

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान बरहमपुर
Indian Institute of Science Education and Research Berhampur
Established by the Ministry of HRD, Govt. of India

Faculty Recruitment Manual

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Faculty Recruitment Manual

1. Preamble

Indian Institute of Science Education and Research (IISER) Berhampur's mission is to provide quality education to students. It is a degree granting autonomous institution with a prime focus to integrate science education and research, with a motive of attracting bright students and world-class faculty. The Institute provides platform for faculty to engage in high quality pedagogy, at both UG and PG levels and to perform cutting edge research in frontier areas of science and other related disciplines. The faculty members are recruited without any compromise on the academic and research credentials of the candidates. A very good academic record, Ph.D. and post-doctoral research from reputed Institutions along with quality publications are must for a candidate to be considered for a faculty position in the Institute.

2. Act:

The Institute is covered under the provisions of NITSER Act-2014. The following are the specific provisions related to creation of academic and other posts:

- Powers of the Institute:

6.1(h) *to institute academic and other posts with the prior approval of the Central Government, and to make appointments thereto excluding the Director;*

- Open to all:

7.(1) *Every Institute shall be open to persons of either sex and of whatever race, creed, caste or class, and no test or condition shall be imposed as to religious belief or profession in admitting or appointing members, students, teachers or workers or in any other connection whatsoever.*

- Powers & functions of Board:

13.(2) *Without prejudice to the provisions of sub-section (1), the Board of every Institute shall,-*

- d) *Institute and appoint persons to academic as well as other posts in the Institute;*

- Statutes:

25. *Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely:-*

- e. the term of office and the method of appointment of officers of the Institute;*
- f. the qualifications of teachers of the Institute;*
- g. the classification, the method of appointment and the determination of the terms and conditions of service of teachers and other staff of the Institute;*

- Functions of council:

32.2(b) *to lay down policy regarding cadres, methods of recruitment and conditions of service of employees, institution of scholarships and free ships, levying of fees and other matters of common interest;*

3. Statutes:

As per Statutes No. 15, the classification of the employees of the Institute based on the area of professional specialization is mentioned as follows:

Academic Staff: The “Academic staff” shall include the Director, Deputy Director, Professor, Associate Professor, Assistant Professor, Librarian, Deputy Librarian, Assistant Librarian and such other posts as may be decided by the Board from time to time in this regard.

As per the statutes of IISERs, the following are the provisions related to the powers of the Institute/Council/Board/ Senate/ Director for instituting various academic positions:

- **Statutes No.5: Powers of the Board**

(k) In addition to the powers provided in the Act, the Board shall have the following Powers, namely:-

- (1) to abolish any post in the institute, not specifically mentioned in the Act.*

- **Statutes No.7.2 The Senate:**

make recommendations to the Board with regard to –

- (i) *the creation of posts on the academic staff and the abolition thereof, and*
- (ii) *the duties attached to such posts;*

- **Statutes No.20 Appointment on Contract:**

1. *Notwithstanding anything contained in these Statutes, the Board may, with the prior approval of the Chairperson, Council, in special circumstances appoint an eminent person in the academics or research on contract for a period not exceeding five years which may be extended further.*
2. *Subject to the provisions of the Act, the Board may appoint any person on contract in the prescribed scales of pay and on the terms and conditions applicable to the relevant posts for a period not exceeding five years which may be extended further. The Chairperson may, if he thinks fit, constitute such adhoc Selection Committees for making such appointments.*

4. Sanctioned positions:

The Institute has been sanctioned a total of 20 faculty positions as on date. Initially, 10 faculty positions were sanctioned vide MHRD letter dated February 08, 2017. Additional 10 faculty positions were sanctioned on July 17, 2017. Therefore, the total current sanctions as on date is 20, which will be increasing from time to time based on the students strength. The faculty positions sanctioned by the Govt. of India in accordance with the recommendations of the Board of Governors shall be a flexible cadre strength inclusive of the total positions such as Assistant Professors, Associate Professors, Professors etc. The Institute shall recruit as per the requirements of the specific Department/ Centre / Discipline etc.

5. Reservations and rosters:

The Ministry of HRD forwarded the Minutes of the meeting of Joint Secretary (Admn.) with the Registrars of the IISc Bangalore and IISERs, held on January 11, 2017.

The Ministry of HRD, vide item No.(vi) of the Minutes desired that the MHRD's Lr. No.16-8/2000-TS.I dated June 9, 2008 regarding reservations for SCs/STs/OBCs in recruitment to Teaching (Faculty) posts in IITs, may be considered for adoption by IISERs and IISc Bangalore and the Council/Board of Governors of IISc and IISERs may deliberate and send a proposal to the Ministry of HRD in this regard.

The Board accordingly resolved to adopt the said provisions and further recommended to the Government of India, Ministry of HRD for extension of similar orders for IISERs/IISc also. In

this connection, the orders are awaited. The salient features of the provisions extended to IITs and recommended for IISER Berhampur/IISER systems by the Board of Governors are as follows:

A. Posts in Departments dealing with Science and Technology subjects

- i. In recruitment to the posts of Assistant Professors and Lecturers in Science and Technology subjects in IITs, 15%, 7½ and 27% reservation for SCs, STs and OBCs respectively shall be applied to the posts of Assistant Professors and Lecturers filled up as a whole during a year. Reservation shall be applied, to the extent possible at the school or broad Branch of Engineering level at least, if not at individual Department's level.
- ii. If despite efforts made as per (a) above, vacancies of Assistant Professors and Lecturers filled up in a given year do not have representation of SCs, STs and OBCs to the extent of the laid down percentages, due to non-availability of suitable candidates of these categories, such vacancies could be got de-reserved in the next year.
- iii. Posts of Associate Professors and Professors in science and technology subjects in IITs shall be exempted from reservation as per DoPT O.M. No. 9/2/73-Estt.(SCT) dated 23.6.1975 and DoPT O.M. No. 36012/27/94-Estt.(SCT) dated 13.5.1994.

B. Posts in Departments not dealing with Science and Technology subjects (e.g. Humanities, Social Sciences & Management)

In recruitment of Faculty posts in subjects other than science and technology (e.g. Humanities, Social Sciences & Management) 15%, 7½ and 27% reservation for SCs, STs and OBCs respectively shall be applied in full – including for the posts of Associate Professors and Professors.

6. Model rolling advertisement:

The rolling advertisement for various faculty positions is made available on the website, as approved by the BoG in terms of statues No. 16.9.

IISER Berhampur extends all the concessions/ benefits as applicable to SC/ST/OBC/PwD in accordance with the provisions laid down by Government of India for various positions. Also, the Institute releases Special Recruitment Drive advertisement inviting applications from the eligible candidates to fill up the vacancies earmarked for SC/ST/OBC/PwD. Further, for filling up the backlog vacancies a rolling advertisement is also placed on the website of the Institute. Periodically, the Institute gives paper advertisement also for wider publicity.

7. Departmental Faculty Affairs Committee (DFAC):

As per the Statutes no. 16, “Provided further that, there shall be a rolling advertisement subject to availability or anticipation of vacancy on the Web-Site of the Institute for various faculty positions and the applications received from time to time may be considered by the appropriate Departmental Committees and their recommendations sent to the Director for taking appropriate action in accordance with the procedure laid down by the Board from time to time.”

The Head of the Department (HoD) as Convener and 4 other faculty members of the department, preferably at the level of Professors or Associate Professors, in that order, constitute the DFAC. The Dean of Faculty Affairs (DOFA) nominates the faculty members to serve on the DFAC, on the basis of their academic credentials, in consultation with the Head of the Department and approval of the Director.

The applications for various faculty positions are first received by the office of the Head of concerned department.

For shortlisting of the applications received, the Head of the department regularly arranges for a meeting of Departmental Faculty Affairs committee (DFAC). Each department has its own DFAC, which shortlists the applications at the preliminary level.

As per the Recruitment rules of teaching employees at the Institute as approved by the BOG of IISR Bhopal (Mentor Institute) at its 13th Meeting, held on October 16, 2013, the DFAC sends its recommendations to the Institute Faculty Affairs Committee.

8. Institute’s Faculty Affairs Committee (IFAC)

The IFAC consists of the Director (Chairperson), Dy Director, DOFA (Convener), Dean of R&D, and HoD. IFAC is a standing committee for making several decisions including confirmation of regular faculty members and academic staff members, recommendations for financial up-gradations / movement to higher level / GP / AGP as per the placement provisions in accordance with the Institute rules / Govt. of India rules, duly considering the provisions for career up-gradation / financial up-gradation of academic staff members / faculty members.

The IFAC is the standing committee of the Institute with all Ex-officio members. The IFAC meets periodically; based on the recommendations of the DFAC and after further scrutiny, the IFAC recommends the list of shortlisted candidates for the approval of the Director and placing the same before the Selection Committee(s), duly inviting the shortlisted candidates for the interviews.

9. Recruitment channels:

As per the Statutes No. 16.1, all the posts at the Institute shall normally be filled by advertisement. Therefore, all the Teaching/ academic Positions sanctioned for the Institute shall be filled up through advertisement under Direct Recruitment through selection as per the practical requirements of the Institute from time to time:

Faculty candidates at different levels are recruited in various departments through rolling advertisement. DFAC shortlists applications for further consideration to the IFAC. DFAC recommendations are based on criteria such as suitability of the candidate's profile in accordance with the teaching and/or research requirements of the department concerned, the quality of application, evaluation of the faculty candidate's seminar, input from faculty members and experts of the concerned area of specialization, recommendation letters etc. Thereafter, the IFAC reviews all applications together with the DFAC recommendations, and identifies candidates suitable to be invited for an interview.

The Institute does not have a promotion scheme for internal faculty members. At each level, all candidates (internal and external) compete for the position as per the regular selection procedure.

10. Qualifications and experience:

The Government of India, MHRD issued various orders on pay revision as per 6th CPC recommendations and the sub-committee appointed by the MHRD for fixation of pay and perquisites of the employees of CFTIs which have been adopted by the Board of Governors and the same are mentioned below:

1. MHRD letter no. F. No. 23-1/2008- TS.II dated August 18, 2009
2. MHRD letter no.F. No. 40-25/2009- TS.V dated August 20, 2009
3. MHRD letter no.F. No. 23-1/2008- TS.II dated September 16, 2009
4. MHRD letter no.F. No. 23-1/2008- TS.II dated September 22, 2009
5. MHRD letter no.1-36/2009-U.II dated September 23, 2010

As per the above adopted guidelines, the Qualifications and experience for various faculty positions are as follows:

1) Assistant Professor Grade II	
Eligibility criteria	<ul style="list-style-type: none"> • PhD with a first class or equivalent at the preceding degree and a very good academic record throughout.

Salary Structure	<ul style="list-style-type: none"> Level 10 with initial pay of Rs. 70,900/-. After one year of post PhD experience, the candidates shall be placed in Level 11 with an initial pay of Rs. 73,000/-, subject to evaluation of performance and antecedents.
2) Assistant Professor Grade I	
Eligibility criteria	<ul style="list-style-type: none"> PhD with a first class or equivalent at the preceding degree and a very good academic record throughout. Minimum 3 years of industrial/research/teaching/experience, excluding however, the experience gained while pursuing PhD.
Salary Structure	<ul style="list-style-type: none"> Level 12 with initial pay of Rs. 1,01,500/-. Candidates possessing the degree of PhD in the relevant discipline and with regular service of 3 years at Level 12 shall be considered for moving to Level 13A1 with an initial pay of Rs. 1,31,400/-, subject to evaluation of performance and antecedents.
3) Associate Professor	
Eligibility criteria	<ul style="list-style-type: none"> PhD with a first class at the preceding degree and a very good academic record throughout. Minimum 6 years of teaching/research experience of which at least 3 years should be at the level of Assistant Professor/ Senior Scientific Officer/ Senior Design Engineer.
Salary Structure	<ul style="list-style-type: none"> Level 13A2 with an initial pay of Rs. 1, 39,600/-.
4) Professor	
Eligibility criteria	<ul style="list-style-type: none"> PhD with a first class at the preceding degree and a very good academic criteria record throughout. Minimum 10 years of teaching/research experience of which at least 4 years should be at the level of Associate Professor.
Salary Structure	<ul style="list-style-type: none"> Level 14A with an initial pay of Rs. 1, 59,100/-.

11. Selection Committees:

The Statutes of IISERs specify the following constitution of selection committees with specific relation to appointment of teaching and academic positions. The Institute shall constitute selection committee in accordance with the provisions of Statutes.

Statutes No. 16. Appointments:

1. *All posts at the Institute shall normally be filled by advertisement. The Board shall have the power to decide, on the recommendations of the Director, that a particular academic post be filled by invitation or by promotion from amongst the members of the staff of the Institute.*
2. (i) *The Institute shall make necessary provisions for the reservation of posts as laid down by the Board not inconsistent with the Act and rules made by the Central Government from time to time.*
(ii) *The appointing authority shall consistently uphold the maintenance of efficiency of administration and the teaching at the Institute while making appointments to such posts.*
3. *The Selection Committees for filling up of posts under the Institute (other than the posts on contract basis) by advertisement or by promotion from amongst the members of staff of the Institute shall be constituted in the manner laid down below, namely :-*
 - (a) *The Board of Governors shall recommend a panel of names, school or department wise for approval of the Council. The institute shall draw names for constituting the committee from the list approved by the Council.*

In the case of posts of Professor, the Selection Committee shall consist of the following members, namely:-

- (1) *The Director Chairperson*
 - (2) *An expert, nominee of the Council Member*
 - (3) *A minimum of two expert Members nominees of the Board (external nominees)*
- (b) *In the case of posts of Associate Professor, Assistant Professor, equivalent posts in scientific cadre and Librarian, Deputy Librarian and Assistant Librarian and such other academic posts, the Selection Committee shall consist of the following, namely:-*
- (1) *The Director Chairperson*
 - (2) *A minimum of two nominees of Members the Board, at least one being an expert.*
 - (3) *The Head of the Department or Member Discipline or Centre or School concerned, if the post for which selection is made is lower in status than that occupied by the Head of the Department or Discipline or Centre or School*
- (c) *In the case of other Group 'A' posts not covered by sub-clauses (a), (b) or (c) above, the Selection Committee shall consist of the following members, namely :-*

- (1) *The Director Chairperson*
- (2) *A nominee of the Board Member*
- (3) *The Head of the Department or Member Discipline or Centre or School concerned or Registrar as the case may be*
- (4) *An expert from among the officials Member of the Institute nominated by the Director.*

The Selection Committee for appointments to the posts reserved for Scheduled Castes or Scheduled Tribes and Other Backward Classes candidates shall include one Scheduled Castes or Scheduled Tribes member and one Other Backward Classes member from a panel approved by the Board.

- 1. In the absence of the Director, any officer of the Institute, who is appointed to perform the current duties of the Director, shall be the Chairperson of the Selection Committees in the place of the Director.*
- 2. In the absence of the Deputy Director, the Director may nominate any Officer of the Institute to work on the Selection Committees in his place.*
- 3. Where a post is to be filled on contract basis or by invitation, the Chairperson, Board of Governor may, at his discretion, constitute such adhoc Selection Committees, as circumstances of each case may require.*
- 4. Where a post is to be filled by promotion from amongst the members of the Institute or temporarily for a period not exceeding twelve months, the Board shall lay down the procedure to be followed.*
- 5. Notwithstanding anything contained in these Statutes, the Board shall have the power to make appointments of persons trained under “approved” programmes in such manner as it may deem appropriate. The Board shall maintain a schedule of such “approved” programmes.*
- 6. If the post is to be filled by advertisement, the terms and conditions of the post shall be advertised and all applications received within the date specified in the advertisement shall be considered by the Selection Committee;*

Provided that the Selection Committee may for sufficient reasons, as it deems fit, consider any application received after the date so specified.

Provided further that, there shall be a rolling advertisement subject to availability or anticipation of vacancy on the Web-Site of the Institute for various faculty positions and the applications received from time to time may be considered by the appropriate Departmental Committees and their

recommendations sent to the Director for taking appropriate action in accordance with the procedure laid down by the Board from time to time.

7. *The Selection Committee shall examine the credentials of all persons who have applied and may also consider other suitable names suggested, if any, by a member of the Selection Committee or brought otherwise to the notice of the Committee. The Selection Committee may interview any of the candidates, as it thinks fit, and shall, at the discretion of its Chairperson, cause a written test or tests including an oral presentation to be held for all or some of the candidates as the Chairperson may think fit, and shall make its recommendations to the Chairperson, Board or the Director, as the case may be, with the names of the selected candidates being arranged in order of merit.*
8. *No act or proceeding of any Selection Committee shall be called in question on the ground merely of the absence of any member or members of the Selection Committee to whom notice with reasonable time for such meeting have been served.*
9. *Unless otherwise provided for under these Statutes, a Selection Committee constituted for the purpose of making recommendations for appointment to a post shall be eligible to exercise its functions in relation to that post until the time the appointment is made.*
10. *A candidate applying for a post other than faculty and academic posts under the Institute shall be charged such application fees as may be determined by the Board from time to time.*

Provided that nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Board or Council from time to time in this regard.
11. *Candidates selected for interview for a post under the Institute may be paid such travelling allowance as may be determined by the Board from time to time in this behalf.*
12. *All appointments made at the Institute shall be reported to the Board at its subsequent meeting (s).*

12. Board nominees:

The Board of Governors, IISER Bhopal at its 2014-2/15th Meeting held on June 27, 2014 vide resolution no. BOG-I5.16 approved the following categories of Board nominees to serve on the selection committees:

1. All the recipients of Shanti Swaroop Bhatnagar Award.
2. All the Fellow (s) of the following Academies:
 - a) The National Academy of Sciences, India, Allahabad
 - b) Indian Academy of Sciences, Bengaluru
 - c) Indian National Science Academy, New Delhi
 - d) Indian National Academy of Engineering, New Delhi
 - e) National Academy of Agricultural Sciences, New Delhi
 - f) National Academy of Medical Sciences (India), New Delhi
3. As approved by the Chairperson, BOG in case of any other expert members not covered in the list.

13. Council nominees:

The Board of Governors of IISER Bhopal at its 2017-1/26th meeting held on January 18, 2017 vide resolution no BOG 26.11 recommended the list of Council nominees to serve on the selection committees for appointment of Professors as per the provisions of Statutes. Accordingly, the Council, Chairperson appointed the experts as Council nominees vide letter No. 37-08/2015-TS.VII.dated December 15, 2016, received from Government of India:

14. SC/ST/OBC/PwD/Women/Minority representatives:

As per the provision of the Statutes no. 16, *“The Selection Committee for appointments to the posts reserved for Scheduled Castes or Scheduled Tribes and Other Backward Classes candidates shall include one Scheduled Castes or Scheduled Tribes member and one Other Backward Classes member from a panel approved by the Board.”*

For this purpose, the Institute shall invite SC/ST/OBC/PwD/Women/Minority representatives to serve as observers as per the above provisions of the Statutes and GoI rules from time to time.

15. Nationality/citizenship:

A candidate must be either (i) a citizen of India, OR (ii) a subject of Nepal, OR (iii) subject of Bhutan, OR (iv) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, OR (v) a person of Indian origin

who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination/ interview conducted by the Institute but on final selection the offer of appointment may be given only after the necessary eligibility certificate has been issued to him/her by the Government of India.

16. Application proforma:

The Application proforma to be used by the intending applicant is annexed. The same shall be updated from time to time as per the Institutional requirements.

17. Interview methodology:

As a customary practice the shortlisted candidates are invited to the Institute to present a talk/seminar via Skype or in person followed by personal interview with the Selection Committee.

The selection process is done by the selection Committees, consisting of subject experts from outside the Institute, Board nominees, and Director as the Chairperson of the committee. The constitution of the selection committees is done as per the statutes No. 16.9.

The Selection Committee reviews applications and interviews the shortlisted candidates based on the recommendations of IFAC. The Selection Committee conducts the interviews via video-conferencing/ personal mode. Generally, it is encouraged that the candidate must visit the department personally either at the time of the talk/seminar or at the time of interview by the Selection Committee.

18. Approvals of Chairperson, BoG and reporting to the BoG:

The selection process is done by the selection Committees, consisting of subject experts from outside the Institute, Board nominees, Council nominees and the Director as the Chairperson of the committee. The constitution of the selection committees is done as per the statutes No. 16.9.

As per the Statutes no. 10.3 “*All the regular appointments for the positions classified as group ‘A’ (Pay Band III and above) or equivalent positions shall be approved by the Chairperson, Board of Governors on the recommendations of the selection committees constituted for this purpose as per the provisions of the Act and Statutes of the Institute. The same shall be reported to the Board of Governors at its subsequent meeting(s).*”

Accordingly, the list of appointments of faculty members, as approved by the Chairperson, BOG shall be placed for necessary reporting at the subsequent meetings and ratification by the BoG as per Statutes no 16.15.

19. Document verification:

All the appointments are subject to verification of caste certificates, credentials, academic qualifications, experience, conduct, medical fitness followed by police verification of the selected candidates. During the period of Institute service, on its verification, if the Institute, finds any discrepancy in the claims made by the candidate, besides departmental proceedings, may initiate suitable legal action or disciplinary proceedings as per the Government of India Rules / Institute Rules.

20. Declarations and joining forms:

All the selected candidates accepting the offer should submit all the joining forms/ declarations as per the Institute norms, invariably.

21. Probation:

The Institute may offer the positions on direct probation as per the recommendation of the Selection committee. In the case of appointments directly on probation on regular basis wherever applicable, the following standard provisions be inserted in the offer letter:

- 1) Every officer on appointment to the Institute Service, shall be on probation for a period of one year.

Provided that the Controlling Authority may extend the period of probation in accordance with the instructions issued by the Institute / Government from time to time.

- 2) Provided, further that any decision for extension of a probation period shall be taken ordinarily within eight weeks after the expiry of the previous probationary period and communicated in writing to the concerned officer together with the reasons for doing so within the said period.
- 3) On completion of the period of probation or any extension thereof, officers shall, if considered fit for permanent appointment, be retained in their appointments on regular basis and be confirmed in the due course against the available substantive

vacancies, as the case may be.

- 4) If, during the period of probation or any extension thereof, as the case may be Institute is of the opinion that an officer is not fit for permanent appointment, Institute may discharge or revert the officer to the post held by him prior to his appointment in the service, as the case may be.
- 5) During the period of probation, or any extension thereof, candidates may be required by the Institute to acquire the pre-requisite qualifications as the Institute may deem it necessary, as a condition to satisfactory completion of the probation.
- 6) Any confirmation of the employee after completion of probation shall be subject to completion of the above formalities.
- 7) As regards other matters relating to probation, the members of the Institute Service will be governed by the instructions issued by the Institute rules or Government of India, as the case may be, in this regard from time to time.

22. Half Yearly /Annual Performance Appraisal Reports (HPAR/APAR):

All the Reporting Officers, Reviewing Officers have to adhere to the below mentioned schedule and forward the Half Yearly / APARs to DOFA Office for review/follow up action.

(i) Reporting and Reviewing hierarchy:

S.No.	Particulars	Reporting Officer	Reviewing Officer	Accepting Authority
1.	Faculty Members	HoD	DoFA	Director
2.	HoDs	DoFA	DD/Director	Director

(ii) Periodicity of HPAR / APAR:

S.No.	Particulars	To be filled by	Duration of the year
1.	Half yearly performance Report	All faculty members who are in probation period till the clearance of their probation	From July 1 st to 31st December
2.	Annual Performance Assessment Report (APAR)	All faculty members (probationers + confirmed employees)	From July 1 st to 30 th June

(iii) Schedule for submission of Half-yearly Performance Assessment Report (HPAR)

S.No.	Activity	Date by which to be completed
1	Submission of HPAR Forms to the Reporting Officer by Officer to be reported upon, duly downloading from the Institute's website.	July 15
2	Submission of HPAR by the Reporting Officer to the Reviewing Officer	August 31
3	HPAR to be completed by the Reviewing Officer and to be sent to Administration or CR Section/Cell or Accepting Authority, wherever provided.	September 30
4	Window open for accessing the self HPARs by the individual employee and signing in the register for HPARs with CR Section and submission of any representation.	Oct.1 – 15

(iv) Schedule for submission of Annual Performance Assessment Report (APAR)

S.No.	Activity	Date by which to be completed
1	Submission of APAR Forms to the Reporting Officer by Officer to be reported upon, duly downloading from the Institute's website.	April 15
2	Submission of APAR by the Reporting Officer to the Reviewing Officer	May 31
3	APAR to be completed by the Reviewing Officer and to be sent to Administration or CR Section/Cell or Accepting Authority, wherever provided.	June 30
4	Window open for accessing the self APARs by the individual employee and signing in the register for APARs with CR Section and submission of any representation.	July 1 –15

Important points to be kept in mind while dealing with HPAR / APARs:

1. The HPAR / APARs shall be available at the section entrusted with the maintenance of the HPAR / APARs for personal perusal by the officer reported upon only. No employee can access the HPAR / APARs of the other employees.
2. Warning and advisory comments should be sent during the period of reporting by the HoD/ reporting official.
3. Adverse comments should be intimated compulsorily by the custodian office of the HPAR /APARs.
4. The concerned officer shall be given the opportunity to make any representation against the entries and the final grading given in the Report within a period of fifteen

- days upon personal perusal / communication of adverse entries, from the date of receipt of the entries in the HPAR /APAR. The representation shall be restricted to the specific factual observation contained in the report leading to assessment of the officer in terms of attributes, work outputs, etc. while communicating the entries. It is made clear that in case, no representation is received within the fifteen days, it shall be deemed that he/she has no representation to make. If the concerned HPAR / APAR section does not receive any representations from the concerned officer on or before fifteen days from the date of perusal, as per the request within the time window specified, the HPAR / APAR will be treated as final.
5. The competent authority for considering adverse remarks under the existing instructions may consider the representation, if necessary, in consultation with the reporting / and or reviewing officer shall decide the matter objectively based on the material placed before him within a period of thirty days from the date of receipt of the representation.
 6. The section entrusted with the maintenance of APARs after its receipt shall disclose the same to the officer reported upon for personal perusal on request within the time window specified.

23. Confirmation:

The Board of Governors of the Institute approved for implementation of a performance appraisal and evaluation system for reviewing the annual performance of the confirmed faculty members / academic staff members of the Institute, which should be submitted through the Head of Department at the end of each calendar year. The same shall be reviewed appropriately by the Institute level performance review committee consisting of the HoD, the Dean of Faculty Affairs, the Dean of Research & Development and Dy. Director which is headed by the Director.

Further, in case of Probationary faculty members and Academic staff members, the performance appraisal and evaluation shall be done on quarterly basis till the confirmation of the services is done. Based on the quarterly performance appraisal and review by the said Institute level performance review committee consisting of the HoD, the Dean of Faculty Affairs, the Dean of Research & Development and Dy. Director which is headed by the Director, the probation of the probationary faculty members/academic staff members shall be either confirmed or extended at the end of each year, duly recommending the same to the Board of Governors. The committee may recommend for discontinuation of the services of the probationary faculty members/academic staff members, if the probationer is not found suitable for confirmation of the services.

Therefore, the Institute should seek quarterly performance appraisal and evaluation reports from all the probationary faculty members, and the academic staff members till they are confirmed / regularized or they complete the prescribed tenure.

The Dean, Faculty Affairs shall circulate the proforma through the HoD of the concerned Department seeking the Half-yearly /Annual performance Appraisal and evaluation report from the regular and the probationary faculty members/academic staff members and arrange for a quarterly review meeting under the Chairmanship of the Director for further necessary action.

24. Placement in higher Grade Pay:

As per MHRD letter no. F. No. 3-15/2017-T.S.-I dated May 9, 2017 any movement from one grade pay to another shall be only after performance evaluation, and shall not be automatic. For this purpose the IFAC shall make a recommendation on evaluation of the performance duly seeking a self-appraisal report from the concerned faculty member.

25. Foreign Faculty Recruitment on contract:

As per Govt. of India, DoPT notified rules, vide Chapter 10, section 10.2.3, on general policy regarding appointment of Non-Indians, it has been provided as follows:

“10.2.3 Appointment of non-Indians to civil posts under the Government of India should be made only in very exceptional circumstances for short periods, in fields where Indian experts are not available. Such appointments would be on contract.”

Further, the Government of India, MHRD and Ministry of Home Affairs instructions from time to time on the minimum remuneration limits (currently in excess of \$14,000) for grant of employment visa for foreign faculty members engaged on contractual terms shall be followed.

26. Record Retention schedule:

Record Retention Schedule for Applications (Ref: UPSC):

- a. 6 months from the date of interview: Applications of candidates who were not shortlisted by the DFAC/IFAC.
- b. 3 years from the date of interview: Applications of candidates who were shortlisted but did not qualify finally in the interview.
- c. Selected candidates: 3 years after payment of terminal dues/Pension.

27. General provisions:

1. The Institute reserves the right to reject any application without assigning any reason whatsoever.
2. All the appointments are subject to verification of caste certificates, credentials, academic qualifications, experience, conduct, medical fitness followed by police verification of the selected candidates. During the period of Institute service, if the Institute, on its verification, finds any discrepancy in the claims made by the candidate, besides departmental proceedings, suitable legal action shall also be initiated as per Government of India Rules.
3. Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as Institute may require before joining the Institute service.
4. The Board of Governors is empowered to lay down the procedures and modify and update terms and conditions of the advertisement as per the Institute requirements from time to time.
