

Most Immediate

No.F. 23-18 /2006-TS-III
 Government of India
 Ministry of Human Resource Development
 Department of Higher Education

New Delhi, the 17th March, 2010

To

The Director,
of All the National Institutes of Technology (NITs)

Subject: Restructuring of Non Faculty Cadres in National Institutes of Technology (NITs)

Sir/Madam,

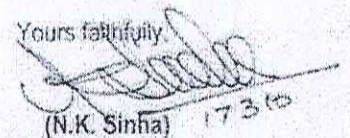
As you are aware, consequent upon the conversion of the erstwhile Regional Engineering Colleges (RECs) into NITs, the scales of pay of Non-teaching posts in these Institutes were mapped to the Central Government pattern on 'as is where is basis'. Therefore, the scales of pay being operated in the NITs varied from institute to institute. In this background and keeping in view the requirements of the additional core administrative, financial and technical posts in NITs for catering to the on-going capacity expansion in these institutes on account of implementation of OSC recommendation for OBC reservation in admission, an urgent need was felt for a comprehensive restructuring of the Non-teaching posts in NITs. Accordingly, this Ministry had set up a Committee of NIT Directors, for studying the requirements of Non-teaching staff in the NITs and to suggest a uniform pattern that can be followed in all the NITs.

2. Based on the Recommendations made by the above mentioned Committee of Directors of NITs and in conformity with the *Student-Teaching-Non-teaching ratio of 12:1:1.1* approved by the Ministry of Finance, it has been decided that the Non-teaching Cadre Structure as per the details mentioned in Annexure may be adopted by the National Institutes of Technology.

3. You are requested to work out the details of the entitlement of various Non-teaching posts as per the structure mentioned in the Annexure following the approved *Student-Teacher-Non-teaching staff ratio of 12:1:1.1*. The proposed Non-teaching Staff Structure may be adopted after obtaining the approval of the BoG of the Institute and for the new posts required to be created / upgraded consequent to adoption of the new Structure, necessary proposal may be sent to this Ministry. No new posts should be created or any posts upgraded and filled up in the institute without the prior approval of this Ministry.

4. Anomalies / difficulties, if any, of implementation of the restructured cadre of Non-teaching staff may be referred to the Ministry of Human Resource Development.

Yours faithfully



(N.K. Sinha)

17/3/10

Joint Secretary to the Government of India

Tel : 23387781

Encl : As above.

Copy forwarded for information and necessary action to the Chairman, BoG of all the NITs.

Copy to:

- i) PSs to Hon'ble HRM /MOS (HRD)
- ii) PSO to Secretary (HE)
- iii) Sr. PPS to AS (HE)
- iv) PS to AS & FA

Annexure

RESTRUCTURED NON TEACHING CADRES IN NITS

Distribution of Posts

Non-Teaching Officers (Admn, Lib, Sports & Students Activity, Scientific, Engineering, Medical, Security)	10% of faculty strength
Technical Staff	30% of faculty strength in Higher Cadre 30% of faculty strength in Lower Cadre
Ministerial Staff	8% of faculty strength in Higher Cadre 17% of faculty strength in Lower Cadre
Supporting Staff	15% of faculty strength
TOTAL	110% of faculty strength.

DETAILS OF NON TEACHING OFFICERS

(i) Administration

Post	Approved Pay Band and Grade Pay	Remarks
Registrar	PB 4; GP of Rs 10000	These pay would be allowed only for those possessing the qualifications and experience as prescribed by UGC from time to time.
Deputy Registrar	PB 3; GP of Rs 7600	
Assistant Registrar	PB 3; GP of Rs 5400	

(ii) Library

Post	Approved Pay Band and Grade Pay	Remarks
Librarian	PB 4; AGP of Rs 10000	As the erstwhile RECs were affiliated colleges, the highest available post in the Libraries in these Institutes was College Librarian in the pre-revised scale of Rs.8000-13500 which is equivalent to the post of Assistant Librarian in the Central Universities. Accordingly, the existing post of College Librarian in NITs may be re-designated as Assistant Librarian and given the corresponding pay of PB 3 with AGP of Rs.6000. Further, the post of Librarian may however be created only in NITs with faculty strength equivalent or more than 300.
Deputy Librarian	PB 3; AGP of Rs.8000	
Assistant Librarian	PB 3; AGP of Rs.6000	

iii) Students Activity & Sports

Post	Approved Pay Band and Grade Pay	Remarks
Principal SAS Officer	PB 4; AGP of Rs 10000	<u>The post of Principal SAS officer may be created only in NITs with faculty strength equivalent or more than 300.</u>
Senior SAS officer	PB 3; AGP of Rs.8000	
SAS officer	PB 3; AGP of Rs.6000	

(iv) Scientific and Technical Services

Post	Approved Pay Band and Grade Pay	Remarks
Principal Scientific/ Technical officer	PB 3; GP of Rs 7600	
Senior Scientific /Technical officer	PB 3; GP of Rs 6600.	
Scientific/ Technical officer	PB 3; GP of Rs 5400.	

(v) Engineering Service

Post	Approved Pay Band and Grade Pay	Remarks
Suptd. Engineer	PB 4; GP of Rs 8700	Subject to adoption of RRs as in CPWD.
Executive Engineer	PB 3; GP of Rs.6600	Subject to adoption of RRs as in CPWD.

(vi) Medical

Post	Approved Pay Band and Grade Pay	Remarks
Medical Officer	PB 3; GP of Rs 5400	These posts may preferably be filled up by deputation or contract.
Senior Medical Officer	PB 3; GP of Rs 7600	

(vii) Security-Officer

Post	Approved Pay Band and Grade Pay	Remarks
Security Officer	PB 3; GP of Rs 5400	

DEPLOYMENT OF THE EXISTING NON TEACHING OFFICERS

The existing Non-teaching Officers who possess the educational qualifications and experience prescribed for the respective posts by the Committee of NIT Directors or those specifically mentioned above may be allowed the revised pay approved for the posts in the new Restructured Cadres. Percentage of marks in educational qualifications prescribed may not however be insisted in respect of the existing Officers. The existing Officers who do not possess the requisite educational qualifications and experience will continue with the same designation and the existing pay. In such cases, such post(s) will remain unfilled till the present incumbent (s) becomes eligible for the post with the revised pay or till his/her superannuation.

NON-TEACHING POSTS OTHER THAN OFFICERS

(i) Technical staff:

Lower Cadre:

Post	Approved Pay Band and Grade Pay
Technician, Laboratory Assistant, Work Assistant	PB 1; GP 2000
Senior Technician, Senior Laboratory Assistant, Senior Work Assistant	PB 1; GP 2400
Technician (Selection Grade-II), Laboratory Assistant (Selection Grade-II), Work Assistant (Selection Grade-II)	PB 1; GP 2800
Technician (Selection Grade-I), Laboratory Assistant (Selection Grade-I), Work Assistant (Selection Grade-I)	PB 2; GP 4200

Higher Cadre:

Post	Approved Pay Band and Grade Pay
Technical Assistant/ Junior Engineer/ SAS assistant	PB 2; GP 4200
Senior Technical Assistant / Assistant Engineer/Senior SAS Assistant	PB 2; GP 4600
Technical Assistant (Selection Grade II), Assistant Executive Engineer, SAS assistant (SG II)	PB 2; GP 4800
Technical Assistant (Selection Grade I), Executive Engineer, SAS assistant (Selection grade I)	PB 2; GP 5400

(ii) Ministerial Staff:

Administrative (Lower Cadre):

Post	Approved Pay Band and Grade Pay
Junior Assistant	PB 1; GP 2000
Senior Assistant	PB 1; GP 2400
Assistant (Selection Grade II)	PB 1; GP 2800
Assistant (Selection Grade I)	PB 2; GP 4200

Administrative (Higher Cadre):

Post	Approved Pay Band and Grade Pay
Superintendent/Accountant	PB 2; GP 4200
Senior Superintendent	PB 2; GP 4600
Superintendent (Selection Grade II)	PB 2; GP 4800
Superintendent (Selection Grade I)	PB 2; GP 5400

✓ **Stenographers (Lower Cadre)**

Post	Approved Pay Band and Grade Pay
Stenographer	PB 1; GP 2400
Senior Stenographer	PB 1; GP 2800
Stenographer (Selection Grade II)	PB 2; GP 4200
Stenographer (Selection Grade I)	PB 2; GP 4600

✓ **Stenographers (Higher Cadre)**

Post	Approved Pay Band and Grade Pay
Secretary	PB 2; GP 4200
Senior Secretary	PB 2; GP 4600
Secretary (Selection Grade II)	PB 2; GP 4800
Secretary (Selection Grade I)	PB 2; GP 5400

(C) Pharmacists

Post	Approved Pay Band and Grade Pay
Pharmacist	PB 1; GP 2800
Senior Pharmacist	PB 1; GP 4200
Pharmacist (Selection Grade II)	PB 2; GP 4600
Pharmacist (Selection Grade I)	PB 2; GP 4800

(iii): Supporting staff

Post	Approved Pay Band and Grade Pay
Security Guard/ Attendant/ Mali (Higher Scale)	PB 1; GP 1800
Senior Security Guard/ Attendant/ Mali/ Care taker	PB 1; GP 1900
Security Guard /Attendant/Mali/ Care taker (Selection Grade II)	PB 1; GP 2000
Security Guard/ Attendant / Mali/ Care taker (Selection Grade I)	PB 1; GP 2400

Mapping of the existing Non-Teaching posts other than Officers

i) In the case of ministerial and technical posts, existing incumbents who were directly recruited to the services of the Institute to a post with the pre-revised scale higher than Rs.4500-7000 may be placed in the higher cadre and the rest in the lower cadre.

ii) Placement in higher stages of promotional ladder will be applicable only to such employees who have not already availed three promotions or upward movement at the time of introduction of the new structure. For this purpose, any sort of promotion, regular or personal, which an employee might have got after his entry into the service of the Institute on direct recruitment basis, before introduction of the new structure, shall be counted. The mapping of REC scales to nearest scale in central pattern will however not be treated as upward or downward movement. Upward movement in the ladder in lower and higher cadres of the Non Officers posts will however be strictly after a minimum residency of ten years in the lower grade and further subject to the conditions of the Modified Assured Career Progression (MACP) Scheme of the Central Government.

Conditions apply:

i) The scheme will be implemented prospectively with the approval of the Board of Governors of the Institutes. No retrospective effect will be given under any circumstances.

ii) No further option for fixation of pay in the 6th CPC pay will be given to the employees consequent to the implementation of the scheme.

iii) The Scheme will be implemented with reference to the revised pay (of the existing employees) as per the 6th CPC. Therefore, before implementation of the scheme, individual NITs is required to get the pay of the existing non-teaching staff pay vetted from the Ministry as per 6th CPC.

iv) Each Non-Teaching Cadre shall have 4 designations, one at the entry level and the rest promotional. Recruitment to any cadre will normally be done only at the entry level post. The distribution of posts among the 3 lower posts of each cadre shall be in the ratio of 4:3:2. Upward movement from the lower to the higher levels (i.e. from the entry level to the 3rd level in the cadre) shall normally through vacancy based promotion. However, on completion of 10 years' of service in a post, benefits of the next higher level shall be granted, following the requirements and the procedures recommended by the Committee of NIT Directors and further subject to the conditions of the Modified and Assured Career Progression (MACP) Scheme for the employees of the Central Government. The posts at the 4th level will however be available purely through MACP.

v) No NIT shall concurrently run any other promotion scheme.

vi) The educational qualifications, experience, recruitment procedure etc may be as recommended by the Committee of NIT Directors or those specifically mentioned in this Scheme..

