

**EXTRACT**


**MINUTES OF THE 79<sup>th</sup> BOARD OF GOVERNORS MEETING OF INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE HELD ON 3 JUNE 2017 AT 10:30 HRS IN CHENNAI**

**BGM 79.8 The Staff Recruitment & Promotion Rules 2017**

The Staff Recruitment & Promotion Rules 2011 of the Indian Institute of Management, Kozhikode was approved at the 58<sup>th</sup> meeting of its Board of Governors (BoG) held on 17<sup>th</sup> March 2012. Subsequently, this policy has been amended from time to time with approval of the BoG. At its 68<sup>th</sup> meeting held on 27<sup>th</sup> September 2014, the BoG directed for a new policy to be formulated. HR Sub-Committee of BoG consisting of Shri. T. T Thomas and Prof. S. L. Rao (ex-member, BoG) was constituted to have a broad policy framework assisted by the then Dean (Administration) and later by Dean (Administration & Development) and it worked on studying the existing policy and examined the necessity of revising the policy. Subsequently, a Committee consisting of Prof. T.N. Krishnan and Prof. Surya Prakash Pati provided inputs to the HR Sub-Committee.

As outcomes of these initiatives, various drafts have been proposed and discussed with staff members. After several rounds of discussion and guidance from HR sub Committee, a draft has been prepared for consideration of BoG. The salient points of the proposed policy are as follows –

1. Rationalization of qualification and experience for various posts across various Functional Areas to eliminate anomalies
2. 55% marks insisted for some of the posts and First Class insisted for some of the posts have been removed in line with Govt. of India procedures.
3. Promotion criteria for Junior Assistant/Stores Assistant/ Junior Manager-EPGP to the post of Assistant has been changed from 10 year's service in the Grade pay of Rs 2400 to combined service of 8 years in the Grade Pay of Rs. 2800 and Rs.2400 as recruitment to these posts at IIMK require prior experience of 5/8 years unlike similar posts in Govt. of India where such experience is not required.
4. A scheme of financial upgradation is introduced to obviate problem of stagnation in a particular position and to offer parity with employees, who had been granted such benefits earlier. Such financial upgradation is proposed only once in a career and subject to recommendation of screening committee and specific cut-off marks for Annual performance appraisal. Since this is a once-in-career benefit extended only on request and subject to due screening process, it is not expected to have much major financial implication.
5. Cut-off date for consideration of promotion is revised from 1<sup>st</sup> January to 1<sup>st</sup> October keeping in view of the Annual Performance Appraisal Report cycle of July to June

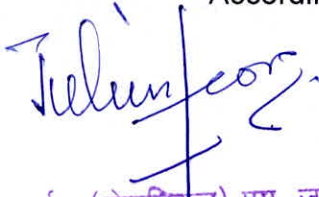
  
ले. कर्नल (सेवानिवृत्त) एम. जुलियस जीज  
Lt. Col. (Retd) M. Julius George  
सचिव समिति एवं समाज  
Secretary Board & Society  
भारतीय प्रबंध संस्थान, कोषिकोड  
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आई.आई.एम.के. कैम्पस पी.ओ. कोषिकोड  
IIMK Campus P.O., Kozhikode - 673570

6. All the posts in PB-3, Rs.5400 Grade Pay except the post of Managers are retained as promotional post, though Board has earlier approved them as posts for Open Recruitment. This is to ensure career growth of internal employees.

7. Positions of Head(s) of Department are proposed to be recruited for three years either on deputation or on contract in order to ensure access to high quality talent at regular intervals at these strategic positions.

8. While calculating prior experience, equivalent pay is proposed to be calculated as the sum of entry pay in the scale and grade pay. i.e. without adding the Dearness Allowance component as the same increases every year and hence taking latest Dearness Allowance figures eliminate a large pool of candidates.

Accordingly, the revised policy is placed as Annexure-II



ले. कर्नल (सेवानिवृत्त) एम. जुलियस जॉर्ज

Lt. Col. (Retd) M. Julius George

सचिव समिति एवं समाज  
Secretary Board & Society

भारतीय प्रबंध संस्थान, कोषिकोड  
Indian Institute of Management Kozhikode

आई.आई.एम.के. कैंपस पी.ओ. कोषिकोड  
IIMK Campus P.O., Kozhikode - 673570




## Annexure-II


Section I  
Recruitment Rules

## Administration

Ser.N o.	Position	Mode of Recruitment	Qualification, Age limit & Experience
1	Multi-Tasking Staff PB-1, 5200-20200 GP 1800	Direct Recruitment (01 Post)	Pass in 10th Standard Age: 45 years
2	Office Support Staff (Academic) PB-1, 5200-20200 GP 1900	Direct Recruitment (01 Post)	10th Std. Pass with Three (03) year's experience in PB-1, 5200-20200 GP 1800 or equivalent service and pay. Age: 45 years
3	Driver- Cum- Office Staff  PB-1, 5200-20200 GP 1900	Direct Recruitment (04 Posts)	Pass in 10th Standard with valid Light Vehicle and Heavy Vehicle Driving license with Three (03) year's experience in PB-1, 5200-20200 GP 1800 or equivalent service and pay. Age limit: 45 years
4	Junior Assistant/ Stores Assistant/ Junior Manager- EPGP/ Junior Manager- Hospitality  PB-1, 5200-20200 GP 2400	Direct Recruitment (08 Posts)	Graduation and working knowledge of computer with Five (05) year's experience in PB-1, 5200-20200; GP 2000 or Eight (08) year's experience in PB-1, 5200-20200; GP 1900 or equivalent service and Pay. Age limit: 35 years
5	Junior Assistant/ Stores Assistant  PB-1, 5200-20200 GP 2400	By Promotion (07 Posts)  Seniority-cum- Merit	Graduation and working knowledge of computer with Five (05) year's experience in PB-1, 5200-20200; GP 2000 or Eight (08) year's experience in PB-1, 5200-20200; GP 1900 as Office Support Staff ( Academic) / Driver-cum-Office Staff

  
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 IIMK Campus P.O., Kozhikode - 673570

6	Assistant PB-2, 9300-34800 GP 4200 ( Post of Executive Assistant merged to the post of Assistant)	Direct Recruitment (07 Posts)	Graduation and thorough knowledge of Computer applications with Six (06) year's experience in PB-1, 5200-20200; GP 2800 or combined service of 8 years in GP 2400 and GP 2800 or equivalent Service and Pay Age limit: 35 years
7	Assistant PB-2, 9300-34800 GP 4200	By Promotion (06 Posts)	Junior Assistant/ Stores Assistant/Junior Manger- EPGP/Junior Manager-Hospitality, who have put 6 years of service in PB- 1, 5200-20200; GP 2800 or who have put combined service of 8 years in GP 2400 and GP 2800 as on the cut-off date will be considered to the post of Assistant/Executive Assistant in PB-2, 9300-34800, GP 4200 on the basis of the recommendation of Departmental Promotion Committee.
8.	Assistant-cum- Hindi Translator PB-2, 9300- 34800; GP 4200	Direct Recruitment (01 Post)	Master's Degree of a recognized University in Hindi/English with Hindi/English as main subject at Degree level. <b>OR</b> 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. <b>OR</b> 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. Age limit: 35 years

  
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9.	Assistant Administrative Officer  PB-2, 9300-34800 GP 4600	By Promotion (08 Posts)	Assistants/Executive Assistants in PB-2, 9300-34800, GP 4200, who have put 5 years of service in the Grade as on the cut-off date will be considered for promotion to the post of Assistant Administrative Officer in PB-2, 9300-34800, GP 4600 on the basis of the recommendation of Departmental Promotion Committee.
10.	Administrative Officer PB-3, 15600- 39100, GP 5400	By Promotion (07 Posts)	Assistant Administrative Officers in PB-2, 9300-34800, GP 4600, who have put 3 years of service in the Grade as on the cut-off date will be considered for promotion to the post of Administrative Officer in PB-3, 15600-39100, GP 5400 on the basis of the recommendation of Departmental Promotion Committee.
11.	Manager PB-3, 15600- 39100, GP 5400 (Posts of Manager-EPGP, Manager-MDP and Manager- Kochi Campus have been pooled and posting shall be decided at the time of recruitment)	By Direct Recruitment  (03 Posts)	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.

*Julius George*

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IIMK Campus P.O., Kozhikode - 673570

12.	Senior Administrative Officer PB-3, 15600-39100 GP 6600	By Promotion (02 Posts)	Administrative Officer /Manager in PB- 3, 15600- 39100; GP 5400 with the qualification of Post Graduate in Management / MBA / PGDM (minimum two year course) and who have put 5 years of service in the Grade as on the cut-off date will be considered for promotion to the post of Senior Administrative Officer in PB- 3, 15600- 39100; GP 6600 on the basis of the recommendation of Departmental Promotion Committee.
13.	Senior Administrative Officer PB-3, 15600-39100 GP 7600	By Direct Recruitment (02 Posts)	Post Graduate in Management / MBA / PGDM ( minimum two year course) with Fifteen (15) year's experience with a minimum service of Five (05) years in PB-3, 15600- 39100 GP 5400 or equivalent service and pay. Age limit: 45 years

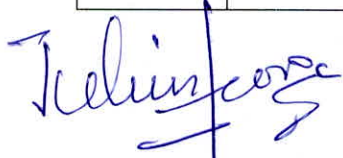
*Julius George*

*Please see Board remarks.*

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आई.आई.एम.के. कैंपस पी.ओ. कोषिकोड  
IIMK Campus P.O., Kozhikode - 673570

## IT Services

SI No.	Position	Mode of Recruitment	Qualification, Age limit & Experience
14.	Technical Assistant/ Technical Assistant (Web Applications)/Assistant Programmer  PB-2, 9300-34800 GP 4200	Direct Recruitment (03 Posts)	3 year Diploma in Computer Engineering with minimum Eight (08) year's experience in PB-1, 5200-20200; GP 2800 or combined service of 8 years in GP 2400 and GP 2800 or equivalent Service and Pay. <b>Or</b> BCA with minimum Six (06) year's experience in PB-1, 5200-20200; GP 2800 or combined service of 8 years in GP 2400 and GP 2800 or equivalent Service and Pay. <b>Or</b> B.E/B.Tech (Computer Science & Engg/ Information Technology) / MCA with Three ( 03) year's experience in PB-1, 5200-20200; GP 2800 or combined service of 8 years in GP 2400 and GP 2800 or equivalent Service and Pay. Age limit: 35 years
15.	Programmer  PB-2, 9300-34800 GP 4600	By Promotion (01 Post)	Technical Assistant/ Technical Assistant (Web Applications)/ Assistant Programmer in PB-2, 9300-34800, GP 4200 , who have put 5 years of service in the Grade as on the cut-off date will be considered promotion to the post of Programmer in PB-2, 9300-34800, GP 4600 on the basis of the recommendation of Departmental Promotion Committee.

  
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16.	System Analyst PB-3, 15600-39100 GP 5400	By Promotion (01 Post)	Programmer in PB-2, 9300-34800, GP 4600, who have put 3 years of service in the Grade as on the cut-off date will be considered for promotion to the post of System Analyst in PB-3, 15600-39100, GP 5400 on the basis of the recommendation of Departmental Promotion Committee.
17.	Assistant Systems Manager PB-3, 15600-39100 GP 6600	By Promotion (01 Post)	System Analyst in PB- 3, 15600- 39100; GP 5400 who have put 5 years of service in the Grade as on the cut-off date will be considered for promotion to the post of Assistant Systems Manager in PB- 3, 15600- 39100; GP 6600 on the basis of the recommendation of Departmental Promotion Committee.

### Engineering Services

Sl No.	Position	Mode of Recruitment	Qualification, Age limit & Experience
18.	Junior Engineer (Civil) PB-2, 9300-34800 GP 4200	Direct Recruitment (02 Posts)	Three year Diploma Course in Civil Engineering with Eight (08) year's experience in Pay Band PB-1, 5200-20200, GP 2800 or combined service of 8 years in GP 2400 and GP 2800 or equivalent service and pay <b>Or</b> B.E. / B.Tech in Civil Engineering with Three (03) year's experience in Pay Band PB-1, 5200- 20200, GP 2800 or combined service of 8 years in GP 2400 and GP 2800 or equivalent service and pay Age limit: 35 years

*Julius George*

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आई.आई.एम.के. कैंपरा पी.ओ. कोषिकोड  
IIMK Campus P.O., Kozhikode - 673570



19.	Junior Engineer (Electrical)  PB-2, 9300-34800 GP 4200	Direct Recruitment (02 Posts)	Three year Diploma Course in Electrical Engineering with Eight (08) year's experience in Pay Band PB-1, 5200-20200, GP 2800 or combined service of 8 years in GP 2400 and GP 2800 or equivalent service and pay <b>or</b> B.E./B.Tech in Electrical Engineering with Three (03) year's experience in Pay Band PB-1, 5200-20200, GP 2800 or combined service of 8 years in GP 2400 and GP 2800 or equivalent service and pay Age limit: 35 years
20.	Assistant Engineer (Civil)  PB-2, 9300-34800 GP 4600	By Promotion (02 Posts)	Junior Engineer ( Civil) in PB-2, 9300-34800, GP 4200 , who have put 5 years of service in the Grade as on the cut-off date will be considered promotion to the post of Assistant Engineer (Civil) in PB-2, 9300-34800, GP 4600 on the basis of the recommendation of Departmental Promotion Committee.
21.	Assistant Engineer (Electrical )  PB-2, 9300-34800 GP 4600	By Promotion (01 Post)	Junior Engineer ( Electrical) in PB-2, 9300-34800, GP 4200 , who have put 5 years of service in the Grade as on the cut-off date will be considered for promotion to the post of Assistant Engineer (Electrical ) in PB-2, 9300-34800, GP 4600 on the basis of the recommendation of Departmental Promotion Committee.

*Julius George*

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22.	Manager (Infrastructure) PB-3, 15600- 39100 GP 5400	By promotion (01 Post)	Assistant Engineer (Civil) in PB-2, 9300-34800, GP 4600, who have put 3 years of service in the Grade as on the cut-off date will be considered for promotion to the post of Manager (Infrastructure) in PB-3, 15600-39100, GP 5400 on the basis of the recommendation of Departmental Promotion Committee.
23.	Assistant Executive Engineer (Electrical) PB-3, 15600- 39100 GP 5400	By promotion (01 Post)	Assistant Engineer (Electrical) in PB-2, 9300-34800, GP 4600, who have put 3 years of service in the Grade as on the cut-off date will be considered for promotion to the post of Assistant Executive Engineer (Electrical) in PB-3, 15600-39100, GP 5400 on the basis of the recommendation of Departmental Promotion Committee.

*Julius George*

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आई.आई.एम.के. कैम्पस पी.ओ. कोयिक्कोड  
IIMK Campus P.O., Kozhikode - 673570



## Finance & Accounts

SI No.	Position	Mode of Recruitment	Qualification, Age limit & Experience
24.	Accountant PB-2, 9300-34800 GP 4200	Direct Recruitment (02 Posts)	B.Com/BBA/Inter CA / ICWA with Six (06) year's experience in Pay Band PB-1, 5200-20200, GP 2800 or combined service of 8 years in GP 2400 and GP 2800 or equivalent service and pay Age limit: 35 years
25.	Accounts Officer PB-2, 9300-34800 GP 4600	Direct Recruitment (02 Posts)	B.Com or BBA or inter CA/ICWA with Ten (10) years relevant experience having a minimum Five (05) year's service in Pay Band PB-2, 9300-34800, GP 4200 or equivalent relevant service and pay. <b>or</b> M.Com / MBA Finance or PGDM Finance ( minimum two year course) 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. Age: 40 years
26.	Finance & Accounts Officer PB-3, 15600-39100 GP 5400	By Promotion (01 Post)	Accounts Officers in PB-2, 9300-34800, GP 4600 , who have put 3 years of service in the Grade as on the cut-off date will be considered for promotion to the post of Finance & Accounts Officer in PB-3, 15600-39100, GP 5400 on the basis of the recommendation of Departmental Promotion Committee.

*Julius George*

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## Library & Information Services

Sl No.	Position	Mode of Recruitment	Qualification, Age limit & Experience
27.	Technical Assistant ( Digital Library)  PB-2, 9300-34800 GP 4200	Direct Recruitment (01 Post)	3 year Diploma in Computer Engineering with minimum Eight (08) year's experience in PB-1, 5200-20200; GP 2800 or combined service of 8 years in GP 2400 and GP 2800 or equivalent Service and Pay. <b>Or</b> BCA with minimum Six (06) year's experience in PB-1, 5200-20200; GP 2800 or combined service of 8 years in GP 2400 and GP 2800 or equivalent Service and Pay. <b>Or</b> B.E/B.Tech (Computer Science & Engg/ Information Technology) / MCA with Three ( 03) year's experience in PB-1, 5200-20200; GP 2800 or combined service of 8 years in GP 2400 and GP 2800 or equivalent Service and Pay. Age limit: 35 years
28.	Assistant Librarian  PB-2, 9300-34800 GP 4600	By Promotion (02 Posts)	Library & Information Assistants in PB-2, 9300-34800, GP 4200, who have put 5 years of service in the Grade as on the cut-off date will be considered for promotion to the post of Assistant Librarian in PB-2, 9300-34800, GP 4600 on the basis of the recommendation of Departmental Promotion Committee.

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29.	<p>Assistant Librarian</p> <p>PB-3, 15600-39100 AGP 6000</p>	<p>Direct Recruitment (02 Posts)</p>	<p>Master's Degree in Library Science/Information Science/Documentation Science or an equivalent Professional Degree with at least 55 % marks ( or an equivalent Grade in a seven-point scale, wherever grading system is followed) and a consistently good academic record with knowledge of computerized library service. Qualifying in the National level test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>Note: Candidates, who are or have been awarded Ph.D. degree in accordance with the UGC (Minimum Standards and Procedures for award of Ph.D. degree) Regulations, 2009 shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment.</p>
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## Heads of Department

30.	Chief Librarian & Information Officer PB-4, 37400-67000 AGP 10000	Direct Recruitment	A Master's Degree in Library Science /Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven point's scale and consistently good academic record set out in these Regulations. ii. At least thirteen years as a Deputy Librarian in a university library or eighteen years' experience as a College Librarian. iii. Evidence of innovative library service and organization of published work. iv. Desirable: A. M.Phil. /Ph.D. Degree in library science/information science / documentation/achieves and manuscript-keeping.
31.	Chief Administrative Officer PB-3, 15600-39100 GP 7600	Direct Recruitment (for a period of three years on deputation or on contract)	Post Graduate in Management / MBA / PGDM (Two year Course) with Fifteen (15) years administrative experience out of which Five years (5) should be in PB-3, 15600-39100 GP 6600 or equivalent pay and Service. Age limit: 56 years for Deputation and 62 years for Contract basis.
32.	Chief Systems Manager PB-3, 15600-39100 GP 7600	Direct Recruitment (for a period of three years on deputation or on contract)	M.E. / M.Tech. / MCA in Computer Science with Fifteen (15) year's experience out of which Five years (5) should be in PB-3, 15600-39100 GP 6600 or equivalent pay and Service. Age limit: 56 years for Deputation and 62 years for Contract basis.

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33.	Chief Manager (Infrastructure) PB-3, 15600-39100 GP 7600	Direct Recruitment (for a period of three years on deputation or on contract)	M.E. / M.Tech in Civil Engineering with experience in CAD / CAM & Automated Project Management Systems with Fifteen (15 ) year's experience out of which Five years (5) should be in PB-3, 15600-39100 GP 6600 or equivalent pay and Service. Age limit: 56 years for Deputation and 62 years for Contract basis.
34.	Chief Finance Officer  PB-3, 15600-39100 GP 7600	Direct Recruitment (for a period of three years on deputation or on contract)	CA / ICWA or MBA (Finance) or PGDM (Finance)/ M.Com with Fifteen (15 ) year's experience out of which Five years (5) should be in PB-3, 15600-39100 GP 6600 or equivalent pay and Service. Age limit: 56 years for Deputation and 62 years for Contract basis.
35.	Chief Manager (HR)  PB-3, 15600-39100 GP 7600	Direct Recruitment (for a period of three years on deputation or on contract)	Post Graduate in any discipline with Fifteen (15) year's experience in handling HR matters out of which Five years (5) should be in PB-3, 15600-39100 GP 6600 or equivalent pay and Service. Desirable: MBA or equivalent with specialization/major in HRM, preferably on full-time basis, Degree in Law/ Diploma in Labour Law Age limit: 56 years for Deputation and 62 years for Contract basis.
36.	Chief Purchase Manager  PB-3, 15600-39100 GP 7600	Direct Recruitment (for a period of three years on deputation or on contract)	Post Graduate in any discipline with Fifteen (15) year's experience in handling contract and purchase matters out of which Five years (5) should be in PB-3, 15600-39100 GP 6600 or equivalent pay and Service. Desirable: Post Graduate Diploma in Materials Management or Degree in law Age limit: 56 years for Deputation and 62 years for Contract basis.

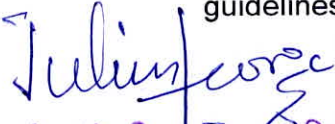
  
 ले. कर्नल (सेवानिवृत्त) एम. जुलियस जॉर्ज  
 Lt. Col. (Retd) M. Julius George  
 सचिव समिति एवं समाज  
 Secretary Board & Society  
 भारतीय पबंध संस्थान, कोयिकोड  
 Indian Institute of Management Kozhikode  
 आई.आई.एम.के. कैम्पस पी.ओ. कोयिकोड  
 IIMK Campus P.O., Kozhikode - 673570

## **Section- II** **General Conditions**

1. The selection for the posts in Grade Pay Rs. 1900, Rs. 2400 and Rs.4200 will be based on written Test. Selection for the post of Driver-cum-Office Staff in GP Rs. 1900 will be based on Written Test and Driving Test.
2. Incumbents holding the Grade Pay Rs.7600 and above as on the date of implementation of the Policy will continue to hold their substantive posts and their status shall not be affected by this policy.
3. Recruitment and promotion to the posts of Assistant Librarian, Deputy Librarian and Librarian shall be in accordance with Ministry of HRD guidelines contained in letter No. 23-1/2008-TS.II dated 18<sup>th</sup> August, 2009 and further amendments thereon.
4. While calculating prior experience, equivalent pay shall be calculated as the sum of entry pay in the scale and grade pay.
5. With introduction of new pay scales by Govt. of India and on its adoption at the Institute, all Pay Band / Grade Pay in this policy shall be automatically operated at the corresponding new pay scales.

## **Section-III** **Promotion Policy**

1. Cut-off date for consideration of promotion will be 1<sup>st</sup> of October every year.
2. All promotions shall be subject to recommendations of Departmental Promotion Committees, (DPCs) set up by the Director, IIM Kozhikode. The DPCs shall consist of Dean (Administration & Development) as the Chair, all chiefs of functions as members, an external expert for each functional area and member (s) representing specified categories.
3. Departmental Promotion Committee shall assess the performance of the candidates for 100 marks having equal weightage for Interview and average score obtained from Annual Performance Appraisal Reports. Number of Appraisals for consideration of calculation of the average score shall correspond to years of qualifying service required for consideration. Those who score 70% or above in the interview and APAR score taken together, shall be recommended in order of merit, subject to vacancy position.
4. Probation clearance and confirmation shall be carried out as per guidelines issued by Govt. of India from time to time to the extent applicable.

  
ले, कर्नल (सेवानिवृत्त) एम. जुलियस जॉर्ज  
Lt. Col. (Retd.) M. Julius George  
सचिव समिति एवं समाज  
Secretary Board & Society  
भारतीय प्रबंध संस्थान, कोषिकोड  
Indian Institute of Management Kozhikode  
आई.आई.एम.के. कैम्पस पी.ओ. कोषिकोड  
IIMK Campus P.O., Kozhikode - 673570.



**Section-IV**  
**Financial upgradation**

1. An employee may opt for financial upgradation once in the entire career after completing five years of service in a particular grade by submitting a written request. Departmental Screening Committee constituted for the purpose shall consider such request subject to assessment of performance. Financial upgradation shall be available to next higher grade in the hierarchy of pay scales of Sixth Pay Commission as indicated in Table-I. The option for financial upgradation shall however not be applicable to those staff, who have already been granted such upgradation under any of the Institute schemes or upgradation of their posts to higher grade pay at any point in time till the implementation of this policy.

2. **Table-I**

Pay Band and Grade Pay being held for five years	Pay Band and Grade Pay being considered for financial upgradation after completing five years of service
PB-I Rs. 5200-20,200 GP Rs. 1800	PB-I Rs. 5200-20,200 GP Rs. 1900
PB-I Rs. 5200-20,200 GP Rs. 2000	PB-I Rs. 5200-20,200 GP Rs. 2400
PB-I Rs. 5200-20,200 GP Rs. 2400	PB-I Rs. 5200-20,200 GP Rs. 2800
PB-2 Rs. 9300-34,800 GP Rs. 4200	PB-2 Rs. 9300-34,800 GP Rs. 4600
PB-2 Rs. 9300-34,800 GP Rs. 4600	PB-2 Rs. 9300-34,800 GP Rs. 4800
PB-3 Rs. 15600-39,100 GP Rs. 5400	PB-3 Rs. 15600-39,100 GP Rs. 6600
PB-3 Rs. 15600-39,100 GP Rs. 6600	PB-3 Rs. 15600-39,100 GP Rs. 7600

3. All Financial upgradation shall be subject to recommendations of Departmental Screening Committees, set up by the Director, IIM Kozhikode comprising of Dean (Administration & Development) as the Chair and all chiefs of functions as members.

4. Departmental Screening Committee will assess the performance of the candidates for 100 for Annual Performance Appraisal Reports. Number of Appraisals for consideration of calculation of the average score shall correspond to years of qualifying service required for consideration. Those who score 70% score or above in the APAR score will be recommended for financial upgradation, subject to vigilance clearance.

*Julius George*

ले. कर्नल (सेवानिवृत्त) एम. जुलियस जॉर्ज

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भारतीय प्रबंध संस्थान, कोयिकोड

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5. The financial upgradation shall purely be personal to the employee concerned and shall not have any relevance to her/ his seniority position.

6. The pay of an employee on upgradation shall be fixed under Rule 13 of CCS (RP) Rules, 2008. The financial benefit allowed shall be final and no pay fixation benefit shall accrue at the time of regular promotion. However, at the time of actual promotion, if it happens to be in a post carrying higher Grade Pay than what is available under financial upgradation, no pay fixation would be available and only the difference of the Grade Pay would be made available.

7. This scheme of up gradation shall not interfere with Modified Assured Career Progression Scheme (MACPS) of the Govt. of India, which shall run concurrently.

*The Board may kindly approve the Staff Recruitment and Promotion Rules 2017*

Prof. Debabrata Chatterjee, Dean Administration and Development was invited to brief the Board on the above Policy. The salient points of the proposed policy was explained and Section- I (Revised Policy) Section- II, Section- III and Section- IV was explained.

*The Board discussed the Policy.*

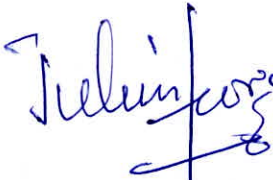
Shri. Sankar enquired whether in the Education Qualification criteria there is a mention of Number of attempts a person takes to clear Graduation for applying for recruitment. As there was no such clear cut rule applicable in Recruitment in the IIMs system, this criteria was not included in the Recruitment rules.

*The Board considered the proposed Staff Recruitment and Promotion Rules 2017, and suggested the following -*

Regarding the financial up gradation proposal (Serial - 9 of the salient points), the Chairman enquired as to why should the once-in-career benefit extended only on request. Why it should not be automatic? Shri Sankar added that once the staff member completes the mandatory required number of years in the post she/he currently holds for promotion and she/he does not get promoted due to lack of vacancy, then the once-in-career financial up gradation should be automatically considered by the screening committee. The committee shall recommend financial up gradation of the staff member on the basis of specified cut-off marks based on annual performance appraisals.

**The Board approved the Staff Recruitment and Promotion Rules 2017 along with the following modifications as under -**

**i) Once-in-career financial up gradation to be automatically considered by the screening committee and the committee shall recommend financial up gradation of the staff member on the basis of**

  
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specified cut-off marks based on annual performance appraisals, as detailed under Section IV of the proposed rules.

ii) In Annexure-II; Section I – Recruitment Rules, in Item Number 13 against the Post of (By Direct Recruitment) Senior Administrative Officer (SAO) in PB-3, 15600–39100; For: GP 7600, Read: GP 6600 (details given in BGM 79.14, Point 5)



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IIMK Campus P.O., Kozhikode - 673570