(under Clause 30 of Bye Laws of National Brain Research Centre) RECRUITMENT RULES – 2018

1. SHORT TITLE AND COMMENCEMENT

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

2. OBJECTIVES:

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

3. DEFINITIONS and ABBREVIATIONS

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

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

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

4. CONSTITUTION:

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

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

- 5. SCHEDULES to these Rules: are detailed as under:
 - i. **Schedule-7/1***: Position of Posts created with the approval of the Cabinet/Department of Expenditure.



- ii. Schedule 7/2: Appointment to posts in Scientific Cadre.
- iii. Schedule 7/3: Appointment to posts in Technical Cadre
- iv. Schedule 7/4: Appointment to posts in Administrative Cadre.
- v. Schedule-7/5: Department of Expenditure letter DOE Notesheet No. MOF (Exp) Dy. No.1153/E.Coord.I/99 dated 11.11.1999 for creation of the post of Director.

vi. Schedule 7/6: DBT letter ref. no: as per Schedule 7/1 for creation of other posts. (*provided that the Institute shall take necessary steps to get the approval of the Department for revival of positions whose currency has lapsed and has been pointed out by C&AG L.No/FS/NBRC/Creation of Post/2018-19/212-213 dated 29.05.2018 communicated vide US/Finance L.No BT/08/2018-IFD dated 07.06.2018 (Copy enclosed) and shall not initiate any exercise to fill up any vacant post whose currency has since lapsed.)

6. ELIGIBILITY NORMS:

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

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

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

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

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

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

- vi. Upper age limit shall not be applicable for existing employees of the Institute or any employee of Department of Biotechnology if they apply for the posts of the Institute under these rules which are proposed to be filled by Direct Recruitment/Deputation method. Upper age limit may be relaxed by 01 years in case of exceptional and meritorious candidates by the approving authority prior to appointment for positions in Level-14 and above.
- vii. Educational Qualifications required for eligibility are detailed vide Schedules7/2-4 of these Rules. Equivalence of qualifications as in vogue for appointments under the Central Government shall be applicable for the purpose of determining equivalence of qualifications.
- viii. The residency period required for the promotions to higher grades and eligibility norms are detailed vide Schedules7/2-4 of these Rules.
- ix. Composition and level of DRC, DPC shall be as per Clause 3(viii-ix) of these Rules.
- **x.** For detailed procedure for recruitment, periodicity between two recruitments approval shall be obtained from the Appointing authority before advertisement.
- xi. Instructions contained vide DBT OM No. BT/01/71/2016-PVC dated 23.01.2017 and other instructions issued by the Department of Biotechnology, DoPT, CVC in matters of recruitment, and MHA for filling up of posts in Rajbhasha Cadre shall be strictly adhered to as and when these instructions are issued.

Applying for -→	Level 9 and	Level -10	Level 14 and
	Below	and above	above
Unreserved candidates	Rs 200/-	Rs 500/-	Rs 1000/-
SC/ST/OBC/Women	Rs 100/-	Rs 300/-	Rs 500/-
candidates			

USD \$15

USD \$10

xii. Application Fees for candidates applying for posts to be filled by open advertisement:

- OCI Status a. All efforts to be made by the Institution to have posts filled by open advertisement to be a cost neutral exercise.
 - b. The fee structure shall be reviewed every 02 years by a duly constituted committee under the chairmanship of the Director & Vice-Chancellor.

USD \$30

USD \$20

USD \$30

USD \$20

c. The directives of Govt. of India as amended time to time shall follow.

9. METHOD OF SELECTION

Unreserved candidates from

candidates from abroad with

abroad with OCI Status

SC/ST/OBC/Women

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- i. The method of appointment for all the positions viz. Level 13 A and below as detailed at Schedules7/2-4 which are to be filled by open advertisement shall be in terms of extant DoPT instructions circulated vide DBT OM no BT/AI/14013/3/2011 dated 19.07.2016 and as amended time to time.
- ii. Committees constituted for the purposes of recruitment/promotion shall be in conformity with the Schedules of these Rules as well as Clause 3 (viii and ix) of these Rules.
- iii. CVO of the Institute and any official of the Institute whose name is figuring in the agreed list or is not clear from the vigilance angle shall <u>NOT</u> be member of any such committee.



- iv. No person who is a recipient of grants or funding from the Ministry concerned i.e. (DST, DSIR-CSIR or DBT) or who is closely related to such a recipient shall be invited as a member of any such appointment Committee.
- v. Complete transparency shall be observed in the all appointments.

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

10. DETERMINATION OF MERIT BEFORE APPOINTMENT

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



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

11. FIRST APPOINTMENT:

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

12. APPOINTING AUTHORITY AND APPROVING AUTHORITY:

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

13. PROBATION AND CONFIRMATION:

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

v. All cases of confirmation of probation shall be approved by

- a) Chairman, Governing Council for posts in Level-14 and above,
- b) Director & Vice-Chancellor for all posts below level 14.



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

14. NATIONALITY:

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- i) Only Indian citizen shall be eligible for appointment for all Technical and administrative posts are detailed in Schedule 7/1.
- ii) Indian citizens and persons with OCI status shall be eligible for appointment for all Scientific posts detailed in Schedule 7/1 subject to the condition that for all appointments to posts in Scientific Cadre of persons who are having Overseas Citizen of India (OCI) status, prior necessary clearances from Ministry of Home Affairs (MHA) and Ministry of External Affairs (MEA), or any authority specified by Government of India from time to time should be in place before appointment is offered to such individuals.
- 15. METHOD OF APPOINTMENT BY DEPUTATION/ABSORPTION: Subject to the candidate having educational qualifications and experience as specified in the Schedules, candidates from other Central Government/State Government, Ministries / Departments, Semi-Govt. Organizations, Universities, Research Institutions, Autonomous Bodies, Public Sector Undertakings, can be taken on deputation basis provided that:
 - a) The period of deputation shall be subject to a maximum of three years, which can be extended up to a maximum period of five years only after the written consent of the incumbent and lending organization.
 - b) The total period of deputation including the period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other organization/department shall not normally exceed 3 years unless extended up to the prescribed maximum period of 5 years with consent of the candidates and the lending organization. The terms and conditions for tenure of deputation shall be as applicable in terms of extant Govt. of India instructions issued from time to time.
 - c) Subject to the approval of the lending Ministries/Departments/Organizations/Institutions etc. as also the willingness of the incumbent, the candidate can be absorbed in the Institute at any time during the period of deputation against a vacant post, if selected by the Selection Committee.
 - d) Candidate appointed on deputation shall not have any claim for any promotion during the period of deputation. However, such candidate may be considered for promotion in case of absorption, after such absorption takes effect.
 - e) In the case of a person, who is initially taken on deputation and absorbed later, his seniority in the grade in which he/she is absorbed will normally be counted from the



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

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

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

(i) Promotion for Scientific Cadre:

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

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

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

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

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

- (iii) Promotion for Technical Cadre: The Merit and Normal Assessment Scheme (MANAS)* for promotion of Technical staff members will be followed as per CSIR guidelines (MANAS) vide CSIR's letter No. 17(65/P.42)/90-PPS(pt. II) dated 18.01.1991 (copy enclosed as Anneure-7A) amended from time to time. The Merit and Normal Assessment Scheme (MANAS) can be downloaded from the following link:http://www.csir.res.in/sites/default/files/PolicyDoc 44.pdf
- 17. LIABILITY OF EMPLOYEES TO SERVE IN INDIA OR ABROAD: All the employees who are appointed against these Rules shall be liable to serve anywhere in the country or abroad as per the directions of the Director & Vice-Chancellor of the Institute.
- **18. DISQUALIFICATION:** No person shall be eligible for appointment to the service on regular basis or engagement on contract basis:
 - i. who has entered into or contracted a marriage with a person having a spouse living, or
 - ii. who is having a spouse living, has entered into or contracted a marriage with any other person, or
 - iii. whose character and antecedent has been objected by District Magistrate & Collector or whose identity has not been established by the Police.
- 19. REVOCATION of APPOINTMENT: can be done at any stage during the period of probation (without notice) or during service (after the expiry of a period of 14 days from the issue of show cause notice and the same received by the employee) if the appointed person at any stage before or after appointment has:
 - a) withheld information, given any false information or provided false certificates/testimonials so as to secure appointment through wrongful means or intent,
 - b) lied under oath,
 - c) been convicted of a criminal offence under Criminal Procedure Code and awarded punishment under any of the provisions of Indian Penal Code
 - d) indulged in activities which are prejudicial to the interests of the STATE.

20. CONTRACT APPOINTMENTS:

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

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

Encl:

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

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(1)

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

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

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

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

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

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

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

Kindly acknowledge receipt.

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



			F	1	T	Τ		Posts already created				+ Damont
	Department	Designation	PB	GP	Level in	Sanctioned	DOE letter	DBT letter	Total	On Roll	Vacancy (Col.10- Col. 11)	- Remarks
.	Department	Designation	· '	· · · · ·	7th CPC				10	11	12	13
	2	12	4	5	6	7	8	9	1	0		
ر	2 Scientific	Director & Vice	HAG	75,000-	16	1	DOE Notesheet No. MOF	-	1	ľ	1	
)	Scientific	Chancellor	Scale	80,000/-			(Exp) Dy. No.1153/		ļ			
'	1	Chancestor				i	E.Coord.I/99 dated					Ì
,	1)	1				11.11.1999				- 1	
'	1	Sr. Professor/ Scientist-	PB-4	10,000/-	14	+		BT/Med/09/NBRC/99 dated 23.07.2004	1	0	I I	
,	Scientific		rb-4	10,000	15	ŀ						+
		VII Defense (Scientist VI		8900/-	13-A	1		D.O. No.BT/Med/09/NBRC/99 dated	1	0	1	ļ
	Scientific	Professor/ Scientist-VI	PB-4	8900/~	1.5-2.			11.11.2002	_		ļ	
		·	1					No. BT/ABNB-16012/1/03 dated	ļ		ţ	1
	1			ļ			l	14.07.2006				
						-+		No. BT/Med/09/NBRC/99-Part file.	5	2	3	
	Scientific	Additional Professor/	PB-4	8700/-	13	5	Į	Dated 04.08.1999				
		Scientist-V	1				i	D.O. No.BT/Med/09/NBRC/99 dated	-			
		•	1		-	1		11,11,2002				ļ
								No. BT/ABNB-16012/1/03 dated	-			
<u>ا طح</u>						ļ			ļ	1		
								14.07.2006	9	8	1	-
		Associate Professor/	PB-3	7600/-	12	9		No. BT/Med/09/NBRC/99-Part file.	7	0		
5	Scientific	Scientist IV	1					Dated 04.08.1999				
		Scientist i v						D.O. No.BT/Med/09/NBRC/99 dated				Ì
						ļ		13.12.2001				
								D.O. No.BT/Med/09/NBRC/99 dated				
		1					Ì	11.11.2002				
				ļ				BT/Med/09/NBRC/99 dated 23.07.2004	+ []			ļ
				ļ			· · ·	No. BT/ABNB-16012/1/03 dated	-1	l		
				1	1	Į		14.07.2006	Į			
								No. BT/Med/09/NBRC/99-Part file.	7	5	2	ļ
6	Scientific	Assistant Professor/	PB-3	6600/-	11	7		Dated 04.08.1999				
3	Belefitte	Scientist III	-	ļ				Dated 04.08.1999 D.O. No.BT/Med/09/NBRC/99 dated			ł	
		OVIOLATION AND			ł	1					l l	
							1	13.12.2001				
		1			1			D.O. No.BT/Med/09/NBRC/99 dated				
					Į		1	11.11.2002		1		
						1	ļ	No.BT/ABNB-16012/1/03 dated				
								05.07.2004				1
	Į					l	Į	No. BT/ABNB-16012/1/03 dated		Ļ		
			Ì			Í	l	14.07.2006				
						3 .		No.BT/ABNB-16012/1/03 dated	3	1	2	.
7	Scientific	Information Scientist	PB-3	6600/-	11	3.	ļ	05.07.2004				
					1		i	No. BT/ABNB-16012/1/03 dated	-			
				l				14.07.2006				
			1						27	16	11	
8	Sub Total					27						
1	1 Mar					ļ						
ŧ								No. BT/ABNB-16012/1/03 dated	1	1	0	
9	Technical	Sr. Engineer	PB-3	7600/-	- 12	1		04.02.2008				
Ĺ	-							No. BT/ABNB-16012/1/03 dated	1	0	1	
10	Technical	Sr. Technical Officer	PB-3	7600/-	- 12	1	1	04.02.2008	-			
1	100,							No. BT/ABNB-16012/1/03 dated	1	0	1	
11	Technical	Technical Officer	PB-3	6600/-	- 11	1			*			L
1.11	1 COlumbar	toomade. or		l		1		04.02.2008	1	1	Ő	
1		Veterinarian	PB-3	5400/-	- 10	1		D.O. No.BT/Med/09/NBRC/99 dated	1	1	Ť	
12	Technical	VELCIMALIAN	1					11.11.2002		0	1	
1		T 11 - dam	PB-3	5400/-	/- 10	1		D.O. No.BT/Med/09/NBRC/99 dated	1 1	U	1	
13	Technical	Librarian	1.10-0	2400.	1	-		11.11.2002	!		L	



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NBRC Recruitment Roles

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Schedule-7/1; Page 2

14	Technical	Technical Officer	PB-3	5400/-	10	1		No.BT/ABNB-16012/1/03 dated 05.07.2004	i 	0	1	
15	Technical	Assistant Engineer	PB-3	5400/-	10	l		No.BT/ABNB-16012/1/03 dated 05.07.2004	1	1	0	
16	Technical	Technical Officer 'B'	PB-3	5400/-	10	1		No. BT/ABNB-16012/1/03 dated 04.02.2008	1	1	0	
17	Technical	Technical Officer	PB-2	4600/-	7	1.		D.O. No.BT/Med/09/NBRC/99 dated 13.12.2001	1	0	1	
18	Technical	Technical Officer 'C'	PB-2	4600/-	7	1		No. BT/ABNB-16012/1/03 dated 04.02.2008	1	1	0	
19	Technical	Librarian/ Technical	PB-2	4600/-	7	1		No. BT/ABNB-16012/1/03 dated 04.02.2008	1	1	0	
20	Technical	Officer 'C' Lab Technician-I	PB-2	4200/-	6	1		No. BT/Med/09/NBRC/99-Part file. Dated 04.08.1999	1	0	1	
21	Technical	Lab Technician I	PB-1	2800/-	5	4		D.O. No.BT/Med/09/NBRC/99 dated 11.11.2002	4	3	1	
								No.BT/ABNB-16012/1/03 dated				
								05.07.2004 No. BT/ABNB-16012/1/03 dated				
22	Technical	Computer Operator	PB-1	2800/-	5	6		04.02.2008 No. BT/Med/09/NBRC/99-Part file.	6	5	1	
								Dated 04.08.1999 D.O. No.BT/Med/09/NBRC/99 dated				
23	Technical	Computer Operator-II	PB-1	2400/-	4	1		11.11.2002 No. BT/ABNB-16012/1/03 dated	1	1	0	
24	Technical	Lab Technician-II	PB-1	2400/-	4	6		04.02.2008 No. BT/Med/09/NBRC/99-Part file.	6	5	1	
24	1 compean	Lab recurician-ii	10-1	2400,		Ŭ		Dated 04.08.1999	_			
								D.O. No.BT/Med/09/NBRC/99 dated 13.12.2001				
								D.O. No.BT/Med/09/NBRC/99 dated				
								11.11.2002	-			sin
								No. BT/ABNB-16012/1/03 dated 04.02.2008				
25	Technical	Lab Assistant	PB-1	2000/-	3	1		No.BT/Med/09/NBRC/99 dated 06.08.1999	1	1	0	
26	Technical	Lab Assistant	PB-1	1800/-	l	5		D.O. No.BT/Med/09/NBRC/99 dated 13.12.2001	5	5	0	
								D.O. No.BT/Med/09/NBRC/99 dated			4	
								11,11,2002				
								No. BT/ABNB-16012/1/03 dated 04.02.2008				
27	Technical	Lab Attendant	PB-1	1800/-	1	1		No.BT/Med/09/NBRC/99 dated 06.08.1999	1	1	0	
	Technical	Lab Attendant	PB-1	1800/-	1	2		D.O. No.BT/Med/09/NBRC/99 dated 11.11.2002	2	2.	0	
								No. BT/ABNB-16012/1/03 dated				
28	-	Sub Total	_			38		04.02.2008	38	29	9	
29	Administration	Registrar	PB-4	8700/-	13	1		D.O. No.BT/Med/09/NBRC/99 dated	1	0	1	
<u> </u>								11.11.2002 D.O. No.BT/Med/09/NBRC/99 dated	1	1	0	
	Administration	Chief Administrative Officer/ Senior	PB-4	8700/-	13	1		11.11,2002	1		v	
30	Administration	Manager Finance & Accounts	PB-3	6600/-	11	1	Notesheet No. M/o Fin.		1	- 0	1	
50	Administration	Officer		0000/*			(Exp) UO/825/EC-1/2000 dated 07.06.2000					

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NBRC Recruitment Rules

Schedule-7/1; Page 3

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

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Posts in Scientific Cadre

S. No.	Director & Vice-Chancellor	Scientist-VII/ Senior Professor	Scientist-VI/ Professor	Scientist-V/ Additional	Scientist-IV/ Associate	Scientist III/ Assistant	Information Scientist
1 2	3	4	5	Professor	Professor	Professor	
2 Department	Scientific	Scientific	Scientific	6	7	8	9
3 Level in 7 th CPC		14	13A	Scientific 13	Scientific	Scientific	Scientific
Is the post a Sel	ection Not Applicable	Selection	Selection	Selection	12	11	11
post(s) or Non Selection post (l	NS)		500000	Selection	Not Applicable	Not Applicable	Not Applicable
Whether the pos exempt from the		Yes	Yes	Yes	Yes	Yes	Yes
purview of reservations in SC/ST/OBC community							
Is post exempted	from Yes	-					
consultation with UPSC before be filled	h	Yes	Yes	Yes	Yes	Yes	Yes
Nationality of candidates recommended for appointment	Indian National/NRI/OCI/PIO	Indian/OCI/Foreign Nationals	Indian National/NRI/OCI/PIO	Indian National/NRI/OCI/PIO	Indian National/NRI/OCI/PIO	Indian National/NRI/OCI/PIO	Indian National/NRI/OCI/PIO
Method of appointment	Deputation (including short- term contract)/ absorption.	Promotion/ Deputation (including short-term contract)/ Absorption.	Promotion/ Deputation (including short-term contract)/ Absorption failing which Direct recruitment,	Promotion/ Deputation (including short-term contract)/ Absorption failing which Direct recruitment,	Direct recruitment/ Deputation (including short-term contract)/ Absorption.	Direct recruitment/ Short-term contract	Direct recruitment/ Deputation (including short-term contract)/ Absorption.
Percentage of each method of appointment	ch Not Applicable	To be determined by the Appointing Authority	To be determined by the Appointing Authority	To be determined by the Appointing Authority	To be determined by the Appointing Authority	To be determined by the Appointing Authority	To be determined by the Appointing Authority
0 Is the post includ for promotion un MFCS	nder	Yes	Yes	Yes	Yes	Yes	Not included in MFCS. The Information Scientist is included for promotion under
Age of Direct Re if method of appointment is b Direct Recruitme unreserved candi	deputation/short term contract	Not exceeding 58 years (on deputation/short term contract	Not exceeding 55 years (Relaxable as per instructions/orders of the Central Govt.)	Not exceeding 50 years (Relaxable as per instructions/orders of the Central GovL)	Not exceeding 45 years (Relaxable as per instructions/orders of the Central Govt.)	Not exceeding 40 years (Relaxable as per instructions/orders of the Central Govt.)	MACPS. Not exceeding 40 years (Relaxable as per instructions/orders of the Central Govt.)
2 Educational Qualification and Experience for D recruitment		Not Applicable	Ph.D./ equivalent degree in Engineering/ post-graduate Medical qualification-MD or equivalent, with original high quality research work as evidenced by publications or publications & patents and with 12 years.of Post- qualification experience in Neuroscience or related fields.	Ph.D./ equivalent degree in Engineering/ post-graduate Medical qualification-MD or equivalent, with original high quality research work as evidenced by publications or publications & patents with 8 years of Post-qualification experience in Neuroscience or related fields.	Ph.D./ equivalent degree in Engineering/ post-graduate Medical qualification-MD or equivalent, with original high quality research work as evidenced by publications or publications & patents with 5 years of Post-qualification experience in Neuroscience or related fields.	Ph.D./ equivalent degree in Engineering/ post-graduate Medical qualification-MD or equivalent, with original high quality research work as evidenced by publications or publications & patents, with 3 years of Post-qualification experience in Neuroscience or related fields.	Master's degree in Computer Science or equivalent, from a recognized University/Institute with eight years of experience in System/Networking Administration/ Bioinformatics/ Information Science or related area preferably in a Central/State Government Department/ University/ Research Institution/ PSU under Central/State Government; OR Ph. D. in any branch of Science /Computer Science from a recognized University/Institute with 3

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



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

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Posts in Technical Cadre

.No.		Sr. Engineer	Sr.	Technical	Technical	Veterinarian	Librarian	Assistant					1	·····				
	2		Technical Officer	Officer A	Officer 'B'	(With NPA)	l(Originally Sanctioned as Librarian)	Assistant Engineer	Technical Officer C	Librarian II(Originally Sanctioned as Librarian)	Laboratory Technician I	Laboratory Technician II (Originally Sanctioned as Laboratory Technician I)	Laboratory Technician III (Originally Sanctioned as Laboratory Technician II)	Compute r Operator I	Computer Operator II	Laboratory Assistant-1	Laborato ry Assistant II (Originall y Sanctione d as Laborato	Labora Fy Attend: I
	Department	3	4	5	6	7	+							1			ry	
	Department	Technical	Technical	Technical	Technica)	Technical	8	9	10	11	12	13	<u> </u>				Assistant)	
	Level in 7th CPC	12	12			recibical	Technical	Technical	Technical	Technical	Technical	Technical	14	15	16	17	18	19
Ī	is the post a	Not	Not	31 Noi	10	10	10	10	7			recibileat	Technical	Technical	Technical	Technical	Technical	Technic
Í	Selection post(s)	Applicable	Applicable		Not	Not	Not	Not	Not		6	5	4	5	4			
	or Non Selection post (NS)		rippiicuble	Applicable	Applicable	Applicable	Applicable	Applicable	Applicable	Not Applicable	Selection	Selection	Not Applicable	Selection	Not Applicable	Non Selection	Not	1 Noi
	Whether the	Yes	Yes	Yes	Yes	+											Applicabl	Applica
	posts are exempt from the	1		1.0.5	165	Yes	Yes	Yes	No	No	No	No	No	No	No	No		Ľ
_	purview of reservations in SC/ST/OBC's community															Nu	No	No
1	Is post exempted	Yes	Yes	Yes	- V	<u> </u>			1								1	
	from			, es	Yes	Yes	Yes	Yes	Yes	Yes	Yes							
	consultation with UPSC before being filled									res	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Nationality of	· · · · · · · · · · · · · · · · · · ·																
	candidates	Indian	Indian	Indian	Indian	Indian	Indian											
T	recommended for appointment							Indian	Indian	Indian	Indian	Indian	Indian	Indian	Indian	Indian	Indian	Indian
	Method of	Direct	Direct										1					
a	appointment		recruitmens/	Promotion	Direct	Direct	Promotion	Direct	Direct					1				
		putation (including short term contract)/ absorption.	deputation (including short term contract)/ absorption.	failing which Direct recruitment/ Deputation (including short term contract)/ absorption.	recruitment/d eputation (including short term contract)/ absorption.	recruitment/ Deputation (including short term contract)/ absorption.	failing which Direct recruitment/ Deputation (including short term contract)/	recruitment/ Deputation (including short term contract)/ absorption.	Direct recruitment/ Deputation (including short term contract)/ absorption.	Direct recruitment/ Deputation (including short term contract)/ absorption.	Promotion failing which Direct recruitment/ Deputation (including short term contract)/ absorption.	Promotion failing which Direct recruitment/ Deputation (including short term		Promotion failing which Direct recruitme nt	Direct recruitment.	Promotion failing which Direct recruitment/ Deputation (including short term	Direct recruitme nt.	Direct recruitn nt.
			Not	Not	Not	Not	absorption.				assorption.	contract)/ absorption.]		contract)/	l	
	ppointment	Applicable	Applicable	Applicable	Applicable	• • • • •		Not	Not	Not Applicable	To be decided		Nor			absorption.		
						· · · · · · · · · · · · · · · · · · ·	Applicable	Applicable	Applicable		by appointing authority.		Applicable	To be decided by	Not Applicable	To be decided by appointing	Noi ApplicabJ	Not Applical
ls in	the post icluded for		<u>-</u> .			As per	the Merit and Nor	Ing) Accase						appointing authority,		authority.	e .	e
pr	romotion under IACPS			Ē	_ TH	-		41996291BGUI	ocneme (MANA	S)* (see para 16.(iii) of NBRC Recruit	nent Rules 2018 (A	nnexure-7)).	toniony.		<u> </u>	.	

													NBRC I	Recruitm	ient Rules	Schedule 7	/3 Page	2
	് എ		· · · · · · · · · · · · · · · · · · ·															
120										11	12	13	14	15	16	17	18	19
	Lege of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	3 50 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/ orders of the Central GovL)	4 50 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/ orders of the Central Govt.)	5 40 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/ orders of the Central Govt.)	6 35 years. (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/ orders of the Central Govt.)	7 35 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/ orders of the Central Gov1.)	8 35 years. (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/ orders of the Central Govt.)	9 35 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/ orders of the Central Govt.)	10 30 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/ orders of the Central Govt.)	11 30 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/ orders of the Central Govt.)	12 30 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/ orders of the Central Govt.)	13 30 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/ orders of the Central Govt.)	14 25 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/ orders of the Central Govt.)	15 25 years (Relaxable for otherwise well) qualified candidates with the approval of Competen t Authority and as per instruction sf orders of the Central Govt.)	16 25 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/ orders of the Central Govt.)	17 25 years (Relaxable for otherwise well qualified candidates with the approval of Competent Authority and as per instructions/ orders of the Central Govt.)	18 25 years (Relaxable for otherwise well qualified candidates with the approval of Competen t Authority and as per instruction sf orders of the Central Govt.)	19 25 years (Relaxable for otherwise well qualified candidates with the approval of Competen t Authority and as per instruction s/ orders of the Cantral Govt.)



- 1. Mar	~	· · · · · · · · · · · · · · · · · · ·		<u>,</u>			· · · · · · · · · · · · · · · · · · ·					1		1	16	17	10	19
& A.	·\	3 /	4	15	6	1	18	9	10	11	12	13 Essential;	14 Essential:S	15 Essenti	16 Essential:	17 Essential:	18 Essential	Essenti
Y T	ducational	Essential: M.Tech/ M.E.	Essential: (i) Ph.D. in	Essential:	Essential: (i) Ph.D. in	Essential: M.V.Sc or	Essential: Master degree	Essential:	Essential: (i) Master's	Essential:	Essential: M V Sc/M. Sc	Bachelors	SSC SSC	al: 1)		Matric with	: Matric	: SSSC
	Qualification and Experience	or equivalent	science with	(i) Ph.D. in science with	(1) Ph.D. in science	equivalent	in Library	B.Tech./ B.E. or	Degree in	Masters in	(First Class)/	degree in	(Science)	Graduate	in	Science plus	with	with
Ť	and Experience	degree in	5 years	3 years	OR	degree from a	Science (55%		Science (First	Library Science or	M. Tech./	Science/	with 5	in	Computer	two years	Science	Science
.)	engineering	experience	experience	Master's	recognized	minimum	equivalent	Class)/ B.	Bachelor in	M. sech.	Engineering/	years	Computer	Science/	Diploma in	plus two	
' }	I	from a	in relevant	in relevant	Degree (First	University/	marks) OR	degree in	Tech or	Library	equivalent	Technology	experience	Science/	Computer	Medical Lab	vears	1
	1	recognized University/	field	field	Class) in	Institute with	Master Degree	relevant branch of	equivalent	Science with	with 1 years	with three	in R&D	Computer	application	Technology	Diploma	1
	F	Institute with	OR	OR	Science/B.	2 years	(55%	Engineering/	degree in	Masters	experience;	years	laboratory	application	1/	course and	in	
	,	eight years	i) Master's	i) Master's	Tech or	experience.	minimum marks) in any	A.M.I.E.	Engineering/B .V.Sc. from a	degree in any	OR	experience	OR	1	Informatio	three years'	Medical	
	,	supervisory	Degree (First Class)	Degree (First Close)	equivalent degree in	Desirable:	marks) in any subject with	from a	recognized	subject with	Bachelors	in the	SSSC	Informatio	n	experience in		
	,	experience in	in Science/	(First Class) in Science/	Engineering/	Experience in	Graduation in	recognized	University/	3 years	degree in	relevant	(Science)	n	Technolog	R&D	Technolo	
1	,	the relevant field preferably	B. Tech or	B. Tech or	B.V.Sc. from	administration	Library	University/	Institution	, relevant	Veterinary.	field;	with 3	Technolog	y/	laboratory;	gy course	. j
	,	in a Central/	equivalent	equivalent	a recognized	of a modern	Science from	Institute with	with 3 years	experience	Sc./ Science/	OR	years	y/	Electronics	OR		1
	,	State	degree in	degree in	University/	animal house	a recognized	five years	of experience	preferably in	Engineering in		diploma in	Electronics	from a	B Sc with		
	•	Government	Engineering	Engineering	Institution	with small	University/	experience	in relevant	a Scientific/	the relevant	with three	engineering		recognized	one year		
1		Department,	;from a	from a	with 5 years	animals and	Institute with	in relevant	field	Teaching/	area with 3	years	17 -	OR	University;			
[1	university/dee med university	recognized University/	recognized	of experience in relevant	primates. Demonstrated	8 years experience in	field;	Desirable:	Research	years	diploma in	technology	Graduate	OR	R&D		ŕ
		or educational/	Institution	University/ Institution ii)		Experience in	the relevant	OR	Will be as per	Institute /	experience;	Engineering/	with 2	in Science	Graduate	laboratory;		1
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.		institution,	experience	experience	Will be as per	transgenic	digital library	Engineering	specific	Body/ PSU	Experience in	years	in R&D	governmen	year	Diploma in	1	
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		OR Bachelors	per	per	Centre	advantage.	terms and	eight years		Desirable:	relevant to the		years	science/	computer	experience in		
1		Degree in	requirement	requirements			working	experience		Experience in	NBRC.	Work	experience	computer	science/	R&D		
i İ		Engineering/	s for the	for the			experience in	in the		computer/		experience	in R&D	application		laboratory.		
i		Technology or	specific	specific			scientific	relevant		digital library		in laboratory	laboratory.	1	application			
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		Governments, subject to	Autonomou s Bodies	Bodies under	Governments,	Governments,	Governments,	Autonomous	Autonomous	Bodies/ PSUs	Bodies/ PSUs	Autonomous Bodies/]]	be		
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		the following	Central/	State	fulfilment of	fulfilment of	fulfilment of	Central/ State	PSUs under Central/	State Governments,	Governments,	Central/			İ	Assistant II)		
		conditions:	State Government	Government s, subject to	the following conditions:	the following conditions:	the following conditions:	Government	State	subject to	subject to	State	Ì					
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		in the parent cadre;	following conditions:	conditions: (a) holding	in the parent	in the parent	in the parent	following	the	(a) holding	(a) holding analogous	the following	1					Ì
		OR	(a) holding	analogous	cadre;	cadre;	cadre;	conditions: (a) holding	following conditions:	analogous post on	post on regular							
		(b) with ten	analogous	post on	OR	OR (b) with three	OR (b) with three	analogous	(a) holding	regular basis	basis in the	(a) holding						
		years regular service in case	post on regular basis	regular basis in the parent	(b) with three years of	years of	years of	post on	analogous	in the parent	parent cadre;	analogous						
		of incumbent	in the parent	cadre;	regular	regular	regular service	regular basis	post on	cadre;	OR	post on					ļ	
		holding	cadre;	OR	service in	service in	in Level 9;	in the parent	regular basis	OR	(b) with five	regular basis						1
		Masters	OR (b) with ten	(b) with three years	Level 9; and (c)	Level 9; and (c) Possessing	and (c) Possessing	cadre;	in the parent	(b) with three	years of regular service	in the parent cadre;			1			
		degree and 12 years	years	of regular	Possessing	the	the	OR (b) with	cadre; OR	years of regular service	1	OR	ļ					
1		experience	regular	service in	the	qualifications	qualifications	three years	(b) with	in Level 6 or	and	(b) with						
ļ		holding	service in	Level 10;	qualifications	prescribed for direct recruits.	prescribed for direct recruits.	of regular	three years	eight years in	(c) Possessing		ļ	1				
		Bachelors degree, in	responsible capacity in	and (c)	prescribed for direct	uncer recruits.	uncer reenans.	service in	of regular	Level 5; and	the	of regular						
		responsible	case of	Possessing	recruits.			level 9; and	service in	(c) Possessing	qualifications	service in						
		capacity; with	incumbent	the	1_	By	By	(c)	level 6 or	the	prescribed for direct recruits.	Level 4; and (c)						ļ
1		either five	holding Masters	qualification s prescribed	By absorption:	<u>absorption</u> : For	<u>absorption</u> : For	Possessing	eight years in the Level	qualifications prescribed for	unect rectures.	Possessing	1		-			
		years experience in	degree and	for direct	For	absorption,	absorption, the	the qualification	5; and	direct recruits	By	the						
	ļ	Level 11or	12 years	recruits.	absorption,	the incumbent		s prescribed	(c)		absorption:	qualification						
		ten years	regular	B.	the incumbent	should fulfil the eligibility	should fulfil the eligibility	for direct	Possessing	By	For absorption							Ì
		experience in Level 10 or	service holding	By absorption:	should fulfil	criteria laid	criteria laid	recruits.	the	absorption:	the incumbent					ļ	ļ	
Í		eight years	Bachelors	For	the eligibility	down for	down for	_	qualification			recruits.			1			
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ļ	ļ	Level 11 and Level 10 put	of which at least five	the incumbent	down for direct			absorption:	recruits.	the eligibility	down for	absorption:		ļ		Í		
		together out o	- 1	should fulfil				absorption		criteria laid	direct recruits			1				
	ļ	which two	experience	the	Į			the	By	down for		absorption						
Ì		years	should be in the Level 1				1	incumbent	absorption	direct recruits	i.	the incumbent					ļ	
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	absorption: For absorption, the incumbent should fulfil the eligibility criteria laid down for direct recruits.	together out of which						down for direct						1			
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(NS) Inimium yrs of regular service regular service regular service is regular se			Applicable	Appressie	(Applicable					1								e	10
16 Minimum yrs of regular service required in existing grade 17 Relaxation 17 Relaxation									1					1	.1				
regular service required in existing grade As per the Merit and Normal Assessment Scheme (MANAS)* (see para 16.(iii) of NBRC Recruitment Rules 2018 (Annexure-7)). existing grade In case of candidates found otherwise suitable for the posts in the Pay Level 5 and below, the prescribed eligibility criteria may be relaxed with the approval of Chairman Governing Body. 17 Relaxation In case of candidates found otherwise suitable for the posts in the Pay Level 5 and below, the prescribed eligibility criteria may be relaxed with the approval of Chairman Governing Body.	16		+																
required in As per the Merit and Normal Assessment Scheme (MANAS)* (see para 16.(iii) of NBRC Recrumment Rules 2018 (Annextire-17). existing grade for promotion to next higher grade In case of candidates found otherwise suitable for the posts in the Pay Level 5 and below, the prescribed eligibility criteria may be relaxed with the approval of Chairman Governing Body. 17 Relaxation In case of candidates found otherwise suitable for the posts in the Pay Level 5 and below, the prescribed eligibility criteria may be relaxed with the approval of Chairman Governing Body.	10,																		
existing grade for promotion to next higher grade 17 Relaxation In case of candidates found otherwise suitable for the posts in the Pay Level 5 and below, the prescribed eligibility criteria may be relaxed with the approval of Chairman Governing Body.			ļ				As per	the Merit and No	rmal Assessment	Scheme (MANAS)* (see para 16.(iii)	of NBRC Recruits	ient Rules 2018 (/	(nnexure-7)).					
for promotion to next higher grade 17 Relaxation In case of candidates found otherwise suitable for the posts in the Pay Level 5 and below, the prescribed eligibility criteria may be relaxed with the approval of Chairman Governing Body.	1								,										
next higher grade 17 Relaxation In case of candidates found otherwise suitable for the posts in the Pay Level 5 and below, the prescribed eligibility criteria may be relaxed with the approval of Chairman Governing Body.					-														
grade In case of candidates found otherwise suitable for the posts in the Pay Level 5 and below, the prescribed eligibility criteria may be relaxed with the approval of Chairman Governing Body.	1																	· .	
17 Relaxation In case of candidates found otherwise suitable for the posts in the Pay Level 5 and below, the prescribed eligibility criteria may be relaxed with the approval of Chartinan Governing body.								_					1 1	h al	Chairman	averning Bady			
	17		1			In case of cane	lidates found oth	erwise suitable fo	r the posts in the P	ay Level 5 and be	low, the prescribed	eligibility criteria r	hay be relaxed wit	n ine approval o	Chairman O	overning mody.			
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Posts in Administrative Cadre

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



/	3	4	5	6	7	8	9		Posts in Administ	rative Cadre
Iducational	Essential: (i)	Essential: (i) Masters	Essential: (i) CA/	Essential: (i)	Essential: (i)	Essential: (i) C.A./	-	10	11	12
Qualification and	Masters degree in	degree in any	ICWA/M.Com/	Graduate in any	Graduate in any	I.C.W.A./ S.A.S./	Essential: (i)	Essential: (i)	Essential: (i) Graduate	Essential: (i)
Experience	any discipline or	discipline or Two	SAS;	discipline with Post	discipline with Post	M.Com. from a	Graduate with	Graduate from a	from a recognized	Matriculation from a
	Two years P G	years P G Diploma in	(ii) (a) for CA/	Graduate Diploma	Graduate Diploma		proficiency in	recognized	University/Institution	recognized Education
	Diploma in	Personnel	ICWA six years	in Personnel	in Personnel	recognized	shorthand (120 wpm)	University/	(ii) One years	Board.
	Personnel	Management/ H.R.	managerial	Management	Management	University/ Institute;	and typing 50(wpm).	Institution.	experience in the	(ii) Should possess
	Management/ H.R.	from any recognized	experience in the	orH.R. from a		(ii)(a) For	Candidates should be	(ii)Three years	relevant field of	valid commercial
	from recognized	University/ Institute.	relevant field out of	recognized	orH.R. from a	CA/ICWA two years	proficient in use of	experience in the	establishment, accounts	driving license for light
	University/	(ii) Minimum twelve	which minimum	University/	recognized	supervisory	word processor and	relevant field of	or stores in a Central or	and heavy vehicles
	Institute.	years experience in	three years	Institute:	University/	experience in the	spread sheet	procurement,	State Government	issued by Competent
	(ii) Minimum	managing activities	experience in	1	Institute;	relevant field	software, conversant	maintenance and	Department,	Authority.
	twelve years	such as administration,	responsible capacity	(ii)Five years	(ii)Five years	preferably in a	with secretarial	disposal of stores,	university/deemed	(iii) Experience of
	managerial	finance, admissions,	preferably in a	supervisory	supervisory	Central or State	practice or passed	preferably in a	university or	driving a motor
	experience such	examination,	Central or State	experience in the	experience in the	Govt. department,	stenographers	university/ or	educational/ scientific/	car/jeep for at least
	asAdministration,	evaluation etc. in	Govt. department,	relevant field of	relevant field	scientific/ research	examination	educational/	research institution.	three years
	Establishment,	managerial capacity	PSU, scientific/	administration,	preferably in a	organization/	conducted by staff	scientific/ research	PSU/ autonomous body	since years.
	Finance, Store	preferably in	research	establishment and	university or	Institution/	selection commission	institution, PSU/	under Central or State	Desirable:
	Purchase, Estate	Scientific/ Research/		estate management	educational/	university/ PSU/	or any other	autonomous body	Government.	Knowledge of motor
	Management in	Training Institute/	organization/Instituti on/ university/	preferably in a	scientific/ research	autonomous body	institution recognized	under Central or State	of the literic	mechanism (should be
	responsible	University/		Central or State	institution under	under Central or	for the purpose;	Government.		able to remove minor
	capacity preferably	Autonomous Body	autonomous body	Government	Central or State	State Government.	(ii) Five years		ł	defects in vehicles).
	in Scientific/	under Central or State	under Central or	department/ office,	Government.	(ii) (b) For SAS?	experience in the	Desirable:	Desirable:	defects in venicies).
	Research/ Teaching	Governments.	State Government	PSU, autonomous		M.Com. five years	relevant field	Knowledge of Govt.	Knowledge of	
	Institute/	Governments.	(ii) (b) for M.Com/	organization.	Desirable:	supervisory	preferably in a	rules and regulations,	computer/ word	
	University/ PSU/	OR	SAS ten years	University,	Knowledge of	experience in the	Central or State	computer	processor operations,	
	Autonomous Body	UK .	managerial	Scientific/Research	Govt. rules and	relevant field	Government	applications /	maintenance of files,	
	under Central or	(i) Candidates with a	experience in the	Institution under	regulations,	preferably in a	Department,	information	processing of cases,	
	State Governments.		relevant field out of	Central or State	proficiency in the	Central or State	university/ or	management system.	drafting, service/ other	
	orace coverancems.	PhD degree, with 7 years of post-PhD	which minimum five	Government.	use of computers/	Govi. department,	educational/	Diploma in material	rules and regulations	
	Desirable:	experience and	years experience in	Desirable:	management	scientific/ research	scientific/ research	management.	applicable in Central	
	Knowledge of		responsible capacity	Knowledge of	information system.	organization/	institution, PSU/	india genient.	government offices/	
	Govt. rules/	actively involved in	preferably in a	Govi. rules and		Institution/	autonomous body		Govt. of India bodies/	
	regulations, Modern	research and/or	Central or State	regulations,		university/ PSU/	under Central or State			
	Management	teaching in higher	Govi. department,	proficiency in the		autonomous body	Government.		autonomous institutions.	
	practices,	education/Scientific	PSU, scientific/	use of computers/		under Central or				
		Institutions, and	research	management		State Government.	Desirable:		Other desirable	
	proficiency in the	having experience in	organization/Instituti	information system.			Knowledge of Govi.		qualifications will be as	
	use of computers/ Management	guiding	on/ university/			Desirable:	rules and regulations,		per requirements of the	
		students/project	autonomous body			Knowledge of Govi.	computer		Centre for the specific	
	Information	management etc.	under Central or			rules and regulations	applications /		post advertised.	
	systems.	-	State Government.			and proficiency in the	information			
		Desirable:				use of computers	management system.			
		Knowledge of rules/	Desirable:			use or computers	management system.			
		regulations relating to	Knowledge of Govt.							
		academic activities,	rules/ regulations							
		modern management	andproficiency in							
		practices, proficiency	the use of							
		in the use of	computers.							
		computers.								
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Posts in Administrative Cadre

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r	7 Experience for		4	5	6	7	8	9	10	11	12
1	Sxperience for	By Deputation (including short	By Deputation	By Deputation	By Deputation	By Deputation	By Deputation	By Deputation	By	Not Applicable	Not Applicable
	Deputation		(including short term	(including short	(including short	(including short	(including short	(including short	Deputation(includin		
*		term contract): Officials from	contract): Officials	term contract):	term contract):	<u>term contract):</u>	term contract):	term contract):	g short term		
		Scientific/ Research/	from Scientific/	Officials from	Officials from	Officials from	Officials from	Officials from	contract): Officials		
		Teaching	Research/ Teaching	Scientific/ Research/	Scientific/	Scientific/	Scientific/ Research/	Central/ State	from Central/ State		
		Institutions/	Institutions/	Teaching	Research/ Teaching	Research/ Teaching	Teaching Institutions/	Government	Government		
		Universities/ PSUs/	Universities/	Institutions/	Institutions/	Institutions/	Universities/	Departments,	Departments,		
		Autonomous Bodies	Autonomous Bodies	Universities/ PSUs/	Universities/ PSUs/	Universities/	Autonomous Bodies/	Scientific/ Research/	Scientific/ Research/		
		under Central or	under Central or State	Autonomous Bodies	Autonomous	Autonomous	PSUs under Central	Teaching Institutions/	Teaching Institutions/		
		State Governments.	Governments, subject	under Central/ State	Bodies under	Bodies under	or State	Universities/	Universities/		
1		subject to fulfilment	to fulfilment of the	Governments,	Central/ State	Central or State	Governments, subject	Autonomous Bodies/	Autonomous Bodies/		
1		of the following	following conditions:	subject to fulfilment	Governments,	Governments,	to fulfilment of the	PSUs under Central	PSUs under Central		
		conditions:	1. (a) holding	of the following	subject to fulfilment	subject to fulfilment	following conditions:	or State	or State		
		1. (a) holding	analogous post on	conditions:	of the following	of the following	1. (a) holding	Governments, subject	Governments, subject		
		analogous post on	regular basis in the	 (a) holding 	conditions:	conditions;	analogous post on	to fulfilment of the	to fulfilment of the		
- 1		regular basis in the	parent cadre;	analogous post on	1. (a) holding	 (a) holding 	regular basis in the	following conditions:	following conditions:		
		parent cadre;	OR	regular basis in the	analogous post on	analogous post on	parent cadre;	L (a) holding	1. (a) holding		
- 1		OR	(b) having minimum	parent cadre;	regular basis in the	regular basis in the	OR	analogous post on	analogous post on		
		(b) having minimum	experience of 12 years	OR	parent cadre;	parent cadre;	(b) with three years	regular basis in the	regular basis in the		
		experience of 12	of managing	(b) having	OR	OR	regular service	parent cadre;	parent cadre;		
1		years in relevant	academic and students	minimum	(b) with three years	(b) with three years	related field at level 8	OR	OR		
- 1		field of	related activities such	experience of ten	regular service	regular service	or five years service	(b) with three years	(b) with three years		
		Administration,	as admissions,	years in the relevant	related field at level	related field at level	at level 7;	regular service in	regular service in		
		Establishment, Store	examinations,	field of accounts in	8 or five years	8 or five years	(c) Possessing the	related field at level 6	related field at level 6	l l	
		Purchase, Estate Management in a	evaluations, etc., in	Central/State	service at level 7;	service at level 7/-;	qualifications	or six years service at	or six years service at	-	
		responsible capacity	responsible capacity;	Government	(c) Possessing the	(c) Possessing the	prescribed for direct	level 5 or eight years	level 5 or eight years		
		out of which	out of which	Department, PSU,	qualifications	qualifications	recruits.	at level 4 and	at level 4; and		
		(i) five years	(i) five years	Scientific/ Research/	prescribed for direct	prescribed for direct		2. Possessing the	2. Possessing the		
		experience in related	experience in related	Teaching Institute/	recruits.	recruits,	By absorption: For	qualifications	qualifications	1	
		field at level 12,	field at level 12	University/			absorption the	prescribed for direct	prescribed for direct		
		or	or	Autonomous Body	By absorption: For	By absorption: For	incumbent should	recruits.	recruits.		
		(ii) eight years	(ii) eight years	under Central/ State	absorption the	absorption the	fulfil the eligibility			}	
		experience in	experience in related	Governments; out of	incumbent should	incumbent should	criteria laid down for	By absorption: For	By absorption: For		
		related field at level	field at level 12 and	which	fulfil the eligibility	fulfil the eligibility	direct recruits.	absorption the	absorption the	1	
		12 and level 11 put	level 11put together	(i) five years	criteria laid down	criteria laid down		incumbent should	incumbent should		
		together out of	out of which two years	experience in related	for direct recruits.	for direct recruits.		fulfil the eligibility	fulfil the eligibility		
		which two years	experience should be	field at level 10.				criteria laid down for	criteria laid down for	1	
		experience should be	at level 12	or				direct recruits.	direct recruits.		
		at level 12	or (iii) ten years	(ii) eight years							
		Or (III) to a set of	service in related field	experience in							
		(iii) ten years service	at level 11 or	related field at level							
		in related field at level 11 or	equivalent.	10 and level 8or 7							
		equivalent.	(c) Possessing the	put together out of							
		(c) Possessing the	qualifications	which two years							
		qualifications	prescribed for direct	experience should be							
•		prescribed for direct	recruits.	at level 10;							
		recruits.		(c) Possessing the							
		By absorption: For	By absorption: For	qualifications	ι						
		absorption the	absorption the	prescribed for direct							
		incumbent should	incumbent should	recruits.							
		fulfil the eligibility	fulfil the eligibility								
		criteria laid down for	criteria laid down for	Bv absorption: For							
1		direct recruits.	direct recruits.	absorption the							
				incumbent should							
				fulfil the eligibility							
				criteria laid down				ĺ			
				for direct recruits.							
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15 Promotion by Selection (S) or Non Selection (NS) Promotion by selection out of eligible officer in Level 10,DPC-to be framed by Director. Not Applicable Not Applicable Not Applicable Not Applicable		Selection/ Confirmation/ Promotion Committee	Chancellor or his nominee: Chairman 2. One Nominee of the Director & Vice-Chancellor from senior faculty: Member 3. Two outside experts to be nominated by the Director & Vice- Chancellor: Member 4. Chief Administrative Officer: or An Officer of AdministrationNon -Member	Chancellor or his nominee: Chairman 2. One Nominee of the Director & Vice- Chancellor from senior faculty: Member 3. Two outside experts to be nominated by the Director & Vice- Chancellor: Member 4. Chief Administrative Officer: or An Officer of AdministrationNon-	Chancellor or his nominee: Chairman 2. One Nominee of the Director & Vice- Chancellor from Senior Faculty: Member 3. Two outside experts to be nominated by the Director & Vice- Chancellor: Member 4. Chief Administrative Officer: or An Officer of AdministrationMem ber-Secretary	Chancellor or his nominee: Chairman 2. One Nominee of the Director & Vice-Chancellor from Senior Faculty: Member 3. Two outside experts to be nominated by the Director & Vice- Chancellor: Member 4. Chief Administrative Officer: of AdministrationMe mber-Secretary	Chancellor or his nominee: Chairman 2.One Nominee of the Director & Vice-Chancellor from Senior Faculty: Member 3. Two outside experts to be nominated by the Director & Vice- Chancellor: Member 4. Chief Administrative Officer: or An Officer of AdministrationMe mber-Secretary	Chancellor or his nomine: Chairman 2. One Nominee of the Director from Senior Faculty: Member 3. Two outside experts to be nominated by the Director: Member 4. Chief Administrative Officer: or An Officer of AdministrationMemb er-Secretary	1. Director & Vice- Chancellor or his nominee : Chairman 2.One Nominee of the Director & Vice- Chancellor from Senior Faculty: Member 3. Two outside expert to be nominated by the Director & Vice- Chancellor: Member 4. Chief Administrative Officer or An Officer of Administration: Member-Secretary.	 Director & Vice- Chancellor or his nominee: Chairman One Nominee of the Director & Vice- Chancellor from Senior Faculty: Member Two outside expert to be nominated by the Director & Vice- Chancellor: Member Chief Administrative Officer of AdministrationMemb er-Secretary. 	Chancellor or his nominee: Chairman 2.One Nominee of the Director & Vice- Chancellor from Senior Faculty: Member 3. One outside expert to be nominated by the Director & Vice- Chancellor: Member 4. Chief Administrative Officer: or An Officer of Administrative Officer, 5. Administrative Officer(Admn.):Non Member-Secretary.	Director & Vice- Chancellor or bis nominee: Chairman 2. One Nominee of the Director & Vice- Chancellor from Senior Faculty: Member 3. One outside expeti to be nominated by the Director & Vice- Chancellor: Member 4. Chief Administrative Officer Member. 5. Administrative Officer(Adma.): Non Member-Secretary.
(1) Do the strength of all the strength of all the strength of a strengt	15	Selection (S) or Non	selection out of eligible officer in Level 12,DPC to be		selection out of eligible officer in Level 10, DPC-to be from the Director							
	16	Relaxation Clause	In case of candidates for	ound otherwise suitable for the	he posts in the Pay Level 5	and below, the prescribe	d eligibility criteria may b	e relaxed with the approval	of Chairman Governing Bo	ay.		

Posts in Administrative Cadre



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