



भारतीय प्रबंध संस्थान कोषिककोड
 आई आई एम् कोषिककोड कैम्पस- पी ओ
INDIAN INSTITUTE OF MANAGEMENT, KOZHIKODE
 IIM Kozhikode Campus P.O.

Staff Recruitment & Promotion Rules 2011
 [With Amendments upto 31/12/2015}

Section-I

Sanctioned posts with mode of recruitment

SI No.	Name of the Posts	Pay Band	Grade Pay	Sanctioned Posts	
				By Direct Recruitment	By Departmental Promotion
	GROUP-A	PB-4/PB-3			
1	Chief Administrative Officer	37400-67000	10000	1	-
2	Chief Librarian & Information Officer	37400-67000	10000	1	-
3	Chief Systems Manager	37400-67000	10000	1	-
4	Chief Finance Officer	37400-67000	8900	1	-
5	Senior Administrative Officer	15600-39100	7600	3	-
6	Senior Administrative Officer	15600-39100	6600	-	1
7	Financial Advisor & Chief Accounts Officer	37400-67000	8700	1	-
8	Chief Manager (Infrastructure)	37400-67000	8700	1	-
9	Assistant Systems Manager	15600-39100	6600	-	1
10	Assistant Executive Engineer (Electrical)	15600-39100	5400	-	1
11	Assistant Librarian Higher Grade	15600-39100	5400	-	2
12	Manager (Infrastructure)	15600-39100	5400	-	1
13	System Analyst	15600-39100	5400	-	1
14.	Finance & Accounts Officer	15600-39100	5400	-	1
15.	Manager EPGP	15600-39100	5400	1	-
16.	Manager MDP	15600-39100	5400	1	-
17.	Administrative Officer	15600-39100	5400	-	7
18.	Manager-Kochi Campus	15600-39100	5400	1	-

SI No.	Name of the Posts	Pay Band	Grade Pay	Sanctioned Posts	
				By Direct Recruitment	By Departmental Promotion
	GROUP-B	PB-2			
19.	Assistant Administrative Officer	9300-34800	4600	-	8
20.	Accounts Officer	9300-34800	4600	2	-
21.	Programmer	9300-34800	4600	-	1
22.	Assistant Librarian	9300-34800	4600	-	2
23.	Assistant Engineer (Civil)	9300-34800	4600	-	2
24.	Assistant Engineer (Electrical)	9300-34800	4600	-	1
25.	Assistant	9300-34800	4200	5	6
26.	Executive Assistant	9300-34800	4200	2	-
27.	Assistant cum Hindi Translator	9300-34800	4200	1	-
28.	Junior Engineer (Civil)	9300-34800	4200	2	-
29.	Junior Engineer (Electrical)	9300-34800	4200	2	-
30.	Assistant Programmer	9300-34800	4200	1	-
31.	Technical Assistant	9300-34800	4200	1	-
32.	Technical Assistant (Digital Library)	9300-34800	4200	1	
33.	Technical Assistant (Web Applications)	9300-34800	4200	1	
34.	Accountant	9300-34800	4200	2	-
35.	Library & Information Assistant	5200-20200	4200	2 #	
	GROUP-C	PB-1			-
36.	Stores Assistant	5200-20200	2400	1	-
37.	Junior Assistant	5200-20200	2400	7	5
38.	Junior Manager Hospitality	5200-20200	2400	1	-
39.	Junior Manager -EPGP	5200-20200	2400	1	-
40.	Office Support Staff (Academic)	5200-20200	2000	1	-
41.	Driver-cum-Office Staff	5200-20200	2000	4	-
42.	Multi Tasking Staff	5200-20200	1800	1	-
	TOTAL			48	40

Shown against the post of Assistant

Section-II

Minimum qualifying service for Recruitment/Promotion

S. No	Grade Pay		Qualifying Service (As recommended vide No.AB.14017/61/2008-EStt (RR) dated 24.03.2009)
	From	To	
1.	1900	-	03 Years
2.	1900	2400	08 Years
3.	2400	-	05 years
4	2400	4200	10 Years
5	4200	-	6 years in GP 2800 OR 10 years in GP 2400
6	2800	4200	06 years
7	4200	4600	05 years
8	4600	5400	03 years
9	5400	6600	05 years

Section-III
Recruitment Rules

SI No	Post & Scale of pay	Age	Recruitment Policy approved as per 56 th BOG dated 21.09.2011 in pursuance of DoPT OM dated 24.03.2011 & other instructions
1.	Driver-cum- Office Staff PB-1, 5200-20200 GP 2000 (Direct Recruitment Post)	45	10 th Std. Pass; Possessing valid L.V. and H.V. Driving License with Three (03) years relevant experience. By Direct – Local Recruitment
2.	Office Support Staff (Academic) PB-1, 5200-20200 GP 2000 (Direct Recruitment Post)	45	10 th Std. Pass with Three (03) years relevant post qualification experience. 100% by Direct- Local recruitment.
3.	Multi Tasking Staff PB-1, 5200-20200 GP 1800 (Compassionate Appointment/ Direct Recruitment Post)	30	10th Std. Pass 100% by Direct local recruitment or compassionate appointment. Age relaxable in case of compassionate appointment
4.	Junior Assistant / Stores Assistant. PB-1, 5200-20200 GP 2400 (Direct Recruitment/ Promotional Post)	35	Graduation with 55% marks and working knowledge of computer with Five (05) years relevant experience in PB-1, 5200-20200; GP 2000 or Eight (08) years relevant experience in PB-1, 5200-20200; GP 1900 or equivalent relevant experience and Pay. 1. By Direct recruitment – on All India Basis by open competition (written test and Interview) – 50% of Posts. 2. By Promotion: 50% of Posts - from those who have completed at least Eight (08) years service in posts at Serial No. 1, 2 & 3 above and have the relevant Qualification and experience. Selection on seniority cum merit. Revised recruitment criteria for Junior Assistant (PH-Hearing Impaired) Graduation and working knowledge of computer with Three (03) years relevant experience in PB-1, 5200-20200; GP 2000 or Five (05) years relevant experience in PB-1, 5200-20200; GP 1900 or equivalent relevant experience and Pay.
5.	Junior Manager - EPGP PB-1, 5200-20200 GP 2400 (Direct Recruitment Specialized Post)	35	Graduation in any discipline and working knowledge of computer with Five (05) years relevant experience in PB-1, 5200-20200; GP 2000 or Eight (08) years relevant experience in PB-1, 5200-20200; GP 1900 or equivalent relevant experience and Pay.

6.	Junior Manager - Hospitality PB-1, 5200-20200 GP 2400 (Direct Recruitment Specialized Post)	35	<p>Graduation in Hotel Management/ Graduation in any discipline with working knowledge of computer, orientation to customer service, Front Desk/ F &B Operations with a Hospitality provider. Five (05) years relevant experience in PB-1, 5200-20200; GP 2000 or Eight (08) years relevant experience in PB-1, 5200-20200; GP 1900 or equivalent pay and relevant experience.</p> <p>Exceptionally bright and talented freshers passing out of Reputed Hotel Management Institutes with Graduation could also be considered for the said post by decided by the Selection Committee.</p>
7.	Assistant PB-2, 9300-34800 GP 4200 (Direct Recruitment/ Promotional Post)	35	<p>Graduation with 55% marks and thorough knowledge of Computer applications in office with Six (06) years relevant experience in PB-1, 5200-20200; GP 2800 or equivalent pay or Ten (10) years relevant experience in PB-1, 5200-20200; GP 2400 or equivalent pay.</p> <p>1. Direct Recruitment on All India Basis otherwise than by Open Competition – 40% of Posts</p> <p>2. Promotion from the lower cadre at Serial No.4 above (Junior Assistant/ Stores Assistant) from those, who have completed at least Ten (10) years service and have the relevant Qualification and experience. Selection on Seniority-cum-Merit- 60% of Posts.\</p> <p>Note: Qualification and experience for Differently Abled with Hearing Impairment will be as follows; Qualification: Graduation and knowledge of Computer applications in office Experience: Three (03) years relevant experience in PB-1, 5200-20200; GP 2800 or equivalent pay or Five (05) years relevant experience in PB-1, 5200-20200; GP 2400 or equivalent service and pay.</p>
8.	Technical Assistant PB-2, 9300-34800 GP 4200 (Direct Recruitment Post)	40	First Class in three year Diploma in Computer Engineering with minimum three years experience in maintenance of Computers and related hardware.

9	<p>Technical Assistant (Digital Library) PB-2, 9300-34800 GP 4200</p> <p>(Direct Recruitment Post)</p>	35	<p>First Class in three year Diploma in Computer Engineering or Computer Applications from a recognized university/Institute and must have at least Four (04) year post qualification experience</p> <p style="text-align: center;">Or</p> <p>A First Class B.E/B.Tech/MCA with at least one year post qualification experience in reputed institutes. The experience should be in relevant field such as LAN and Server administration, Software development and in-depth knowledge of Windows and Linux operating systems. Knowledge of Database Administration and familiarity with E-learning environment are desirable.</p>
10.	<p>Assistant-cum-Hindi Translator PB-2, 9300-34800; GP 4200 (Direct Recruitment Post)</p>	40	<p>Master's Degree of a recognized University in Hindi/English with Hindi/English as main subject at Degree level.</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in any subject with Hindi as the medium of instruction and examination with English as a compulsory subject at Degree level.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree with Hindi and English as main subjects or either of the two as medium of examination and the other as a main subject plus recognized Diploma/Certificate Course in translation from Hindi to English and vice versa or two years translation work from Hindi to English and vice versa in Central/State Government offices, including Government of India undertakings.</p>
11.	<p>Technical Assistant (Web Applications) PB-2, 9300-34800 GP 4200</p> <p>(Direct Recruitment Post)</p>	35	<p>3 year Diploma in Computer Engineering/BCA with 1st class with minimum Six (06) years relevant post qualification experience in Pay Band PB-1, 5200-20200, GP 2800 or Ten (10) years relevant experience in PB-1, 5200-20200, GP 2400 or equivalent relevant service and pay</p> <p>or</p> <p>B.E/B.Tech (Computer Science & Engg/ Information Technology) / MCA with 3 years relevant post qualification experience in Pay Band PB-1, 5200-20200, GP 2800 or equivalent relevant service and pay or Six (06) years relevant post qualification experience in Pay Band PB-1, 5200-20200, GP 2400 or equivalent relevant service and pay.</p>

12.	Accountant PB-2, 9300-34800, GP 4200 (Direct Recruitment Post)	35	B.Com/BBA/Inter CA / ICWA with 55% marks and Six (06) years relevant post qualification experience in PB-1, 5200-20200; GP 2800 or equivalent pay or B.Com/BBA/Inter CA / ICWA with 55% marks and Ten (10) years relevant experience in PB-1, 5200-20200; GP 2400 or equivalent pay.
13.	Executive Assistant PB-2, 9300-34800 GP 4200 Age limit:35 years (Direct Recruitment Post)	35	Graduation with 55% marks and thorough knowledge of Computer applications in office with Six (06) years relevant experience in PB-1, 5200-20200; GP 2800 or equivalent pay or Ten (10) years relevant experience in PB-1, 5200-20200; GP 2400 or equivalent pay. 100% by Direct Recruitment on All India Basis otherwise than by Open Competition. Note: - Executive Assistants having completed a minimum service of Five (05) years in the Pay Band PB-2, 9300-34800, GP 4200 will be considered for promotion to the post of Assistant Administrative Officer on Seniority – Cum - Merit basis along with Assistants.
14.	Library & Information Assistant PB-2, 9300-34800 GP 4200 (Direct Recruitment Post)	35	Graduation with BLISC (I Class) with Six (06) years relevant experience in PB-1, 5200 -20200 GP 2800 or equivalent relevant service and pay or Ten (10) years relevant experience in PB-1, 5200-20200 GP 2400 or equivalent relevant service and pay. Direct Recruitment on All India basis by otherwise than by open competition-100%. Those who have less than the prescribed experience will initially be appointed in the lower Pay Band PB-1, 5200-20200, GP 2800 and may be promoted to the higher pay band on completion of minimum service of Six (06) years
15.	Junior Engineer (Civil) PB-2, 9300-34800 GP 4200 (Direct Recruitment Post)	35	Three year Diploma Course in Civil Engineering (I Class) with Six (06) years relevant experience in Pay Band PB-1, 5200-20200, GP 2800 or equivalent relevant service and pay or Diploma Holders with Ten (10) years relevant experience in PB-1, 5200-20200 GP 2400 or equivalent relevant service and pay. or B.E. / B.Tech (I Class) in Civil Engineering with Three (03) years relevant experience in Pay Band PB-1, 5200-20200, GP 2800 or equivalent relevant service and pay or B.E. / B.Tech (I Class) in Civil Engineering with Six (06) years relevant experience in Pay Band PB-1, 5200-20200, GP 2400 or equivalent relevant service and pay

			<p>Direct Recruitment on All India basis otherwise than by open competition-100%</p> <p>Those who have less than the prescribed experience will initially be appointed in the lower Pay Band PB-1, 5200-20200 , GP 2800 and may be promoted to the higher pay band on completion of minimum service of Six (06) years.</p>
16.	<p>Junior Engineer (Electrical) PB-2, 9300-34800; GP 4200 (Direct Recruitment Post)</p>	35	<p>Three year Diploma Course in Electrical Engineering (I Class) with Six (06) years relevant experience in Pay Band PB-1, 5200-20200, GP 2800 or equivalent relevant service and pay or Ten (10) years relevant experience in PB-1, 5200-20200 GP 2400 or equivalent relevant service and pay.</p> <p>or</p> <p>B.E./B.Tech (I Class) in Electrical Engineering with Three (03) years relevant experience in Pay Band PB-1, 5200-20200, GP 2800 or equivalent relevant service and pay or Six (06) years relevant experience in Pay Band PB-1, 5200-20200, GP 2400 or equivalent relevant service and pay.</p> <p>Direct Recruitment on All India basis otherwise than by open competition-100%</p> <p>Those who have less than the prescribed experience will initially be appointed in the lower Pay Band PB-1, 5200-20200, GP 2800 and may be promoted to the higher pay band on completion of minimum service of Six (06) years.</p>
17.	<p>Assistant Programmer PB-2, 9300-34800 ; GP 4200 (Direct Recruitment Post)</p>	35	<p>Three Year Diploma in Computer Engineering (I Class) with Six (06) years relevant experience in Pay Band PB-1, 5200-20200, GP 2800 or equivalent relevant service and pay or Ten (10) years relevant experience in PB-1, 5200-20200 GP 2400 or equivalent relevant service and pay.</p> <p>or</p> <p>BCA – (I Class) with 5 years relevant experience in Pay Band PB-1, 5200-20200, GP 2800 or equivalent relevant service and pay or Ten (10) years relevant experience in PB-1, 5200-20200 GP 2400 or equivalent relevant service and pay</p> <p>or</p> <p>MCA /B.Tech (I Class) in Computer Science / Engineering with Three (03) years relevant experience in Pay Band PB-1, 5200-20200, GP 2800 or equivalent relevant service and pay or Six (06) years relevant experience in PB-1, 5200-20200 GP 2400 or equivalent relevant</p>

			<p>service and pay.</p> <p>Direct Recruitment on All India basis otherwise than by open competition-100%</p> <p>Those who have less than the prescribed experience will initially be appointed in the lower Pay Band PB-1, 5200-20200 , GP 2800 and may be promoted to the higher pay band on completion of minimum service of Six (06) years.</p>
18.	<p>Assistant Engineer (Civil/ Electrical) PB-2, 9300-34800 GP 4600 (Promotional Post)</p>	40	<p>Three year Diploma in Civil/Electrical Engineering with I class and Ten (10) years relevant experience.</p> <p>100% by promotion from the lower cadre of Junior Engineers (Civil/Electrical) having a minimum service of Five (05) years in the grade PB-2, 9300-34800; GP 4200 on Seniority – Cum - Merit basis.</p> <p>In case no eligible candidates are available for promotion, the post can be filled up by Direct Recruitment as per criteria below:</p> <p>Three (03) year Diploma in Civil/Electrical Engineering (I Class) With Ten (10) years relevant experience having a minimum service of Five (05) years in the Pay Band PB-2, 9300-34800; GP 4200 or equivalent relevant service and pay.</p> <p>or</p> <p>B.E./ B.Tech (I Class) in Civil/Electrical Engineering with Eight 08 years relevant experience having a minimum service of Five (05) years in the Pay Band PB-2, 9300-34800; GP 4200 or equivalent relevant service and pay.</p>
19.	<p>Assistant Librarian PB-2, 9300-34800 GP 4600 (Promotional Post)</p>	40	<p>Graduation with MLISC (I Class) with Ten (10) years relevant experience.</p> <p>100% by promotion from the lower grade Library & Information Assistants having a minimum service of Five (05) years in the grade PB-2, 9300-34800; GP 4200 on Seniority – Cum - Merit basis with special weightage for those with P G Degree in Library Science.</p> <p>In case no eligible candidates for promotion, the post can be filled up by Direct Recruitment as per criteria below:</p> <p>Graduation with MLISC (I Class) with Ten (10) years relevant experience having a minimum service of Five (05) years in the Pay Band PB-2, 9300-34800; GP 4200 or equivalent relevant service and pay.</p>

20.	Assistant Administrative Officer PB-2, 9300-34800 GP 4600 (Promotional Post)	40	<p>Graduation with 12 years experience.</p> <p>100% by promotion from the lower cadre of Assistants. having completed a minimum service of Five (05) years in the Pay Grade PB-2, 9300-34800; GP 4200 on Seniority – Cum - Merit basis.</p> <p>In case no eligible candidates are available for promotion, the post can be filled up by Direct Recruitment as per criteria below:</p> <p>Graduation with 55% marks with Twelve (12) years relevant administrative experience out of which at least Five (05) years should be in the Pay Grade PB-2, 9300-34800; GP 4200 or equivalent relevant service and pay.</p>
21.	Programmer PB-2, 9300-34800 GP 4600 (Promotional Post)	40	<p>100% by promotion from the lower cadres of Assistant Programmer/Technical Assistant/Technical Assistant (Web Applications) with a minimum service of five (05) years in PB-2, 9300-34800, GP 4200 on selection by Seniority –Cum- Merit basis.</p> <p>In case no eligible candidates are fit for promotion, the post can be filled up by direct recruitment on All India basis otherwise than by open competition from candidates having 40 years of age and possessing;</p> <p>Three Year Diploma in Computer Engineering (I Class) with Ten (10) years relevant experience, having a minimum service of Five (05) years in Pay Band PB-2, 9300-34800, GP 4200 or equivalent relevant service and pay. or</p> <p>MCA/B.Tech (I Class) in Computer Science/Engineering with Eight (08) years relevant experience having a minimum service of Five (05) years in Pay Band PB-2, 9300-34800, GP 4200 or equivalent relevant service and pay.</p>
22.	Accounts Officer PB-2, 9300-34800 GP 4600 (Direct Recruitment Post)	40	<p>B.Com (I Class) or BBA (I Class) or inter CA/ICWA with Ten (10) years relevant experience having a minimum Five (05) years service in Pay Band PB-2, 9300-34800, GP 4200 or equivalent relevant service and pay. or</p> <p>M.Com (I Class) / MBA Finance (I Class) or PGDM Finance (I Class) with Eight (08) years relevant experience having a minimum service of Five (05) years in Pay Band PB-2, 9300-34800 , GP 4200 or equivalent relevant service and pay.</p>

			<p>Direct Recruitment on All India basis otherwise than by open competition-100%</p> <p>Note: If suitable candidates are not available, the post can be filled up by Deputation.</p>
23.	<p>Assistant Executive Engineer (Electrical) PB-3, 15600-39100 GP 5400 (Promotional Post)</p>		<p>Three year Diploma Course in Civil/Electrical Engineering with Twelve (12) years OR B.E./B.Tech in Civil/Electrical Engineering with Ten (10) years OR M.E. / M.Tech in Civil/Electrical Engineering with Eight (8) years relevant post qualification experience.</p> <p>100% by promotion from the lower cadre of Assistant Engineer Civil/Electrical with a minimum service of Three (03) years in PB-2, 9300-34800, GP 4600 on selection by Seniority –Cum- Merit basis.</p>
24.	<p>Manager (Infrastructure) PB-3, 15600-39100 GP 5400 (Promotional Post)</p>		<p>B.E. / B.Tech in Civil Engineering with Ten (10) years or M.E. / M.Tech in Civil Engineering with Eight (8) years relevant post qualification experience.</p> <p>100% by promotion from the lower cadre of Assistant Engineer (Civil) with a minimum service of Three (03) years in PB-2, 9300-34800, GP 4600 on selection by Seniority –Cum- Merit basis.</p>
25	<p>Finance & Accounts Officer PB-3, 15600-39100 GP 5400 (Promotional Post)</p>		<p>CA / ICWA or MBA - Finance or PGDM-Finance with Twelve (12) years OR Graduation with 15 years relevant post qualification experience.</p> <p>100% by promotion from the lower cadre of Accounts Officer with a minimum service of Three (03) years in PB-2, 9300-34800, GP 4600 on selection by Seniority –Cum-Merit basis.</p> <p>In case no eligible candidates are available for promotion, the post can be filled up by Direct Recruitment as per the criteria above.</p>
26.	<p>Manager - EPGP PB-3, 15600-39100 GP 5400 (Direct Recruitment Specialized Post)</p>	45	<p>Graduation in any discipline with Twelve (12) years relevant post qualification experience with a minimum service of Three (03) years in Pay Band PB-2, 9300-34800, GP 4600 or equivalent relevant service and pay.</p>
27.	<p>Manager - MDP PB-3, 15600-39100 GP 5400 (New Direct Recruitment Specialized Post)</p>	45	<p>Graduation in any discipline with Twelve (12) years relevant post qualification experience with a minimum service of Three (03) years in Pay Band PB-2, 9300-34800, GP 4600 or equivalent relevant service and pay.</p>
28.	<p>Manager – Kochi Campus PB-3, 15600-39100 GP 5400 (New Direct Recruitment Specialized Post)</p>	45	<p>Graduation with 15 (Fifteen) years relevant post qualification administrative experience with a minimum service of 03 (Three) years in Pay Band PB-2, 9300-34800, Grade Pay of 4600 or equivalent relevant service and pay. OR</p>

			<p>Post Graduate in Management / MBA / PGDM with 12 (Twelve) years relevant post qualification administrative experience with a minimum service of 03 (Three) years in Pay Band PB-2, 9300-34800, Grade Pay of 4600 or equivalent relevant service and pay. OR</p> <p>Post Graduate in Management / MBA / PGDM with 05 (Five) years relevant post qualification administrative experience of providing administrative support in a Business School with a minimum service of 02 (Two) years in Pay Band PB-3, 15600-39100, Grade Pay of 5400 or equivalent relevant service and pay.</p> <p>Direct Recruitment on All India basis by otherwise than by open competition-100%.</p>
29.	<p>Assistant Librarian Higher Grade PB-3, 15600-39100 GP 5400 (Promotional Post)</p>		<p>Master of Library & Information Science (MLIS) with Twelve (12) years OR Bachelor of Library & Information Science (BLIS) with 15 years relevant post qualification experience</p> <p>100% by promotion from the lower cadre of Assistant Librarian with a minimum service of Three (03) years in PB-2, 9300-34800, GP 4600 on selection by Seniority – Cum- Merit basis.</p>
30.	<p>System Analyst PB-3, 15600-39100 GP 5400 (Promotional Post)</p>		<p>Three Year Diploma in Computer Engineering with Twelve (12) years OR MCA/ B.Tech/M.Tech in Computer Science & Engg/ Information Technology with Ten (10) years relevant post qualification experience.</p> <p>100% by promotion from the lower cadre of Programmer with a minimum service of Three (03) years in PB-2, 9300-34800, GP 4600 on selection by Seniority –Cum- Merit basis.</p>
31.	<p>Administrative Officer PB-3, 15600-39100 GP 5400 (Promotional Post)</p>	45	<p>Post-Graduation with 12 years or Graduation with 15 years relevant administrative experience.</p> <p>100% by promotion from the lower cadre of Assistant Administrative Officers with a minimum service of Three (03) years in PB-2, 9300-34800 GP 4600 on selection by Seniority –Cum- Merit basis.</p> <p>Note: In case no eligible candidates are available for promotion, the post can be filled up by Direct Recruitment as per criteria below:</p> <p>Post Graduate in Management / MBA / PGDM (I Class) with Twelve (12) years relevant Administrative experience with a minimum service of Three (03) years in Pay Band PB-2, 9300-34800; GP 4600 or equivalent relevant</p>

			<p>service and pay.</p> <p>or</p> <p>Graduation with 55% marks with 15 years relevant Administrative experience with a minimum service of Three (03) years in Pay Band PB-2, 9300-34800; GP 4600 or equivalent relevant service and pay.</p>
32.	<p>Assistant Systems Manager PB-3, 15600-39100 GP 6600 (Promotional Post)</p>		<p>Three year Diploma Course in Computer Engineering with Twenty (20) years OR B.E. / B.Tech in Computer Science & Engg/ Information Technology with Fifteen (15) years OR MCA / M.E. / M.Tech in Computer Engineering with Twelve (12) years relevant post qualification experience.</p> <p>100% by promotion from the lower cadre of System Analyst with a minimum service of Five (05) years experience in PB-3, 15600-39100, GP 5400 or Seven (07) years experience in Pay Band PB-2, 9300-34800, GP 4600 on selection by Seniority –Cum- Merit basis.</p>
33.	<p>Chief Manager (Infrastructure) (Direct Recruitment Post)</p> <p>PB-4, 37400-67000 GP 8700</p>	45	<p>B.E. / B.Tech (I Class) in Civil Engineering with experience in CAD/CAM & Automated Project Management Systems with Twelve (12) years relevant experience with a minimum service of Five (05) years in PB-3, 15600-39100; GP 5400 or equivalent pay and Service.</p> <p>or</p> <p>M.E. / M.Tech (I Class) in Civil Engineering with experience in CAD / CAM & Automated Project Management Systems with Ten (10) years experience with a minimum service of Five (05) years in PB-3, 15600-39100 GP 5400 or equivalent pay and relevant Service.</p> <p>Direct Recruitment on All India basis by otherwise than by open competition- 100%</p>
34.	<p>Financial Advisor & Chief Accounts Officer</p> <p>(Direct Recruitment Post)</p> <p>PB-4, 37400-67000 GP 8700</p>	45	<p>CA / ICWA Or MBA (Finance) (I Class) or PGDM (Finance) (I Class) with Twelve (12) years relevant experience with a minimum service of Five (05) years in PB-3, 15600-39100 GP 5400 or equivalent pay and relevant Service</p> <p>or</p> <p>M.Com (I Class) with 15 years relevant experience with a minimum service of Five (05) years in PB-3, 15600-39100 GP 5400</p> <p>Direct Recruitment on All India basis by otherwise than by open competition -100%</p>

35.	Senior Administrative Officer PB-3, 15600-39100 GP 7600 (Direct Recruitment Post)	45	<p>Post Graduate in Management / MBA / PGDM (I Class) with Fifteen(15) years relevant administrative experience with a minimum service of Five (05) years in PB-3, 15600-39100 GP 5400 or equivalent pay and relevant administrative Service.</p> <p>Direct Recruitment on All India basis by otherwise than by open competition-100%</p>
36.	Senior Administrative Officer PB-3, 15600-39100 GP- 6600 (Promotional Post)		<p>Post Graduate in Management / MBA / PGDM with Fifteen (15) years relevant administrative experience with a minimum service of Five (05) years in PB-3, 15600-39100 GP 5400 or equivalent pay and relevant administrative Service.</p> <p>25% of the posts will be filled up by promotion from the lower cadre of Administrative Officers with a minimum service of Five (05) years in PB-3, 15600-39100, GP 5400 on selection by Seniority – Cum- Merit basis.</p>
37.	Chief Finance Officer PB-4, 37400-67000 GP 8900 (Direct Recruitment Post)	48*	<p>A qualified CA / ICWA or M.Com/ M.B.A (or equivalent) with specialization in finance with at least 55% marks or equivalent Grade having 15 (Fifteen) years relevant experience with minimum service of :-</p> <p>02 (Two) years in PB-4, 37400-67000, Grade pay 8700 or equivalent pay and relevant service.</p> <p style="text-align: center;">Or</p> <p>05 (Five) years in PB-3, Rs 15600-39100 with Grade Pay of 7600 or equivalent pay and relevant service.</p> <p>Note : Work Experience should include at least 3 years experience in a Central Government/ Public Sector / Autonomous Body / Academic Institutions similar to IITs/IIMs handling financial aspects at least at middle level.</p> <p>(*age limit relaxable upto 55 years in deserving cases)</p> <p>Desirable Field of Experience :-</p> <p>Working experience of budgeting & Financial Accounting etc in university or academic institutions similar to IITs/IIMs. Good working knowledge of Central Government rules & regulations relating to accounts/audits, service conditions and related financial matter. Officers working in Organised Accounts Services of Government of India (<i>preferably Indian Audit and Accounts Service</i>) with similar status will be given</p>

			<p>preference.</p> <p>Direct Recruitment on All India basis by otherwise than by open competition-100%</p>
38.	<p>Chief Systems Manager PB-4, 37400-67000 GP 10000 (Direct Recruitment Post)</p>	45	<p>M.E. / M.Tech. (I Class) in Computer Science with Ten (10) years relevant experience with a minimum service of Five (05) years in PB-3, 15600-39100 GP 6600 or equivalent pay and relevant Service. Or</p> <p>MCA (I Class) with additional qualification in networking with Fifteen (15) years relevant experience with a minimum service of Five (05) years in PB-3, 15600-39100 GP 6600 or equivalent pay and relevant Service.</p> <p>Direct Recruitment on All India basis by otherwise than by open competition-100%</p>
39.	<p>Chief Librarian & Information Officer PB-4, 37400-67000 AGP 10000 (Direct Recruitment Post)</p>	45	<p>M.Phil in Library Science with Ten (10) years relevant experience with a minimum service of Five (05) years in PB-3, 15600-39100 GP 6600 or equivalent pay and relevant Service or</p> <p>MLISC (I Class) with Fifteen (15 years) relevant experience with a minimum service of Five (05) years in PB-3, 15600-39100 GP 6600 or equivalent pay and relevant Service. or</p> <p>PhD in Library Science with Eight (08) years relevant experience with a minimum service of Five (05) years in PB-3, 15600-39100 GP 6600 or equivalent pay and relevant Service.</p> <p>Direct Recruitment on All India basis by otherwise than by open competition-100%.</p>
40.	<p>Chief Administrative Officer PB-4, 37400-67000 GP 10000 (Direct Recruitment Post)</p>	50	<p>Post Graduate in Management/MBA/PGDM (I Class) with Twenty (20) years relevant administrative experience with a minimum service of Five (05) years in PB-3, 15600-39100; GP 6600 or equivalent pay and relevant administrative Service.</p> <p>Direct Recruitment on All India basis by otherwise than by open competition-100%</p>

Section-IV

General Conditions

1. Minimum age prescribed is only for direct recruitment. For promotion the age limit is not applicable. For internal candidate competing for direct recruitment vacancies, the age limit will not be applicable.
2. Apprenticeship/traineeship in any form will not be counted as experience prescribed for any of the posts.
3. Reservation for SC/ST /OBC/PH/Ex-Serviceman shall be available for direct recruitment as per rules of the Government of India.
4. Reservation for SC/ST/PH shall be available for promotion as per rules of the Government of India.
5. Relaxation of age to the specified categories as per the Government of India rules shall be applicable.
6. All appointments will be made by a duly constituted Selection Committee appointed by the Director and wherever necessary representatives of SC/ST/ minorities/ Woman communities can also be included in the Selection Committee.
7. The method of selection (written test, interview) etc. for direct recruitment on All India basis by otherwise than by open competition will be decided by the Director.
8. Qualifying Service and Qualification for promotion and Recruitment can be relaxed in deserving cases with the approval of the Board.
9. **Probation:**
 - (a) Direct recruitment for grade Pay below Rs 7600/- : Two years.
 - (b)) Direct recruitment for grade Pay Rs 7600/- and above :One year
10. **Introduction of mandatory Induction training for probation clearance:** A two week on the job training for all newly inducted regular employees including famalirisation with all other departments has been mandated.

Section-V

Promotion Policy

1. Cut-off date for consideration of promotion will be 1st January of every year as per the Govt. of India rules.

2. General Administration will identify candidates for consideration of promotion on the basis of qualifying service. The appraisal reports of the candidates will be kept ready and shown to the Departmental Promotion Committee (DPC).

3. A Selection Committee (i.e. DPC) will be appointed by the Director for evaluating the eligible staff to assess their suitability for promotion to the higher scales as per the composition below;

- | | | | |
|-----|--|---|------------------|
| (a) | A Professor | - | Chairman |
| (b) | Two External Experts | - | Members |
| (c) | Chief Administrative Officer/
Senior Administrative Officer | - | Member Secretary |
| (d) | Representative from SC/ST | - | Member |

4. Following are the selection criteria for promotion under seniority-cum-merit:

Promotion From – To in Pay Band and Grade Pay	Minimum Qualifying Service in the Grade Pay	Maximum marks for Seniority (Service x 5)	Maximum Marks for Interview	Marks for higher qualification	Maximum Performance Score (for past 05 years)	Total Marks (c+d+e+f)	Minimum cut-off marks for recommendation
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
PB-1 1900 to PB-1 2400	8	40	30	5	25	100	70
PB-1 2400 to PB-2 4200	10	50	30	5	15	100	70
PB-2 4200 to PB-2 4600	5	25	30	5	40	100	70
PB-2 4600 to PB-3 5400	3	15	30	5	50	100	70
PB-2 4600 to PB-3 6600	7	35	30	5	30	100	70
PB-3 5400 to PB-3 6600	5	25	30	5	40	100	70

- | | | |
|-------|--------------------|--|
| (i) | Column (a) & (b) - | As per DoPT letter No AB.14017/61/2008-Estt.(RR) dated 24.03.2009. |
| ii) | Column (c) - | 5 marks is allotted for each year of service. |
| (iii) | Column (d) - | Maximum marks for Interview. |
| (iv) | Column (e) - | 5 marks is granted subject to condition No.7 |
| (v) | Column (f) - | To be arrived at from the calculation of the marks of past five years of Annual Performance Appraisal Reports as per para 4 below. |

5. Following is the method for calculation of Maximum Performance Score (MPS) obtained from Annual Performance Appraisal Reports (APAR) of last 5 years.

Promotion from – to in Pay Band and Grade Pay	Maximum Performan ce Score (for past 05 years)	(Part B -50 % Weightage) for Group B&C Posts) (Total Performance Indicator Score- TPIS)				(Part C -50 % Weightage) for Group B&C Posts) (Total Personal Attributes Score Indicator Score- TPAS)			
		Excel- lent	Good	Average	Poor	Excel- lent	Good	Aver- age	Poor
For Promotion from Group C to B, Promotion in Group B and Group B to A									
PB-1 1900 to PB-1 2400	25	5	4	3	2	5	4	3	2
PB-1 2400 to PB-2 4200	15	5	4	3	2	5	4	3	2
PB-2 4200 to PB-2 4600	40	5	4	3	2	5	4	3	2
PB-2 4600 to PB-3 5400	50	5	4	3	2	5	4	3	2
PB-2 4600 to PB-3 6600	30	5	4	3	2	5	4	3	2
For Promotion in Group A Post									
PB-3 5400 to PB-3 6600	40	Marks in Overall Assessment of (Group A) x 5 years							
		Excellent		Good		Average		Poor	
		8		6		4		2	

Maximum Performance Score (MPS) = Total Performance Indicator Score (TPIS) + Total Personal Attributes Score (TPAS)

Total Performance Indicator Score (TPIS)

= (Total Marks obtained Part B) /
{Number of **KPI** x 5 / (Maximum Marks for Performance/2)}.

Total Personal Attributes (TPAS)

= (Total Marks obtained Part C) /
{Number of **PA** x 5 / (Maximum Marks for Performance / 2)}.

Maximum Performance Score (MPS) = \sum (TPIS + TPAS) divided by 5.

Illustration

Name of Candidate : X
Grade pay held and date of holding : Rs.4200 / 01.01.2006
Date of eligibility : 01.01.2012 or date of joining, whichever is later
APAR considered : 2006-07 to 2010-11.

Year of Appraisals	Marks Obtained in Part B of APAR	Number of KPI	Maximum marks-Excellent	Maximum Performance Marks /2	Total Performance Indicators Score (TPIS)	Marks Obtained in Part C of APAR	Number of PA	Maximum marks-Excellent	Maximum Performance Marks /2	Total Personal Attributes Score (TPAS)	Maximum Performance Score	TPS Obtained (TPIS+ TPAS)
2010-11	15	3	5	20	20.00	60	13	5	20	18.46	40	38.46
2009-10	19	4	5	20	19.00	74	16	5	20	18.50	40	37.50
2008-09	19	4	5	20	19.00	78	16	5	20	19.50	40	38.50
2007-08	24	5	5	20	19.20*	71	15	5	20	18.93	40	38.13
2006-07	15	3	5	20	20.00	77	16	5	20	19.25	40	39.25
Total Performance Score (TPS) for five years											191.84	
Maximum Performance Score (MPS) Obtained = TPS/5 =											38.37	

APAR : Annual Performance Appraisal Report
 KPI : Key Performance Indicators
 PA : Personal Attributes
 TPIS : Total Performance Indicator Score
 TPAS : Total Personal Attributes Score
TPS = TPIS + TPAS
MPS = Average of TPS for five years (i.e. TPS/5).

Calculation method of the marks of APAR for the year of 2007-08*

$$\text{TPIS} = 24 / \{(5 \times 5) / (40/2)\}$$

$$\text{TPAS} = 71 / \{(15 \times 5) / (40/2)\}$$

$$\text{TPIS + TPAS} = 19.20 + 18.93$$

$$\text{TPS for year 2007-08} = \mathbf{38.13}$$

$$\text{MPS for five years (2006-07 to 2010-11) in above illustration is} = \mathbf{38.37}$$

5. Maximum Performance Score (MPS) will be calculated on the basis of appraisal reports of last five (5) years.
6. In case of evaluation of candidates by relaxing minimum qualifying service, performance score will be calculated for the last five years on the method as per para (4) above.
7. Marks for qualification will be considered for the qualifications obtained after joining IIMK service for consideration of one promotion and subsequent higher qualification obtained will be considered for subsequent promotion.
8. Departmental Promotion Committee will give its recommendation to the Director for approval.
9. Order of promotion will be issued to the recommended candidates by General Administration. Date of promotion will be prospective and effective on the date of joining in the promoted post.
10. Probation period on promotion will be (a) Promotion from one grade to another but within the same group of posts (Eg. within Group C) – No Probation (b) Promotion from one group of posts to another (Eg. from Group C to Group B) – Two Years.