



Indian Institute of Forest Management

(An autonomous Institute under the Ministry of Environment and Forests, Government of India)

Nehru Nagar, Bhopal 462 003

(Amended by the BoG in its 80th meeting held on 27.08.2010 &
MoEF Let. No.12-18/2010-RT dated 22.12.2010)

No.IIFM/Recruitment Rules/N0.12-12/2003 RT

dated 12.9.2006

NOTIFICATION

In exercise of the powers conferred under the Memorandum of Association, and with the approval of the competent authority, the following rules are framed for regulating recruitment to the various administrative & technical posts in the Indian Institute of Forest Management, Bhopal, namely,

1. Title and commencement:

- (a) These rules may be called 'the Indian Institute of Forest Management Administrative & Technical Employees Recruitment Rules, 2006.
- (b) Short title of these rules shall be the IIFM Administrative & Technical Employees Recruitment Rules, 2006.
- (c) These shall come into force with retrospective effect from March 31, 2005.

2. Definitions:

In these Rules, unless the context otherwise requires,

- (a) The "Institute" means the Indian Institute of Forest Management, Bhopal;
- (b) The "Board" means the Board of Governors of the Institute;
- (c) The "Chairperson" means the Chairperson, Board of Governors of the Institute;
- (d) The "Director" means Director of the Institute
- (e) A "Faculty Member" for the purpose of these Rules, means Professor, Associate Professor or Assistant Professor other than a visiting member of the faculty, serving in the Institute;
- (f) The "Ministry" means the Ministry of Environment and Forests, Government of India;
- (g) The "Appointing Authority" in relation to any post means the authority empowered to make appointments to the post(s) as specified in the Rules below;

- (h) “Authorised strength” in relation to any post means the strength of permanent and temporary specified posts of that grade;
- (i) “On probation” with relation to a person, means a person appointed to any post on probation as specified in these Rules;
- (j) “Probationer” means a direct recruit appointed to any post on probation
- (k) The “Schedule” means a schedule appended to these Rules;
- (l) “Select Panel” in relation to any post in the Schedule means a panel prepared in accordance with the procedure laid down in these Rules.

3. Application:

- (a) These Rules shall apply to all the posts specified under item (1) of the appended schedules.
- (b) These Rules shall not apply to any faculty members and to staff specifically engaged for projects related to research, training or consultancy or engaged on contract unless specified in the schedule.
- (c) After the commencement of these Rules, the designated Appointing authorities shall make all appointments to the posts specified in the schedule. No appointment shall be made beyond the methods of recruitment specified in these Rules and the Schedules.
- (d) In case of posts not covered in the Schedule, the Board of Governors shall determine procedure, qualifications and other matters related to the recruitment.
- (e) The permanent and temporary employees of each grade shall be deemed to have been inducted into the respective grades of the Service at their initial constitution, provided they have already been regularly appointed to the posts in the respective grades before these Rules came into force.

4. Appointing Authority:

Irrespective of the mode of recruitment

- (a) Chairperson, Board of Governors shall be the Appointing authority for all posts classified as “Group A” posts.
- (b) The Director shall be the Appointing Authority for all posts classified as “Group B” and “Group C” posts.

Provided that the Director may delegate his authority under this sub-rule to the Administrative Officer in case of any “Group C” post.

- (c) The Administrative Officer shall be the Appointing Authority for all posts classified as “Group D” posts.

5. Recruitment:

- (a) The number of the said posts specified under item (1) their classification and the scales of pay attached thereto shall be as specified under item (2) to (4) of the schedules annexed to these Rules. The methods of recruitment to the said posts, age limit, qualifications and other matters connected therewith, shall be as specified under item (5) to (14) of the schedule. Provided that the upper age limit prescribed for direct recruitment may be relaxed in the case of candidates belonging to Schedule Castes, Schedule Tribes, other backward classes and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government.
- (b) The number of persons recruited under these Rules shall not at any point of time exceed the number of the posts as specified in the Schedule.
- (c) Appointments by direct recruitment or by promotion of the departmental candidates shall be made in the order in which the names of eligible candidates are included in the Select Panel of the appropriate grade prepared according to the procedure laid down in these Rules.
- (d) When the Departmental Promotion Committee or Selection Committee meets before the first July, the relevant date for the purpose of eligibility will be the first January and when it meets after the first July, such relevant date will be the first July of the calendar year.
- (e) The last date for submission of applications shall be the extension for calculating age or other relevant criteria for the purpose of recruitment through 'Direct Recruitment', 'On Deputation' or 'On Short Contract'.
- (f) The Appointing Authority shall nominate a suitable officer serving under the Government of India or its autonomous organization as 'External expert on reservation' in the DPC (Departmental Promotion Committee) or the Section Committee. The expert shall advise the Committee about safeguarding the interests of candidates belonging to Scheduled Tribe, Schedule Castes, Other Backward Communities and any other categories granted reservation and /or preferential status.
- (g) A faculty member nominated to the Departmental Promotion Committee or the Selection Committee pertaining to any "Group A" or "Group B" post must not be below the rank of Assistant Professor.

6. Preparation of Selection Panels:

- (a) Applications for direct recruitment to the posts shall be invited by publication of appropriate advertisement in at least two local and/or national newspapers and through the Employment Exchange as prescribed under the statutory provisions.

(b) Degrees/Certificates in proof of the prescribed educational qualifications must be from any university or Examination Board, as the case may be constituted by or recognized by the Central or State/UT Governments. The Director's decision regarding equivalence of qualification(s) and /or relevance of experience shall be final and binding.

(c) In the case of posts being filled up by direct recruitment, the Chairperson of Selection Committee shall, after conducting test or interview or both as the case may be, place the candidates considered suitable for appointment to the particular grade/post, in a select panel in the order of their merit.

(d) In the case posts being filled up by promotion on the principle of seniority subject to the rejection on being unfit, the Departmental Promotion committee or other selecting authorities will first decide the field of choice. The numbers of eligible employees who are to be considered for inclusion in the Select Panel make the field of choice. Those, who are considered unfit for promotion, are to be excluded from the list of such employees. The "Select Panel" will then be prepared by placing the names of the remaining employees without disturbing their inter-se seniority.

(e) In case of promotion on the basis of the selection by merit, employees considered unfit are to be excluded in the same way as in the sub-rule(b) above. The remaining employees are then to be classified as "outstanding", "Very Good" and "good" on the basis of merit, as determined by their respective records of service and performance in test or interview, if considered necessary. While recommending the names for the Panel, the Selection Committee will consider the marks obtained in the tests. The "Selection Panel" will thereafter be prepared by placing the names in the order of those categories, without disturbing the seniority inter se within each category.

(f) Where the posts are to be filled up partly by direct recruitment and partly by promotion, the appropriate selecting authority will first prepare two separate select panels for the two categories in accordance with the procedure laid down. The required panel will then be drawn up by combining these two separate panels according to the quota of posts reserved for each category. That is to say, the names of direct recruits will appear first, followed by those recruited by promotion, in proportion to the respective quota reserved for them.

(g) A reserve panel both for direct recruits and those to be recruited by promotion not exceeding half of the main panel shall also be prepared so as to cover the contingency of drop outs or refusals during the validity of the panel.

7. Validity of the Select Panel:

- (a) A candidate included in the select panel for a post shall continue to be included in the select panel during the life of the panel. The life of a panel shall normally be one year, after which the panel will cease to be operative. Any employee included in the select panel for a post, who cannot be appointed to that post or who is reverted there from for want of vacancies and is not re-appointed to that post, will on the expiry of the life of the panel, cease to be in the select panel;
- (b) The names of persons, who die or retire from service, whose services are otherwise terminated, or who are reverted under the Central Civil Services (Classification, Control and Appeal) Rules, 1965(or any other applicable rules of similar nature) while officiating in the respective post on ground of unfitness to continue in that post, shall be removed from the select panel.

8. Probation and Confirmation of Probationers:

- (a) All direct recruits and those recruited by promotion shall initially be appointed on probation for a period of two years. In case of unsatisfactory performance, the Appointing Authority can extend the period of probation to the maximum of one year after recording the reasons for the same in writing.
- (b) After completion of probation to the satisfaction of the Appointing Authority, the probationer shall be eligible for substantive appointment or continuance therein, as the case may be, and such substantive appointment shall be made in the order of seniority as indicated in the relevant select panel.
- (c) If considered unfit for further retention because of unsatisfactory performance, or found ineligible on account of nationality, age, health or antecedents revealed after the appointment, an employee is liable to be discharged from the post at any time during the period of probation. Such discharge shall not be affected without one month's notice or pay in lieu thereof.
- (d) If considered unfit for further retention because of unsatisfactory performance, an employee recruited by promotion shall be reverted back to the earlier cadre and scale.

9. Full Time Contractual appointment:

Notwithstanding anything contained in the Rules aforesaid mentioned, the Appointing Authority may engage suitable persons on short-term contracts wherever permitted in the Schedules following the required procedure for engaging a person on contractual basis.

- (a) Such persons should possess the requisite educational qualifications prescribed for the post;
- (b) Age of the person to be appointed on short contract should not exceed the prescribed maximum age for the post at the end of contract period.
- (c) The upper age limit for such persons would be as defined for the purpose from time to time by the Government of India.
- (d) Such persons would be engaged till such time the regular person joins or the contract period is over, whichever is earlier.
- (e) Appointment on 'short contract' shall be for a specified contract period not exceeding three years. The same person shall not be engaged on 'short contract' in a manner that the continuous stretch of service in the Institute exceeds three years and total service on short contract exceeds six years. There must be a minimum gap of twelve calendar months before a person could be reconsidered for short contract after completing three years of service in the Institute.
- (f) Such persons shall be entitled to payments as may be agreed upon in the contract. These payments would be based on the minimum of the scale of pay plus dearness allowances of the post for which the contract has been entered upon.
- (g) The Institute can terminate the 'Short Contract' without assigning any reason on one-month advance notice or on payment of salary for a month or a part thereof not covered by the advance notice.
- (h) Any person engaged on the contractual basis would have no claim or right to a regular basis, nor will he/she be part of the cadre of the respective posts.
- (i) The employees of the Institute shall not be eligible for 'short contract' for two years from the date of retirement.

10. Recruitment by Deputation:

- (a) The maximum age for recruitment on deputation shall not exceed 55 years.
- (b) Recruitment on deputation shall be for a period not exceeding three years extendable by one year at discretion of the Director.
- (c) Total period of deputation including the period immediately preceding the appointment in IIFM (on another ex-cadre post) or some other organization shall not exceed four years.
- (d) An officer recruited on deputation shall not be eligible for consideration of appointment by promotion.
- (e) The employees of the Institute shall not be eligible for appointment on 'deputation'.

11. Consultation with UPSC:

Consultation with the Union Public Service Commission is not required for making recruitment to any post under these Rules.

12. Power to amend and relax:

- (a) Where the Board is of the opinion that it is necessary or expedient to do so, it may, by order and for reasons to be recorded in writing, amend or relax any provisions of these Rules.
- (b) The authorized strength of various grades of the service shall be such as may, from time to time, be determined by or under the authority of the Board. Any change causing increase in the authorized strength or creation of a post shall be effective only after concurrence of the Ministry of Environment & Forests, Government of India.

13. Residuary matters, Repeal and Saving:

- (a) The concessions required to be provided for reservations, relaxation of age limit and other benefits to candidates belonging to Scheduled Castes, Scheduled Tribes and other special categories of persons shall be made in accordance with the orders issued in this regard from time to time by the Government of India.
- (b) The matters related to the recruitment including promotion not specifically provided in these Rules shall be governed by the rules, norms and procedures prescribed by the Government of India in those cases.
- (c) All corresponding Rules in force immediately before the commencement of these Rules are hereby repealed.

Provided that any order made or action taken under the rules, so repealed, shall be deemed to have been taken under the corresponding provisions of these Rules.

DIRECTOR

INDIAN INSTITUTE OF FOREST MANAGEMENT

Schedule-1. Recruitment Rules: **ADMINISTRATIVE OFFICER***

01.	Name of the Post	Administrative Officer*
02.	Number of the posts (sanctioned strength)	01 (One))
03.	Classification of the post	Group 'A'
04.	Scale of Pay	Rs 14,300-400-18,300
05	Whether 'Selection' or Non-selection' Post	Not Applicable
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Not Applicable
11.	Method of recruitment whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods.	(i) By deputation; (ii) Failing which by Short Contract
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	(i) <u>BY DEPUTATION</u> All India/Central Government Group 'A' Service Officer holding analogous post in on regular basis The Maximum age limit shall be 55 years (ii) <u>BY SHORT CONTRACT</u> (a) Ex-servicemen retired from a rank not below that of Lieutenant Colonel or equivalent; or (b) Retired Officers having held analogous AIS/Central Government 'Group A' service post on regular basis Maximum age limit shall be two years less than the prescribed age for the short contract
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Chairperson, Board of Governors shall constitute Selection Committee consisting of:- (1) Director – Chairperson (2) The Chief Conservator of Forests (Central), Regional Office of the Ministry at Bhopal (3) & (4). Two Faculty Members

*As approved by BoG in its 72nd meeting held on 14.8.2007, designation changed as "Chief

Administrative Officer".

Schedule-2. Recruitment Rules: **ASSISTANT MANAGER**

01.	Name of the Post	Assistant Manager *
02.	Number of the posts (sanctioned strength)	04 (Four)
03.	Classification of the post	Group 'A'
04.	Scale of Pay	Manager**: Rs 10000-325-15300 (minimum ten-year regular service in grade II) Grade II: Rs 8000-275-13500
05	Whether 'Selection' or Non-selection' Post	Selection by Merit
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Two years
11.	Method of recruitment whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods.	By Promotion; Failing which by Deputation
12.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	<u>BY PROMOTION</u> Minimum two years regular service as Assistant Manager* in the scale of Rs 7500-12000 <u>BY DEPUTATION</u> Officers under Central Government, its autonomous organizations or State/UT Government holding analogous posts on the regular basis, or with two years of regular service as in the scale of Supervisor, Superintendent or Assistant in the scale of Rs 7500-12000, or three years of regular service in the scale of Rs.7450-11500 or five years of regular service in the scale of Rs 6500-10500 or equivalent. The maximum age limit shall be 55 years.
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Director shall constitute the Selection Committee consisting of: (1). Administrative Officer – Chairperson (2) & (3). Two Faculty Members (4). A Group 'A' Officer representing SC/ST

SCHEDULE-3. RECRUITMENT RULES: JUNIOR MANAGER

1	Name of the Post	JUNIOR MANAGER
2	Number of the posts (sanctioned strength)	04 (Four)
3	Classification of the post	Group 'B'
4.	Scale of Pay	Selection Grade: 7500-250-12000 (minimum three year regular service in grade I) Grade I: Rs 7450-225-11500 (minimum three year regular service in grade II) Grade II: Rs 6500-200-10500
5	Whether 'Selection' or Non-selection' Post	Selection by Merit
6	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
7	Age limit for direct recruit	21-30 years; to be relaxed by number of years as prescribed by the Government of India for ST/SC/other categories of candidates
8	Educational and other qualifications required for direct recruits	(a) Graduate Degree in any subject with at least 50% marks; and (b) Well versed in word processing and other computer-based office applications
9	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10	Period of probation, if any	Two years
11	Method of recruitment whether by direct recruitment, promotion or deputation/ transfer and percentage of the vacancies to be filled by various methods.	(i) By Director Recruitment: 50% (ii) By Promotion: 50% - qualifying test to assess the computer skill and knowledge of relevant regulations and office procedure; (iii) failing which by Deputation
12	In case of recruitment by promotion/ deputation/ transfer, <i>grades from which promotion/deputation/transfer to be made</i>	BY PROMOTION (a) Graduate Degree in any subject, and (b) Minimum three years of regular service as Senior Assistant Grade-I/Stenographer Gr. I in the scale of pay of Rs 5500-9000 BY DEPUTATION Officers under Central Government, its autonomous organizations or State/UT Government holding analogous posts on the regular basis, or with three years of regular service as Supervisor, Superintendent or Assistant in the scale of Rs 5500-9000 or equivalent. The maximum age limit shall be 55 years.
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Director shall constitute DPC/Selection Committee consisting of:- (1). The Administrative Officer- Chairperson (2) & (3) Two faculty members (4) A Group 'A' Officer representing SC/ST

SCHEDULE-4: RECRUITMENT RULES: SENIOR ASSISTANT

1	Name of the Post	Senior Assistant
2	Number of the posts (sanctioned strength)	03 (Three)
3	Classification of the post	Group 'B'
4	Scale of Pay	Rs 5500-175-9000
5	Whether 'Selection' or Non-selection' Post	Selection by Merit
6	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
7	Age limit for direct recruit	Not Applicable
8	Educational and other qualifications required for direct recruits	Not Applicable
9	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10	Period of probation, if any	Two years
11	Method of recruitment whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods.	(i) By Promotion: -qualifying test to assess the computer skill and knowledge of relevant regulations and office procedure;
12	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<u>BY PROMOTION</u> (a) Graduate Degree in any subject, and (b) Minimum three years of regular service as Assistant Grade-I in the scale of pay of Rs 5000-8000
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Director shall set up the DPC consisting of following members:- (1). The Administrative Officer-Chairperson (2) & (3) Two faculty members (4) A Group 'A' Officer representing SC/ST

Schedule-5: Recruitment Rules: **ASSISTANT GR. I**

1	Name of the Post	Assistant Grade I
2	Number of the posts (sanctioned strength)	11 (Eleven)
3	Classification of the post	Group 'C'
4	Scale of Pay	Rs 5000-150-8000
5	Whether 'Selection' or Non-selection' Post	Selection-by merit
6	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
7	Age limit for direct recruit	Not Applicable
8	Educational and other qualifications required for direct recruits	Not Applicable
9	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10	Period of probation, if any	Two years
11	Method of recruitment whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods.	<p>(i) By Promotion - Qualifying test to assess the computer skill and knowledge of relevant regulation and office procedure;</p> <p>(ii) Failing which by Deputation;</p>
12	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<p>(i) <u>BY PROMOTION</u> (a) Graduate Degree in any subject, and (b) Minimum eight years of regular service as Assistant Gr. II in the scale of Rs 4000-6000.</p> <p>(ii) <u>BY DEPUTATION</u> Officers under the Central Government, its autonomous organizations or state/UT Governments holding analogous posts on a regular basis, or with three years of regular service as Assistant in the scale of Rs 4500-7000 or equivalent.</p> <p>The Maximum age limit shall be 55 years</p>
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	<p>The Director shall set up the DPC/Selection Committee consisting of following members:-</p> <p>(1). The Administrative Officer-Chairperson</p> <p>(2) & (3) Two faculty members</p> <p>(4) A 'Group 'A' Officer representing SC/ST</p>

Schedule-6: Recruitment Rules: **ASSISTANT GR. II**

1	Name of the Post	Assistant Grade II
2	Number of the posts (sanctioned strength)	09 (Nine)
3	Classification of the post	Group 'C'
4	Scale of Pay	Rs 4000-100-6000
5	Whether 'Selection' or Non-selection' Post	Selection-cum-seniority
6	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
7	Age limit for direct recruit	21-30 years; to be relaxed by number of years as prescribed by the Government of India for ST/SC/other categories of candidates
8	Educational and other qualifications required for direct recruits	(a) Graduate Degree in any subject, and (b) Speed of 30 WPM in English Typing/25 WPM in Hindi Typing, (c) One year experience in government or reputed private organization
9	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10	Period of probation, if any	Two years
11	Method of recruitment whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods.	(i) By Director Recruitment: 33.3% (one-third); (ii) By Promotion: 66.6% (two-third); (iii) Failing which by Deputation; or (iii) By Short Contract
12	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	(i) <u>BY PROMOTION</u> (a) Minimum eight years of regular service as Junior Assistant in the scale of Rs 3050-4590. (ii) <u>BY DEPUTATION</u> Officers under the Central Government, its autonomous organizations or state/UT Governments holding analogous posts on a regular basis, or having eight years of regular service as Junior Assistant in the scale of Rs 3050-4590 or equivalent. (iii) <u>SHORT CONTRACT</u> Having qualification and experience prescribed for the direct recruitment. Maximum age limit shall be two years less than prescribed age for the short contract
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Director shall set up the DPC/Selection Committee consisting of following members: (1). The Administrative Officer-Chairperson (2) & (3) Two faculty members (4) A Group 'A' Officer representing SC/ST

Schedule-7: Recruitment Rules: JUNIOR ASSISTANT

1	Name of the Post	Junior Assistant
2	Number of the posts (sanctioned strength)	09 (Nine)
3	Classification of the post	Group 'C'
4	Scale of Pay	Rs 3050-75-3950-80-4590
5	Whether 'Selection' or Non-selection' Post	Selection-cum-seniority
6	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
7	Age limit for direct recruit	18-27 years; to be relaxed by number of years as prescribed by the Government of India for ST/SC/other categories of candidates
8	Educational and other qualifications required for direct recruits	(a) Passed Higher Secondary (10+2); (b) Speed of 30 WPM in English Typing/25 WPM in Hindi Typing, (c) One year experience in government or reputed private organization
9	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10	Period of probation, if any	Two years
11	Method of recruitment whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods.	(i) By Director Recruitment: 90% (ii) By Promotion: 10%- through Departmental examination; and (iii) Failing which by Short Contract
12	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	(ii) <u>BY PROMOTION</u> (a) Minimum five years of regular service as Support Staff in the scale of Rs 2610-4000 (b) Maximum age limit shall be 45 years to be relaxed by five years for SC/ST candidates. (ii) <u>SHORT CONTRACT</u> Having qualification and experience prescribed for the direct recruitment. Maximum age limit shall be two years less than prescribed age for the short contract
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Director shall set up the Selection Committee consisting of following members:-: (1). The Administrative Officer-Chairperson (2) & (3) Two faculty members (4) A Group 'A' Officer representing SC/ST

Schedule- 8. Recruitment Rules: **HINDI OFFICER**

01.	Name of the Post	Hindi Officer
02.	Number of the posts (sanctioned strength)	Promotion in Place
03.	Classification of the post	Group 'B'
04.	Scale of Pay	Rs 6500-200-10500
05	Whether 'Selection' or Non-selection' Post	Selection by merit
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Two Years
11.	Method of recruitment whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods.	(iii) By Promotion - Qualifying test to assess the computer skill and knowledge of relevant regulations and office procedure
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	(ii) BY PROMOTION Minimum eight years of regular service as Hindi Translator Grade-I in the scale of Rs 5500-9000.
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Director shall set up the DPC consisting of following members:-: (1). Administrative Officer-Chairperson (2) & (3) Two Faculty Members (4). An external expert on the subject area (5) Group 'A' Officer representing SC/ST

Schedule-9: Recruitment Rules: **HINDI TRANSLATOR**

1	Name of the Post	Hindi Translator
2	Number of the posts (sanctioned strength)	01 (One)
3	Classification of the post	Group 'C'/Group-B
4	Scale of Pay	Grade I: Rs 5,500-175-9000 (Minimum ten-year regular service in grade II) Grade II: Rs 5,000-150-8000
5	Whether 'Selection' or Non-selection' Post	Not Applicable
6	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
7	Age limit for direct recruit	21-30 years; to be relaxed by number of years as prescribed by the Government of India for ST/SC/other categories of candidates
8	Educational and other qualifications required for direct recruits	(a) Masters Degree in Hindi with English as main subject at the graduation level' and (b) Recognized diploma in translation from Hindi to English and vice-versa, or two year experience of translation work from Hindi to English and vice-versa
9	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10	Period of probation, if any	Two years
11	Method of recruitment whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods.	(i) By Director Recruitment (ii) By Deputation (iii) Failing which Short Contract
12	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	BY DEPUTATION Officer under the Central Government, its autonomous organizations or State/UT Government having educational qualifications prescribed for direct recruits, and holding analogous post on regular basis. Maximum age limit shall be 55 years Minimum five (ii) BY SHORT CONTRACT Having educational qualification and experience prescribed for the direct recruitment. Maximum age limit shall be two years lower than prescribed age for the short contract
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Director shall set up the Selection Committee consisting of following members:- (1). The Administrative Officer- Chairperson (2) & (3) Two faculty members (4) An External expert on the subject area (5) A 'Group 'A' Officer representing SC/ST

Schedule-10. Recruitment Rules: **FINANCE OFFICER**

01.	Name of the Post	Finance Officer*
02.	Number of the posts (sanctioned strength)	01 (One)
03.	Classification of the post	Group 'A'
04.	Scale of Pay	Rs 10,650-325-15,850
05	Whether 'Selection' or Non-selection' Post	Not Applicable
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Not Applicable
11.	Method of recruitment whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods.	By Deputation
12.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	<u>BY Deputation</u> Officers under the Central Government, its autonomous organizations or State/UT Governments holding analogues posts on regular basis, or five year regular service in the scale of Rs 8000-13500, seven year regular service in the scale of Rs 7500-12000/7450-11500 or eight year regular service in the scale of Rs 6500-10500 The Officer must have a graduate degree in Commerce or Business Management with specialization in Financial Management, or have passed the ICWA/CA examination, or passed SAS or equivalent examination conducted by any organized Accounts Department of the Central Government. Maximum age limit shall be 55 years.
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Chairperson, Board of Governors, shall constitute the Selection Committee consisting of: (1). Director – Chairperson (2) & (3). Two Faculty Members (4). One external expert on the subject area

Schedule-11. Recruitment Rules: **ASSISTANT FINANCE OFFICER (Amended)**

S.No.	Description	
01.	Name of the Post	Assistant Finance Officer
02.	Number of the posts (sanctioned strength)	01 (One)
03.	Classification of the post	Group 'A'
04.	Scale of Pay	Selection Grade: Rs 10000-325-15200(Pre-revised) Revised : 15600-39100, GP 6,600. (minimum ten year regular service in grade I) Grade-I Rs. 8000-275-13500(Pre-revised) Revised :Rs.15600-39100, GP 5400
05	Whether 'Selection' or Non-selection' Post	Not Applicable
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Not Applicable
11.	Method of recruitment whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods.	(i) By Promotion (ii) By Deputation
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<u>By Promotion:</u> Ten years regular service as Accountant or equivalent in the pay scale of Rs. 5500-9000(pre-revised) Rs.9300-34800, GP 4200(Revised). <u>BY Deputation:</u> Officers under the Central Government, its autonomous organizations or State/UT Governments holding analogues posts on regular basis, or two years of regular service as Audit/Accounts Officer in the scale of Rs. 7500-12000(Revised :Rs.9300-34800, GP 4800 or five years of regular service in the scale of Rs 6500-10500(Revised 9300-34800, GP 4600 or equivalent. Maximum age limit shall be 55 years.
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Chairman, BoG shall constitute the Selection Committee/DPC consisting of: (1). Director – Chairperson (2). Chief Administrative Officer 3& (4). Two Faculty Members (5). An external expert on the subject area

Schedule- 12. Recruitment Rules: **SENIOR PRIVATE SECRETARY**

01.	Name of the Post	Senior Private Secretary
02.	Number of the posts (sanctioned strength)	01 (One)
03.	Classification of the post	Group 'A'
04.	Scale of Pay	Selection Grade: Rs 8000-275-13500 (minimum eight years regular service in the Entry Grade) Entry Grade: Rs 7500-250-12000
05	Whether 'Selection' or Non-selection' Post	Selection by merit
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Two years
11.	Method of recruitment whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods.	(I) By promotion; (II) Failing which by Deputation
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<u>(I) BY PROMOTION</u> Seven years of regular service as stenographer grade-I in the scale of Rs 5500-9000 <u>(II) BY DEPUTATION</u> Officers under the Central Government, its autonomous organizations or State/UT governments holding analogous posts on regular basis, or three years regular service as Private Secretary in the scale of Rs 6500-10500 or seven years regular service as Stenographer Grade I in the scale of Rs 5500-9000 or equivalent. Maximum age limit shall be 55 years
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Director shall constitute Selection Committee consisting of:- (1). Administrative Officer-Chairperson (2) & (3) Two Faculty Members (4). A 'Group 'A' Officer representing SC/ST

Schedule- 13. Recruitment Rules: **STENOGRAPHER GRADE-I**

01.	Name of the Post	STENOGRAPHER GRADE-I
02.	Number of the posts (sanctioned strength)	04 (Four)
03.	Classification of the post	Group 'B'
04.	Scale of Pay	Rs 5500-175-9000
05	Whether 'Selection' or Non-selection' Post	Selection by merit
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Two years
11.	Method of recruitment whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods.	(i) By promotion; - Qualifying test to assess the computer skill, shorthand skill and knowledge of office procedure,
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<u>BY PROMOTION</u> Minimum five years of regular service as Stenographer Gr. II in the scale of Rs 5000-8000
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Director shall set up the DPC consisting of following members:- (1). Administrative Officer-Chairperson (2) & (3) Two Faculty Members (4). A Group 'A' Officer representing SC/ST

Schedule- 14. Recruitment Rules: **STENOGRAPHER GRADE II**

01.	Name of the Post	Stenographer Grade II
02.	Number of the posts (sanctioned strength)	08 (Eight)
03.	Classification of the post	Group 'C'
04.	Scale of Pay	Rs 5000-150-8000
05	Whether 'Selection' or Non-selection' Post	Selection-cum-seniority
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Two years
11.	Method of recruitment whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods.	(a) By promotion; -qualifying test to assess the computer skill, shorthand skill and knowledge of office procedure (b) Failing which by deputation
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	(a) <u>BY PROMOTION</u> (a)Well versed in word processing, (b) Having speed of 100 WPM in English/Hindi Shorthand and 40 WPM in English/Hindi Typing; and (c) Minimum eight years of regular service as Stenographer Gr. III in the scale of Rs 4000-6000 (b) <u>BY DEPUTATION</u> Holding analogous posts on a regular basis or eight years of regular service as Stenographer Grade III in scale of Rs 4000-6000 or equivalent under the Central Government, its autonomous organizations or State/UT governments . Maximum age limit shall be 50 years.
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Director shall set up the DPC/ Selection Committee consisting of following members:- (1). Administrative Officer-Chairperson (2) & (3) Two Faculty Members (4). A Group 'A' Officer representing SC/ST

Schedule- 15. Recruitment Rules: **STENOGRAPHER GRADE III**

01.	Name of the Post	Stenographer Grade III
02.	Number of the posts (sanctioned strength)	08 (Eight)
03.	Classification of the post	Group 'C'
04.	Scale of Pay	Rs 4000-100-6000
05	Whether 'Selection' or Non-selection' Post	Not Applicable
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	18-27 years to be relaxed by number of years as prescribed by the Government of India for SC/ST/other categories of candidates.
08	Educational and other qualifications required for direct recruits	<ul style="list-style-type: none"> (a) Higher Secondary (10+2) or equivalent (b) with a speed of 80 wpm in English/Hindi Shorthand and (b) (c) 40 WPM in English/25 wpm in Hindi Typing
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Two years
11.	Method of recruitment whether by direct recruitment, promotion or deputation/ transfer and percentage of the vacancies to be filled by various methods.	<ul style="list-style-type: none"> (a) By Direct Recruitment; (b) Failing which by Short Contract
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<p><u>(i)BY SHORT CONTRACT</u></p> <p>Having the prescribed educational qualification and minimum two year relevant experience in government or reputed private organizations.</p> <p>Maximum age limit shall be two year lower than prescribed upper age limit for short contract.</p>
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	<p>The Director shall set up the Selection Committee consisting of following members:-</p> <ul style="list-style-type: none"> (1). Administrative Officer-Chairperson (2) & (3) Two Faculty Members/Group-A Officer (4). A Group 'A' Officer representing SC/ST

Schedule- 16. Recruitment Rules: **STAFF CAR DRIVER GRADE I**

01.	Name of the Post	Staff Car Driver Grade I
02.	Number of the posts (sanctioned strength)	02 (Two)
03.	Classification of the post	Group 'C'
04.	Scale of Pay	Rs 4500-125-7000
05	Whether 'Selection' or Non-selection' Post	Selection-cum-seniority
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Not Applicable
11.	Method of recruitment whether by direct recruitment, promotion or deputation/ transfer and percentage of the vacancies to be filled by various methods.	<p>(a) By promotion – qualifying trade tests</p> <ol style="list-style-type: none"> 1) Must be able to read English Numerical and figures. 2) Must have a thorough knowledge of traffic regulations. 3) Must have good knowledge of petrol and diesel engine working and be able to locate faults and rectify minor running defects 4) Must be able to change wheels and correct or inflate tyres. <p>TEST: Practical Test based on the above.</p>
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<p><u>BY PROMOTION</u></p> <p>Minimum six years of regular service on the post of Staff Car Driver Grade II in the scale of Rs 4000-6000 subject to being found fit by DPC on the basis of seniority-cum-fitness and passing of the trade test.</p>
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	<p>The Director shall set up the Selection Committee consisting of following members:-</p> <ol style="list-style-type: none"> (1). Administrative Officer-Chairperson (2). Two Faculty Members (3). A Group 'A' Officer representing SC/ST

Schedule- 17. Recruitment Rules: **STAFF CAR DRIVER GRADE II**

01.	Name of the Post	Staff Car Driver Grade II
02.	Number of the posts (sanctioned strength)	02 (Two)
03.	Classification of the post	Group 'C'
04.	Scale of Pay	Rs 4000-100-6000
05	Whether 'Selection' or Non-selection' Post	Selection-cum-seniority
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Not Applicable
11.	Method of recruitment whether by direct recruitment, promotion or deputation/ transfer and percentage of the vacancies to be filled by various methods.	<p>By promotion – qualifying trade tests</p> <p>1) Must be able to read English Numerical and figures.</p> <p>2) Must have a thorough knowledge of traffic regulations.</p> <p>3) Must have good knowledge of petrol and diesel engine working and be able to locate faults and rectify minor running defects</p> <p>4) Must be able to change wheels and correct of inflate tyres</p> <p>TEST: Practical Test based on the above.</p>
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<p><u>BY PROMOTION</u></p> <p>Minimum nine years of regular service on the post of Staff Car Driver Grade III in the scale of Rs 3050-4590 and passing of the trade test.</p>
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	<p>The Director shall set up the Selection Committee consisting of following members:-</p> <p>(1). Administrative Officer-Chairperson</p> <p>(2) Two Faculty Members</p> <p>(3). A Group 'A' Officer representing SC/ST</p>

Schedule- 18. Recruitment Rules: **STAFF CAR DRIVER GRADE III**

01.	Name of the Post	Staff Car Driver Grade III
02.	Number of the posts (sanctioned strength)	02 (Two)
03.	Classification of the post	Group 'C'
04.	Scale of Pay	Rs 3050-75-39050-80-4590
05	Whether 'Selection' or Non-selection' Post	Not Applicable
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Not Applicable
11.	Method of recruitment whether by direct recruitment, promotion or deputation/ transfer and percentage of the vacancies to be filled by various methods.	By Short Contract
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<u>BY SHORT CONTRACT</u> Minimum 8 TH class pass with suitable and valid driving license; adequate knowledge of motor mechanics, and five year experience in government/reputed private organization. Maximum age limit shall be two years lower than the prescribed upper age limit for employment on the short contract.
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Director shall set up the Selection Committee consisting of following members:- (1). Administrative Officer-Chairperson (2) & (3) Two Faculty Members/Group-A Officer (4). An external expert on the subject area

Schedule - 19. Recruitment Rules: **LIBRARIAN***

01.	Name of the Post	Librarian*
02.	Number of the posts (sanctioned strength)	1 (One)
03.	Classification of the post	Group 'A'
04.	Scale of Pay	Rs 10,000-325-15,200
05	Whether 'Selection' or Non-selection' Post	Not Applicable
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Not Applicable
11.	Method of recruitment whether by direct recruitment, promotion or deputation/ transfer and percentage of the vacancies to be filled by various methods.	(i) By promotion (ii) Failing which by Deputation
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	(i) BY PROMOTION Five years of regular service as Assistant Librarian in the scale of Rs 8000-13500 (ii) BY DEPUTATION (a) Officers under the Central Government, its autonomous organizations or State/UT governments having Master's Degree in Library Science, and (b) holding analogous posts on regular basis Maximum age limit shall be 55 years.
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Chairperson, Board of Governors shall constitute Selection Committee consisting of:- (1). Director-Chairperson (2) & (3) Two Faculty Members (4). An External expert on the subject area

Schedule-20. Recruitment Rules: **ASSISTANT LIBRARIAN**

01.	Name of the Post	Assistant Librarian
02.	Number of the posts (sanctioned strength)	2 (Two)
03.	Classification of the post	Group –‘B’/ Group ‘A’
04.	Scale of Pay	Rs Grade I: Rs 8000-275-13500 Minimum of five years regular service in Grade II) Grade II: Rs 6500-200-10500
05	Whether ‘Selection’ or Non-selection’ Post	Selection by Merit
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	21-30 years, to be relaxed by number of years as prescribed by the Government of India for SC/ST/other categories of candidates
08	Educational and other qualifications required for direct recruits	Master’s degree with at least a graduate degree in Library Science.
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Two years
11.	Method of recruitment whether by direct recruitment, promotion or deputation/ transfer and percentage of the vacancies to be filled by various methods.	(i) By Direct Recruitment – 50% (ii) Failing which by Deputation (iii) By Promotion – 50%
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	(i) <u>BY PROMOTION</u> Three years of regular service as Senior Library & Information Assistant in the scale of Rs 5500-9000 (ii) <u>BY DEPUTATION</u> Having educational qualification prescribed for direct recruits, and holding analogous posts on regular basis, or minimum three years on regular basis as Senior Library and Information Assistant or equivalent in the scale of Rs 5500-9000 under the Central Government, its autonomous organizations or State/Union Territory Governments.
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Chairperson, Board of Governors shall constitute Selection Committee consisting of:- (1). Director-Chairperson (2) Administrative Officer (3) One Faculty Member (4) An External expert on the subject area (5) A ‘Group ‘A’ officer representing SC/ST

Schedule-21. Recruitment Rules: SENIOR LIBRARY AND INFORMATION ASSISTANT

01.	Name of the Post	Senior Library and Information Assistant
02.	Number of the posts (sanctioned strength)	05 (Five)
03.	Classification of the post	Group –'B'
04.	Scale of Pay	Rs. 5500-175-9000
05	Whether 'Selection' or Non-selection' Post	Selection by Merit
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Two years
11.	Method of recruitment whether by direct recruitment, promotion or deputation/ transfer and percentage of the vacancies to be filled by various methods.	(i)By promotion – 50% Failing which by Deputation
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	(iii) <u>BY PROMOTION</u> Three years of regular service as Library & Information Assistant in the scale of Rs 5000-8000 (iv) <u>BY DEPUTATION</u> Holding analogous posts on regular basis, or minimum three year on regular basis as Library and Information Assistant or equivalent in the scale of Rs 5000-8000 under the Central Government, its autonomous organizations or State/Union Territory Governments.
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Director shall constitute the DPC consisting of:- (1). Administrative Officer - Chairperson (2) An expert of Library Science/Librarian (3) & (4) Two Faculty Members (4) A 'Group 'A' officer representing SC/ST

Schedule-22. Recruitment Rules: LIBRARY AND INFORMATION ASSISTANT

01.	Name of the Post	Library and Information Assistant
02.	Number of the posts (sanctioned strength)	01 (One)
03.	Classification of the post	Group –‘C’
04.	Scale of Pay	Rs. 5000-150-8000
05	Whether ‘Selection’ or Non-selection’ Post	Selection-cum-seniority
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	21-30 years, to be relaxed by number of years as prescribed by the Government of India for SC/ST/other categories of candidates
08	Educational and other qualifications required for direct recruits	Graduates with Library Science with 50% marks
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Two years for direct recruits
11.	Method of recruitment whether by direct recruitment, promotion or deputation/ transfer and percentage of the vacancies to be filled by various methods.	(i)By Direct Recruitment– 50% Failing which by short contract (ii) By promotion – 50%
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	(i) BY PROMOTION Eight years of regular service as Library Semi Professional Grade-I in the scale of Rs 4000-6000 (ii) BY SHORT CONTRACT Having educational qualification prescribed for direct recruits and two year experience in a large Government or private library.
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Director shall constitute Selection Committee/DPC consisting of:- (1). The Administrative Officer - Chairperson (2) An expert of Library Science/Librarian (3) & (4) Two Faculty Members (5) A Group ‘A’ officer representing SC/ST

Schedule-23. Recruitment Rules: **LIBRARY SEMI PROFESSIONAL**

01.	Name of the Post	Library Semi Professional
02.	Number of the posts (sanctioned strength)	02 (Two)
03.	Classification of the post	Group –'C'
04.	Scale of Pay	Grade I: Rs. 4000-100-6000 (Minimum eight years of service in Grade II) Grade II: Rs 3050-75-3950-80-4590
05	Whether 'Selection' or Non-selection' Post	Not Applicable
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	18-27 years
08	Educational and other qualifications required for direct recruits	(i) Certificate in Library Science, and (ii) Passed Higher Secondary (10+2) or equivalent
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Two years
11.	Method of recruitment whether by direct recruitment, promotion or deputation/ transfer and percentage of the vacancies to be filled by various methods.	(i)By Direct Recruitment Failing which by short contract
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	BY SHORT CONTRACT Having educational qualification prescribed for direct recruitment and two year experience in a large library. Maximum age limit shall be two years less than prescribed upper age limit for the short contract.
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Director shall set up the Selection Committee consisting of following members:- (1). Administrative Officer - Chairperson (2) One Faculty Member (3) Librarian (4) A Group 'A' officer representing SC/ST

Schedule-24. Recruitment Rules: **SYSTEM MANAGER**

01.	Name of the Post	System Manager
02.	Number of the posts (sanctioned strength)	01 (One)
03.	Classification of the post	Group -'A'
04.	Scale of Pay	Selection Grade: Rs 10,000-325-15,200 (Minimum 10-year years of service in Grade I) Grade I: Rs 8,000-275-13,500 (minimum ten-year regular service in the entry grade) Entry Grade II: Rs 7,500-200-12,000
05	Whether 'Selection' or Non-selection' Post	Not Applicable
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	21-30 years, to be relaxed by number of years as prescribed by the Government of India for SC/ST/other categories of candidates
08	Educational and other qualifications required for direct recruits	(a)Graduate in Computer Engineering or Masters Degree in Computer Science/Computer Application, or equivalent (b)Three years relevant experience of system maintenance in a large organization
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Two years
11.	Method of recruitment whether by direct recruitment, promotion or deputation/ transfer and percentage of the vacancies to be filled by various methods.	(i)By Direct Recruitment; (ii) By short contract (iii) By Deputation
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	(I) BY DEPUTATION (a)Officers under Central Government, its autonomous organizations or State/UT Governments having the educational qualification prescribed for direct recruits. (b)holding analogous posts on the regular basis, or five years of regular service in the scale of Rs 6500-10500 or equivalent. (ii) BY SHORT CONTRACT Educational qualifications and experience as prescribed for the direct recruits.
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Director shall constitute Selection Committee consisting of:- (1). Administrative Officer - Chairperson (2) & (3) Two Faculty Members (4) An external expert on the subject area

Schedule-25. Recruitment Rules: **ASSISTANT MANAGER (MAINTENANCE)**

01.	Name of the Post	Assistant Manager (Maintenance)
02.	Number of the posts (sanctioned strength)	01 (One)
03.	Classification of the post	Group –‘A’
04.	Scale of Pay	Selection Grade**: Rs 10,000-325-15,200 (Minimum 10-year years of service in Grade I) Grade I: Rs 8,000-275-13,500 (minimum ten-year regular service in the entry grade) Entry Grade: Rs 7,500-200-12,000
05	Whether ‘Selection’ or Non-selection’ Post	Not Applicable
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	Not Applicable
08	Educational and other qualifications required for direct recruits	Not applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Not Applicable
11.	Method of recruitment whether by direct recruitment, promotion or deputation/ transfer and percentage of the vacancies to be filled by various methods.	(i)By Deputation; (ii) Failing which by Short contract
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	(II) BY DEPUTATION (a)Officers under Central Government, its autonomous organizations or State/UT Governments having graduate degree in civil Engineering; and. (b) holding analogous posts on the regular basis, or with five years of regular service in the scale of Rs 6500-10500 or equivalent. Maximum age limit shall be 55 years. (iii) BY SHORT CONTRACT Graduate degree in Civil Engineering with five years experience in construction, maintenance of civil works of equivalent nature. Maximum age limit shall be two years less than prescribed upper age limit for the short contract.
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Chairperson, BoG shall constitute Selection Committee consisting of:- (1) Director - Chairperson (2) Administrative Officer (3) One Faculty Member (4) An external expert on the subject area

Schedule-26. Recruitment Rules: **ASSISTANT MANAGER (HORTICULTURE)**

01.	Name of the Post	Assistant Manager (Horticulture)
02.	Number of the posts (sanctioned strength)	01 (One)
03.	Classification of the post	Group –‘A’
04.	Scale of Pay	Selection Grade: Rs 10,000-325-15,200 (Minimum 10-year years of service in Grade I) Grade I: Rs 8,000-275-13,500 (minimum ten-year regular service in the entry grade) Entry Grade: Rs 7,500-200-12,000
05	Whether ‘Selection’ or Non-selection’ Post	Not Applicable
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	Not Applicable
08	Educational and other qualifications required for direct recruits	Not applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Not Applicable
11.	Method of recruitment whether by direct recruitment, promotion or deputation/ transfer and percentage of the vacancies to be filled by various methods.	(i)By Deputation; (ii) Failing which by Short contract
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	(i) BY DEPUTATION (a)Officers under Central Government, its autonomous organizations or State/UT Governments having Master’s Degree in Horticulture or equivalent; and. (b)holding analogous posts on the regular basis, or with five years of regular service in the scale of Rs 6500-10500 or equivalent. Maximum age limit shall be 55 years. (ii) BY SHORT CONTRACT (a) Master’s degree in Horticulture or equivalent; and (b) Three years experience of maintaining a large campus Maximum age limit shall be two years less than prescribed upper age limit for the short contract.
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Chairperson, BoG shall constitute Selection Committee consisting of:- (1) Director - Chairperson (2) Administrative Officer (3) One Faculty Member (4) An external expert on the subject area

Schedule-27. Recruitment Rules: **SUB-ENGINEER**

01.	Name of the Post	Sub-Engineer
02.	Number of the posts (sanctioned strength)	01 (One)
03.	Classification of the post	Group –‘B’
04.	Scale of Pay	Assistant Manager : Rs 7500-200-12000 (Minimum 10-year years of service in Grade I) Jr Manager I: Rs 6500-200-10500 (minimum ten-year regular service in the entry grade) Entry Grade: Rs 5500-175-9000
05	Whether ‘Selection’ or Non-selection’ Post	Not Applicable
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Not Applicable
11.	Method of recruitment whether by direct recruitment, promotion or deputation/ transfer and percentage of the vacancies to be filled by various methods.	(i)By short contract
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	BY SHORT CONTRACT Graduate Degree in Civil Engineering with five years of experience in constructions and/or maintenance of civil works of equivalent nature. Maximum age limit shall be two years less than prescribed upper age limit for the short contract.
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Director shall constitute Selection Committee /DPC consisting of:- (1). Administrative Officer - Chairperson (2) & (3) Two Faculty Members (4) An external expert on the subject area

Schedule-28. Recruitment Rules: **SENIOR ASSISTANT (T)**

01.	Name of the Post	Senior Assistant (Technical)
02.	Number of the posts (sanctioned strength)	Promotion in situ
03.	Classification of the post	Group –‘B’
04.	Scale of Pay	Grade I: Rs 5500-175-9000
05	Whether ‘Selection’ or Non-selection’ Post	Selection by merit
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Two years
11.	Method of recruitment whether by direct recruitment, promotion or deputation/ transfer and percentage of the vacancies to be filled by various methods.	By Promotion
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	BY PROMOTION Having Graduate Degree in any subject; and ten years of regular service as Assistant Grade-I
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Director shall set up the DPC consisting of following members:- (1). Administrative Officer - Chairperson (2) & (3) Two Faculty Members (4) A group ‘A’ officer representing SC/ST

Schedule-29. Recruitment Rules: **ASSISTANT (TECHNICAL)**

01.	Name of the Post	Assistant (Technical)
02.	Number of the posts (sanctioned strength)	13 (Thirteen)
03.	Classification of the post	Group –‘C’
04.	Scale of Pay	Assistant Grade I: Rs 5000-150-8000 (minimum ten-year regular service in grade II) Assistant Grade II: Rs 4000-100-6000 (minimum ten-year regular service in as Junior Assistant) Junior Assistant: Rs 3050-75-3950-80-4590)
05	Whether ‘Selection’ or Non-selection’ Post	Not Applicable
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Not Applicable
11.	Method of recruitment whether by direct recruitment, promotion or deputation/ transfer and percentage of the vacancies to be filled by various methods.	By Short contract
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	BY SHORT CONTRACT (a)Having the trade certificate necessary to perform the required tasks of technical nature, (b) passed higher secondary (10+2) and (c) minimum two year relevant experience in government or reputed private organizations; Depending upon qualifications and experience, persons can be selected in any of the three pay scales listed in item 04 above. Maximum age limit shall be two years less than prescribed age for the short contract.
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Director shall set up the Selection Committee/DPC consisting of following members:- (1). Administrative Officer - Chairperson (2) & (3) Two Faculty Members (4) A ‘Group ‘A’ Officer Representing SC/ST (5) An Assistant Manager

Schedule-30. Recruitment Rules: **COMPUTER ASSISTANT**

01.	Name of the Post	Computer Assistant
02.	Number of the posts (sanctioned strength)	04 (Four)
03.	Classification of the post	Group –‘C’
04.	Scale of Pay	Selection Grade: Rs 6500-200-10500 (Minimum 10-year years of service in Grade I) Grade I: Rs 5500-175-9000 (minimum ten-year regular service in the entry grade) Entry Grade: Rs 5000-150-8000
05	Whether ‘Selection’ or Non-selection’ Post	Not Applicable
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Not Applicable
11.	Method of recruitment whether by direct recruitment, promotion or deputation/ transfer and percentage of the vacancies to be filled by various methods.	(i) On Deputation (ii) By Short Contract
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	(i) BY DEPUTATION Officials under the Central Government, its autonomous organizations and State/UT Government having: (a) Degree/Diploma in computer applications; (b) Graduate Degree in any science subject; (c) two years relevant experience, and (d) holding analogous posts on a regular basis, or five years service on the relevant post in the scale of Rs 4000-6000 Maximum age limit shall be 55 years. (ii) BY SHORT CONTRACT Having (a) Degree/Diploma in computer applications; (b) Graduate degree in any science subjects with at least 50% marks, and (c) two years of relevant experience. Maximum age limit shall be two years less than prescribed age for the short contract.
s	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Director shall set up the Selection Committee/DPC consisting of following members:- (1). Administrative Officer - Chairperson (2) & (3) Two Faculty Members (4&5) Two external experts on the subject area

Schedule-31. Recruitment Rules: **SUPPORT STAFF**

01.	Name of the Post	Support Staff
02.	Number of the posts (sanctioned strength)	33 (Thirty Three)
03.	Classification of the post	Group –‘D’
04.	Scale of Pay	Selection Grade: Rs 2610-60-2910-65-3300-70-4000 (Minimum two-year years regular service in the entry Grade) Entry Grade: Rs 2550-55-2660-60-3200
05	Whether ‘Selection’ or Non-selection’ Post	Not Applicable
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Not Applicable
11.	Method of recruitment whether by direct recruitment, promotion or deputation/ transfer and percentage of the vacancies to be filled by various methods.	To be outsourced
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Not Applicable
13.	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Director shall set up the Selection Committee/DPC consisting of following members:- (1). Administrative Officer - Chairperson (2) & (3) Two Faculty Members (4) A Group ‘A’ officer representing SC/ST (5) An Assistant Manager

Indian Institute of Forest Management

(An autonomous Institute under the Ministry of Environment and Forests, Government of India)
Nehru Nagar, Bhopal 462 003

No.IIFM/Recruitment Rules/No.12-12/2003 RT dated 12.9.2006

NOTIFICATION

In exercise of the powers conferred under the Memorandum of Association, and with the approval of the competent authority, the following rules are framed for regulating recruitment to the various Scientific and Lecturer (faculty) posts in the Indian Institute of Forest Management, Bhopal, namely,

1. Title and commencement:

- (a) These rules may be called 'the Indian Institute of Forest Management Scientific & Lecturer(Faculty) Employees Recruitment Rules, 2006.
- (b) Short title of these rules shall be the IIFM Scientific & Lecturer(Faculty) Employees Recruitment Rules, 2006
- (c) These shall come into force with retrospective effect from March 31, 2005.

2. Definitions:

In these Rules, unless the context otherwise requires,

- (m) The "Institute" means the Indian Institute of Forest Management, Bhopal;
- (n) The "Board" means the Board of Governors of the Institute;
- (o) The "Chairperson" means the Chairperson, Board of Governors of the Institute;
- (p) The "Director" means Director of the Institute
- (q) A "Faculty Member" for the purpose of these Rules, means Professor or Associate Professor, other than a visiting member of the faculty, serving in the Institute;
- (r) The "Ministry" means the Ministry of Environment and Forests, Government of India;
- (s) The "Appointing Authority" in relation to any post means the authority empowered to make appointments to the post(s) as specified in the Rules below;
- (t) "Authorised strength" in relation to any post means the strength of permanent and temporary specified posts of that grade;
- (u) "On probation" with relation to a person, means a person appointed to any post on probation as specified in these Rules;

- (v) "Probationer" means a direct recruit appointed to any post on probation
- (w) The "Schedule" means a schedule appended to these Rules;
- (x) "Select Panel" in relation to any post in the Schedule means a panel prepared in accordance with the procedure laid down in these Rules.

3. Application:

- (a) These Rules shall apply to all the posts specified under item (1) of the appended schedules.
- (b) These Rules shall not apply to any faculty members and to staff specifically engaged for projects related to research, training or consultancy or engaged on contract unless specified in the schedule.
- (c) After the commencement of these Rules, the designated Appointing authorities shall make all appointments to the posts specified in the schedule. No appointment shall be made beyond the methods of recruitment specified in these Rules and the Schedules.
- (d) In case of posts not covered in the Schedule, the Board of Governors shall determine procedure, qualifications and other matters related to the recruitment.
- (e) The permanent and temporary employees of each grade shall be deemed to have been inducted into the respective grades of the Service at their initial constitution, provided they have already been regularly appointed to the posts in the respective grades before these Rules came into force.

5. Appointing Authority:

Irrespective of the mode of recruitment

- (d) Chairperson, Board of Governors shall be the Appointing authority for all posts classified as "Group A" posts.
- (e) The Director shall be the Appointing Authority for all posts classified as "Group B" and "Group C" posts.

Provided that the Director may delegate his authority under this sub-rule to the Administrative Officer in case of any "Group C" post.

- (f) The Administrative Officer shall be the Appointing Authority for all posts classified as "Group D" posts.

5. Recruitment:

- (a) The number of the said posts specified under item (1) their classification and the scales of pay attached thereto shall be as specified under item (2) to (4) of the schedules annexed to these Rules. The methods of recruitment to the said posts, age limit, qualifications and other matters connected therewith, shall be as specified under item (5) to (14) of the schedule. Provided that the upper age limit prescribed for direct recruitment may be relaxed in the case of candidates belonging to Schedule Castes, Schedule Tribes, other backward classes and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government.
- (b) The number of persons recruited under these Rules shall not at any point of time exceed the number of the posts as specified in the Schedule.
- (c) Appointments by direct recruitment or by promotion of the departmental candidates shall be made in the order in which the names of eligible candidates are included in the Select Panel of the appropriate grade prepared according to the procedure laid down in these Rules.
- (d) When the Departmental Promotion Committee or Selection Committee meets before the first July, the relevant date for the purpose of eligibility will be the first January and when it meets after the first July, such relevant date will be the first July of the calendar year.
- (e) The last date for submission of applications shall be the extension for calculating age or other relevant criteria for the purpose of recruitment through 'Direct Recruitment', 'On Deputation' or 'On Short Contract'.
- (f) The Appointing Authority shall nominate a suitable officer serving under the Government of India or its autonomous organization as 'External expert on reservation' in the DPC (Departmental Promotion Committee) or the Selection Committee. The expert shall advise the Committee about safeguarding the interests of candidates belonging to Scheduled Tribe, Schedule Castes, Other Backward Communities and any other categories granted reservation and /or preferential status.
- (g) A faculty member nominated to the Departmental Promotion Committee or the Selection Committee pertaining to any "Group A" or "Group B" post must not be below the rank of Associate Professor.

6. Preparation of Selection Panels:

- (a) Applications for direct recruitment to the posts shall be invited by publication of appropriate advertisement in at least two local and/or national newspapers and through the Employment Exchange as prescribed under the statutory provisions.

(b) Degrees/Certificates in proof of the prescribed educational qualifications must be from any university or Examination Board, as the case may be constituted by or recognized by the Central or State/UT Governments. The Director's decision regarding equivalence of qualification(s) and /or relevance of experience shall be final and binding.

(c) In the case of posts being filled up by direct recruitment, the Chairperson of Selection Committee shall, after conducting test or interview or both as the case may be, place the candidates considered suitable for appointment to the particular grade/post, in a select panel in the order of their merit.

(d) In the case posts being filled up by promotion on the principle of seniority subject to the rejection on being unfit, the Departmental Promotion committee or other selecting authorities will first decide the field of choice. The numbers of eligible employees who are to be considered for inclusion in the Select Panel make the field of choice. Those, who are considered unfit for promotion, are to be excluded from the list of such employees. The "Select Panel" will then be prepared by placing the names of the remaining employees without disturbing their inter-se seniority.

(e) In case of promotion on the basis of the selection by merit, employees considered unfit are to be excluded in the same way as in the sub-rule(b) above. The remaining employees are then to be classified as "outstanding", "Very Good" and "good" on the basis of merit, as determined by their respective records of service and performance in test or interview, if considered necessary. While recommending the names for the Panel, the Selection Committee will consider the marks obtained in the tests. The "Selection Panel" will thereafter be prepared by placing the names in the order of those categories, without disturbing the seniority inter se within each category.

(f) Where the posts are to be filled up partly by direct recruitment and partly by promotion, the appropriate selecting authority will first prepare two separate select panels for the two categories in accordance with the procedure laid down. The required panel will then be drawn up by combining these two separate panels according to the quota of posts reserved for each category. That is to say, the names of direct recruits will appear first, followed by those recruited by promotion, in proportion to the respective quota reserved for them.

(g) A reserve panel both for direct recruits and those to be recruited by promotion not exceeding half of the main panel shall also be prepared so as to cover the contingency of drop outs or refusals during the validity of the panel.

7. Validity of the Select Panel:

- (a) A candidate included in the select panel for a post shall continue to be included in the select panel during the life of the panel. The life of a panel shall normally be one year, after which the panel will cease to be operative. Any employee included in the select panel for a post, who cannot be appointed to that post or who is reverted there from for want of vacancies and is not re-appointed to that post, will on the expiry of the life of the panel, cease to be in the select panel;
- (b) The names of persons, who die or retire from service, whose services are otherwise terminated, or who are reverted under the Central Civil Services (Classification, Control and Appeal) Rules, 1965(or any other applicable rules of similar nature) while officiating in the respective post on ground of unfitness to continue in that post, shall be removed from the select panel.

8. Probation and Confirmation of Probationers:

- (a) All direct recruits and those recruited by promotion shall initially be appointed on probation for a period of two years. In case of unsatisfactory performance, the Appointing Authority can extend the period of probation to the maximum of one year after recording the reasons for the same in writing.
- (b) After completion of probation to the satisfaction of the Appointing Authority, the probationer shall be eligible for substantive appointment or continuance therein, as the case may be, and such substantive appointment shall be made in the order of seniority as indicated in the relevant select panel.
- (c) If considered unfit for further retention because of unsatisfactory performance, or found ineligible on account of nationality, age, health or antecedents revealed after the appointment, an employee is liable to be discharged from the post at any time during the period of probation. Such discharge shall not be affected without one month's notice or pay in lieu thereof.
- (d) If considered unfit for further retention because of unsatisfactory performance, an employee recruited by promotion shall be reverted back to the earlier cadre and scale.

10. Full Time Contractual appointment:

Notwithstanding anything contained in the Rules aforesaid mentioned, the Appointing Authority may engage suitable persons on short-term contracts wherever permitted in the Schedules following the required procedure for engaging a person on contractual basis.

- (a) Such persons should possess the requisite educational qualifications prescribed for the post;
- (b) Age of the person to be appointed on short contract should not exceed the prescribed maximum age for the post at the end of contract period.

- (c) The upper age limit for such persons would be as defined for the purpose from time to time by the Government of India.
- (d) Such persons would be engaged till such time the regular person joins or the contract period is over, whichever is earlier.
- (e) Appointment on 'short contract' shall be for a specified contract period not exceeding three years. The same person shall not be engaged on 'short contract' in a manner that the continuous stretch of service in the Institute exceeds three years and total service on short contract exceeds six years. There must be a minimum gap of twelve calendar months before a person could be reconsidered for short contract after completing three years of service in the Institute.
- (f) Such persons shall be entitled to payments as may be agreed upon in the contract. These payments would be based on the minimum of the scale of pay plus dearness allowances of the post for which the contract has been entered upon.
- (g) The Institute can terminate the 'Short Contract' without assigning any reason on one-month advance notice or on payment of salary for a month or a part thereof not covered by the advance notice.
- (h) Any person engaged on the contractual basis would have no claim or right to a regular basis, nor will he/she be part of the cadre of the respective posts.
- (i) The employees of the Institute shall not be eligible for 'short contract' for two years from the date of retirement.

10. Recruitment by Deputation:

- (f) The maximum age for recruitment on deputation shall not exceed 55 years.
- (g) Recruitment on deputation shall be for a period not exceeding three years extendable by one year at discretion of the Director.
- (h) Total period of deputation including the period immediately preceding the appointment in IIFM (on another ex-cadre post) or some other organization shall not exceed four years.
- (i) An officer recruited on deputation shall not be eligible for consideration of appointment by promotion.
- (j) The employees of the Institute shall not be eligible for appointment on 'deputation'.

11. Consultation with UPSC:

Consultation with the Union Public Service Commission is not required for making recruitment to any post under these Rules.

12. Power to amend and relax:

- (a) Where the Board is of the opinion that it is necessary or expedient to do so, it may, by order and for reasons to be recorded in writing, amend or relax any provisions of these Rules.
- (b) The authorized strength of various grades of the service shall be such as may, from time to time, be determined by or under the authority of the Board. Any change causing increase in the authorized strength or creation of a post shall be effective only after concurrence of the Ministry of Environment & Forests, Government of India.

13. Residuary matters, Repeal and Saving:

- (a) The concessions required to be provided for reservations, relaxation of age limit and other benefits to candidates belonging to Scheduled Castes, Scheduled Tribes and other special categories of persons shall be made in accordance with the orders issued in this regard from time to time by the Government of India.
- (b) The matters related to the recruitment including promotion not specifically provided in these Rules shall be governed by the rules, norms and procedures prescribed by the Government of India in those cases.
- (c) All corresponding Rules in force immediately before the commencement of these Rules are hereby repealed.

Provided that any order made or action taken under the rules, so repealed, shall be deemed to have been taken under the corresponding provisions of these Rules.

DIRECTOR

INDIAN INSTITUTE OF FOREST MANAGEMENT

Schedule-1. Recruitment Rules: LECTURER (FACULTY)

01.	Name of the Post	Lecturer
02.	Number of the posts (sanctioned strength)	06 (six)
03.	Classification of the post	Group 'A'
04.	Scale of Pay	<p>Assistant Professor :Rs 12,000-375-16,500 Sr. Grade: Rs 10,000-325-15,200 Entry Grade: Rs 8,000-275-13,500</p> <p>Those lecturers who will be earning, as per the Faculty Performance System, 40 credit course equivalent works load with good feedback in teaching, research and training with minimum 5 years residency period at any grade may be considered for promotion to immediate higher grade.</p>
05	Whether 'Selection' or Non-selection' Post	Not Applicable
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Not Applicable
11.	Method of recruitment whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods.	The vacant positions not be filled and to be converted to Assistant Professors by following the standard formula of conversion as per the rule.
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<p><u>MINIMUM QUALIFICATIONS</u></p> <p>(a) Having Ph.D. and first class Master's Degree in appropriate subject area; and</p> <p>(b) Relevant publications as the first author in reputed peer-reviewed academic journals on the relevant topics.</p>
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	<p>The Chairperson, Board of Governors shall set up the Selection Committee/DPC consisting of following members:-</p> <p>(1) Director – Chairperson (2 & 3) Two Faculty Members (4 & 5) Two external experts on subject area</p> <p>(DPC and higher scales are applicable to the initial recruits only)</p>

Schedule-2. Recruitment Rules: RESEARCH ASSOCIATE

01.	Name of the Post	Research Associate
02.	Number of the posts (sanctioned strength)	07 (seven)
03.	Classification of the post	Group 'A'
04.	Scale of Pay	Selection Grade :Rs 12,000-375-16,500 (minimum eight year regular service in senior grade) Sr. Grade: Rs 10,000-325-15,200 (minimum eight year regular service in senior grade) Entry Grade: Rs 8,000-275-13,500
05	Whether 'Selection' or Non-selection' Post	Not Applicable
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Not Applicable
11.	Method of recruitment whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods.	The vacant positions not be filled and to be converted to Assistant Professors by following the standard formula of conversion as per the rule.
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	(a) Having Ph.D. and first class Master's Degree in appropriate subject area; and (b) Relevant publications as the first author in reputed peer-reviewed academic journals on the relevant topics.
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Chairperson, Board of Governors shall set up the Selection Committee/DPC consisting of following members:- (1) Director – Chairperson (2 & 3) Two Faculty Members (4 & 5) Two external experts on subject area (DPC and higher scales are applicable to the initial recruits only)

Schedule-3. Recruitment Rules: RESEARCH ASSISTANT

01.	Name of the Post	Research Assistant
02.	Number of the posts (sanctioned strength)	03 (Three)
03.	Classification of the post	Group 'C'
04.	Scale of Pay	Selection Grade : Rs.6500-200-10500 (minimum ten year regular service in Grade-I) Grade-I:Rs.5,500-175-9,000(minimum ten year regular service in Entry Grade) Entry Grade: Rs.5000-150-8000
05	Whether 'Selection' or Non-selection' Post	Not Applicable
06.	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruit	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes	Not Applicable
10.	Period of probation, if any	Not Applicable
11.	Method of recruitment whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods.	By deputation; Failing which by Short Contract
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	BY SHORT CONTRACT (a) Having Master's degree in the relevant subject area with at least 50% marks , and (b) One year relevant experience in any research project (c) Maximum age limit shall be two years less than the prescribed age for the short contract.
13	Composition of DPC (Departmental Promotion Committee) and/or Selection Committee.	The Director shall set up the DPC/Selection Committee consisting of following members: (1) Administrative Officer - Chairperson (2) & (3) Two Faculty Members (4) An external expert on subject area