

I P I R T I

RECRUITMENT AND PROMOTION RULES IN RESPECT OF GROUP A SCIENTIFIC STAFF

In exercise of the powers vested in it , the Board of Governors of IPIRTI makes the following rules in supersession of all the rules in so far as they relate to the Scientific Group A Posts in the Indian Plywood Industries Research and Training Institute(herein after called IPIRTI) , except as respect to things done or omitted to be done before, such supersession, related to the method of recruitment / promotion to of Group A Scientific Staff.

1. Short Titles

- (i) These rules may be called IPIRTI Recruitment & Promotion Rules – Group A Scientific Staff.
- (ii) These shall come into force with effect from the 01.01.1999.

2. Definitions

- (i) 'Institute' means IPIRTI and its Field Stations.
- (ii) 'BOG' means Board of Governors, the body constituted under Rule 16 of the Memorandum of Association of IPIRTI as Board of Governors of the Institute.
- (iii) 'Chairman' means the Chairman of the Board of Governors of the Institute.
- (iv) 'Director' means the person appointed as Director, IPIRTI.
- (v) 'Society' means the IPIRTI Society, a society registered under the Karnataka Societies Registration Act 1960.
- (vi) 'FCS' means Flexible Complementing Scheme of Govt. of India for Scientists.

3. Categories of Society's employees to whom these rules apply

- (i) Save as otherwise provided by or under these rules, these rules shall apply to persons appointed to the service of the Institute as Group A Scientists and whose pay is debitable to the funds of the Society.
- (ii) These rules shall not apply to
 - (a) Persons not in whole time employment.
 - (b) Persons paid out of contingency.
 - (c) Persons paid otherwise than on a monthly basis including those paid in piece rate basis.
 - (d) Re-employed employees of the Society.

- (e) Such other categories of persons as may be specifically excluded either wholly or in part by the Board of Governors.
- (f) Persons whose services are obtained on deputation or contract basis / Foreign Service terms and conditions.

4. Designation and Pay Scales of the Scientific Posts

The designations and pay scales of all the scientific Group A Posts in IPIRTI shall be as follows.

Scientist B	Rs. 8000 – 275 – 13500
Scientist C	Rs. 10000 – 325 – 15200
Scientist D	Rs. 12000 – 375 – 16500
Scientist E	Rs. 14300 – 400 – 18300
Scientist F	Rs. 16400 – 450 – 20000
Scientist G	Rs. 18400 – 500 – 22400

5. Recruitment Norms

- 5.1 Recruitment to Scientist B post shall be Direct through advertisement in News Papers on All India basis or by such appropriate method as the Director deems fit or by promotion as prescribed in Rule 6 of these Rules. All other posts i.e., Scientist C to Scientist G shall normally be filled in by Promotion through the Flexible Complementing Scheme . However, Director shall have discretionary powers to fill up vacancy caused by superannuation, resignation etc., at the same level or at any lower level as may be decided by him. For such vacancies, Director shall decide the mode of recruitment, i.e., Direct Recruitment / Deputation / Transfer / Contract upto the level of Scientist D (Scale of Pay: Rs. 12000 – 16500). For the posts of Scientist D, E, F and G , mode of recruitment shall be decided by the Chairman based on the recommendations of the Director.
- 5.2 Qualifications and experience for Direct Recruitment of Scientists are given in Annexure I.
- 5.3 Age limit for Scientist B post shall be 30 years. In case of experienced candidates working in similar R & D Institutions, SC, ST and OBC age is relaxable in accordance with the orders issued by Government of India. The crucial date for determining the age limit shall be the closing date for the receipt of applications.

6. Induction

- 6.1 25 per cent of vacancies at Scientist B level shall be filled by Promotion from amongst the Technical Officers possessing Masters Degree in Natural Science (including computer science excluding sociology, library science, documentation and museology) or

Bachelors Degree in Engineering and having at least 3 years regular service as Technical Officer in IPIRTI subject to the recommendation of the Departmental Recruitment / Assessment Committee.

- 6.2 Persons holding scientific posts on a regular basis in IPIRTI on the date of commencement of these rules, shall be deemed to have been appointed under these rules to such post from the date of their appointment to the post they are holding on regular basis. All scientists so inducted shall continue to carry the scales of pay they are eligible on the date of commencement of these rules and shall be eligible for review to the next higher grades, as per rules, after completing the required residential period as given in Rule 7 below, satisfactorily in their respective grades.

7. Recruitment and Assessment

- 7.1 Assessment Promotion to scientists is through the Flexible Complementing Scheme of GOI for Scientists. All Scientists will be first screened on the basis of gradings in the Annual Confidential Reports (ACR's) for consideration for promotion. The ACR's shall be assessed on a 10 point scale giving 10 marks for 'Outstanding' , 8 marks for 'Very good' , 6 marks for 'Good' , 4 marks for 'Average' and 0 marks for 'Poor'. Only those scientists who satisfy the minimum residency period linked to their performance as indicated in the Table below be screened in.

	Number of years in the grade					
	3	4	5	6	7	8
	Minimum percentage for eligibility					
Scientist B to Scientist C	85	80	70	65	60	--
Scientist C to Scientist D	--	85	80	75	70	60
Scientist D to Scientist E	--	85	80	75	70	60
Scientist E to Scientist F	--	--	85	80	75	70
Scientist F to Scientist G	--	--	85	80	75	70

Exceptionally meritorious Scientists with all Outstanding gradings may be granted relaxation in the residency period, the relaxation being not more than one year on any single occasion. Such a relaxation will be limited to a maximum of two occasions in the entire career of any scientist.

The Screening Committee shall be as follows.

A. For Scientist B, C and D Posts.

- i) Joint Director, IPIRTI – Chairman
- ii) Nominee of the Director, IWST, Bangalore.
(At least two levels above the grade for which selection is being made)
- iii) Scientist nominated by Director, IPIRTI.
-- Member Secretary

B. For Scientist E, F and G Posts.

- i) Director, IPIRTI - Chairman
- ii) Director, IWST
- iii) Joint Director, IPIRTI -- Member Secretary

Assessment for promotion by the Assessment Committee shall be done twice a year, i.e., before 1st January and 1st July every year. Those who have completed or will complete the prescribed residency period given in Rule 7 in a post during the period of three months before or after 1st January or 1st July, as the case may be, will be considered as on that date for assessment promotion to the next higher grade. The effective date of promotion for those found eligible for promotion shall be 1st January or 1st July . In case the assessment is delayed due to some reason or the other, it shall be given effect from the due date itself.

7.2 Where an eligible scientist is not physically available for review due to deputation or foreign service in India or abroad, his / her's case shall be considered in the immediate review falling due on his / her's return and shall be given effect from the date of eligibility, if found fit for promotion.

7.3 If a person holding a scientific post is not found fit for promotion after an assessment or fails to appear for the assessment, he / she shall become eligible for the next assessment only after a lapse of one year from the date of such assessment.

7.4 Departmental Recruitment / Assessment Committee.

i) For Scientist B, C, D and E Posts.

- a) Director, IPIRTI. - Chairman.
- b) Nominee of Secretary/Additional Secretary Level
- c) Two Outside experts from the panel approved by the Chairman, BOG. (At least one level above the post).
- d) Joint Director, IPIRTI. -- Member Secretary

ii) For Scientist F and G Posts.

- a) Eminent Scientist or an Officer of the level of Additional Secretary or above. -- Chairman.
- b) Nominee of Secretary/Additional Secretary Level
- c) Three outside experts from the panel approved by Chairman, BOG. (At least one level above the post)
- d) Director, IPIRTI -- Member Secretary.

7.5 The Director is the implementing authority for the recommendations of the Recruitment /Assessment committee.

8 Assessment Process

All scientists with required number of years of service for assessment and found eligible after screening as per the norms given in Rule 7 shall be called for interview. Performance in the interview shall also be graded on a 10 point scale adopted for screening. Eligibility for promotion shall be arrived as per the norms given in the Table under Rule 7.

9 Computation of Residency Period for Assessment

9.1 All regular service rendered in a post shall be counted for the purpose of Assessment Promotion to the next higher grade. Service rendered in a sponsored project / scheme , periods of leave including extraordinary leave to the extent it counts for earning increments and period spent on deputation / foreign service as per FR 26(b) and Rule 21 Of CCS(Pension) Rules and extraordinary leave granted for a full time assignment within or outside the country shall be counted for the purpose of Assessment Promotion.

9.2 In case of scientist recruited by transfer / deputation and later absorbed, the service rendered by him on tranfer / deputation in the Institute shall count for purpose of Assessment Promotion.

10 Probation

Period of Probation for direct recruits shall be one year, which may be extended by six months at a time by recording the reasons in writing.

11 Filling up of vacancies arising due to promotions / resignation / superannuation

11.1 A scientist promoted after assessment shall carry the post with him, and consequently no vacancy is caused.

11.2 Where a vacancy is caused due to a scientist vacating the post by superannuation / resignation, the vacancy caused in a particular level should be filled at the same level or at a lower level as may be decided by the Director as per provision under Rule 5.1.

12 Saving

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for candidates belonging to the

Scheduled Castes / Tribes and other special categories of persons as per GOI orders issued from time to time in this regard.

13 Superannuation

The age for superannuation will be as per GOI rules issued from time to time. At present this is 60 years.

14 Power to relax

Where the Board of Governors, is of the opinion that it is necessary or expedient so to do, if may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class and category of persons.

Annexure I**Norms for Direct Recruitment to Scientist Post**

Sl. No.	Name of the post	Scale of Pay (in Rupees)	Qualification & Experience
1.	Scientist B	8000-13500	Essential: Master's Degree in Natural Science (including computer science excluding sociology, library science, documentation and museology) or equivalent or Bachelor's Degree in Engineering/Technology or equivalent from a recognized University Desirable: Higher qualification or experience
2.	Scientist C	10000-15200	Essential: Master's Degree in Natural Science (including computer science excluding sociology, library science, documentation and museology) or equivalent or Bachelor's Degree in Engineering/Technology or equivalent from a recognized University, with 5 years of research experience Desirable: Higher qualification and experience
3.	Scientist D	12000-16500	Essential: Ph.D in Natural Science (including computer science excluding sociology, library science, documentation and museology) or Master's Degree in Engineering /Technology or equivalent from a recognized University, with 10 years of research experience
4.	Scientist E	14300-18300	Essential: Ph.D in Natural Science (including computer science excluding sociology, library science, documentation and museology) or Master's Degree in Engineering /Technology or equivalent from a recognized University, with 15 years of research experience
5.	Scientist F	16400-20000	Essential: Ph.D in Natural Science (including computer science

			<p>excluding sociology, library science, documentation and museology) / Engineering / Technology or equivalent from a recognized University, with 20 years of research experience</p> <p>Desirable: Additional experience in research administration</p>
6.	Scientist G	18400-22400	<p>Essential: Ph.D in Natural Science (including computer science excluding sociology, library science, documentation and museology) / Engineering / Technology or equivalent from a recognized University, with 25 years of research experience</p> <p>Desirable: Additional experience in research administration</p>

Amendments

- a. Nominee of Secretary/Additional Secretary level in 7.4 (I) b and (II) b has been amended as “Nominee of the Secretary in MoEF”
- b. Under Norms for Direct Recruitment of Scientist Post Annexure-I , the Essential qualification part containing Master’s Degree or Bachelor’s Degree for all posts has been modified to reflect “1st Class” in them.