

INDIAN INSTITUTE OF TECHNOLOGY PATNA



RECOMMENDATIONS

Staff Structure, Number of Positions at Various
Levels, Recruitment Rules and Promotion Policy
(IITP-RR&PP)
Online Version

Staff Structure, Number of Positions at Various Levels, Recruitment Rules and Promotion Policy

1. PREAMBLE

IIT Patna is governed by the Institutes of Technology Act 1961. The salary structure, promotional avenues and scales as well as the related rules have been followed in consonance with guidelines issued by MHRD after adoption by the Board of Governors of the Institute. In case of Group 'A' employees, there was no promotion scheme as such and the movement to higher scale was restricted through direct recruitment based on available vacancies. The administrative staff in Group 'B' could move to higher levels in Group 'A' by way of open competition as and when any vacancy arose in their respective cadre. However, their counterparts in technical cadre (posted in academic units) do not have any such avenues, even though there is a necessity for the same. In addition, there is a need to harmonize the available career paths for all cadres.

The Modified Assured Career Progression Scheme (MACPS) was introduced w.e.f. 01.09.2008, which envisaged financial up-gradation of staff to the next higher Grade Pay (GP) available in the hierarchy of Pay Bands (PB) without any change in designation. Under this scheme, an employee is eligible for a financial up-gradation after ten years of service in a post. Since there is no change in designation and job description, and the time span for moving from one GP to the next is long, the scheme does not effectively motivate high performers.

Since MACPS did not contain recruitment rules and the Institute also did not have rules with respect to qualification and experience, there is a need for Institute's own Staff Structure, Recruitment Rules and Promotion Policy. MHRD vide its letter No.17-8/2009-TS.I dated 05.07.2010 has also conveyed that each IIT could formulate its own Recruitment Rules (RR) and Promotion Policies (PP).

Director met with all staff members to understand their expectations and aspirations on 25.06.2015. He also held separate meetings with technical and administrative staff members to identify the specific issues related to their promotion. In order to frame recruitment rules and promotion policy for staff members, Director constituted a committee on 12th January, 2016, to work with Associate Dean, Administration. As per MHRD letter No. 32-14/2013-TS.I dated 10.06.2013, IITs are allowed to design their administrative /technical/management staff structure according to their requirement and to institute and recruit non faculty posts as per 10:1.1 (student : staff) ratio.

The committee along with Associate Dean, Administration and Institute Liaison Officer held nine meetings to discuss the recruitment rules and promotion policies (RR&PP) followed in different IITs and to understand the existing staff structure and identify the required improvements. The committee unanimously decided to adapt the RR&PP document of IIT Bombay due to following reasons:

- (a) There is consistency in the time required for the promotion to next level.
- (b) The eligibility criteria for promotion are well defined.
- (c) Most of the positions available in IIT Patna are already included in the RR&PP document of IIT Bombay.

The RR&PP draft document was discussed point by point with the Director on 06.03.2016, which was later reported in Associate Deans Meeting on 07.03.2016. The queries received were mailed to Dean, Administration IIT Bombay for clarification. The draft was modified after receiving the response from IIT Bombay on 16.03.2016. The modified draft was sent to associate deans, heads, senior faculty and staff members for their feedback.

The committee reviewed all the inputs and feedback. The staff structure arrived at, after deliberations of the committee, is described in the sequel.

2. TERMINOLOGY

The terminology as given below is to be used solely in the context of this document. Use of the same or similar terminologies in vogue elsewhere is incidental and shall have no bearing on interpretation of the contents of this document.

- 2.1. **Post** is a position with a specified Level and designation. The nomenclature of posts has been devised on functional considerations and to bring homogeneity across different cadres in the Institute, as far as possible.
- 2.2. **Group** is a set of posts classified as per the order dated 09/04/2009 of Ministry of Personnel, Public Grievances and Pensions in relation as specified in Part A of Central Civil Services [CCS] (Revised Pay) Rules, 2008.
- 2.3. **Staff-Structure** is a hierarchy of all non-teaching posts broadly categorized under (i) Technical posts, (ii) Infra-structure and Services posts, and (iii) Administrative posts.
- 2.4. **Cadre** consists of up to four posts, generally having similar job responsibilities, placed in a row in the tabular presentation of the staff structure. Each cadre has a defined entry point with the prescribed qualification and experience stated in the respective table.
- 2.5. **Recruitment** is filling up of vacancies at the entry point of a cadre through open advertisement.
- 2.6. **Promotion** is vacancy based advancement of an employee from a lower post to a higher post within a cadre, through a defined evaluation process.
- 2.7. **Levels** are as per the Seventh Central Pay Commission. Any revision under subsequent CPC's shall be mapped accordingly.

3. RECRUITMENT

The following recruitment process shall be followed:

- 3.1. Only the entry level posts in all the cadres will be filled up through recruitment by open advertisement by following the prescribed norms for qualification and experience, age and other criteria, and the Government of India reservation rules in which 25% of vacancies for Group A and B posts shall be filled by internal existing employees of IIT Patna at lower levels, subject to availability of eligible candidate and their qualifying in recruitment procedure. In absence of internal eligible candidates, the posts may be filled through open recruitment.
- 3.2. The posts by advancements will be filled by IIT Patna employees only within the cadre, not by the open advertisement. Performance in the qualifying test will be used for short-listing and may also be used as one of the selection criteria with pre-declared weightage. A candidate is required to obtain 60% aggregate marks (55% in case of SC/ST) to be eligible for recruitment. As per DoPT, GoI Letter No. 39020/01/2013-Estt (B)-Part; dated 29th December 2015, interviews are no longer required for all Group C and non-gazetted Group B posts.

- 3.3. Entry level appointments by direct recruitment in Group A, Group B and all Group C posts would be on 2-year probation. Their performance shall be assessed before the expiry of probation. The probation may be extended or the service may be confirmed based on their performance. Entry level appointment by direct recruitment in Level 12 or above or to the posts to which the maximum age limit is 35 years or above and where no training is involved would be made on regular basis with 1 year probation. For the purpose of probation and confirmation, DoPT, GoI Letter No.: 28020/12010-Estt (C), dated 21st July, 2014, as amended from time to time will be followed in toto.
- 3.4. Recruitment to single-position cadres in Group A will be made either at the entry level or at the next higher level. For recruitment at the next higher level, the required experience shall be at one Level higher than that required for entry level post.
- 3.5. A section / department will be required to judiciously select one or more alternatives from the prescribed qualifications for a certain round of recruitment and may add desirable criteria not in conflict with the prescribed qualifications and experience.
- 3.6. Age limit for the entry level appointments shall be 27 years for Group 'C' posts; 32 years for posts in Level 6; 35 years for posts in Level 7; 40 years for posts in Level 10; 50 years for posts in Level 12 and 55 years for the post in Level 13 and above. Relaxation in age would be admissible as per the Government of India rules. For employees of IIT Patna, age limit shall be 57 years and 50 years for employees of other CFTIs (Centrally Funded Technical Institutions) across all the cadres up to the Level 12. Age limit for equivalent AGP will be same as that for corresponding Levels.

Recruitment to the different cadres shall be as per Table.

4. PROMOTION

The following promotion process shall be followed:

- 4.1. The available vacancies will be determined as on 1st of January every year. The same date would also be used to determine the eligibility for internal promotion.
- 4.2. Internal circulars will be issued for filling up vacancies through promotions within a cadre on Eligibility-cum-Merit basis at the Institute level. The selection procedure for Group A would include written and/or trade / proficiency test and interview, with the weightage of 40% for ACR / APAR, 30% for Written and/or Trade/ Proficiency Test, and 30% for interview. The selection procedure for Group B and C would include written and/or trade / proficiency test, with the weightage of 40% for ACR / APAR, 60% for Written and/or Trade/ Proficiency Test. As per DoPT, GoI Letter No. 39020/02/2016-Estt (B); dated 13th April 2017, interviews are no longer required for all Group C and non-gazetted Group B posts irrespective of mode of appointment i.e., promotion, deputation, direct recruitment etc. A candidate is required to obtain 60% aggregate marks (55% in case of SC/ST) to qualify for promotion. In case, the available vacancies are less than the qualified candidates, the criteria of promotion will be seniority (as per date of joining in the existing Level) and then age, in that order.
- 4.3. Appointment by promotion from one grade to another but within the same group of posts e.g. from Group 'C' to Group 'C' would be made on regular basis without probation (Ref.: DoPT, GoI Letter No.: 28020/12010-Estt (C), dated 21st July, 2014).

- 4.4. Appointment by promotion from one Group to another e.g. Group 'B' to Group 'A' would be made on regular basis with 2 years probation (Ref.: DoPT, GoI Letter No.: 28020/12010-Estt (C), dated 21st July, 2014).
- 4.5. Time frame for eligibility regarding promotional avenues:
- i) Unless specified otherwise, the eligibility criteria for promotion of an employee to a vacant post within a cadre would be five years of service in the lower GP at IIT Patna.
 - ii) As a one-time measure relaxation to existing employees for considering them for second advancement will be made applicable as under:
 - a) Employees who complete 10 (ten) years or more service in IIT Patna within a cadre as on date of approval of the RR&PP will be eligible to directly complete for 2nd advancement.
 - b) Employees who complete more than 5 (five) years but less than 10 (ten) years of service in IIT Patna within a cadre as on the date of approval of the RR&PP will be eligible to complete for 2nd advancement directly as and when they complete 10 (ten) years of service.
- 4.6. For employee who has been appointed on Levels other than entry Level prescribed in this document in a cadre:
- i) Unless specified otherwise, an employee who has rendered 5 (five) years and more service in IIT Patna within a cadre will be eligible for next advancement (if applicable) to a vacant post within the cadre.
 - ii) Unless specified otherwise, an employee who has rendered 10 (ten) years and more service in IIT Patna within a cadre will be eligible for second next advancement (if applicable) to a vacant post within the cadre.
- 4.7. For certain cadres, it is proposed to bring the highest post in a cadre at par with the entry level post in the next higher cadre, in terms of the emoluments, thus creating an attractive promotional opportunity. This has been done essentially to raise the aspirations and to provide an avenue to meet the expectations of competent and deserving staff members, who are expected to bring into these posts, their valuable experience and commitment to the Institute. The staff members occupying these posts may be expected to take higher responsibilities overlapping with the entry level post of the next higher advancement.
- 4.8. For non-specialized cadres, varied experience of different professional activities shall be considered desirable for promotion. A transfer policy to enable staff members to acquire varied experience shall be formulated and implemented. This criterion shall be used as eligibility condition for promotion to the higher post in a cadre after five years of implementation of this scheme.
- 4.9. Reservation Rosters as per Government of India norms shall be maintained for promotions.
- 4.10. On promotion within a cadre, the staff will continue to perform duties assigned in the lower post, unless notified otherwise.
- 4.11. MACPS will continue to co-exist unless modified / superseded in subsequent Central Pay Commission (CPC).
- 4.12. Promotion within different cadres shall be as per Table.

5. NUMBER OF SANCTIONED POSTS AND CADRE STRENGTH

- 5.1. The number of positions for each advancement, within a cadre shall be suggested by Post Recommending Committee annually. The committee shall declare the above

- mentioned data by 15th January every year. These positions, after approval of BoG (for Group 'A' positions), shall be referred to as the sanctioned positions for a given post. The total number of sanctioned posts within a cadre will be called cadre strength.
- 5.2. The cadre strength as well as the sanctioned number of positions under each post within the cadre shall be arrived at by considering the number of presently sanctioned and filled positions in analogous posts, as well as the requirements of the Institute. The sanctioned strength will be suggested annually by the Post Recommending Committee, keeping an approximate ratio of 3:2:1:0.5 for entry level, 1st advancement, 2nd advancement and 3rd advancement wherever applicable. The decimal may be adjusted appropriately.
 - 5.3. For certain cadres, if the sum of the sanctioned positions under different posts is larger than the cadre strength, the total number of filled positions in the cadre should not exceed the cadre strength.
 - 5.4. If required, some of the vacant positions under a post with higher Levels within a cadre, for which eligible internal candidates are not available for promotion, may be transferred to posts with lower Levels for the purpose of promotion as well as direct recruitment in the same cadre.
 - 5.5. Any further recruitment/promotion to all the posts shall be governed by this RR&PP document. The vacancies will be determined by comparing the number of filled posts in analogous cadre with the sanctioned positions. The recommended Group 'A' positions for advancement shall be approved by the board on the recommendation of post recommending committee.

6. GENERAL NOTES

Following general notes shall be read in tandem with the below tables

- 6.1. For the highest post in a cadre having only one sanctioned position, in case there is an increase in the number of sanctioned positions with time, the Director may appoint one of the incumbents holding a position in the highest Level of the cadre as the In-charge of the unit for which the cadre is established. In case, the post(s) with the highest Level in the cadre is/are vacant, the In-charge may be appointed from the highest filled post.
- 6.2. This policy document may be reviewed as and when required.

7. NOTES ON QUALIFICATIONS

The qualifications mentioned in the below table for recruitment shall be read in conjunction with the following:

- 7.1 Bachelor's Degree means at least three years degree course recognized by Government of India or its accrediting agencies like UGC, Association of Indian Universities etc.
- 7.2 In case of applicants with higher integrated degrees without the explicit mention of qualifying degree (e.g. M.Sc. without B.Sc.), the higher degree in relevant discipline will be treated as the qualifying degree.
- 7.3 Qualifying percentage of marks will be computed as per the prescribed norms for grade point averages.
- 7.4 Diploma in the document is normally implied to be post class 10, unless stated otherwise. For a diploma (assumed as post class 10) in a given discipline, if the pre-requisite happens to be (10+2), the required experience will be reduced by two years.

STAFF STRUCTURE WITH RECRUITMENT AND PROMOTION TO VARIOUS POSTS IN DIFFERENT CADRES

Various posts in different cadres in the staff structure have been presented in a tabular form for ease in referencing. General format of a typical entry in the table is as follows.

Sl. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
o.p.q	X	Designation Level <i>mm</i>	Designation Level <i>mm</i>	Designation Level <i>mm</i>	Designation Level <i>mm</i>
<p>Qualification and Experience Required Qualification and Experience for recruitment to the Entry Level of the cadre shall be mentioned under this section.</p> <p>Selection Procedure Selection procedure for the recruitment at the Entry Level of the cadre shall be mentioned under this section.</p> <p>Notes Notes, if any, applicable for the cadre shall be mentioned under this section</p>					

Cases, where advancements are not applicable, have been enumerated with 'N.A.' in the respective cell(s).

Numeric value of character 'o' under the first column can be 1 (for Technical posts), 2 (for Infrastructure and Services posts) or 3 (for Administrative posts). Numeric value of character 'p' represents a distinct cadre or a set of related cadres within category 'o' and 'q' indicates the different cadres within a set of cadres represented by 'p'. The numeric values are for referencing purpose and do not indicate a hierarchy.

Gr. X represents Group 'A', 'B' or 'C' as applicable.

Level *mm* represents the levels according to pay matrix of 7th central pay commission associated with the Designation mentioned in the table.

The following abbreviations are used in defining the designations: Jr. for Junior; Asst. for Assistant; Sr. for Senior; Dy. for Deputy; Jt. for Joint; and Addl. for Additional.

TECHNICAL POSTS

Sl. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
1.1.1	C	Jr. Mechanic / Jr. Technician Level 3	Mechanic / Technician Level 4	Sr. Mechanic / Sr. Technician (Senior Grade) Level 5	Sr. Mechanic Sr. Technician (Selection Grade) Level 6
<p>Qualification and Experience for Jr. Mechanic / Jr. Technician 3-year Diploma in Engineering in appropriate discipline with relevant experience of two years after the diploma. OR ITI in appropriate trade with relevant experience of five years after the ITI certificate. OR Bachelor's Degree (10+2+3 pattern) or equivalent in appropriate discipline with 01 year relevant experience. OR B.Tech. /B.E. /B.Sc. Engineering in relevant field.</p> <p>Notes: 1. Some of the positions in this cadre would also be utilized in units other than academic units. 2. Weightage for the computer applications test will be decided by the respective academic units.</p>					

TECHNICAL POSTS

Sl. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
1.1.2	B	Jr. Technical Superintendent Level 6	Technical Superintendent Level 7	Sr. Technical Superintendent (Senior Grade) Level 8	Sr. Technical Superintendent (Selection Grade) Level 10
<p>Qualification and Experience: B.Tech. / B.E. / M.Sc. or equivalent degree in appropriate discipline with minimum of 55% marks or equivalent grade point average with relevant experience of one year after the qualifying degree.</p> <p>OR</p> <p>3-year Diploma in Engineering in appropriate discipline with relevant experience of six years after the diploma.</p> <p>OR</p> <p>Bachelor's Degree (10+2+3 pattern) (other than B.Tech. / B.E.) or equivalent in appropriate discipline with relevant experience of four years after the degree.</p> <p>Note:</p> <p>1. Some of the positions in this cadre would also be utilized in units other than academic units.</p>					

TECHNICAL POSTS

Sl. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
1.1.3	A	Technical /Scientific Officer (Scale-I) Level 10	Technical /Scientific Officer (Scale-II) Level 11	Technical /Scientific Officer (Scale-III) Level 12	N.A.
<p>Qualification and Experience: B.Tech. / B.E. / M.Sc. or equivalent degree in appropriate discipline with minimum of 55% marks or equivalent grade point average with relevant experience of six years after the qualifying degree, out of which five years should be at Level 6 and above or equivalent.</p> <p>OR</p> <p>3-year Diploma in Engineering in appropriate discipline with relevant experience of 12 years after the diploma out of which five years should be at Level 6 and above or equivalent.</p> <p>OR</p> <p>M.Tech. / M.E. or equivalent degree with minimum of 55% marks or equivalent grade point average with relevant experience of four years after the qualifying degree, out of which two years should be at Level 6 and above or equivalent.</p> <p>OR</p> <p>Ph.D. degree in relevant discipline with experience of three years after the qualifying degree, out of which one year should be at Level 6 and above or equivalent.</p> <p>Notes:</p> <p>1. These posts may also be utilized for CC, SAIF and units other than academic units.</p>					

TECHNICAL POSTS

Sl. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
1.1.4	A	Sr. Technical / Scientific Officer (Scale-I) Level 12	Sr. Technical / Scientific Officer (Scale-II) Level 13	Sr. Technical / Scientific Officer (Scale-III) Level 13A	N.A.
<p>Qualification and Experience: B.Tech. / B.E. / M.Sc. or equivalent degree in appropriate discipline with a minimum of 55% marks or equivalent grade point average with relevant experience of five years in a technical / scientific post in Level 10 and above or equivalent, and demonstrated ability of management of laboratory and operation of technical / scientific research facilities.</p> <p>Note: 1. These posts will also be utilized for Computer Centre (CC), Sophisticated Analytical Instrument Facility (SAIF) and units other than academic units.</p>					

TECHNICAL POSTS

S. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
1.2.1	C	Assistant Coach Level 3	Deputy Coach Level 4	Coach (Senior Grade) Level 5	Coach (Selection Grade) Level 6
<p>Qualification and Experience: Bachelor's Degree (10+2+3 pattern) or equivalent in Physical Education / Sports Science with 01 year experience after the qualifying degree either in coaching in at least one of the following: swimming, athletics, tennis, basket ball, hockey, cricket, football, volley ball, badminton etc. or Diploma in coaching from a recognized Institute.</p>					

TECHNICAL POSTS

S. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
1.2.2	B	Physical Training Instructor (Scale –I) Level 6	Physical Training Instructor (Scale –II) Level 7	Sr. Physical Training Instructor (Sr. Grade) Level 8	Sr. Physical Training Instructor (Selection Grade) Level 10
<p>Qualification and Experience: Master’s degree in Physical Education / Sports Science with a minimum of 55% marks or equivalent grade point average with 01 year relevant experience after qualifying degree.</p> <p>Or</p> <p>Bachelor’s Degree (10+2+3 pattern) or equivalent in Physical Education with 03 (three) years of relevant experience after the qualifying degree.</p> <p>Desirable: Work experience in IITs/NITs/IISER/IISc or Premier National Educational Institute.</p>					

TECHNICAL POSTS

S. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
1.2.3	A	Sports Officer (Scale-I) Academic Level 10	Sports Officer (Scale-II) Academic Level 11	Sports Officer (Scale-III) Academic Level 12	N.A.
<p>Qualification and Experience:</p> <p>A.</p> <ol style="list-style-type: none"> 1. Master's Degree with 55% marks in Physical Education and Sports or Physical Education or Sports Science (or an equivalent grade in a point scale wherever grading system is followed) 2. Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships. 3. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in Physical Education or Physical Education and Sports or Sports Science in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be. <p>OR</p> <p>B. An Asian game or commonwealth games medal winner who has a degree at least at Graduation level.</p>					

TECHNICAL POSTS

S. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
1.2.4	A	Sr. Sports Officer (Scale-I) Academic Level 12	Sr. Sports Officer (Scale-II) Academic Level 13	Sr. Sports Officer (Scale-III) Academic Level 13A	N.A.
<p>Qualification and Experience:</p> <p>A</p> <ol style="list-style-type: none"> 1. Master Degree in Physical Education / Sports Science with a minimum of 55% marks or equivalent grade. 2. A Ph.D. in Physical Education or Physical Education and Sports or Sports Science. 3. Eight years experience as Sports Officer at Level 10 or equivalent. <p>OR</p> <p>B. An Olympic games/ world cup/ world Championship medal winner who has degree at least at Graduation Level.</p>					

TECHNICAL POSTS

S. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
1.3.1	A	Student Counselor (Scale-I) Level 10	Student Counselor (Scale-II) Level 11	Student Counselor (Scale-III) Level 12	N.A.
<p>Qualification and Experience: Master's degree in Clinical Psychology with a minimum 55% marks or equivalent grade point average with relevant experience of six years after the qualifying degree, out of which three years should be counseling experience in an academic / medical institution.</p> <p>OR</p> <p>Master's degree in Psychology with minimum of 55% marks or equivalent grade point average and diploma in Mental and/or Social Psychology with relevant experience of six years after the diploma, out of which three years should be counseling experience in an academic / medical institution.</p> <p>OR</p> <p>Ph.D. degree in relevant discipline with counseling experience of three years in an academic / medical institution after the qualifying degree</p>					

TECHNICAL POSTS

S. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
1.4.1	A	Training and Placement Officer (Scale-I) Level 10	Training and Placement Officer (Scale-II) Level 11	Training and Placement Officer (Scale-III) Level 12	N.A.
Qualification and Experience: B.Tech. / B.E. / Master's degree in any discipline / M.B.A. or equivalent degree with a minimum of 55% marks or equivalent grade point average with relevant experience of six years after the qualifying degree, out of which five years should be at Level 6 and above or equivalent, in handling recruitment or placement.					

INFRASTRUCTURE AND SERVICES POSTS

S. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
2.1.1	B	Jr. Engineer Level 6	Assistant Engineer (Scale-I) Level 7	Assistant Engineer (Scale –II) Level 8	Assistant Engineer (Scale-III) Level 10
<p>Qualification and Experience: B.Tech. / B.E. or equivalent degree in appropriate discipline with minimum of 55% marks or equivalent grade point average with relevant experience of one year after the qualifying degree. Applicants with integrated M.Tech / M.E. degree in appropriate discipline with minimum of 55% marks or equivalent grade point average will also be eligible.</p> <p>OR</p> <p>3-year Diploma in Engineering in appropriate discipline with relevant experience of six years after the diploma.</p>					

INFRASTRUCTURE AND SERVICES POSTS

S. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
2.1.2	A	Assistant Executive Engineer Level 10	Executive Engineer (Scale-I) Level 11	Executive Engineer (Scale-II) Level 12	NA
<p>Qualification and Experience: B.Tech. / B.E. or equivalent degree in appropriate discipline with minimum of 55% marks or equivalent grade point average with relevant experience of six years after the qualifying degree, out of which five years should be in a supervisory post at Level 6 and above or equivalent.</p> <p>OR</p> <p>M.Tech. / M.E. or equivalent degree in appropriate discipline with minimum of 55% marks or equivalent grade point average with relevant experience of four years after the qualifying degree, out of which two years should be in a supervisory post at Level 6 and above or equivalent.</p> <p>OR</p> <p>3-year Diploma in Engineering in appropriate discipline with relevant experience of 12 years after the diploma out of which five years should be at Level 6 and above or equivalent.</p>					

INFRASTRUCTURE AND SERVICES POSTS

S. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
2.1.3	A	Superintending Engineer (Scale-I) Level 12	Superintending Engineer (Scale-II) Level 13	Superintending Engineer (Scale-III) Level 13A	N.A.
<p>Qualification and Experience: B.Tech. / B.E. in Civil Engineering or equivalent degree with a minimum of 55% marks or equivalent grade point average with relevant experience of five years in a post in Level 10 and above or equivalent or comparable experience in other institutions. Applicants should have demonstrated ability in construction and design, planning and execution of capital works including preparation of estimates and tender documents, maintenance of township including water supply, roads, drainage systems etc.</p> <p>Desirable: M. Tech. / M.E. in Civil Engineering or equivalent degree. Experience in preventive maintenance, retrofitting, rehabilitation and alteration works; Estate Management of residential township. Exposure to modern management / construction techniques will be an added advantage.</p>					

INFRASTRUCTURE AND SERVICES POSTS

S. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
2.2.1	B	Jr. Security Supervisor Level 6	Security Supervisor Level 7	Sr. Security Supervisor (Senior Grade) Level 8	Sr. Security Supervisor (Selection Grade) Level 10
<p>Qualification and Experience: Bachelor's Degree (10+2+3 pattern) or equivalent with security related supervisory experience of four years, after the qualifying degree, in Government or a reputed organization. Applicants should be conversant with security rules and procedures and should possess valid driving license for light motor vehicle and motor cycle. For applicants with Master's degree, duration of 2(two) years would be counted towards experience.</p> <p>Desirable: Certificate of NCC and Fire fighting training and experience of working in residential institutional campus, electronic surveillance, computer system for information processing and retrieval. Ex-servicemen would be preferred.</p>					

INFRASTRUCTURE AND SERVICES POSTS

S. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
2.2.2	A	Security Officer (Scale-I) Level 10	Security Officer (Scale-II) Level 11	Security Officer (Scale-III) Level 12	N.A.
<p>Qualification and Experience: Bachelor's Degree (10+2+3 pattern) or equivalent with security related supervisory/administrative experience of eight years after the qualifying degree in a Government or a reputed organization, out of which five years should be in a supervisory post at Level 6 and above or equivalent.</p> <p>Applicants should be conversant with security rules and procedures and should possess valid driving license for light motor vehicle and motor cycle. For applicants with Master's degree, duration of 2(two) years would be counted towards experience.</p> <p>Desirable: Certificate of NCC and Fire fighting training and experience of working in residential institutional campus, electronic surveillance, computer system for information processing and retrieval. Ex-servicemen would be preferred.</p>					

INFRASTRUCTURE AND SERVICES POSTS

S. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
2.3.1	B	Jr. Staff Nurse Level 6	Staff Nurse Level 7	Sr. Staff Nurse (Senior Grade) Level 8	Sr. Staff Nurse (Selection Grade) Level 10
Qualification and Experience: 10+2 pass and qualified through the examination held by the Nursing council with 3-year course in General Nursing and mid-wifery with relevant experience of three years after the course, in a recognized hospital. OR B.Sc. (Nursing) with relevant experience of one year after the degree in a hospital recognized by the Central or State Nursing Council.					

INFRASTRUCTURE AND SERVICES POSTS

S. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
2.4.1	C	Pharmacist (Scale-I) Level 5* * Initial appointment on 2-year probation at Level 5 1 st advancement in Pharmacist (Scale-II) after 2-years	Pharmacist (Scale-II) Level 6	Sr. Pharmacist (Senior Grade) Level 7 Eligibility for this advancement is 7 (seven) years and above service rendered in IIT Patna within this cadre.	Sr. Pharmacist (Selection Grade) Level 8 Eligibility for this advancement is 12 (twelve) years and above service rendered in IIT Patna within this cadre.
<p>Qualification and Experience:</p> <p>(i) 12th class pass with Science subjects (Physics, Chemistry and Biology) or equivalent from a recognized Board or University;</p> <p>(ii) Diploma in Pharmacy from recognized institution and registered as Pharmacist under the Pharmacy Act, 1948; and</p> <p>(iii) Two years' experience as Pharmacist in any recognized Hospital or Pharmacy after duly registered as Pharmacist under the Pharmacy Act, 1948 OR</p> <p>(i) Bachelor's Degree (10+2+3 pattern) (B. Pharm.) or equivalent from a recognized University or equivalent; and</p> <p>(ii) Registered as a Pharmacist under the Pharmacy Act, 1948.</p>					

INFRASTRUCTURE AND SERVICES POSTS

S. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
2.5.1	A	Medical Officer (Scale-I) Level 10	Medical Officer (Scale-II) Level 11	Medical Officer (Scale-III) Level 12	N.A.
Qualification and Experience: M.B.B.S degree with a minimum of 55% marks or equivalent grade point average, from an Indian Medical Council (IMC) recognized university / Institute with relevant experience of three years after the degree in a large multi specialty Hospital set up.					

INFRASTRUCTURE AND SERVICES POSTS

S. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
2.5.2	A	Sr. Medical Officer (Scale-I) Level 12	Sr. Medical Officer (Scale-II) Level 13	Sr. Medical Officer (Scale-III) Level 13A	Chief Medical Officer Level 14
<p>Qualification and Experience: M.B.B.S degree followed by Postgraduate specialization in medicine / surgery with ten years experience in the medical profession, out of which five years should be as Resident Medical Officer / Medical Officer in a large hospital. Postgraduate specialization requirement may be relaxed in the case of retired Medical Officers from the Defense Services.</p> <p>Note: One of the Chief Medical Officers Level 14 may be appointed as the In-charge Hospital for 3-year tenure by the Director.</p>					

INFRASTRUCTURE AND SERVICES POSTS

S. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
2.6.1	B	Sr. Library Information Assistant Level 6	Library Information Superintendent Level 7	Sr. Library Information Superintendent (Senior Grade) Level 8	Sr. Library Information Superintendent (Selection Grade) Level 10
<p>Qualification and Experience: B. Lib. or B. Lib. Info. Sc. or equivalent degree with relevant experience of four years after the qualifying degree. For applicants with Master's degree in Library/Information Science or equivalent with minimum of 55% marks or equivalent grade point average, the normal duration of Master's programme would be counted towards experience.</p>					

INFRASTRUCTURE AND SERVICES POSTS

S. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
2.7.1	A	Assistant Librarian (Scale-I) Academic Level 10	Assistant Librarian (Scale-II) Academic Level 11 Service rendered in Academic Level 10 for 4 years (for candidates possessing Ph.D. degree) or 5 years (for candidates holding M.Phil degree) shall be the eligibility for promotion to Academic Level 11.	Assistant Librarian (Scale-III) Academic Level 12	N.A.
<p>Qualification and Experience:</p> <p>(i) Master's degree in Library Science /Information Science / Documentation science or an equivalent professional degree with at least 55% marks or equivalent grade point average and a consistently good academic record with knowledge of computerization of library.</p> <p>(ii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>(iii) However, candidates, who are, or have been awarded Ph.D degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degree), Regulation 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment.</p>					

INFRASTRUCTURE AND SERVICES POSTS

S. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
2.7.2	A	Deputy Librarian (Scale-I) Academic Level 12	Deputy Librarian (Scale-II) Academic Level 13A1	N.A	N.A.
<p>Qualification and Experience:</p> <p>(i) A Master's Degree in library science/information science/documentation with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>(ii) Eight years experience as an Assistant University Librarian/College Librarian.</p> <p>a) Evidence of innovative library services including integration of ICT in library.</p> <p>b) Ph.D. Degree in library science/ Information science / Documentation/Archives and manuscript keeping/computerization of library.</p>					

INFRASTRUCTURE AND SERVICES POSTS

S. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
2.7.3	A	Librarian Academic Level 14	N.A	N.A	N.A.
<p>Qualification and Experience:</p> <p>(i) A Master's Degree in library science/information science/documentation with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>(ii) At least ten years as a Deputy Librarian in University Library or ten years of teaching as Associate Professor in Library Science in a University Department or fifteen years' experience as a Assistant librarian / College Librarian.</p> <p>(iii) Eight years experience as an Assistant University Librarian/College Librarian.</p> <p>a) Evidence of innovative library services including integration of ICT in library.</p> <p>b) Ph.D. Degree in library science/information science / documentation/archives and manuscript-keeping.</p>					

INFRASTRUCTURE AND SERVICES POSTS

S. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
2.8.1	A	Hindi Officer (Scale-I) Level 10	Hindi Officer (Scale-II) Level 11	Hindi Officer (Scale-III) Level 12	N.A.
<p>Qualification and Experience: Master's degree or equivalent in Hindi with English as a subject at the degree level with minimum of 55% marks or equivalent grade point average at Master's level with relevant experience of six years after the qualifying degree, out of which five years should be at Level 6 and above or equivalent, handling translation work from English to Hindi or vice-versa preferably of technical or scientific literature.</p> <p>OR</p> <p>Ph.D. degree with three years experience at Level 6 and above or equivalent after the qualifying degree, handling translation work from English to Hindi or vice-versa preferably of technical or scientific literature.</p> <p>Desirable: Experience of organizing classes or workshops for office work in Hindi.</p>					

ADMINISTRATIVE POSTS

Sl. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
3.1.1	C	Jr. Attendant Level 1	Attendant Level 2	Sr. Attendant (Senior Grade) Level 3	Sr. Attendant (Selection Grade) Level 4
Qualification and experience: 10 th Pass with one year training/experience in relevant trade.					

ADMINISTRATIVE POSTS

Sl. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
3.2.1	C	Jr. Assistant Level 3	Assistant Level 4	Sr. Assistant (Senior Grade) Level 5	Sr. Assistant (Selection Grade) Level 6
Qualification: Bachelor's Degree (10+2+3 pattern) or equivalent in appropriate discipline with 01 year relevant experience.					

ADMINISTRATIVE POSTS

Sl. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
3.2.2	B	Jr. Superintendent Level 6	Superintendent Level 7	Sr. Superintendent (Senior Grade) Level 8	Sr. Superintendent (Selection Grade) Level 10
<p>Qualification and Experience: Bachelor's Degree (10+2+3 pattern) or equivalent in appropriate discipline with relevant experience of four years after the qualifying degree. For applicants with Master's degree, duration of 2 (two) years would be counted towards experience. Knowledge of computer applications (MS office).</p> <p>Desirable: Secretarial practices with a minimum speed of 100 wpm in shorthand and minimum 60 wpm in typing.</p>					

ADMINISTRATIVE POSTS

Sl. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
3.3.1	C	Jr. Accountant Level 4	Accountant (Senior Grade) Level 5	Accountant (Selection Grade) Level 6	N.A.
Qualification: Bachelor's Degree (10+2+3 pattern) or equivalent in Commerce with 2 years relevant experience after the qualifying degree and having working knowledge of accounting software. OR Master degree in Commerce with minimum of 55% marks or equivalent grade point average and having working knowledge of accounting software.					

ADMINISTRATIVE POSTS

Sl. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
3.4.1	B	Jr. Audit / Jr. Accounts Superintendent Level 6	Audit / Accounts Superintendent Level 7	Sr. Audit / Sr. Accounts Superintendent (Senior Grade) Level 8	Sr. Audit / Sr. Accounts Superintendent (Selection Grade) Level 10
<p>Qualification: Master's Degree in Commerce with 55% marks and 3 year of relevant experiences in Govt/ Semi Govt./ Central autonomous bodies in the field of accounting, auditing, Annual Account, Finance, Budgeting etc.</p> <p>OR</p> <p>Bachelor's Degree (10+2+3 pattern) or equivalent in Commerce with Intermediate CA/ICWA/ICSI and knowledge of Accounting Software along with 3 years of experience in Internal Audits/ Audit works, Final Accounts, Finance, Budget</p> <p>OR</p> <p>Bachelor's Degree (10+2+3 pattern) or equivalent in Commerce with knowledge of Accounting Software and 5 years' experience in Govt./ Semi Govt./ Central autonomous bodies in the field of accounting, auditing, Annual Account, Finance, Budgeting etc.</p> <p>Desirable: Knowledge of Government Rules & Regulations and all statutory laws related to taxation, labour etc. Diploma/ Certificate/ Membership in Cost/Chartered Accountancy. Preference will be given the candidate having experience of engineering / technical institution like IITs/IISER/IISc and similar Govt. Institutions.</p>					

ADMINISTRATIVE POSTS

Sl. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
3.5.1	A	Assistant Registrar (Scale-I) Level 10	Assistant Registrar (Scale-II) Level 11	Assistant Registrar (Scale-III) Level 12	N.A.
<p>Qualification and Experience: Master's degree or equivalent in appropriate discipline with minimum of 55% marks or equivalent grade point average with relevant experience of six years after the qualifying degree, out of which five years should be in a supervisory post at Level 6 and above or equivalent, and demonstrated ability to supervise computerized administration.</p> <p>Note: Chartered Accountant (CA) will be considered as Master Degree holder.</p> <p>Desirable: Applicants may be required to demonstrate knowledge of computer office applications and Government rules (FR, SR, GFR, CCS rules etc.) and academic administration.</p>					

ADMINISTRATIVE POSTS

Sl. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
3.6.1	A	Dy. Registrar (Scale –I) Level 12	Dy. Registrar (Scale –II) Level 13	Dy. Registrar (Scale –III) Level 13A	N.A.
<p>Qualification and Experience: Master's degree in relevant discipline with a minimum of 55% marks or equivalent grade point average along with</p> <ul style="list-style-type: none"> (i) Nine years' of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration, or (ii) Comparable experience in research establishment and/or other institutions of higher education, or (iii) 5 years' of administrative experience as Assistant Registrar or in an equivalent post. <p>Note: Chartered Accountant (CA) will be considered as Master Degree holder.</p> <p>Desirable: Applicants may be required to demonstrate knowledge of computer office applications, Government rules and practices (FR, SR, GFR, CCS rules etc.) and academic administration to qualify for the selection through interview.</p>					

ADMINISTRATIVE POSTS

Sl. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
3.7.1	A	Registrar Level 14	N.A.	N.A.	N.A.
<p>Qualification and Experience: Master's degree in relevant discipline with a minimum of 55% marks or equivalent grade point average along with</p> <ul style="list-style-type: none"> (i) At least 15 (fifteen) years' of experience as Assistant Professor in the Academic Level 11 and above or with 8 (eight) years' of service in Academic level 12 and above including as Associate Professor along with experience in educational administration, or (ii) Comparable experience in research establishment and/or other institutions of higher education, or (iii) 15 (fifteen) years' of administrative experience, of which 8 (eight) years shall be as Deputy Registrar or an equivalent post. <p>Note: Chartered Accountant (CA) will be considered as Master Degree holder.</p> <p>Desirable: Degree in Management / Law or a Ph.D. degree. Applicants may be required to demonstrate knowledge of Government rules and practices and academic administration to qualify for the selection through interview.</p>					

Sl. No.	Gr.	Entry Level	1 st Advancement	2 nd Advancement	3 rd Advancement
1.1.1	C	Jr. Mechanic / Jr. Technician Level 3	Mechanic / Technician Level 4	Sr. Mechanic / Sr. Technician (Senior Grade) Level 5	Sr. Mechanic/ Sr. Technician (Selection Grade) Level 6
Total Sanctioned Post					
1.1.2	B	Jr. Technical Superintendent Level 6	Technical Superintendent Level 7	Sr. Technical Superintendent (Senior Grade) Level 8	Sr. Technical Superintendent (Selection Grade) Level 10
Total Sanctioned Post					
1.1.3	A	Technical /Scientific Officer (Scale-I) Level 10	Technical /Scientific Officer (Scale-II) Level 11	Technical /Scientific Officer (Scale-III) Level 12	N.A.
Total Sanctioned Post					
1.1.4	A	Sr. Technical / Scientific Officer (Scale-I) Level 12	Sr. Technical / Scientific Officer (Scale-II) Level 13	Sr. Technical / Scientific Officer (Scale-III) Level 13A	N.A.
Total Sanctioned Post					
1.2.1	C	Assistant Coach Level 3	Deputy Coach Level 4	Coach (Senior Grade) Level 5	Coach (Selection Grade) Level 6
Total Sanctioned Post					
1.2.2	B	Physical Training Instructor (Scale –I) Level 6	Physical Training Instructor (Scale –II) Level 7	Sr. Physical Training Instructor (Senior Grade) Level 8	Sr. Physical Training Instructor (Selection Grade) Level 10
Total Sanctioned Post					
1.2.3	A	Sports Officer (Scale-I) Academic Level 10	Sports Officer (Scale-II) Academic Level 11	Sports Officer (Scale-III) Academic Level 12	N.A.
Total Sanctioned Post					

1.2.4	A	Sr. Sports Officer (Scale-I) Academic Level 12	Sr. Sports Officer (Scale-II) Academic Level 13	Sr. Sports Officer (Scale-III) Academic Level 13A	N.A.
Total Sanctioned Post					
1.3.1	A	Student Counselor (Scale-I) Level 10	Student Counselor (Scale-II) Level 11	Student Counselor (Scale-III) Level 12	N.A.
Total Sanctioned Post					
1.4.1	A	Training and Placement Officer (Scale-I) Level 10	Training and Placement Officer (Scale-II) Level 11	Training and Placement Officer (Scale-III) Level 12	N.A.
Total Sanctioned Post					
2.1.1	B	Jr. Engineer Level 6	Assistant Engineer (Scale-I) Level 7	Assistant Engineer (Scale –II) Level 8	Assistant Engineer (Scale-III) Level 10
Total Sanctioned Post					
2.1.2	A	Assistant Executive Engineer Level 10	Executive Engineer (Scale-I) Level 11	Executive Engineer (Scale-II) Level 12	NA
Total Sanctioned Post					
2.1.3	A	Superintending Engineer (Scale-I) Level 12	Superintending Engineer (Scale-II) Level 13	Superintending Engineer (Scale-III) Level 13A	NA
Total Sanctioned Post					
2.2.1	B	Jr. Security Supervisor Level 6	Security Supervisor Level 7	Sr. Security Supervisor (Senior Grade) Level 8	Sr. Security Supervisor (Selection Grade) Level 10
Total Sanctioned Post					
2.2.2	A	Security Officer (Scale-I) Level 10	Security Officer (Scale-II) Level 11	Security Officer (Scale-III) Level 12	N.A.

Total Sanctioned Post					
2.3.1	B	Jr. Staff Nurse Level 6	Staff Nurse Level 7	Sr. Staff Nurse (Senior Grade) Level 8	Sr. Staff Nurse (Selection Grade) Level 10
Total Sanctioned Post					
2.4.1	C	Pharmacist (Scale-I) Level 5* * Initial appointment on 2-year probation at Level 5 1 st advancement in Pharmacist (Scale-II) after 2-years	Pharmacist (Scale-II) Level 6	Sr. Pharmacist (Senior Grade) Level 7 Eligibility for this advancement is 7 (seven) years and above service rendered in IIT Patna within this cadre.	Sr. Pharmacist (Selection Grade) Level 8 Eligibility for this advancement is 12 (twelve) years and above service rendered in IIT Patna within this cadre.
Total Sanctioned Post					
2.5.1	A	Medical Officer (Scale-I) Level 10	Medical Officer (Scale-II) Level 11	Medical Officer (Scale-III) Level 12	N.A.
Total Sanctioned Post					
2.5.2	A	Sr. Medical Officer (Scale-I) Level 12	Sr. Medical Officer (Scale-II) Level 13	Sr. Medical Officer (Scale-III) Level 13A	Chief Medical Officer Level 14
Total Sanctioned Post					
2.6.1	B	Sr. Library Information Assistant Level 6	Library Information Superintendent Level 7	Sr. Library Information Superintendent (Senior Grade) Level 8	Sr. Library Information Superintendent (Selection Grade) Level 10
Total Sanctioned Post					

2.7.1	A	Assistant Librarian (Scale-I) Academic Level 10	Assistant Librarian (Scale-II) Academic Level 11 Service rendered in Academic Level 10 for 4 years (for candidates possessing Ph.D. degree) or 5 years (for candidates holding M.Phil degree) shall be the eligibility for promotion to Academic Level 11.	Assistant Librarian (Scale-III) Academic Level 12	N.A.
Total Sanctioned Post					
2.7.2	A	Deputy Librarian (Scale-I) Academic Level 12	Deputy Librarian (Scale-II) Academic Level 13A1	N.A	N.A.
Total Sanctioned Post					
2.7.3	A	Librarian Academic Level 14	N.A	N.A	N.A.
Total Sanctioned Post					
2.8.1	A	Hindi Officer (Scale-I) Level 10	Hindi Officer (Scale-II) Level 11	Hindi Officer (Scale-III) Level 12	N.A.
Total Sanctioned Post					
3.1.1	C	Jr. Attendant Level 1	Attendant Level 2	Sr. Attendant (Sr. Grade) Level 3	Sr. Attendant (Selection Grade) Level 4
Total Sanctioned Post					
3.2.1	C	Jr. Assistant Level 3	Assistant Level 4	Sr. Assistant (Senior Grade) Level 5	Sr. Assistant (Selection Grade) Level 6

Total Sanctioned Post					
3.2.2	B	Jr. Superintendent Level 6	Superintendent Level 7	Sr. Superintendent (Senior Grade) Level 8	Sr. Superintendent (Selection Grade) Level 10
Total Sanctioned Post					
3.3.1	C	Jr. Accountant Level 4	Accountant (Senior Grade) Level 5	Accountant (Selection Grade) Level 6	NA
Total Sanctioned Post					
3.4.1	B	Jr. Audit / Jr. Accounts Superintendent Level 6	Audit / Accounts Superintendent Level 7	Sr. Audit / Sr. Accounts Superintendent (Senior Grade) Level 8	Sr. Audit / Sr. Accounts Superintendent (Selection Grade) Level 10
Total Sanctioned Post					
3.5.1	A	Assistant Registrar (Scale-I) Level 10	Assistant Registrar (Scale-II) Level 11	Assistant Registrar (Scale-III) Level 12	N.A.
Total Sanctioned Post					
3.6.1	A	Dy. Registrar (Scale –I) Level 12	Dy. Registrar (Scale –II) Level 13	Dy. Registrar (Scale –III) Level 13A	N.A.
Total Sanctioned Post					
3.7.1	A	Registrar Level 14	N.A.	N.A.	N.A.
Total Sanctioned Post					