### Annexure-I

# RRs of Administrative staff SCHEDULE-I

Name of Post	Number of Post	Classification	Pay Band and Grade pay / pay Scale	Whether Selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Junior Assistant	(Subject to variation dependent on work load)	Administrative Service rules	PB-1 ₹ 5200-20200 + GP ₹ 1900	Not applicable

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probatio n, if any
(6)	(7)	(8)	(9)
Not Exceeding 28 years (relaxation as per Govt. Rules)	Essential:  I. 10+2 or its equivalent qualification from a recognized Board or University.  II. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer (correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression for each word).  Desirable:  (i) Graduation from Recognized University.  (ii) Any other qualification / experience as per requirement may be incorporated by head of the institute at the time of recruitment.	Not applicable	Two years

Method of recruitment.  Whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods.	Incase of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	Composition of Screening Committee, Selection Committee and departmental committee for considering confirmation.
(10)	(11)	(12)
By Direct Recruitment Through open advertisement and selection through interview.  Or On contract basis (including short term contract).  The particular method of recruitment for each vacancy being decided by the Director of the Institute in consultation with Governing Council.		I. Screening Committee Scientist - Member. (Not below the level of Scientist 'D') Joint Manager or above - Member. One expert from outside The Institute (not below the level of Joint Manager or equivalent - Member.  II. Assessment/Selection Board Director or his nominee - Chairman (Not below the level of Scientist 'F') Three outside expert (Not below the level of Group 'A' officer - Members. One member from Administrative Ministry at the level of Group 'A' officer - Member. Joint Manager - Member.

III. Composition of Departmental Committee (for considering confirmation)
Director or his nominee - Chairman
(Not below the level of Scientist 'F')
Scientist 'D' - Member.
Joint Manager - Member.
Note:- The absence of a member of the Committee or Board other than the Chairman shall not invalidate the proceedings of the Committee or Board.

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Name of Post	Number of Post	Classification	Pay Band and Grade pay / pay Scale	Whether Selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Junior Executive	(Subject to variation dependent on work load)	Administrative Service rules	PB-1 ₹ 5200-20200 + GP ₹ 2400	Not applicable

Age limit for direct recruits		Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	
(6)	(7)	(8)	(9)
Not Exceeding 30 years (relaxation as per Govt. Rules)	Essential: A Bachelor's degree from a recognized University, basic knowledge of computer and minimum 5 years experience preferably in Govt./PSU/ Autonomous Bodies/ in the relevant area in PB-1+GP ₹ 1900/- or its equivalent.  Desirable: Any other qualification / experience as per requirement may be incorporated by head of the institute at the time of recruitment.	Age: No Education Qualifications – Yes	Two years for Direct Recruits

Method of recruitment. Whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods.	Incase of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	Composition of Screening Committee, Selection Committee and departmental committee for considering confirmation.
(10)	(11)	(12)
By Career Progression Scheme. Junior Assistant who have rendered a minimum of 8 years of regular service in the grade.  Or By Direct Recruitment.  Or On contract basis (including short term contract)  The particular method of recruitment for each vacancy being decided by the Director of institute in consultation Governing Council	Not applicable	I. Screening Committee Scientist - Member. (Not below the level of Scientist 'D') Joint Manager or above - Member. One expert from outside The Institute (not below the level of Joint Manager or equivalent - Member.  II. Assessment/Selection Board Director or his nominee - Chairman (Not below the level of Scientist 'F') Three outside expert (Not below the level of Group 'A' officer - Members. One member from Administrative Ministry at the level of Group 'A' officer - Member Joint Manager - Member. III. Composition of Departmental Committee (for considering confirmation) Director or his nominee - Chairman (Not below the level of Scientist 'F') Scientist 'D' - Member. Joint Manager - Member. Joint Manager - Member.

Name of Post	Number of Post	Classification	Pay Band and Grade pay / pay Scale	Whether Selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Executive	(Subject to variation dependent on work load)	Administrative Service rules	PB-1 ₹ 5200-20200 + GP ₹ 2800	Not applicable

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any
(6)	(7)	(8)	(9)
Not Exceeding 32 years (relaxation as per Govt. Rules)	Essential: A Bachelor's degree from a recognized University, basic knowledge of computer and minimum 5 years experience preferably in Govt./PSU/ Autonomous Bodies/ in the relevant area in PB-1+GP ₹ 2400/- or its equivalent.  Desirable: (i) Post Graduation (ii) Any other qualification / experience as per requirement may be incorporated by head of the institute at the time of recruitment.	Age: No Education Qualifications – Yes	Two years for Direct Recruits

Method of recruitment. Whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods.	Incase of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	Composition of Screening Committee, Selection Committee and departmental committee for considering confirmation.
(10)	(11)	(12)
By Career Progression Scheme.  Jr. Executive who have rendered a minimum of 6 years of regular service in the grade.  Or  By Direct Recruitment.  Or  On contract basis (including short term contract).  The particular method of recruitment for each vacancy being decided by the Director of institute in consultation Governing Council.	Not applicable  Not applicable  Sciences  To most services and a services are a services and a s	I. Screening Committee Scientist - Member. (Not below the level of Scientist 'D') Joint Manager or above - Member. One expert from outside The Institute (not below the level of Joint Manager or equivalent - Member. II. Assessment/Selection Board Director or his nominee - Chairman (Not below the level of Scientist 'F') Three outside expert (Not below the level of Group 'A' officer - Members. One member from Administrative Ministry at the level of Group 'A' officer - Member Joint Manager - Member. III. Composition of Departmental Committee (for considering confirmation) Director or his nominee - Chairman (Not below the level of Scientist 'F') Scientist 'D' - Member. Joint Manager - Member. Joint Manager - Member. Note:- The absence of a member of the Committee of Board other than the Chairman shall not invalidate the proceedings of the Committee or Board.

Name of Post	Number of Post	Classification	Pay Band and Grade pay / pay Scale	Whether Selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Senior Executive	(Subject to variation dependent on work load)	Administrative Service rules	PB-2 ₹ 9300-34800 + GP ₹ 4200	Selection

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any
(6)	(7)	(8)	(9)
Not Exceeding 35 years (relaxation as per Govt. Rules)	Essential:  A Bachelor's degree from a recognized University, basic knowledge of computer and minimum 6/10 years experience preferably in Govt./PSU/Autonomous Bodies/ in the relevant area in PB-1+GP ₹ 2800 / 2400/-respectively or its equivalent.  Desirable:  (i) Post Graduation  (ii) Any other qualification / experience as per requirement may be incorporated by head of the institute at the time of recruitment.	Age: No Education Qualifications – Yes	Two years

Method of recruitment. Whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods.	by promotion / deputation / absorption grades from which promotion / deputation	Selection Committee and departmental committee for considering confirmation.	
(10)	(11)	(12)	
By Career Progression Scheme.  Executive who have rendered a minimum of 6 years of regular service in the grade.  Or  By Direct Recruitment.  Or  On contract basis (including short term contract)  The particular method of recruitment for each vacancy being decided by the Director of	Not applicable	I. Screening Committee Scientist 'E' - Member. One member from outside the Institute (not below the level Of Joint Manager or equivalent - Member Joint Manager or above - Member.  II. Assessment/Selection Board Director or his nominee - Chairman (not below the level Of Scientist 'F') Three outside experts (not below	
institute in consultation Governing Council.	A THE CUPTA	The level of Group 'A' officer - Member  Manager - Member.  Joint Manager - Member.  One member from  Administrative Ministry (not below the level of Group 'A' officer.  - Member.	

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III. Composition of Departmental Committee (for considering confirmation) Director or his nominee - Chairman (not below the level Of Scientist 'F') - Member Scientist 'E' - Member. One member from Administrative Ministry of the level of Group 'A' officer - Member Joint Manager - Member. Note:- The absence of a member of the Committee or Board other than the Chairman shall not invalidate the proceedings of the

Committee or Board.

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Name of Post	Number of Post	Classification	Pay Band and Grade pay / pay Scale	Whether Selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Assistant Manager	(Subject to variation dependent on work load)	Administrative Service rules	PB-2 ₹ 9300-34800 + GP ₹ 4600	Selection

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any
(6)	(7)	(8)	(9)
Not Exceeding 35 years (relaxation as per Govt. Rules)	Essential:  (i) A Bachelor's degree from a recognized University, basic knowledge of computer.  (ii) Minimum 5 years experience preferably in Govt./PSU/ Autonomous Bodies in the relevant area in PB-2+GP ₹ 4200/- or its equivalent.  Or  With 11 years combined experience in GP 2800/- and GP 4200/- (with not less than 3 years in GP 4200/-) or its equivalent.  Desirable:  (i) Post Graduation  (ii) Any other qualification / experience as per requirement may be incorporated by head of the institute at the time of recruitment.	Age: No Education Qualifications – Yes	(9) Two years for Direct Recruits

Method of recruitment. Whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods.	promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	Selection Committee and departmental committee for considering confirmation.	
(10)	(11)	(12)	
By Career Progression Scheme. Sr. Executive who have rendered a minimum of 5	Deputation: Officers under the Central Govt./State Govt./PSU/Autonomous Bodies (i) Holding analogous posts on	I. Screening Committee Scientist 'F' - Member One member from outside the Institute (not below the level	
years of regular service in the grade.  Or	regular basis in the parent cadre/department.	of Joint Manager or equivalent - Member Joint Manager or above - Member II. Assessment/Selection Board	
By Direct Recruitment. Or By Deputation Or	(ii) With three years regular service in posts in PB-2+GP ' 4200 or equivalent in the parent cadre/department.	Director or his nominee - Chairman (not below the level Of Scientist 'G') Three outside experts (not below	
On contract basis (including short term contract).	(Period of deputation including period of Deputation in another ex-cadre post held immediately preceding this appointment in the same organization / department of	The level of Group 'A' officer - Member  Manager - Member.  Joint Manager - Member.  One member from  Administrative Ministry (not below the level of Group 'A'	
Languit.	same organization / department of	officer Member.	

The particular method of recruitment for each vacancy being decided by the Director of institute in consultation Governing Council.

the Central Govt. shall ordinarily not exceed three years).

(The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly. Deputationists shall not be eligible for consideration for appointment by promotion. The Maximum age limit for appointment on deputation/absorption shall be not exceeding 56 years as on the closing date of receipt of application.

#### III. Composition of Departmental Committee (for considering confirmation)

Director or his nominee

- Chairman

(not below the level

Of Scientist 'G')

- Member - Member.

Scientist 'F'

One member from

Administrative Ministry of

the level of Group 'A' officer Member

Joint Manager

Member.

Note:- The absence of a member of the Committee or Board other than the Chairman shall not invalidate the proceedings of the Committee or Board.

Name of Post	Number of Post	Classification	Pay Band and Grade pay / pay Scale	Whether Selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Dy. Manager	(*Subject to variation dependant on work load)	Administrative Service rules	PB-2 ₹ 9300-34800 + GP ₹ 4800	Not applicable

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any
(6)	(7)	(8)	(9)
Not Exceeding 35 years (relaxation as per Govt. Rules)	Essential:  (i) A Master's Degree from a recognized University.  (ii) Operational computer knowledge.  (iii) 3 years experience preferably in Govt./PSU/ Autonomous Bodies/ in the relevant area in PB-2+GP ₹ 4600/- or its equivalent.  Desirable:  Any other qualification / experience as per requirement may be incorporated by head of the institute at the time of recruitment.	Age: No Education Qualifications – Yes	Two years for Direct Recruits

Method of recruitment. Whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods.	Incase of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	Composition of Screening Committee, Selection Committee and departmental committee for considering confirmation.
(10)	(11)	(12)
By Career Progression Scheme.  Assistant Manager who have rendered a minimum of 3 years of regular service in the grade and fulfilling the minimum qualification of Graduation i.e. Bachelor's degree.  Or By Direct Recruitment.  Or By Deputation  Or On contract basis (including short term contract).	Deputation: Officers under the Central Govt./State Govt./PSU/Autonomous Bodies (i) Holding analogous posts on regular basis in the parent cadre/department.  Or (ii) With three years regular service in posts in PB-2+GP `4600 or equivalent in the parent cadre/department.  (Period of deputation including period of Deputation in another ex-cadre post held immediately preceding this appointment in the same organization / department of	I. Screening Committee Scientist 'F' - Member. One member from outside the Institute (not below the level Of Joint Manager or equivalent - Member Joint Manager or above - Member II. Assessment/Selection Board Director or his nominee - Chairman (not below the level Of Scientist 'G') Three outside experts (not below The level of Group 'A' officer - Member Manager - Member. Joint Manager - Member. One member from Administrative Ministry (not below the level of Group 'A' officer Member.

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The particular method of recruitment for each vacancy being decided by the Director of institute in consultation Governing Council.

the Central Govt. shall ordinarily not exceed three years).

(The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly. Deputationists shall not be eligible for consideration for appointment by promotion. The Maximum age limit appointment deputation/absorption shall be not exceeding 56 years as on the closing date of receipt application.

### III. Composition of Departmental Committee (for considering confirmation)

Director or his nominee - Chairman (not below the level

Of Scientist 'G') - Member - Member - Member.

One member from

Administrative Ministry of

the level of Group 'A' officer

Member \_\_\_\_\_ Joint Manager

- Member.

Note:- The absence of a member of the Committee or Board other than the Chairman shall not invalidate the proceedings of the Committee or Board.

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Name of Post	Number of Post	Classification	Pay Band and Grade pay / pay Scale	Whether Selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Joint Manager	(Subject to variation dependent on work load)	Administrative Service rules	PB-2₹9300-34800 + GP ₹5400 (PR) / PB-3₹15600 -39100 + GP₹5400 (DR)	Not applicable

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any
(6)	(7)	(8)	(9)
Not Exceeding 40 year (relaxation as per Govt. Rules)	Essential:  (i) A Master's Degree from a recognized University.  (ii) Operational computer knowledge.  (iii) 4 years experience preferably in Govt./PSU/Autonomous Bodies/ in the relevant area in PB-2+GP ₹ 4600/4800/- or its equivalent.  Desirable:  I. MBA/LLB/Diploma in Management/CA/ICWA/SAS or equivalent.  II. Any other qualification / experience as per requirement may be incorporated by head of the institute at the time of recruitment.	Age: No Education Qualifications – Yes	Two years

Method of recruitment. Whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods.	The second secon	Composition of Screening Committee Selection Committee and departments committee for considering confirmation.
(10)	(11)	(12)
By Career Progression Scheme.  Dy. Manager who have rendered a minimum of 4 years of regular service in the grade and having the minimum qualification of Graduation i.e. Bachelor's degree.  Or  By Direct Recruitment.	Officers under the Central Govt./State Govt./PSU/Autonomous Bodies (i) Holding analogous posts on regular basis in the parent cadre/department.	L. Screening Committee Scientist 'F' - Member.  Director's nominee (may be co-opted form institution of ESSO) - Member.  One member from Administrative Ministry (not below the level of Group A officer) Member.  Manager - Member.
Or By Deputation Or On contract basis (including short term contract)	(Period of deputation including period of Deputation in another ex-cadre post held immediately	II. Assessment/Selection Board  Director - Chairman  Three outside experts not below the level of Director in Gol - Members

The particular method of recruitment for each vacancy being decided by the Director of institute in consultation Governing Council.

preceding this appointment in the same organization / department of the Central Govt. shall ordinarily not exceed three years).

(The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly. Deputationists shall not be eligible for consideration for appointment by promotion. The Maximum age limit for appointment deputation/absorption shall be not exceeding 56 years as on the closing date of receipt application.

One member from Administrative Ministry not below the level of

Director - Member. Sr. Manager or equivalent - Member.

III. Composition of Selection Committee for deputation (including short term contract) or absorption or direct recruitment.

Director or his nominee - Chairman Scientist 'F' - Member

Member from Administrative Ministry not below the level of Director and one expert

from out side the institute
Sr. Manager

Manager

- Member.

Member.

IV. Composition of Departmental Committee (for considering confirmation)

Director - Chairman.
Scientist 'F' - Member.
Member from Administrative

Member from Administrative Ministry of the level

of Director - Member

Sr. Manager or equivalent - Member.

**Note:-** The absence of a member of the Committee or Board other than the Chairman shall not invalidate the proceedings of the Committee or Board.

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Name of Post	Number of Post	Classification	Pay Band and Grade pay / pay Scale	Whether Selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Manager	(*Subject to variation dependant on work load)	Administrative Service rules	PB-3 ₹ 15600-39100 + GP ₹ 6600	Not applicable

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any	
(6)	(7)	(8)		
Not Exceeding 45 year (relaxation as per Govt. Rules)	Essential:  (i) A Master Degree from a recognized University.  (ii) Operational computer knowledge.  (iii) 6 years experience preferably in Govt./PSU/Autonomous Bodies/ in the relevant area in PB-2+GP ₹ 4800/5400/- or its equivalent.  Desirable:  (i) MBA/LLB/Diploma in Management/CA/ICWA/SAS or equivalent.  (ii) Any other qualification / experience as per requirement may be incorporated by head of the institute at the time of recruitment.	Age: No Education Qualifications – Yes	(9) Two years	

Method of recruitment. Whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods.	Incase of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	Composition of Screening Committee, Selection Committee and departmental committee for considering confirmation.
(10)	(11)	(12)
By Career Progression Scheme. Joint Manager who have rendered a minimum of 6 years of regular service in the grade and having the minimum qualification of Graduation i.e. Bachelor's degree.	Officers under the Central Govt./State Govt./PSU/Autonomous Bodies (i) Holding analogous posts on regular basis in the parent	I. Screening Committee Scientist 'F' - Member. Chief Manager / Director's nominee (may be co-opted from institution of ESSO) - Member. One member from Administrative Ministry (not below the level of
Or	service in posts in PB-2+GP ₹	Director) Member.
By Direct Recruitment. Or	5400 or equivalent in the parent cadre/department.	Manager - Member.
By Deputation		II. Assessment/Selection Board for direct
Or	(Period of deputation including	
On contract basis (including	period of Deputation in another	
short term contract)	ex-cadre post held immediately	ţ°.

ex-cadre post held immediately

The particular method of recruitment for each vacancy being decided by the Director of institute in consultation Governing council.

preceding this appointment in the same organization / department of the Central Govt. shall ordinarily not exceed three years).

(The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for deputation. appointment on Similarly. Deputationists shall not be eligible for consideration for appointment by promotion. The Maximum limit age appointment on deputation/absorption shall be not exceeding 56 years as on the closing date of receipt application.

Director - Chairman
Three outside experts not

below the level

of Director in GoI - Members

One member from Administrative Ministry

not below the level of

Director - Member. Sr. Manager or equivalent - Member.

III. Composition of Departmental Committee (for considering confirmation)

Director - Chairman. Scientist 'F' - Member.

Member from Administrative

Ministry of the level

of Director - Member

Sr. Manager or equivalent - Member.

**Note:-** The absence of a member of the Committee or Board other than the Chairman shall not invalidate the proceedings of the Committee or Board.

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Name of Post	Number of Post	Classification	Pay Band and Grade pay / pay Scale	Whether Selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Senior Manager	(*Subject to variation dependant on work load)	Administrative Service rules	PB-3 ₹ 15600- 39100 + GP ₹ 7600	Selection ?

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	probation,
(6)	(7)	(8)	(9)
Not exceeding 50 years (Age relaxation as per Govt. Rules)	Essential:  (i) A Master's Degree from a recognized University.  (ii) Operational computer knowledge.  (iii) 6 years experience in Govt./PSU /Autonomous Bodies/ in the relevant area in PB-3+GP ₹ 6600.  Desirable:  I. MBA/LLA/Diploma in Management/ CA/ICWA/SAS or equivalent.  II. Any other qualification / experience as per requirement may be incorporated by head of the institute at the time of recruitment.	Not applicable	Not applicable

Method of recruitment. Whether Incase of recruitment by Composition of Screening Committee, by direct recruitment or by promotion / deputation / Selection Committee and departmental promotion or by deputation or absorption grades committee for considering confirmation. absorption and percentage of the which promotion vacancies to be filled by various deputation / absorption to methods. be made. (10)(11)(12)By Career Progression Scheme. Deputation: I. Screening Committee Manager who have rendered a Officers under the Central Scientist 'F' Member. minimum of 6 years of regular Chief Manager / Director's Govt./State Govt./PSU/Autonomous service in the grade. nominee (may be **Bodies** co-opted from By Direct Recruitment (i) Holding analogous posts institution of ESSO) - Member. on regular basis in the parent Member from Or By Deputation cadre/department. Administrative Ministry Or Or (not below the level of On contract basis (including short (ii) With Six years regular Director). - Member. term contract) service in posts in PB-3+GP ₹ II. Assessment/Selection Board for direct 6600 or equivalent in the The particular method recguitment /deputation (including short parent cadre/department. recruitment for each vacancy being term contract) or absorption. decided by the Director of institute (Period of deputation with consultation of Governing including period of Council.

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Deputation in another excadre post held immediately preceding this appointment in the same organization / department of the Central Govt. shall ordinarily not exceed three years).

(The departmental officers in the feeder category who are the direct line promotion will not be eligible for consideration for appointment on deputation. Deputationists Similarly. shall not be eligible for consideration appointment by promotion. The Maximum age limit for appointment deputation/absorption shall be not exceeding 56 years as on the closing date of receipt of application.

Director - Chairman

Three outside experts not below the level of Director in GoI - Members

One member from Administrative Ministry not below the level of Director - Member.

Chief Manager or equivalent - Member.

## III. Composition of Departmental Committe (for considering confirmation)

Director - Chairman
Scientist 'F' - Member
Member from Administrative
Ministry of the level
of Director - Member

**Note:-** The absence of a member of the Committee or Board other than the Chairman shall not invalidate the proceedings of the Committee or Board.

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Name of Post	Number of Post	Classification	Pay Band and Grade pay / pay Scale	Whether Selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Chief Manager	(*Subject to variation dependant on work load)	Administrative Service rules	PB-4 ₹ 37400-67000 + GP ₹ 8700	Selection

for direct recruits recruits		red Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	
(6)	(7)	(8)	(9)
Not exceeding 50 years (Age relaxation as per Govt. Rules)	Essential:  (i) A Master's Degree from a recognized University.  (ii) Operational computer knowledge.  (iii) 6 years experience in Govt./PSU /Autonomous Bodies/ in the relevant area in PB-3+GP ₹ 7600.  Desirable:  I. MBA/LLA/Diploma in Management/ CA/ICWA/SAS or equivalent.  II. Any other qualification / experience as per requirement may be incorporated by head of the institute at the time of recruitment.	Not applicable	Two years

Method of recruitment. Whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods.	Incase of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	Selection Committee and departmental
(10)	(11)	(12)
By Career Progression	Deputation:	I. Screening Committee
Scheme.	Officers under the Central	Scientist 'F' - Member
Senior Manager who have	Govt./State	Chief Manager / Director's
rendered a minimum of 6	Govt./PSU/Autonomous Bodies	nominee (may be
years of regular service in the	(i) Holding analogous posts on	co-opted from
grade.	regular basis in the parent	institution of ESSO) - Member
Or	cadre/department.	One member from
By Direct Recruitment.	Or	Administrative Ministry
Or	(ii) With Six years regular service	(not below the level of
By Deputation	in posts in PB-3+GP ` 7600 or	Director)
Or	equivalent in the parent	Member
On Contract basis (including	cadre/department.	Manager - Member
short term contract).	(D : 1 - 5 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	II. Assessment/Selection Board for direct
	(Period of deputation including	recruitment /deputation (including short
The particular method of	period of Deputation in another	term contract) or absorption.
recruitment for each vacancy	ex-cadre post held immediately	Director -
being decided by the Director	preceding this appointment in the	Chairman
of institute in consultation	same organization /	Three outside experts not
Governing council.		( 3 min

department of the Central Govt. shall ordinarily not exceed three years).

(The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly. Deputationists shall not be eligible for consideration for appointment by promotion. The Maximum age limit for appointment on deputation/absorption shall be not exceeding 56 years as on the closing date of receipt of application.

below the level

of Director in GoI

- Members

One member from

Administrative Ministry not below the level of

Director

- Member

## III. Composition of Departmental Committee (for considering confirmation)

Director

- Chairman

Scientist 'F'

- Member

Member from Administrative

Ministry of the level

of Director

Member

Note:- The absence of a member of the Committee or Board other than the Chairman shall not invalidate the proceedings of the Committee or Board

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# RRs of Coordinator (Personal) staff SCHEDULE

Name of Post	Number of Post	Classification	Pay Band and Grade pay / pay Scale	Whether Selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Coordinator Grade-I	(Subject to variation dependent on work load)	Administrative Service rules	PB-1 ₹ 5200-20200 + GP ₹ 2400	Not applicable

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any
(6)	(7)	(8)	(9)
Not Exceeding 30 years (relaxation as per Govt. Rules)'	Essential:  (i) 12 <sup>th</sup> class pass or equivalent from a recognized Board or University.  (ii) Skill Test Norms. Dictation: 10 mts @ 80 w.p.m. Transcription: 65 mts. (Eng.) 75 mts. (Hindi) (On Manual Typewriter) or 50 mts. (Eng.) 65 mts. (Hindi) (On Computer).  Desirable  (i) Graduation from Recognized University.  (ii) Any other qualification / experience as per requirement may be incorporated by head of the institute at the time of recruitment.	Not applicable	Two years

Method of recruitment. Whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods.	Incase of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	Composition of Screening Committee, Selection Committee and departmental committee for considering confirmation.
(10)	(11)	(12)
By Direct Recruitment Or On Contract basis (including short term ontract).  The particular method of recruitment or each vacancy being decided by the Director of the Institute in consultation with Governing Council.	Not applicable	I. Screening Committee Scientist - Member. (Not below the level of Scientist 'D') Joint Manager or above - Member. One expert from outside The Institute (not below the level of Joint Manager or equivalent - Member.  II. Assessment/Selection Board Director or his nominee - Chairman (Not below the level of Scientist 'E') Three outside expert (Not below the level of Group 'A' officer - Members. One member from Administrative Ministry at the level of Group 'A' officer - Member Joint Manager - Member. III. Composition of Departmental Committee (for considering confirmation) Director or his nominee - Chairman (Not below the level of Scientist 'E') Scientist 'D' - Member. Joint Manager - Member. Note:- The absence of a member of the Committee or Board other than the Chairman shall not invalidate the proceedings of the Committee or Board.

Name of Post	Number of Post	Classification	Pay Band and Grade pay / pay Scale	Whether Selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Coordinator Grade-II	(*Subject to variation dependant on work load)	Administrative Service rules	PB-1 ₹ 5200-20200 + GP ₹ 2800	Selection

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any
(6)	(7)	(8)	(9)
Not Exceeding 32 years (relaxation as per Govt. Rules)	Not applicable	Not applicable	Not applicable

Method of recruitment. Whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods.	Incase of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	
(10)	(11)	(12)
By Career Progression Scheme. Coordinator Grade-I who have rendered a minimum of 6 years of regular service in the grade.	Not applicable	I. Screening Committee  Scientist - Member.  (Not below the level of Scientist 'D')  Joint Manager or above - Member.  One expert from outside  The Institute (not below the level of Joint Manager or equivalent - Member.  II. Assessment/Selection Board  Director or his nominee - Chairman (Not below the level of Scientist 'E')  Three outside expert (Not below the level of Group 'A' officer - Members.  One member from Administrative  Ministry of the level of  Group 'A' officer - Member  Joint Manager - Member.
Janu 1	of Enth Sciences	Note:- The absence of a member of the Committee or Board other than the Chairman shall not invalidate the proceedings of the Committee or Board.

Name of Post	Number of Post	Classification	Pay Band and Grade pay / pay Scale	Whether Selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Coordinator Grade-III	(Subject to variation dependent on work load)	Administrative Service rules	PB-2 ₹ 9300-34800 + GP ₹ 4200	Not applicable

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	
(6)	(7)	(8)	(9)
Not Exceeding 35 years (relaxation as per Govt. Rules)	Essential:  (i) Graduation or equivalent from a recognized University.  (ii) Skill Test Norms Dictation: 10 mts @ 120 w.p.m. Transcription: 65 mts. (Eng.) 75 mts. (Hindi) (On Manual Typewriter) or 50 mts. (Eng.) 65 mts. (Hindi) (On Computer).  Desirable  Any other qualification / experience as per requirement may be incorporated by head of the institute at the time of recruitment.		Two years for Direct Recruits

by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.		
	(12)	
	I. Screening Committee Scientist 'E' - Member. One member from outside the Institute (not below the level Of Joint Manager or equivalent - Member Joint Manager or above - Member. II. Assessment/Selection Board Director or his nominee - Chairman (not below the level of Scientist 'F') Three outside experts (not below The level of Group 'A' officer - Member One member from Administrative Ministry (not below the level of Group 'A'	
	officer - Member.  Manager - Member.  Joint Manager - Member.	
	absorption grades from which promotion / deputation / absorption to be made.  (11)  Not applicable	

III. Composition of Departmental Committee (for considering confirmation)

Director or his nominee

- Chairman

(not below the level

- Member

Of Scientist 'F') Scientist 'E'

Member.

One member from

Administrative Ministry of

the level of Group 'A' officer - Member

Joint Manager

- Member.

**Note:-** The absence of a member of the Committee or Board other than the Chairman shall not invalidate the proceedings of the Committee or Board.

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Name of Post	Number of Post	Classification	Pay Band and Grade pay / pay Scale	Whether Selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Coordinator Grade-IV	(Subject to variation dependent on work load)	Administrative Service rules	PB-2 ₹ 9300-34800 + GP ₹ 4600	Not applicable

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any
(6)	(7)	(8)	(9)
Not Exceeding 35 years (relaxation as per Govt. Rules)		Age: No Education Qualifications – Yes	Two years for Direct Recruits

Method of recruitment. Whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods.	Incase of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	Selection Committee and departments committee for considering confirmation.	
(10)	(11)	(12)	
By Career Progression	Deputation:	I. Screening Committee	
Scheme.	Officers under the Central	Scientist 'E' - Member.	
Coordinator Grade-III who	Govt./State	One member from outside the	
have rendered a minimum of 5	Govt./PSU/Autonomous	Institute (not below the level	
years of regular service in the	Bodies	Of Joint Manager or equivalent - Member	
grade and fulfilling the	(i) Holding analogous posts on	Joint Manager or above - Member.	
minimum qualification of	regular basis in the parent	II. Assessment/Selection Board	
Graduation i.e. Bachelor's	cadre/department.	Director or his nominee - Chairman	
Degree.	Or	(not below the level	
Or	(ii) With five years regular	Of Scientist 'F')	
By Direct Recruitment.	service in posts in PB-2+GP ₹	Three outside experts (not below	
Or	4200 or equivalent in the	The level of Group 'A' officer - Member	
By Deputation / Absorption	parent cadre/department.	One member from	
(Including short term contract).	ngé ngé	Administrative Ministry (not	
	(Period of deputation including	below the level of Group 'A'	
	period of Deputation in another	officer - Member.	
	ex-cadre post held immediately	Manager - Member.	
	preceding this appointment in the	Joint Manager - Member.	

The particular method of recruitment for each vacancy being decided by the Director of institute in consultation Governing Council.

same organization / department of the Central Govt. shall ordinarily not exceed three years).

(The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration appointment on deputation. Similarly. Deputationists shall not be eligible for consideration for appointment by promotion. The Maximum age limit for appointment deputation/absorption shall be not exceeding 56 years as on the date of receipt closing application.

### III. Composition of Departmental Committee (for considering confirmation)

Director or his nominee - Chairman (not below the level

Of Scientist 'F')
Scientist 'E'
- Member
- Member.

One member from

Administrative Ministry of the level of Group 'A' officer - Member Joint Manager - Member.

Note:- The absence of a member of the Committee or Board other than the Chairman shall not invalidate the proceedings of the Committee or Board.

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Name of Post	Number of Post	Classification	Pay Band and Grade pay / pay Scale	Whether Selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Coordinator Grade-V	(*Subject to variation dependant on work load)	Administrative Service rules	PB-2 ₹ 9300-34800 + GP ₹ 4800	Not applicable

Age limit for direct recruits		Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any
(6)	(7)	(8)	(9)
Not Exceeding 35 years (relaxation as per Govt. Rules)	Essential:  (i) Graduation or equivalent from a recognized University.  (ii) Skill Test Norms Dictation: 10 mts @ 120 w.p.m. Transcription: 65 mts. (Eng.) 75 mts. (Hindi) (On Manual Typewriter) or 50 mts. (Eng.) 65 mts. (Hindi) (On Computer).  Desirable  Any other qualification / experience as per requirement may be incorporated by head of the institute at the time of recruitment.	Age: No Education Qualifications – Yes	Two years for Direct Recruits

Method of recruitment. Whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods.	Incase of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	Composition of Screening Committee Selection Committee and departmenta committee for considering confirmation.	
(10)	(11)	(12)	
Scheme. Coordinator Grade-IV who have rendered a minimum of 3 years	Deputation: Officers under the Central Govt./State Govt./PSU/Autonomous Bodies	I. Screening Committee Scientist 'E' One member from outside the Institute (not below the level	- Member.
of regular service in the grade and fulfilling the minimum qualification of Graduation i.e.	(i) Holding analogous posts on regular basis in the parent cadre/department.	of Joint Manager or equivalent Joint Manager or above	- Member - Member.
Bachelor's Degree.	Or	II. Assessment / Selection Board	
Or By Direct Recruitment. Or By Deputation / Absorption	(ii) With 3 years regular service in posts in PB-2+GP ₹ 4600 or equivalent in the parent cadre/department.	Director or his nominee (not below the level of Scientist 'F') Three outside experts (not below	- Chairman
(Including short term contract).  The particular method of recruitment for each vacancy	(Period of deputation including	The level of Group 'A' officer One member from Administrative Ministry (not below the level of Group 'A'	- Member
being decided by the Director of institute in consultation Governing Council.	preceding this appointment in the same organization / department of the Central Govt.	officer Manager Joint Manager	<ul><li>Member</li><li>Member</li><li>Member</li></ul>
	shall ordinarily not exceed three years).		

(The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly. Deputationists shall not be eligible for consideration for appointment by promotion. The Maximum age limit for appointment on deputation/absorption shall be not exceeding 56 years as on the closing date of receipt of application.

### III. Composition of Departmental Committee (for considering confirmation)

Director or his nominee

- Chairman

(not below the level

Member

Of Scientist 'F') Scientist 'E'

- Member.

One member from

Administrative Ministry of

the level of Group 'A' officer - Member

Joint Manager

- Member.

**Note:-** The absence of a member of the Committee or Board other than the Chairman shall not invalidate the proceedings of the Committee or Board.

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Name of Post	Number of Post	Classification	Pay Band and Grade pay / pay Scale	Whether Selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Coordinating Officer Grade-I	(*Subject to variation dependant on work load)	Administrative Service rules	PB-2 ₹ 9300-34800 + GP ₹ 5400	Not applicable

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	probation,
(6)	(7)	(8)	(9)
Not Exceeding 40 year (relaxation as		Age: No Education Qualifications – Yes	Two years

Method of recruitment.  Whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods.	Incase of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	Composition of Screening Committee Selection Committee and departmental committee for considering confirmation.	
(10)	(11)	(12)	
By Career Progression Scheme. Coordinator Grade-V who have rendered a minimum of 4 years of regular service in the grade and fulfilling the minimum qualification of Graduation i.e.	Deputation: Officers under the Central Govt./State Govt./PSU/Autonomous Bodies (i) Holding analogous posts on regular basis in the parent cadre/department.	I. Screening Committee Scientist 'F' Director's nominee (may be co-opted form institution of ESSO) One member from Administrative Ministry	<ul><li>Member.</li><li>Member.</li></ul>
Bachelor's Degree. Or By Direct Recruitment. Or By Deputation / Absorption (Including short term contract).  The particular method of recruitment for each vacancy being decided by the Director of	Or  (ii) With four years regular service in posts in PB-2+GP ₹ 4800 or equivalent in the parent cadre/department.  (Period of deputation including period of Deputation in another ex-cadre post held immediately preceding this appointment in the same organization.	(not below the level of Group A officer).  Manager  II. Assessment/Selection B Director Three outside experts not below the level of Director in Gol One member from Administrative Ministry	- Member Member. oard - Chairman - Members
institute in consultation Governing Council.	department of the Central Govt. shall ordinarily not exceed three years).	not below the level of Director Sr. Manager or equivalent	- Member. - Member.

(The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly. Deputationists shall not be eligible for consideration for appointment by promotion. The Maximum limit age for appointment deputation/absorption shall be not exceeding 56 years as on the closing date of receipt application.

#### III. Composition of Selection Committee for deputation (including short term contract) or absorption or direct recruitment.

Director or his nominee - Chairman
Scientist 'F' - Member

Member from Administrative Ministry not below the level of Director and one expert

from outside the institute - Member Sr. Manager - Member - Member

## IV. Composition of Departmental Committee (for considering confirmation)

Director - Chairman.
Scientist 'F' - Member.
Member from Administrative

Ministry of the level

of Director - Member Sr. Manager or equivalent - Member.

Note:- The absence of a member of the Committee or Board other than the Chairman shall not invalidate the proceedings of the Committee or Board.

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Name of Post	Number of Post	Classification	Pay Band and Grade pay / pay Scale	Whether Selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Coordinating Officer Grade-II	(*Subject to variation dependant on work load)	Administrative Service rules	PB-3 ₹ 15600- 39100 + GP ₹ 6600	Selection

Age limit for direct recruits		Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	
(6)	(7)	(8)	(9)
Not applicable	Not applicable	Not applicable	Not applicable

Method of recruitment. Whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods.	Incase of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	Composition of Screening Committee, Selection Committee and departmental committee for considering confirmation.
(10)	(11)	(12)
Scheme.  Coordinating Officer Grade-I who have rendered a minimum of 6 years of regular service in	Not applicable	I. Screening Committee Scientist 'F' - Member. Chief Manager / Director's nominee (may be co-opted from
the grade.		institution of ESSO) - Member. One member from Administrative Ministry (not below the level of
		Director)  Manager  Member.  Member.  II. Assessment Selection Board for direct recruitment /deputation (including short term contract) or absorption.  Director  - Chairman
		Three outside experts not below the level
		of Director in GoI - Members One member from Administrative Ministry not below the level of
	1 11 2	Director - Member. Sr. Manager or equivalent - Member. III. Composition of Departmental Committee (for considering
	A STATE OF THE STA	confirmation) Director - Chairman. Scientist 'F' - Member. Member from Administrative Ministry of the level
Carly	Salter Handy Stall	of Director - Member Sr. Manager or equivalent - Member. Note:- The absence of a member of the Committee or Board other than the Chairman shall not invalidate the proceedings of the Committee or Board.

Name of Post	Number of Post	Classification	Pay Band and Grade pay / pay Scale	Whether Selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Coordinating Officer Grade- III	(*Subject to variation dependant on work load)	Administrative Service rules	PB-3 ₹ 15600-39100 + GP ₹ 7600	Selection

		Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	if any
(6) (7)		(8)	(9)
Not applicable	Not applicable	Not applicable	Not applicable

Whether by direct recruitment or by promotion or by deputation or absorption and	Incase of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	Selection Committee and departmental
(10)	(11)	(12)
Scheme.  Coordinating Officer Grade-II who have rendered a minimum of 6 years of regular service in	- Not Applicable-	I. Screening Committee Scientist 'F' - Member. Chief Manager / Director's nominee (may be co-opted from
the grade.		institution of ESSO) - Member.  Member from Administrative Ministry (not below the level of Director) Member.
		II. Assessment Selection Board for direct
		Director - Chairman Three outside experts not below the level
Qo		of Director in GoI - Members One member from Administrative Ministry not below the level of
Vasadia	Ser Each Briences	Director - Member. Chief Manager or equivalent - Member.
	Mem Dellii Ant of Light	Note:- The absence of a member of the Committee or Board other than the Chairman shall not invalidate the proceedings of the Committee or Board.