pay Level – 14 (₹1,44,200 – ₹2,18,200)
5	Whether selection post or non-selection post	Selection on merit
6	Age limit for direct recruits	57 Years
7	Educational and other qualifications required for direct recruits	Educational Qualification and Experience will be as per UGC guidelines as amended from time to time.
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment/ Deputation/Deputation-cum-absorption/Contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>Deputation /Deputation-cum-absorption/on contract basis: Officers from the Library of Central / State Governments or Institutes of national importance or Universities / Deemed University level Institution or PSU/ Industry:</p> <p>(i) Holding analogous post or with at least 3 years' service in posts carrying Academic Pay Level – 13A1 or its equivalent and having experience in management of a library of similar magnitude.</p> <p>(ii) Possessing educational qualification and experience as prescribed at para 7 above.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIFE

Deputy Librarian		
1	Name of the Post	Deputy Librarian
2	No. of Posts	As per sanction strength
3	Classification	Group – A
4	Scale of Pay	Academic Pay Level – 12 (₹79,800 – ₹2,11,500)
5	Whether selection post or non-selection post	Selection on merit/ Non-Selection
6	Age limit for direct recruits	50 Years
7	Educational and other qualifications required for direct recruits	Essential: Educational Qualification and Experience will be as per UGC guidelines as amended from time to time.
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Not applicable
9	Period of probation, if any	Direct Recruitment/ Promotion: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	75% by Direct Recruitment/ Deputation/Deputation-cum-absorption/Contract. 25% through promotion, failing which by Direct Recruitment/Deputation/Contract. Promotion under Career Advancement Scheme (CAS) as per UGC norms.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	Deputation/ Deputation-cum-absorption/on contract basis: Officers from the Library of Central / State Governments or Institutes of national importance or Universities / Deemed University level Institution or PSU/ Industry: (i) Holding analogous post or with at least 5 years' service in posts carrying Academic Pay Level – 10 or its equivalent and having experience in management of a library of similar magnitude. (ii) Possessing educational qualification and experience as prescribed at para 7 above. Note: Promotion under Career Advancement Scheme (CAS) as per UGC norms.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIFE

Assistant Librarian		
1	Name of the Post	Assistant Librarian
2	No. of Posts	As per sanction strength
3	Classification	Group – A
4	Scale of Pay	Academic Pay Level – 10 (₹57,700– ₹1,82,400) (The incumbent will be moved to Academic Pay Level - 11 under CAS as per UGC norms)
5	Whether selection post or non-selection post	Selection on merit/ Non-Selection
6	Age limit for direct recruits	45 Years
7	Educational and other qualifications required for direct recruits	Essential: Educational Qualification and Experience will be as per UGC guidelines as amended from time to time.
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not applicable Educational Qualification: Yes (for LDCE); No (for SQ)
9	Period of probation, if any	Direct Recruitment/ Promotion: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	(i) 50% by Direct Recruitment/ Deputation-cum-absorption/ Contract; (ii) 50% by promotion, failing which, by Direct Recruitment/ Deputation/ Contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	LDCE: For Limited Departmental Competitive Examination, the Residency period and Educational Qualification shall be same as that for Direct Recruitment. Senior Quota: Library Superintendent in the Pay Level – 7 who have rendered at least 08 years of regular clean service as Library Superintendent in IIFE. Deputation/Deputation-cum-absorption/on contract basis: Officers from the Library of Central/ State Governments or Institutes of national importance or Universities/ Deemed University level Institution or PSU/ Industry: (i) Holding analogous post or with at least 5 years' service in posts carrying Pay Level – 7 or its equivalent and having experience in management of a library of similar magnitude. (ii) Possessing educational qualification and experience as prescribed at para 7 above.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIFE

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

Junior Library Superintendent		
1	Name of the Post	Junior Library Superintendent
2	No. of Posts	As per sanction strength
3	Classification	Group – B
4	Scale of Pay	Pay Level – 6
5	Whether selection post or non-selection post	Selection on merit/ Non-Selection
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) MLISc or equivalent from recognized University /Institute with at least 55% marks or equivalent CGPA, in the qualifying degree.</p> <p style="text-align: center;">OR</p> <p>Master's Degree in Arts/Science/ Commerce or any other discipline along with BLISc with at least 55% marks or equivalent CGPA from recognized University/Institute.</p> <p>(ii) Diploma in Computer Application</p> <p>(iii) At least 04 years working experience in a reputed library in a post in Pay Level – 5.</p> <p>Desirable:</p> <p>(i) Experience in Academic Library in CFTIs/ Institutions of National Importance.</p> <p>(ii) Having working knowledge on Computer Application preferably in Librarianship/ Library management Software.</p> <p>(iii) Proficiency in classification and cataloguing of library materials both print and online.</p> <p>(iv) Post Graduate Diploma in Computer Application or PGDLAN.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not applicable Educational Qualification: Yes (for LDCE); No (for SQ)
9	Period of probation, if any	Direct Recruitment/ Promotion: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	(i) 50% by Direct Recruitment/ Deputation-cum-absorption/ Contract; (ii) 50% by promotion, failing which, by Direct Recruitment including Contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>LDCE: For Limited Departmental Competitive Examination, the Residency period and Educational Qualification shall be same as that for Direct Recruitment.</p> <p>Senior Quota: Senior Library Assistant in the Pay Level – 5 who have rendered at least 06 years of regular clean service in Pay Level – 5 in IPE.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IPE

Senior Library Assistant		
1	Name of the Post	Senior Library Assistant
2	No. of Posts	As per sanction strength
3	Classification	Group – C
4	Scale of Pay	Pay Level – 5
5	Whether selection post or non-selection post	Selection on merit/ Non-Selection
6	Age limit for direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Graduation plus BLISc or MLISc or Diploma in Library Information Science with minimum 55% marks (or equivalent CGPA) in qualifying degree.</p> <p>(ii) At least 4 years relevant experience in any University, Institute, Government, Semi-Government library in a post in Pay Level – 3 or 7 Years' experience in a post in Pay Level – 2.</p> <p>Desirable:</p> <p>(i) Experience in Academic Library in CFTIs/ Institutions of National Importance.</p> <p>(ii) Having working knowledge on Computer Application preferably in Librarianship/ Library management Software/ DCA.</p> <p>(iii) Proficiency in classification and cataloguing of library materials both print and online.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not applicable Educational Qualification: Yes (for LDCE); No (for SQ)
9	Period of probation, if any	Direct Recruitment: One Year; Promotion: Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	(i) 50% by Direct Recruitment/ Deputation-cum-absorption/ Contract; (ii) 50% by promotion, failing which, by Direct Recruitment including Contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>LDCE: For Limited Departmental Competitive Examination, the Residency period and Educational Qualification shall be same as that for Direct Recruitment.</p> <p>Senior Quota: Library Assistant in the Pay Level – 3 who have rendered at least 06 years of regular clean service in Pay Level – 3 in IIPE.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

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

Medical Cadre

Chief Medical Officer		
1	Name of the Post	Chief Medical Officer
2	No. of Posts	As per sanction strength
3	Classification	Group – A
4	Scale of Pay	Pay Level 12 plus Non-Practicing Allowance
5	Whether selection post or non-selection post	Selection on merit/ Non-Selection
6	Age limit for direct recruits	50 Years
7	Educational and other qualifications required for direct recruits	<p>Essential: M.D. or M.S. Degree in a clinical discipline with an outstanding educational background with at least 08 years professional experience, out of which 05 years in the Grade Pay of Rs. 6600/- (Pay Level – 11) or equivalent.</p> <p>Desirable:</p> <p>(i) The above qualifications - MD / MS/ Diploma preferably in medicine, orthopaedics, chest diseases, paediatrics, Obstetrics and Gynaecology & family medicine.</p> <p>(ii) The work experience should be in a medical college or large Govt./ private Hospitals of repute.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	No
9	Period of probation, if any	Direct Recruitment: One Year, Promotion: Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	<p>75 % by Direct Recruitment/ Deputation/ Deputation-cum-absorption/ Contract</p> <p>25% promotion, failing which, by Direct Recruitment/ Deputation/ Contract.</p> <p>NB: Financial Upgradation as per DACP Scheme of Ministry of Health and Family Welfare, GoI.</p>
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	<p>Deputation/Deputation-cum-absorption/on Contract:</p> <p>Officers under the Central / State Governments / Universities /Recognized Research Institutes or Institutes of national importance or Universities/Deemed University level Institution or PSU/Industry:-</p> <p>(i) Having served/ serving as Chief Medical Officer on analogous post; OR</p> <p>(ii) Having at least 05 years relevant experience in Pay Level – 11 or equivalent;</p> <p>OR</p> <p>(iii) Having 09 years relevant experience in Pay Level – 10;</p> <p>AND</p> <p>Possessing educational qualification and experience as prescribed at para 7 above.</p>
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIFE

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

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

**Physical Education & Sports
Cadre**

Senior Physical Education & Sports Officer		
1	Name of the Post	Senior Physical Education & Sports Officer
2	No. of Posts	As per sanction strength
3	Classification	Group – A
4	Scale of Pay	Pay Level 12
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	50 Years
7	Educational and other qualifications required for direct recruits	Essential: Essential: Educational Qualification and Experience will be as per UGC guidelines for the post of Assistant Director of Physical Education, as amended from time to time
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	No
9	Period of probation, if any	Direct Recruitment: One Year, Promotion: Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	75% by Direct Recruitment/ Deputation/ Deputation-cum-absorption/ Contract 25 % by Promotion, failing which, by Direct Recruitment / Deputation/ Contract. Promotion under Career Advancement Scheme (CAS) as per UGC norms
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	Deputation /Deputation-cum-absorption/ on contract: Officers under the Central / State Governments / Universities /Recognized Research Institutes or Institutes of national importance or Universities /Deemed University level Institution or PSU/Industry having educational qualification and experience as prescribed at para 7 above .
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

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

Senior Sports Coach		
1	Name of the Post	Senior Sports Coach
2	No. of Posts	As per sanction strength
3	Classification	Group – B
4	Scale of Pay	Pay Level - 7
5	Whether selection post or non-selection post	Selection on merit/ Non-Selection
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Minimum Educational/ Professional Qualification for Direct Recruitment</p> <p>For Coaches: Graduation in any subject and Diploma in coaching (minimum 55% marks in Diploma) from SAI/NS-NIS or from any other recognized institution in the relevant Sports.</p> <p style="text-align: center;">OR</p> <p>For International sports persons: 10+2 and Diploma in coaching (minimum 55% marks in Diploma) from SAI/ NS-NIS or from any other recognized institution in the relevant Sports and participation in any of the following competitions:</p> <ul style="list-style-type: none"> (a) Olympic Games (b) Senior World Championship (c) Asian Games/ Sr. Asian Championship (d) Commonwealth Games/ Sr. Common wealth Championship (e) Youth Olympics <p style="text-align: center;">OR</p> <p>For Physical Training Instructors: B.P.Ed. (55% marks) from any recognized institution.</p> <p>(ii) Four years' relevant experience in Pay Level -6 or equivalent, in coaching of relevant sports/ Physical Training, as the case may be, in any recognized Institution/ Organisation.</p> <p>Desirable: Relevant Experience in CFTIs/ Institutions of National Importance in coaching/training the students.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	No
9	Period of probation, if any	Direct recruitment: One year; Promotion: Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	(i) 50% by Direct Recruitment/ Deputation-cum-absorption/ Contract; (ii) 50% by promotion, failing which, by Direct Recruitment including contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	LDCE: For Limited Departmental Exam the Residency period and Educational Qualification shall be same as that for Direct recruitment Senior Quota: Sports Coach working in IPE who have rendered at least 06 years of regular clean service in IPE as Sports Coach in Pay Level – 6.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IPE

Sports Coach		
1	Name of the Post	Sports Coach
2	No. of Posts	As per sanction strength
3	Classification	Group – B
4	Scale of Pay	Pay Level 6
5	Whether selection post or non-selection post	Selection on merit/ Non-Selection
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Minimum Educational/ Professional Qualification for Direct Recruitment</p> <p>For Coaches: Graduation in any subject and Diploma in coaching (minimum 55% marks in Diploma) from SAI/NS-NIS or from any other recognized institution in the relevant Sports.</p> <p style="text-align: center;">OR</p> <p>For International sports persons: 10+2 and Diploma in coaching (minimum 55% marks in Diploma) from SAI/ NS-NIS or from any other recognized institution in the relevant Sports and participation in any of the following competitions:</p> <ul style="list-style-type: none"> (a) Olympic Games (b) Senior World Championship (c) Asian Games/ Sr. Asian Championship (d) Commonwealth Games/ Sr. Common wealth Championship (e) Youth Olympics <p style="text-align: center;">OR</p> <p>For Physical Training Instructors: B.P.Ed. (55% marks) from any recognized institution.</p> <p>(ii) Four years' relevant experience in Pay Level -5 or equivalent OR Eight years' relevant experience in Pay Level - 3 or equivalent, in coaching of relevant sports/ Physical Training, as the case may be, in any recognized Institution/ Organisation.</p> <p>Desirable: Relevant Experience in CFTIs/ Institutions of National Importance in coaching/training the students.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	No
9	Period of probation, if any	Direct recruitment/ Promotion: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	(i) 50% by Direct Recruitment/ Deputation-cum-absorption/ Contract; (ii) 50% by promotion, failing which, by Direct Recruitment including contract
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	LDCE: For Limited Departmental Exam the Residency period and Educational Qualification shall be same as that for Direct recruitment Senior Quota: Senior Coaching Assistant working in IPE who have rendered at least 06 years of regular clean service in IPE in the Pay Level – 5.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IPE

Senior Coaching Assistant		
1	Name of the Post	Senior Coaching Assistant
2	No. of Posts	As per sanction strength
3	Classification	Group – C
4	Scale of Pay	Pay Level - 5
5	Whether selection post or non-selection post	Selection on merit / Non-Selection
6	Age limit for direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Minimum Educational/ Professional Qualification for Direct Recruitment</p> <p>Coaches: Graduation in any subject and Diploma in coaching (minimum 55% marks in Diploma) from SAI/ NS-NIS or from any other recognized institution in the relevant Sports.</p> <p style="text-align: center;">OR</p> <p>For International sports persons: 10+2 and Diploma in coaching (minimum 55% marks in Diploma) from SAI/NS-NIS or from any other recognized institution in the relevant Sports and participation in any of the following competitions:</p> <ul style="list-style-type: none"> (a) Olympic Games (b) Senior World Championship (c) Asian Games/ Sr. Asian Championship (d) Commonwealth Games/ Sr. Commonwealth Championship (e) Youth Olympics <p style="text-align: center;">OR</p> <p>For Physical Training: B.P.Ed. (55% marks) from any recognized institution.</p> <p>(ii) Four years' relevant experience in Pay Level -3 or equivalent in coaching of relevant sports/ Physical Training, as the case may be, in any recognized Institution/ Organisation.</p> <p>Desirable: Relevant Experience in CFTIs/ Institutions of National Importance in coaching/training the students.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	No
9	Period of probation, if any	Direct recruitment: One year; Promotion: Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	(i) 50% by Direct Recruitment/ Deputation-cum-absorption/ Contract; (ii) 50% by promotion, failing which, by Direct Recruitment including contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	LDCE: For Limited Departmental Exam the Residency period and Educational Qualification shall be same as that for Direct recruitment Senior Quota: Junior Sports Coach working in IIPE who have rendered at least 06 years of regular clean service in IIPE as Junior Sports Coach in Pay Level – 3.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIPE

Junior Coaching Assistant		
1	Name of the Post	Junior Coaching Assistant
2	No. of Posts	As per sanction strength
3	Classification	Group – C
4	Scale of Pay	Pay Level 3
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Minimum Educational/ Professional Qualification for Direct Recruitment</p> <p>Coaches: Graduation in any subject and Diploma in coaching (minimum 55% marks in Diploma) from SAI/ NS-NIS or from any other recognized institution in the relevant Sports.</p> <p style="text-align: center;">OR</p> <p>For International sports persons: 10+2 and Diploma in coaching (minimum 55% marks in Diploma) from SAI/NS-NIS or from any other recognized institution in the relevant Sports and participation in any of the following competitions:</p> <ul style="list-style-type: none"> (a) Olympic Games (b) Senior World Championship (c) Asian Games/ Sr. Asian Championship (d) Commonwealth Games/ Sr. Commonwealth Championship (e) Youth Olympics <p style="text-align: center;">OR</p> <p>For Physical Training: B.P.Ed. (55% marks) from any recognized institution.</p> <p>(ii) Two Years' experience in coaching of relevant sports/ Physical Training, as the case may be, in any recognized Institution/ Organisation.</p> <p>Desirable: Relevant Experience in reputed Higher Educational Institutions in coaching/training the students.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	No
9	Period of probation, if any	Direct Recruitment: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment (including Contract)
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	Not Applicable
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IPE

Official Language Cadre

Assistant Registrar (Official Language)		
1	Name of the Post	Assistant Registrar (Official Language)
2	No. of Posts	As per sanction strength
3	Classification	Group – A
4	Scale of Pay	Pay Level 10
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Master's degree in Hindi/English with English/Hindi as a subject at degree level with at least 55% marks from a recognized University / Institute or Master's degree or equivalent in any subject with Hindi and English as a subject at the degree level with at least 55% marks from a recognized University / Institute;</p> <p>(ii) 5 years of experience as Sr. Hindi Translator in Pay Level 7 or equivalent with experience of terminological work in Hindi and /or translation work from English to Hindi or vice-versa in any University / Government/Government organizations.</p> <p>Desirable: Administrative experience of organizing Hindi classes or workshops for noting and drafting, Knowledge of Computer Applications.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Age: Not Applicable Educational Qualifications: Yes (for LDCE); No (for SQ)
9	Period of probation, if any	Direct Recruitment/ Promotion: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	50 % by Direct Recruitment/ Deputation/ Deputation-cum-absorption/ Contract. 50 % by promotion, failing which by Direct recruitment/Deputation/ Contract.
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	Deputation /Deputation-cum-absorption/ on contract: Officers from the Central / State Governments or Institutes of national importance or Universities / University level institution or PSU/ Industry having qualification and experience as prescribed at para 7 above.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IPE

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

Placement Cadre

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

Horticulture Cadre

Horticulture Officer		
1	Name of the Post	Horticulture Officer
2	No. of Posts	As per sanction strength
3	Classification	Group – A
4	Scale of Pay	Pay Level 10
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	40 Years
	Educational and other qualifications required for direct recruits	<p>Essential: Master's Degree with 55% marks in Horticulture/ Agriculture/ Forestry having 8 years of experience in Landscape design, development and maintenance/ Observing, analysing and treating disease of plants/ plantation & decoration of seasonal annual flower beds/ Nursery development and maintenance.</p> <p>Desirable: (i) Experience in horticulture related field; (ii) Experience in horticulture work in any reputed Engineering/ Technical Institute of National Importance and similar Central Govt. Institutions/ PSUs; (iii) Working knowledge in computer.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	No
9	Period of probation, if any	Direct Recruitment: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	100 % by Direct Recruitment/ Deputation/ Deputation-cum-absorption/ Contract
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	Deputation /Deputation-cum-absorption/ on contract: Officers under the Central / State Governments / Universities /Recognized Research Institutes or Institutes of national importance or Universities /Deemed University level Institution or PSU/Industry having educational qualification and experience as prescribed at para 7 above.
12	If a DPC/ Selection Committee exists, what is the composition	As per the constitution made under the provisions of the Statutes of IIFE

Security Cadre

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

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