

**INSTITUTE FOR
PLASMA RESEARCH
BHAT, GANDHINAGAR – 382 428**

**REVIEW &
RECRUITMENT POLICY
FOR PERMANENT
ADMINISTRATIVE
STAFF MEMBERS**

The Permanent staff members of the Institute for Plasma Research fall under three categories, viz. Academic, Scientific & Technical and Administrative. In view of the fact the IPR is essentially a Research Institute, a suitable balance has to be maintained between the strengths of Academic, Scientific & Technical and Administrative Staff so that the Institute has a structure which is quite conducive to scientific research. Review Policy also provides for career opportunities to the extent possible to all categories of administrative staff members.

REVIEW POLICY FOR PERMANENT ADMINISTRATIVE STAFF MEMBERS

Review Policy, norms & procedures for administrative categories are described in the following paragraphs.

1. CLASSIFICATION OF STAFF MEMBERS:

Administrative Staff members of the Institute for Plasma Research (IPR) may be divided into two categories for the purposes of Review.

Category A : Staff upto payband PB-2 (9300-34800) with grade pay Rs.4200

Category B : Staff of payband PB-2 (9300-34800) with grade pay Rs.4600 & above

All staff members belonging to administrative areas are divided into Categories A and B. In Annexure-I, a list of IPR staff members with designations and grades is given.

2. REVIEW COMMITTEES:

2(a) Staff members in category A will be reviewed by Administrative Review and Promotion Committee – I (ARPC-I). Annexure – II lists in detail the category A staff positions reviewed by ARPC-I.

2(b) In category B, all staff members in the administrative cadres with grades upto and including PB3 (15600-39100) Grade Pay Rs.5400 will be reviewed by Administrative Review and Promotion Committee – II. Annexure – III (Section A) lists in detail the category A staff positions reviewed by ARPC-II.

These Committees will be constituted by the Director, IPR (Sec. 3).

2(c) For a review of administrative staff members of PB3 (15600-39100) Grade Pay Rs.6600, a Special Committee–I on case to case basis, shall be constituted by the Director. Annexure – III (Section B) lists in detail the category A staff positions reviewed by Special Committee - I

2(d) For a review of Senior administrative staff members of PB3 (15600-39100) Grade Pay Rs.7600 and above, a Special Committee – II on case to case basis shall be constituted by the Director, IPR. Annexure – III (Section C) lists in detail the category A staff positions reviewed by Special Committee - II

The Committees ARPC-I and ARPC-II and the Special Committee – I will make appropriate recommendations for career advancement of permanent administrative staff members of IPR, evaluated by them, to Director, IPR. The Special Committee–II will make recommendations for career advancement of permanent administrative staff members reviewed by them to the Chairman, Governing Council of IPR. The overall recommendations will be made by the Committees taking into account the guidelines and evaluation procedures outlined in the later part of this text (Sec. 7 and 8).

3. CONSTITUTION OF REVIEW COMMITTEES:

- 3(a) ARPC-I shall consist of four core members from IPR. The Committees may opt to include an external member, approved by the Director.
- 3(b) ARPC-II shall consist of four core members from IPR and at least two invited external experts (approved by the Director) in the field of specialization.
- 3(c) These Committees (ARPC-I and ARPC-II) shall be the standing Committees constituted by the Director for a fixed period. The Committees shall meet once in a year in the month May/June of the year to review staff members whose reviews fall due.
- 3(d) Special Committees constituted by the Director shall meet as and when the need arises.

4. REVIEW PERIOD:

- 4(a) All permanent administrative staff members in category A (reviewed by ARPC-I) and in category B (reviewed by ARPC-II) shall be eligible for a review after the completion of 3 years from the date of their permanent appointment or the date of their last review.
- 4(b) All Administrative Permanent Staff members in Category B (Reviewed by Special Committees) shall normally be reviewed either on the occurrence of a vacancy or at the end of 9 years from the date of their permanent appointment or the date of their last review, whichever is earlier.
- 4(c) For Senior Staff members in Category B of PB3 (15600-39100) Grade Pay Rs.6600 and above (Reviewed by Special Committees) who fail, to qualify for a reward in the first review, the special committee constituted for this purpose shall decide an appropriate date for a subsequent review.

5. DATE OF IMPLEMENTATION:

Consequent to the implementation of 6th CPC, the date of increment is July 1. Accordingly date of rewards will take effect from 1st July of the year in which review is due.

6. PROMOTION CEILING:

For certain category of staff members, the levels to which they can reach on merit basis without acquiring any additional qualifications are indicated in Annexure-IV.

Further promotions or career advancements to these categories may be possible only after staff members acquire additional qualifications necessitated by job requirements.

7. REVIEW AND EVALUATION PROCEDURES FOR CATEGORY A :

The review committee (ARPC-I) will follow the procedures laid down below. The review of every staff member shall be based on the ACR submitted periodically, the overall performance in the interview and written tests, etc. Staff members in different grades and cadres will be assessed by the committees with different weightage factors. In what follows, these factors, crucial to the evaluation of a staff member, are discussed briefly.

7.1 For staff members of PB1 (5200-20200) Grade Pay Rs.1900, the weightage for assessment is give below :

ACR	::	40%
Personal Interview / General Assessment	::	20%
Seniority	::	40%

7.2 For staff members of PB1 (5200-20200) Grade Pay Rs.2400, the assessment factors will become,

ACR	::	40%
Personal Interview / General Assessment	::	30%
Written Test	::	30%

7.3 For other staff members of PB-1 (5200-20200) Grade pay more than Rs. 2400 and upto PB-2 (9300-34800) Grade pay – Rs. 4200, the corresponding weightage will be,

ACR	::	40%
Personal Interview / General Assessment	::	60%

7.4 ACR

The ACR's of staff members are filled up by their immediate supervisors/project leaders. The average during the last three years obtained by the staff member will be taken as the ACR rating for the review.

7.5 Personal Interview and General Assessment

The personal interview provides the committees with a general assessment of the staff member regarding his/her work performance. It also provides an opportunity to gauge the aptitude and suitability for taking up higher posts with larger responsibilities. During the personal interview, questions related to general field of his/her work, related topics, specialized field, skills in different administrative areas will be posed.

7.6 Written Test

In Annexure-V, staff members who need to take Written Test are listed. The written test will be held by a sub-committee constituted for this purpose by the Chairman, of ARPC-I.

The tests will be conducted at the time of review of staff members and will carry 30% of the total marks for the review. The purpose of the test is to ensure that the staff members are fully conversant with the work entrusted to them as per norms and to examine the suitability to the next level to which he/she may be appointed. The question papers will be set up keeping in view the qualifications of staff members and the job requirements in the next level.

7.7 Seniority

The seniority of the length of service of the staff members in IPR will be taken into account only for the staff members of PB1 (5200-20200) Grade Pay Rs.1900. The criteria for giving grades according to seniority will be as follows:

Less than 5 years	::	15 / 40
5 Years or more but less than 10 years	::	30 / 40
10 Years or more	::	40 / 40

7.8 Recommendations by the Review Committee ARPC-I

After evaluating the staff member's performance at the three year review, the Committee will recommend suitable rewards depending on their overall performance rating and certain restrictions stipulated below.

- 7.8.1 A staff member who has put in three years of service may be granted additional increments provided he/she secures an overall performance rating of 60% and above at the review. No increments will be granted if the overall performance rating is below 60%.
- 7.8.2 A staff member in the administrative cadre up to and including PB2 (9300-34800) Grade Pay Rs.2400 may be recommended for promotion provided he / she (a) secures an overall performance rating 70% and above at the review and (b) has a minimum six years of service in the present grade with a consistent satisfactory ACR rating.
- 7.8.3 A staff member in the administrative cadre of PB2 (9300-34800) Grade Pay Rs.4200 and above may be recommended for promotion provided he/she (a) secures an overall performance rating 70% and above at the review and (b) has a minimum nine years of service in the present grade with a consistent satisfactory ACR rating.
- 7.8.4 A staff member in the administrative cadre of PB2 (9300-34800) Grade Pay Rs.4800 and above may be recommended for placing in the next available grade but with same designation provided he/she (a) has reached the maximum of grade and (b) has put in nine years of service in the present grade with a consistent satisfactory ACR rating. In this case, however, prior approval of the competent authority will be sought before effecting such a placement.

7.8.5 In respect of staff members, whose overall performance rating at the second or subsequent review is below 70%, the review committee shall make recommendations based on the following criteria.

- (a) In respect of staff members, whose overall performance rating is between 60% and 70%, two additional increments may be granted.
- (b) For an overall performance rating between 40% and 59% normal increment may be granted.
- (c) For an overall performance rating between 30% and 39%, normal increment with warning may be granted.
- (d) For performance rating below 30% at the review, the cases of such staff members shall be referred to the Director, IPR for an appropriate action.

8. REVIEW & EVALUATION PROCEDURES FOR STAFF MEMBERS IN CATEGORY B:

8.1 For staff members in the administrative cadre up to and including PB3 (15600-39100) Grade Pay Rs.5400, the weightage will be as follows:

ACR	::	40%
Personal Interview / General Assessment	::	60%

In the personal review, questions related to general field of his/her work, related topics, specialized field, skills in administrative areas will be posed. The committee will also assess leadership qualities, functional suitability to next level or rank etc.

8.2 Recommendations Criteria by Review Committees – ARPC-II:

8.2.1 In case of administrative cadre (grades upto PB3 (15600-39100) Grade Pay Rs.5400 the ARPC-II may recommend additional increment provided the staff member (a) secures an overall performance rating of 70% and above at the three year review and (b) has a consistent satisfactory rating in ACR.

8.2.2 A staff member in the administrative cadre up to PB3 (15600-39100) Grade Pay Rs.5400 may be promoted to next higher grade provided the staff member (a) has a minimum of nine years experience in the present grade from the date of his appointment or last promotion (b) secures an overall performance rating of 70% and above and (c) has a consistent satisfactory ACR rating.

8.3 Special Committees

For Staff members in Administrative Cadre vide paras 2(c) and (d), the Special Committees constituted by the Director will evaluate the performance on the basis of ACR, Self-assessment reports etc.

9 FLEXIBLE COMPLEMENTARY:

On promotion made in this Review Policy, no vacancies in the lower post shall exist once the staff member is promoted to the next level. Any vacancies arising under flexible complementary shall revert to the level at which it was originally created.

10. FIXATION OF PAY :

In case of promotion to any staff member, the fixation of pay shall be made in accordance with FR – 22C.

11. RECRUITMENT:

- (a) The norms for recruitment to various posts are given in Annexure–VI. The statement of qualifications and experience prescribed in the norms is the minimum requirement. Educational qualification and experience are two separate items of requirement. The prescribed experience shall have been obtained after acquiring the prescribed educational qualification.
- (b) Notwithstanding any of the above, the Institute reserves the right, at all times to recruit candidates at any level by direct recruitment.

ANNEUXRE – I

Designation with grades of permanent Administrative Staff members of IPR :

<u>Designation</u>	<u>Grades</u>
Controller – II	PB4 37400-67000 Grade Pay 10000
Controller – I	PB4 37400-67000 Grade Pay 8700
Chief Administrative Officer	PB3 15600-39100 Grade Pay 7600
Officer – II	PB3 15600-39100 Grade Pay 6600
Officer – I	PB3 15600-39100 Grade Pay 5400
Personal Secretary	PB2 9300-34800 Grade Pay 5400
Sr. Private Secretary	PB2 9300-34800 Grade Pay 4800
Office Assistant – D	PB2 9300-34800 Grade Pay 4800
Asst. Officer	PB2 9300-34800 Grade Pay 4600
Personal Assistant	PB2 9300-34800 Grade Pay 4600
Office Assistant – C	PB2 9300-34800 Grade Pay 4600
Office Assistant – B/A	PB2 9300-34800 Grade Pay 4200
Senior Stenographer	PB2 9300-34800 Grade Pay 4200
Junior Stenographer	PB1 5200-20200 Grade Pay 2400
Receptionist cum Telephone Operator	PB1 5200-20200 Grade Pay 2400
Office Clerk – B	PB1 5200-20200 Grade Pay 2400
Office Clerk – A	PB1 5200-20200 Grade Pay 1900
Attendant – C	PB1 5200-20200 Grade Pay 1900

ANNEXURE – II

STAFF MEMBERS IN CATEGORY A

Administrative Review and Promotion Committee–I (ARPC-I)

(Following Category of staff members will be reviewed by this Committee)

Attendant – A / B	PB1 5200-20200 Grade Pay 1800
Attendant – C	PB1 5200-20200 Grade Pay 1900
Office Clerk – A	PB1 5200-20200 Grade Pay 1900
Office Clerk – B	PB1 5200-20200 Grade Pay 2400
Receptionist cum Telephone Operator	PB1 5200-20200 Grade Pay 2400
Junior Stenographer	PB1 5200-20200 Grade Pay 2400
Office Assistant – B/A	PB2 9300-34800 Grade Pay 4200
Senior Stenographer	PB2 9300-34800 Grade Pay 4200

ANNEXURE – III

STAFF MEMBERS IN CATEGORY B

- (a) **Administrative Review and Promotion Committee – II: (ARPC-II)**
(Following Category of staff members will be reviewed by this Committee)

Office Assistant – C	PB2 9300-34800 Grade Pay 4600
Personal Assistant	PB2 9300-34800 Grade Pay 4600
Assistant Officer	PB2 9300-34800 Grade Pay 4600
Sr. Private Secretary	PB2 9300-34800 Grade Pay 4800
Office Assistant – D	PB2 9300-34800 Grade Pay 4800
Personal Secretary	PB2 9300-34800 Grade Pay 5400
Officer – I	PB3 15600-39100 Grade Pay 5400

- (b) **Special Committee – I :**
(Following Category of staff members will be reviewed by this Committee)

Officer – II	PB3 15600-39100 Grade Pay 6600
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- (c) **Special Committee – II :**
(Following Category of staff members will be reviewed by this Committee)

Chief Administrative Officer	PB3 15600-39100 Grade Pay 7600
Controller – I	PB4 37400-67000 Grade Pay 8700
Controller – II	PB4 37400-67000 Grade Pay 10000

ANNEXURE – IV

CAREER PROSPECTS AND PROMOTION CEILING FOR STAFF REVIEW IN CATEGORY A :

The Career prospects for each category of staff through Review Policy irrespective of the existence of vacancy are indicated in the table below.

Entry Level Designation	Qualifications	Maximum Level Attainable through Merit Promotion
Attendant – A	VIII Std.	Attendant – C.
Office Clerk – A	SSC + 2 Years Experience OR Inter (Fresh).	Office Assistant – D
Junior Stenographer	SSC + 3 Years Experience	Personal Secretary

Note 1 : Interchangeability from stenography to clerical cadre or vice-versa may be allowed provided the staff member demonstrates in functional suitability through Departmental tests and meritorious performance.

ANNEXURE – V

(a) Written and Typing test will be taken for following categories of staff members:

Office Clerk – A

Office Clerk – B

Junior Stenographer

Receptionist cum Telephone Operator

IPR RECRUITMENT NORMS FOR ADMINISTRATIVE POSTS

Sr.No.	NAME OF POST	SCALE OF PAY	QUALIFICATIONS & EXPERIENCE REQUIRED
1	CONTROLLER – I	PB4 37400-67000 Grade Pay 8700	A good Master's degree or a good graduate degree of a recognized University preferably in Science followed by professional degree of a recognized University/ Institute. 15 Years of administrative experience of which 6 years should be at a senior administrative capacity with a scientific Institution of research and development, Govt. and semi govt. institutions in the scale of PB3 15600-39100 Grade Pay 7600 or its equivalent with responsibilities of Senior Administrative Officers.
2.	CHIEF ADMINISTRATIVE OFFICER	PB3 15600-39100 Grade Pay 7600	At least a higher second class Bachelor's degree in Science, Arts or Commerce from a recognized University. At least 10 years of administrative experience of which 6 years should be at a supervisory capacity in Research & development institutions, Government or Semi-Government institutions, in the scale of PB3 15600-39100 - Grade Pay 6600 or its equivalent with responsibilities of Administrative Officers.
3.	ADMINISTRATIVE OFFICER – II	PB3 15600-39100 Grade Pay 6600	Graduate with PG Diploma/Degree in Business / Personnel Administration from reputed Institute + 2 years experience in Supervisory capacity in a Govt. / Large Industrial undertaking of repute with adequate knowledge of Accounts / Budget etc. Graduate with 12 years experience of which at least 5 years in a grade equivalent to PB3 15600-39100 Grade Pay 5400 or above.
4.	ACCOUNTS OFFICER – II	PB3 15600-39100 Grade Pay 6600	ACA / SAS Accountant + 5 years experience. B.Com. + 12 years experience in Large Industrial concern / Business undertaking / Govt. Deptt. Knowledge of Cost Accounting essential. Of the total length of experience at least 5 years should be in a Grade equivalent to PB3 15600-39100 Grade Pay 5400 or above.
5.	PURCHASE OFFICER – II	PB3 15600-39100 Grade Pay 6600	Graduate with 12 years experience of which at least 5 years in a Grade Equivalent to PB3 15600-39100 Grade Pay 5400 or above.
6.	ADMINISTRATIVE OFFICER – I	PB3 15600-39100 Grade Pay 5400	Graduate with Minimum 10 years experience of which at least 5 years in Supervisory Capacity in Administrative Duties.

Sr.No.	NAME OF POST	SCALE OF PAY	QUALIFICATIONS & EXPERIENCE REQUIRED
7.	ACCOUNTS OFFICER – I	PB3 15600-39100 Grade Pay 5400	ACA / SAS with minimum 3 years experience / M.Com. with 6 years experience in Supervisory capacity. B.Com. with 10 years experience of which 5 years in a Supervisory capacity in Accounts & Auditing (M.Com. + 10 years experience in a reputed Industrial undertaking / Govt. Deptt.)
8.	PURCHASE OFFICER – I	PB3 15600-39100 Grade Pay 5400	Graduate with 10 years experience of which at least 5 years experience in Supervisory capacity.
9.	STORES OFFICER – I	PB3 15600-39100 Grade Pay 5400	Graduate with 10 years experience of which at least 5 years experience in Supervisory capacity.
10.	ASST. ADMN. OFFICER	PB2 9300-34800 Grade Pay 4600	Graduate with Minimum 7 years experience of which at least 3 years in Supervisory capacity in Administrative Duties.
11.	ASST. ACCOUNTS OFFICER	PB2 9300-34800 Grade Pay 4600	B.Com. + 7 years experience of which at least 3 years in a Supervisory capacity. M.Com. with 3 years experience in Accounts & Auditing in a large Industrial / Govt. Deptt.
12.	ASST. PURCHASE OFFICER	PB2 9300-34800 Grade Pay 4600	Graduate with 7 years experience of which at least 3 years experience in Supervisory capacity in a Grade equivalent to the next Lower Grade.
13.	ASST. STORES OFFICER	PB2 9300-34800 Grade Pay 4600	Graduate with 7 years experience of which at least 3 years experience in a Grade Equivalent to the next Lower Grade.
14.	P.A. TO DIRECTOR	PB2 9300-34800 Grade Pay 4600	Graduate with at least 7 years experience of working as P.A. preferably with Chief / Senior Executives in Govt. Deptt. or reputed Commercial Organisation. Should have a speed 140-60 WPM in Shorthand and Typing respectively. Good command over English, ability to correspond independently and efficiently handle all Secretarial work at Senior level is a must.
15.	SENIOR STENOGRAPHER	PB2 9300-34800 Grade Pay 4200	Graduate with 4 years experience / Inter with 7 years experience / SSC with 10 years experience in a similar job in Govt. / Industrial undertaking / Business Organisation of repute. Should have minimum speed of 130 WPM in Shorthand and 55 WPM in Typing. Good command over English is essential.

Sr.No.	NAME OF POST	SCALE OF PAY	QUALIFICATIONS & EXPERIENCE REQUIRED
16.	OFFICE ASSISTANT – B/A (ADMN./PURCHASE/ ACCOUNTS / STORES)	PB2 9300-34800 Grade Pay 4200	SSC + 14 years experience (8 years). Intermediate + 12 years experience (8 years). Graduate + 7 years experience (5 years). (Fig. In Brackets show experience as Admn. Asst. / UDC / Clerk – B required).
17.	JR. STENOGRAPHER	PB1 5200-20200 Grade Pay 2400	SSC with 3 years experience in similar capacity. Should have a minimum speed of 80 WPM in Shorthand and 40 WPM in Typing. Good command over English is essential
18.	OFFICE CLERK – B	PB1 5200-20200 Grade Pay 2400	SSC + 6 years experience / Inter + 4 years experience / Graduate + 2 years experience. Should have a minimum typing speed of 40 WPM.
19.	OFFICE CLERK – A	PB1 5200-20200 Grade Pay 1900	SSC + 2 years experience / Intermediate Fresh. Should have a minimum typing speed of 40 WPM.
20.	VEHICLE DRIVER (SENIOR GRADE)	PB1 5200-20200 Grade Pay 2400	SSC or its equivalent. Should possess a valid light / heavy vehicle current driving licence with minimum 5 years experience as light / heavy vehicle Driver in IPR.
21.	VEHICLE DRIVER	PB1 5200-20200 Grade Pay 1900	SSC or its equivalent with minimum 2 years experience in the field. Current driving licence for heavy / light vehicle. Knowledge of minor repairs essential.
22.	ATTENDANT – C	PB1 5200-20200 Grade Pay 1900	5 years experience in the grade of PB1 5200-20200 Grade Pay 1800 in IPR or must have remained at the maximum of the grade for a minimum period of 1 year subject to a total regular service of 5 years in IPR.
23.	ATTENDANT – A	PB1 5200-20200 Grade Pay 1800	VIII Std.

Note:

1. The reference to Degree or Diploma in the Norms is with First Class or its certified equivalent from recognized universities / technical examination boards / institutes only.
2. The Qualifications and experience prescribed in the Norms should be treated as the minimum requirement.
3. Experience stipulated in the norms is post qualification experience only.
4. The above norms can be relaxed in highly deserving cases.
5. Expansion of abbreviations used :

EB	:	Efficiency Bar
EXP.	:	Experience
Jr.	:	Junior
PA	:	Personal Assistant