

(under Clause 30 of Bye Laws of National Brain Research Centre)

RECRUITMENT RULES – 2018

1. SHORT TITLE AND COMMENCEMENT

These Rules may be called “*National Brain Research Centre Recruitment Rules-2018*”. They shall come into force from the date of notification by the institute with the approval by the Government of India.

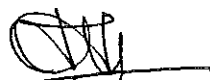
2. OBJECTIVES:

- i. To meet manpower requirements of the Institute by recruiting competent employees in terms of requisite capabilities, skills, qualifications, aptitude, merit and suitability with a view to fulfil Institute’s objectives.
- ii. To attract, select and retain the best talent available keeping in view the changing needs of the Institute.
- iii. To establish an objective and reliable system of selection.
- iv. To integrate growth opportunities of the employees with fulfilment of Institute’s objectives.
- v. To provide for a system, which is, fair, objective and transparent in matters of promotion of employees.
- vi. To ensure compliance with relevant Government policies and directives on recruitment and promotion.

3. DEFINITIONS and ABBREVIATIONS

In these Rules unless the context otherwise requires the following terms shall mean as under

- i. **Approving Authority:** shall be as specified at Clause 12 to these Rules.
- ii. **Appointing authority:** shall be as specified at Clause 12 to these rules and shall be that authority who is holding charge in regular capacity under these rules.
- iii. **Bye Laws:** shall mean the Bye Laws framed and amended from time to time having the approval of the Government Department under whom the Autonomous Institute lies.
- iv. **Cadre:** shall mean as total strength of a service (*in all relevant grades i.e. from lowest to highest grade comprising lowest recruitment grade to highest recruitment grade*) or a part of a service sanctioned as a separate unit
- v. **Centre:** shall mean the National Brain Research Centre
- vi. **Competent Authority:** In relation to exercise of powers under these rules shall essentially be the Minister- in charge of Department of Biotechnology/Ministry of Science and Technology or any such authority to which such power is so delegated.
- vii. **DBT:** shall mean the Department of Biotechnology under Ministry of Science and Technology, Government of India.
- viii. **Departmental Recruitment Committee (DRC):** Shall be as per DBT instructions issued vide OM dated 19.07.2016 or DoPT/CVC from time to time, provided that CVO of NBRC shall not be part of any such selection committee.
- ix. **Departmental Promotion Committee (DPC):** Shall be as per DBT instructions issued vide DBT OM dated 19.07.2016 or DoPT/CVC from time to time, provided that CVO of NBRC shall not be part of any such committee.
- x. **Director & Vice-Chancellor:** shall mean the Director & Vice-Chancellor of the Institute.
- xi. **DoPT:** shall mean the Department of Personnel and Training, Government of India.



- xii. **Duty Post:** shall mean all the posts which are included in Schedule 7/1 of schedule to these rules.
- xiii. **EFC:** shall mean the Expenditure Finance Committee of the Government.
- xiv. **Government:** as defined in Clause 2(ii) of the NBRC Bye-laws.
- xv. **Governing Council:** shall have the same meaning as defined in Memorandum of Association and the Bye Laws of the Institute.
- xvi. **Levels:** means level of posts specified in the Schedule-7/1-4 to these Rules as per 7th Pay Commission pay matrix.
- xvii. **MHA:** shall mean Ministry of Home Affairs under Government of India.
- xviii. **MEA:** shall mean Ministry of External Affairs under Government of India
- xix. **Recruitment Rules (RRs):** shall mean the Rules framed by the Governing Council for the purposes of appointment to the duty posts specified in the Schedules to these Rules and approved by the Government.
- xx. **Schedule:** shall mean the Schedules attached to these rules.
- xxi. **SCSC (Search-cum-Selection Committee):** shall have the same meaning as defined in DoPT OM No AB 14017/11/2004-Estt.(RR) dtd 30.07.2007, 21.10.2015 & 06.04.2016. **Director & Vice-Chancellor** of the Institute shall be essential member of the committee for appointments to posts in Level-14 and above except to appointment for the post of Director. The SCSC shall be got approved from Minister in Charge.
- xxii. **The expressions "Scheduled Castes", "Scheduled Tribes", "Other Backward Classes" and the "The Persons with Disabilities"** shall have the meaning respectively assigned to them in the Constitution of India/Acts of Parliament.

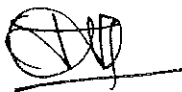
4. CONSTITUTION:

- i. The continuous service rendered by all faculty/officers/staff holding different categories of regular posts in NBRC, on the date of commencement of these Rules shall be deemed to have been appointed to the posts under these Rules in the scale as per the schedules corresponding to their posts at the initial constitution and shall be counted for the purpose of promotion, confirmation, NPS/contributory pension fund, etc., as applicable.
- ii. On the date of commencement of these Rules, such of the persons who have been engaged/appointed with due process in terms of extant instructions of Government of India on regular or on contract basis to Duty Posts and who will be appointed* in terms of these Rules shall constitute the total operational strength of the work force of the Institute.

(: shall also include contractually appointed persons on the rolls of the Institute before commencement of these Rules, whose appointments are recommended for confirmation and regularization by a duly constituted three member committee so constituted 90 days before the end of the contract period with the approval of the Approving Authority. Minutes of the committee shall be approved by the Approving Authority with the purpose of absorbing them permanently in the Institute. In the interest of administration and with the mutual consent of the contractual employee, Director, NBRC may constitute the confirmation committee (for all such employees in Level 13A and below) at an earlier date before the end of the contractual period which is not earlier than 90% of the successful completion of total contract period. 100-50% benefit of period spent on contract basis after regularization of services in the grade is to be counted for eligibility for promotion to next grade).*

5. SCHEDULES to these Rules: are detailed as under:

- i. **Schedule-7/1*:** Position of Posts created with the approval of the Cabinet/Department of Expenditure.



- ii. **Schedule - 7/2:** Appointment to posts in Scientific Cadre.
- iii. **Schedule - 7/3:** Appointment to posts in Technical Cadre
- iv. **Schedule - 7/4:** Appointment to posts in Administrative Cadre.
- v. **Schedule-7/5:** Department of Expenditure letter DOE Notesheet No. MOF (Exp) Dy. No.1153/E.Coord.I/99 dated 11.11.1999 for creation of the post of Director.
- vi. **Schedule 7/6:** DBT letter ref. no: as per Schedule 7/1 for creation of other posts.
*(*provided that the Institute shall take necessary steps to get the approval of the Department for revival of positions whose currency has lapsed and has been pointed out by C&AG L.No/FS/NBRC/Creation of Post/2018-19/212-213 dated 29.05.2018 communicated vide US/Finance L.No BT/08/2018-IFD dated 07.06.2018 (Copy enclosed) and shall not initiate any exercise to fill up any vacant post whose currency has since lapsed.)*

6. ELIGIBILITY NORMS:

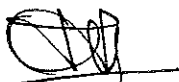
Shall at all times conform to provisions of Para 8 of DBT OM No BT/AI/14013/3/2011 dated 19.07.2016 w.r.t. NATIONALITY, AGE, EDUCATIONAL QUALIFICATIONS and extant DoPT instructions on the subject. Work experience if required, shall be counted from the date of acquiring minimum educational qualifications as on the closing date of advertisement notified for filling the post.

7. LEVELS (7th CPC scales), AUTHORISED STRENGTH

- i. The designation and Levels for Scientific, Technical and Administrative posts are detailed vide **Schedule 7/1-4** of these Rules.
- ii. The orders for creation of these posts are detailed vide Clause 5 (v-vi) of these Rules.
- iii. Notwithstanding anything contained in Clause 7(i-ii) of these Rules, the Government may by notification.
 - a) Make additions, alterations, substitutions or modifications to the number of sanctioned duty posts or grades, designation and Pay scales of duty posts specified in **Schedule 7/1-4** of these Rules.
 - b) Appoint any officer to a Duty post in the appropriate grade against the sanctioned post of the Institute.

8. FUTURE MAINTENANCE OF THE SERVICE AND METHOD OF RECRUITMENT FOR SCIENTIFIC CADRE POSTS:

- i. From the commencement of these rules, all the initial appointments to be made in Levels by method of direct recruitment/functional promotion/ deputation (including Short-term Contract) as specified in the Schedules to these Rules.
- ii. The particular method of appointment (by Direct Recruitment/Promotion/ Deputation/Contract (including Short-term Contract) or Absorption to any level and is detailed in the Schedules to these Rules.
- iii. Posts which are essentially to be filled by direct recruitment method in any level shall not be exempt from the purview of reservation, unless otherwise specified in Schedules 7/2-4. Reservation rules for members of Scheduled Caste/Scheduled Tribes/Other Backward Classes shall be applicable in terms of extant DoPT instructions circulated vide DBT OM no BT/AI/14013/3/2011 dated 19.07.2016 and as amended from time to time and any other guidelines/rules/regulations issued by GOI from time to time.
- iv. Scientific cadre posts in Level-11 to Level-14 detailed vide **Schedule- 7/2** of these Rules shall be eligible for appointment under the Modified Flexible Complementing Scheme-2010 as per extant DoPT instructions and amendments thereof.
- v. Upper age limit for unreserved candidates shall be as per extant DoPT instructions for all posts to be filled by Direct Recruitment/Deputation method. Age relaxations as per DoPT OM No. 15012/2/2010-Estt. (D) dtd 27.03.2012 and as amended from time



to time for candidates belonging to SC/ST/OBC, Physically Handicapped and Ex-serviceman shall be applicable.

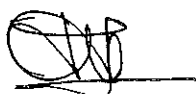
- vi. Upper age limit shall not be applicable for existing employees of the Institute or any employee of Department of Biotechnology if they apply for the posts of the Institute under these rules which are proposed to be filled by Direct Recruitment/Deputation method. Upper age limit may be relaxed by 01 years in case of exceptional and meritorious candidates by the approving authority prior to appointment for positions in Level-14 and above.
- vii. Educational Qualifications required for eligibility are detailed vide Schedules 7/2-4 of these Rules. Equivalence of qualifications as in vogue for appointments under the Central Government shall be applicable for the purpose of determining equivalence of qualifications.
- viii. The residency period required for the promotions to higher grades and eligibility norms are detailed vide **Schedules 7/2-4** of these Rules.
- ix. Composition and level of DRC, DPC shall be as per Clause 3(viii-ix) of these Rules.
- x. For detailed procedure for recruitment, periodicity between two recruitments approval shall be obtained from the Appointing authority before advertisement.
- xi. Instructions contained vide DBT OM No. BT/01/71/2016-PVC dated 23.01.2017 and other instructions issued by the Department of Biotechnology, DoPT, CVC in matters of recruitment, and MHA for filling up of posts in Rajbhasha Cadre shall be strictly adhered to as and when these instructions are issued.
- xii. Application Fees for candidates applying for posts to be filled by open advertisement:

Applying for ->	Level 9 and Below	Level -10 and above	Level 14 and above
Unreserved candidates	Rs 200/-	Rs 500/-	Rs 1000/-
SC/ST/OBC/Women candidates	Rs 100/-	Rs 300/-	Rs 500/-
Unreserved candidates from abroad with OCI Status	USD \$15	USD \$30	USD \$30
SC/ST/OBC/Women candidates from abroad with OCI Status	USD \$10	USD \$20	USD \$20

- a. All efforts to be made by the Institution to have posts filled by open advertisement to be a cost neutral exercise.
- b. The fee structure shall be reviewed every 02 years by a duly constituted committee under the chairmanship of the Director & Vice-Chancellor.
- c. The directives of Govt. of India as amended time to time shall follow.

9. METHOD OF SELECTION

- i. The method of appointment for all the positions viz. Level 13 A and below as detailed at Schedules 7/2-4 which are to be filled by open advertisement shall be in terms of extant DoPT instructions circulated vide DBT OM no BT/AI/14013/3/2011 dated 19.07.2016 and as amended time to time.
- ii. Committees constituted for the purposes of recruitment/promotion shall be in conformity with the Schedules of these Rules as well as Clause 3 (viii and ix) of these Rules.
- iii. CVO of the Institute and any official of the Institute whose name is figuring in the agreed list or is not clear from the vigilance angle shall NOT be member of any such committee.



- iv. No person who is a recipient of grants or funding from the Ministry concerned i.e. (DST, DSIR-CSIR or DBT) or who is closely related to such a recipient shall be invited as a member of any such appointment Committee.
- v. Complete transparency shall be observed in the all appointments.
- vi. The posts mentioned in the Schedules shall be filled by positive act and shall be advertised/notified before being filled up after due approval from the Approving Authority.
- vii. There shall be no change in vacancy or any of the procedures (*including criteria of eligibility, qualifying standards and criteria of empanelment*) once the recruitment or promotion has been initiated by way of advertisement/notification, and the conditions mentioned in the advertisement/notification shall be strictly adhered to except with the approval of Competent Authority.
- viii. The actual method of appointment by direct recruitment/promotion/deputation/absorption/contract including application fees, experience, qualifying criteria for recruitment as well as promotion for unreserved/reserved/physically challenged/ex-servicemen candidates shall be elaborated in detail by separate orders and shall be in conformity in terms of extant DoPT instructions circulated vide DBT OM no BT/AI/14013/3/2011 dtd 19.07.2016 and issued thereafter. The same shall be got approved from the Approving Authority before actually recruiting/promoting any candidate/employee.
- ix. The panel recommended by the DRC/DPC prepared in order of merit for all posts below Level 14 shall be got approved from the Approving authority before being implemented and shall be valid for a period of one year.
- x. Offer of appointment/promotion shall be made only for those posts which have been advertised/notified.
- xi. Based on the recommendation of the Selection Committee, the Governing Council or the Director & Vice-Chancellor, as the case may be, shall have the power namely (a) to appoint any or all of the candidates selected to scientific posts immediately or within a period of one year (b) to sanction up to five non-compounded increments to candidates with exceptional merit.
- xii. Appointments shall be made by the Appointing authority.
- xiii. There shall be a minimum gap of 06 months between two cycles of recruitment/promotion (*from the date of advertisement/notification till approval from approving authority.*)
- xiv. All recruitment/promotion exercise once initiated shall be compulsorily finalized before a maximum period of 08 months for recruitment and 04 months for promotion unless stayed by orders of Court or otherwise by the Government. Efforts shall be made to finalize the exercise in minimum period by observing all due procedures in a transparent manner.
- xv. In case of shortage of staff/difficulty in filling of posts, if considered necessary, relaxation of eligibility conditions with prior approval of the Approving Authority shall be obtained before any norms are relaxed/modified and that too before the same is advertised or notified.

10. DETERMINATION OF MERIT BEFORE APPOINTMENT

- i. In case of selection of two or more candidates in the same Grade on the same date, the recommendation shall invariably be made in order of merit of selected candidates for the purpose of determining seniority. In case, the marks obtained are same then merit among such candidates shall be decided as under:
 - a) **Age** : Elder one will be placed above in merit, if the candidates have same date of birth then,



- b) By experience and if the same is also same then the names of candidates shall be arranged in order of merit alphabetically to determine merit and seniority.
- ii. The Selection Committee recommendations when approved by the Approving Authority shall remain valid for a period of one year from the date of such approval.

11. FIRST APPOINTMENT:

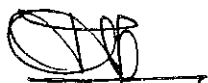
- i. For all cases of Direct Recruitment for the Level 14 or below shall be in conformity with terms of extant DoPT instructions circulated vide DBT OM no BT/AI/14013/3/2011 dtd 19.07.2016 and as amended time to time.
- ii. All appointments in the Institute will be subject to the selected candidates being found medically fit by the specified medical authority.

12. APPOINTING AUTHORITY AND APPROVING AUTHORITY:

- i. **For Director & Vice-Chancellor:** Chairman, Governing Council after the approval of the Appointments Committee of Cabinet, Govt. of India.
- ii. **For all posts in Level 14 and above:** Chairman, Governing Council with the approval of the Minister-in-Charge of the Department of Biotechnology, Govt. of India.
- iii. **For positions from Level 11 to Level 13A:** Director & Vice Chancellor of NBRC with intimation to Chairman, Governing Council.
- iv. **For positions at Level 10 and below:** Director/ Vice-Chancellor of NBRC.

13. PROBATION AND CONFIRMATION:

- i. A candidate/staff member on initial appointment by direct recruitment /Contract including Short term contract (>2 years period) (*except for the post of Director*) shall be on probation for a period of two years from the date he/she assumes charge of the post.
- ii. Notwithstanding anything contained in rules above, the probation period of a staff member may be terminated or extended for a period not exceeding two years with the approval of the authority defined at *Clause 13 (v)* of these Rules.
- iii. If the probation is terminated, whether at the end of the normal probationary period or at the end of the extended period.
- a) The services of the probationer, if he was directly recruited, will be terminated forth with, and
- b) If the probationer was an employee of the Institute and was appointed as an internal candidate, he/she will be reverted back to his earlier post/ grade.
- iv. There shall, in each case of satisfactory completion of probation, be a written order to that effect confirming successful completion of probation period. The order shall specify the date on which the probation is deemed to have been satisfactorily completed. In the absence of such an order, the probation period will not be deemed to have been confirmed meaning thereby, that confirmation of probation period is not automatic but shall be done by a positive act with due process after the Departmental Confirmation Committee formed with the approval of the Approving Authority recommends the same. In any case, such a committee shall always be formed at least 30 days before completion of probation period or extended period of probation. The committee shall make its recommendations within 2 weeks of its constitution.
- v. All cases of confirmation of probation shall be approved by
- a) Chairman, Governing Council for posts in Level-14 and above,
- b) Director & Vice-Chancellor for all posts below level 14.




- vi. The Approving authority shall approve the recommendations of the confirmation committee. In case, the approving authority does not agree with the recommendations of the confirmation committee, he/she shall record reasons in writing before disapproving the recommendations and terminating the services of the probationer forthwith.
- vii. The services of the probationer shall be confirmed on the date mentioned in the order for confirmation, only after which he/she shall be deemed to be a confirmed employee of the Institute till resignation/death/superannuation whichever is earlier.
- viii. Only confirmed employees shall be eligible for promotion in the order of seniority subject to meeting eligibility conditions of minimum service in the grade as detailed at Schedule-7/2-4 of these Rules, subject to the clearance from vigilance, minimum grading of good in his/her annual performance report for last 04 years and on recommendations of duly constituted DPC.
- ix. Services of contractual employees shall be governed by contract agreement terms and conditions signed by the employee with the Institute during the period of contract and not by these Rules unless such employees are duly confirmed.

14. NATIONALITY:

- i) Only Indian citizen shall be eligible for appointment for all Technical and administrative posts are detailed in Schedule 7/1.
- ii) Indian citizens and persons with OCI status shall be eligible for appointment for all Scientific posts detailed in Schedule 7/1 subject to the condition that for all appointments to posts in Scientific Cadre of persons who are having Overseas Citizen of India (OCI) status, prior necessary clearances from Ministry of Home Affairs (MHA) and Ministry of External Affairs (MEA), or any authority specified by Government of India from time to time should be in place before appointment is offered to such individuals.

15. METHOD OF APPOINTMENT BY DEPUTATION/ABSORPTION: Subject to the candidate having educational qualifications and experience as specified in the Schedules, candidates from other Central Government/State Government, Ministries / Departments, Semi-Govt. Organizations, Universities, Research Institutions, Autonomous Bodies, Public Sector Undertakings, can be taken on deputation basis provided that:

- a) The period of deputation shall be subject to a maximum of three years, which can be extended up to a maximum period of five years only after the written consent of the incumbent and lending organization.
- b) The total period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall not normally exceed 3 years unless extended up to the prescribed maximum period of 5 years with consent of the candidates and the lending organization. The terms and conditions for tenure of deputation shall be as applicable in terms of extant Govt. of India instructions issued from time to time.
- c) Subject to the approval of the lending Ministries/Departments/Organizations/Institutions etc. as also the willingness of the incumbent, the candidate can be absorbed in the Institute at any time during the period of deputation against a vacant post, if selected by the Selection Committee.
- d) Candidate appointed on deputation shall not have any claim for any promotion during the period of deputation. However, such candidate may be considered for promotion in case of absorption, after such absorption takes effect.
- e) In the case of a person, who is initially taken on deputation and absorbed later, his seniority in the grade in which he/she is absorbed will normally be counted from the



date of absorption. If he has however been holding already (on the date of absorption) the same or equivalent grade on regular basis in his parent department, such regular service in the grade shall also be taken into account in fixing his seniority subject to the condition that he will be given seniority from the date he has been holding the post on deputation or the date from which he has been appointed on regular basis to the same or equivalent grade in his parent department whichever is earlier.

- f) The departmental candidates in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.
- g) Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more can be filled on deputation basis from employees from NBRC or other organizations as mentioned above.
- h) During the period of Deputation, the candidate's term shall be regulated by the Conduct Rules of the borrowing Institute.
- i) Borrowing organization shall be responsible for making any such contribution as mandated by the lending organization if the lending organization is a Central/State Government like foreign service contribution, PF, gratuity, etc.
- j) The lien of the candidate appointed on deputation shall be retained in the lending organization if the lending organization is Central/State Government till the period of deputation. On the expiry of the period of deputation the candidate shall be repatriated back to his parent department immediately.
- k) Posts filled by Deputation shall be exempt from the purview of Reservation Rules.
- l) **Cooling off period between two successive Deputations:** at least 3 years
- m) **Authority to Waiver Cooling of Period:** Shall be Chairman, Governing Board for officers in Level-15 and above and Director of the Institute for officers in Level-14 and below.

16. **METHOD OF APPOINTMENT BY PROMOTION:** Promotion will be given to employees as under

(i) **Promotion for Scientific Cadre:**

In Scientific cadre, the promotion will be made through Modified Flexible Complementing Scheme (MFCS) (in situ promotion). The promotion will be governed as per DoP&T O.M. No. AB-14017/37/2008-Estt (RR) dated 10.09.2010 as amended from time to time. A scientific will be eligible for promotion through the process of MFCS as applicable to the 'Scientific personnel' in the Scientific Departments of the Government of India and will be subject to amendment from time to time.

Sl. No.	Pay band & grade pay	Designation	Minimum Residency Period linked to Performance
1.	PB-3 (Rs.15600-39100) Grade Pay Rs.5400/	Scientist B/Staff Scientist-II or equivalent	3 years.
2.	PB-3 (Rs.15600-39100) Grade Pay Rs. 6600/	Scientist C/Staff Scientist-III or equivalent	4 years.
3.	PB-3(Rs.15600-39100) Grade Pay Rs. 7600/	Scientist D/Staff Scientist-IV or equivalent	4 years.
4.	PB-4 (Rs.37400-67000) Grade Pay Rs. 8700	Scientist E/Staff Scientist-V or equivalent	5 years.
5.	PB-4 (Rs.37400-67000) Grade Pay Rs. 8900	Scientist F/Staff Scientist-VI or	5 years.

		equivalent	
6.	PB-4(Rs. 37400-67000) Grade Pay Rs. 10000/	Scientist G/ Staff Scientist-VII or equivalent	—

(ii) **Promotion for Administrative Cadre:**

In Administrative Cadre, financial upgradation will be available in the next higher grade pay whenever an employee has completed 10 years of service in the same grade, as per Modified Assured Career Progression Scheme (MACP), as applicable to administrative personnel in the Departments of the Government of India and will be subject to amendment from time to time.

(iii) **Promotion for Technical Cadre:** The Merit and Normal Assessment Scheme (MANAS)* for promotion of Technical staff members will be followed as per CSIR guidelines (MANAS) vide CSIR's letter No. 17(65/P.42)/90-PPS(pt. II) dated 18.01.1991 (copy enclosed as **Anneure-7A**) amended from time to time. The Merit and Normal Assessment Scheme (MANAS) can be downloaded from the following link:-

http://www.csir.res.in/sites/default/files/PolicyDoc_44.pdf

17. **LIABILITY OF EMPLOYEES TO SERVE IN INDIA OR ABROAD:** All the employees who are appointed against these Rules shall be liable to serve anywhere in the country or abroad as per the directions of the Director & Vice-Chancellor of the Institute.

18. **DISQUALIFICATION:** No person shall be eligible for appointment to the service on regular basis or engagement on contract basis:

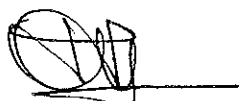
- i. who has entered into or contracted a marriage with a person having a spouse living, or
- ii. who is having a spouse living, has entered into or contracted a marriage with any other person, or
- iii. whose character and antecedent has been objected by District Magistrate & Collector or whose identity has not been established by the Police.

19. **REVOCAION of APPOINTMENT:** can be done at any stage during the period of probation (*without notice*) or during service (*after the expiry of a period of 14 days from the issue of show cause notice and the same received by the employee*) if the appointed person at any stage before or after appointment has:

- a) withheld information, given any false information or provided false certificates/testimonials so as to secure appointment through wrongful means or intent,
- b) lied under oath,
- c) been convicted of a criminal offence under Criminal Procedure Code and awarded punishment under any of the provisions of Indian Penal Code
- d) indulged in activities which are prejudicial to the interests of the STATE.

20. **CONTRACT APPOINTMENTS:**

- a) All engagements on contract basis against a cadre post shall be governed by the contract agreement signed by the employee with the Institute in terms of Clause 13(x) of these Rules.
- b) The Institute shall get model contract agreement duly approved from the Governing Body.
- c) No contractual engagement shall exceed a period of 36 months (for Scientific Cadre except the post of Executive Director) which may be extended by the Institute with the mutual consent of the employee and the Institute for not more than further period of 24 months.



- d) For non-scientific cadre staff, no contract shall exceed for a period of more than 11 months.
- e) The contract appointments will be made as per the bye laws of the institute
21. **DISPLAY of RRs:** These Rules shall be displayed on the website of the Institute for a period of 07 days before being notified by the Institute.
22. **PERIODIC REVIEW OF RRs:** shall be compulsorily done once in 05 years, or earlier if necessary, with a view to effecting the changes as are necessary to bring them in conformity with the changed position, including additions to or reductions in the strength of the lower and higher level posts.
23. **AUTHORITY to exercise powers under these Rules:** Only regularly appointed Appointing Authority on substantive/regular/fulltime basis shall have powers to exercise authority under these Rules. Under these Rules, Officiating Director/InCharge/Pro tem/looking after Directors shall not have any appointing powers.
24. **POWERS to RELAX/AMEND/MODIFY:** Notwithstanding anything contained in these Rules any of the provisions in these Rules can be relaxed/amended/modified with the approval of the competent authority in the Government of India upon the recommendations of the Governing Council of the Institute, provided they are in conformity with the instructions of the Government of India.
25. **JURISDICTION OF THE COURTS:** In cases of any dispute arising between the Institute and others, the jurisdiction of The High Court of Punjab and Haryana in whose jurisdiction the Institute lies shall apply.
26. **SAVING:** Nothing in these Rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the candidates belonging to the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, the Ex-Servicemen and the other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Encl:

- i. **Schedule - 7/1:** Position of Posts created with the approval of the Cabinet/Department of Expenditure.
- iii. **Schedule - 7/2:** Appointment to posts in Scientific Cadre.
- iv. **Schedule - 7/3:** Appointment to posts in Technical Cadre.
- v. **Schedule - 7/4:** Appointment to posts in Administrative Cadre.
- vi. **Schedule-7/5:** Department of Expenditure letter DOE Note sheet No. MOF (Exp) Dy. No.1153/E.Coord.I/99 dated 11.11.1999 for creation of post of Director.
- vii. **Schedule 7/6:** DBT letter ref. no: as per **Schedule 7/1** for creation of other posts.



(1)

Sub:- Benefit of Assessment to Engg./Architectural staff.

I am directed to state that the Engineering/Architectural staff was extended the benefit of assessment for the first time under Group-V of NRAS with effect from 1.2.1981.

There has been a demand for quite some time that the benefit of assessment available to Group-III under MANAS may be extended to such Engineering/Architectural staff.

The matter has been examined in consultation with Finance. It has accordingly been decided by the DGSIR that such Engineering/Architectural staff covered under Group-V(A) of MANAS may be allowed to exercise an irrevocable option upto 28th February 1991 to come over to Group-III or Group-II will be subject to the following conditions.

- a) Option will be effective from 1.4.1990 and assessment of such personnel will be considered in accordance with the procedure as laid down in the respective Group II or III of MANAS;
- b) Assessment fallen due on or before 31.3.1990 will be considered under Group-V(A) of MANAS;
- c) In case of assessments falling due on or after 1.4.90, service rendered in Group-V(A) will be computed for assessment towards residency period in Group II or III under MANAS;
- d) On placement in Groups II or III such staff will be assigned duties, as considered essential and applicable to Group II or III, as the case may be, and they may be posted to any of the Labs./Inssts. in Council's interest;
- e) Provision of special incentives under para 6.4.7. of MANAS will not be applicable on such option;
- f) No further recruitment will be permissible under Group V(A).

The above instructions may kindly be brought to the notice of all concerned and notified by displaying it on the Notice Boards. All COAs/AOs. are advised to ensure wide publicity of these instructions as no further extension of opting will be allowed under any circumstances. The option, if any, exercised be notified and placed on record.

Those who do not exercise the option by the stipulated date will continue to be governed by provision of Group V(A) under MANAS.

Kindly acknowledge receipt.

Copy of CSIR letter No. 17(65/P.42)/90-PPS(Pt.II) dated 18.1.1991



National Brain Research Centre: Details of Sanctioned Posts

S. No.	Department	Designation	PB	GP	Level in 7 th CPC	Sanctioned Strength	DOE letter	Posts already created		Total	On Roll	Vacancy (Col.10-Col.11)	Remarks
								DBT letter					
1	2	3	4	5	6	7	8	9	10	11	12	13	
1	Scientific	Director & Vice Chancellor	HAG Scale	75,000-80,000/-	16	1	DOE Notesheet No. MOF (Exp) Dy. No.1153/ E.Coord.I/99 dated 11.11.1999	-	1	0	1		
2	Scientific	Sr. Professor/ Scientist-VII	PB-4	10,000/-	14	1		BT/Med/09/NBRC/99 dated 23.07.2004	1	0	1		
3	Scientific	Professor/ Scientist-VI	PB-4	8900/-	13-A	1		D.O. No.BT/Med/09/NBRC/99 dated 11.11.2002 No. BT/ABNB-16012/1/03 dated 14.07.2006	1	0	1		
4	Scientific	Additional Professor/ Scientist-V	PB-4	8700/-	13	5		No. BT/Med/09/NBRC/99-Part file. Dated 04.08.1999 D.O. No.BT/Med/09/NBRC/99 dated 11.11.2002 No. BT/ABNB-16012/1/03 dated 14.07.2006	5	2	3		
5	Scientific	Associate Professor/ Scientist IV	PB-3	7600/-	12	9		No. BT/Med/09/NBRC/99-Part file. Dated 04.08.1999 D.O. No.BT/Med/09/NBRC/99 dated 13.12.2001 D.O. No.BT/Med/09/NBRC/99 dated 11.11.2002 BT/Med/09/NBRC/99 dated 23.07.2004 No. BT/ABNB-16012/1/03 dated 14.07.2006	9	8	1		
6	Scientific	Assistant Professor/ Scientist III	PB-3	6600/-	11	7		No. BT/Med/09/NBRC/99-Part file. Dated 04.08.1999 D.O. No.BT/Med/09/NBRC/99 dated 13.12.2001 D.O. No.BT/Med/09/NBRC/99 dated 11.11.2002 No.BT/ABNB-16012/1/03 dated 05.07.2004 No. BT/ABNB-16012/1/03 dated 14.07.2006	7	5	2		
7	Scientific	Information Scientist	PB-3	6600/-	11	3		No.BT/ABNB-16012/1/03 dated 05.07.2004 No. BT/ABNB-16012/1/03 dated 14.07.2006	3	1	2		
8	Sub Total					27			27	16	11		
9	Technical	Sr. Engineer	PB-3	7600/-	12	1		No. BT/ABNB-16012/1/03 dated 04.02.2008	1	1	0		
10	Technical	Sr. Technical Officer	PB-3	7600/-	12	1		No. BT/ABNB-16012/1/03 dated 04.02.2008	1	0	1		
11	Technical	Technical Officer	PB-3	6600/-	11	1		No. BT/ABNB-16012/1/03 dated 04.02.2008	1	0	1		
12	Technical	Veterinarian	PB-3	5400/-	10	1		D.O. No.BT/Med/09/NBRC/99 dated 11.11.2002	1	1	0		
13	Technical	Librarian	PB-3	5400/-	10	1		D.O. No.BT/Med/09/NBRC/99 dated 11.11.2002	1	0	1		

14	Technical	Technical Officer	PB-3	5400/-	10	1		No.BT/ABNB-16012/1/03 dated 05.07.2004	1	0	1	
15	Technical	Assistant Engineer	PB-3	5400/-	10	1		No.BT/ABNB-16012/1/03 dated 05.07.2004	1	1	0	
16	Technical	Technical Officer 'B'	PB-3	5400/-	10	1		No. BT/ABNB-16012/1/03 dated 04.02.2008	1	1	0	
17	Technical	Technical Officer	PB-2	4600/-	7	1		D.O. No.BT/Med/09/NBRC/99 dated 13.12.2001	1	0	1	
18	Technical	Technical Officer 'C'	PB-2	4600/-	7	1		No. BT/ABNB-16012/1/03 dated 04.02.2008	1	1	0	
19	Technical	Librarian/ Technical Officer 'C'	PB-2	4600/-	7	1		No. BT/ABNB-16012/1/03 dated 04.02.2008	1	1	0	
20	Technical	Lab Technician-I	PB-2	4200/-	6	1		No. BT/Med/09/NBRC/99-Part file. Dated 04.08.1999	1	0	1	
21	Technical	Lab Technician I	PB-1	2800/-	5	4		D.O. No.BT/Med/09/NBRC/99 dated 11.11.2002	4	3	1	
								No.BT/ABNB-16012/1/03 dated 05.07.2004				
								No. BT/ABNB-16012/1/03 dated 04.02.2008				
22	Technical	Computer Operator	PB-1	2800/-	5	6		No. BT/Med/09/NBRC/99-Part file. Dated 04.08.1999	6	5	1	
								D.O. No.BT/Med/09/NBRC/99 dated 11.11.2002				
23	Technical	Computer Operator-II	PB-1	2400/-	4	1		No. BT/ABNB-16012/1/03 dated 04.02.2008	1	1	0	
24	Technical	Lab Technician-II	PB-1	2400/-	4	6		No. BT/Med/09/NBRC/99-Part file. Dated 04.08.1999	6	5	1	
								D.O. No.BT/Med/09/NBRC/99 dated 13.12.2001				
								D.O. No.BT/Med/09/NBRC/99 dated 11.11.2002				
								No. BT/ABNB-16012/1/03 dated 04.02.2008				
25	Technical	Lab Assistant	PB-1	2000/-	3	1		No.BT/Med/09/NBRC/99 dated 06.08.1999	1	1	0	
26	Technical	Lab Assistant	PB-1	1800/-	1	5		D.O. No.BT/Med/09/NBRC/99 dated 13.12.2001	5	5	0	
								D.O. No.BT/Med/09/NBRC/99 dated 11.11.2002				
								No. BT/ABNB-16012/1/03 dated 04.02.2008				
27	Technical	Lab Attendant	PB-1	1800/-	1	1		No.BT/Med/09/NBRC/99 dated 06.08.1999	1	1	0	
	Technical	Lab Attendant	PB-1	1800/-	1	2		D.O. No.BT/Med/09/NBRC/99 dated 11.11.2002	2	2	0	
								No. BT/ABNB-16012/1/03 dated 04.02.2008				
28		Sub Total				38			38	29	9	
29	Administration	Registrar	PB-4	8700/-	13	1		D.O. No.BT/Med/09/NBRC/99 dated 11.11.2002	1	0	1	
	Administration	Chief Administrative Officer/ Senior Manager	PB-4	8700/-	13	1		D.O. No.BT/Med/09/NBRC/99 dated 11.11.2002	1	1	0	
30	Administration	Finance & Accounts Officer	PB-3	6600/-	11	1	Notesheet No. M/o Fin. (Exp) UO/825/EC-1/2000 dated 07.06.2000		1	0	1	

31	Administration	Administrative Officer	PB-3	5400/-	10	1	Notesheet No. M/o Fin. (Exp) UO/825/EC-1/2000 dated 07.06.2000		1	1	0	
32	Administration	Administrative Officer (Academics)	PB-3	5400/-	10	1		No. BT/ABNB-16012/1/03 dated 04.02.2008	1	0	1	
33	Administration	Deputy Finance Officer	PB-3	5400/-	10	1		No. BT/ABNB-16012/1/03 dated 04.02.2008	1	1	0	
34	Administration	PS to Director	PB-2	4600/-	7	1	Notesheet No. M/o Fin. (Exp) UO/825/EC-1/2000 dated 07.06.2000		1	0	1	
35	Administration	Stores & Purchase Officer	PB-2	4600/-	7	1	Notesheet No. M/o Fin. (Exp) UO/825/EC-1/2000 dated 07.06.2000		1	1	0	
36	Administration	Office Assistant	PB-1	2400/-	4	7		D.O. No.BT/Med/09/NBRC/99 dated 13.12.2001	7	7	0	
D.O. No.BT/Med/09/NBRC/99 dated 11.11.2002												
No. BT/ABNB-16012/1/03 dated 04.02.2008												
37	Administration	Driver	PB-1	1900/-	2	3		No.BT/Med/09/NBRC/99 dated 06.08.1999	3	2	1	
38								No. BT/ABNB-16012/1/03 dated 04.02.2008				
40		Sub Total				18			15	13	5	

Posts in Scientific Cadre

S. No.		Director & Vice-Chancellor	Scientist-VII/ Senior Professor	Scientist-VI/ Professor	Scientist-V/ Additional Professor	Scientist-IV/ Associate Professor	Scientist III/ Assistant Professor	Information Scientist
1	2	3	4	5	6	7	8	9
2	Department	Scientific	Scientific	Scientific	Scientific	Scientific	Scientific	Scientific
3	Level in 7 th CPC	16	14	13A	13	12	11	11
4	Is the post a Selection post(s) or Non Selection post (NS)	Not Applicable	Selection	Selection	Selection	Not Applicable	Not Applicable	Not Applicable
5	Whether the posts are exempt from the purview of reservations in SC/ST/OBC community	Yes	Yes	Yes	Yes	Yes	Yes	Yes
6	Is post exempted from consultation with UPSC before being filled	Yes	Yes	Yes	Yes	Yes	Yes	Yes
7	Nationality of candidates recommended for appointment	Indian National/NRI/OCI/PIO	Indian/OCI/Foreign Nationals	Indian National/NRI/OCI/PIO	Indian National/NRI/OCI/PIO	Indian National/NRI/OCI/PIO	Indian National/NRI/OCI/PIO	Indian National/NRI/OCI/PIO
8	Method of appointment	Deputation (including short-term contract)/ absorption.	Promotion/ Deputation (including short-term contract)/ Absorption.	Promotion/ Deputation (including short-term contract)/ Absorption failing which Direct recruitment.	Promotion/ Deputation (including short-term contract)/ Absorption failing which Direct recruitment.	Direct recruitment/ Deputation (including short-term contract)/ Absorption.	Direct recruitment/ Short-term contract	Direct recruitment/ Deputation (including short-term contract)/ Absorption.
9	Percentage of each method of appointment	Not Applicable	To be determined by the Appointing Authority	To be determined by the Appointing Authority	To be determined by the Appointing Authority	To be determined by the Appointing Authority	To be determined by the Appointing Authority	To be determined by the Appointing Authority
10	Is the post included for promotion under MFCS	Not Applicable	Yes	Yes	Yes	Yes	Yes	Not included in MFCS. The Information Scientist is included for promotion under MACPS.
11	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	Not exceeding 58 years (on deputation/short term contract	Not exceeding 58 years (on deputation/short term contract	Not exceeding 55 years (Relaxable as per instructions/orders of the Central Govt.)	Not exceeding 50 years (Relaxable as per instructions/orders of the Central Govt.)	Not exceeding 45 years (Relaxable as per instructions/orders of the Central Govt.)	Not exceeding 40 years (Relaxable as per instructions/orders of the Central Govt.)	Not exceeding 40 years (Relaxable as per instructions/orders of the Central Govt.)
12	Educational Qualification and Experience for Direct recruitment	Not Applicable	Not Applicable	Ph.D./ equivalent degree in Engineering/ post-graduate Medical qualification-MD or equivalent, with original high quality research work as evidenced by publications or publications & patents and with 12 years of Post-qualification experience in Neuroscience or related fields.	Ph.D./ equivalent degree in Engineering/ post-graduate Medical qualification-MD or equivalent, with original high quality research work as evidenced by publications or publications & patents with 8 years of Post-qualification experience in Neuroscience or related fields.	Ph.D./ equivalent degree in Engineering/ post-graduate Medical qualification-MD or equivalent, with original high quality research work as evidenced by publications or publications & patents with 5 years of Post-qualification experience in Neuroscience or related fields.	Ph.D./ equivalent degree in Engineering/ post-graduate Medical qualification-MD or equivalent, with original high quality research work as evidenced by publications or publications & patents, with 3 years of Post-qualification experience in Neuroscience or related fields.	Master's degree in Computer Science or equivalent, from a recognized University/Institute with eight years of experience in System/Networking Administration/ Bioinformatics/ Information Science or related area preferably in a Central/State Government Department/ University/ Research Institution/ PSU under Central/State Government; OR Ph. D. in any branch of Science /Computer Science from a recognized University/Institute with 3

								years of experience in System/ Networking Administration/ Bioinformatics/ Information Science or related areas preferably in a Central/ State Government Department/ University/ Scientific/ Research institution/ PSU under Central/State Government. Desirable: Proven background in concepts and applications of organizing information/ data retrieval from online systems, database administration, Local Area Network (LAN), Server maintenance and troubleshooting for LAN/WAN and networking, Structural Biology, Modeling, Software development, analysis, website management and development, exposure to Bio-informatics application.
13	Experience for Deputation/ Absorption/ Promotion	In case of recruitment by promotion/deputation/absorption on grade from which promotion/Deputation/Absorption to be made: Director & Vice Chancellor is appointed by DBT as per qualification specified by the Department.	Deputation (including short term contract): Employees of the Central or State Government, Universities/ Public Sector Undertakings/ Autonomous bodies/ Government funded Scientific/ Research/ Teaching institutes or organizations, subject to fulfillment of the following conditions: (a) (i) Holding analogues post on regular basis in the parent cadre or (ii) with five years regular service in Level 13A in the relevant field, and (b) Possessing the qualifications prescribed for direct recruitment. Absorption: For absorption, the incumbent should fulfil the eligibility criteria as laid down for direct recruitment.	Deputation (including short term contract): Employees of the Central or State Government, Universities/ Public Sector Undertakings/ Autonomous bodies/ Government funded Scientific/ Research/ Teaching institutes or organizations, subject to fulfillment of the following conditions: (a) (i) Holding analogues post on regular basis in the parent cadre or (ii) with five years regular service in Level 13 in the relevant field, and (b) Possessing the qualifications prescribed for direct recruitment. Absorption: For absorption, the incumbent should fulfil the eligibility criteria as laid down for direct recruitment.	Deputation (including short term contract): Employees of the Central or State Government, Universities/ Public Sector Undertakings/ Autonomous bodies/ Government funded Scientific/ Research/ Teaching institutes or organizations, subject to fulfillment of the following conditions: (a) (i) Holding analogues post on regular basis in the parent cadre or (ii) with four years regular service in Level 12 in the relevant field, and (b) Possessing the qualifications prescribed for direct recruitment. Absorption: For absorption, the incumbent should fulfil the eligibility criteria as laid down for direct recruitment.	Deputation (including short term contract): Employees of the Central or State Government, Universities/ Public Sector Undertakings/ Autonomous bodies/ Government funded Scientific/ Research/ Teaching institutes or organizations, subject to fulfillment of the following conditions: (a) (i) Holding analogues post on regular basis in the parent cadre or (ii) with three years regular service in Level 11 in the relevant field, and (b) Possessing the qualifications prescribed for direct recruitment. Absorption: For absorption, the incumbent should fulfil the eligibility criteria as laid down for direct recruitment.	Short term contract: The incumbent should fulfil the eligibility criteria as laid down for direct recruitment.	By Deputation (including short term contract): Officials from Central or State Government Departments/ Scientific/ Research/ Teaching Institutions/ Universities/ PSU under Central or State Governments, subject to fulfillment of the following conditions: (a) holding analogous post on regular basis in the parent cadre; OR Four year experience in Level 10 in the relevant field and (b) possessing the qualifications prescribed for direct recruits. Absorption: For absorption the incumbent should fulfil the eligibility criteria laid down for direct recruits.
14	Composition of Selection/ Confirmation/ Promotion Committee	As per the instruction of DoPT.	1. Director & Vice-Chancellor or his nominee: Chairman ; 2. Three outside experts in relevant area to be nominated by the Director	1. Director & Vice-Chancellor or his nominee: Chairman ; 2. One Nominee of the Director & Vice-Chancellor from Senior Faculty from within the Centre: Member ;	1. Director & Vice-Chancellor or his nominee: Chairman ; 2. One Nominee of the Director & Vice-Chancellor from Senior Faculty from within the Centre: Member ;	1. Director & Vice-Chancellor or his nominee: Chairman ; 2. One Nominee of the Director & Vice-Chancellor from Senior Faculty from within the Centre: Member ;	1. Director & Vice-Chancellor or his nominee: Chairman ; 2. One Nominee of the Director & Vice-Chancellor from Senior Faculty from within the Centre: Member ;	1. Director & Vice-Chancellor or his nominee: Chairman ; 2. One Senior faculty member to be nominated by the Director & Vice-Chancellor: Member ;

			<p>&Vice-Chancellor: Members</p> <p>The committee will be constituted by Director &Vice-Chancellor. He/she may include additional members depending upon the specialization of the candidate being considered, and a non-member secretary who will be an officer in Administration.</p>	<p>3. Two outside experts in relevant area to be nominated by the Director & Vice-Chancellor: Member</p> <p>The committee will be constituted by Director &Vice-Chancellor. He/she may include additional members depending upon the specialization of the candidate being considered, and a non-member secretary who will be an officer in administration.</p>	<p>3. Two outside experts in relevant area to be nominated by the Director & Vice-Chancellor: Member</p> <p>The committee will be constituted by Director &Vice-Chancellor. He/she may include additional members depending upon the specialization of the candidate being considered, and a non-member secretary who will be an officer in administration.</p>	<p>3. Two outside experts in relevant area to be nominated by the Director & Vice-Chancellor: Member</p> <p>The committee will be constituted by Director &Vice-Chancellor. He/she may include additional members depending upon the specialization of the candidate being considered, and a non-member secretary who will be an officer in administration.</p>	<p>3. Two outside experts in relevant area to be nominated by the Director & Vice-Chancellor: Member</p> <p>The committee will be constituted by Director &Vice-Chancellor. He/she may include additional members depending upon the specialization of the candidate being considered, and a non-member secretary who will be an officer in administration.</p>	<p>3. Two outside experts to be nominated by the Director &Vice-Chancellor: Member</p> <p>The committee will be constituted by Director &Vice-Chancellor. He/she may include additional members depending upon the specialization of the candidate being considered, and a non-member secretary who will be an officer in administration.</p>
15	Promotion by Selection (S) or Non Selection (NS)	Not Applicable	Selection	Selection	Selection	Selection	Not Applicable	Not Applicable
16.	Minimum years of regular service required in existing grade for promotion to next higher grade.	—	—	5 years service in Scientist V or equivalent grade pay.	5 years service in Scientist IV or equivalent grade pay.	4 years service in Scientist III or equivalent grade pay.	—	—

Posts in Technical Cadre

Schedule 7/3: Posts in Technical Cadre of National Brain Research Centre																		
S.No.		Sr. Engineer	Sr. Technical Officer	Technical Officer A	Technical Officer 'B'	Veterinarian (With NPA)	Librarian I (Originally Sanctioned as Librarian)	Assistant Engineer	Technical Officer C	Librarian II (Originally Sanctioned as Librarian)	Laboratory Technician I	Laboratory Technician II (Originally Sanctioned as Laboratory Technician I)	Laboratory Technician III (Originally Sanctioned as Laboratory Technician II)	Computer Operator I	Computer Operator II	Laboratory Assistant-I	Laboratory Assistant II (Originally Sanctioned as Laboratory Assistant)	Laboratory Attendant
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
2	Department	Technical	Technical	Technical	Technical	Technical	Technical	Technical	Technical	Technical	Technical	Technical	Technical	Technical	Technical	Technical	Technical	Technical
3	Level in 7 th CPC	12	12	11	10	10	10	10	7	7	6	5	4	5	4	3	1	1
4	Is the post a Selection post(s) or Non Selection post (NS)	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Selection	Selection	Not Applicable	Selection	Not Applicable	Non Selection	Not Applicable	Not Applicable
5	Whether the posts are exempt from the purview of reservations in SC/ST/OBC's community	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No
6	Is post exempted from consultation with UPSC before being filled	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
7	Nationality of candidates recommended for appointment	Indian	Indian	Indian	Indian	Indian	Indian	Indian	Indian	Indian	Indian	Indian	Indian	Indian	Indian	Indian	Indian	Indian
8	Method of appointment	Direct recruitment/deputation (including short term contract)/absorption.	Direct recruitment/deputation (including short term contract)/absorption.	Promotion failing which Direct recruitment/Deputation (including short term contract)/absorption.	Direct recruitment/deputation (including short term contract)/absorption.	Direct recruitment/Deputation (including short term contract)/absorption.	Promotion failing which Direct recruitment/Deputation (including short term contract)/absorption.	Direct recruitment/Deputation (including short term contract)/absorption.	Direct recruitment/Deputation (including short term contract)/absorption.	Direct recruitment/Deputation (including short term contract)/absorption.	Promotion failing which Direct recruitment/Deputation (including short term contract)/absorption.	Promotion failing which Direct recruitment/Deputation (including short term contract)/absorption.	Direct recruitment	Promotion failing which Direct recruitment	Direct recruitment.	Promotion failing which Direct recruitment/Deputation (including short term contract)/absorption.	Direct recruitment.	Direct recruitment.
9	Percentage of each method of appointment	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	To be decided by appointing authority.	To be decided by appointing authority.	Not Applicable	To be decided by appointing authority.	Not Applicable	To be decided by appointing authority.	Not Applicable	Not Applicable
10	Is the post included for promotion under MACPS	As per the Merit and Normal Assessment Scheme (MANAS)* (see para 16.(iii) of NBRC Recruitment Rules 2018 (Annexure-7)).																

Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	3 50 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/orders of the Central Govt.)	4 50 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/orders of the Central Govt.)	5 40 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/orders of the Central Govt.)	6 35 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/orders of the Central Govt.)	7 35 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/orders of the Central Govt.)	8 35 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/orders of the Central Govt.)	9 35 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/orders of the Central Govt.)	10 30 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/orders of the Central Govt.)	11 30 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/orders of the Central Govt.)	12 30 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/orders of the Central Govt.)	13 30 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/orders of the Central Govt.)	14 25 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/orders of the Central Govt.)	15 25 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/orders of the Central Govt.)	16 25 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/orders of the Central Govt.)	17 25 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/orders of the Central Govt.)	18 25 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/orders of the Central Govt.)	19 25 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/orders of the Central Govt.)
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Educational Qualification and Experience	<p>Essential: M.Tech/ M.E. or equivalent degree in engineering from a recognized University/ Institute with eight years supervisory experience in the relevant field preferably in a Central/ State Government Department, university/ deemed university or educational/ scientific/ research institution, PSU/ autonomous body under Central/ State Government; OR Bachelors Degree in Engineering/ Technology or AMIE or equivalent degree in engineering from a recognized University/ Institute with ten years' supervisory experience in the relevant field preferably in a Central/ State Government Department, university/ deemed university or educational/ scientific/ research institution, PSU/ autonomous body under Central or State Government. Desirable: Knowledge of Govt. rules and regulations and working on computers.</p>	<p>Essential: (i) Ph.D. in science with 5 years experience in relevant field OR i) Master's Degree (First Class) in Science/ B. Tech or equivalent degree in Engineering from a recognized University/ Institution ii) with 10 years of experience in relevant field Desirable: Will be as per requirements for the specific position and needs of the Centre</p>	<p>Essential: (i) Ph.D. in science with 3 years experience in relevant field OR i) Master's Degree (First Class) in Science/ B. Tech or equivalent degree in Engineering from a recognized University/ Institution ii) with 8 years of experience in relevant field Desirable: Will be as per requirements for the specific position and needs of the Centre</p>	<p>Essential: (i) Ph.D. in science OR Master's Degree (First Class) in Science/ B. Tech or equivalent degree in Engineering/ B.V.Sc. from a recognized University/ Institute with 5 years of experience in relevant field Desirable: Will be as per requirements for the specific position and needs of the Centre</p>	<p>Essential: M.V.Sc or equivalent degree from a recognized University/ Institute with 2 years experience. Desirable: Experience in administration of a modern animal house with small animals and primates. Demonstrated Experience in maintaining inbred and transgenic mouse lines under pathogen free conditions would be an advantage.</p>	<p>Essential: Master degree in Library Science (55% minimum marks) OR Master Degree (55% minimum marks) in any subject with Graduation in Library Science from a recognized University/ Institute with 8 years experience in the relevant field with experience in digital library management. Desirable: Knowledge of Scientific terms and working experience in scientific organization.</p>	<p>Essential: B.Tech./ B.E. or equivalent degree in relevant branch of Engineering/ A.M.I.E. from a recognized University/ Institute with five years experience in relevant field; OR Three years Diploma in Engineering in relevant branch from a recognized Institute with eight years experience in the relevant field.</p>	<p>Essential: (i) Master's Degree in Science (First Class)/ B. Tech or equivalent degree in Engineering/B.V.Sc. from a recognized University/ Institute with 3 years of experience in relevant field Desirable: Will be as per requirements for the specific position and needs of the Centre</p>	<p>Essential: Masters in Library Science or Bachelor in Library Science with Masters degree in any subject with 3 years relevant experience preferably in a Scientific/ Teaching/ Research Institute / University/ Autonomous Body/ PSU under Central/ State Government. Desirable: Experience in computer/ digital library and knowledge of Scientific terminology.</p>	<p>Essential: M V Sc/M. Sc (First Class)/ M. Tech./ M.E. or equivalent with 1 years experience; OR Bachelors degree in Veterinary. Sc./ Science/ Engineering in the relevant area with 3 years experience; Desirable: Experience in R&D/ Instrumentation/ facility maintenance relevant to the NBRC.</p>	<p>Essential: Bachelors degree in Science/ Engineering/ Technology with three years experience in the relevant field; OR S.S.S.C. with three years diploma in Engineering/ Technology with three years experience in relevant field. Desirable: Work experience in laboratory involved in Biological Research and proven ability to work with laboratory animals and cell culture, operation of high tech biological equipment.</p>	<p>Essential: SSC (Science) with 5 years experience in R&D laboratory OR SSSC (Science) with 3 years diploma in engineering / technology with 2 years experience in R&D laboratory OR With B.Sc. with two years experience in R&D laboratory. Desirable: Work experience in laboratory involved in Neurobiology Research.</p>	<p>Essential: Graduate in Computer Science/ Computer application / Information Technology/ Electronics ; OR Graduate in Science with one-year government recognized diploma in computer science/ computer application / information technology ; and 2) One year relevant experience after acquiring minimum qualification. Desirable: Will be as per requirements for the specific position and needs of the Centre</p>	<p>Essential: Graduate in Computer Science/ Computer application / Information Technology/ Electronics from a recognized University; OR Graduate in Science with one-year government recognized diploma in computer science/ computer application / information technology Desirable: Will be as per requirements for the specific position and needs of the Centre</p>	<p>Essential: Matric with Science plus two years Diploma in Medical Lab Technology course and three years' experience in R&D laboratory; OR B Sc with one year experience in R&D laboratory; OR Three years Diploma in Engg./ Technology with one years' experience in R&D laboratory.</p>	<p>Essential: Matric with Science plus two years Diploma in Medical Lab Technology course</p>
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<p>Experience for Deputation</p>	<p>3 <u>Deputation (including short term contract):</u> Officials from Central/ State Government Departments, Scientific/ Research/ Teaching Institutions/ Universities/ Autonomous Bodies under Central/ State Governments, subject to fulfilment of the following conditions: (a) holding analogous post on regular basis in the parent cadre; OR (b) with ten years regular service in case of incumbent holding Masters degree and 12 years experience holding Bachelors degree, in responsible capacity; with either five years experience in Level 11 or ten years experience in Level 10 or eight years experience in Level 11 and Level 10 put together out of which two years experience should be in Level 11 and (c) Possessing the qualifications prescribed for direct recruits. By</p>	<p>4 <u>Deputation (including short term contract):</u> Officials from Central/ State Government Departments, Scientific/ Research/ Teaching Institutions/ Universities/ Autonomous Bodies under Central/ State Governments, subject to fulfilment of the following conditions: (a) holding analogous post on regular basis in the parent cadre; OR (b) with ten years regular service in responsible capacity in case of incumbent holding Masters degree and 12 years regular service holding Bachelors degree out of which at least five years experience should be in the Level 11 or ten years experience in Level 10 or eight years experience in Level 11 and Level 10 put</p>	<p>5 <u>Deputation (including short term contract):</u> Employees from Central/ State Government Departments, Scientific/ Research/ Teaching Institutions/ Universities/ Autonomous Bodies under Central/ State Governments, subject to fulfilment of the following conditions: (a) holding analogous post on regular basis in the parent cadre; OR (b) with three years of regular service in Level 10; and (c) Possessing the qualification s prescribed for direct recruits. By absorption: For absorption, the incumbent should fulfil the eligibility criteria laid down for direct recruits.</p>	<p>6 <u>Deputation (including short term contract):</u> Employees from Central/ State Government Departments, Scientific/ Research/ Teaching Institutions/ Universities/ Autonomous Bodies under Central/ State Governments, subject to fulfilment of the following conditions: (a) holding analogous post on regular basis in the parent cadre; OR (b) with three years of regular service in Level 9; and (c) Possessing the qualifications prescribed for direct recruits. By absorption: For absorption, the incumbent should fulfil the eligibility criteria laid down for direct recruits.</p>	<p>7 <u>Deputation (including short term contract):</u> Employees from Central/ State Government Departments, Scientific/ Research/ Teaching Institutions/ Universities/ Autonomous Bodies under Central/ State Governments, subject to fulfilment of the following conditions: (a) holding analogous post on regular basis in the parent cadre; OR (b) with three years of regular service in Level 9; and (c) Possessing the qualifications prescribed for direct recruits. By absorption: For absorption, the incumbent should fulfil the eligibility criteria laid down for direct recruits.</p>	<p>8 <u>Deputation (including short term contract):</u> Employees from Central/ State Government Departments, Scientific/ Research/ Teaching Institutions/ Universities/ Autonomous Bodies under Central/ State Governments, subject to fulfilment of the following conditions: (a) holding analogous post on regular basis in the parent cadre; OR (b) with three years of regular service in Level 9; and (c) Possessing the qualifications prescribed for direct recruits. By absorption: For absorption, the incumbent should fulfil the eligibility criteria laid down for direct recruits.</p>	<p>9 <u>Deputation (including short term contract):</u> Employees from Central/ State Government Departments, Scientific/ Research/ Teaching Institutions/ Universities/ Autonomous Bodies under Central/ State Governments, subject to fulfilment of the following conditions: (a) holding analogous post on regular basis in the parent cadre; OR (b) with three years of regular service in level 9; and (c) Possessing the qualification s prescribed for direct recruits. By absorption: For absorption the incumbent should fulfil the eligibility criteria laid down for direct recruits.</p>	<p>10 <u>Deputation (including short term contract):</u> Employees from Central/ State Government Departments, Scientific/ Research/ Teaching Institutions/ Universities/ Autonomous Bodies/ PSUs under Central/ State Governments, subject to fulfilment of the following conditions: (a) holding analogous post on regular basis in the parent cadre; OR (b) with three years of regular service in level 6 or eight years in the Level 5; and (c) Possessing the qualification s prescribed for direct recruits. By absorption: For absorption the incumbent should fulfil the eligibility criteria laid</p>	<p>11 <u>Deputation (including short term contract):</u> Employees from Central/ State Government Departments, Scientific/ Research/ Teaching Institutions/ Universities/ Autonomous Bodies/ PSUs under Central/ State Governments, subject to fulfilment of the following conditions: (a) holding analogous post on regular basis in the parent cadre; OR (b) with three years of regular service in Level 5; and (c) Possessing the qualification s prescribed for direct recruits. By absorption: For absorption the incumbent should fulfil the eligibility criteria laid</p>	<p>12 <u>Deputation (including short term contract):</u> Employees from Central/ State Government Departments, Scientific/ Research/ Teaching Institutions/ Universities/ Autonomous Bodies/ PSUs under Central/ State Governments, subject to fulfilment of the following conditions: (a) holding analogous post on regular basis in the parent cadre; OR (b) with five years of regular service in Level 5; and (c) Possessing the qualifications prescribed for direct recruits. By absorption: For absorption the incumbent should fulfil the eligibility criteria laid down for direct recruits.</p>	<p>13 <u>Deputation (including short term contract):</u> Employees from Central/ State Government Departments, Scientific/ Research/ Teaching Institutions/ Universities/ Autonomous Bodies/ PSUs under Central/ State Governments, subject to fulfilment of the following conditions: (a) holding analogous post on regular basis in the parent cadre; OR (b) with three years of regular service in Level 4; and (c) Possessing the qualification s prescribed for direct recruits. By absorption: For absorption the incumbent should fulfil the eligibility criteria laid down for direct recruits.</p>	<p>14 Not Applicable</p>	<p>15 <u>Promotion:</u> Minimum Qualification as prescribed for Direct Recruitment and a minimum of 5 Years experience at Level 4.</p>	<p>16 Not Applicable</p>	<p>17 Not Applicable Promotion: Minimum Qualification as prescribed for Direct Recruitment and a minimum of 5 years experience at Level 1 (The feeder cadre would be Laboratory Assistant II)</p>	<p>18 Not Applicable</p>	<p>19 Not Applicable</p>
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absorption:
For absorption, the incumbent should fulfil the eligibility criteria laid down for direct recruits.

together out of which two years regular service should be in Level 11, and (c) Possessing the qualifications prescribed for direct recruits.

By absorption:
For absorption the incumbent should fulfil the eligibility criteria laid down for direct recruits.

down for direct recruits.



	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
Composition of Confirmation/Promotion Committee	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Senior faculty member to be nominated by the Director & Vice-Chancellor: Member 3. Two outside experts to be nominated by the Director & Vice-Chancellor: Member 4. Officer from Administration: Member-Secretary.	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Senior faculty member to be nominated by the Director & Vice-Chancellor: Member 3. Two outside experts to be nominated by the Director & Vice-Chancellor: Member 4. Officer from Administration: Member-Secretary.	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Nominee of the Director & Vice-Chancellor from Senior Faculty: Member 3. Two outside experts to be nominated by the Director & Vice-Chancellor: Member 4. Officer from Administration: Member-Secretary.	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Senior faculty member to be nominated by the Director & Vice-Chancellor: Member 3. Two outside experts to be nominated by the Director & Vice-Chancellor: Member 4. Officer from Administration: Member-Secretary.	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Senior faculty member to be nominated by the Director & Vice-Chancellor: Member 3. Two outside experts to be nominated by the Director & Vice-Chancellor: Member 4. Officer from Administration: Member-Secretary.	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Senior faculty member to be nominated by the Director & Vice-Chancellor: Member 3. Two outside experts to be nominated by the Director & Vice-Chancellor: Member 4. Chief Administrative Officer: Member-Secretary.	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Senior faculty member to be nominated by the Director & Vice-Chancellor: Member 3. Two outside experts to be nominated by the Director & Vice-Chancellor: Member 4. Officer from Administration: Member-Secretary.	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Senior faculty member to be nominated by the Director & Vice-Chancellor: Member 3. Two outside experts to be nominated by the Director & Vice-Chancellor: Member 4. Chief Administrative Officer: Member-Secretary.	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Senior faculty member to be nominated by the Director & Vice-Chancellor: Member 3. Two outside experts to be nominated by the Director & Vice-Chancellor: Member 4. Chief Administrative Officer: Member-Secretary.	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Senior faculty member to be nominated by the Director & Vice-Chancellor: Member 3. Two outside experts to be nominated by the Director & Vice-Chancellor: Member 4. Chief Administrative Officer: Member-Secretary.	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Senior faculty member to be nominated by the Director & Vice-Chancellor: Member 3. One outside expert to be nominated by the Director & Vice-Chancellor: Member 4. Chief Administrative Officer: Member-Secretary.	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Senior faculty member to be nominated by the Director & Vice-Chancellor: Member 3. One outside expert to be nominated by the Director & Vice-Chancellor: Member 4. Chief Administrative Officer: Member-Secretary.	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Senior faculty member to be nominated by the Director & Vice-Chancellor: Member 3. One outside expert to be nominated by the Director & Vice-Chancellor: Member 4. Chief Administrative Officer: Member-Secretary.	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Senior faculty member to be nominated by the Director & Vice-Chancellor: Member 3. One outside expert to be nominated by the Director & Vice-Chancellor: Member 4. Chief Administrative Officer: Member-Secretary.	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Senior faculty member to be nominated by the Director & Vice-Chancellor: Member 3. One outside expert to be nominated by the Director & Vice-Chancellor: Member 4. Chief Administrative Officer: Member-Secretary.	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Senior faculty member to be nominated by the Director & Vice-Chancellor: Member 3. One outside expert to be nominated by the Director & Vice-Chancellor: Member 4. Chief Administrative Officer: Member-Secretary.	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Senior faculty member to be nominated by the Director & Vice-Chancellor: Member 3. One outside expert to be nominated by the Director & Vice-Chancellor: Member 4. Chief Administrative Officer: Member-Secretary.	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Senior faculty member to be nominated by the Director & Vice-Chancellor: Member 3. One outside expert to be nominated by the Director & Vice-Chancellor: Member 4. Chief Administrative Officer: Member-Secretary.
15	Promotion by Selection (S) or Non Selection (NS)	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Selection	Selection	Not Applicable	Selection	Not Applicable	Not Applicable	Not Applicable	Not Applicable
16	Minimum yrs of regular service required in existing grade for promotion to next higher grade	As per the Merit and Normal Assessment Scheme (MANAS)* (see para 16.(iii) of NBRC Recruitment Rules 2018 (Annexure-7)).																
17	Relaxation Clause	In case of candidates found otherwise suitable for the posts in the Pay Level 5 and below, the prescribed eligibility criteria may be relaxed with the approval of Chairman Governing Body.																

Posts in Administrative Cadre

Schedule 7/4: Posts in Administrative Cadre of National Brain Research Centre											
S.No.		Chief Administrative Officer (Senior Manager)	Registrar	Finance & Accounts Officer	Administrative Officer	Administrative Officer (Academics)	Deputy Finance Officer	PS to Director	Stores & Purchase Officer	Office Assistant	Driver
1	2	3	4	5	6	7	8	9	10	11	12
2	Department	Administration	Administration	Administration	Administration	Administration	Administration	Administration	Administration	Administration	Administration
3	Level in 7 th CPC	13	13	11	10	10	10	7	7	4	2
4	Is the post a Selection post(s) or Non Selection post (NS)	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
5	Whether the posts are exempt from the purview of reservations in SC/ST/OBC's community	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
6	Is post exempted from consultation with UPSC before being filled	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
7	Nationality of candidates recommended for appointment	Indian	Indian	Indian	Indian	Indian	Indian	Indian	Indian	Indian	Indian
8	Method of appointment	Promotion failing which Direct recruitment/ Deputation (including short term contract)/ absorption	By direct recruitment/deputation (including short term contract)/ absorption.	Promotion failing which Direct recruitment/ Deputation (including short term contract)/ absorption	By direct recruitment/deputation (including short term contract)/ absorption.	By direct recruitment/ Deputation (including short term contract)/ absorption.	By direct recruitment/ Deputation (including short term contract)/ absorption.	By direct recruitment/ Deputation (including short term contract)/ absorption.	By direct recruitment/ Deputation (including short term contract)/ absorption.	By direct recruitment	By direct recruitment.
9	Percentage of each method of appointment	To be decided by the appointing authority	To be decided by the appointing authority	To be decided by the appointing authority	To be decided by the appointing authority	To be decided by the appointing authority	To be decided by the appointing authority	To be decided by the appointing authority	To be decided by the appointing authority	Not Applicable	Not Applicable
10	Is the post included for promotion under MACPS	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
11	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	Not exceeding 55 years. (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/ orders of the Central Govt.)	Not exceeding 55 years. (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/ orders of the Central Govt.)	Not exceeding 40 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/ orders of the Central Govt.)	Not exceeding 35 years. (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/ orders of the Central Govt.)	Not exceeding 35 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/ orders of the Central Govt.)	Not exceeding 35 years. (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/ orders of the Central Govt.)	Not exceeding 30 years. (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/ orders of the Central Govt.)	Not exceeding 30 years. (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/ orders of the Central Govt.)	Not exceeding 30 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/ orders of the Central Govt.)	30 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/ orders of the Central Govt.)

Posts in Administrative Cadre

	3	4	5	6	7	8	9	10	11	12
Educational Qualification and Experience	<p>Essential: (i) Masters degree in any discipline or Two years P G Diploma in Personnel Management/ H.R. from recognized University/ Institute. (ii) Minimum twelve years managerial experience such as Administration, Establishment, Finance, Store Purchase, Estate Management in responsible capacity preferably in Scientific/ Research/ Institute/ Teaching University/ PSU/ Autonomous Body under Central or State Governments.</p> <p>Desirable: Knowledge of Govt. rules/ regulations, Modern Management practices, proficiency in the use of computers/ Management Information systems.</p>	<p>Essential: (i) Masters degree in any discipline or Two years P G Diploma in Personnel Management/ H.R. from any recognized University/ Institute. (ii) Minimum twelve years experience in managing activities such as administration, finance, admissions, examination, evaluation etc. in managerial capacity preferably in Scientific/ Research/ Training Institute/ University/ Autonomous Body under Central or State Governments.</p> <p>OR</p> <p>(i) Candidates with a PhD degree, with 7 years of post-PhD experience and actively involved in research and/or teaching in higher education/Scientific Institutions, and having experience in guiding students/project management etc.</p> <p>Desirable: Knowledge of rules/ regulations relating to academic activities, modern management practices, proficiency in the use of computers.</p>	<p>Essential: (i) CA/ ICWA/M.Com/ SAS; (ii) (a) for CA/ ICWA six years managerial experience in the relevant field out of which minimum three years experience in responsible capacity preferably in a Central or State Govt. department, PSU, scientific/ research organization/Institution/ university/ autonomous body under Central or State Government. (ii) (b) for M.Com/ SAS ten years managerial experience in the relevant field out of which minimum five years experience in responsible capacity preferably in a Central or State Govt. department, PSU, scientific/ research organization/Institution/ university/ autonomous body under Central or State Government.</p> <p>Desirable: Knowledge of Govt. rules/ regulations and proficiency in the use of computers.</p>	<p>Essential: (i) Graduate in any discipline with Post Graduate Diploma in Personnel Management or H.R. from a recognized University/ Institute; (ii) Five years supervisory experience in the relevant field of administration, establishment and estate management preferably in a Central or State Government department/ office, PSU, autonomous organization, University, Scientific/Research Institution under Central or State Government.</p> <p>Desirable: Knowledge of Govt. rules and regulations, proficiency in the use of computers/ management information system.</p>	<p>Essential: (i) Graduate in any discipline with Post Graduate Diploma in Personnel Management or H.R. from a recognized University/ Institute; (ii) Five years supervisory experience in the relevant field preferably in a university or educational/ scientific/ research institution under Central or State Government.</p> <p>Desirable: Knowledge of Govt. rules and regulations, proficiency in the use of computers/ management information system.</p>	<p>Essential: (i) C.A./ I.C.W.A./ S.A.S./ M.Com. from a recognized University/ Institute; (ii)(a) For CA/ICWA two years supervisory experience in the relevant field preferably in a Central or State Govt. department, scientific/ research organization/ Institution/ university/ PSU/ autonomous body under Central or State Government. (ii) (b) For SAS? M.Com. five years supervisory experience in the relevant field preferably in a Central or State Govt. department, scientific/ research organization/ Institution/ university/ PSU/ autonomous body under Central or State Government.</p> <p>Desirable: Knowledge of Govt. rules and regulations and proficiency in the use of computers</p>	<p>Essential: (i) Graduate with proficiency in shorthand (120 wpm) and typing 50(wpm). Candidates should be proficient in use of word processor and spread sheet software, conversant with secretarial practice or passed stenographers examination conducted by staff selection commission or any other institution recognized for the purpose; (ii) Five years experience in the relevant field preferably in a Central or State Government Department, university/ or educational/ scientific/ research institution, PSU/ autonomous body under Central or State Government.</p> <p>Desirable: Knowledge of Govt. rules and regulations, computer applications / information management system.</p>	<p>Essential: (i) Graduate from a recognized University/ Institution. (ii) Three years experience in the relevant field of procurement, maintenance and disposal of stores, preferably in a university/ or educational/ scientific/ research institution, PSU/ autonomous body under Central or State Government.</p> <p>Desirable: Knowledge of Govt. rules and regulations, computer processor operations, maintenance of files, processing of cases, drafting, service/ other rules and regulations applicable in Central government offices/ Govt. of India bodies/ autonomous institutions. Other desirable qualifications will be as per requirements of the Centre for the specific post advertised.</p>	<p>Essential: (i) Graduate from a recognized Education Board. (ii) Should possess valid commercial driving license for light and heavy vehicles issued by Competent Authority. (iii) Experience of driving a motor car/jeep for at least three years.</p> <p>Desirable: Knowledge of motor mechanism (should be able to remove minor defects in vehicles).</p>	

Posts in Administrative Cadre

	3	4	5	6	7	8	9	10	11	12
Experience for Deputation	<p>By Deputation (including short term contract): Officials from Scientific/ Research/ Teaching Institutions/ Universities/ PSUs/ Autonomous Bodies under Central or State Governments, subject to fulfilment of the following conditions:</p> <p>1. (a) holding analogous post on regular basis in the parent cadre;</p> <p>OR</p> <p>(b) having minimum experience of 12 years in relevant field of Administration, Establishment, Store Purchase, Estate Management in a responsible capacity out of which</p> <p>(i) five years experience in related field at level 12, or</p> <p>(ii) eight years experience in related field at level 12 and level 11 put together out of which two years experience should be at level 12 or</p> <p>(iii) ten years service in related field at level 11 or equivalent.</p> <p>(c) Possessing the qualifications prescribed for direct recruits.</p> <p>By absorption: For absorption the incumbent should fulfil the eligibility criteria laid down for direct recruits.</p>	<p>By Deputation (including short term contract): Officials from Scientific/ Research/ Teaching Institutions/ Universities/ Autonomous Bodies under Central or State Governments, subject to fulfilment of the following conditions:</p> <p>1. (a) holding analogous post on regular basis in the parent cadre;</p> <p>OR</p> <p>(b) having minimum experience of 12 years of managing academic and students related activities such as admissions, examinations, evaluations, etc., in responsible capacity; out of which</p> <p>(i) five years experience in related field at level 12 or</p> <p>(ii) eight years experience in related field at level 12 and level 11 put together out of which two years experience should be at level 12 or</p> <p>(iii) ten years service in related field at level 11 or equivalent.</p> <p>(c) Possessing the qualifications prescribed for direct recruits.</p> <p>By absorption: For absorption the incumbent should fulfil the eligibility criteria laid down for direct recruits.</p>	<p>By Deputation (including short term contract): Officials from Scientific/ Research/ Teaching Institutions/ Universities/ PSUs/ Autonomous Bodies under Central/ State Governments, subject to fulfilment of the following conditions:</p> <p>1. (a) holding analogous post on regular basis in the parent cadre;</p> <p>OR</p> <p>(b) having minimum experience of ten years in the relevant field of accounts in Central/ State Government Department, PSU, Scientific/ Research/ Teaching Institute/ University/ Autonomous Body under Central/ State Governments; out of which</p> <p>(i) five years experience in related field at level 10, or</p> <p>(ii) eight years experience in related field at level 10 and level 8 or 7 put together out of which two years experience should be at level 10;</p> <p>(c) Possessing the qualifications prescribed for direct recruits.</p> <p>By absorption: For absorption the incumbent should fulfil the eligibility criteria laid down for direct recruits.</p>	<p>By Deputation (including short term contract): Officials from Scientific/ Research/ Teaching Institutions/ Universities/ PSUs/ Autonomous Bodies under Central/ State Governments, subject to fulfilment of the following conditions:</p> <p>1. (a) holding analogous post on regular basis in the parent cadre;</p> <p>OR</p> <p>(b) with three years regular service related field at level 8 or five years service at level 7;</p> <p>(c) Possessing the qualifications prescribed for direct recruits.</p> <p>By absorption: For absorption the incumbent should fulfil the eligibility criteria laid down for direct recruits.</p>	<p>By Deputation (including short term contract): Officials from Scientific/ Research/ Teaching Institutions/ Universities/ Autonomous Bodies under Central or State Governments, subject to fulfilment of the following conditions:</p> <p>1. (a) holding analogous post on regular basis in the parent cadre;</p> <p>OR</p> <p>(b) with three years regular service related field at level 7;</p> <p>(c) Possessing the qualifications prescribed for direct recruits.</p> <p>By absorption: For absorption the incumbent should fulfil the eligibility criteria laid down for direct recruits.</p>	<p>By Deputation (including short term contract): Officials from Scientific/ Research/ Teaching Institutions/ Universities/ Autonomous Bodies/ PSUs under Central or State Governments, subject to fulfilment of the following conditions:</p> <p>1. (a) holding analogous post on regular basis in the parent cadre;</p> <p>OR</p> <p>(b) with three years regular service related field at level 8 or five years service at level 7;</p> <p>(c) Possessing the qualifications prescribed for direct recruits.</p> <p>By absorption: For absorption the incumbent should fulfil the eligibility criteria laid down for direct recruits.</p>	<p>By Deputation (including short term contract): Officials from Central/ State Government Departments, Scientific/ Research/ Teaching Institutions/ Universities/ Autonomous Bodies/ PSUs under Central or State Governments, subject to fulfilment of the following conditions:</p> <p>1. (a) holding analogous post on regular basis in the parent cadre;</p> <p>OR</p> <p>(b) with three years regular service in related field at level 6 or six years service at level 5 or eight years at level 4 and</p> <p>2. Possessing the qualifications prescribed for direct recruits.</p> <p>By absorption: For absorption the incumbent should fulfil the eligibility criteria laid down for direct recruits.</p>	<p>By Deputation (including short term contract): Officials from Central/ State Government Departments, Scientific/ Research/ Teaching Institutions/ Universities/ Autonomous Bodies/ PSUs under Central or State Governments, subject to fulfilment of the following conditions:</p> <p>1. (a) holding analogous post on regular basis in the parent cadre;</p> <p>OR</p> <p>(b) with three years regular service in related field at level 6 or six years service at level 5 or eight years at level 4; and</p> <p>2. Possessing the qualifications prescribed for direct recruits.</p> <p>By absorption: For absorption the incumbent should fulfil the eligibility criteria laid down for direct recruits.</p>	Not Applicable	Not Applicable

Posts in Administrative Cadre

1	2	3	4	5	6	7	8	9	10	11	12
14	Composition of Selection/ Confirmation/ Promotion Committee	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Nominee of the Director & Vice-Chancellor from senior faculty: Member 3. Two outside experts to be nominated by the Director & Vice-Chancellor: Member 4. Chief Administrative Officer: or An Officer of AdministrationNon-Member Secretary	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Nominee of the Director & Vice-Chancellor from Senior Faculty: Member 3. Two outside experts to be nominated by the Director & Vice-Chancellor: Member 4. Chief Administrative Officer: or An Officer of AdministrationNon-Member Secretary	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Nominee of the Director & Vice-Chancellor from Senior Faculty: Member 3. Two outside experts to be nominated by the Director & Vice-Chancellor: Member 4. Chief Administrative Officer: or An Officer of AdministrationMember-Secretary	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Nominee of the Director & Vice-Chancellor from Senior Faculty: Member 3. Two outside experts to be nominated by the Director & Vice-Chancellor: Member 4. Chief Administrative Officer: or An Officer of AdministrationMember-Secretary	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Nominee of the Director & Vice-Chancellor from Senior Faculty: Member 3. Two outside experts to be nominated by the Director & Vice-Chancellor: Member 4. Chief Administrative Officer: or An Officer of AdministrationMember-Secretary	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Nominee of the Director & Vice-Chancellor from Senior Faculty: Member 3. Two outside experts to be nominated by the Director & Vice-Chancellor: Member 4. Chief Administrative Officer: or An Officer of AdministrationMember-Secretary	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Nominee of the Director & Vice-Chancellor from Senior Faculty: Member 3. Two outside expert to be nominated by the Director & Vice-Chancellor: Member 4. Chief Administrative Officer: or An Officer of AdministrationMember-Secretary.	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Nominee of the Director & Vice-Chancellor from Senior Faculty: Member 3. Two outside expert to be nominated by the Director & Vice-Chancellor: Member 4. Chief Administrative Officer: or An Officer of AdministrationMember-Secretary.	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Nominee of the Director & Vice-Chancellor from Senior Faculty: Member 3. One outside expert to be nominated by the Director & Vice-Chancellor: Member 4. Chief Administrative Officer: or An Officer of AdministrationMember-Secretary.	1. Director & Vice-Chancellor or his nominee: Chairman 2. One Nominee of the Director & Vice-Chancellor from Senior Faculty: Member 3. One outside expert to be nominated by the Director & Vice-Chancellor: Member 4. Chief Administrative Officer: Member 5. Administrative Officer(Admn.): Non Member-Secretary.
15	Promotion by Selection (S) or Non Selection (NS)	Promotion by selection out of eligible officer in Level 12,DPC to be framed by Director.	Not Applicable	Promotion by selection out of eligible officer in Level 10,DPC-to be framed by Director.	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
16	Relaxation Clause	In case of candidates found otherwise suitable for the posts in the Pay Level 5 and below, the prescribed eligibility criteria may be relaxed with the approval of Chairman Governing Body.									