

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

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BYE-LAWS



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INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES

MUMBAI

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**INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES
MUMBAI**

BYE-LAWS

In exercise of the powers conferred by Rule 6.5 of the Rules and Regulations of the International Institute for Population Sciences, the Executive Council hereby makes the following Bye-Laws, namely:

PART I – GENERAL BYE-LAW

1. SHORT TITLE AND COMMENCEMENT

- i) These Bye-Laws may be called the International Institute for Population Sciences Bye-Laws.
- ii) They shall be deemed to have come into force on 11-08-2022.

2. DEFINITIONS

In these Rules, unless there is anything repugnant in the subject or context:

- i) **"The Institute"** means the International Institute for Population Sciences, Mumbai;
- ii) **"Government"** means the Central Government;
- iii) **"The General Council"** means the General Council of the Institute, established under these Rules and Regulations;
- iv) **"The Executive Council"** means the Executive Council of the Institute, constituted under these Rules and Regulations, to manage the day to day affairs of the Institute;
- v) **"The Academic Council"** means the Academic Council of the Institute, constituted under these Rules and Regulations;
- vi) **"Standing Finance Committee"** means the Standing Finance Committee of the Institute, constituted under Rules and Regulations of the Institute;

- vii) **"Board of Studies"** means the Board of Studies of the Institute, constituted under Rules and Regulations of the Institute;
- viii) **"President"** means the President of the General Council of the Institute;
- ix) **"Vice-President"** means the Vice-President of the General Council of the Institute;
- x) **"Chairperson"** means the Chairperson of the Executive Council of the Institute, unless otherwise specified;
- xi) **"Secretary"** means the Secretary of Ministry of Health & Family Welfare, Government of India;
- xii) **"Director"** means the Director and Senior Professor of the International Institute for Population Sciences;
- xiii) **"Registrar"** means the Chief Administrative Officer-cum-Registrar of the International Institute for Population Sciences;
- xiv) **"Year"** means the year ending on 31st March;
- xv) **"Member"** means a Member of the General Council, Executive Council, Academic Council, Standing Finance Committee and Board of Studies, or any such other authorities as may be declared by the Rules to the authorities of the Institute.
- xvi) **"Act"** means the University Grants Commission Act, 1956 [Act 3 of 1956].
- xvii) **"Campus"** means Campus of the Institute at its headquarters, wherein its major facilities, faculty, staff, students and its Academic Departments are located in a city/ town/ village in India. While 'off-Campus centre' means as approved (by the Central Government) centre of the Institute beyond its Campus and outside India;
- xviii) **"Appointing Authority"** in relation to any post under the Institute means the authority competent to make appointments to the post;
- xix) **"Employee"** means a person serving in the Institute on any post;

Employees are further divided into two categories, viz., (a) Academic Staff and (b) Non-Academic Staff.

- (a) Academic Staff includes
 - i. Members of the faculty, consisting of Director, Professors, Associate Professors and Assistant Professors.
 - ii. Any other category of staff declared as academic staff by the Executive Council.
- (b) Non-Academic staff will mean and include all other staff not covered in (i) and (ii) above.
- xx) **"Rules"** means the Rules and Regulations of the International Institute for Population Sciences; and
- xxi) **"Appendix"** means an Appendix to these Bye-Laws;

PART II - BYE LAWS FOR CONDUCT OF BUSINESS

1. MEETING OF THE EXECUTIVE COUNCIL

- i) The Executive Council shall ordinarily meet at the Institute on such date and time as per the convenience of the Chairperson, or any other person authorized to convene the meeting by the Chairperson as per the Rules and Regulations of the Institute.
- ii) An extraordinary meeting of the Executive Council shall also be called any time on a written requisition made by at least 5 members of the Executive Council.
- iii) The Member-Secretary shall send to the members notice of every meeting of the Executive Council at least 14 days in the case of an ordinary meeting and at least 7 days in the case of an extraordinary meeting, before the date of the meeting, under certificate of posting, or by speed post or by email. The agenda of the meeting shall be sent at least 5 days before the date of the meeting.
- iv) The Chairperson shall preside over the meeting of the Executive Council. In his/ her absence, a member chosen by the members present on the occasion shall function as the Chairperson of the meeting.
- v) Any member desirous of moving any resolution at a meeting of the Executive Council shall give notice thereof in writing to the Chairperson, so as to reach him/ her not less than 4 days before the date of such meeting. Such notice when received shall be circulated immediately to the members and be included in the agenda of the meeting.
- vi) Any matter not included in the agenda and of which notice as mentioned in sub-para (iii) & (v) above has not been given, may be considered at meeting of the Executive Council with the permission of the Chairperson.
- vii) The proceedings of meetings of the Executive Council shall be recorded in a Minute Book to be maintained by the Member-Secretary for the purpose after it is approved by the Chairperson of the meeting.

2. ACADEMIC COUNCIL

1. The composition, powers and functions of the Academic Council will be governed by the Rules 8, 9 and 10 of the Rules and Regulations of the Institute.
2. A casual vacancy in the Academic Council may be filled by the Chairperson of the Academic Council by nomination.
3. Meeting of the Academic Council:
 - i) An extraordinary meeting of the Academic Council shall also be called on a written requisition made by atleast 7 members of the Academic Council.
 - ii) The Member-Secretary shall send to the members notice of every meeting of the Academic Council at least 14 days in the case of an ordinary meeting and atleast 7 days in the case of an extraordinary meeting, before the date of the meeting, under certificate of posting, or by speed post or by email. The agenda of the meeting shall be sent atleast 5 days before the date of the meeting.
 - iii) Any member desirous of moving any resolution at a meeting of the Academic Council shall give notice thereof in writing to the Chairperson so as to reach him/ her not less than 4 days before the date of such meeting. Such notice, when received, shall be circulated immediately to the members and shall be included in the agenda of the meeting.
 - iv) The Chairperson of the Academic Council shall preside over the meeting of the Academic Council. In his/ her absence, a member chosen by the members present on the occasion shall function as the Chairperson of the meeting.
 - v) Any matter not included in the agenda, may be considered at a meeting of the Academic Council with the permission of the Chairperson.
 - vi) The proceedings of the meetings of the Academic Council shall be recorded in a Minute Book to be maintained by the Member-Secretary for the purpose after it is approved by the Chairperson of the meeting.

3. STANDING FINANCE COMMITTEE

1. The composition, powers and functions of the Standing Finance Committee will be governed by the Rules 11, 12 and 13 of the Rules and Regulations of the Institute.
2. The term of office of nominated members of the Standing Finance Committee shall be three years. An outgoing member shall be eligible for re-nomination.
3. A casual vacancy in a Standing Finance Committee may be filled by the Chairperson of the Executive Council by nomination of a member of the Executive Council.
4. Meeting of the Standing Finance Committee
 - i) The Standing Finance Committee shall ordinarily meet at the Institute on such date and time as the Chairperson, or any other person authorized by the Chairperson to convene the meeting in terms of the relevant provisions of these Rules and Regulations of the Institute.
 - ii) An extraordinary meeting of the Standing Finance Committee shall also be called on a written requisition made by atleast 4 members of the Standing Finance Committee.
 - iii) The Member-Secretary shall send to the members notice of every meeting of the Standing Finance Committee atleast 14 days in the case of an ordinary meeting and atleast 7 days in the case of an extraordinary meeting, before the date of the meeting, under certificate of posting, by speed post or by email. The agenda of the meeting shall be sent atleast 5 days before the date of the meeting.
 - iv) The Chairperson shall preside over the meeting of the Standing Finance Committee. In his/ her absence, a member chosen by the members present on the occasion shall function as Chairperson of the meeting.
 - v) Any member desirous of moving any resolution at a meeting of the Standing Finance Committee shall give notice thereof in writing, so as to reach him/ her not less than 4 days before the date of such meeting. Such notice when received shall be

circulated immediately to the members and shall be included in the agenda of the meeting.

- vi) Any matter not included in the agenda and of which notice as mentioned in sub-para (iii) & (v) above has not been given, may be considered at a meeting of the Standing Finance Committee with the permission of the Chairperson.
- vii) The proceedings of the meeting of the Standing Finance Committee shall be recorded in a Minute Book to be maintained by the Member-Secretary for the purpose after it is approved by the Chairperson of the meeting.

4. MEETING OF THE BOARD OF STUDIES

- i) The Member-Secretary shall send to the members notice of every meeting of the Board of Studies at least 14 days in the case of an ordinary meeting and at least 7 days in the case of an extraordinary meeting, before the date of the meeting, under certificate of posting, or by speed post or by email. The agenda of the meeting shall be sent at least 5 days before the date of the meeting.
- ii) Any member desirous of moving any resolution at a meeting of the Board of Studies shall give notice thereof in writing to the Chairperson so as to reach him/ her not less than 4 days before the date of such meeting. Such notice, when received, shall be circulated immediately to the members and shall be included in the agenda of the meeting.
- iii) The Chairperson of the Board of Studies shall preside over the meeting of the Board of Studies. In his/her absence, a member chosen by the members present on the occasion shall function as the Chairperson of the meeting.
- iv) Any matter not included in the agenda, may be considered at a meeting of the Board of Studies with the permission of the Chairperson.
- v) The proceedings of the meetings of the Board of Studies shall be recorded in a Minute Book to be maintained by the Member-Secretary for the purpose after it is approved by the Chairperson of the meeting.

5. POWERS AND DUTIES OF THE DIRECTOR

- i) Director shall be in-charge of the administration of the Institute and shall allocate duties to employees. However, with regard to Academic Staff, he/ she shall allocate duties in consultation with the concerned Head of the Department. He/ she shall, subject to the Rules and the Bye-Laws, exercise such supervision and execute control as may be necessary.
- ii) Director shall exercise the specific powers assigned to him/her in the Bye-Laws and in Appendix-I.
- iii) Without prejudice to the general responsibility and within the limits of his/ her own powers, the Director may delegate his/ her powers for the speedy disposal of the business of the Institute to any of his/ her subordinates. Such delegations should be reported to the Executive Council at its next meeting.
- iv) The Director shall be the Chairperson of the Academic Council and Board of Studies. It will be the duty of the Director to ensure that all meetings of the General Council, Executive Council, Academic Council, Standing Finance Committee and Board of Studies are held every year as stipulated in the Bye Laws of the Institute.
- v) The Director may, if he/she is of the opinion that immediate action is called for on any matter, he/she shall exercise any power conferred upon by any authority of the Institute under its Rules and Regulations, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters.

Provided further that if any person in the service of the Institute is aggrieved by the said action taken by the Director under the said clause, he/she shall have the right to appeal against such decision of the Director to the Chairperson, Executive Council within 30 days from the date on which such action is communicated to him/her and thereupon the Executive Council shall call the meeting or in a subsequent meeting, may confirm, modify or reverse the action taken by the Director.

- vi) If the Executive Council desires to delegate any power to the Director of the Institute, the Director shall exercise the same, for the period for which the said delegation is being done.

- vii) The Director may enter into agreement, sign documents and authenticate records on behalf of the Institute, as and when required.
- viii) To consider and approve appointment of Visiting Fellows, Visiting Professors, Adjunct Faculty, consultants.
- ix) For personal matters like leave, Annual Performance Appraisal Report etc., the Director will report to the Chairperson, Executive Council.
- x) The Director will report and seek approval from the Chairperson, Executive Council for any other matter not bestowed on him/ her by the bye- laws or Executive Council.
- xi) In the absence of the Director for a period not exceeding 15 days the senior-most Professor on duty will look after the current duties of the Director. For a period exceeding 15 days, the orders of the Chairperson, Executive Council, shall be obtained.

6. RESERVATION POLICY

The Institute shall implement the reservation policy in admission and recruitment and promotion in accordance with any Act of Parliament and orders of Government of India time to time in force.

7. DISPUTE REGARDING MEMBERSHIP

If any question arises, whether any person has been duly nominated or appointed, as or is entitled to be a member of any authority or any committee of the Institute, the matter shall be referred to the President, General Council whose decision thereon shall be final and binding.

8. GRIEVANCE REDRESSAL MECHANISM

For individual grievances and complaint(s), the Institute shall have a Grievances Redressal Mechanism as may be prescribed by the Rules of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training/ University Grant Commission whichever is applicable.

9. INTERPRETATION OF RULES, REGULATIONS AND CLAUSES

In the event of conflict of opinion with regard to interpretation of Rules and Regulations of the Institute, the opinion of the General Council and Executive Council shall be final.

PART III - SERVICE BYE-LAWS

1. GRADES OF POSTS

The posts under the Institute shall fall into two groups:

A. Those maintained out of the funds of the Institute:

(i) ACADEMIC

- a) Director
- b) Professor
- c) Associate Professor
- d) Assistant Professor

(ii) NON-ACADEMIC

- a) All other staff not covered under category (i) above

The non-academic staffs are classified into Group “A”, “B” and “C” as per the Department of Personnel and Training (DOPT), Government of India rules.

B. Those maintained from specific grants made by outside agencies.

2. NATURE OF POSTS

Posts shall be either "permanent", i.e. carrying a definite rate of pay sanctioned without any limit of time, or "temporary", i.e. carrying a definite rate of pay sanctioned for a limited time.

3. CREATION AND ABOLITION OF POSTS

I. Posts shall be divided into three Groups as follows:

- A- Posts having Pay Level 10 and above as per the 7th Central Pay Commission (CPC).
- B- Posts having Pay Level 6-9 as per the 7th CPC
- C- Posts having Pay Level 1-5 as per the 7th CPC

- II.
 - i) Posts shall be of the groups specified in Appendix - II.
 - ii) The Executive Council may direct:
 - (a) Creation of any post in the Institute with the approval of the Ministry of Health and Family Welfare, Government of India.
 - (b) Abolition of any post.
- III. Ad-hoc posts for specified Research Projects duly sanctioned by the Executive Council may be created by the Chairperson of the Executive Council or Director for periods as under:

Group A Posts:

Chairperson: upto one year at a time subject to report to Executive Council at its next meeting.

Group B, C Posts:

Director: upto six months at a time subject to report to Executive Council at its next meeting.

4. APPOINTING AUTHORITY

Appointment to the post of Director shall be made by the General Council. Appointments to Group A posts shall be made by Executive Council subject to the provisions of Rule 6.3 of the Rules and Regulations of the Institute. Director, shall, however, issue appointment letters to persons appointed to Group A posts on behalf of the Executive Council. Appointments to Group B and C posts shall be made by the Director.

5. APPOINTMENT OF DIRECTOR

- i) The Director shall be a whole time salaried officer of the Institute and shall be appointed by the General Council on the recommendation of a Search-cum-Selection Committee headed by the Chairperson of the Executive Council.
- ii) The MoHFW will initiate the process of selection including advertisement for the post.

- iii) The composition of the Search-cum-Selection Committee shall be in accordance with the Recruitment Rules for the Director duly approved by the Executive Council and various Notifications/ Orders issued by the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training from time to time for such posts, the appointment of which falls under the purview of the Appointment committee of the Cabinet.
- iv) The eligibility, term of the posts and other such criteria as well as remunerations and other allowances for the post of Director shall be as per the prevailing Recruitment Rules, formed and revised regularly by the Executive Council.

6. RECRUITMENT

- i) All Group A, B and C posts except that of the Director, shall be advertised by the Director in prominent newspapers of the country approved for the purpose and published on the Institute's website. Group C posts may be advertised in local newspapers only. However, these rules are not applicable to ad-hoc posts for Research Projects which may be filled up according to the need of the specific projects.
- ii) The Committee for selecting the candidates for posts Academic and Non-academic in the various groups shall be comprised as follows:

I. For Group 'A' Posts

(A) For posts on Academic side

(i) For Professors

- (a) Chairperson or his/ her nominee.
- (b) Three Professional Experts from outside the Institute who are not the members of the staff/ General Council/ Executive Council/ Academic Council/ Standing Finance Committee/ Board of Studies of the Institute to be nominated by the Chairperson of the Selection Committee.
- (c) One member of the Executive Council to be nominated by the Chairperson.
- (d) One SC/ST Representative

(e) Director

(ii) For Associate Professors and Assistant Professors

(a) Chairperson or his/ her nominee - Chairperson.

(b) Two Professional Experts from outside the Institute who are not the members of the staff/ General Council/ Executive Council/ Academic Council/ Standing Finance Committee/ Board of Studies of the Institute to be nominated by the Chairperson of the Selection Committee.

(c) One member of the Executive Council to be nominated by the Chairperson.

(d) Director.

(e) Professor of the concerned Department.

(f) One SC/ST Representative

(B) For all other Non-Academic posts

The selection criteria for non-academic positions shall be governed by the guidelines issued by DoPT time to time.

Group 'A'

(a) Chairperson or his/ her nominee - Chairperson.

(b) One member of the Executive Council to be nominated by the Chairperson.

(c) Director.

(d) Two members of the staff above the level of the post for which appointment is to be made.

(e) One SC/ST representative.

II. For all posts in Group 'B'

(a) Director or his/ her nominee of appropriate status - Chairperson.

- (b) Two members of the staff above the level of the post for which the appointment is to be made to be nominated by the Director of which one should be the officer under whom the post exists.
- (c) One SC/ST Representative.

III. For Group 'C' posts

- (a) Director or his/ her nominee of appropriate status - Chairperson.
 - (b) Two members of the staff above the level of the post for which appointment is to be made to be nominated by the Director of which one should be the officer under whom the post exists.
 - (c) One SC/ST Representative.
- iii) The Chairperson of the Selection Committee shall appoint a sub-committee to screen the applications received and select the candidates to be called for interview from among those applying in response to the advertisement. For posts, where suitable candidates are not likely to apply, contact candidates may also be considered in addition to those who apply in response to advertisement.
 - iv) The Selection Committee shall send its report to the Director who shall submit it to the appropriate authority for appointment.
 - v) The maximum age of a candidate at the time of recruitment to the service of the Institute shall be in accordance with the Recruitment Rules framed by the Executive Council.
 - vi) An officer may be appointed to any post in the Institute on foreign service/ deputation with the approval of the Executive Council or of the appropriate Selection Committee.

7. TENURE

- i) Probation

Except when otherwise provided in the Rules and Regulations or in the special terms of appointment on fixed tenure or contract or deputation, all employees of the Institute shall, on appointment to any service of

the Institute, remain on probation for a period of two years which may be extended or reduced by the competent authority.

ii) Termination of services

The appointing authority may, without assigning any reason, terminate the services of any member of the staff:

- (a) Who is continuing on a substantive appointment and has completed his/ her period of probation, by giving three months' notice or three months' salary in lieu thereof.
- (b) Who is continuing on an officiating appointment and has completed his/ her period of probation by giving a month's notice or a month's salary in lieu thereof, and
- (c) Who is on probation or has completed the specified period of appointment without any notice.

iii) Resignation

A member of the staff who wishes to leave the service of the Institute shall give:

- (a) Three months' notice or three months' pay in lieu thereof if he/ she is on a substantive appointment and has completed his/ her period of probation.
- (b) One month's notice or one month's salary in lieu thereof, if he/ she is on an officiating appointment.

The Director may, in special circumstances, permit an employee to resign from the service of the Institute by notice of less than three months or one month as the case may be and report to the Executive Council at its next meeting.

iv) Retirement

- (a) Except as otherwise provided in the Service Bye-Laws, every employees of the Institute excepting academic staff shall retire from service on the afternoon of the last day of the month in which he/ she attains the age of 60 years. Provided that a non-academic staff whose date of birth is the first of a month shall

retire from service on the afternoon of the last day of the preceding month on attaining the age of 60 years.

- (b) Except as otherwise provided in the Service Bye-Laws, every academic staff shall retire on the afternoon of the last day of the month in which he/ she attains the age of 62 years. Provided that an academic staff whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of 62 years.
- (c) An employee of the Institute may be asked to retire after attaining the age of 55 years or on completion of 30 years of approved service following the prescribed formalities on giving 3 months' notice without assigning any reason.
- (d) An employee of the Institute may, after attaining the age of 55 years and or completion of 20 years of qualifying service may also voluntarily retire after giving 3 months' notice to the appointing authority.
- (e) The cases of retiring faculty who are willing to continue work beyond 62 years upto 65 years, will be put up to a Review Committee, one year before the date of retirement of the faculty.
- (f) The Committee, based on the credentials of the faculty member and the requirement of the Institute, will review and forward their recommendations to the Director, IIPS, which will then be put up to the Executive Council for its Recommendations and approval.
- (g) The composition of the Review Committee will be the same as that of the Committee for selection of incumbents for the regular post of Professors, IIPS.

8. LEAVE

- i) Employees of the Institute except Faculty members shall be entitled to such leave and leave salary as admissible to the corresponding categories of Central Government servants in the Central Civil Services (Leave) Rules, 1972 as amended from time to time provided that incumbents on deputation to posts at the Institute on foreign service shall be governed by the leave rules as may be stipulated in the conditions of their deputation.

- ii) Faculty members will be governed by the leave rules prescribed by the UGC for Teachers of the University/ Colleges.
- iii) Application for any kind of leave shall be addressed to the Director, who shall, in accordance with the relevant provisions, grant leave to all members of staff. Director will take casual leave himself/ herself and inform the office about it. Other kinds of leave to the Director shall be granted by the Chairperson.
- iv) When the exigencies of the Institute so require, the Director may refuse or revoke leave of any kind. In the case of members of the staff of Group 'A', he/ she shall report such refusal or revocation to the Chairperson for approval. Leave cannot be claimed as a matter of right.

9. FILLING OF LEAVE VACANCIES

- i) Leave vacancies in Group C of duration of one month or more may be filled by temporary recruitment. Leave vacancies of essential services of the Jr. Library Attendant, Sweeper, Watchman and Peon and other so declared by the Executive Council may be filled for a shorter period.
- ii) If a member of the staff is away from duty for a period not exceeding three months, the Director may appoint another member of the staff to officiate in that vacancy.

10. G.P.F. - CUM PENSION - CUM GRATUITY SCHEME

- i) Members of the staff shall be eligible, after satisfactory completion of one year service, to the benefit of G.P.F. - cum - Pension - cum Gratuity rules as enjoined in the C.C.S. (Pension) Rules 1972 and C.P.F. (C S) Rules, as applicable to the Central Government employees as amended from time to time.
- ii) The qualifying service of the employees of the Institute will be counted from the date of introduction of the C.P.F. Scheme in the Institute, i.e., 1-2-1961 and the pension amount will be calculated accordingly.
- iii) Those who have opted for Contributory Provident Fund and Death - cum - Retirement Gratuity Scheme on April 01, 1987 will continue to be governed by the Contributory Provident Fund Rules of Government of India and Death -cum- Retirement Gratuity Scheme as per Institute's Rules.

- iv) G.P.F. - cum Pension - cum - Gratuity Scheme was introduced with effect from April 01, 1987.
- v) New Pension scheme in accordance to Ministry of Finance, Department of Economic Affairs (ECB & PR Division) Notification F.No.5/7/2003-ECB&PR dated 22/12/2003 to the new recruits at the Institute has been introduced w.e.f. January 01, 2004.

11. CONDUCT, DISCIPLINE AND PENALTIES

- i) The Central Civil Services (Conduct) Rules, 1964, shall apply, mutatis mutandis, to the employees of the Institute.
- ii) The appointing authority or any other authority superior to it may impose on an employee of the Institute any of the following penalties for good and sufficient reasons:
 - a) Censure;
 - b) Withholding of increments or promotion;
 - c) Recovery from pay of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of the rules / bye-laws of the Institute on orders or directions of superior authorities;
 - d) Reduction to a lower grade or post or to a lower stage in a time-scale;
 - e) Compulsory retirement; and
 - f) Dismissal from service.
- iii) No order imposing any penalty on an employee shall be passed, except after:
 - a) the employee is informed in writing of the proposal to take action against him/her and of the allegations on which it is proposed to be taken and is given an opportunity to make any representation he/ she may wish to make within a specified time, which shall ordinarily be not less than a fortnight.

- b) such representation, if any, is taken into consideration by the authority imposing the penalty.
- iv) Provided that, without prejudice to the inquiry, the Director may, excepting in the case of employees holding Group A posts either *sou motu* or if he/ she deems necessary, in consultation with the Chairperson, suspend a person from his/ her post for the period of the enquiry.
- v) In respect of an order of punishment:
 - a) a member of the staff in Group B and C shall have the right to appeal to the Chairperson of the Executive Council; and
 - b) a member of the staff in Group A shall have the right to appeal to the President of General Council.
- vi) The right of appeal shall be exercised within one month of the date on which the punishment is awarded.
- vii) Every appeal shall be submitted to the Director who shall transmit it to the appellate authority with his/ her remark on point of fact.
- viii) The decision of the authority, to whom the appeal is preferred, shall be final.

PART IV: ACADEMIC PROGRAMMES AND ADMISSION

1. ACADEMIC PROGRAMMES AND ADMISSION

- i) Institute conducts various degree programmes as approved by the various statutory bodies of the Institute as well with the approval of the UGC.
- ii) Admission in the entire course will be done on All India level test followed as per laid down rules, regulations and procedure prescribed by the University Grant Commission/ Government of India from time to time, for the Institutes deemed to be university.
- iii) Admission of Non-Resident Indians (NRI)/ Persons of Indian Origin (PIO)/ Foreign Students to the Institute shall be governed as per laid down rules, regulations and procedure prescribed by the University Grant Commission/ Government of India from time to time for the Institutes deemed to be university.
- iv) The institution shall preserve the records of all such admissions at least for five years.
- v) Fee Structure shall be decided by the Respective Committees like Academic Council and Board of Studies, etc. for foreign students, fees will be in accordance with the fee regulations framed by the Government or by the UGC from time to time. The information regarding fees of the courses will be on Institute's website and by way of prospectus.

2. INFRASTRUCTURE AND OTHER FACILITIES

Infrastructure and other facilities required to run the academic programme, as approved by the Government of India, shall be provided by the Ministry of Health and Family Welfare (MoHFW), Government of India (GoI) by considering the UGC notification from time to time.

3. FINANCIAL VIABILITY/ FUNDING

The funds required to run the Institute's activities and all types of required funds for maintenance and development expenditure including salary and non-salary expenditure and future expansion shall be primarily from the MoHFW, GoI and also fulfil all financial criteria which have been mentioned in UGC notification from time to time.

4. MAINTENANCE OF STANDARDS

The Institution shall maintain standards, higher than the minimum, of instruction, academic and physical infrastructure, qualifications of faculty etc., as prescribed for college level institutions by the Commission or by the Statutory/ Regulatory body concerned, such as University Grants Commission (UGC), Medical Council of India (MCI), National Council for Teachers Education (NCTE) etc., and shall obtain their approval for running various programmes of study wherever applicable. This shall be periodically monitored by the duly constituted Committee(s) of the Commission.

5. EXPANSION OF INSTITUTE, REORGANIZATION AND CREATION OF NEW DEPARTMENT

- i) The institute may reorganize the existing Departments, create new Departments as may be necessary in the context of emerging subjects and requirements as per the decisions of the statutory bodies.
- ii) If the Institute wished to start a new Department dealing with a subject which is not in the field of its specialization or in an allied field, it may do so only if that field is covered under the objectives for which the Institute was established, and with the prior approval of the Government of India and the governing bodies of the Institute as prescribed in the Bye-Laws.
- iii) A new Department in the Campus or in the approved off-campus centre shall be established by the Institute only with the prior approval of the Government of India and the governing bodies of the Institute as prescribed in the Bye-Laws.

- iv) An Off-campus centre shall be established by the Institute with the recommendation of the University Grants Commission. The Central Government shall also consider the views of the State/ UT Government concerned where the Off-Campus Centre is proposed to be established.

6. INCLUSION OF OTHER INSTITUTIONS UNDER THE AMBIT OF THE INSTITUTE

- i) On an institution coming under the ambit of this Institute, the Institute shall award degrees only to the students enrolled in the institution after the institution concerned disaffiliated itself from the affiliating university. The students enrolled in such an institution prior to its inclusion under the ambit of the Institute, shall receive their degrees from the university to which the institution was affiliated at the time of their enrolment.
- ii) Once an institution comes under the ambit of this institute, it shall be at par with an off-campus of the Institute, and all articles of these Regulations relating to off-campus of institutions deemed to be universities shall be applicable to it.
- iii) The entire movable and immovable property as well as the existing manpower of the institution and its records (except those pertaining to the students who had already registered till they pass out of the Institution) shall be transferred to the Institute before the notification.
- iv) If an institution, not being under the same registered Society/ Trust, is desirous of coming under the ambit of this Institute, it shall apply to the Society/ Trust and become a part of the Society/Trust, as per procedure of Societies Registration Act or Trust Act, as the case may be. Thereafter, the Society/ Trust shall follow these Regulations to bring it under the ambit of the Institute.

7. JOINT PROGRAMMES

- i) The Institute may conduct joint academic programme(s) with other Universities/ Institutions deemed to be universities in India and abroad with the prior approval of the University Grants Commission as well as other governing bodies of the Institute as given in the Bye Laws. The proposed joint programme(s) shall conform to the Acts and Rules of the Commission that shall apply to such programmes from time to time.
- ii) There shall be sufficient safeguards so as to protect interests of students enrolled in such programmes.
- iii) The joint programmes shall be subjected to mandatory assessment and accreditation.

8. OPEN TO ALL

- i) Admission and employment in this Institute shall be open to all citizens of India regardless of race, religion, caste or creed and the area/ place of residence in India.
- ii) All policies and procedure as applicable to the university level institutions of public and privately funded institutions respectively, shall apply to the appropriate category of the Institute.

9. EXISTING ACADEMIC DEPARTMENTS

The Institute has the following eight academic departments:

- i) Department of Biostatistics and Epidemiology
- ii) Department of Fertility and Social Demography
- iii) Department of Public Health and Mortality Studies
- iv) Department of Migration and Urban Studies
- v) Department of Population and Development
- vi) Department of Family and Generations

- vii) Department of Survey Research and Data Analytics
- viii) Department of Extra Mural Studies and Distance Education (Self Finance)

Each department will have a Head on rotation among professors as per the seniority. The Department of Extra Mural Studies & Distance Education shall be functioning as per the approvals of the respective statutory bodies of the Institute as well as in line with the UGC orders time to time.

10. NEW COURSES

New courses shall be started with the approval of the statutory bodies of the Institute by following strictly the guidelines issued by UGC time to time.

PART V: CAREER ADVANCEMENT SCHEME (CAS) AND CONSULTANCY SERVICES FOR ACADEMIC STAFF

1. CAREER ADVANCEMENT SCHEME (CAS)

The Career Advancement Scheme (CAS) is applicable to the academic staff of the Institute shall be in accordance with the UGC guidelines time to time and as approved by the Executive Council.

2. RULES FOR CONSULTANCY SERVICES

The rules of the consultancy and acceptance of fees for the academic staff shall be as per the administrative orders issued by the Ministry of Health and Family Welfare (MoHFW), Government of India (GoI) from time to time.

3. MISCELLANEOUS

- i) Unless in any case it is provided otherwise, the whole time of an employee shall be at the disposal of the Institute. He may be employed in any manner required by the appropriate authority without claim for additional remuneration.
- ii) The Institute shall observe such holidays as are observed by the Secretariat of the Government of India for its offices located in Mumbai and such other holidays as may be determined by the Executive Council.
- iii) In respect of matters not provided in the Rules and Regulations and the Bye-laws of the Institute, as amended from time to time, the rules applicable to Central Government servants regarding the general conditions of services, pay, allowances including travelling and daily allowances, leave salary, joining time, foreign service terms etc. and orders and decisions issued in this regard by the Central Government from time to time shall apply mutatis mutandis to the employees of the Institute.
- iv) The Executive council may make such variations from the provisions of the bye-laws in the case of special appointments as it may consider necessary.

PART VI: FINANCIAL BYE-LAWS

1. GENERAL PROCEDURE

- i) The Director shall submit the budget estimates of receipts and expenditure for the ensuing financial year to the Standing Finance Committee for obtaining approval of the Executive Council.
- ii) Provided that if, during the course of a financial year, it becomes necessary to meet from the funds of the Institute the cost of any scheme, which has not been included in the annual Budget Estimates of each year, the Director shall obtain the sanction of the Executive Council before taking up the scheme.

2. APPROPRIATIONS

- i) The funds of the Institute shall not be appropriated for expenditure on any item which has not been approved by competent authority under these bye-laws.
- ii) The primary unit of appropriation shall be a major head, which may further be divided into minor heads sub-ordinate thereto. The major and minor heads of accounts shall be such as may be approved for the budget estimates of the year.
- iii) The Director shall sanction all items of expenditure within the approved budget allotment.
- iv) The Chairperson of the Executive Council and the Director may sanction an additional grant not exceeding Rs. 10,000 and Rs. 2,500 respectively for any approved scheme, provided that such grant is not inconsistent with the nature and object of the scheme itself and is also not more than 20% of the cost of the approved scheme.

3. RE-APPROPRIATIONS

- i) The Director shall have the power to re- appropriate funds from one secondary unit of appropriation to another within a primary unit, provided the re-appropriation does not have the effect of increasing the original allotment by more than 10%. For re-appropriation from one grant-in-aid to another grant-in-aid, the Director shall obtain recommendation of the Standing Finance Committee subject to approval of Government of India.

- ii) The Director shall keep a watch over expenditure against the sanctioned grants and in cases where expenditure has exceeded or is likely to exceed the sanctioned grant beyond the prescribed 10% as in clause (i) above, he/ she should refer the matter to the Standing Finance Committee for necessary action.

4. IMPREST AMOUNT

The Director may keep an imprest amount as per the norms of the Government of India.

5. PRIMARY ACCOUNTS

The primary accounts of the Institute will be maintained in the following forms:

- i) The cash book
- ii) Accounts ledger which should inter-alia, show grant-in-aid from Government, contribution from other sources, other receipts such as sales of publication, securities and other capital investments, leave and pensionary contribution and advances, permanent and temporary
- iii) The Receipt Book
- iv) Stock of Cheque Books
- v) Stock of Receipt Books
- vi) Stock of non- expendable articles
- vii) Stock of stationery
- viii) Stock of publications
- ix) Library Accession Register
- x) Miscellaneous stock
- xi) Contributory/ General Provident Fund Account of the employees
- xii) Monthly and annual accounts
- xiii) Other forms prescribed from time to time by the Director.

6. PURCHASE AND EXECUTION OF WORKS

- i) Working stores, tools plants, fittings, and fixtures should be as per the General Financial Rules, 2017 and the Manual for Procurement of Goods, 2017.
Spare parts of motor vehicles and other mechanical equipment also may be purchase as per the General Financial Rules, 2017 and the Manual for Procurement of Goods, 2017.
- ii) For items of work connected with construction, repairs and fitting and fixtures, the process will be followed as per the General Financial Rules, 2017 and the Manual on Procurement of works, 2019 and Manual for Procurement of consultancy and other services, 2017.
- iii) Contracts for maintenance of any machinery of the Institute may be made following due procedure in the General Financial Rules, 2017 and Manual for Procurement of Consultancy & other services.
- iv) The Director/ Registrar/ Senior Official as authorized by the Director may approve tenders as per the Delegation of Financial Power Rules (DFPR) based on the administrative orders issued by the Ministry of Health and Family Welfare (MoHFW), Government of India (GoI) from time to time.

7. DISPOSAL OF PROPERTY

The Director shall have the full power to dispose of the surplus stores left over on the termination of a scheme as per the Delegation of Financial Power Rules (DFPR) based on the administrative orders issued by the Ministry of Health and Family Welfare (MoHFW), Government of India (GoI) from time to time.

APPENDIX I: POWERS OF THE DIRECTOR

	Nature of Power	Extent of Power
(1)	(2)	(3)
1	Power to suspend or transfer a lien.	Full powers in respect of posts to which he/ she is authorized to make appointments.
2	Power to sanction the re-employment of superannuated persons in temporary vacancies.	Full powers in the case of Group B and C employees. Recommendatory Power for Group A Officers, subject to approval of Chairperson, Executive Council.
3	Power to decide whether a particular absence is absence on duty.	Full powers for cases within India.
4	Power to countersign his/ her own travelling allowance bills and those of other employees and official and non-official members of the General Council, Executive Council, Academic Council, Standing Finance Committee, Board of Studies and ad-hoc committees.	Full powers.
5	Power to authorize to travel by air to an officer who is not eligible for such travel.	Full powers.
6	Power to waive proviso (a) Supplementary Rule 209 and to authorize departure from Supplementary Rule 211, regarding combination of holidays with leave.	Full powers.
7	Power to allot residences.	As per the allotment rules framed by the Institute
8	Power to order the retention of undisbursed pay and allowances of establishment for any period but not exceeding three months.	Full powers.

9	Power to order sale, by auction or otherwise, in the interest of the Institute of unserviceable stores or perishable articles.	Full powers.
10	Power to sanction non-recurring contingent charges within budget limits.	Upto the limit of specific budget provisions for such purpose.
11	Power to sanction permanent advances.	Full powers.
12	Power to sanction advances for authorized contingent expenditure.	Full powers.
13	Power to sanction Municipal or Cantonment taxes.	Full powers.
14	Power to purchase within budget limits official and non-official publications required by him/ her or by officers under his/ her control.	Full powers.
15	Power to sanction fixed recurring charges of a contingent character.	Full powers.
16	Power to sanction telephone rents.	Full powers.
17	Power to sanction advance of pay to an employee under transfer.	Full powers.
18	Power to grant advance of travelling allowances to himself/ herself and to other employees.	Full powers.
19	Power to sanction advances for the purchase of conveyance.	Full powers in respect of all employees except himself/ herself.
20	Power to sanction advances/ final withdrawals out of the Contributory/ General Provident fund.	Full powers in respect of all employees except himself/ herself.
21	Power to order destruction of records.	Full powers subject to the conditions laid down in Appendix 13 to the compilation of the General Financial Rules, 1963.

22	Maintenance of Building and Petty Works: (a) Original works and special repairs. (b) Annual repairs	Full powers. Full powers.
23	Power to sanction stipend to trainees and honorarium to guest Assistant Professors.	Full powers at the approved rates and within the specific budget provision.

**APPENDIX-II: SCHEDULE SHOWING POSTS IN THE
INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES**

DESIGNATIONS	PAY BAND AS PER 7TH CPC	SANCTION ED POSTS
Group A Faculty		
Director & Senior Professor	Level 14	1
Professor	Level 14	8
Associate Professor	Level 13 (A)	13
Assistant Professor	Level 10	17
Sub-Total		39
Group A Non-Faculty		
Chief Administrative Officer-cum- Registrar	Level 13	1
Administrative Officer	Level 11	1
Library & Information Officer	Level 11	1
System Manager	Level 11	1
Assistant Finance Officer	Level 10	1
Assistant Registrar (Academic)	Level 10	1
Assistant Registrar (Admin)	Level 10	1
Sub-Total		7
Group B		
Programmer	Level 7	1
Junior Accounts Officer	Level 7	1
Section Officer	Level 7	1
Assistant Library & Information Officer	Level 7	1
Assistant Research Officer	Level 7	1
Hindi Officer	Level 7	1
Data Processing Assistant Group B	Level 7	2
Selection Grade Stenographer	Level 7	1
Hostel Manager	Level 6	1
Senior Library & Information Assistant	Level 6	1
Senior Research Assistant	Level 6	2
Office Superintendent	Level 6	3
Accountant	Level 6	2
Research Assistant	Level 6	6
Sub-Total		24

Group C		
Assistant	Level 5	6
Artist-cum-Photographer	Level 5	1
Supervisor (Technical)	Level 5	1
Hostel Housekeeper	Level 5	1
Stenographer Grade II	Level 5	1
Data Entry Operator Group B	Level 5	2
UDC-cum-Cashier	Level 4	1
Upper Division Clerk	Level 4	9
Stenographer Grade III	Level 4	3
Caretaker	Level 4	2
Driver-cum-Mechanic	Level 4	1
Telephone Operator	Level 2	2
Library Clerk	Level 2	3
Cook Grade I	Level 2	1
Lift Operator-cum-Hostel Attendant	Level 2	1
Lower Division Clerk	Level 2	5
OHP Operator-cum-PA Equipment	Level 2	1
Machine Operator	Level 2	1
Driver	Level 2	3
Xerox Operator	Level 2	1
Gestetner Operator	Level 2	1
Sub-Total		47
Peon – MTS	Level 1	37
Sub-Total		37
Total		154

RECRUITMENT RULES FOR THE POST OF DIRECTOR AND SENIOR PROFESSOR

- | | |
|---|---|
| 1. Name of the Post | : Director and Senior Professor |
| 2. No. of Posts | : One |
| 3. Classification | : Group 'A' |
| 4. Scale of Pay | : Rs. 18400-500-22400 |
| 5. Age Limit of Recruitment | : Not more than 50 years, relaxable by the Executive Council in suitable cases. |
| 6. Educational and other-qualifications as finally approved by Executive Council | (a) M.A./M.Sc. in Demography or Statistics or Economics or Mathematics or Sociology with specialisation in Statistics.
(b) Post Graduate training in Demography from an Institute of repute in Indian or Foreign University.
(c) Atleast ten years experience in demographic research, out of which atleast 5 years teaching experience in a Research Centre or University or Government department in a capacity equivalent to Professor's rank.
(d) Administrative experience of atleast 3 years in some teaching and/or research institute or university or government department |



Desirable

- (a) **Doctorate Degree in Demography.**
- (b) **Research publications of a high standard in the field of Demography, Population Studies, Economics and/or Statistics.**

7. **Period of probation/Method of Recruitment : Two years/Direct Recruitment.**

Recruitment Rules approved by the Executive Council in E.C. Meeting held on December 04, 1975.

- * Name of the Post changed to "Director and Senior Professor" while amending the Bye-Laws of the Institute and approved in the 50th E.C. Meeting held on December 19, 1986.**

Pay Scale have been revised as per Fifth Pay Commission Report approved by General Council in its 30th meeting held on January 17, 1998.



RECRUITMENT RULES FOR THE POST OF CHIEF ADMINISTRATIVE OFFICER, IIPS

1.	Name of the Post	Chief Administrative Officer
2.	No. of Posts	One
3.	Classification	Group 'A'
4.	Scale of Pay	Level 13 in the pay matrix of the 7 th CPC
5.	Whether Selection Post or Non-Selection Post?	Selection Post
6.	Whether benefit of added years of service admissible under rule 30 of the C. C. S. (Pension Rules) 1972?	Not applicable
7.	Age Limit for Recruitment/deputation	Not more than 50 Years for Direct Recruitment and 55 years for Deputation relaxable by the Screening Committee in deserving cases
8.	Educational and other qualifications required	<p><u>Essential:</u></p> <p>(i) A Master's degree with at least 55% marks</p> <p>(ii) At least 15 years of administration experience in university/academic institution/Government or Semi-Government Institute/Public Sector Industry or other relevant institution</p> <p><u>Desirable:</u> Preference will be given to candidates having Knowledge of Computer and functioning of e-office in GoI as well as the Knowledge on procurement, purchase of assets, inventory management as per GoI rules</p>
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promote	Not applicable
10.	Period of probation, if any	Two years
11.	Method of recruitment whether by direct recruitment or by promotion/or by Deputation/transfer and percentage of the vacancies to be filled by various methods.	Deputation or Direct Recruitment with the permission of the Chairperson, Executive Council
12.	In case of recruitment by deputation from which level the deputation to be made	For deputation- At least 10 years of experience with 3 years experience in the post in the Level 12 of the pay matrix under 7 th CPC
13.	If a DPC exists what is its composition	Not applicable

MINUTES FOR THE HUNDRED AND NINTH EXECUTIVE COUNCIL MEETING OF THE INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES, MUMBAI

The 109th meeting of the Executive Council (EC) of International Institute for Population Sciences (IIPS), Mumbai was held on 18th August, 2021 at 4.30 PM through physical and virtual mode at Ministry of Health and Family Welfare (MoHFW), Nirman Bhavan, New Delhi. The meeting was chaired by Shri. Rajesh Bhushan, Secretary to the Government of India, MoHFW and Chairperson, Executive Council, IIPS. The List of participants is at **Annexure – I**.

Smt. Sandhya Krishnamurthy, DG (stat), MoHFW welcomed the Chair and members to the meeting. Shri. Rajesh Bhushan in the introductory remark reiterated that EC may take up agendas and deliberate upon them with a focused mind on the progress of the Institute. After welcome and introductory remarks, the item-wise Agenda were discussed. The agenda of the meeting is provided at **Annexure - II**. The decision taken on the item-wise agenda are as follows:

- a. Item no. 1: The Minutes of the 108th Meeting of Executive Council held on 20th January, 2021 are confirmed.
- b. Item no. 2: Action taken on the Decisions of the 108th Meeting of the Executive Council held on 20th January 2021 are discussed in detail and noted (i) On the appointment of Consultant for internal auditing, the Chairperson suggested to complete the selection process at the earliest. (ii) On the representation by Dr. Sarang Pedgaonkar to consider his MD degree equivalent to Ph.D, it was suggested that the issue may be considered as per the practices followed in MoHFW funded institutions and the file may be put up accordingly for approval. (iii) On expanding collaboration of IIPS with other Institutions, one of the members suggested to consider leading demographic institutions like Centre for Population and Development Studies under the Harvard University which has larger outreach to many Institutions in the world.
- c. Item no. 3: Director & Sr. Professor briefed the need for a reallocation of the members of faculty across Departments of IIPS consequent to the recommendation of the committee constituted to "Restructure the Academic Department and Suggest Improvement in Research/Teaching/Training Quality (Restructuring Committee) at IIPS" and subsequent approval by the Ministry. The recommendations of the Committee included merging of two existing departments viz., (a) Department of Development Studies and (b) Department of Population Policies and Programmes and creation of two additional Departments, viz., (1) Department of Survey Research and Data Analytics and (2) Department of Family and Generations. The Committee also suggested that the minimum number of faculty in a Department may be in line with the UGC recommendation of 1 Professor, 2 Associate Professors and 4 Assistant Professors. In order to achieve this, a re-allocation of the members of existing faculty in different Departments became necessary.

On the clarification sought by the Chairperson on the procedure followed for the reallocation of faculty across Departments, the Director and Sr. Professor mentioned that, first, all the members of faculty were asked to provide their interest to shift to other Departments both



existing and created as per the suggestions of the Restructuring Committee. Second, the Director and Sr. Professor requested some of the faculty members to shift considering their disciplinary background and area of work. Finally, the disciplinary background of the members of faculty and their area of work are considered for arriving at a faculty composition in each Department. It was also mentioned that the proposed re-allocation is based on the acceptance of faculty in almost all the cases.

After the discussion, the EC approved the re-allocation of faculty across Departments as per the list provided at **Annexure - III**.

- d. Item no. 4: Director & Sr. Professor presented the Recruitment Rules for various teaching positions (Professor, Associate Professor and Assistant Professor) as per the UGC Gazette Notification dated 18-07-2018. He also presented the proposed disciplines for the selection of teaching positions for various Departments of IIPS.

During the discussion, it was suggested that the MD degree may be added as the qualification for various posts subject to the approval of the MoHFW on equating MD equivalent to Ph.D.

After discussion, EC provided in-principal approval for the revised Recruitment Rules for the teaching positions at IIPS - Professor, Associate Professor and Assistant Professor - which is provided at **Annexure - IV**. Further, IIPS has to submit the proposal to MoHFW for approval of DoPT and MoI.

- e. Item no. 5: EC discussed in detail the recommendation of the Restructuring Committee on the creation of 1 post of Associate Professor and 12 posts of Assistant Professor at IIPS in line with the UGC norm of having a minimum of 1 post of Professor, 2 posts of Associate Professor and 4 posts of Assistant Professor in each Department. Director and Sr. Professor also presented the increase in the number of students at IIPS (due to introduction of new courses) during the last 10 years from 168 to 406 without additional increase in the teaching faculty positions. Moreover, MoHFW also decided to carry out NFHS every three years since 2015. IIPS is also involved in number of long-term studies at the request of MoHFW such as Longitudinal Ageing Study of India (LASI), Global Youth Tobacco Survey (GYTS) etc. Therefore, there is an urgent need to enhance the number of faculty positions to carry out all the teaching and research work ensuring quality.

The 87th SFC meeting held on 30th April, 2021, approved and recommended to place before EC the financial implication of creating 1 post of Associate Professor and 12 posts of Assistant Professor to the tune of Rs. 1,64,09,472/- per annum.

The Chairperson suggested that IIPS may prepare a detailed justification for specific position with expected deliverables by creating additional positions.



After discussion, EC approved and recommended to place before the General Council the creation of 1 post of Associate Professor and 12 posts of Assistant professor at IIPS with the financial implication to the tune of Rs. 1,64,09,472/- per annum.

- f. **Item no. 6:** Based on the recommendation of the Restructuring Committee, IIPS prepared guidelines for the implementation of the three levels of visiting faculty engagement - Distinguished Visiting Faculty, Visiting Faculty and Short-term Visiting Faculty - with a financial implication of Rs. 14,60,000/- per annum.

The 87th meeting of SFC held on 30th April, 2021 approved and recommended to place before the EC, three levels of visiting faculty engagements at IIPS and its financial implication to the tune of Rs. 14,60,000/- per annum which may be met from the Institute Development Fund (IDF).

On the discussion, it was suggested that the Distinguished Visiting Faculty engagement may be extended to those who are currently employed as these are honorary engagement. It was also suggested that as the visiting faculty will be both from India and abroad, IIPS needs to ensure the confidentiality of the data collected by IIPS as per the Government of India norm and rules may be framed accordingly.

The EC approved the guidelines with the suggested modification with a financial implication to the tune of Rs. 14,60,000/- for engaging three levels of visiting faculty (Distinguished Visiting Faculty, Visiting Faculty and Short-term Visiting Faculty) at IIPS. This amount will be met from the Institute Development Fund (IDF). The guideline is provided at **Annexure - V**.

- g. **Item no. 7:** As per the recommendation of the Restructuring Committee, IIPS prepared guidelines for administering Student Exchange Programme at IIPS. The 87th meeting of SFC held on 30th April, 2021, approved and recommended to place before the EC the financial implication of administering Student Exchange Programme to the tune of Rs. 10,00,000/- per annum.

After discussion, EC approved the implementation of Student Exchange Programme at IIPS with a financial implication to the tune of Rs. 10,00,000/- per annum. The EC also approved the guidelines for the Student Exchange Programme which is provided at **Annexure - VI**.

- h. **Item no. 8:** As per the recommendation of the Restructuring Committee, IIPS prepared guidelines for administering Faculty Exchange Programme at IIPS. The 87th meeting of SFC held on 30th April, 2021, approved and recommended to place before the EC the



financial implications of administering Faculty Exchange Programme to the tune of Rs. 10,00,000/- per annum.

After discussion, EC approved the implementation of Faculty Exchange Programme at IIPS with a financial implication to the tune of Rs. 10,00,000/- per annum. The EC also approved the guidelines for the Faculty Exchange Programme which is provided at **Annexure – VII**.

- i. **Item no. 9:** As per the suggestion of the 108th meeting of the EC held on 20th January 2021, IIPS prepared a revised guidelines for administering Institute Development Fund (IDF), at IIPS. The 87th meeting of the SFC held on 30th April, 2021 approved the revised guidelines with suggested modifications and recommended to place before the EC.

After discussion, EC approved the revised guidelines for administering Institute Development Fund (IDF) at IIPS which is provided at **Annexure – VIII**.

- j. **Item no. 10:** EC noted the decision of the 87th meeting of the SFC to refer to DoE and DoPT the matter regarding the enhancement of the retirement age of the academic staff of IIPS from 62 to 65 in line with the UGC and as suggested by the Restructuring Committee.

IIPS has submitted a self-contained proposal to the MoHFW for further processing. The Chairperson instructed that the matter may be referred to DoE and to DoPT without any further delay.

- k. **Item no. 11** Director & Sr. Professor, IIPS presented the list of research projects underway, completed, and new research studies initiated since the last EC.

On the Longitudinal Ageing Study of India (LASI), it was suggested that funding for Wave-II data collection may be explored in the revised budget of the current financial year by surrendering the balance available from NFHS-5 to overcome the deficit (due to lack of funding available from the MoSJE. One of the members suggested that policy brief from NFHS-5 may be brought out. It was clarified that the NFHS-5 state level dissemination will be carried out soon and the state report are brief with several policy dimensions. The Director and Sr. Professor also mentioned that conduct of NFHS-6 is approved by the MoHFW to be carried out in the year 2023 and the first meeting of the Technical Advisory Committee was already held. Various sub-committees are formed for the implementation of NFHS-6.

The EC noted the progress in various research studies underway at IIPS



- l. **Item no. 12:** Director & Sr. Professor, IIPS briefed the members of the EC the current status on the different phases of New Infrastructure Development Project (NIDP) at IIPS. The Phase I construction is delayed and IIPS is in touch with CPWD on the delay. The DPR for the Phase II, (Hostel) is submitted by CPWD which will be forwarded to MoHFW soon after examination by IIPS.
- m. **Item no. 13:** Director & Sr. Professor IIPS reported to the EC, the progress of the Cadre Review carried out by a consultant appointed for the purpose. A draft report is submitted but IIPS has suggested changes to address current requirement of the Institute. The report once submitted will be forwarded to the MoHFW for examination.

EC noted the progress of the Cadre Review.

- n. **Item no. 14:** Director and Sr. Professor reported on the practices followed in the Institute for the reimbursement of medical expenses for the existing employees and the lack of medical coverage for the pensioners as IIPS is not covered under CGHS.

AS&FA and AS&MD instructed that the matter may be taken up with the higher officials in CGHS.

- o. **Item no. 14:** EC noted the matters relating to the appointments.

- p. **Item no. 15:** There were no additional matters for discussion.

The meeting ended with vote of thanks to the chair.



ANNEXURE-I

LIST OF PARTICIPANTS

[1]	Shri Rajesh Bhushan	Chairperson
[2]	Dr. Dharmendra Singh Gangwar	Member
[3]	Smt. Vandana Gurnani	Member
[4]	Smt. Sandhya Krishnamurthy	Member
[5]	Prof. K.S. James	Member
[6]	Prof. Shalini Bharat	Member
[7]	Mrs. Poonam Muttreja	Member
[8]	Prof. Abhiroop Mukhopadhyay	Member
[9]	Dr. Shireen J. Jejeebhoy	Member
[10]	Prof. Sanjay Kumar Mohanty	Member
[11]	Dr. Manoj Alagarajan	Member
[12]	Dr. M.K. Kulkarni	Non-Member Secretary
[13]	Shri. D. K. Ojha	Invitee
[14]	Smt. Anjali Rawat	Invitee
[15]	Smt. Pooja Verma	Invitee
[16]	Smt. Manjiri Rane	Invitee
[17]	Shri. Aniket Chattopadhyay	Invitee

ANNEXURE-II

**AGENDA FOR THE HUNDRED AND NINTH EXECUTIVE COUNCIL MEETING OF
THE INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES, MUMBAI**

DATE : 18th August, 2021 TIME : 4:30 p.m. MODE : PHYSICAL & VIRTUAL

Agenda	Subject Matter
Item No. 1	Confirmation of the minutes of 108 th meeting of the Executive Council held on January 20, 2021.
Item No. 2	Action taken on the decisions of the 108th meeting of the Executive Council held on January 20, 2021.
Item No. 3	Creation of two new Departments and faculty re-allocation across Departments
Item No. 4	Revision of Recruitment Rules for all Academic Departments in line with the UGC Notification dated 18-07-2018.
Item No. 5	Creation of 1 post of Associate Professor and 12 posts of Assistant Professor
Item No. 6	Guidelines for the Honorary of Distinguished Visiting Faculty & Short Term Visiting Faculty engagements
Item No. 7	Guidelines for the Student Exchange Programme
Item No. 8	Guidelines for the Faculty Exchange Programme
Item No. 9	Implementation of guidelines for Institute Development Fund (IDF)
Item No. 10	Reporting on the SFC decision on enhancement of Retirement Age of Faculty Members from 62 to 65
Item No. 11	Report on the Research Studies completed and Studies currently underway
Item No. 12	Reporting on the Progress of NIDP
Item No. 13	Reporting on the Progress of Cadre Review
Item No. 14	Implementation of CGHS scheme for the employees & pensioners of IIPS
Item No. 15	Reporting of the Matters to the Executive Council
Item No. 16	Any other matters with the permission of Chair

ANNEXURE III**Approved list of faculty in each Department**

Department	Professor	Associate Professor	Assistant Professor
Biostatistics & Epidemiology	1. Rect. Process Underway	1. Dr. Usha Ram 2. Dr. Murali Dhar	1. Dr. Unisa Sayeed 2. Dr. Suryakant Yadav
Fertility & Social Demography	1. Dr. Chander Shekar	1. Rect. Process Underway 2. To be advertised	1. Dr. D.A. Nagdeve 2. Dr. Manoj Alagarajan 3. Dr. Manas Pradhan
Public Health & Mortality Studies	1. Rect. Process Underway	1. Dr. Abhishek Singh 2. Dr. Dhananjay Bansod	1. Dr. Dr. H. Lhungdim 2. Dr. Kaushlendra Kumar 3. Dr. Suresh Jungari
Migration & Urban Studies	1. Dr. R. B. Bhagat	1. Dr. K. C. Das 2. Dr. Archana Roy	1. Dr. Sumi Sarode 2. Dr. R. S. Reshm
Population & Development	1. Dr. R. Nagarajan 2. Rect. Process Underway	1. Dr. S. K. Mohanty 2. Rect. Process Underway	1. Dr. Aparajita Chattopadhyay 2. Rect. Process Underway
Family Generations	1. Rect. Process Underway	1. Dr. T. V. Sekher 2. Dr. T. R. Dilip	1. Dr. Harihar Sahoo 2. Dr. Dipti Govil 3. Dr. Sarang Pedgaonkar
Survey Research & Data Analytics	1. Rect. Process Underway	1. Dr. S. K. Singh	1. Dr. L. K. Dwivedi 2. Dr. Preeti Dhillon

Note: The names are based on the substantive position the members of the faculty are holding in each Department and does not indicate the current position based on CAS

ANNEXURE - IV**Recruitment Rule for Faculty position approved in the 109th EC meeting held on 18-08-2021**

1.	Name of the Post	Professor
2.	Number of Post	08 (Eight)
3.	Category of Post	Group 'A'
4.	Scale of Pay	Level 14
5.	Whether selection post or non-selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30, of CCS Pension Rules 1972	Yes
7. Educational and other qualifications required for direct recruits		
Departments		
I.	Bio-statistics & Epidemiology	- 01 post
II.	Survey Research & Data Analytics	- 01 post
Eligibility (A or B):		
(A)		
i.	An eminent scholar having a Ph.D. degree in Demography / Population Studies / Bio-statistics/ Epidemiology or Statistics / Mathematics / Economics with specialisation in Demography / Population Studies And published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2 as per the UGC Gazette Notification dated 18-07-2018.	
ii.	A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate	
OR		
(B) An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.		
Departments		
I.	Fertility & Social Demography	- 01 Post
II.	Public Health & Mortality Studies	- 01 Post
III.	Migration & Urban Studies	- 01 Post
IV.	Population & Development	- 02 Post
V.	Family & Generations	- 01 Post
Eligibility (A or B):		
(A)		
i.	An eminent scholar having a Ph.D. degree in demography / Population Studies or Bio Medical Sciences / Environmental Sciences / Life Science / Statistics / Mathematics /	

- any Social Sciences Subjects with specialization in Demography / Population Studies. And published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2 as per the UGC Gazette Notification dated 18-07-2018
- ii. A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

OR

(B) An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience

3.	Period of Probation if any	Two Years
09.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / transfer and percentage of the vacancies to be filled by various methods	By Direct Recruitment

Recruitment Rule for Faculty position approved in the 109th EC meeting held on 18-08-2021

1.	Name of the Post	Associate Professor
2.	Number of Post	13 (Thirteen)
3.	Category of Post	Group 'A'
4.	Scale of Pay	Level 13A
5.	Whether selection post or non-selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30, of CCS Pension Rules 1972	Yes

7. Educational and other qualifications required for direct recruits: Relaxation of 5% will be provided from 50%-55% of the marks at the Masters level to SC/ST/PH candidates and to Ph.D. degree holders who have passed master degree prior 10-09-1991

Departments

- I. Bio-statistics & Epidemiology – 02 post
 II. Survey Research & Data Analytics – 01 post

- i. A good Academic record, with a Ph.D degree in Demography / Population Studies / Bio-statistics/ Epidemiology or Statistics / Mathematics / Economics with specialisation in Demography / Population Studies
- ii. A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in Demography / Population Studies / Bio-statistics/ Epidemiology or Statistics / Mathematics / Economics with specialisation in Demography / Population Studies

- ii. A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2 as per the UGC Gazette Notification dated 18-07-2018.

Departments

I.	Fertility & Social Demography	- 02 Post
II.	Public Health & Mortality Studies	- 02 Post
III.	Migration & Urban Studies	- 02 Post
IV.	Population & Development	- 02 Post
V.	Family & Generations	- 02 Post

- i. A good Academic record, with a Ph.D degree in demography / Population Studies / or Bio Medical Sciences / Environmental Sciences / Life Science / Statistics / Mathematics or any Social Science Subjects with specialization in Demography / Population Studies.
- ii. A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in demography / Population Studies / Bio Medical Sciences / Environmental Sciences / Life Science / Statistics / Mathematics or any Social Science Subjects with specialization in Demography / Population Studies.
- iii. A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2 as per the UGC Gazette Notification dated 18-07-2018.

8.	Period of Probation if any	Two Years
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment

Recruitment Rule for Faculty position approved in the 109th EC meeting held on 18-08-2021

1	Name of the Post	Assistant Professor
2	Number of Post	17 (Seventeen)
3	Category of Post	Group 'A'
4	Scale of Pay	Level 10
5	Whether selection post or non-selection post	Selection
6	Whether benefit of added years of service admissible under Rule 30, of CCS Pension Rules 1972	Yes

7. Educational and other qualifications required for direct recruits: Relaxation of 5% will be provided from 50%-55% of the marks at the Masters level to SC/ST/PH candidates and to Ph.D. degree holders who have passed master degree prior 19-09-1991

Departments

- | | | |
|-----|----------------------------------|-----------|
| I. | Bio-statistics & Epidemiology | - 02 post |
| II. | Survey Research & Data Analytics | - 02 post |

Eligibility (A or B):

(A)

- i. A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in Demography / Statistics / Economics / Bio-statistics with specialisation in Demography / Population Studies.
- ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET.
- iii. Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfilment of the following conditions: -
 - a. The Ph.D. degree of the candidate has been awarded in a regular mode.
 - b. The Ph.D. thesis has been evaluated by at least two external examiners.
 - c. An open Ph.D. viva voce of the candidate has been conducted.
 - d. The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a referred journal.

- a. The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET

OR

- B. The Ph.D. degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

Note: The Academic score as specified in Appendix II (Table 3A) of UGC Gazette Notification dated 18/07-2018 for Universities, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview

Departments

I.	Fertility & Social Demography	- 03 Post
II.	Public Health & Mortality Studies	- 03 Post
III.	Migration & Urban Studies	- 02 Post
IV.	Population & Development	- 02 Post
V.	Family & Generations	- 03 Post

Eligibility (A or B) :

(A)

- i. A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in demography / Population Studies or Bio Medical Sciences / Environmental Sciences / Life Science / Statistics / Mathematics / any Social Sciences Subjects with specialization in Demography / Population Studies.
- ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET.
- iii. Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or

equivalent positions in Universities/Colleges/Institutions subject to the fulfilment of the following conditions :-

- a. The Ph.D. degree of the candidate has been awarded in a regular mode;
- b. The Ph.D. thesis has been evaluated by at least two external examiners;
- c. An open Ph.D. viva voce of the candidate has been conducted;
- d. The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a referred journal;
- e. The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET

OR

- B. The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai)

Note: The Academic score as specified in Appendix II (Table 3A) of UGC Gazette Notification dated 18-07-2018 shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.

8	Period of Probation if any	Two Years
9	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment

ANNEXURE - V

GUIDELINES FOR THE DISTINGUISHED VISITING FACULTY AND VISITING FACULTY ENGAGEMENTS

A. DISTINGUISHED VISITING FACULTY:

The maximum number of Distinguished Visiting Faculty at any time will be two.

I. Selection Criteria:

The selection for the distinguished visiting faculty will be based on nomination only. Written nominations will be solicited from the members of EC, GC, SFC and AC of IIPS as well as from heads of the Institutions in the area of population and health. The nomination will be sought by the Director and Sr. Professor through email whenever there arises a vacancy.

A committee will review each of the nominations. The committee has the freedom to choose a distinguished visiting faculty either from the nomination or outside the nomination.

II. Composition of Search/Selection Committee:

The Committee consists of

1. Chairperson of the Executive Council/ or nominee of the Chairperson – Chairperson
2. A nominee of the Executive Council, IIPS – Member
3. Director and Senior Professor, IIPS, Mumbai – Member Secretary

III. Eligibility:

Senior scholars from academic field, senior government officers, senior persons from industry, international institutions or NGO sector who are either serving or retired are eligible to be considered under this scheme. Those considered for Distinguished Visiting Faculty should have made significant contribution to the field relevant to population and health. Those from the academic field should have minimum served as professor at least for 10 years and with proven record of publication. Similarly, government officers should be minimum of a rank of Joint Secretary, Government of India or retired from such rank. Senior officers either serving or retired from International Organisations, NGO sector and Industries will also be considered under this category.

IV. Duties/Functions and Tenure:

- i) Duration may be minimum of one year to maximum of three years
2. The Distinguished Visiting Faculty shall give a public lecture every six months in addition to mentoring younger faculty and students. They may also deliver lectures to students.
3. The Distinguished Visiting Faculty may also be involved in Externally Funded Projects as per the requirement for which suitable remuneration will be paid as per Institute's rules.
4. They are also free to provide lectures to students and involve in other academic activities of the Institute.

V. The Facilities Provided

The Distinguished Visiting Faculty will be given office space and other required assistance from the Institute. They will also be eligible for the reimbursement of travel twice in a year. An amount of Rs. 20,000/- per month as honorarium for the period of their stay at the Institute will also be provided.

B. VISITING FACULTY

1. Selection Criteria:

- i) A five-member committee headed by the Director and Senior Professor, IIPS Mumbai will examine the applications received for the honorary affiliation of visiting faculty time to time. The applicant should specify the research/teaching related activities he/she is interested to pursue during the period of stay. Each application received will be put up to the committee and will take an appropriate decision based on the credentials of the applicant, potential academic benefits to the Institute and the expected contribution of such a visit. The visiting faculty will not be eligible for any financial benefits from the Institute. However, the Visiting Faculty shall be eligible to receive remuneration as per the rules in case they provide special lectures to students.

The Number of such invitation will not exceed two in a year and the maximum period of stay will be one year.

II. Composition of Selection Committee:

1. Director and Senior Professor of IIPS, Mumbai, -- Chairperson
2. One external experts/ in the rank of Professor nominated by the Director and Sr. Professor -- Member
3. Three professors nominated by the Director and Sr. Professor -- Member

III. Eligibility:

- i. A faculty working in university/Institute/organization from India or abroad can apply to IIPS for a Visiting Faculty for a period of maximum one year without any financial liability on the Institute.

IV. Duties/Functions and Tenure:

- i. The Visiting Faculty shall contribute to the teaching and research work of the Institute
- ii. The Visiting Faculty shall present two of his/her research works during the tenure of one year or at least one if duration of visit is shorter than 6 months
- iii. The Visiting Faculty may contribute to the Institute publication in terms of working papers and policy briefs etc from their research pursued during the stay

V. The Facilities Provided

The Visiting Faculty will be given office space and other required assistance from the Institute.

C. SHORT-TERM VISITING FACULTY

i. Selection Criteria:

The invitation for short-term visiting faculty is purely based on the requirement of the Institute. The request for the invitation for scholars under this category should normally come from the members of faculty. The faculty member who would like to invite any scholar under this category should submit a request to the Director and Senior Professor with the CV of the scholar with appropriate justification. The final selection will be based on the need for the Institute and the potential benefits either in terms of teaching or research or other activities of the Institute.

The Number of such invitation will not exceed two in a year and the maximum period of stay will be three months.

ii. Composition of Selection Committee:

The invitation will be decided on the recommendation of committee. The Committee consists of

1. Director and Senior Professor of IIPS, Mumbai, -- Chairperson
2. One external experts/ in the rank of Professor nominated by the Director and Sr. Professor -- Member
3. Three professors nominated by the Director and Sr. Professor -- Member

4. **Eligibility:**

A faculty working in the University/Institute/ or similar organisations from India or abroad shall be eligible to be considered.

5. **Duties/Functions and Tenure:**

6. The nature of work and terms and conditions will be specified in the invitation letter offered to such faculty members.
7. The Short-Term Visiting Faculty shall work under the guidance of the concerned Head of the Department and/or Co-ordinator of the Research Project.

8. **Facilities Provided**

The short-term visiting faculty will be eligible to get office space as well as other facilities during the stay. They will be paid TA/DA as per the eligibility and will be paid an honorarium of Rs 30,000/- per month.

ANNEXURE – VI

GUIDELINES FOR THE STUDENT EXCHANGE PROGRAMME, IIPS

About the programme

IIPS will enter into agreement with interested universities/ institutes for student exchange. The MoUs will specify the nature (course work and/or project work) and duration of exchange (one month, a quarter or semester(s)), tuition fee arrangements (whether the outgoing student can pay the tuition fee at the parent institution), accommodation (whether the host institution will be able to provide a decent accommodation on campus or nearby the campus –free or paid by the student), credit transfer system, opportunity for financial support, and other formalities that may be important for the student exchange programme.

The student exchange programme at IIPS may only be extended to the MA/MSc in Population Studies, M.Sc. in Biostatistics and Demography, and the PhD programmes as these programmes have sufficient time for the student exchange to happen. The MPS programme, being very tightly packed, does not have enough scope for student exchange.

A list of potential universities that may be contacted for signing of the MoUs is given in the Appendix.

A. OUTGOING STUDENT EXCHANGE (FROM IIPS TO OTHER INSTITUTIONS)

IIPS will invite applications from eligible students, for the exchange programme. The Student Exchange Office (SEO) in the Academic Section will be responsible for receiving and processing the applications.

Duration of exchange

The duration of student exchange may be limited to a minimum of one month to a maximum of 4 months (or one semester) in case of MA/MSc programmes at IIPS. The exchange for PhD students may be limited to a maximum of one year (or two semesters).

Time for student exchange

Given the nature of MA/MSc programmes at IIPS, the student exchange may be restricted only to the third semester. So, an attempt may be made to complete the core papers related to the programmes before the third semester. For PhD students, the ideal time is after PhD proposal presentation (first year or second year).

Credit of the courses during exchange

The MA/MSc students should undertake courses depending on the credit requirement at IIPS for the third semester. SEO in consultation with a committee comprising of the Course Coordinator(s), Assistant Registrar (Academic), Controller of Examinations, and the Director & Senior Professor may decide the credit requirement. The committee may take into consideration the rules and regulations of the host university/institute while deciding the credit requirement. The credit will be worked out based on the prevailing norms of UGC as well as external system which are followed in other countries like European Credit Transfer and Accumulation System (ECTS) and other similar systems.

PhD students should opt for courses that are related to their area of research. PhD students should be able to complete (submit for publication) one research paper related to their PhD topic during their stay at the

host university/institute. Hence the PhD students must submit an outline of research plan to their guide and the SEO before leaving for exchange.

Eligibility

For the students to be eligible for the student exchange programme

1. The student should be registered in a regular Masters or PhD programme at IIPS.
2. The student should fulfill all the requirement mentioned in the student exchange notification and the MoUs.
3. The Master's student must have scored a minimum CGPA of 7.0 or above in the first and/or second semesters of their programme at IIPS.
4. The Master's student should not have supplementary in any paper in the first and/or second semesters.
5. PhD student must have presented his/her PhD proposal.
6. For international exchange, the student must have a passport indicating a validity of at least 12 months from the date of application.
7. The student should not have attended any other student exchange programme during his/her current programme.

Application process

Master's students of IIPS who are interested in participating in the student exchange programmes of IIPS should start preparing for it well in advance. For exchange programmes with international universities/institutes, the students should start preparing 6 months in advance. For exchange programmes with Indian universities/institutes, the students should start preparing 1-3 months in advance. The interested students must review the MoUs and the guidelines related to the student exchange with various host universities/institutes carefully to find out an appropriate host institution.

In case of PhD students, students should also identify a suitable expert from the host institution with whom they would like to work during the exchange. Once the students have looked at the MoUs and guidelines of various host universities, they should fill the required application form available with the SEO and submit the filled form along with required documents (see the next section) in a stipulated time fixed in advance by the SEO. The PhD student in consultation with his/her guide and upon receiving written consent from the expert at the host university/institute may request the SEO to nominate the expert in the host university/institute as his/her co-guide for the PhD work.

Required documents

Applicants must submit the following documents along with their application:

1. Covering letter addressed to the faculty in-charge of the SEO.
2. A short curriculum vitae.
3. Grade sheets of first and/or second semesters (applicable only to Master's students).
4. Research proposal (applicable only to PhD students).
5. A statement of purpose (SoP) explaining why you are interested in a particular exchange programme. The SoP must also describe how the exchange will benefit you.
6. A table clearly indicating the IIPS courses and the equivalent courses at the host university/institute (applicable only to Master's students).

7. A letter of recommendation from a faculty member of IIPS in case of Master's students. In case of PhD students, a letter of recommendation from the guide/supervisor.
8. A letter from an expert from the host university/institute stating that s/he is willing to supervise the student during the exchange program (applicable to PhD students only)
9. Copy of passport indicating a validity of at least 12 months (applicable only for exchange programme outside India) from the date of application

Selection process

After receiving the application forms, the SEO will screen the applications to ensure that the applicant fulfills the eligibility criteria laid down earlier. The shortlisted applicants will be invited for an interview within three weeks from deadline of submission of application forms. The SEO will intimate the date and time of interview to the applicants through email. The faculty in-charge of the SEO in consultation with Director & Senior Professor will identify panel members for the interviews. For Master's students, the panel will interview the students and rank them based on the Statement of Purpose (30%), performance in first and/or second semesters (30%), equivalence of IIPS courses with that of the host university/institute (10%), and personal interview (30%).

For PhD students, the panel will interview the students and rank them based on the statement of purpose (40%), suitability of the course for the PhD students (20%), and personal interview (40%).

Result of the interviews will be declared after the approval of Director & Senior Professor within a week's time. The number of students selected for a particular exchange will depend on the conditions laid down in the MoU with the host university/institute. Once the results are declared, the SEO will share all the relevant documents of the selected student(s) with the host university/institute for further processing.

In case no student is found suitable for an exchange programme, that exchange programme for that year will be cancelled.

After selection

The SEO will orient and prepare the outgoing students in terms of rules and regulations related to student exchange at the host university/institute. In addition, the SEO will inform the students about the costs associated with their travel, visa, accommodation, food, etc. The SEO will also provide information related to financial support offered in different exchange programmes. The SEO may in selected cases (SC/ST/OBC/EWS) offer partial support to the students selected for exchange program. The amount of support will be fixed in advance by the SEO for different exchange programmes.

The SEO will also brief the outgoing students about the expectations from them. The SEO will also inform the students about the consequences – both academic and financial – in case the selected student voluntarily withdraws from the exchange programme any time after the selection process is over. Students failing to earn the required credits or complete the approved plan as laid down by the committee will be asked to make up the deficit by taking additional courses in the fourth semester/repeating the semester at IIPS in the next academic year. Such students will not be granted degree till they complete all the academic requirements.

In case the PhD student is not able to complete the full paper, s/he should complete it in consultation with the guide as well as the expert at the host university/institute within a month's time after his/her return to IIPS.

The SEO will provide all documents required for visa application to students selected for international student exchange. Such students must apply for the visa and complete all other formalities well in advance. The SEO at IIPS or the host institution will not be responsible for delay in processing of visa.

Students proceeding on exchange must directly travel from Mumbai to the host university/institute and return directly to Mumbai after the exchange period is over.

After returning to IIPS

In addition, the student must submit a student exchange report within 15 days of his/her return in the format prescribed by the SEO. PhD students should also submit a copy of the research paper that they had prepared (and submitted for publication) during their stay at host university/institute within a week of their return to IIPS. Those who fail to complete the paper during the period of exchange must submit a copy of complete paper within a period of one month from the date of their return to IIPS. Research paper must be accompanied by a certificate signed by the PhD guide at IIPS and the expert at the host university/institute. The PhD students should also write to the seminar coordinator at IIPS for presenting their research in a faculty-student seminar within 3 months of return to IIPS.

Financial support for the exchange

In a majority of cases, the costs related to exchange will be borne by the students. The SEO will inform the selected students about the financial support if any (like fellowships/awards, free accommodation, etc.) depending on the MoUs of the various universities/institutes. In addition, the SEO will be able to provide partial financial support to a few deserving students belonging to SC, ST, OBC or EWS as approved in the 87th SFC meeting of IIPS. SEO may also provide financial support (subject to availability) to meritorious candidates who secure a CGPA of 9.0 or more in first and/or second semester(s) at IIPS. The meritorious candidates and candidates belonging to the afore-mentioned categories must apply to the SEO for financial support (in case a support is required) immediately after their selection for an exchange programme. After receiving the applications, the SEO will formulate a panel in consultation with the Director & Senior Professor for examining the applications and recommending suitable candidates for financial support. The SEO will intimate the recommendations of the panel to the applicants within a week of the meeting.

B INCOMING STUDENT EXCHANGE (FROM OTHER INSTITUTIONS TO IIPS)

Incoming students from universities/institutes having mutual student exchange MoU with IIPS will be governed by the terms and conditions laid down in the MoU. Incoming students from other universities/institutes will be governed by the following rules/regulations:

1. The student must apply through the parent university.
2. While putting his/her application, the student must mention whether s/he will audit course work (with or without credit), conduct joint research with IIPS faculty members or conduct field work in India for his/her PhD dissertation.
3. Specify the duration of exchange (one month, a quarter or a semester)
4. Student should be well-versed with working in English.
5. Student must be ready to appear for an online interview to be conducted by a committee duly constituted by the SEO in consultation with the Director & Senior Professor of IIPS.
6. The student must decide the courses that s/he wants to audit well in advance.
7. Any student will not be allowed to change the selected courses after 15 days of the start of the programme.

8. The student coming for course work will have to attend all the lectures regularly. Any absence on health or other grounds must be brought to the notice of the SEO.
9. Students coming for course work and seeking credits will have to undergo assessments at various stages of the course work at IIPS.
10. Students coming for joint research with IIPS faculty members will have to complete a research paper related to their topic of PhD and submit the same to the SEO before leaving IIPS.
11. Students coming for conducting field work for their PhD dissertation in India will have to submit a brief report to the SEO before leaving IIPS.

Fee and other costs

Incoming students from universities/institutes having mutual student exchange MoU with IIPS will be governed by the fee rules/regulations as laid down in the MoU. Incoming students from other universities/institutes will be governed by the following fee rules/regulations:

1. The tuition fee is to be paid within 15 days of the student's selection for the incoming exchange programme.
2. The tuition fee for students from developed countries for a course work of up to three months will be \$2000. The tuition fee for such students for a course work of up to six months will be \$4000.
3. The tuition fee for students from developing countries (excluding SAARC countries) for a course work of up to three months will be \$1500. The tuition fee for such students for a course work of up to six months will be \$2250.
4. The tuition fee for students from SAARC countries for a course work of up to three months will be \$1000. The tuition fee for such students for a course work of up to six months will be \$1500.
5. The tuition fee for students from developed countries for conducting joint research with IIPS faculty members for up to six months will be \$3000.
6. The tuition fee for students from developing countries (excluding SAARC countries) for conducting joint research with IIPS faculty members for up to six months will be \$2000.
7. The tuition fee for students from SAARC countries for conducting joint research with IIPS faculty members for up to six months will be \$1000.
8. If the incoming students for conducting joint research work with faculty members of IIPS also wish to do course work at IIPS, then they will have to pay an additional fee as listed in points 6, 7, and 8.
9. Students opting for field work training along with course work will have to pay an additional field work fee of \$1000.
10. Incoming students for conducting field work for their PhD dissertation in India will have to pay a one-time fee of \$1000. Such students will have limited access to the library and computer center at IIPS.
11. All other costs including but not limited to air fare, accommodation, meals, health insurance/expenditure, etc. will be borne by the student.

Refund of fees

1. If a student withdraws from the incoming student exchange before the start of the programme, IIPS will deduct 20% of the paid amount as processing fee and refund the remaining amount to the student within 60 days of the request for refund.
2. If a student withdraws within 15 days of the start of the programme, IIPS will deduct 50% of the paid fee and refund the remaining fee to the student within 60 days of the request for refund.
3. If a student withdraws after 15 days of the start of the programme, IIPS will have the right not to refund any fee.

Appendix

List of universities that may be contacted for signing of the MoU/s for the incoming student exchange programme at IIPS:

1. The Herbert Wertheim School of Public Health and Human Longevity Science, University of California San Diego
2. University of California Berkeley
3. Pennsylvania State University
4. Harvard T.H. Chan School of Public Health
5. Johns Hopkins School of Public Health
6. School of Population and Global Health, McGill University
7. Center on Population Dynamics, McGill University
8. Department of Social Statistics and Demography, University of Southampton
9. University of Groningen
10. London School of Hygiene and Tropical Medicine
11. London School of Economics and Political Science
12. School of Demography, University of Sydney
13. Indian Institute of Remote Sensing, Dehradun
14. National Institute of Mental Health and Neurosciences, Bangalore
15. Indira Gandhi Institute of Development Research, Mumbai
16. Indian Statistical Institute, Kolkata
17. Center for Development Studies, Thiruvananthapuram
18. Delhi School of Economics, New Delhi
19. Christian Medical College, Vellore
20. Madras School of Economics, Chennai
21. Max Planck Institute for Demographic Research (only for PhD exchange programme)
22. IIASA/Vienna Institute of Demography (VID) (only for PhD exchange programme)
23. All India Institute of Medical Sciences, New Delhi (only for PhD exchange programme)
24. Indian Institute of Tropical Meteorology, Pune (only for PhD exchange programme)

ANNEXURE – VII

GUIDELINE FOR SHORT DURATION FACULTY EXCHANGE PROGRAMME

About the programme:

The faculty exchange programme aims to provide opportunities for interaction between well-known Indian and Foreign Institutions with IIPS. This is expected to create greater bond between these institutions as well as exchange of ideas in the fields of research, teaching, training and dissemination of research findings. This will also result in collaborative research which ultimately benefit the population at large.

IIPS will enter into faculty exchange agreement with leading institutions working in the similar areas both in India and abroad. The exchange of faculty between these institutions will be encouraged.

Not more than two members of faculty will be eligible for such programme in a year. IIPS will also host only maximum of two faculty in a year from other Institutions as part of the exchange.

A. FOR MEMBERS OF IIPS FACULTY VISITING OTHER INSTITUTIONS

I. Eligibility:

The following eligibility criteria apply to the applicant for the faculty exchange program:

1. Applicant must be a full-time member of faculty of the IIPS. The preference will be given to faculty at Assistant Professor and Associate Professor level.
2. Applicant must have a minimum of three years of teaching experience at IIPS.
3. Applicant should have three research publications in the relevant areas in reputed journals (with an impact factor score of above 0.5).
4. Applicant should NOT have availed any benefit from the faculty exchange program in the past three years.

II. Submission of application:

It is the responsibility of the faculty to identify the appropriate institutions where IIPS has entered into MOU for the faculty exchange programme. After receiving the response from the Institutions, the faculty may apply to the Director and Senior Professor for consideration under the faculty exchange programme. The proposal should include a research proposal on the academic work that will be accomplished during the stay at the host institution indicating the potential benefits to the faculty as well as to IIPS. Preference will be given to those faculty receiving partial assistance from the host Institutions.

III. Selection Procedure:

- The submitted application will be reviewed by a five-member committee under the chairpersonship of Director and Sr. Professor with four senior most professors.

IV. Duration and number of outgoing faculties:

- Maximum three months with the institutional funding
- This would be relaxed for those going with external funding
- The faculty has to undertake a bond as per the GoI rules

V. Funding:

- Travel to and from on actual basis
- Lodging and boarding as per the GoI/Institute norms
- Local travel expenses as per the GoI/Institute norms
- Preference will be given when partial funding is received from the host institution

B. FOR INCOMING SCHOLARS TO IIPS:

I. Eligibility:

The scholars from other institutions where IIPS has understanding for the faculty exchange programme can apply directly to the Institute duly forwarded by the head of their institution.

The application received from the external institutions for incoming faculty will be reviewed by a five-member committee headed by the Director and Senior Professor with four senior most professors.

The maximum number of incoming faculty will not be more than 2 in a year with a maximum period of three months of stay for each scholar.

II. Academic engagement at the IIPS:

The scholar can participate and contribute to the academic life at IIPS under any of the Departments through

-
- Teaching of courses
- Curriculum development
- Seminar/workshops/conferences
- Collaborative research and publications
- Public lectures

III. Documents of application form:

The full-time faculty member at the host institution wishing to be considered as an applicant for the faculty exchange program should provide the following requisite (whichever is applicable) information:

1. A two-page curriculum vitae and a one-page applicant's profile
2. A research proposal should not be more than six pages and two references.
3. The research proposal should mention the purpose of the proposed research/teaching activity with the time frame.
4. Any other supporting documents or awards to be added separately with the application.
5. The potential source of funding for the visit

IV. Support from IIPS:

- IIPS would support for Visa process, letter for recommendation, No Objection letters, Approval letters from the desk of International Relation Cell in the case of visiting faculty from Institutions outside India. For the visiting scholars from Indian Institutions, necessary administrative support for facilitating the visit will be carried out.
- The visiting scholars will be eligible for office space and other facilities within the Institute
- No financial assistance will be available from IIPS for the visiting scholars.

Appendix- List of potential universities and Institution with whom IIPS may have MOU for faculty exchange programme

1. TISS, Mumbai
2. Symbiosis, Pune (<https://www.scie.ac.in/faculty-program>)
3. Indiana university Global (<https://global.iu.edu/partnerships/faculty-exchange/index.html>)
4. University of Delaware (<https://facultyhandbook.udel.edu/handbook/41141-faculty-exchange-program>)
5. IIT-Madras (<https://www.iitm.ac.in/academics/study-at-iitm/exchange-Programmes>)
6. NIT Roorkee (<https://ir.iitr.ac.in/FacultyExchange>)
7. IIT Kanpur
(https://www.iitk.ac.in/oiold/index.php?option=com_content&view=category&layout=blog&id=157&Itemid=211)
8. The College of Mexico A.C. (<https://www.colmex.mx/en>)
9. Guttmacher Institute (<https://www.guttmacher.org/>)
10. Population Council (<https://www.popcouncil.org/>)
11. London School of Economics (<https://www.lse.ac.uk>)
12. UC Berkeley Public Health (<https://publichealth.berkeley.edu/academics/>)
13. Institute of Demography and Socioeconomics (<https://www.unige.ch/sciences-societe/ideso/>)

- 14 Department of Social and Political Sciences, Bocconi University (https://www.unibocconi.eu/wps/wcm/connect/Bocconi/SitoPubblico_EN/Navigation+Tree/Home/faculty+and+research/departments/Social+and+Political+Sciences/)
- 15 Max Planck Institute for demographic Research (<https://www.demogr.mpg.de/en>)
- 16 Asian Demographic Research Institute (<https://adri.shu.edu.cn/>)
- 17 Data-Pop Alliance (<https://datapopalliance.org/about/vision-and-members/>)
- 18 Department of Sociology, University of Oxford (<https://www.sociology.ox.ac.uk/#/>)
- 19 Federal Institute for Population Research (<https://www.bih.bund.de>)
- 20 School of Demography, Australian National University (<https://demography.cass.anu.edu.au/>)
- 21 Statistical Sciences Department, Sapienza, University of Rome (<https://www.dss.uniroma1.it/it>)
- 22 Department of Public Health and Infectious Diseases, Sapienza, University of Rome (<https://dspmi.uniroma1.it/elencopersonale>)
- 23 The French Institute for Demographic Studies (<https://www.ined.fr/en/>)
- 24 Social Science Research Institute, Duke University (<https://ssri.duke.edu/>)
- 25 School of Public Health, The university of Hongkong (<https://sph.hku.hk/en>)
- 26 School of Social Sciences, University of California, Irvine (<https://www.socsci.uci.edu/index.php>)
- 27 Social Research and Public Policy, NYU, ABU DHABI (<https://nyuad.nyu.edu/en/academics/divisions/social-science.html>)
- 28 Population Research Center, University of Texas at Austin (<https://liberalarts.utexas.edu/prc/about/overview.php>)
- 29 National Demographic Research Institute of the Netherlands (<https://www.knaw.nl/en/institutes/nidi>)
- 30 European Doctoral School of Demography (<https://www.eaps.nl/>)
- 31 Population and Just Societies Program (IIASA) (<https://iasa.ac.at/web/popjus.html>)
- 32 Wittgenstein Centre (<http://www.wittgensteincentre.org/en/index.htm>)
- 33 Columbia Population Research Center (PRC) (<https://cprc.columbia.edu/>)

GUIDELINES FOR INSTITUTE DEVELOPMENT FUND OF IIPS MUMBAI

Background

International Institute for Population Sciences (IIPS) is a Deemed University and an autonomous organisation under the administrative control of the Ministry of Health and Family Welfare (MoHFW), Government of India. The Institute is funded by MoHFW through Grant in Aid.

The 74th meeting of Executive Council, IIPS approved the proposal to create an Institute Development Fund (IDF) with an objective to overcome the shortfall in fund for enhancing the infrastructural facilities as well as to act as a contingency whenever there is a dearth due to non-receipt of grants in time from the Ministry. This fund will be generated through the overhead charges the Institute collect from the research projects undertaken from various Ministries, UNFPA, UNICEF, BMGF and other National and International funding agencies. In addition, the Institute also carry out various training and consultancy programme. In addition, from the approved budget of the funding agencies, if there is provision for Faculty Time Fee or Consultancy Fee, one third is transferred to IDF.

The following revised guidelines will be applicable for the Institute Development Fund of IIPS

A. Objectives of the Fund:

1. The fund will also help the Institute to serve as contingency fund, which can be advanced whenever there is a monetary dearth due to non-receipt of the grants in time from the ministry. However, on receipt of grants the amount of advance shall be reimbursed to the fund.
2. To facilitate the students and faculty of the Institute for attending various international, national levels seminars, workshops, competitions to develop their academic career and future prospects based on a review system as modified by the Institute time to time.
3. To develop the best human resources for teaching and research in the Institute by providing various opportunities for the existing faculty through various exchange programmes.
4. To develop research/teaching networks of Institutions within the country in the areas relevant to the Institute.
5. To create research infrastructure.
6. To create and modernize facilities in the Institute.

B. Sources:

The sources of IDF are:

- a. Training programs, Faculty Development programs, etc.
- b. Projects and consultancy

C Utilization:

The Institute utilises the IDF on the following items:

1. Construction, Renovation of existing buildings and land scraping
2. Purchasing of Capital goods, Other Equipment, Books and Journals
3. Enhancing facilities for students and staff
4. Establishment & Modernization of computer centre and other related IT facilities
5. Establishment of Short term visiting positions of scholars
6. Enabling Faculty, Students and Staff to attend various conference, seminars, training programme helpful in enhancing their capacity.
7. To Develop higher level intellectual capacity of the Institute through various innovative mechanisms including developing networks of research/teaching institutions in the country.
8. Any other purpose in the interest of Institute with the approval of the Executive Committee

Note: The Principal amount of IDF shall be used for non-recurring expenditure only in exceptional cases with the permission of the Chairperson, SFC and recurring expenditure shall be met out only from "interest amount" of the IDF. Unutilised interest amount of a financial year shall be merged with principal amount of the IDF on first April of next financial year.

D. Management of IDF

The interest earned from the IDF to the tune of 30 per cent per annum can be utilised for the purpose as specified in point No. C as per the existing purchase rules as well as other guidelines for each activities as modified time to time. However, utilisation of an amount beyond 30 per cent of the interest earned from the IDF requires prior recommendation of the chairperson of the Standing Finance Committee and approval of the Chairperson of the Executive Council, IIPS.

RECRUITMENT RULES FOR THE POST OF ADMINISTRATIVE OFFICER

1. Name of the Post : Administrative Officer
2. No. of Posts : One
3. Classification : Group 'A'
4. Scale of Pay : Rs. 10000-325-15200
5. Age Limit of Recruitment : Not more than 50 years, relaxable by the Executive Council in suitable cases.
6. Educational and other qualifications as finally approved by Executive Council :
 - (a) A Bachelor's Degree
 - (b) Minimum of 7 years experience with atleast 4 years in a senior administrative position.

Desirable

Preference will be given to those who have experience of working in an educational institution

7. Period of probation/Method of Recruitment : Two years/Direct Recruitment, failing which by deputation.

Recruitment Rules approved by the Executive Council in the 22nd E.C. Meeting held on December 04, 1975.

Pay Scale have been revised as per Fifth Pay Commission Report approved by General Council in its 30th meeting held on January 17, 1998.



RECRUITMENT RULES FOR THE POST OF LIBRARY & INFORMATION OFFICER

- | | | |
|-----|--|--|
| 1. | Name of the post | Library and Information Officer |
| 2. | No. of posts | One |
| 3. | Classification | Group "A" |
| 4. | Scale of Pay | Rs.3000-100-3500-125-4500 |
| 5. | Whether Selection post or Non-selection post | Selection |
| 6. | Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972 | Yes |
| 7. | Age Limit for recruitment | 45 years |
| 8. | Educational and other Qualifications required for Direct recruits | <ol style="list-style-type: none">1. A Post Graduate Qualifications in Arts Science/Social Science/ Commerce2. A Degree in Library Science from a Recognised University.3. Minimum of 7 year's experience in a college/ University or teaching institutions. |
| 9. | Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees | Age - Not applicable
Qualifications - Yes |
| 10. | Period of probation if any | Two years |



- | | | |
|-----|---|--|
| 11. | Method of rectt. whether by Direct rectt. or by promotion or by deputation/transfer percentage of the vacancies to be filled by various methods | Promotion failing which by Direct Recruitment.

Initially the suitability of existing incumbent to the post of Librarian in the pay scale of Rs.2200-4000 shall be assessed by a DPC to the upgraded post of Library and Information Officer in the pay scale of Rs.3000-4500/-. |
| 12. | In case of rectt. by promotion/deputation/transfer grades from which promotion deputation/transfer to be made. | Asstt. Library and Information Officer in the Pay Scale of Rs.2000-3500 with 8 years of regular service in the respective grades. |
| 13. | If a DPC exists what is its composition | 1. Chairman E.C.IIPS - Chairman
2. Director - Member
3. One expert to be nominated by the Chairman, E.C.IIPS - Member
4. One SC/ST nominee - Member
5. One Head of the Dept. to be nominated by the Chairman - Member |

- Recruitment Rules with Category IV status to the Institute Library approved by the Ministry of Health and Family Welfare vide their letter No.A.45012/5/94-C&G dated 01/03/95.
- Additional post approved by the Executive Council in the 71st meeting held on 02/10/96.
- Pay Scale have been revised as per Fifth Pay Commission Report approved by General Council in its 30th meeting held on January 17, 1998.



RECRUITMENT RULES FOR THE POST OF SYSTEM MANAGER

1. Name of the Post : System Manager
2. No. of Posts : One
3. Classification : Group 'A'
4. Scale of Pay : Rs.10000-325-15200
5. Whether Selection Post or Non-Selection Post : Selection
6. Age Limit for Direct Recruits : 40 Years.
7. Educational and other qualifications required for Direct recruits : Essential
 - (i) (a) Master's Degree in Computer Sciences/ Computer Application of a recognised university or equivalent

OR

A degree in Engineering or Master's degree in Mathematics/Statistics/ Operation Research of a recognised university equivalent with a post-graduate or Diploma in Computer Science.

- (ii) 5 years experience in Statistical/ Data Processing Work including about 3 years experience in Programming/System Design on an Electronic Computer.

Desirable

Knowledge of Computer Programming in Fortran/Cobal/Basic

--/-



8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees : Not applicable
9. Period of Probation, if any : Two years
10. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods : By transfer on deputation failing which by Direct Recruitment
11. In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer to be made : Transfer on Deputation
Officers holding analogous posts, failing which with 5 years service in posts in the scale of Rs.8000-275-13500 or equivalent, from Government/Department/Autonomous Bodies and possessing the qualifications and experience prescribed for Direct Recruitment. (Period of deputation shall ordinarily not exceed 3 years)

-
- Approved by the Ministry of Health and Family Welfare vide letter No.A.45012/34/83-C&G dated November 19, 1985.
 - Pay Scale have been revised as per Fifth Pay Commission Report approved by General Council in its 30th meeting held on January 17, 1998



RECRUITMENT RULES FOR THE POST OF ACCOUNTS OFFICER

1. Name of the Post : Accounts Officer
2. No. of Posts : One
3. Classification : Group 'A'
4. Scale of Pay : Rs.8000-275-13500
5. Age Limit for Recruitment : Not more than 45 years, in the case of Direct Recruitment, relaxable by the Executive Council in suitable cases
6. Educational and other qualifications as finally approved by Executive Council :
 - (a) Atleast a Graduate
 - (b) S.A.S or Equivalent
 - (c) Minimum of 7 years accounts experience in Government Dept./Organisation
7. Period of probation/Method of Recruitment : Deputation post, or Direct Recruitment with the permission of Executive Council.

-
- Recruitment Rules approve by the Executive Council in the 22nd E.C. Meeting held on December 04, 1975.
 - Pay Scale have been revised as per Fifth Pay Commission Report approved by General Council in its 30th meeting held on January 17, 1998



RECRUITMENT RULES FOR THE POST OF ASSISTANT REGISTRAR (ACADEMIC)

1. Name of the Post : Assistant Registrar (Academic)
2. No. of Posts : One
3. Classification : Group 'A'
4. Scale of Pay : Rs.8000-275-13500
5. Age Limit for Recruitment : Not more than 45 years, relaxable by the Executive Council in suitable cases.
6. Educational and other qualifications as finally approved by Executive Council :
 - (a) The candidate should have a Master's degree; and
 - (b) Atleast 3 years experience in educational administration

A good knowledge in academic affairs and experience in handling admission and examination work in an educational institution of higher learning desirable

In the case of Departmental candidates, the educational qualifications may be relaxed to graduation

7. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees : No
8. Period of probation if any : 2 Years

../-



9. Method of recruitment whether : The post should be filled to the extent of 50% by direct recruitment and 50% by promotion
by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods
10. In case of recruitment by : Office Superintendent in the pay scale of Rs.5900-9000 and Selection Grade Stenographer in the pay scale of Rs.6500-10500 with 3 years service in the respective grade rendered after appointment thereto on a regular basis.
promotion/deputation/transfer grades from which promotion/deputation/transfer to be made

-
- Recruitment Rules as approved in the 49th meeting of the E.C. meeting held on September 04, 1986.
 - Pay Scale have been revised as per Fifth Pay Commission Report approved by General Council in its 30th meeting held on January 17, 1998



**RECRUITMENT RULES FOR THE POST OF ASSISTANT REGISTRAR
(ADMINISTRATION)**

1.	Name of the Post	Assistant Registrar (Administration)
2.	No. of Posts	One
3.	Classification	Group 'A'
4.	Scale of Pay	PB-3 - Rs.15600-39100 + GP Rs.5400 (Rs.8000-275-13500 pre-revised)
5.	Whether Selection Post or Non-Selection Post?	Selection Post
6.	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972?	Not applicable
7.	Age Limit for Direct Recruits.	35 Years, relaxable by the Executive Council in suitable cases
8.	Educational and other qualifications prescribed for direct recruits will apply in the case of promotees.	<p>Essential:</p> <p>(i) A Master's degree with atleast 55% marks.</p> <p>(ii) Atleast 5 years of experience with 3 years experience in the post in the scale of pay of (Rs.6500-10500 pre-revised) PB-2 Rs.9300-34800 + GP Rs.4200 (which is under revision)</p> <p>Desirable:</p> <p>Preference will be given to candidates having more qualification with atleast 3 years experience in dealing with admn./ establishment matters in a University/Govt. undertaking office.</p>
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable
10.	Period of probation, if any.	Two years
11.	Method of rectt. whether by direct rectt. or by promotion/or by Deputation/transfer and percentage of the vacancies to be filled by various methods.	Direct recruitment
12.	In case of rectt. by promotion/deputation/ transfer grades from which promotion/deputation/transfer to be made.	Not applicable
13.	If a DPC exists what is its composition	Not applicable

One post of Asstt. Registrar (Administration) sanctioned vide MOHFW letter No.A.45012/17/08-Stats.II (Part.II) dtd. 14/9/2009. Recruitment Rule approved as proposed under Item No.9(A) in the 94th Executive Council meeting held on 30/11/2009.



RECRUITMENT RULES FOR THE POST OF SYSTEM ANALYST

- | | | | |
|----|---|---|-------------------|
| 1. | Name of the Post | : | System Analyst |
| 2. | No. of Posts | : | One |
| 3. | Classification | : | Group A' |
| 4. | Scale of Pay | : | Rs.8000-275-13500 |
| 5. | Whether Selection or Non-Selection Post | : | Not applicable |
| 6. | Age Limit for Direct Recruitment | : | 35 years |
| 7. | Educational and other qualifications required for Direct recruits | : | <u>Essential</u> |
- (i) Master's degree in Computer Science/Computer Application of a recognised university or equivalent
- OR
- A degree in Engineering or Master's degree in Mathematics/ Statistics/Operation Research of a recognised university or equivalent with a post-graduate Diploma in Computer Science
- (ii) 3 years experience of Electronic Data Processing Work including 2 years experience in actual programming.



.../-

Desirable

Knowledge of Computer Programming
in Fortran/Cobol/Basic.

8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees : Not applicable
9. Period of Probation/ Method of Recruitment : Two years/By transfer on deputation failing which by direct recruitment
10. In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer to be made : Transfer on Deputation
Officers holding analogous posts, failing which with 3 years service in posts in the scale of Rs.6500-200-10500 or equivalent from Government departments/autonomous bodies and possessing the qualifications and experience prescribed for direct recruitment. (Period of deputation shall ordinarily not exceed 3 years).

Approved by the Ministry of Health and Family Welfare
vide letter No.A.45012/34/83-C&G dated November 19, 1985.

Pay Scale have been revised as per Fifth Pay Commission
Report approved by General Council in its 30th meeting
held on January 17, 1998

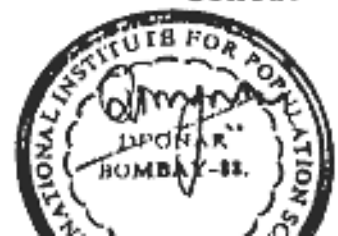


ANNEXURE - III

REVISED RECRUITMENT RULES FOR THE POST OF GROUP 'B', 'C' & 'D'

1)	Programmer	-	2
2)	Section Officer	-	1
3)	Assistant Library & Information Officer	-	1
4)	Assistant Research Officer	-	2
5)	Data Processing Assistant Grade 'B'	-	2
6)	Selection Grade Stenographer	-	1
7)	Hostel Manager	-	1
8)	Sr. Library and Information Assistant	-	1
9)	Publication Assistant	-	1
10)	Senior Research Assistant	-	2
11)	Office Superintendent	-	3
12)	Library & Information Assistant	-	1
13)	Hindi Translator	-	1
14)	Accountant	-	2
15)	Research Assistant	-	8
16)	Assistant	-	7
17)	Artist-cum-Photographer	-	1
18)	Supervisor (Technical)	-	1
19)	Hostel Housekeeper	-	1
20)	Stenographer Grade II	-	2
21)	Junior Engineer (Civil)	-	1
22)	Data Entry Operator Gr. 'B'	-	4
23)	UDC-cum-Cashier	-	1
24)	Upper Division Clerk	-	10
25)	Electrician	-	1
26)	Stenographer Grade III	-	3
27)	Caretaker	-	2
28)	Driver-cum-Mechanic	-	1
29)	Telephone Operator	-	2
30)	Library Clerk	-	3

contd.



31)	Cook- Grade I	-	1
32)	Lift Operator-Cum- Hostel Attendant	-	1
33)	Lower Division Clerk	-	12
34)	Operator Overhead Projector Cum- PA Equipment	-	1
35)	Machine Operator	-	1
36)	Driver	-	3
37)	X-erox Operator	-	1
38)	Gestetner Operator	-	1
39)	Plumber	-	1
40)	Cook Grade II	-	2
41)	<u>Attendant</u>		
	a) Peon	- 10 }	
	b) Watchman	- 10 }	
	c) Hostel Attendant	- 4 }	- 37
	d) Sweeper	- 8 }	
	e) Gardner	- 5 }	
42)	Jr. Library Attendant	-	4
43)	Water Pump Attendant	-	1
44)	Cleaner	-	1

Total -			136
=====			



RECRUITMENT RULES FOR THE POST OF PROGRAMMER

- | | | |
|-----|--|---|
| 1. | Name of the post | Programmer |
| 2. | No. of posts | Two |
| 3. | Classification | Group "B" |
| 4. | Scale of Pay | Rs.2375-75-3200-EB-100-3500 |
| 5. | Whether Selection post or non-selection post | Selection |
| 6. | Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972. | Yes |
| 7. | Age limit for direct recruitment | 35 years |
| 8. | Educational and other Qualifications required for direct recruits | <p>1. Master's degree in Computer Science/ Computer applications of a recognized University or equivalent</p> <p>(or)</p> <p>2. A degree in Engineering or a Post Graduate in Statistics/Mathematics/Operations Research of a recognized University with a diploma in programming/Computer Applications of at least one year duration from a recognized Institution.</p> <p style="text-align: center;">And</p> <p>3. 3 years experience of Electronic Data Processing work.</p> <p style="text-align: center;">Desirable</p> <p>Knowledge of Computer programming in Fortran/Cobol/Basic</p> |
| 9. | Whether age and educational Qualification prescribed for Director recruits will apply in the case of promotees | Yes |
| 10. | Period of Probation if any | Two years |



11. Method of recruitment whether by Direct rectt. or by promotion/ or by deputation/transfer and percentage of the vacancies to be filled by various methods. 50 % by promotion and 50% by Director Recruitment
12. In case of rectt. by promotion/ Deputation/Transfer grades from which promotion/deputation/ transfer to be made Promotion
Data Processing Assistant grade "B" with three years service in the grade rendered after appointment thereto on a regular basis. Initially the post of programmer will be filled by the existing incumbent in the scale of pay of Rs.2000-3500 by ^{directly} assuming their suitability by a DPC.
13. If a DPC exists what is its Composition
1. Director or his nominee - Chairman
 2. Head of the Dept. of Mathematical Demography and Statistics - Member
 3. One member of the staff to be nominated by the Director - Member
 4. A SC/ST representative - Member
 5. Administrative Officer - Member

The column No.9 of the Recruitment Rule amended to Read as follows:

Age - No
Educational Qualification - Yes

The present incumbent to the post of Programmer' will be considered as exception with his present qualification to be assessed by a DPC.

Amendments are as approved by the Executive Council in the 71st meeting held on August 02, 1996.



RECRUITMENT RULES FOR THE POST OF SECTION OFFICER

- | | | |
|-----|---|--|
| 1. | Name of the post | Section Officer |
| 2. | No. of posts | One |
| 3. | Classification | Group "B" |
| 4. | Scale of Pay | Rs.2000-60-2300-EB-75-3200-100-3500 |
| 5. | Whether Selection post or Non-selection post | Selection |
| 6. | Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972 | Not Applicable |
| 7. | Age limit for Direct recruitment | 45 years |
| 8. | Educational and other Qualifications required for Direct recruits | 1. A Master's Degree.
2. At least 5 years experience as Office Superintendent or 8 years experience as Assistant in an Educational/ Research Institution. |
| 9. | Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees | No |
| 10. | Period of probation if any | Two years |
| 11. | Method of Rectt. whether by Direct rectt. or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods | Promotion falling which by direct recruitment |
| 12. | In case of rectt. by promotion deputation/transfer grades from which promotion/deputation/transfer to be made | <u>Promotion:</u>
Office Superintendent in the pay scale of Rs.1640-60-2300-EB-75-2900 and with 3 years regular service in the grade. |



13. If a DPC exists what is its
Composition

- | | |
|--|------------|
| 1. Director or his nominee | - Chairman |
| 2. Two staff members of the Institute
to be nominated by the Director | - Member |
| 3. A SC/ST representative | - Member |
| 4. Administrative Officer | - Member |



RECRUITMENT RULES FOR THE POST OF ASSISTANT LIBRARY AND INFORMATION OFFICER

1. Name of the post Assistant Library and Information Officer
2. No. of posts One
3. Classification Group "B"
4. Scale of Pay Rs.2000-60-2300-EB-75-3200-100-3500
5. Whether Selection post or Non-selection post Selection
6. Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972 No
7. Age limit for recruitment 35 years
8. Educational and other qualifications required for Direct recruits
 1. Post Graduate Degree in Science/Art's/ Social Science/Commerce
 2. A Degree in Library Science from a recognized University
 3. Minimum of 3 year's experience in a Library of a college University, teaching or research institutions.
9. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees Yes
10. Period of probation if any Two years
11. Method of rectt. whether by Direct rectt. or by promotion/or by deputation /transfer and percentage of the vacancies to be filled by various methods Promotion failing which by direct recruitment



12. In case of recit. by promotion deputation/transfer grade from which promotion/deputation/transfer to be made

Promotion:

Senior Library and information ~~Officer~~ or Assistant Librarian in the grade of Rs.1640-2900 with a minimum of three years service on regular basis.

13. If a DPC exists what is its composition

1. Director or his nominee - Chairman
2. Librarian - Member
3. A staff member of the Institute to be nominated by the Director - Member
4. A SC/ST representative - Member
5. Administrative Officer - Member

- The column No.9 of the Recruitment Rule amended to read as follows:

Age - No
Educational Qualification - Yes

- The column No.12 of the Recruitment Rule amended to read as 'Senior Library and Information Assistant'

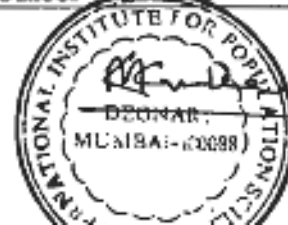
- Amendments are as approved by the Executive Council in the 71st meeting held on August 02, 1996.



**RECRUITMENT RULES FOR THE POST OF JUNIOR ACCOUNTS
OFFICER**

1.	Name of the Post	Junior Accounts Officer
2.	No. of Posts	One
3.	Classification	Group 'B'
4.	Scale of Pay	PB 2 - Rs.9300-34800 + GP Rs.4600 (under revision) (Rs.7450-225-11500 pre-revised)
5.	Whether Selection Post or Non-Selection Post?	Non Selection Post
6.	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972?	Not applicable
7.	Age Limit for Direct Recruits.	Not more than 35 years. In the case of direct recruitment, relaxable by the Executive Council in suitable cases.
8.	Educational and other qualifications prescribed for direct recruits will apply in the case of promotees.	<u>Essential:</u> (i) B.Com. (ii) Minimum of 8 years of accounts experience in a Government department/ organization of repute as Accountant. Experience of working in latest software package of accounts like tally, etc. <u>Desirable:</u> Preference will be given to Post Graduate in Commerce/Finance.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Age - No Educational Qualification - Yes
10.	Period of probation, if any.	Two years
11.	Method of rectt. whether by direct rectt. or by promotion/or by Deputation/transfer and percentage of the vacancies to be filled by various methods.	By promotion, failing which by direct recruitment.
12.	In case of rectt. by promotion/deputation/ transfer grades from which promotion/deputation/transfer to be made.	Accountant in the pay band of PB-2 Rs.9300 - 34800 + GP Rs.4200 and with minimum 5 years experience.
13.	If a DPC exists what is its composition	1. Director of his nominee - Chairman 2. One staff member above the post to be nominated by the Director - Member 3. Registrar - Member 4. SC/ST Representative - Member 5. Accounts Officer - Member

One post of Jr. Accounts Officer sanctioned vide MOHFW letter No.A.45012/17/08-Stats.II (Part.II) dtd. 14/9/2009.
Recruitment Rule approved as proposed under Item No.9(A) in the 94th Executive Council meeting held on 30/11/2009.



RECRUITMENT RULES FOR THE POST OF ASSISTANT RESEARCH OFFICER

- | | | |
|-----|--|---|
| 1. | Name of the post | Assistant Research Officer |
| 2. | No. of posts | Two |
| 3. | Classification | Group "B" |
| 4. | Scale of pay | Rs.2000-60-2300-EB-75-3200-100-3500 |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972 | Yes |
| 7. | Age limit of recruitment | 35 years |
| 8. | Educational and other qualifications required for direct recruitment | 1. Master's degree in Statistics/Mathematics or other Social Sciences with 5 years' experience in conducting research evaluation in the field of of Population Studies. |
| 9. | Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees | Educational Qualification - Yes
Age - No |
| 10. | Period of probation if any | Two years |
| 11. | Method of rectt. whether by direct or by promotion/transfer by and percentage of the vacancies to be filled by various methods | 100% by promotion failing which by Direct Recruitment. |



12. In case of rectt. by promotion/ :
deputation/transfer grades from
which promotion/deputation/
transfer to be made

Promotion : Senior Research Assistant in the grade
of Rs.1640-2900 with 3 years regular
service in the grade.

Note : Initial recruitment to the posts shall be made
from the existing incumbents to the post of
Sr.Technical Assistant in the pay scale of
Rs.2000-3200.

13. If a DPC exists what is its
composition

- | | | |
|--|---|----------|
| 1. Director or his nominee | - | Chairman |
| 2. Two Staff Members to be
nominated by the Director. | - | Member |
| 3. A SC/ST representative | - | Member |
| 4. Administrative Officer | - | Member |



**REVISED RECRUITMENT RULES FOR THE POST OF DATA
PROCESSING ASSISTANT GR.'B'**

1.	Name of the Post	Data Processing Assistant Gr.B
2.	No. of Posts	Two
3.	Classification	Group 'B'
4.	Scale of Pay	PB 2 - Rs.9400-34800 + GP Rs.4200
5.	Whether Selection Post or Non-Selection Post?	Non-Selection
6.	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972?	No
7.	Age Limit for Direct Recruits.	35 Years
8.	Educational and other qualifications prescribed for direct recruits will apply in the case of promotees.	<u>Essential</u> MCA/M.Sc in Computer Science or M.Sc. (I.T.)
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Educational Qualification - Yes Age - No
10.	Period of probation, if any.	Two years
11.	Method of rectt. whether by direct rectt. or by promotion/or by Deputation/transfer and percentage of the vacancies to be filled by various methods.	By promotion failing which by direct recruitment
12.	In case of rectt. by promotion/deputation/ transfer grades from which promotion/deputation/transfer to be made.	<u>Promotion</u> Data Entry Operator Gr.'B' in PB-1 of Rs.5200-20200 with GP Rs.2800/- with 8 years of regular service.
13.	If a DPC exists what is its composition	1. Director or his nominee - Chairman 2. One Member of the staff to be nominated by the Director - Member 3. A SC/ST representative - Member 4. Registrar - Member

Amendment approved as proposed under Item No. 8
in the 94th Executive Council meeting held on 30/11/2009.



RECRUITMENT RULES FOR THE POST OF DATA PROCESSING ASSISTANT GR.B

1. Name of the post Data Processing Assistant Gr.B
2. No. of posts Two
3. Classification Group "B"
4. Scale of Pay Rs.2000-60-2300-EB-75-3200
5. Whether Selection post or Non-selection post Selection
6. Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972 No
7. Age limit for recruitment 35 years
8. Educational and other Qualifications required for Direct recruits. Graduate with Diploma/Certificate in Computer applications
9. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees Yes
10. Period of probation if any Two years
11. Method of rectt. whether by Direct rectt. or by promotion/ or by Deputation/transfer and percentage of the vacancies to be filled by various methods Promotion filling which by direct recruitment



12. In case of rectt. by promotion/
deputation/transfer grades from
which promotion/deputation/
transfer to be made

Promotion

The existing incumbent to the post of Console operator in the pay scale of Rs.1640-60-2600-EB-75-2900 with a minimum of 5 years of regular service in the grade shall be assessed for their suitability to the upgraded post of Data Processing Assistant Gr. B. In case they are found suitable they shall be appointed to the post. In case they are not found suitable the DPC shall assess them again after an interval of one year. Till such time the incumbent is not found suitable for the upgraded and redesignated post of Data processing Assistant Grade B he/she shall continue to hold the post of console operator. The combined strength of Data Processing Assistant Gr.B and Console Operator shall remain as two.

13. If a DPC exists what is its
composition

- | | | |
|---|---|----------|
| 1. Director or his nominee | - | Chairman |
| 2. Head of the Dept. of Mathematical
Demography and Statistics | - | Member |
| 3. One member of the staff to be
nominated by the Director | - | Member |
| 4. A SC/ST representative | - | Member |
| 5. Administrative Officer | - | Member |

- The column No.9 of the Recruitment Rule amended to read as follows:

Age - No

Educational Qualification - Yes

- The present incumbent to the post of 'Console Operator' may be considered as exception with present qualification to be assessed by a DPC.

- Amendments are as approved by the Executive Council in the 71st meeting held on August 02, 1996.



RECRUITMENT RULES FOR THE POST OF SELECTION GRADE STENOGRAPHER

- | | | |
|-----|---|--|
| 1. | Name of the Post | Selection Grade Stenographer |
| 2. | No. of posts | One |
| 3. | Classification | Group 'B' |
| 4. | Scale of Pay | Rs.2000-60-2300-EB-75-3200 |
| 5. | Whether Selection post or
Non-selection post | Selection |
| 6. | Whether benefit of added
years of service admissible
under Rule 30 of the C.C.S.
(Pension Rules), 1972 | No Applicable |
| 7. | Age limit for direct recruits | 35 years. |
| 8. | Educational and other
Qualifications required for
Direct recruits | 1. Graduate's degree
2. A speed of 120/50 wpm in shorthand and
and typewriting respectively and with at least 7 years
experience as stenographer/PA in any reputed
organisation. |
| 9. | Whether age and educational
Qualification prescribed for direct
recruits will apply in the case of
Promotees | Age No

Educational Yes
Qualification |
| 10. | Period of probation if any | 2 years |
| 11. | Method of Rectt. whether by Direct

rectt. or by promotion or by
deputation/transfer and percentage
of the vacancies to be filled
by various methods | By promotion failing which by direct recruitment. |
| 12. | In case of rectt. by promotion/
Deputation/transfer grades from
which promotion/deputation/transfer
to be made | <u>Promotion:</u> Stenographer Grade II
With a minimum of five years
regular service in grade |



13. If a DPC exists what its composition

1. Director - Chairman
2. Two Staff members to be nominated by the Director - Member
3. A SC/ST representative - Member
4. Administrative Officer - Member



RECRUITMENT RULES FOR THE POST OF HOSTEL MANAGER

- | | | |
|-----|--|---|
| 1. | Name of the post | Hostel Manager |
| 2. | No. of posts | One |
| 3. | Classification | Group "B" |
| 4. | Scale of Pay | Rs.1640-60-2600-EB-75-2900 |
| 5. | Whether Selection post or Non-selection post | Non-selection |
| 6. | Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972 | Not Applicable |
| 7. | Age limit for direct recruitment | 35 years |
| 8. | Educational and other Qualifications required for Direct recruits | 1. Graduate with Certificate in Catering
2. Three years experience of working in a supervisory capacity in a Hostel/Catering Institutions. |
| 9. | Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees | No |
| 10. | Period of probation if any | Two years |
| 11. | Method of Rectt. whether by Direct or by promotion/transfer by and percentage of the vacancies to be filled by various methods | 100% by promotion failing which by direct recruitment |
| 12. | In case of rectt. by promotion deputation/transfer grades from which promotion/deputation/transfer to be made | <u>Promotion:</u> Hostel Housekeeper in the pay scale of Rs.1400-40-1800-EB-50-2300 with 5 years regular service in the grade |



13. If a DPC exists what is its Composition

1. Director or his nominee - Chairman
2. Two staff members of the Institute to be nominated by the Director - Member
3. A SC/ST representative - Member
4. Administrative Officer - Member



RECRUITMENT RULES FOR THE POST OF SENIOR LIBRARY AND INFORMATION ASSISTANT

- | | | |
|-----|---|---|
| 1. | Name of the post | Senior Library and Information Assistant |
| 2. | No. of posts | One |
| 3. | Classification | Group "B" |
| 4. | Scale of Pay | Rs.1640-60-2600-EB-75-2900 |
| 5. | Whether Selection post or Non-selection post | Non-Selection |
| 6. | Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972 | Yes |
| 7. | Age limit for recruitment | Not more than 35 years |
| 8. | Educational and other Qualifications required for Direct recruits. | <p>1. A Post Graduate Degree in Science/Arts/ Social Science/Commerce</p> <p>2. A Degree in Library Science from a recognized University.</p> |
| 9. | Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 10. | Period of probation if any | Two years |
| 11. | Method of rectt. whether by Direct rectt. or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods | Promotion failing which by direct recruitment |
| 12. | In case of rectt. by promotion deputation/transfer grades from which promotion/deputation/transfer to be made | <p><u>Promotion:</u></p> <p>Library and information assistant with 5 years regular service in the pay scale of Rs.1400-2600</p> |



13. If a DPC exists what is its composition

1. Director or his nominee - Chairman
2. Librarian - Member
3. A staff member of the Institute to be nominated by the Director - Member
4. A SC/ST representative - Member
5. Administrative Officer - Member



RECRUITMENT RULES FOR THE POST OF PUBLICATION ASSISTANT

- | | | |
|-----|---|--|
| 1. | Name of the post | Publication Assistant |
| 2. | No. of posts | One |
| 3. | Classification | Group "B" |
| 4. | Scale of Pay | Rs.1640-60-2600-EB-75-2900 |
| 5. | Whether Selection post or Non-selection post | Selection |
| 6. | Whether benefit of added years of service admissible under Rule 30 of the C.C.S. (Pension Rules), 1972 | Not applicable |
| 7. | Age limit for direct recruitment | 35 years |
| 8. | Educational and other Qualifications required for Direct recruits | 1. A Graduate degree with 3 years experience of Publication and Printing works in an reputed organisation. |
| 9. | Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees | No |
| 10. | Period of probation if any | Two years |
| 11. | Method of Rectt. whether by Direct rectt. or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods | By Direct Recruitment. Initial recruitment to the post shall be made by assessment of the existing incumbent to the post of Multilith Assistant in the pay scale of Rs.1400-2300 by a DPC. In case he/she not found suitable, the re-assessment shall be made on yearly basis. |



12. In case of rectt. by promotion
deputation/transfer grades from
which promotion/deputation/
transfer to be made

Not Applicable

13. If a DPC exists what is its
composition

- | | | |
|--|---|----------|
| 1. Director or his nominee | - | Chairman |
| 2. Two staff members of the Institute
to be nominated by the Director | - | Member |
| 3. A SC/ST representative | - | Member |
| 4. Administrative Officer | - | Member |



RECRUITMENT RULES FOR THE POST OF JR.ENGINEER (CIVIL)

1.	Name of the post	Jr. Engineer (Civil)
2.	No. of posts	One
3.	Classification	Group "C"
4.	Scale of Pay	Rs.1400-40-1800-EB-50-2300
5.	Whether Selection post or Non-selection post	Selection
6.	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972	No
7.	Age limit for direct recruitment	30 years
8.	Educational and other Qualifications required for Direct recruits	1. Diploma in Civil Engineering from a recognised Institution with one year experience of construction and maintenance of Buildings in a Govt./ Commercial organisation.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	Not applicable
10.	Period of probation if any	Two years
11.	Method of Rectt. whether by Direct rectt. or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	Direct recruitment
12.	In case of rectt. by promotion deputation/transfer grades from which promotion/deputation/transfer to be made	Not Applicable
13.	If a DPC exists what is its composition	Not Applicable



**REVISED RECRUITMENT RULES FOR THE POST OF DATA ENTRY
OPERATOR GR.'B'**

1.	Name of the Post	Data Entry Operator Gr. 'B'
2.	No. of Posts	Four
3.	Classification	Group 'C'
4.	Scale of Pay	PB 1 - Rs.5200-20200 with GP Rs.2800
5.	Whether Selection Post or Non-Selection Post?	Selection
6.	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972?	No
7.	Age Limit for Direct Recruits.	30 Years
8.	Educational and other qualifications prescribed for direct recruits will apply in the case of promotees.	<p>Essential BCA/B.Sc in Computer Science</p> <p>Desirable Atleast two years experience as Data Entry Operator in a Govt. organization/ Govt. recognized educational establishment.</p> <p><i>Preference will be given to higher qualification and more experience.</i></p>
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not Applicable
10.	Period of probation, if any.	Two years
11.	Method of rectt. whether by direct rectt. or by promotion/or by Deputation/transfer and percentage of the vacancies to be filled by various methods.	Direct Recruitment
12.	In case of rectt. by promotion/deputation/ transfer grades from which promotion/deputation/transfer to be made.	Not Applicable
13.	If a DPC exists what is its composition	Not Applicable



RECRUITMENT RULES FOR THE POST OF DATA ENTRY OPERATOR

1.	Name of the post	Data Entry Operator Gr. "B"
2.	No. of posts	Four
3.	Classification	Group "C"
4.	Scale of Pay	Rs. 1350-30-1440-40-1800-EB-50-2200
5.	Whether Selection post or Non-selection post	Non-Selection
6.	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972	No
7.	Age limit for direct recruitment	30 years
8.	Educational and other Qualifications required for Direct recruits	A Graduate with basic knowledge of Data Entry Work in PC.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	No
10.	Period of probation if any	Two years
11.	Method of Rectt. whether by Direct or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	Promotion failing which by direct recruitment
12.	In case of rectt. by promotion deputation/transfer grades from which promotion/deputation/transfer to be made	The existing incumbent to the post of Coder (3 posts) and Sorter Operator (one post) shall be assessed by a DPC for their suitability to the upgraded post of Data Entry Operator Grade "B". In case they are not found suitable the DPC shall assess their suitability after interval of one year. Till such time, the combined strength of Data Entry Operator Gr. 'B', Coder and Sorter Operator shall remain as 4.



13. If a DPC exists what is its composition

1. Director or his nominee - Chairman
2. Senior Programmer - Member
3. A staff member of the Institute to be nominated by the Director - Member
4. A SC/ST representative - Member
5. Administrative Officer - Member



RECRUITMENT RULES FOR THE POST OF UDC-CUM-CASHIER

1.	Name of the post	UDC-cum-Cashier
2.	No. of posts	One *
3.	Classification	Group "C"
4.	Scale of Pay	Rs. 1200-30-1560-EB-40-2040 plus cash allowance as per rules
5.	Whether Selection post or Non-selection post	Non-Selection
6.	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972	No
7.	Age limit for direct recruitment	30 years
8.	Educational and other Qualifications required for Direct recruits	B.Com with 2 years of experience in maintaining Cash, Banking work in a reputed organisation preferably in an educational Institution.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	Not applicable
10.	Period of probation if any	Two years
11.	Method of Rectt. whether by Direct rectt. or by promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	Transfer/ deputation/direct recruitment Transfer on deputation failing which by direct recruitment.
12.	In case of rectt. by promotion deputation/transfer grades from which promotion/deputation/ transfer to be made	<u>Transfer/Deputation</u> - UDC in the grade of 1200-2040 or Lower Division Clerk with five years of regular service in the grade of Rs.950-1500 - Period of deputation will not ordinarily exceed three years.
13.	If a DPC exists what is its compositions	Not Applicable

* By redesignating the existing post of Cashier-cum-Account Assistant in the same scale of pay.



RECRUITMENT RULES FOR THE POST OF UPPER DIVISION CLERK

1.	Name of the post	Upper Division Clerk
2.	No. of posts	Ten
3.	Classification	Group "C"
4.	Scale of Pay	Rs.1200-30-1560-EB-40-2040
5.	Whether Selection post or Non-selection post	Non-Selection
6.	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972	Not Applicable
7.	Age limit for direct recruitment	Not Applicable
8.	Educational and other Qualifications required for Direct recruits	Not Applicable
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	Not Applicable
10.	Period of probation if any	Two years
11.	Method of Rectt. whether by Direct rectt. or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	100 % by promotion
12.	In case of rectt. by promotion deputation/transfer grades from which promotion/deputation/transfer to be made	<p><u>Promotion:</u></p> <p>LDCs (including Hindi Typist) in the pay scale of Rs.950-1500 with 8 years regular service.</p>



13. If a DPC exists what is its Composition

1. Director or his nominee - Chairman
2. Two staff members of the Institute to be nominated by the Director - Member
3. A SC/ST representative - Member
4. Administrative Officer - Member 1.



RECRUITMENT RULES FOR THE POST OF ELECTRICIAN

- | | | |
|-----|---|---|
| 1. | Name of the post | Electrician |
| 2. | No. of posts | One |
| 3. | Classification | Group "C" |
| 4. | Scale of Pay | Rs. 1200-30-1560-EB-40-2040 |
| 5. | Whether Selection post or Non-selection post | Non-Selection |
| 6. | Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972 | No |
| 7. | Age limit for direct recruitment | 30 years |
| 8. | Educational and other Qualifications required for Direct recruits | 1. S.S.C.
2. A Wireman/Electrician certificate from I.T.I./ PWD.
3. Experience of 5 years as wireman/Electrician in any reputed organisation. |
| 9. | Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 10. | Period of probation if any | Two years |
| 11. | Method of Rectt. whether by Direct rectt. or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods | By direct recruitment. |
| 12. | In case of rectt. by promotion deputation/transfer grades from which promotion/deputation/transfer to be made | Not Applicable |
| 13. | If a DPC exists what is its composition | Not Applicable |



RECRUITMENT RULES FOR THE POST OF STENOGRAPHER (GRADE III)

1.	Name of the Post	Stenographer (Grade III)
2.	No. of posts	Three
3.	Classification	Group 'C'
4.	Scale of Pay	Rs. 1200-30-1560-EB-40-2040
5.	Whether Selection post or Non-selection post	Not applicable
6.	Whether benefit of added years of service admissible under Rule 30 of the C.C.S. (Pension Rules), 1972	No
7.	Age limit for direct recruits	30 years
8.	Educational and other Qualifications required for Direct recruits	1. S.S.C. 2. A speed of 80 wpm in Shorthand and 30 wpm in typing.
9.	Whether age and educational Qualification prescribed for direct recruits will apply in the case of Promotees	Not Applicable
10.	Period of probation if any	2 years
11.	Method of Recit. whether by Direct rectt. or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	Direct recruitment
12.	In case of rectt. by promotion/ Deputation/transfer grades from which promotion/deputation/transfer to be made	Not Applicable
13.	If a DPC exists what its composition	Not Applicable



RECRUITMENT RULES FOR THE POST OF CARETAKER

1.	Name of the post	Caretaker
2.	No. of posts	Two *
3.	Classification	Group "C"
4.	Scale of pay	Rs.1200-30-1560-EB-40-2040
5.	Whether selection post or non-selection post	Non-selection
6.	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972	No
7.	Age limit of recruitment	30 years
8.	Educational and other qualifications required for direct recruitment	1. S.S.C. 2. A Wireman/Electrician/Instrumentation Certificate in any of the above trade or allied trades, issued by I.T.I./PWD. 3. Experience of about 2 years caretaking jobs in a Govt./Commercial organisation pertaining to Estate/Building installation.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	Not applicable
10.	Period of probation if any	Two years
11.	Method of rectt. whether by direct or by promotion/transfer by and percentage of the vacancies to be filled by various methods	By promotion failing which by direct recruitment



12. In case of rectt. by promotion/ deputation/transfer grades from which promotion/deputation/ transfer to be made

Promotion:

Machine Operators/Lift Operator-cum Hostel Attendant,xerox operators, Gestetner Operator, Plumber,Overhead Projector-cum-PA Equipment in the grade Rs.950-1500/Rs.950-1400 with 8 years of regular service in the grade.

13. If a DPC exists what is its composition

- | | | |
|---|---|----------|
| 1. Director or his nominee | - | Chairman |
| 2. Two staff members of the Institute to be nominated by the Director | - | Member |
| 3. A SC/ST representative | - | Member |
| 4. Administrative Officer | - | Member |

* By redesignating and merging the existing one post each of Carétaker and Electrician-cum-caretaker in the same scale of pay



RECRUITMENT RULES FOR THE POST OF DRIVER-CUM-MECHANIC

1.	Name of the Post	Driver-cum-Mechanic
2.	No. of posts	One
3.	Classification	Group 'C'
4.	Scale of Pay	Rs. 1200-30-1560-EB-40-2040
5.	Whether Selection post or Non-selection post	Non-selection
6.	Whether benefit of added years of service admissible under Rule 30 of the C.C.S. (Pension Rules), 1972	No
7.	Age limit for direct recruits	30 years
8.	Educational and other Qualifications required for Direct recruits	•
9.	Whether age and educational Qualification prescribed for direct recruits will apply in the case of Promotees	Age - No Educational Qualification - Yes
10.	Period of probation if any	2 years
11.	Method of Rectt. whether by Direct rectt. or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	Promotion failing which by direct recruitment

- **VIIIth Std. Pass** with a clean and valid driving licence to drive heavy motor vehicles and experience of at least 7 years. Ability to read and fill-up routine forms in English desirable. Must be able to attend to repairs of petrol and diesel vehicles such as i) Opening and cleaning of petrol line of the fuel pump and carburator, ii) Checking of Master cylinder oil cables and hosepipes, iii) Fuel pump mechanism, iv) Checking of the battery cables, v) Checking of the fuses of lights, vi) Replacement of tyres, vii) Checking of fuel pump, water and oil filter in respect of heavy vehicles, viii) checking of pressure brakes and ix) priming of fuel injector pump etc. of a diesel vehicle.



12. In case of rectt. by promotion/
Deputation/transfer grades from
which promotion/deputation/transfer
to be made

Promotion: Drivers in the pay scale of
Rs.950-1400/950-1500 with 8 years
experience of regular service in this grade.

13. If a DPC exists what its
composition

1. Director or his nominee - Chairman
2. Two Staff members to - Member
be nominated by the
Director
3. A SC/ST representative - Member
4. Administrative Officer - Member



RECRUITMENT RULES FOR THE POST OF TELEPHONE OPERATOR

- | | | |
|-----|---|---|
| 1. | Name of the post | Telephone Operator |
| 2. | No. of posts | Two |
| 3. | Classification | Group "C" |
| 4. | Scale of Pay | Rs.950-20-1150-EB-25-1500 |
| 5. | Whether Selection post or
Non-selection post | Not-Applicable |
| 6. | Whether benefit of added
years of service admissible
under rule 30 of the C.C.S.
(Pension Rules), 1972 | No |
| 7. | Age limit for direct recruitment | 30 years |
| 8. | Educational and other
Qualifications required for
Direct recruits | <p>1. Minimum S.S.C. with Telephone Operator's Certificate from a recognized Institute.</p> <p>2. Two years experience of working as Telephone Operator in a Government Department or Commercial Organisation in EPAX System.</p> |
| | | <p><u>Desirable:</u></p> <p>Fluency in English, Hindi and Marathi</p> |
| 9. | Whether age and educational
qualification prescribed for
direct recruits will apply
in the case of promotees | Not Applicable |
| 10. | Period of probation if any | Two years |
| 11. | Method of Rectt. whether by
Direct rectt. or by promotion or by
deputation/transfer and percentage
of the vacancies to be filled by
various methods | Direct recruitment |



12. In case of rectt. by promotion
deputation/transfer grades from
which promotion/deputation/
transfer to be made Not Applicable
13. If a DPC exists what is its
composition Not Applicable



RECRUITMENT RULES FOR THE POST OF LIBRARY CLERK

- | | | |
|-----|---|---|
| 1. | Name of the post | Library Clerk |
| 2. | No. of posts | Three |
| 3. | Classification | Group "C" |
| 4. | Scale of Pay | Rs.950-20-1150-EB-25-1500 |
| 5. | Whether Selection post or Non-selection post | Not Applicable |
| 6. | Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972 | No |
| 7. | Age limit for recruitment | 30 years |
| 8. | Educational and other Qualifications required for Direct recruits | 1. S.S.C.
2. Typing speed of 30 W.P.M. |
| 9. | Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 10. | Period of probation if any | Two years |
| 11. | Method of Rectt. whether by Direct rectt. or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods | * 100% by direct recruitment |

* Initial recruitment to the post shall be made by assessing the suitability of the incumbent of the existing post of Library Attendants in the pay scale of Rs.950-1400 by a DPC. In Case they are not found suitable they shall continue to hold the posts of Library Attendant in the pay scale of Rs.950-1400 as personal to them. The DPC shall assess their suitability on yearly basis. Till such time the combined strength of Library Clerk and Library Attendant (Rs.950-1400), shall remain as three.



- | | | | | | | | | | | | | |
|--|--|---|----------------------------|------------|--------------|----------|--|----------|--------------------|----------|---------------------------|----------|
| 12. | In case of rectt. by promotion deputation/transfer grade from which promotion/deputation/transfer to be made | Not applicable | | | | | | | | | | |
| 13. | If a DPC exists what is its composition | <table border="0"> <tr> <td style="vertical-align: top;">1. Director or his nominee</td> <td style="vertical-align: top;">- Chairman</td> </tr> <tr> <td style="vertical-align: top;">2. Librarian</td> <td style="vertical-align: top;">- Member</td> </tr> <tr> <td style="vertical-align: top;">3. A staff member of the Institute to be nominated by the Director</td> <td style="vertical-align: top;">- Member</td> </tr> <tr> <td style="vertical-align: top;">4. A SC/ST nominee</td> <td style="vertical-align: top;">- Member</td> </tr> <tr> <td style="vertical-align: top;">5. Administrative Officer</td> <td style="vertical-align: top;">- Member</td> </tr> </table> | 1. Director or his nominee | - Chairman | 2. Librarian | - Member | 3. A staff member of the Institute to be nominated by the Director | - Member | 4. A SC/ST nominee | - Member | 5. Administrative Officer | - Member |
| 1. Director or his nominee | - Chairman | | | | | | | | | | | |
| 2. Librarian | - Member | | | | | | | | | | | |
| 3. A staff member of the Institute to be nominated by the Director | - Member | | | | | | | | | | | |
| 4. A SC/ST nominee | - Member | | | | | | | | | | | |
| 5. Administrative Officer | - Member | | | | | | | | | | | |



RECRUITMENT RULES FOR THE POST OF COOK GRADE I

- | | | |
|-----|---|--|
| 1. | Name of the post | Cook Grade I |
| 2. | No. of posts | One |
| 3. | Classification | Group "C" |
| 4. | Scale of Pay | Rs.950-20-1150-EB-25-1500 |
| 5. | Whether Selection post or Non-selection post | Non- Selection |
| 6. | Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972 | No |
| 7. | Age limit for direct recruitment | 30 years |
| 8. | Educational and other Qualifications required for Direct recruits | 1. Should have passed VIIIth Standard
2. Five years experience of working as a cook in some restaurant, hotel or hostel. Should be able to cook Western as well as Indian dishes. |
| 9. | Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees | No |
| 10. | Period of probation if any | Two years |
| 11. | Method of Rectt. whether by Direct rectt. or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods | * Promotion failing which by direct recruitment |
| 12. | In case of rectt. by promotion deputation/transfer grades from which promotion/deputation/transfer to be made | <u>Promotion:</u>
Cook Grade II in the grade of Rs.800-1150 with a minimum of 5 years regular service. |

- * Note: The existing incumbent to the post of cook in the pay scale of Rs.775-1025 shall be assessed for his suitability to the upgraded post. In case he is not found suitable, the DPC shall assess him on yearly basis.



13. If a DPC exists what is its composition

1. Director or his nominee - Chairman
2. Two staff member of the Institute to be nominated by the Director - Member
3. A SC/ST representative - Member
4. Administrative Officer - Member



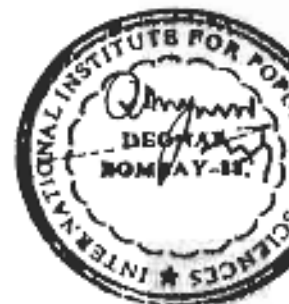
RECRUITMENT RULES FOR THE POST OF LIFT-OPERATOR-CUM-HOSTEL ATTENDANT

- | | | |
|-----|---|---|
| 1. | Name of the post | Lift-operator-cum-Hostel Attendant |
| 2. | No. of posts | One |
| 3. | Classification | Group 'C' |
| 4. | Scale of Pay | Rs.950-20-1150-EB-25-1500 |
| 5. | Whether Selection post or Non-selection post | Not applicable |
| 6. | Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972 | No |
| 7. | Age limit for direct recruitment | 30 years, |
| 8. | Educational and other Qualifications required for Direct recruits | 1. S.S.C. with a Certificate of lift operator
2. Must be conversant with the working of lifts.
3. Should have worked as Lift Operator for a minimum period of one Year. |
| 9. | Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 10. | Period of probation if any | Two years |
| 11. | Method of Rectt. whether by Direct rectt. or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods | Direct recruitment |
| 12. | In case of rectt. by promotion deputation/transfer grades from which promotion/deputation/transfer to be made | Not Applicable |
| 13. | If a DPC exists what is its composition | Not Applicable |



RECRUITMENT RULES FOR THE POST OF LOWER DIVISION CLERK

1.	Name of the post	Lower Division Clerk
2.	No. of posts	Twelve
3.	Classification	Group "C"
4.	Scale of Pay	Rs.950-20-1150-EB-25-1500
5.	Whether Selection post or Non-selection post	Not applicable
6.	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972	No
7.	Age limit for direct recruitment	30 years
8.	Educational and other Qualifications required for Direct recruits	1. S.S.C. 2. Typing Speed of 30 W.P.M.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	Age - No Educational Qualification - S.S.C. with knowledge of typing.
10.	Period of probation if any	Two years
11.	Method of Rectt. whether by Direct rectt. or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	10% promotion 90% by direct recruitment
12.	In case of rectt. by promotion deputation/transfer grade from which promotion/deputation/transfer to be made	<u>Promotion:</u> Peon with at least 8 years of service in the scale of pay of Rs.750-940.



13. If a DPC exists what is its Composition

- | | |
|---|------------|
| 1. Director or his nominee | - Chairman |
| 2. Two staff members of the Institute to be nominated by Director | - Member |
| 3. A SC/ST representative | - Member |
| 4. Administrative Officer | - Member |



RECRUITMENT RULES FOR THE POST OF OPERATOR OVERHEAD PROJECTOR-CUM-PA EQUIPMENT

1.	Name of the Post	Operator Overhead Projector-cum-PA Equipment
2.	No. of posts	One
3.	Classification	Group 'C'
4.	Scale of Pay	Rs.950-20-1150-EB-25-1500
5.	Whether Selection post or Non-selection post	Not applicable
6.	Whether benefit of added years of service admissible under Rule 30 of the C.C.S. (Pension Rules), 1972	No
7.	Age limit for direct recruits	30 years (relaxable upto 35 years for Govt. servants)
8.	Educational and other Qualifications required for Direct recruits	1. S.S.C. with ITI Certificate in the Trade of Electrician or a Diploma in the Trade of Electrician from a Govt. recognised Technical Institute.
9.	Whether age and educational Qualification prescribed for direct recruits will apply in the case of Promotees	Not Applicable
10.	Period of probation if any	2 years
11.	Method of Rectt. whether by Direct rectt. or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	Direct recruitment
12.	In case of rectt. by promotion/Deputation/transfer grades from which promotion/deputation/transfer to be made	Not Applicable
13.	If a DPC exists what its composition	Not Applicable



RECRUITMENT RULES FOR THE POST OF MACHINE OPERATOR

1.	Name of the Post	Machine Operator
2.	No. of posts	One
3.	Classification	Group 'C'
4.	Scale of Pay	Rs.950-20-1150-EB-25-1500
5.	Whether Selection post or Non-selection post	Not Applicable
6.	Whether benefit of added years of service admissible under Rule 30 of the C.C.S. (Pension Rules), 1972	No
7.	Age limit for direct recruits	30 years (relaxable upto 35 years for Govt. servants)
8.	Educational and other Qualifications required for Direct recruits	1. VIII Std.Pass. 2. I.T.I./ PWD certificate in the trade of Instrumentation/Electrician/Wireman
9.	Whether age and educational Qualification prescribed for direct recruits will apply in the case of Promotees	Not Applicable
10.	Period of probation if any	2 years
11.	Method of Rectt. whether by Direct rectt. or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	Direct recruitment
12.	In case of rectt. by promotion/ Deputation/transfer grades from which promotion/deputation/transfer to be made	Not Applicable
13.	If a DPC exists what its composition	Not Applicable



RECRUITMENT RULES FOR THE POST OF DRIVER

1.	Name of the Post	Driver
2.	No. of posts	Three
3.	Classification	Group 'C'
4.	Scale of Pay	Rs.950-20-1150-EB-25-1500
5.	Whether Selection post or Non-selection post	Non-selection
6.	Whether benefit of added years of service admissible under Rule 30 of the C.C.S. (Pension Rules), 1972	Not Applicable
7.	Age limit for direct recruits	30 years
8.	Educational and other Qualifications required for Direct recruits	1. VIIIth Std.Pass. 2. Should possess a valid heavy vehicle driving licence 3. Should be prepared to work in shifts/nights.
9.	Whether age and educational Qualification prescribed for direct recruits will apply in the case of Promotees	Age - No Educational Qualification - Yes
10.	Period of probation if any	2 years
11.	Method of Rectt. whether by Direct rectt. or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	1. 25% by promotion failing which by direct recruitment 2. 75% direct recruitment
12.	In case of rectt. by promotion/ Deputation/transfer grades from which promotion/deputation/transfer to be made	<u>Promotion:</u> Cleaner in the grade of Rs.750-940 with 3 years of regular services in the grade.



13. If a DPC exists what its composition

1. Director or his nominee - Chairman
2. Two Staff members to be nominated by the Director - Member
3. A SC/ST representative - Member
4. Administrative Officer - Member



RECRUITMENT RULES FOR THE POST OF XEROX OPERATOR

- | | | |
|-----|---|--|
| 1. | Name of the Post | Xerox Operator |
| 2. | No. of posts | One |
| 3. | Classification | Group 'C' |
| 4. | Scale of Pay | Rs.950-20-1150-EB-25-1500 |
| 5. | Whether Selection post or Non-selection post | Non-selection |
| 6. | Whether benefit of added years of service admissible under Rule 30 of the C.C.S. (Pension Rules), 1972 | No |
| 7. | Age limit for direct recruits | 30 years |
| 8. | Educational and other Qualifications required for Direct recruits | 1. VIIIth Std. Pass
2. One year experience in operating x-erox machine |
| 9. | Whether age and educational Qualification prescribed for direct recruits will apply in the case of Promotees | Not Applicable |
| 10. | Period of probation if any | 2 years |
| 11. | Method of Rectt. whether by Direct rectt. or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods | Promotion failing which by direct recruitment |
| 12. | In case of rectt. by promotion/ Deputation/transfer grades from which promotion/deputation/transfer to be made | <u>Promotion:</u> Attendant in the scale of pay of Rs.750-940 with knowledge of operating photocopying machine and having 10 years of regular service in the grade |



13. If a DPC exists what its composition

1. Director or his nominee - Chairman
2. Two Staff members to be nominated by the Director - Member
3. A SC/ST representative - Member
4. Administrative Officer - Member



RECRUITMENT RULES FOR THE POST OF GESTETNER OPERATOR

- | | | |
|----|--|--|
| 1. | Name of the Post | Gestetner Operator |
| 2. | No. of posts | One |
| 3. | Classification | Group 'C' |
| 4. | Scale of Pay | Rs.950-20-1150-EB-25-1400 |
| 5. | Whether Selection post or Non-selection post | Non-selection |
| 6. | Whether benefit of added years of service admissible under Rule 30 of the C.C.S. (Pension Rules), 1972 | No |
| 7. | Age limit for direct recruits | 30 years |
| 8. | Educational and other Qualifications required for Direct recruits | 1. Middle School Pass.
2. One year experience in operating Cyclostyling machine |

- | | | |
|----|--|----------------|
| 9. | Whether age and educational Qualification prescribed for direct recruits will apply in the case of Promotees | Not Applicable |
|----|--|----------------|

- | | | |
|-----|----------------------------|---------|
| 10. | Period of probation if any | 2 years |
|-----|----------------------------|---------|

- | | | |
|-----|---|---|
| 11. | Method of Rectt. whether by Direct rectt. or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods | Promotion failing which by direct recruitment |
|-----|---|---|

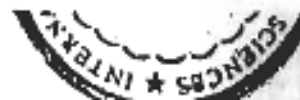
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| | <u>Existing Provision</u> | <u>Revisions Proposed</u> |
|--|---------------------------|---------------------------|

- | | | |
|--|---|---|
| 12. In case of rectt. by promotion/ Deputation/transfer grades from which promotion/deputation/transfer to be made | Gestetner Operator:-

<u>Promotion:-</u> Attendant in the scale Of pay of Rs.750-940 (Rs.2550 -3200 revised) knowledge of operating of Gestetner machine with a minimum of 10 years of regular service in the grade | "Attendants having 10 years of regular service with at least 5 years in the grade of Rs.2650-4000 with some knowledge of operating Xerox machine/Gestetner Machine" |
|--|---|---|

* Proposed changes under Agenda Item No.6 have been approved by the Executive council at its 88th Meeting held on 10.3.2006.

Approved by the Ministry of Health and Family Welfare vide their letter No. A.45012/42/89 - C&G dated 26th July, 1995.



13. If a DPC exists what its composition

1. Director or his nominee - Chairman
2. Two Staff members to be nominated by the Director - Member
3. A SC/ST representative - Member
4. Administrative Officer - Member



RECRUITMENT RULES FOR THE POST OF PLUMBER

1.	Name of the post	Plumber
2.	No. of posts	One
3.	Classification	Group "C"
4.	Scale of pay	Rs.950-20-1150-EB-25-1400
5.	Whether selection post or non-selection post	Non-selection
6.	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972	No
7.	Age limit for Direct recruitment	30 years
8.	Educational and other qualifications required for direct recruitment	<p>1. VIII Standard pass</p> <p>2. <u>Possess</u> Certificate in Plumbing from an Industrial Training Institute (I.T.I.)</p> <p>3. 5 years experience of plumbing work.</p>
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	<p>Age - No</p> <p>Educational Qualification - Yes</p>
10.	Period of probation if any	Two years
11.	Method of rectt. whether by direct or by promotion/transfer by and percentage of the vacancies to be filled by various methods	By promotion failing which by Direct recruitment
12.	In case of rectt. by promotion/deputation/transfer grades from which promotion/deputation/transfer to be made	<p><u>Promotion:</u></p> <p>Water Pump attendant in the pay scale of Rs.750-940 with 10 years of regular service in the grade.</p>



13. If a DPC exists what is its composition

- | | | |
|---|---|----------|
| 1. Director or his nominee | - | Chairman |
| 2. Two staff members of the Institute to be nominated by the Director | - | Member |
| 3. A SC/ST representative | - | Member |
| 4. Administrative Officer | - | Member |



RECRUITMENT RULES FOR THE POST OF COOK GRADE II

- | | | |
|-----|---|---|
| 1. | Name of the post | Cook Grade II |
| 2. | No. of posts | Two |
| 3. | Classification | Group "D" |
| 4. | Scale of Pay | Rs.800-15-1010-EB-20-1150 |
| 5. | Whether Selection post or Non-selection post | Not-Applicable |
| 6. | Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972 | No |
| 7. | Age limit for direct recruitment | 30 years |
| 8. | Educational and other Qualifications required for Direct recruits | 1. VIIIth Std Pass
2. 2 years experience of working in a kitchen in some restaurant, hotel or hostel |
| 9. | Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees | Yes |
| 10. | Period of probation if any | Two years |
| 11. | Method of Rectt. whether by Direct rectt. or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods | Direct recruitment |
| 12. | In case of rectt. by promotion deputation/transfer grades from which promotion/deputation/transfer to be made | Not Applicable |
| 13. | If a DPC exists what is its composition | Not Applicable |



RECRUITMENT RULES FOR THE POST OF ATTENDANT

1.	Name of the Post	Attendant
2.	No. of posts	Thirty-seven* Grade III - (20 posts) Grade II - (8 posts) Grade I - (5 posts)
3.	Classification	Group 'D' (Grade III/Grade II/Grade I)
4.	Scale of Pay	Grade III - Rs.750-12-870-EB-14-940 Grade II - Rs.775-12-955-EB-14-1025 Grade I - Rs.800-15-1010-EB-20-1150
5.	Whether Selection post or Non-selection post	Non-Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the C.C.S. (Pension Rules), 1972	Not Applicable
7.	Age limit for direct recruits	30 years
8.	Educational and other Qualifications required for Direct recruits	1. Middle School Pass 2. Should be able to understand spoken Hindi/English. 3. For Mali's - Two years experience as Mali or have Agricultural extension training with a knowledge of cultivation of plants.
9.	Whether age and educational Qualification prescribed for direct recruits will apply in the case of Promotees	Not applicable
10.	Period of probation if any	2 years
	Peon - 10	
	Watchman - 10	(# 4 watchman are from security guard board)
	Hostel attendant - 4	
	Sweeper - 8	
	Gardener - 5	

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11. Method of Rectt. whether by Direct rectt. or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods

1. Direct recruitment at Grade III level and by 100% Promotion to Grade II and Grade I level.

2. In case of Watchman, the appointment will be made from security Guard Board.

12. In case of rectt. by promotion/ Deputation/transfer grades from which promotion/deputation/transfer to be made

Promotion:

Grade II - Attendant Grade III with 5 years of regular service in the grade.

Grade I - Attendant Grade II with 3 years of regular service in the grade.

Initial promotion to Grade I and Grade II posts of attendants shall be made from Peon, Watchman, Hostel Attendant, Sweeper and Gardener in the pay scale of Rs.750-940 to be assessed by the DPC.

13. If a DPC exists what its composition

- | | |
|---|------------|
| 1. Administrative Officer | - Chairman |
| 2. Two different members to be nominated Director | - Member |
| 3. A representative of SC/ST | - Member |



RECRUITMENT RULES FOR THE POST OF JR.LIBRARY ATTENDANT

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|-----|--|--|
| 1. | Name of the post | Jr.Library Attendant |
| 2. | No. of posts | Four |
| 3. | Classification | Group "D" |
| 4. | Scale of Pay | Rs.750-12-870-EB-14-940 |
| 5. | Whether Selection post or Non-selection post | Not Applicable |
| 6. | Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972 | No |
| 7. | Age limit for direct recruitment | 30 years |
| 8. | Educational and other Qualifications required for Direct recruits | 1. VIII Std pass
2. Ability to read/write in English

<u>Desirable:</u>

Experience of working in a Library |
| 9. | Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 10. | Period of probation if any | Two years |
| 11. | Method of Rectt. whether by Direct rectt.or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods | Direct recruitment |
| 12. | In case of rectt. by promotion deputation/transfer grades from which promotion/deputation/transfer to be made | Not Applicable |
| 13. | If a DPC exists what is its Composition | Not Applicable |



RECRUITMENT RULES FOR THE POST OF WATER PUMP ATTENDANT

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|-----|---|--|
| 1. | Name of the Post | Water Pump Attendant |
| 2. | No. of posts | One |
| 3. | Classification | Group 'D' |
| 4. | Scale of Pay | 750-12-870-EB-14-940 |
| 5. | Whether Selection post or Non-selection post | Not applicable |
| 6. | Whether benefit of added years of service admissible under 30 of the C.C.S. (Pension Rules), 1972 | Not applicable |
| 7. | Age limit for direct recruits | 30 years |
| 8. | Educational and other Qualifications required for Direct recruits | 1. VIIIth Std.Pass
2. Certificate in Plumbing from I.T.I./PWD |
| 9. | Whether age and educational Qualification prescribed for direct recruits will apply in the case of Promotees | Not Applicable |
| 10. | Period of probation if any | 2 years |
| 11. | Method of Rectt. whether by Direct rectt. or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods | Direct recruitment |
| 12. | In case of rectt. by promotion/ Deputation/transfer grades from which promotion/deputation/transfer to be made | Not Applicable |
| 13. | If a DPC exists what its composition | Not Applicable |



RECRUITMENT RULES FOR THE POST OF CLEANER

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|-----|---|---|
| 1. | Name of the Post | Cleaner |
| 2. | No. of posts | One |
| 3. | Classification | Group 'D' |
| 4. | Scale of Pay | Rs.750-12-870-EB-14-940 |
| 5. | Whether Selection post or Non-selection post | Not applicable |
| 6. | Whether benefit of added years of service admissible under Rule 30 of the C.C.S. (Pension Rules), 1972 | No |
| 7. | Age limit for direct recruits | 30 years |
| 8. | Educational and other Qualifications required for Direct recruits | 1. VIII Std Pass.
2. Should be able to read the sign board in English. |
| 9. | Whether age and educational Qualification prescribed for direct recruits will apply in the case of Promotees | Not Applicable |
| 10. | Period of probation if any | 2 years |
| 11. | Method of Rectt. whether by Direct rectt. or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods | By direct recruitment |
| 12. | In case of rectt. by promotion/ Deputation/transfer grades from which promotion/deputation/transfer to be made | Not Applicable |
| 13. | If a DPC exists what its composition | Not Applicable |



RECRUITMENT RULES FOR THE POST OF
HINDI OFFICER

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|-----|---|---|
| 1. | Name of the post | Hindi Officer |
| 2. | No. of posts | One |
| 3. | Classification | Group 'B' |
| 4. | Scale of Pay | Rs. 2000-60-2300-EB-75-3200-100-3500 |
| 5. | Whether Selection post or Non-selection post | Not applicable |
| 6. | Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972 | Yes |
| 7. | Age limit for direct recruitment. | 35 years |
| 8. | Educational and other Qualifications required for Direct recruits. | <u>Essential</u>
1. Masters degree of a Recognised University in Hindi with English as a subject at the degree level.

2. 5 years experience of translation work preferably in Government / Educational Institution. |
| 9. | Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees. | Not applicable. |
| 10. | Period of probation if any | 2 years. |



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|-----|--|---|
| 11. | Method of Rectt. whether by Direct rectt. or by promotion or by deputation / transfer and percentage of the vacancies to be filled by various methods. | Direct recruitment failing which by Deputation. |
| 12. | In case of rectt. by promotion deputation/transfer grades from which promotion/deputation/transfer to be made | Not applicable. |
| 13. | If a DPC exists what is its composition. | Not applicable. |

