



INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

Service Rules 2023

In exercise of the powers conferred by Section 35 of the Indian Institute of Management Act 2017 and in reference to the Indian Institute of Management Sirmaur Regulations 2021, the Board of Governors of IIM Sirmaur hereby makes the following Service Rules.

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Section-1

Preliminaries

Chapter-1

Short title and Commencement

1. These Service Rules shall be called “Indian Institute of Management Sirmaur Service Rules 2023”.
2. They shall come into force on the date of the approval of the Board of the Governors.

Chapter- 2

Definitions

1. **“Act”** means The Indian Institutes of Management Act, 2017.
2. **“Regulations”** means The Indian Institute of Management Sirmaur Regulations, 2021.
3. **“Rules”** means The Indian Institute of Management Sirmaur Rules, 2023.
4. **“Institute”** or **“IIM Sirmaur”** means to Indian Institute of Management Sirmaur.
5. **“Government”** means the Central Government.
6. **“Board of Governors”** means the Board of Governors of Indian Institute of Management Sirmaur.
7. **“Chairman”** means the Chairman of the Board of Governors of Indian Institute of Management Sirmaur.
8. **“Director”** means Director of the Institute.
9. **“Academic Council”** means the Academic Council of Indian Institute of Management Sirmaur.
10. **“Faculty”** means any member of staff engaged wholly or partly in teaching or research, and so declared by the Director.
 - (a) **“Full time Faculty”** means faculty on the regular basis
 - (b) **“Tenured Faculty”** means faculty on contract basis for a fixed tenure.
 - (c) **“Visiting Faculty (Full time)”** means such faculty who are engaged in teaching, training, and research activities like the regular faculty. However, they visit the Institute for a year or more. During their visit, they are at the Institute on a full time basis.
 - (d) **“Visiting Faculty (part-time)”** means such faculty who are engaged in teaching, training, and research activities like that of visiting faculty (full-time). However, they are to spend pre-defined number of terms at IIM Sirmaur. They shall work at the Institute on a full-time basis.
 - (e) **“Faculty of Practice”** means faculty appointed on contract basis from industries having expertise in the particular areas.

- (f) **“Adjunct Faculty”** means faculty who teach courses in long duration programmes in a particular term, share sessions with other faculty members and may teach in Executive Education programmes.
- (g) **“Guest Faculty”** means faculty/industry professionals who are engaged on the recommendation of the regular faculty to teach few sessions in a particular course.
11. **“CAO”** means Chief Administrative Officer of the Institute.
12. **“FA&CAO”** means Financial Advisor and Chief Accounts Officer.
13. **“Academic Staff”** means any member of the staff facilitating teaching and/or research wholly or partly, and so declared by the Director.
14. **“Non-Teaching (Administrative)”** means any member of the staff engaged wholly or partly in the administration/management of the Institute and aiding the Director in the administration, and so declared by the Director.
15. **“Non-Teaching (Technical)”** means any member of the staff engaged wholly or partly in the technical-related matters of administration and so declared by the Board of Governors.
16. **“Staff member”** or **“Employee”** means a person in the service of the Institute on regular basis in any post and includes persons in the categories of Faculty member, Non-Teaching, Academic staff, Administrative and Technical and persons appointed on fixed term contract basis.
17. **“Outsourced”** staff means Staff appointed from manpower agencies and working with the Institute who are not treated as “staff member or employee”.
18. **“Month”** means a calendar month.
19. **“Year”** means Academic year or financial year or as applicable.
20. **“Appointing authority”** means the authority competent to make appointments to the posts of the Institute under these regulations.
21. **“Disciplinary authority”** means the authority competent to take disciplinary action against the staff of the Institute under these regulations.
22. **“Appellate authority”** means the authority competent to dispose the appeals of the staff of the Institute under these regulations.
23. **“Duty”** includes
- (i) service as a probationer or apprentice, provided that such service is followed by confirmation;
 - (ii) joining time (in case of transfer to IIM Sirmaur center) and
 - (iii) attending official Administrative/Academic duty or training in India / Abroad
24. **“Honorarium”** means payment made to an employee from the funds of the Institute as remuneration for special work of an occasional or intermittent character.
25. **“Joining time”** means the time allowed to a staff to report to a center established by IIM Sirmaur.
26. **“Pay”** means the amount of basic pay drawn monthly by an employee as:

- (i) the pay, other than special pay or pay granted in view of his personal qualification, which has been sanctioned for a post held by him/her substantively or in an officiating capacity, or to which he/she is entitled by reason of his position in a cadre, and
- (ii) any other emoluments which may be classified as pay by the Board of Governors.

Note:

Words and expressions used in these regulations but not defined here shall have the meaning assigned to them in the other relevant regulations of Indian Institute of Management Sirmaur or as used in the various rules of Government of India, or as interpreted by the Board of Governors of the Institute as the case may be.

In all matters of interpretation of words and expressions used in these rules, the decision of the Board of Governors shall be final.

Chapter- 3

Amendment to Service Rules

1. The service rules may be supplemented or amended by the Board of Governors from time to time.
2. The policies laid down in these Rules and the subsequent amendment, if any, will supersede the existing rules, unless otherwise stated.
3. For any other matter relevant to the service conditions of the staff, not specifically covered in these rules, the Institute shall be broadly guided by the Indian Institute of Sirmaur Regulations 2021 and norms and procedures as prescribed by the Government from time to time. Board of Governors of the Institute shall have the powers to suitably interpret them and apply them to matters connected with IIM Sirmaur, keeping in mind the specific circumstances and exigencies of the Institute.
4. Where the Board of Governors is of the opinion that the operation of any of these rules may cause undue hardship to any staff member, the Board of Governors may, by order, for reasons to be recorded in writing relax the requirements of that rules to such extent and subject to such conditions as it may consider necessary for dealing with the matter/case in a just and equitable manner.

Chapter - 4

Extent of Application

1. These Rules shall apply to every staff member of the Institute who is in the service of the Institute.
 - (a) Provided that the case of staff appointed on fixed term contract, on a regular scale of pay these rules shall be applicable only to the extent they are not inconsistent with the appointment letter/ contract.
 - (b) Provided that the staff engaged on contract on consolidated emoluments for time-bound research, consultancy, and construction projects shall be governed by the terms of service as may be specified by the appointing authority in the letter of engagement, unless otherwise specifically stated in these rules.
 - (c) Provided that the staff engaged on casual, part-time or visiting basis shall be governed by the terms and conditions of services as may be specified by the appointing authority in the letter of engagement, unless otherwise specifically stated in these rules.

Section-2

Teaching and Non-Teaching Staff Service Rules

Chapter-1

The following rules are made in accordance with IIM Sirmaur Regulations 2021 and Indian Institutes of Management Act 2017:

1. Tenure, Remuneration and Terms and conditions of employees in service before the commencement of IIMs Act 2017

Every person employed by the Institute immediately before the commencement of the IIM Act 2017 shall hold his office or service in the Institute, with the same tenure, at the same remuneration and upon the same terms and conditions and with the same rights and privileges as to pension, leave, gratuity, provident fund and other matters as he would have held had the Act not been enacted. The coming into force of Act, however, shall not confer any new rights and privileges for such employees.

Provided that if the statutory status of the Institute or the rules, regulations and ordinances enacted consequent to the IIMs Act - 2017 is not acceptable to such employee, the employee may notify the same to Chief Administrative Officer (CAO) or the Director in writing. Provision of clause (d) of section 5 of IIMs Act – 2017 shall be applied to such cases.

2. Number, emoluments, duties and conditions of services of academic, administrative, technical and other staff

- (a) These shall apply to regular staff of the Institute appointed against permanent posts.
- (b) The Institute shall work out the requirement of Teaching and Non-teaching posts.
- (c) The Teaching posts requirement shall be normally determined by the students-faculty ratio as per Government norms.
- (d) Accordingly, the Institute shall sanction or approve faculty for each programme and in different areas of specialization or departments.
- (e) The Director, with the inputs from of the Dean (Faculty), Dean (Programmes) and Chairpersons of Areas and Centres of the Institute, shall periodically review the requirement of the size of faculty area-wise.
- (f) The Director shall recommend to the Board of Governors a long-term plan regarding size of the faculty of the Institute.
- (g) Based on the approval of the Board of Governors on the size of faculty, the Director

shall be empowered to appoint members of faculty as per pay scales and terms of employment confirming to those of Government employees.

- (h) The administrative, technical and other staff requirement shall normally be determined by the students-staff ratio as per Government norms.
- (i) Accordingly, the Institute shall work out the staff post and requirements.
- (j) The Institute shall submit the proposal for creating teaching and non-teaching staff requirements to the Board of Governors for approval.

The Board of Governors shall approve the creation of posts of teaching and non-teaching staff under clause(j) of sub-section (2) of section 11 of the IIMs Act - 2017.

- (k) Based on the approval of the Board of Governors with respect to the number of faculty, administrative, technical and other staff, the Director shall appoint teaching and non-teaching staff as per the level of pay matrix in Seventh Central Pay Commission.
- (l) The level of pay matrix under the Government norms shall be applicable to the Institute on adoption by the Board of Governors from time to time.
- (m) Any additional incentive to faculty may be examined by the 'Faculty Review Committee (FRC)'. Any policy for faculty incentive related matters shall be presented to the Board of Governors for approval on recommendations of the Academic Council and the Finance and Investment Committee (IC) of the Board of Governors.
- (n) Any additional incentive to staff shall be examined by the 'Staff Development and Review Committee' (SDRC) at the Institute.
- (o) Any policy for staff incentives shall be presented to the Board of Governors for approval as per the recommendations of the SDRC and Finance and Investment Committee.
- (p) The Government Central Civil Services Rules, 1965, and the Institute's rules as approved by the Board of Governors subsequently from time to time, shall be applicable to all employees (teaching and non-teaching) of the Institute.
- (q) Faculty shall be governed by Faculty Work Norms of the Institute as approved by the Board of Governors from time to time.
- (r) Non-Teaching staff shall be governed by the duties as specified by the Director.
- (s) The Director is empowered to change the designation /name of the non-teaching posts, as per the requirement.

3. Qualifications, classification, terms of office and method of appointment of the academic, administrative, technical and other staff of the Institute.

- (a) They shall apply to regular staff of the Institute appointed against permanent positions.

- (b) The Qualifications, classification, terms of office of the faculty positions (Assistant Professor, Associate Professor and Professor) shall be in accordance with the government guidelines and the norms approved by the Board of Governors from time to time.
- (c) The regular appointments to the faculty posts shall be done based on open advertisement/ rolling advertisement in the Institute's Website and also whenever a suitable applicant applies for the faculty post to the institute for consideration of her or his candidature.
- (d) All appointments to the positions of Faculty shall be based on the recommendations of the selection committee; the constitution of the selection committee shall be as detailed at Annexure-A of the Indian Institute of Management Sirmour Regulations 2021.
- (e) The Director shall be the appointing authority for all the positions as per the act and as per clause 19(3) of the Indian Institute of Management Sirmour regulations 2021.
- (f) The Director, with the inputs from the Dean(s), Chief Administrative Officer or other relevant areas concerned, shall periodically review the requirement of the administrative, technical and all other staff other than the members of faculty.
- (g) The Director shall recommend to the Board of Governors for the staffing plan in the form of a detailed proposal which shall, *inter alia*, specify the number of posts to be created in each cadre; Provided that cadre, pay scales, allowances and terms of employment shall be as determined by the Central Government and submit the same to the Board of Governors for approval.
- (h) The Director may fill in the posts approved by the Board of Governors on the basis of requirement.
- (i) The Director shall devise the parameters of qualifications, eligibility, desirability and job responsibility of the regular non-teaching posts as per the requirements of the Institute.
- (j) The applications for regular non –teaching posts and tenure posts with a pay scale shall be invited through advertisements in newspapers and announcements on the Institute's website to ensure that the Institute provides equitable opportunity to all.
- (k) The process of appointment of all the regular non–teaching positions shall be in accordance with Government guidelines and existing practices, in the Indian Institutes of Management Sirmour from time to time.
- (l) All appointments for regular non–teaching posts shall be made through open advertisement.
- (m) The Director is empowered to form a committee for the purpose of recruitment against approved posts.
- (n) The Director shall make appointments on the recommendations of the selection committee (for Group 'A' posts) or performance in the written test followed by personal interview to check the attitude and other behaviour traits of the candidates (for Group 'B' and 'C' posts).

Chapter-2

1. Delegation of power of Director

Delegation of power shall be as detailed at section 19(3 a & b) of Chapter V and Annexure –A (1-15) of the IIM Sirmaur Regulations 2021 which are detailed as under.

Administrative: The Director as the Executive Head of the organisation is vested with full powers to uphold general discipline and ensure proper conduct of the employees of the Institute. He shall be the appointing authority and the disciplinary authority in respect of all employees. The Administrative powers are given hereunder:

(A) Faculty: -

- (a) To appoint Full-time, Part-time, Adjunct, Visiting, Professor of Management Practice, at appropriate level, and fix his or her remuneration and other terms.
- (b) To accord following kinds of leave under the Government rules governing the same:
 - (i) Leave Without Pay;
 - (ii) Sabbatical leave;
 - (iii) Extra Ordinary Leave up to two years to take up employment in another organisation, subject to norms laid down by Government in this regard; and
- (c) To depute faculty to another organisation for advanced research.
- (d) To permit deputation of faculty to serve in another organisation in India or abroad including under schemes sponsored by the Government.
- (e) Approval to attend seminars or workshops in India or abroad and also sanction the participation fees and travel allowances as approved by the Board of Governors from time to time, or that sanctioned by the sponsoring organisation in full or in part as per their terms and conditions applicable.
- (f) To reimburse expenses on development of course material for education and training, sanction book allowances, etc., from income earned out of Executive Education Programmes or Indian Institute of Management Sirmaur Endowment Fund.
- (g) To approve expenditure on Faculty Development like fee for membership of professional bodies, as per approved norms and guidelines under Faculty Development Allowance, Cumulative Professional Development Allowance. Such amounts may be revised from time to time.
- (h) To impose penalties, major or minor on all members of faculty.

(B) Administrative Staff:

- (a) To make appointments and to effect promotions to all sanctioned posts in accordance with the Government Recruitment and Promotion guidelines and the norms as shall be approved by the Board of Governors from time to time.

- (b) To make appointments on contract for a specific period to meet the needs of specialised expertise from time to time.
- (c) To accept resignation from service and permit voluntary retirement.
- (d) To accept request for condonation of notice period.
- (e) To order premature retirement as per the rules framed by the Government from time to time.
- (f) To terminate temporary appointment by giving the required notice or by payment of salary in lieu of the notice period to the extent considered necessary.
- (g) To impose penalties, major or minor on all Non-Teaching staff.
- (h) To approve deputation of an employee to another Government or non-Government organization for a period not exceeding two years at a time.
- (i) To sanction retirement benefits to the retiring employees in accordance with the Government rules governing the same.
- (j) To sanction periodical increase in dearness allowance and other allowances and ad hoc bonus as extended to the employees of autonomous bodies by the Ministry of Education.
- (k) To sanction interest-bearing or non-interest bearing advances to the employees as per the policy and as and when approved by the Board of Governors subsequently.
- (l) To sanction travelling allowance in accordance with the rules framed by the Government.
- (m) To sanction Leave Travel Concession or Allowance in accordance with the rules framed by the Government. To modify if necessary such rules from time to time with the approval of the Board of Governors.
- (n) To sanction reimbursement of medical expenses to the employees and their dependents in accordance with the scheme approved by the Board of Governors.
- (o) To sanction, under special circumstances, reimbursement of medical expenses to employees and their dependents that may not be as per the above scheme, the same shall be reported to the Board of Governors in the next meeting.
- (p) To sanction other entitlements to employees such as tuition fees, conveyance charges, etc. To modify or introduce new entitlements from time to time.
- (q) To sanction leave to employees in accordance with Government norms.
- (r) To sanction performance linked incentives for employees, or to sanction special awards Instituted for long and meritorious service.

1. Details of Power delegated to The Director

| Sr. No. | Area or Item of Delegation | Power of the Director, Indian Institute of Management Sirmaur | Remarks |
|---------|-----------------------------------|---|---|
| 1. | Appointments of faculty and staff | For all posts of Faculty, Research, Category 'A' and Band other positions. The Director is the appointing authority (Information on appointment total faculty position and all categories 'A' positions shall be placed before the Board of Governors). | <p>(a) For all faculty positions, the appointments shall be made on the approved recommendations of a duly constituted selection committee. The selection committee shall consist of the following member, namely: -</p> <ul style="list-style-type: none"> (i) Director - Chairperson (ii) Members of the Board of Governors - one (iii) Subject or Area Experts – two to three (iv) Scheduled Caste or Scheduled Tribe Representative – one <p>(b) Appointment to all senior 'A' category non- teaching posts in the level 10 and above (as per 7thCPC) including Chief Administration Officer and Financial Adviser Cum Chief Accounts Officer shall be made on recommendations of a duly constituted Selection Committee, and through open advertisement and after proper screening. The selection committee shall consist of the following members, namely: -</p> <ul style="list-style-type: none"> (i) Director – Chairperson (ii) Member of the Board of Governors - One (iii) Relevant Administrative Expert (Senior in the position than the post advertised) or Professor – one to two (iv) Scheduled Caste or Scheduled Tribe Representative – one <p>Note: Director shall identify the Board of Governors member and the Experts for the selection committee.</p> <p>(c) Appointment to Group A category non-teaching posts below Level 10 (as per 7th CPC) shall be made normally through promotions as per the promotion policy as and when approved by the Board of Governors from time to time. Wherever needed, to recruit through direct mode, by following the prescribed rules</p> |

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| | | | approved by the Board of Governors from time to time. |
| 2. | Appointment of Consultant, Advisor or Officer on Special Duty in specialized Areas | Contract appointment up to three years; may be extended up to another period of two years with the approval of Board of Governors. | |
| 3. | Completion of Probation, annual performance, incentives, etc. for all faculty and non-teaching and all other related matters involved therein. | <p>(I) Full power to declare satisfactory completion, extension or termination of probation in respect of all such posts for which he is the appointing authority, after following the prescribed procedure.</p> <p>(II) Full powers to provide decisions in annual performance review, research and such allied incentives, etc. following defined procedure as per norms approved by Board of Governors from time to time.</p> <p>(III) The 'Faculty Review Committee' (FRC) shall examine and review the performance of faculty on annual basis.</p> <p>(IV) The 'Staff Development Review Committee' (SDRC) shall examine and review the performance of non-teaching employees on annual basis.</p> | <p>(I) Government rules on the subject are to be followed and the institutional faculty work norms from time to time.</p> <p>(II) The 'Faculty Review Committee' shall consist of the following to screen, clear each case for completion, extension or termination of probation:</p> <p>a) Director, Indian Institute of Management Sirmaur or Dean Indian Institute of Management Sirmaur - (In Chair)</p> <p>b) Board of Governors Member - One (to be nominated by Chairperson, Board of Governors)</p> <p>c) Two external Area Experts (of the rank of Full Professor) and one industry expert at appropriate level to be nominated by the Director.</p> <p>iii) For the Non-teaching positions, the 'Staff Development Review Committee (SDRC)' shall consist of the following to clear each case for completion, extension or termination of the probation:</p> |

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| | | | <p>Director, Indian Institute of Management Sirmaur or Dean, Indian Institute of Management Sirmaur, Two senior faculty members (to be nominated by the Director, Indian Institute of Management Sirmaur)</p> |
| 4. | To make promotions | Full powers to make promotions as per the promotion policy rules approved by the Board of Governors from time to time. | <p>(A) Committee for promotion (up to Level 10 in Pay Matrix) shall consist of the following members, namely: -</p> <ul style="list-style-type: none"> (i) Dean or Sr. Faculty Member – Chairperson ii) Chief Administrative Officer or Financial Adviser -cum-Chief Accounts Officer (iii) Senior Officer of the Institute (above the level of post for promotion) (iv) Scheduled Caste or Scheduled Triberepresentative |

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| 5. | Acceptance of Resignation | Full Powers | Information on resignations accepted with reasons therefore pertaining to all faculty positions and 'A' category posts shall be placed before the Board of Governors. |
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| 6. | Appointment of temporary staff paid from available Institute's funds | To engage persons to be paid from available funds, on daily minimum wage rates basis as per the Government norms from time to time. | |
| 7. | Fixation of Pay | (I) Full powers to fix initial pay on the recommendations of the duly constituted selection committee at a stage higher than the minimum of the scale. (II) Full power to fix the pay on promotions as per Government norms and the rules as and when approved by the Board of Governors from time to time. | |
| 8. | Leave or Transfer | (I) Full power to sanction leave as per the leave rules of the Institute except special disability leave, leave extending beyond superannuation and the study leave with pay. (II) Full powers to assign the functions and duties to be performed at the Institute to the employees and to transfer them between and different posts existing within the category. | |
| 9. | Grant of Charge allowance, overtime allowance, Honorarium <i>ex-gratia</i> payments etc. to employees | Full powers as per Government of India norms or the rules approved by the Board of Governors from time to time. | |

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| 10. | Sanction of Advances, mode of travel, Travelling Allowance, joining time Travelling Allowance, Dearness Allowance, Interim relief, Conveyance allowance, House rent allowance, Medical allowance or reimbursement. City Compensatory Allowance and all other such allowances and payments. | Full powers as per Government-norms or the rules approved by the Board of Governors. | |
| 11. | Disciplinary powers | Full powers in respect of 'A', 'B' and 'C' category employees and all faculty positions on the basis of disciplinary proceedings. | The Government rules on the subject, such as Central Civil Services (conduct) rules, Central Civil Services (CCS Rules 1965, Conduct, Classification and Appeal Rules and subsequent amendments made therein, from time to time and the Departmental Enquiry (Enforcement of Attendance of witness and Production of Documents) and any other procedures and rules as and when approved by the Board of Governors from time to time shall be followed. |
| 12. | Payments to employees | Full powers to draw and disburse all bills relating to pay, Travelling Allowance and all other establishment and contingent bills, advances to staff etc.. | |
| 13. | Legal Expenses | Full powers | |

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|-----|---|---|--|
| 14. | Air travel or Rail travel | Full powers to approve travel of employees by air or a higher class in the exigencies of Institute's work in case of personnel not eligible for such travel. | |
| 15. | Training or Deputation to seminars in India and abroad. | <p>(I) Full powers to depute faculty and employees for training in India for a period not exceeding six months.</p> <p>(II) To consider and approve proposals on projects like United Nations Development Programme, International Labour Organization and United States Agency for International Development Colombo Plan and other such agencies, subject to Government's instructions in the matter from time to time. All such cases shall be reported to the Board of Governors.</p> <p>(III) To depute faculty up to a maximum period of six months or a teaching term whichever is earlier to attend seminars, conferences, teaching assignments, training courses, visiting professorship abroad as per the terms and conditions that may be laid down by the Board of Governors or Government. All such cases shall however be reported to the Board of Governors.</p> | |

Section – 3

Faculty and Non- Faculty Posts

Chapter – 1

Organisational Chart

(As per **Annexure**)

- (i) The Board of Governors of IIM Sirmaur shall be the principal executive Body of the Institute.
- (ii) The Director of IIM Sirmaur shall be the Chief Executive Officer for the Institute.
- (iii) All Teaching and Non-Teaching staff of IIM Sirmaur shall function under the overall control of Director.
- (iv) The Organisational Structure of IIM Sirmaur is detailed in Chart.

Chapter - 2

Classification of posts

1. Functional classification of posts

Except in the case of persons paid from contingencies, based upon the functions they perform, the staff members of the Institute shall be classified in the following four cadres. However, these posts will not be considered as Gazetted / Non-Gazetted Ministerial or Non-Ministerial:

(a) Faculty: Director, Professor, Associate Professor, Assistant Professor, Faculty of Practice, Visiting Faculty and such other posts declared by the Board of Governors.

(b) Non-Teaching

- I. **Academic staff:** Librarian and such other posts declared by the Board of Governors.
- II. **Administrative staff:** Chief Administrative Officer, Financial Advisor & Chief Accounts Officer and such other officers and staff and other posts as declared by the Board of Governors.
- III. **Technical Staff:** As declared by the Board of Governors.

2. Pay-based classification of posts

Pay-based classification of posts except in the case of persons paid from contingencies, based upon their pay, the staff members of the Institute shall be classified in three groups as follows:

| S. No. | Description of Post | Classification of Posts |
|--------|---|-------------------------|
| 1. | Carrying to pay in the pay matrix at the level from 10 to 18. | Group A |
| 2. | Carrying to pay in the pay matrix at the level from 6 to 9. | Group B |
| 3. | Carrying to pay in the pay matrix at the level from 1 to 5. | Group C |

These pay-based classifications follow the classifications prescribed by the Government from time to time.

3. Matrix of classification of posts- (adopted as per the pay matrix seventh central pay)

Taking into account the two classification systems stated in 1 and 2, above the classification matrix for Faculty Posts would be as detailed in the Annexure I of Department of Education

- **Faculty Posts**

| Faculty members | | | | | |
|------------------------|-------------------------------|------------------|--------------------------------|---------------------------------|--------------|
| Sl. No. | Designation | Pay Level | Corresponding Pay Level | Academic Grade Pay (Rs.) | Group |
| 1 | Director | 17 | 225000 | Nil | A |
| 2 | Professor | 14A | 159100-220200 | 10,500 | A |
| 3 | Associate Professor | 13A2 | 139600-211300 | 9,500 | A |
| 4 | Assistant Professor Grade-1 | 12 | 101500-167400 | 8,000 | A |
| 5 | Assistant Professor Grade -II | 10 | 70900-98200 | 6000 | A |

For Non-Teaching posts classification as per the pay matrix of 7th CCS (Revised Pay) Rules, 2016.

| Non-Teaching Academic staff Pay Scale | | | | |
|--|--------------------|------------------|-------------------------------|--------------|
| Sr. No. | Designation | Pay Level | Corresponding Pay Band | Group |
| 1 | Librarian | 12 | 78800-209200 | A |

| Non-Teaching Administrative staff Pay Scale | | | | |
|--|----------------------------------|------------------|-------------------------------|--------------|
| Sl. No. | Designation | Pay Level | Corresponding Pay Band | Group |
| 1 | Chief Administrative Officer | 12 | 78800-209200 | A |
| 2 | Senior Administrative Officer | 11 | 67700-208700 | A |
| 3 | FA & CAO | 11 | 67700-208700 | A |
| 4 | Administrative Officer | 10 | 56100-177500 | A |
| 5 | Assistant Administrative Officer | 8 | 47600-151100 | B |
| 6 | Junior Finance Officer | 8 | 47600-151100 | B |
| 7 | Senior Personal Assistant | 8 | 47600-151100 | B |
| 8 | Personal Assistant | 6 | 35400-112400 | B |
| 9 | Office Assistant | 6 | 35400-112400 | B |
| 10 | Logistics and Estates Assistant | 6 | 35400-112400 | B |
| 11 | Secretary to the Director | 6 | 35400-112400 | B |

| | | | | |
|----|-------------------------------------|---|--------------|---|
| 12 | Store & Purchase Officer | 6 | 35400-112400 | B |
| 13 | Accountant | 6 | 35400-112400 | B |
| 14 | Sr. Library & Information Assistant | 6 | 35400-112400 | B |
| 15 | Junior Office Assistant | 5 | 29200-92300 | C |
| 16 | Junior Accountant | 5 | 29200-92300 | C |
| 17 | Junior Office Assistant (grade-II) | 3 | 21700-69100 | C |
| 18 | Junior Library Assistant(grade-II) | 3 | 21700-69100 | C |
| 19 | Driver | 2 | 19900-63200 | C |
| 20 | Attendant Peon | 1 | 18000-56900 | C |

Non-Teaching (Technical Staff) Scale

| Sr. No. | Designation | Pay Level | Corresponding Pay Band | Group |
|---------|------------------------------|-----------|------------------------|-------|
| 1 | System Analyst | 10 | 56100-177500 | A |
| 2 | Assistant Engineer(Civil) | 10 | 56100-177500 | A |
| 3 | Junior Engineer | 6 | 35400-112400 | B |
| 4 | Junior Engineer (Electrical) | 6 | 35400-112400 | B |
| 5 | Lab Assistant | 6 | 35400-112400 | B |

Chapter - 3

Sanctioned Posts

The Board of Governors of IIM Sirmaur shall have the power to create Teaching, Academic, Administrative, Technical and other posts, other than the post of Director of the Institute.

(a) Faculty

- I. As per Ministry of Education norms, the creation of faculty positions (teaching staff) would be in the ratio of 1 faculty member for every 10 students. The number of students would be based on the MBA Degree in Business Management programmes and Ph.D. programme.
- II. Within the sanctioned posts of faculty members, the number of Professors, Associate Professors and Assistant Professors would be decided from time to time by the Director of the Institute on the basis of the requirements of the Institute (Flexible cadre structure) as permitted by Ministry of Education (Government of India) vide circular F.No.23-1/2008-TS. II dated 18th August 2009.
- III. Currently the institute has 53 sanctioned Faculty posts

(b) Non-Teaching (Academic, Administrative and Technical)

- I. The number of Non-Teaching posts are to be sanctioned by the Board of Governors as per the Ministry of Education norms 1:1.1 for every sanctioned Teaching post. The Total number of sanctioned Non-Teaching posts are 49.
- II. The Director shall have power to appoint Consultant Advisor or Special officer on Duty in specialized areas for a specific period.

Chapter - 4

Fixation of pay

Fixation of pay on initial appointment and on promotion and sanction of increment / advance increment shall be as decided by the Director or the recommendation by selection committee and in reference to relevant Fundamental Rules and orders of Government of India.

Chapter - 5

Additions to Pay

- (i) The following allowances shall be admissible to all categories of staff of the Institute, other than staff appointed through fixed term contracts; in reference to relevant rules and orders of government.
1. Dearness allowance
 2. House rent allowance
 3. Transport allowance
 4. Tough Area Allowance
 5. Medical Allowance
 6. Telephone Allowance

Chapter – 6

Appointment of Staff on Fixed Term Contract (on a regular scale)

The maximum duration for such fixed term contract posts shall not exceed five years or till staff member attains the following age, whichever is earlier:

- Faculty members 70
- Librarian 67
- Other staff 65

- a. Director shall have the power to appoint staff for time-bound research, consultancy and construction projects.
- b. Director shall have power to appoint staff on part-time basis and visiting faculty member basis.
- c. The Monthly salary shall be fixed on regular scale with all other eligible allowance.

Appointment of Staff on contract

- a. The Director shall have the power to create temporary and appoint persons on contract basis depending upon the exigencies of the Institute.
- b. For persons may be appointed on contract with a consolidated salary by a specific agreement. The consolidated emoluments shall be fixed in the appropriate level as per 7th pay scale of Government, by taking into consideration of basic pay plus allowances like DA, HRA, TA etc.
- c. The rates of these allowances shall be same as applicable to Central Government employees.
- d. The consolidated emoluments may be increased by 10% per year.
- e. In addition to consolidated emoluments, telephone reimbursement, conveyance allowance permitted and medical allowance may also be given.

Appointment of Consultant/Advisor/Officer on Special Duty in Specialized Area

- a. The Director shall have the power to appoint persons on contract up to three years; may be extended up to another period of two years with the approval of Board of Governors.
- b. The monthly remuneration shall be fixed depending up nature of service i.e. is on full time basis or part time basis

Chapter – 7

I. Appointing Authority

The following shall be the appointing authorities for the different categories of staff.

| Sr. No. | Designation | Appointing Authority |
|---------|--------------------------------------|----------------------|
| 1. | Director | Board of Governors |
| 2. | All Other Faculty Members | Director |
| 3. | Non- Teaching Academic Staff | Director |
| 4. | Non- Teaching (Administrative Staff) | Director |
| 5. | Non – Teaching (Technical) | Director |

II. Consideration for Appointment

- (i) The consideration for appointment or promotion of staff shall be the necessity for securing the highest standards of competence, efficiency and integrity.
- (ii) At the time of recruitment to any post, without prejudice to recruitment of fresh talent at all levels, due regard shall be given to the persons already in the service of the Institute who possess requisite qualifications and experience.

(iii) Reservations and Concessions in Appointments and promotions

The Government Rules/Guidelines/Order shall be followed in open recruitment /promotion for the post of Teaching and Non-Teaching posts.

III. Mode of Appointment

1. Faculty Posts

- (i) The regular appointment to the faculty posts shall be done on open advertisement or by rolling advertisement at the Institute's website and also whenever a suitable applicant applies for the faculty post to the institute for consideration of her/his candidature.

In addition, Director, in consultation with the Academic Council, may invite eminent academicians to join the Institute as faculty member on fixed term contracts.

(ii) Special Procedure for appointment to Faculty post

The Director may consider the candidature of suitable person working Abroad for Faculty position in the Institute. The particulars of such candidate shall be referred to two experts unconnected with the Institute for their opinion and may appoint such candidate on the basis of the recommendations made by the outside experts in the subject. However, the candidate should undergo faculty selection procedures of the

Institute, followed by personal interview either online or at the Institute by the duly constituted selection committee by the Director.

(iii) **Qualification, Experience and Scale of Pay for Faculty posts**

The education qualification, experience and scale of pay for the posts of Assistant Professor Grade-II, Assistant Professor Grade-I, Associate Professor, and Professor shall be as prescribed by Ministry of Education, Government and adopted and approved by Board of Governors.

In addition to the stipulations of Ministry of Education, the Institute in the interest of maintaining academic quality and to attract candidates from reputed National/International Institutes and Corporates the appointing authority is empowered relax/modify/ add as desirable in regard to qualification and experience.

The details of Qualification, Experience and Scale of Pay for Faculty posts are as under:

- (a) **Assistant Professor (Grade-1) - Level-12 (Rs. 101500-167400) with basic pay of Rs.101500 per month + usual allowances as per Government norms.**

Essential Educational Qualification and Experience.

- i. A Ph.D. or FPM or equivalent in the discipline, with a first class or equivalent at the preceding degree, with a very good academic record throughout.
- ii. At least 3 years industrial/research/teaching experience, excluding, however, the experience gained while pursuing FPM/Ph.D.

Desirable Educational Qualification and Experience.

Candidates with experience of having taught in IITs/IIMs shall be preferred. Successful track record of teaching, training, research and publications in reputed peer-reviewed journals. Candidates who have obtained Ph.D. degree from premier foreign Universities may apply.

Note: On completion of 3 years of satisfactory service and after performance appraisal, the incumbent shall move to next Academic Level 13A1 with initial basic pay of Rs. 131400 and will, however, continue to be designated as Assistant Professor Grade-I.

- (b) **Assistant Professor Grade-II – On contract Level 10(Rs.70900-98200) with basic pay of Rs. 70900 per month + usual allowances as per Government norms.**

Essential Educational Qualification and Experience.

A Ph.D. degree or equivalent in the discipline, with a first class or equivalent at the preceding degree with a very good academic record throughout.

Desirable Educational Qualification and Experience.

Successful track record of teaching, training, research and publications in reputed peer-reviewed journals.

Note: Candidates who have submitted the thesis and are awaiting defense may apply. However, final appointment shall be made as Assistant Professor Grade II on completion

of the Ph.D. defense/ award, and on submission of the degree award certificates to the Institute.

- (c) **Associate Professor - Level-13 A2** (Rs.139600-211300) with basic pay of Rs. 139600 per month + usual allowances as per Government norms.

(A) Essential Educational Qualification and Experience.

- i) a) A Ph.D. or FPM or equivalent in the discipline, with a first class or equivalent at the preceding degree, with a very good academic record throughout.
b) A minimum of 6 years Teaching/Industry/Research experience of which at least 3 years, excluding, however, the experience gained while pursuing FPM/Ph.D., should be at the level of Assistant Professor Grade-I.
c) Successful track record of teaching, training, research and publications in reputed peer-reviewed journals (preferably, listed in ABDC ranking).

Desirable Educational Qualification and Experience.

Candidates with experience of having taught in IITs/IIMs shall be preferred. The candidate should have demonstrated leadership in research in a specific area of specialization in terms of having guided Ph.D. students, or Fellow Programme in Management, conference research paper presentations, patents, course development, and/or other recognized relevant academic/professional activities including MDPs, consultancy and research projects. Candidates who have obtained Ph.D. degree from premier foreign Universities may also apply.

(B) For Associate Professor of Practice, the following shall be the educational qualification and experience:

- Master's degree or equivalent professional qualification from a reputed National or International Institution, preferably MBA from a reputed Business school from India or abroad.
- Minimum 15 years of managerial or professional experience with the industry or consulting organisations or government organisations and out of which at least 5 years at the senior managerial level like AVP or GM or equivalent.
- Candidate must have demonstrated an interest and flare for teaching.
- Candidates with master's degree in Psychology or Social Work or Chartered Accountant / Cost and Management Accountant, etc. with necessary work experience at senior level may also be considered.

Depending on the number of years of experience and its relevance, the selected candidates would be offered a position of "Associate Professor". The selected candidates would receive a consolidated salary and the overall compensation would be equivalent to the regular Associate Professor.

- (d) **Professor - Level-14A** (Rs. 159100-220200) with basic pay of Rs. 159100 per month+ usual allowances as per Government norms.

A) Essential Educational Qualification and Experience.

- (i) A Ph.D. or equivalent in the discipline, with a first class or equivalent at the preceding degree, with a very good academic record throughout.

- (ii) A minimum of 10 years' relevant experience of which at least 4 years should be at the level of Associate Professor in IITs/IISc Bangalore/IIMs/NITIE Mumbai/IISERs (excluding, however, the experience gained while pursuing FPM/Ph.D) and other reputed institutions.
- (iv) Successful track record of teaching, training, research, and publications in reputed peer reviewed journals (preferably, journals in ABDC ranking).

Desirable Educational Qualification and Experience.

Candidates with experience of having taught in IITs/IIMs/International level shall be preferred. The candidate should have demonstrated leadership in research in a specific area of specialization in terms of having guided Ph.D. students, or Fellow Programme in Management, conferences research paper presentations, patents, course development, and/or other recognized relevant academic/professional activities including MDPs, consultancy and research projects. Candidates who have obtained Ph.D. degree from premier foreign Universities may also apply.

B) For Professor of Practice, the following shall be the educational qualification and experience:

- Master's degree or equivalent professional qualification from a reputed National or International Institution, preferably MBA from a reputed Business school from India or abroad.
- Minimum 15 years of managerial or professional experience with the industry or consulting organisations or government organisations and out of which at least 5 years at the senior managerial level like AVP or GM or equivalent.
- Candidate must have demonstrated an interest and flare for teaching.
- Candidates with master's degree in Psychology or Social Work or Chartered Accountant / Cost and Management Accountant, etc. with necessary work experience at senior level may also be considered.

Depending on the number of years of experience and its relevance, the selected candidates would be offered a position of "Professor of Practice". The selected candidates would receive a consolidated salary and the overall compensation would be equivalent to the regular full Professor.

(iv) Clarifications/ Relaxations

a. For the Post of Assistant Professor Grade-II

In View of the shortage of faculty resources, the institute may recruit candidates with PhD qualification (with or without teaching experience of three years) for the post of Assistant Professor Grade-II, on contract. After completion of three year's satisfactory service the faculty in Assistant Professor Grade-II shall be designated as Assistant Professor Grade-I in the pay level-12 as per CPC pay matrix.

b. For the post of Professor

The Requirement of at least four years' experience at the level of Associate professor in IITs, IISc Bangalore, IIMs, NITIE Mumbai and IISRs for the post of Professor, may be relaxed for the candidate who has four years' relevant experience in other reputed National/International level Business schools.

c. For all categories of Faculty

The Requirement of research publication may be relaxed for the candidates from Industry who have requisite qualification and relevant area experience.

(e) Appointment of Guest Faculty:

The Guest Faculty from other IIMs / Reputed Management Institutes / Industries may be invited to take a few sessions (not more than 10% of regular sessions) in a course. On the recommendation of respective Course Coordinator, the Director may appoint Guest Faculty and decide the rate of honorarium per session. The Guest Faculty will be provided accommodation and travel.

(f) Adjunct Faculty:

A person may be invited as an Adjunct Faculty for conducting one or more, full or half PGP Courses (not more than three full courses – sections). On the recommendation of Chairperson of a course, the Director may appoint Adjunct Faculty and fix the rate of honorarium for one course (one section). The travel and accommodation will be in addition to honorarium.

(g) Visiting Full Time Faculty (Contract):

With a view to obviate shortage of faculty and take care of special teaching and other academic needs, the Institute may have visiting faculty on contract for a period of six (6) months to two (2) years depending upon the recommendation of the selection committee.

The selection of Full time visiting faculty will be done by the selection committee constituted for selection of regular faculty. The compensation package for the Full Time Visiting Faculty will be decided by the respective selection committee.

(h) Senior Fellows:

The Institute may invite distinguished scholars / managers or civil servants as Senior Fellows for a period not exceeding one year on a consolidated honorarium. The emoluments will be fixed commensurate with the academic / professional standing of the invitees. The detailed negotiations in this regard will be done by the Director and offer will be made with the approval of the Board of Governors.

(V). Brief details of Faculty Recruitment process

(i) The online applications received are scrutinized by the personnel department as per the relevance of the qualification and experience criteria as per the recruitment advertisement / Ministry of Education norms and Institutional norms/ requirements and marked to the Director for his perusal. Then the same shall be processed by respective area committees.

- (ii) The respective area committee shall check the relevance of the qualification and experience with requirements of areas specifications. The shortlisted candidate by the Area committee shall be called for Faculty Research Seminars (FRS) and interview.
- (iii) The candidate will have to give a public seminar on the topic of his interest/research work at the Institute.
- (iv) The candidate for post of Faculty of practice need not to give FRS. The selection shall be on the basis of personal interview only.
- (v) Interview with Selection panel.
- (vi) Based on the candidate's Curriculum Vitae, research work, comments of the external experts, performance in FRS and Interaction with the Selection Committee, the candidate may be considered for a Faculty position at IIM Sirmaur.
- (vii) The institute reserves the right to modify the Selection process at any point of time for selecting the candidate to a Faculty position at IIM Sirmaur.

Faculty Promotion Policy 2023

The duly approved promotion policy will be the only route for career advancement for permanent Assistant and Associate Professors of the Institute.

1. Promotion

Eligibility

1.1. Assistant professor Grade I to Associate Professor:

A minimum of three years of teaching experience as Assistant professor at IIM Sirmaur or other peer institutes at level 13A.

1.2. Associate Professor to Professor:

A minimum of four years of teaching experience as Associate professor at IIM Sirmaur or other peer institutes.

Note:

- a) The requirement of teaching experiences mentioned are over and above the minimum teaching or equivalent industry experience necessary for recruitment in the respective rank and merely fulfilment of the eligibility criteria does not make to faculty eligible for promotion.
- b) Faculty members who have been on lien from the Institute to other academic institute or industry in equivalent or higher position will also be considered as eligible, subject to the stipulations mentioned above.

2. Placement

Eligibility

2.1. Assistant Professor Grade II (on contract) from level 10 to Assistant Professor Grade II (on contract) level 11.- Assistant Professor Grade II (oncontract) at Level 10 may be placed at Level 11 after completion of one year of service at level 10 at the Institute subject to satisfactory performance.

2.2. Assistant Professor Grade I with AGP of Rs. 8000 p.m. to Assistant Professor Grade I with AGP of Rs. 9000 p.m. subject to satisfactory performance. A minimum of three years of teaching experience as Assistant Professor Grade I with AGP of Rs. 8000/- p.m. will be placed in the AGP of Rs. 9000/- p.m. and will however continue to be designated as Assistant Professor Grade I.

2.3. Professor with AGP of Rs. 10500/- p.m. to Professor with AGP of Rs. 12000/- p.m.

A minimum of six years of regular service in AGP of Rs. 10500/- p.m.

3. Evaluation Parameters

3.1. For Assistant Professor to Associate Professor

- 3.1.1. An Assistant professor who is applying for career advancement must have minimum two “A” or *higher* category papers in ABDC / ABS or equivalent journals after joining the institute as Assistant Professor in Grade II (on contract) or in Grade I.
- 3.1.2. He/she must have an average feedback of at least 5.5 on a scale of 7 for MBA, PhD. and all the other full time programmes offered by the institute.
- 3.1.3. He/she must have completed his/her average teaching load as per the relevant work norms for the block of 03 years.

3.2. For Associate Professor to Professor

- 3.2.1. An Associate Professor who is applying for career advancement must have minimum two “A” *higher* category papers in ABDC / ABS or equivalent journals after becoming an Associate Professor.
- 3.2.2. He/she should have experience of academic coordination and have significantly contributed to the Institution building.
- 3.2.3. **Teaching:** Based on data collected, in pre-specified format, from Degree/PhD programme offices on teaching load and feedback during the period under consideration.
- 3.2.4. **Research:** Based on comments received from two external experts, in relevant area, on research output during the period under consideration.
- 3.2.5. **Consultancy:** Based on data collected, in pre-specified format, from CMDP office on consultancy assignments undertaken during the period under consideration.
- 3.2.6. **Academic Administration:** Based on comments received from the Director.
- 3.2.7. **Training:** Teaching in non-degree programmes during the period under consideration, data to be furnished in pre-specified format from CMDP office.
- 3.2.8. **Attitude:** A faculty member should display positive attitude towards the institution, his or her colleagues and the profession.

4. Evaluation Process

- 4.1. The data collected on the above parameters (3.2.3 to 3.2.8) in a pre-specified format shall be sent to two external experts who would be faculty members in the other peer institutions and higher than the rank sought by the faculty applicant. These two external experts would evaluate the data submitted by the faculty members and submit their report independently

confidentially to the Director stating clearly if the candidate deserves to be promoted.

- 4.2.** They would rate the candidate, in each of the above 6 parameters (3.2.3 to 3.2.7) on a five-point scale: Outstanding (5), Significant (4), Adequate (3), Fair (2), and Poor (1). The Director would provide the evaluation for the candidate on the parameter no. 3.2.8.

Based on the evaluation on the 6 parameters on a five-point scale, the selection committee would consider the following minimum requirements as a guideline for arriving at the recommendation.

4.3. Assistant Professor to Associate Professor

- Outstanding in Research and Significant in Teaching; or
- Outstanding in Research and Adequate in Teaching: Adequate in any one of the four other criteria; or
- Significant in both Research and Teaching. Adequate in any one of the four other criteria.

4.4. Associate Professor to Professor

- Outstanding in Research and Significant in Teaching. Adequate in any one of the four other criteria; or
- Significant in Research and Teaching. Adequate in any two of the four other criteria; or
- Significant in Research and Teaching. Significant in any one of the four other criteria.

5. Appointment of Assistant Professor on Regular Basis

- a) An Assistant professor who joins the institute in Grade II (on contract) shall be considered for confirmation /regularisation should have minimum three years of experience after Ph.D. After the candidate becomes eligible for confirmation, he/she must submit his/her work report in the prescribed format. This prescribed format shall be sent to two External experts. The candidate would be rated in each of the above six parameters (except attitude) on a five-point scale, by two external experts as mentioned in 4.1 and 4.2 above. The Director would provide the evaluation for the candidate on the parameter no. 3.7.
- b) Based on the evaluation on the 6 parameters on a five-point scale, the selection committee would consider the following minimum requirements as a guideline for arriving at the recommendation.
- c) Confirmation as Assistant Professor
 - (i) Outstanding in Research and Significant in Teaching; or
 - (ii) Outstanding in Research and Adequate in Teaching: Adequate in any one of the four other criteria; or
 - (iii) Significant in both Research and Teaching. Adequate in any one of the four other criteria.

6. Mode of recruitment for Non-Teaching Posts

(i) Appointment to all non-teaching posts shall be by either one of the following four methods:

- a. Open Recruitment
- b. Promotion
- c. Deputation (as per Government norms for deputation)
- d. Outsourcing (only for posts in Group D, if and when found necessary)

Director may decide the particular mode of recruitment or a combination of any of the modes of recruitment indicated above, while making appointments to all positions.

(ii) All the posts in Group A of Non-Teaching shall be filled by Open Recruitment and through personal interview, method and criteria of assessment shall be as decided by the Appointing Authority

(iii) All the post in Group B and C of Non- Teaching earmarked in open recruitment shall be filled based on the performance in the written test followed by a personal interview by duly constituted committee to judge behavioural, attitudinal and interpersonal traits. Criteria in written test shall be as decided by the appointing Authority.

(iv) "Open recruitment" would be based on a competitive and systematic selection process. Internal candidates possessing the prescribed qualification and experience may also compete in the "Open Recruitment" along with external candidates.

(v) Continuity of service will be maintained in respect of internal candidates selected for appointment to higher posts.

Promotion Policy for Non- Teaching

- a. Vacancies for posts in Group B Non-Teaching positions shall be filled up using a combination of Internal promotion and Open Recruitment. Fifty percent of vacancies for a particular post shall be filled up by promotion from internal candidates subject to seniority, qualifying of written test, performance appraisal with at least “good” benchmark and a personal interview by the duly constituted promotion committee by the Director. Fifty percent posts shall be filled up by direct recruitment.
- b. Vacancies for posts in group C (except entry level Posts) shall be filled with the combination of Promotion and Open recruitment. 50% of vacancies shall be filled by Promotion and 50% percent by Open recruitment subject to seniority, qualifying of written test, performance appraisal with at least “good” benchmark and a personal interview by the duly constituted promotion committee by the Director.
- c. In respect of filling up posts in Group B or Group C through internal promotion, if no internal candidate with the requisite experience for promotion to Group B or group C post is available, the vacancy may be kept unfilled for a maximum period of one year from the date on which it fell vacant in order to provide career advancement to internal candidates.
- d. However, in respect of filling up of all posts earmarked for promotion (except entry level Group B/C posts), The Selection Committee constituted by the Appoint Authority will shortlist suitable internal candidates and prepare a panel to fill such posts by promotion. Only when internal candidates (From Group C/B Non-Teaching) are not available for promotion, filling such posts by other means, such as Open Recruitment, deputation etc. may be resorted to. Backlog vacancies under promotion shall be carried forward and filled in future Vacancies meant for open recruitment.
- e. For an internal candidate to be considered for promotion to a higher post, the internal candidate should have served for at least the prescribed years of service rendered on regular basis in the lower post occupied by him/her at that point in time and subject to satisfactory performance.
- f. The procedures for fixing seniority and affecting promotion, the Government rules/ Orders/Norms as amended from time to time shall be followed.
- g. Promotion are to be affected as per seniority in feeder category subject to satisfactory performance during the prescribed period of service for promotion. The Performance appraisal criteria shall be fixed by the appointing authority. In addition to performance appraisal the employee shall undergo a written test. the criteria and content of written test shall be as decided by the appointing authority.

7. The composition of the selection committee / departmental promotion committee.

- i. The composition of the selection committee for Open recruitment for the posts of Faculty and all “A” category Non-Teaching posts in the level 10 and above, shall be as detailed at Annexure-A of the Indian Institute of management Sirmaur Regulations 2021.
- ii. The Appointing Authority shall identify the Board of Governors member and the experts for the Selection Committee.
- iii. The Appointing Authority shall decide the composition of Selection Committee for open recruitment for Non-Teaching posts below level 10.
- iv. The Appointing Authority shall decide the composition of Departmental Promotion Committee for Non-Teaching posts earmarked for promotion.

Chapter - 8

Recruitment Rules

The Recruitment Rules containing details on scale of pay, required educational qualification, mode of selection, composition of selection committee, composition of the departmental promotion committee, etc., for various posts are detailed here under.

Open Recruitment Rules for “Teaching Post”

- (i) The Director is empowered to decide the number of posts for Professor, Associate Professor and Assistant Professor Grade-I and Assistant Professor Grade-II subject to the ceiling of sanctioned posts under flexi cadre.
- (ii) The Teaching Posts would be at three levels: Professor; Associate Professor; and Assistant Professor
- (iii) All these three levels of Teaching Positions would be treated as Group A posts
- (iv) All appointments to the above three levels of teaching posts would be made by open recruitment on the basis of merit as per prescribed qualification and experience
- (v) All teaching posts would have 2 years of probation

Assistant Professor Grade-II

| | | |
|----|---|---|
| 1 | Name of the Post | Assistant Professor Grade-II on contract |
| 2 | Number of posts | As per Flexi cadre |
| 3 | Classification | Group A |
| 4 | Scale of Pay | Rs. 70900-98200 at Level -10 as per 7 th CPC |
| 5 | Age limits for open recruits | Preferably up to 35 years. |
| 6 | Education Qualification required for direct recruits | A Ph.D. or FPM degree or equivalent in the discipline, with a first class or equivalent at the preceding degree with a very good academic record throughout. |
| 7 | Experience for Open Recruitment | Nil |
| 8 | Desirable | Successful track record of teaching, training, research and publications in reputed peer reviewed journals. |
| 9 | Period of probation if any | Nil |
| 10 | Method of Recruitment whether by open recruitment or by promotion or by deputation of the various methods | Open Recruitment |
| 11 | Composition of open Recruitment Committee | <ul style="list-style-type: none"> • Director Chairperson • Board of Governors Member-One • Relevant External Experts (Senior in the position than the post advertised) or Professor-Two to Three. • Scheduled Caste or Scheduled Tribe Representative - One |
| 12 | Note | In view of the shortage of faculty resources, the institute may recruit candidates with PhD qualification (with or without prior teaching experience of three years) for the post of Assistant Professor Grade II, on contract. After completion of three years' satisfactory service faculty in Assistant Professors shall be designated as Assistant Professor Grade-I in the pay level-12 as per CPC pay matrix. |

Assistant Professor Grade-I

| | | |
|----|---|--|
| 1 | Name of the Post | Assistant Professor -Grade-1 |
| 2 | Number of posts | As per Flexi cadre |
| 3 | Classification | Group-A |
| 4 | Scale of Pay | Rs101500 -167400 –at Level -12 as per 7 th CPC |
| 5 | Age limits for open recruits Age limit for promotee | Preferably up to 35 years Not Applicable |
| 6 | Education Qualification required for direct recruits | A Ph.D. or FPM or equivalent in the discipline, with a first class or equivalent at the preceding degree, with a very good academic record throughout. |
| 7 | Experience for open Recruitment | At least 3 years industrial/research/teaching experience, excluding, however, the experience gained while pursuing FPM/Ph.D./Equivalent |
| 8 | Period of probation if any | 2 Years |
| 9 | Method of Recruitment whether by open recruitment or by promotion or by deputation of the various methods | Open |
| 10 | Composition of Open Recruitment Committee | <ul style="list-style-type: none"> • Director - Chairperson • Board of Governors Member - one • Subject Area Experts – one or two and one external industry expert • Scheduled Caste or Scheduled Tribe Representative - one |
| 11 | Note: | On completion of 3 years of service, the incumbent shall move to next Academic Level 13A1 with initial basic pay of Rs. 131400 and will, however, continue to be designated as Assistant Professor Grade-I. |

Associate Professor

| | | |
|----|---|---|
| 1 | Name of the Post | Associate Professor |
| 2 | Number of posts | As per flexi cadre |
| 3 | Classification | Group-A |
| 4 | Scale of Pay | Rs. 139600-211300 at Level 13A2 |
| 5 | Age limits for open recruits | Not Applicable |
| 6 | Education Qualification required for open recruits | A Ph.D. or FPM or equivalent in the discipline, with a first class or equivalent at the preceding degree, with a very good academic record throughout. |
| 7 | Experience for Open Recruitment | <p>(i) A minimum of 6years Teaching/Industry/Research experience of which at least 3 years, excluding, however, the experience gained while pursuing FPM/Ph.D., should be at the level of Assistant Professor (Grade 1).</p> <p>(ii) Successful track record of teaching, training, research and publications in reputed peer-reviewed journals (preferably, listed in ABDC ranking).</p> |
| 8 | Period of probation if any | 2 Years |
| 9 | Method of Recruitment whether by open recruitment or by promotion or by deputation of the various methods | Open Recruitment |
| 10 | Composition of open Recruitment Committee | <p>(i) Director - Chairperson</p> <p>(ii) Board of Governors Member-One</p> <p>(iii) Subject Area Experts – one or two and one external industry expert</p> <p>(iv) Scheduled Caste or Scheduled Tribe Representative – One</p> |
| 11 | Note | The requirements of Research publication may be relaxed for the candidates from Industry who have requisite qualification and relevant comparable experience and found exceptionally suitable |

Professor

| | | |
|----|---|---|
| 1 | Name of the Post | Professor |
| 2 | Number of posts | As per Flexi cadre |
| 3 | Classification | Group-A |
| 4 | Scale of Pay | Rs.159100-220200 at level 14A |
| 5 | Age limits for open recruits | Not Applicable |
| 6 | Education Qualification required for open recruits | A Ph.D. or FPM or equivalent in the discipline, with a first class or equivalent at the preceding degree, with a very good academic record throughout |
| 7 | Experience for open Recruitment | <p>(i) A minimum of 10 years' relevant experience of which at least 4 years should be at the level of Associate Professor in IITs/IISc Bangalore/IIMs/NITIE Mumbai/IISERs (excluding, however, the experience gained while pursuing FPM/Ph.D).</p> <p>(ii) Successful track record of teaching, training, research and publications in reputed peer-reviewed journals (preferably, journals in ABDC ranking).</p> |
| 8 | Period of probation if any | 2 Years |
| 9 | Method of Recruitment whether by open recruitment or by promotion or by deputation of the various methods | Open Recruitment |
| 10 | Composition of Open Recruitment Committee | <p>(i) Director - chairperson</p> <p>(ii) Board of Governors Member-One</p> <p>(iii) Subject Area Experts – one or two and one external industry expert</p> <p>(iv) Scheduled Caste or Scheduled Tribe Representative – One.</p> |
| 11 | Note: | The Recruitment of at least four years' experience at the level of Associate professor only in IITs, IISc Bangalore, IIMs, NITIE Mumbai and IISRs for the post of Professor, may be relax able for the candidates who have four years' relevant experience as Associate Professor in reputed National/International level Business schools. |

Recruitment Rules for Non-Teaching Posts

Academic Posts

1. Definition

- 1) There are positions that are in the academic domain of the Institute (as different from administration) but do not form part of the faculty positions (Teaching positions). These positions fall under the category of “Academic positions” as different from “Faculty positions”.

2) Recruitment Rule

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| 1 | Name of the Post | Librarian |
| 2 | Number of posts | One |
| 3 | Classification | Group A |
| 4 | Scale of Pay | Rs. 78800-209200 at level 12 as per 7 th CPC |
| 5 | Age limits for direct recruits | Preferably below 50 Years. |
| 6 | Education Qualification required for open recruits | Master's Degree in Library Science/Information Science/Documentation from a recognized University/Institute with at least 60% marks, in preceding level of qualification. Candidates having Doctoral Degree in Library Science/Information Science will be preferred. |
| 7 | Experience for open Recruitment | A minimum of 15 years' professional experience in a library, including 5 years' experience at level 11 or 10 years 'experience at level 10 and as independent in-charge of a library in the Central/State Government Organizations/PSUs/Universities/Autonomous bodies/Centrally Funded Institutions/Deemed University/Private Higher Education Institutes of national repute. |
| 8 | Period of probation if any | 2 Years |
| 9 | Method of Recruitment whether by open recruitment or by Deputation | Open Recruitment/Deputation |
| 10 | Composition of Open Recruitment Committee | (i) Director - Chairperson (ii) Board of Governors Member-One (iii) Relevant Administrative Experts (Senior in the position than the post advertised) or Professor-One to Two (iv) Scheduled Caste or Scheduled Tribe Representative -One |
| 11 | Job Responsibilities | (i) Setting up and management of the library of the Institute, organize electronic resources, software and assist the faculty and students to procure books, articles and other teaching and research materials; (ii) Acquiring, organizing, managing and distributing library |

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| | | <p>resources and ensuring that library provision meets the needs of all its users;</p> <ul style="list-style-type: none">(iii) Monitoring the financial regularization and maintenance of library accounts of the entire division, besides planning and implementing the administrative and budgetary functions of library and information services;(iv) Looking after any other work associated with the functioning and improvement of the Institute's library systems and set ups; and(v) Conducting of stock verification(vi) Any other work/task that may be assigned by the Director.(vii) Librarian shall report to the Director. |
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Recruitment Rules for Non-Teaching Posts

Administrative

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| 1 | Name of the Post | Chief Administrative Officer |
| 2 | Number of posts | One |
| 3 | Classification | Group A |
| 4 | Scale of Pay | Rs.78800-209200 at Level 12 as per 7 th CPC |
| 5 | I. Age limits for open recruits II. Age limit for Promotion | (i) Preferably below 50 Years. (ii) Not Applicable |
| 6 | Education Qualification required for open recruits | Master's Degree in any discipline from a recognized University/Institute with at least 55% marks. Candidates with MBA/ PGDM are preferable. |
| 7 | Experience for Open Recruitment | A minimum of 15 years' relevant experience, including at least 5 years' experience in level 11 or 10 year experience in level 10 in a supervisory role/head of an administrative unit in Central/State Government Organizations/PSUs/Universities/Autonomous bodies/Centrally Funded Institutions/Deemed University/Private Higher Education Institutes of national repute. |
| 8 | Period of probation if any | 2 Years |
| 9 | Method of Recruitment whether by open recruitment or by deputation | Open Recruitment/Deputation |
| 10 | Composition of Open Recruitment Committee | (i) Director -Chairperson (ii) Board of Governors Member-One (iii) Relevant Administrative Experts (Senior in the position than the post advertised) or Professor-One to Two (iv) Scheduled Caste or Scheduled Tribe Representative-One |
| 11 | Job Responsibilities | Job Responsibilities (i) Accounting, auditing, budgeting, financial and other related activities of the Institute including reporting to the funding agencies, computerized accounting, budgeting & control systems; ii) Act as Nodal Officer for MHRD in matters relating to Grievances, SC / ST / OBC, Parliament Questions etc. Further CAO may be assigned institutional responsibilities in accordance with Institute's needs; iii) Assisting in organizing various meetings of the Board of Governors (BoG)/its Committees, follow-ups and the |

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| | | <p>preparation of Agenda and Minutes of such meetings. He/she will maintain liaison between the Institute and outside authorities; iv) Coordinating activities with faculty members and render necessary administrative support in discharge of their academic duties and functions; and v) Any other work or task that may be assigned by the Director.</p> <p>(ii) CAO will report to the Director.</p> |
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| 1 | Name of the Post | Finance Advisor and Chief Accounts Officer (FA&CAO) |
| 2 | Number of posts | One |
| 3 | Classification | Group A |
| 4 | Scale of Pay | Rs. 67700 – 208700 at Level -11 as per 7 th CPC |
| 5 | Age limits for open recruits | Preferably below 45 years |
| 6 | Education Qualification required for open recruits | Pass in the Final examination of CA/ ICWA/CMA. Or Master's Degree in Commerce/ MBA (Finance) /PGDM (Finance) – Two years course from a recognized University/Institute with First Class. |
| 7 | Experience for Open Recruitment | A minimum of 12 years' relevant experience including 05 years' experience in immediate Lower Pay Level-10 (7 th CPC). Should have functioned as Head of Finance & Accounts in Central/State Government Organizations/PSUs/Autonomous bodies/Centrally Funded Institutions/ Private Higher Education Institutes of national repute or at corporates of repute at comparable level of experience and emoluments. Experience of finalization of Accounts, preparation of Balance Sheet is a must. Dealing with CAG Auditors will be an added advantage. |
| 8 | Period of probation if any | 2 Years |
| 9 | Method of Recruitment whether by Open recruitment | Open Recruitment/Deputation |
| 10 | Composition of Open Recruitment Committee | (i) Director –Chairperson (ii) Board of Governors Member-One (iii) Relevant Administrative Experts (Senior in the position than the post advertised) or Professor-One to Two (iv) Scheduled Caste or Scheduled Tribe Representative - One |

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| 11 | Job Responsibilities | <ul style="list-style-type: none"> (i) Financial/Budgetary Planning and Control, Resources Generation, Control of Accounts, Investment Planning and Management; (ii) Preparation and presentation of the Annual Budget, Estimates, and Accounts of the Institute to the Finance Committee of the Board of Governors; (iii) Regulation of the individual claims as per the Government of India's rules and instructions; (iv) Permitting payments of contractors in accordance with the provisions of the General Financial Rules (GFR-2017) and other rules/instructions of the Governments well as the Institute's norms; (v) Maintenance of the accounts of the Institute and any other work associated with the finance and accounts of the Institute; and (vi) Any other work/task that may be assigned by the Director. (vii) FA&CAO shall report to the Director. |
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| 1 | Name of the Post | Administrative Officer |
| 2 | Number of posts | Seven |
| 3 | Classification | Group A |
| 4 | Scale of Pay | Rs.56100-177500 at level 10 as per 7 th CPC |
| 5 | Age limits for open recruits | Preferably below 45 years |
| 6 | Education Qualification required for direct recruits | <p>(a) Master's Degree (First class) from a recognized University/Institute. Candidates with MBA (First class)/ equivalent Post Graduate Degree/ Diploma in Management will be preferred.</p> <p>(b) Master's Degree in Psychology (First Class) from a recognized University/Institute. Candidates with Ph.D. preferable - for the position related to student activities and counselling.</p> |
| 7 | Experience for open Recruitment | <p>a) A minimum of 10 years' relevant experience in General / Academic Administration out of which at least 5 years' experience in the pay Level- 08 and above of 7th CPC or equivalent, under the Central/State Government Departments or Organizations/Autonomous bodies / Universities/ Centrally Funded Technical Institutes/ Private Higher Education Institutes of national repute or at corporates of repute at comparable level of experience and emoluments.</p> <p style="text-align: center;">or</p> <p>The candidates working on contract in IITs, IIMs or other CFTIs or candidates with relevant experience in corporates of repute, at a comparable level, and drawing monthly emoluments experience and emoluments.</p> <p>b) The candidates should have sound knowledge of computer operation and applications, government rules and regulations relating to administration, Finance (GFR-2017), purchase & stores, Academic administration and office procedures (CCSRules) etc.</p> <p>c) Work experience in any of the following Academic / Administrative areas in CFTIs is preferable.</p> <p>d) Should be well versed in Admission process</p> <p>a. Conducting of Exams</p> |

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| | | <ul style="list-style-type: none"> b. Short listings of candidates, updating admission information on the Institutes website. i. Digitization of Admission Process. ii. Coordination with other IIMs regarding admissions etc. |
| | | <p>For AO (Academics):</p> <ul style="list-style-type: none"> (i) Should be proficient in designing, implementing and managing academic programmes, coordinate with Faculty and students to ensure the timely delivery of the academic activities such as academic calendar preparation, Term registrations, course-bidding before the beginning of the term, Class schedule preparation, Examination management, Grade compilation, result preparation , mark sheet preparation , courses material / book procurement, Classroom management, Microsoft office suite, LMS, Moodle, OLT, Black Board of Governors, Student Information system, ERP etc. (ii) Academic administration in consultation with Dean/Chair programmes. Faculty planning, Time table preparation, Classroom allocation, Conduct of Examination, Faculty feedback process, Interface with students and student committees. (iii) Experience in handling Student Affairs and Counselling. (iv) Handling the accreditation process (AACSB/EQUIS/AMBA/NIRF, etc.). <ul style="list-style-type: none"> • Coordinate with Faculty and the Academic department, informationmanagement, documentation and data management skills etc. |
| | | <p>For AO (Placements & Corporate Relations):</p> <ul style="list-style-type: none"> (i) Proficient with placement process and corporate relation activities <ul style="list-style-type: none"> • Should have good contacts with the companies who recruit from thereputed campuses • Support in placement process • Branding exercise • Building corporate connect and relations • Mentoring students for placements (ii) Managing student – exchange programme with the partner schools Coordination with partner schools and Institute Faculty members onFaculty exchange programmes. <ul style="list-style-type: none"> • Managing International Immersion Programmes • Preparation and execution of MoUs related to |

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| | | Faculty and Student exchanges with the partner schools. |
| | | <p>For AO (Personnel / General Administration):</p> <p>(i) Ensure smooth and efficient handling of all the general administrative functions such as Personnel Administration, Service/ RTI matters, Estates management, Hostel Management, Event management, Security, Housekeeping, Logistics, Procurement, stores & Inventory management, vendor management and bills processing. Should possess knowledge of GFRs, procurement of goods & Services etc.</p> |
| 8 | Period of probation if any | 2 Years |
| 9 | Method of Recruitment whether by Open Recruitment or by deputation | Open Recruitment/Deputation |
| 10 | Composition of Open Recruitment Committee | <p>(i) Director- Chairperson</p> <p>(ii) Board of Governors Member-One</p> <p>(iii) Relevant Administrative Experts (Senior in the position than the post advertised) or Professor-One to Two</p> <p>(iv) Scheduled Caste or Scheduled Tribe Representation. -One</p> |
| 11 | Job Responsibilities | <p>(i) Supervising the functions of General Administration, Accounting and Purchase & Stores, Maintenance, Communication, Transport and other administrative areas;</p> <p>(ii) Personnel Administration and Service matters;</p> <p>(iii) Extending administrative support to Deans & Chairpersons of Academic Programs and faculty members in smooth conduct of all the academic functions of the Institute;</p> <p>(iv) Managing both academic and administrative matters as and when required; and</p> |

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| | | <p>(v) Any other work/task that may be assigned by CAO and/or the Director.</p> <p>(vi) The Administrative Officer shall report to CAO/Director</p> |
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| 1 | Name of the Post | Assistant Administrative Officer |
| 2 | Number of posts | Four |
| 3 | Classification | Group B |
| 4 | Scale of Pay | Rs.47600-151100 at Level 08 as per 7 th CPC |
| 5 | I. Age limits for Open recruits II. Age limit for Promotion | (i) Preferably below 40 years. (ii) Not Applicable |
| 6 | Education Qualification required for open recruits | Master's Degree with 55% and above from a recognized University/Institute. Candidates with MBA (First class)/ equivalent Post Graduate Degree/ Diploma in Management will be preferred. |
| 7 | Experience for Open Recruitment | a) A minimum of 08 years' relevant experience in General / Academic Administration out of which at least 03 years' experience in the pay Level- 07 of 7 th CPC or equivalent, under the Central/ State Government Departments or Organizations /Autonomous bodies / Universities/ Centrally Funded Technical Institutes/ Private Higher Education Institutes of National Repute. or The candidates working on contract in IITs, IIMs or other CFTIs or candidates with relevant experience in corporates of repute, at a comparable level, experience and drawing monthly emoluments experience and emoluments b) A The candidates should have sound knowledge of government rules and regulations relating to administration, Finance (GFR-2017), purchase & stores, Academic administration and office procedures (CCS Rules) etc. |
| 8 | Period of probation if any | 2 Years |
| 9 | Method of Recruitment whether by Open Recruitment or by promotion. | (i) 50 % by Promotion (ii) 50% by open Recruitment |

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| 10 | Experience for Promotion | Should have at least 06 years' experience with Institute at level 06 of 7 th CPC.' |
| 11 | Composition of Open Recruitment Committee | (i) Director-Chairperson (ii) Concerned Area Chair/Officer (iii) Relevant Administrative Experts (iv) Scheduled Caste/ Scheduled Tribe Representative-One |
| 12 | Composition of Promotion Committee | (v) Director-Chairperson (vi) Concerned Area Chair/Officer Concerned (vii) Chief Administrative Officer (viii) Scheduled Caste /Scheduled Tribe Representative-one |
| 13 | Job Responsibilities | (i) General Administration, Accounting and Purchase & Stores, Maintenance, Communication, Transport and other administrative areas; OR (ii) Personnel Administration and Service matters; OR (iii) Administrative Assistance to Deans & Chairpersons of Academic Programs and faculty members in smooth conduct of all the academic functions of the Institute; (iv) Any other work/task that may be assigned by the Competent Authority. |

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| 1 | Name of the Post | Senior Personal Assistant |
| 2 | Number of posts | One |
| 3 | Classification | Group B |
| 4 | Scale of Pay | Rs.47600-151100 at level 8 as per 7 th CPC |
| 5 | I. Age limits for open recruits II. Age limit for Promotion | Preferably below 40 years. Not Applicable |
| 6 | Education Qualification required for open recruits | (i) Graduate Degree (second class) from a recognized University/Institute (ii) Diploma / certificate or equivalent in short hand (minimum 06 months of course duration) from recognized Institute. |
| 7 | Experience for Open Recruitment | (i) A minimum of 08 years' relevant experience at appropriate level out of which at least 03 years' experience in the pay Level- 07 of 7 th CPC or equivalent, under the Central/ State Government Departments or Organizations /Autonomous bodies / Universities/ Centrally Funded Technical Institutes/ Private Higher Education Institutes of National Repute. Candidates with experience in IIMs preferable. or Candidates' with experience in large, private professional companies are encouraged to apply. Those who are associated with the office of the CXO / MD shall be preferred drawing total monthly emoluments comparable to total monthly emoluments in level 7 of 7 th CPC. (ii) Proficiency in Typing and Shorthand 1. Dictation: 10 mts@60 w.p.m in (English and Hindi). 2. English Typing @ 30 w.p.m. |
| 8 | Period of probation if any | 2 Years |
| 9 | Method of Recruitment whether by open recruitment or by promotion or by deputation . | (i) 50% by Promotion (ii) 50% by Open Recruitment |
| 10 | Whether Education qualification in open recruitment is applicable for promotion/Deputation | Not applicable |

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| 11 | Experience for Promotion | Should have at least 06 years of service in the Institute at level 6 of 7 th CPC in the post of Personal Assistant. |
| 12 | Composition of Open Recruitment Committee | (i) Director - Chairperson (ii) Concerned Area Chair/Officer (iii) Chief Administrative Officer(CAO) (iv) Scheduled Caste/ Scheduled Tribe Representative.-One |
| 13 | Composition of Promotion Committee | (i) Director - Chairperson (ii) Concerned Area Chair/ Concerned Officer (iii) Chief Administrative Officer (iv) Scheduled caste/Scheduled Tribe Representative.-One |
| 14 | Job Responsibilities | (i) To perform secretarial & related functions for the higher officials. To provide a professional and comprehensive administrative support service to the management team. Co-ordinate meeting arrangements/ Liasioning with Ministry and Higher Education Institutions etc.In addition, any other relevant work may be assigned by the Competent Authority from time to time. The candidate should be proficient in office management software with excellent typing and drafting skills. Candidates are expected to be fluent in communication skills both written and spoken. (ii) Any other relevant work may be assigned by the Competent Authority from time to time. |

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| 1 | Name of the Post | Logistics & Estates Assistant |
| 2 | Number of posts | One |
| 3 | Classification | Group B |
| 4 | Scale of Pay | Rs. 35400 – 112400 at level 6 of 7 th CPC |
| 5 | I. Age limits for open recruits II. Age limit for Promotion | I. 35 years. II. Not Applicable |
| 6 | Education Qualification required for direct recruits | Bachelor's Degree in any discipline from a recognized University/Institute with at least 55% marks |
| 7 | Experience for Open Recruitment | Minimum 5 years of relevant experience at appropriate level of having worked in an academic and/or research Institution/Central/State Govt. organization/Autonomous bodies/ reputed corporate firms. Candidates with experience in Estate, Transport and management will be desirable for the post. |
| 8 | Period of probation if any | 2 Years |
| 9 | Method of Recruitment whether by open recruitment or by promotion | 50% by Promotion, 50% by Open Recruitment. |
| 10 | Educational Qualification for Promotion | Not Applicable |
| 11 | Experience for Promotion | At least 05years' experience in the Institute at level 05 of 7 th CPC as Junior Office Assistant. |
| 12 | Composition of Open Recruitment Committee | (i) Director - Chairperson (ii) Concerned Area Chair/CAO (iii) Relevant Administrative Experts (iv) Scheduled Caste/ Scheduled Tribe Representative.-One |
| 13 | Composition of Promotion Committee | (i) Director - Chairperson (ii) Concerned Area Chair/Officer (iii) Chief Administrative Officer (iv) Scheduled Caste/ Scheduled Tribe Representative.-One |

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| 14 | Job Responsibilities | <p>Job Responsibilities</p> <ul style="list-style-type: none"> (i) To assist the Concerned Official in Estate and Transport matter. (ii) To assist the concerned officials of the general administration, purchase, personnel, placement and other Institutional activities. (iii) Shall be responsible for maintaining office records, keeping systems, deposit forms, purchase requisitions and online supply orders; maintaining of databases, confidential files and other related information for departmental needs, maintaining of inventory of office supplies and orders as necessary and any other allied tasks etc. (iv) The candidate should be proficient in office management software with excellent typing and drafting skills. (v) Candidates are expected to be fluent in communication skills both written and spoken. (vi) Any other duties which may be assigned by the Competent Authority from time to time. |
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| 1 | Name of the Post | Assistant (stores) |
| 2 | Number of posts | One |
| 3 | Classification | Group B |
| 4 | Scale of Pay | Rs.35,400-112400 at level 6 of 7 th CPC |
| 5 | (i) Age limits for open recruits (ii) Age limit for Promotion | (i) 40 years. (ii) Not Applicable |
| 6 | Education Qualification required for open recruits | Graduate Degree in any discipline from a recognized University/Institute with minimum 55% marks. Candidates with MBA/ Post Graduate Diploma in Material Management will be preferred. |
| 7 | Experience for Open Recruitment | Minimum 6 years of experience at appropriate level in any Central/State Govt. organization/Academic institutions/Autonomous Bodies of repute. Knowledge of GFR, Government e-procurement, Government e-Marketplace (GeM) and other purchase rules and regulations is essential. Knowledge of Computer operations and applications is mandatory. Knowledge and experience in ERP is desirable. |
| 8 | Period of probation if any | 2 Years |
| 9 | Method of Recruitment whether by open recruitment or by promotion | 50% by Promotion 50% by Open Recruitment |
| 10 | Educational Qualifications for Promotion | Not applicable |
| 11 | Experience for Promotion | Should have Minimum 05 years 'experience in the institute at level 5 in the post of Junior Office Assistant of 7 th CPC, |
| 11 | Composition of Open Recruitment Committee | (i) Director - Chairperson (ii) Concerned Area Chair/CAO (iii) Relevant Administrative Experts (iv) Scheduled Caste/ Scheduled Tribe Representative.-One |
| 12 | Composition of Promotion Committee | (i) Director - Chairperson (ii) Concerned Area officer (iii) Chief Administrative officer (iv) Scheduled Caste/ Schedule Tribe Representative-One |
| 13 | Job Responsibilities | (i) Execution and monitoring of all regular purchases, inventory control, co-ordination with all user departments and suppliers, detailed knowledge of tendering process, negotiating best pricing deals, Continuous updating of user requirements, Stock control and maintenance of |

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| | | <p>all stock ledgers. To manage the Purchase and stores functions of the Institute, maintain records of goods ordered and received, locate vendors of materials, equipment or supplies, prepare and process requisitions and purchase orders for supplies and equipment, control purchasing department budgets, review purchase order claims and contracts in-line with Institute policy, analyse market and delivery systems in order to assess present and future material availability. In addition, the person may be assigned any other job as deemed appropriate in the interest of the Institute.</p> <p>(ii) Any other duty as assigned from time to time.</p> |
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| 1 | Name of the Post | Secretary to the Director |
| 2 | Number of posts | One |
| 3 | Classification | Group B |
| 4 | Scale of Pay | Rs.35,400-1,12,400 at level 6 of 7 th CPC |
| 5 | (i) Age limits for open recruits (ii) Age limit for Promotion | (i) 40 years. (ii) Not Applicable |
| 6 | Education Qualification required for open recruits | Graduate Degree with 60% marks from a recognized University/Institute with sound knowledge of Computer operations |
| 7 | Experience for open Recruitment | Minimum 6 years' experience at appropriate level of office work in a reputed organization/educational institutions/ corporate sector/autonomous bodies. Candidates having experience of IIMs/IITs/IISER will be preferred. The incumbent should have command over spoken and written English along with drafting skills. |
| 8 | Period of probation if any | 2 Years |
| 9 | Method of Recruitment whether by open recruitment or by promotion | 50% By Promotion 50% By Open Recruitment |
| 10 | Educational Qualification for Promotion | Not Applicable |
| 11 | Experience For Promotion | Should have at least 05 years' experience in the Institute in the Post of Junior Office Assistant at level 05 of 7 th CPC. |
| 12 | Composition of Open Recruitment Committee | (i) Director - Chairperson (ii) Concerned Area Chair (iii) Relevant Administrative Experts (iv) Scheduled Caste/ Scheduled Tribe Representative. -One |
| 13 | Composition of Promotion Committee | (i) Director - Chairperson (ii) Concerned Area Chair/Officer (iii) Chief Administrative Officer (iv) Schedule Caste /Schedule Tribe representative- One. |

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| 14 | Job Responsibilities | <p>(i) To perform secretarial and related functions for the Director's office and to assist her in day-to-day activities, screening phone calls and dealing with enquiries wherein appropriate. Organizing and attending meetings, taking minutes and notes. Replying to emails, fax and post wherever applicable, Booking travel arrangements and accommodation when necessary. Co-ordinating with offices/departments on behalf of Director's Secretariat, organizing and maintaining office systems. Reporting to the Director, the principal accountabilities of the successful incumbent will be to provide a professional and comprehensive administrative support service to the management team; and the development and maintenance of efficient administrative systems, including electronic and paper filing of all relevant documents.</p> <p>(ii) Any other duty as assigned by the Competent Authority from time to time.</p> |
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| 1 | Name of the Post | Personal Assistant |
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| 2 | Number of posts | One |
| 3 | Classification | Group B |
| 4 | Scale of Pay | Rs.35,400-1,12,400 at level 6 of 7 th CPC |
| 5 | (i) Age limits for open recruits (ii) Age limit for Promotion | (i) 35 years. (ii) Not Applicable |
| 6 | Education Qualification required for direct recruits | Bachelor's Degree in any discipline with 55% marks. Candidates having Master's Degree and additional professional qualification would be given preference. |
| 7 | Experience for Open Recruitment | Minimum 6 years of relevant experience at appropriate level of having worked in an academic and/or research Institution/Central/State Govt. organization/Autonomous bodies. Applicants should be able to do English typing accurately with good speed, should have sound knowledge of basic computer operations (MS Office), Internet etc. and should be excellent in oral and written communication in English |
| 8 | Period of probation if any | 2 Years |
| 9 | Method of Recruitment whether by Open recruitment or by promotion | 50% by promotion, 50% by Open Recruitment |
| 10 | Education Qualification for Promotion | Not applicable |
| 11 | Experience for Promotion | Should have at least 05 years' experience in the Institute in the post of Junior Office Assistant at level 05 of 7 th CPC. |
| 12 | Composition of Open Recruitment Committee | (i) Director - Chairperson (ii) Concerned Area Chair (iii) Relevant Administrative Experts (iv) Scheduled Caste/ Scheduled Tribe Representative. -One |
| 13 | Composition of Promotion Committee | (i) Director - Chairperson (ii) Concerned Area Chair/Officer (iii) Chief Administrative Officer (iv) Schedule Caste /Schedule Tribe representative-One. |
| 14 | Job Responsibilities | (i) To perform secretarial & related functions for the higher officials. To provide a professional and comprehensive administrative support service to |

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| | | <p>the management team. Co-ordinate meeting arrangements – booking venues, arrange the necessary amenities and facilities, whenever required. In addition, any other relevant work may be assigned by the Competent Authority from time to time. To assist the concerned officials of the general administration, purchase, personnel, placement and other Institutional activities. The successful candidates shall be responsible for maintaining office records, keeping systems, deposit forms, purchase requisitions and online supply orders; maintaining of databases, confidential files and other related information for departmental needs, maintaining of inventory of office supplies and orders as necessary and any other allied tasks etc. The candidate should be proficient in office management software with excellent typing and drafting skills. Candidates are expected to be fluent in communication skills both written and spoken.</p> <p>(ii) Any other duty as assigned by the Competent Authority from time to time.</p> |
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| 1 | Name of the Post | Sr. Library and Information Assistant (Documentation work) |
| 2 | Number of posts | One |
| 3 | Classification | Group B |
| 4 | Scale of Pay | Rs. 35,400-112400 at level 6 by 7 th CPC |
| 5 | (i) Age limits for Open recruits (ii) Age limit for Promotion | (i) 40 years. (ii) Not Applicable |
| 6 | Education Qualification required for open recruits | Master's Degree with 60% marks in the field of Library Science/Information Science/Documentation Science from a recognized University/Institution. Candidates with knowledge of computerized/digital library science will be preferred. |
| 7 | Experience for Open Recruitment | The applicants should have minimum 6 years post qualification experience at appropriate level in the relevant areas preferably in any Central / State Govt. organization / Academic institutions / Autonomous Bodies. |
| 8 | Period of probation if any | 2 Years |
| 9 | Method of Recruitment whether by Open Recruitment or by promotion Experience for Promotion | by open Recruitment |
| 11 | Composition of Open Recruitment Committee | (i) Director - Chairperson (ii) Concerned Area Chair (iii) Chief Administrative Officer (iv) Relevant Administrative Experts (v) Scheduled Caste/ Scheduled Tribe Representative-One |
| 12 | Job Responsibilities | (i) To assist the Librarian in offering library services to faculty and the students. To assist in acquiring, organizing, managing and distributing library resources and ensuring that library provisions meet the needs of all its users. In addition, upkeep of Library records and equipment, liaising with departmental academic staff, to assist in planning and implementing the administrative and budgetary functions of library and information services, external organizations and book suppliers. The candidate should have detailed knowledge of inventory controls and tendering processes. The |

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| | | <p>candidate shall be responsible for continuous updating of user requirements and dealing with new vendors for competitive price advantage, stock control and maintenance of all stock ledgers. In addition, any other relevant work may be assigned by the Competent Authority from time to time. Good communication skills in English and good knowledge of computer applications are essential.</p> |
| | | <p>(ii) Any other duty as assigned from time to time.</p> |

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| 1 | Name of the Post | Office Assistant |
| 2 | Number of posts | One |
| 3 | Classification | Group B |
| 4 | Scale of Pay | Rs. 35400 – 112400 at level 6 as per 7 th CPC |
| 5 | I. Age limits for open recruits II. Age limit for promotion | I. 35 years. II. Not Applicable |
| 6 | Education Qualification required for open recruits | Master's Degree in any discipline from a recognized University/Institute with at least 55% marks. |
| 7 | Experience for open Recruitment | Minimum 6 years of relevant experience at appropriate level of having worked in an academic and/or research Institution/Central/State Govt. organization/Autonomous bodies/ reputed corporate firms. |
| 8 | Period of probation if any | 2 Years |
| 9 | Method of Recruitment whether by open recruitment or by promotion | (i) 50 % by promotion (ii) 50% by Open Recruitment |
| 10 | Educational Qualification for Promotion | Not applicable |
| 11 | Experience for Promotion | Should have at least 5 year experience in the Institute at level 5 of 7 th CPC |
| 12 | Composition of Open Recruitment Committee | (i) Director-Chairperson (ii) Concerned Area Chair/CAO (iii) Relevant Administrative Experts (iv) Scheduled Caste/ Scheduled Tribe Representative. -One |
| 13 | Composition of Promotion Committee | (i) Director -Chairperson (ii) Concerned Area Chair (iii) Chief Administrative Officer (iv) Scheduled Caste/ Scheduled Tribe Representative. -One |
| 14 | Job Responsibilities | Job Responsibilities (i) To assist the concerned officials of the general administration, purchase, personnel, placement and other Institutional activities. (ii) Shall be responsible for maintaining office records, keeping systems, deposit forms, purchase requisitions and online supply orders; maintaining of databases, confidential files and |

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| | | <p>other related information for departmental needs, maintaining of inventory of office supplies and orders as necessary and any other allied tasks etc.</p> <p>(iii) The candidate should be proficient in office management software with excellent typing and drafting skills.</p> <p>(iv) Candidates are expected to be fluent in communication skills both written and spoken.</p> <p>(v) Any other duties which may be assigned by the Competent Authority from time to time.</p> |
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| 1 | Name of the Post | Accountant |
| 2 | Number of posts | One |
| 3 | Classification | Group B |
| 4 | Scale of Pay | Rs. 35400 – 112400 at level 6 of 7 th CPC. |
| 5 | (i) Age limits for open recruits (ii) Age limit for Promotion | (i) Preferably below 35 years. (ii) Not Applicable |
| 6 | Education Qualification required for open recruits | A pass in CA/ICWA/ CMA Final or Intermediate examinations. Or Master's Degree in Commerce with First Class from any recognized University/Institution. |
| 7 | Experience for Open Recruitment | At least 06 years of relevant work experience at appropriate level in Central/ State Government Departments or any other Government bodies/ Institutes/ PSUs / Universities/ CFTIs or corporates of repute. |
| 8 | Period of probation if any | 2 Years |
| 9 | Method of Recruitment whether by open recruitment or by promotion | (i) 50% by Promotion (ii) 50% by Open Recruitment |
| 10 | Experience for Promotion | Should have at least 05 years 'experience as Junior Accountant at the Institute at level 5 of 7 th CPC. |
| 11 | Composition of Open Recruitment Committee | (i) Director - Chairperson (ii) Concerned Area Chair/Officer (iii) Relevant Administrative Experts (iv) Scheduled Caste/ Scheduled Tribe Representative. -One |
| 12 | Composition of Promotion Committee | (i) Director - Chairperson (ii) Concerned Area Chair/Officer (iii) Chief Administrative Officer (iv) Schedule Caste /Schedule Tribe Representative- One. |

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| 13 | Job Responsibilities | <p>(i) Maintenance of accounts, disbursement, investment, statutory auditing coordination, preparing budget estimates, tax compliance, processing of bills, etc. A successful applicant is expected to manage the Finance and Accounts office.</p> <p>(ii) should be well versed with General Financial Rules (GFR) and FR & SR of Government of India. He/she should have a thorough knowledge of updated Tally software/ PFMS/ ERP/ Accounting packages. Any other relevant work may be assigned by the Competent Authority from time to time. Accountant will report to the Finance Officer/FA & CAO and/or any other Official authorized by Director.</p> <p>(iii) Any other duty as assigned from time to time.</p> |
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| 1 | Name of the Post | Junior Accountant |
| 2 | Number of posts | Two |
| 3 | Classification | Group C |
| 4 | Scale of Pay | Rs. 29200-92300 at level 5 of 7 th CPC |
| 5 | (i) Age limits for open recruits (ii) Age limit for Promotion | (i) Preferably below 30 years. (ii) Not Applicable |
| 6 | Education Qualification required for open recruits | Bachelor's / Master's Degree in Commerce with 50% marks from any recognized University/Institution. Candidates persuing ICMA or who havepassed the intermediate examination of ICMA / CA would be preferred. |
| 7 | Experience for Open Recruitment | At least 05 years of relevant work experience at appropriate level in Central/ State Government Departmentsor any other Government bodies/ Institutes/ PSUs / Universities/ CFTIs or corporates of repute. |
| 8 | Period of probation if any | 2 Years |
| 9 | Method of Recruitment whether by Open Recruitment or by promotion | By Open Recruitment |
| 10 | Educational Qualification for Promotion | Not applicable |
| 11 | Composition of Open Recruitment Committee | (i) Director - Chairperson (ii) Concerned Area Chair/CAO (iii) Relevant Administrative Experts (iv) Scheduled Caste/ Scheduled Tribe Representative. - One |
| 12 | Composition of Promotion Committee | (i) Director - Chairperson (ii) Concerned Area Chair/Officer (iii) Chief Administrative Officer (iv) Schedule Caste /Schedule Tribe representative-One. |
| 13 | Job Responsibilities | Job Responsibilities: I. Maintenance of accounts, disbursement, investment, statutory auditing coordination, preparing budget estimates, tax compliance, processing of bills, budgeting, etc. A successful applicant is expected. II. To assist the Finance and Accounts office. In operating Tally Software. |

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| | | III. The Competent Authority may assign any other relevant work from time to time. |
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| 1 | Name of the Post | Junior Office Assistant |
| 2 | Number of posts | Two |
| 3 | Classification | Group C |
| 4 | Scale of Pay | Rs. 29200-92300 at level 5 of 7 th CPC |
| 5 | (i) Age limits for Open recruits (ii) Age limit for Promotion | (i) Preferably below 30 years. (ii) Not Applicable |
| 6 | Education Qualification required for open recruits Educational qualifications for Promotion | Master's Degree in any discipline with 50% marks from any recognized University/Institution Not applicable |
| 7 | Experience for Open Recruitment | At least 05 years of relevant work experience at appropriate level in Central/ State Government Departments or any other Government bodies/ Institutes/ PSUs / Universities/ CFTIs or reputed corporates from the Private Sector. |
| 8 | Period of probation if any | 2 Years |
| 9 | Method of Recruitment whether by open recruitment or by promotion | (i) 50% by Promotion (ii) 50% by Open Recruitment. |
| 10 | Experience for Promotion | Should have at least 06 years' experience in Junior Office Assistant Grade II at level 03 of 7 th CPC. |
| 11 | Composition of Open Recruitment Committee | (i) Director - Chairperson (ii) Concerned Area Chair/CAO (iii) Relevant Administrative Experts (iv) Scheduled Caste/ Scheduled Tribe Representative. -One |
| 12 | Composition of Promotion Committee | (i) Director - Chairperson (ii) Concerned Area Chair/CAO (iii) Chief Administrative Officer (iv) Schedule Caste /Schedule Tribe representative-One. |

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| 13 | Job Responsibilities | <p>(i) To assist the concerned officials of the general administration, purchase, personnel, placement and other Institutional activities.</p> <p>a. Shall be responsible for (depending upon the department of posting) maintaining office records, keeping systems, deposit forms, purchase requisitions and online supply orders; maintaining of databases, confidential files and other related information for departmental needs, maintaining of inventory of office supplies and orders as necessary and any other allied tasks, personnel administration and HR activities, etc.</p> <p>b. should be proficient in office management software with excellent typing and drafting skills. Candidates are expected to be fluent in communication skills both written and spoken. The Competent Authority may assign any other relevant work from time to time. Junior Office Assistant will report to the respective officer of the departments and/or any other Official authorized by Director.</p> <p>(ii) Any other duty as assigned from time to time.</p> |
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| 1 | Name of the Post | Junior Office Assistant Grade-II |
| 2 | Number of posts | Four |
| 3 | Classification | Group C |
| 4 | Scale of Pay | Rs.21700-69100 at level 3 of 7 th CPC |
| 5 | Age limits for open recruits | Preferably below 30 years. |
| 6 | Education Qualification required for open recruits | Bachelor's / Master's Degree in any discipline with 50% marks from any recognized University/Institution. |
| 7 | Experience for open Recruitment or by promotion | least 03 years of relevant work experience at appropriate level in Central/ State Government Departments or any other Government bodies/ Institutes/ PSUs / Universities/ CFTIs or corporates of repute, drawing the monthly emoluments equivalent to level 2 of 7 th CPC. |
| 8 | Period of probation if any | 2 Years |
| 9 | Method of Recruitment | Open Recruitment. |
| 10 | Composition of Open Recruitment Committee | (i) Director - Chairperson (ii) Concerned Area Chair/CAO (iii) Relevant Administrative Experts (iv) Scheduled Caste/ Scheduled Tribe Representative. -One |
| 11 | Job Responsibilities | Job Responsibilities: (i) To assist the concerned officials of the general administration, purchase, personnel, placement and other Institutional activities. Maintaining office records, keeping systems, deposit forms, purchase requisitions and online supply orders; maintaining of databases, confidential files and other related information for departmental needs, maintaining of inventory of office supplies and orders as necessary and any other allied tasks, personnel administration and HR activities, etc. (ii) Any other duty as assigned from time to time. |

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| 1 | Name of the Post | Junior Library Assistant Grade II |
| 2 | Number of posts | One |
| 3 | Classification | Group C |
| 4 | Scale of Pay | Rs.21700-69100 at level 3 of 7 th CPC |
| 5 | (i) Age limits for open recruits (ii) Age limit for Promotion | (i) Preferably below 30 years. (ii) Not Applicable |
| 6 | Education Qualification required for open recruits | Any Bachelor's degree with BLISC and MLISC |
| 7 | Experience for open Recruitment | At least 03 years of relevant work experience at appropriate level in Central/ State Government Departments or any other Government bodies/ Institutes/ PSUs / Universities/ CFTIs or corporates of repute. |
| 8 | Period of probation if any | 2 Years |
| 9 | Method of Recruitment whether by open recruitment | Open Recruitment. |
| 10 | Composition of Open Recruitment Committee | (i) Director - Chairperson (ii) Concerned Area Chair/CAO (iii) Relevant Administrative Experts (iv) Scheduled Caste/ Scheduled Tribe Representative. -One |
| 11 | Job Responsibilities | (i) To assist the Librarian in offering the Library services to the Faculty and the students and documentation of Library activities. (ii) Any other duty as assigned from time to time. |

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| 1 | Name of the Post | Driver |
| 2 | Number of posts | One |
| 3 | Classification | Group C |
| 4 | Scale of Pay | Rs. 19900-63200 at level 2 of 7 th CPC |
| 5 | Age limits for open recruits | Preferably below 35 years. |
| 6 | Education Qualification required for open recruits | Applicant must have passed 10 th Std. from a recognized Board of Governors, must possess a Valid Light Motor Vehicle driving license issued by the Competent authority as per the latest Government Norms / Motor Vehicles Act as applicable |
| 7 | Experience for Open Recruitment | Should have at least 03 years of driving experience in a Central/ State Government Departments or Any Central/ State Government Academic/ Research Institutions/ Autonomous Organizations/ PSUs etc. |
| 8 | Period of probation if any | 2 Years |
| 9 | Method of Recruitment whether by Open recruitment | Open Recruitment. |
| 10 | Composition of Open Recruitment Committee | (i) Director - Chairperson (ii) Concerned Area Chair/CAO (iii) Relevant Administrative Experts/ govt. Transport Authority (iv) Scheduled Caste/ Scheduled Tribe Representative. -One |
| 11 | Job Responsibilities | (i) To attend driver duty of Director's vehicle or any other vehicle as and when required. (ii) To attend any other vehicle as allocated by Director's Office. |

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| 1 | Name of the Post | Attendant – Peon |
| 2 | Number of posts | One |
| 3 | Classification | Group C |
| 4 | Scale of Pay | Rs. 18,000-56,900, Level I as per 7 th CPC |
| 5 | Age limits for open recruits | 35 Years. |
| 6 | Education Qualification required for open recruits | Higher Secondary(10+2) with 60% marks. |
| 7 | Experience for open Recruitment | Desirable Experience: Minimum 02 years relevant experience as Office Attendant / Peon /MTS in an office of a Central or State Government /Autonomous or Statutory Organization. |
| 8 | Period of probation if any | 2 Years |
| 9 | Method of Recruitment . | Open Recruitment |
| 10 | Composition of Open Recruitment Committee | (i) Director/Director's Nominee-In Chair (ii) Concerned Area Chair/CAO (iii) Relevant Administrative Experts (iv) Scheduled Caste/ Scheduled Tribe Representative-One |

Non-Teaching Post

Technical

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| 1 | Name of the Post | Assistant Engineer |
| 2 | Number of posts | One |
| 3 | Classification | Group A |
| 4 | Scale of Pay | Rs. 56100-177500 at level 10 of 7 th CPC |
| 5 | Age limits for open recruits Age limit for Promotion | Preferably below 45 years Not Applicable |
| 6 | Education Qualification required for open recruits | Bachelor Degree in Civil Engineering from a recognized University/Institute with at least 55% marks. Master's Degree in Civil Engineering is preferable |
| 7 | Experience for Open Recruitment | Minimum 10 years' of relevant experience at appropriate level out of which 08 years' should be as Junior Engineer (at level 6 of 7 th CPC) in Government/public sector/autonomous body etc. /private sector company of repute with appropriate experience and equivalent salary. |
| 8 | Period of probation if any | 2 Years |
| 9 | Method of Recruitment whether by open recruitment or by deputation | Open Recruitment/Deputation |
| 10 | Composition of Open Recruitment Committee | (i) Director-Chairperson (ii) Board of Governors Member-One (iii) Relevant Administrative Experts (Senior in the position than the post advertised) or Professor-One to Two (iv) Scheduled Caste or Scheduled Tribe Representative.-One |
| 11 | Job Responsibilities | <p>Job Responsibilities</p> <p>(i) To ensure proper tendering procedures, documentation related to construction activity, maintenance and overseeing the execution of all the project-related tasks/works from time to time;</p> <p>(ii) To oversee and take care of the construction process and activity of all proposed institute buildings & fixtures and ensure strict adherence to construction specifications & safety standards and all statutory/mandatory compliances;</p> <p>(iii) To maintain close liaison with the Project</p> |

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| | | <p>Management Committee (PMC), Building and Works Committee (BWC), Project Consultant and other agencies related to development of campus;</p> <p>(iv) Should have knowledge of CPWD rules / manual.</p> <p>(v) Any other work that may be assigned by the Competent Authority from time to time.</p> |
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| 1 | Name of the Post | System Analyst |
| 2 | Number of posts | One |
| 3 | Classification | Group A |
| 4 | Scale of Pay | Rs. 56100-177500 at level 7 of 7 th CPC |
| 5 | Age limits for direct recruits | Preferably below 45 years |
| 6 | Education Qualification required for direct recruits | Master's Degree in Computer Applications (MCA)/ Master's in Computer Science / Information Technology from a recognized University/Institute with at least 60% marks. |
| 7 | Experience for Open Recruitment | Minimum experience of 10 years in relevant field of Programming/Information System/ Maintaining systems & IT Network Administration in a Government Office/ PSU/ Statutory Body/ Central/State Government Organizations/Universities/Autonomous bodies/Centrally Funded Institutions/ Private Higher Education Institutes of national repute/ renowned corporate firms, out of which at least 8 years' experience at appropriate level and equivalent salary. |
| 8 | Period of probation if any | 2 Years |
| 9 | Method of Recruitment whether by Open recruitment or by deputation . | Open Recruitment/Deputation |
| 10 | Composition of Open Recruitment Committee | (i) Director – Chairperson (ii) Board of Governors Member-One (iii) Relevant Administrative Experts (Senior in the position than the post advertised) or Professor-One to Two (iv) Scheduled Caste or Scheduled Tribe Representative. -One |
| 11 | Job Responsibilities | (i) To ensure compliance with data integrity and security policies; (ii) To verify and ensure correctness of data wherever necessary; (iii) To ensure proper implementation and maintenance of IT Infrastructure. (iv) To coordinate with all institutional stakeholders (students, faculty, admin etc.) and government agencies (like NKN etc.) in order to ensure smooth functioning of IT services. (v) To provide advice and recommendations on improvements in methods, systems and procedures related to IT setups. (vi) To maintain and upkeep the Institutional website as per GIGW norms of Government of India. (vii) To coordinate the procurement of IT Equipment & allied infrastructure. (viii) Any other task assigned by the Institute from time to time. |

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| 1 | Name of the Post | Lab Assistant (IT) |
| 2 | Number of posts | One |
| 3 | Classification | Group B |
| 4 | Scale of Pay | Rs. 35400 – 112400 at level 6 of 7 th CPC |
| 5 | (i) Age limits for open recruits (ii) Age limit for Promotion | (i) Preferably below 35 years. (ii) Not Applicable |
| 6 | Education Qualification required for open recruits | Bachelor Degree in IT or Computer Applications/Computer Science with at least 55% marks or equivalent from any recognized University/ Institute. |
| 7 | Experience for Open Recruitment | Should have At least 6 years' relevant experience preferably in the Educational Institute at level 4 of 7 th CPC. |
| 8 | Period of probation if any | 2 Years |
| 9 | Method of Recruitment whether by open | Open Recruitment. |
| 10 | Composition of Open Recruitment Committee | (i) Director - Chairperson (ii) Concerned Area Chair/CAO (iii) Relevant Administrative Experts (iv) Scheduled Caste/ Scheduled Tribe Representative. -One |
| 11 | Job Responsibilities | <p>Job Responsibilities</p> <p>(i) To be responsible for handling computer Lab, repairs and maintenance of computers, computer peripherals and replacement;</p> <p>(ii) To maintain the IT infrastructure in Class Rooms, Exam Halls, Auditorium and Computer Lab;</p> <p>(iii) To handle Audio-Visual equipment's of the Institute;</p> <p>(iv) To keep record of the IT Infrastructure, computer peripherals, audio visual equipment's and IT related assets;</p> |

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| | | (v) Any other task assigned by the Competent Authority from time to time. |
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| 1 | Name of the Post | Junior Engineer (Civil) |
| 2 | Number of posts | One |
| 3 | Classification | Group B |
| 4 | Scale of Pay | Rs. 35400 – 112400 at level 6 of 7 th CPC |
| 5 | (i) Age limits for open recruits (ii) Age limit for promotee | (i) 35 years. (ii) Not Applicable |
| 6 | Education Qualification required for open recruits | Bachelor's Degree in Civil Engineering from a recognized University/Institute with at least 55% marks. Master's Degree in Civil Engineering Preferable |
| 7 | Experience for Open Recruitment | A minimum of 06 years of relevant experience in reputed companies, preferably in construction companies / Educational Institutes preferably in campus construction. |
| 8 | Period of probation if any | 2 Years |
| 9 | Method of Recruitment whether by Open recruitment or by promotion | Open recruitment |
| 10 | Composition of Open Recruitment Committee | (i) Director - Chairperson (ii) Concerned Area Chair/CAO (iii) Relevant Administrative Experts (iv) Scheduled Caste/ Scheduled Tribe Representative. -One |
| 11 | Job Responsibilities | <p>Job Responsibilities</p> <p>(i) To ensure proper tendering procedures, documentation related to construction activity and overseeing the execution of all the project-related tasks/works from time to time;</p> <p>(ii) To oversee and take care of the construction process and activity of all proposed institute buildings & fixtures and ensure strict adherence to construction specifications, safety standards and all statutory/mandatory compliances;</p> <p>(iii) To maintain close liaison with the Project Management Committee (PMC), Project Consultant and other agencies;</p> <p>(iv) Any other work that may be assigned by the competent authority</p> |

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| 1 | Name of the Post | Junior Engineer (Electrical) |
| 2 | Number of posts | One |
| 3 | Classification | Group B |
| 4 | Scale of Pay | Rs. 35400-112400 at level 6 of 7 th CPC |
| 5 | I. Age limits for open recruits II. Age limit for promotee | I. Preferably below 35 years. II. Not Applicable |
| 6 | Education Qualification required for open recruits | Bachelor's Degree in Electrical Engineering from a recognized University/Institute with at least 55% marks. |
| 7 | Experience for Open Recruitment | A minimum of 06 years' work experience in the relevant field at appropriate level, preferably in construction companies of repute /Educational Institute preferably in campus construction. |
| 8 | Period of probation if any | 2 Years |
| 9 | Method of Recruitment | By Open Recruitment. |
| 10 | Composition of Open Recruitment Committee | (i) Director – Chairperson (ii) Concerned Area Chair/CAO (iii) Relevant Expert (iv) Scheduled Caste/ Scheduled Tribe Representative. -One |
| 11 | Job Responsibilities | <p>Job Responsibilities</p> <p>(i) To ensure proper tendering procedures, documentation related to electrical work and overseeing the execution of all the electrical-related tasks/works from time to time;</p> <p>(ii) To oversee and take care of the maintenance of large Electrical/Mechanical Works, Project process and activity of all proposed institute buildings & fixtures and ensure strict adherence to electrical specifications, safety standards and all statutory/mandatory compliances;</p> <p>(iii) To ensure maintenance of Refrigeration and Air-conditioning maintenance/ Testing/ Industry/plant/etc. iv)</p> <p>(iv) To maintain close liaison with the Project Management Committee (PMC), Project Consultant and other agencies related to</p> |

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| | | <p>electrical work; and</p> <p>(v) Any other work that may be assigned by the Competent Authority. Junior Engineer (Electrical) will report to the Assistant Engineer and/or any other Official authorized by Director.</p> |
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Section-4

Terms & Conditions of Service of staff

Chapter 1

Permanent staff of the Institute shall be governed by the following terms and conditions, namely: -

1. Service and conduct of the employees shall be governed by the act, statues, regulations and rules of the Institute.
2. Every appointment shall be subject to the conditions that the appointee is certified as being in sound health by a registered medical practitioner.
3. All the appointments to posts in the Institute shall ordinarily be made on probation for a period of two years after which the appointee may be confirmed subject to satisfactory performance.
4. If a staff member appointed on fixed term contract following the mode of recruitment prescribed in Regulation 6.3 if subsequently placed on regular scale, then the period of service under the fixed term contract would be counted towards probation.
5. During the probation period of two years, which may be extended or curtailed at the discretion of the Competent Authority but the total period of extension of probation shall not, except where it is necessary by reasons of any departmental or legal proceedings pending against you, exceed one year. During the period of probation, you may be required to undergo such training and to pass such tests as the Competent Authority may prescribe from time to time. At the end of probation, you will be confirmed on the basis of your performance review.
 - a. During the period of probation, the employee will be liable to be discharged from service at any time without any notice,
 - i. if On the basis of the performance or conduct, the employee is considered unsuitable for further retention in service, or
 - ii. otherwise found ineligible or unsuitable for being retained in the service.
 - b. During the probation period, appointment may be terminated at any time by one-month notice given by either side namely the appointee or the appointing authority without assigning any reason. The Institute, however, reserves the right of terminating your services forthwith or before the expiry of the stipulated period of the notice by making payment of a sum equivalent to the pay and allowances for the period of the notice or the un-expired portion thereof.
6. During the period of probation, the service of staff may be terminated on a month's notice or on payment of a month's salary in lieu thereof without any cause being assigned.
7. During the period of probation, a staff member may resign by giving a month's notice or on payment of a month's salary in lieu thereof.

8. The Director shall have the power to extend the period of probation of any staff of the Institute for such periods as may be found necessary but not exceeding two years in the aggregate.
9. If the service of a staff member is not terminated during the probation period and he is neither confirmed during or at the end of the probation period nor the probation is formally extended, the staff member shall be deemed to have completed satisfactorily the period of probation.
10. The Director shall have the discretion to appoint staff initially on contract against regular post and subsequently regularize the service subject to satisfactory performance. The period of contract service, if immediately followed by regularized service, shall also be taken in to account for the purpose of reckoning the eligible service for open selection / promotion in the Institute subsequently.
11. The Director shall have the power to remove a staff member from the services of the Institute by giving the staff member three months' notice or on payment of three months' salary in lieu thereof, on medical / economy grounds.
12. The Director shall have the power to appoint consultants, Advisor or Officer on special duty in specialist areas on contract up to 3 years, may be extended up to another 2 years with the approval of the Board of Governors. The appointments shall carry only lump sum salary.
13. The terms of appointment provide for termination by a notice on either side of one months for regular faculty, staff including on probation. If any employee desires to be relieved, prior to the completion of the notice period, he/she will be required to pay to the Institute an amount equal to his/her salary and allowances for the full notice period. However, in case of faculty and other academic personnel if the notice period expires in the middle of an academic term, they will be relieved only at the end of the academic term, he/she will be required to pay to the Institute an amount equivalent to his/her salary and allowances for the full academic term. Notwithstanding the above, the institute may terminate service of any employee in the interest of the Institute. Unless waived in part or in full by the appointing authority.
14. The staff of the Institute may resign by giving the appointing authority three months' notice, provided that the appointing authority may, for sufficient reasons, either reduce this period or call upon the staff concerned to continue till the end of the academic session in which the notice is received.
15. The age of superannuation for staff members shall be as follows.

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| a. Faculty members | 65 |
| b. Librarian | 62 |
| c. All other categories of staff members | 60 |

The age of superannuation would be subject to change by the Board of Governors from time to time.

16. All persons holding posts falling under the category of “faculty members” may also be considered for re-employment as “faculty member” beyond 65 years and up to the age of 70 years depending upon the requirements of the Institute and after a screening procedure at about the time the person reaches the age of 65 years.
17. All persons holding posts falling under the category of “academic staff”, (Administrative staff)”, and “ (Technical staff)” may be employed on contract for a maximum period of five years beyond 60 years, against vacant posts, if such posts are not filled up by regular candidates.
18. Appointments made by way of fixed term contracts may also be provided accommodation on the campus if they agree for HRA deduction and to pay the license fee and other charges for the accommodation.
19. In case a fixed term contract appointment gets converted into a regular appointment the continuity of service will be reckoned from the date of commencement of appointment on contract basis.
20. Staff members may accept invitations to serve as members of committees established by the Central / State Government, universities, educational bodies, companies, government agencies, industrial bodies, other organizations, etc. subject to the approval of the Director.
21. Staff members may accept invitations to serve as members of Board of Governors of Directors and Governing Bodies of companies and other organizations subject to the approval of the Director.
22. **Constitution of pension, insurance and provident funds for the benefits of the academic, administrative, technical and other staff.** -The academic, administrative, technical and other staff shall be governed in accordance with the prevailing Government rules regarding pension, insurance and provident funds, and as amended from time to time.

Chapter 2

Retirement and Resignation

1. RETIREMENT

- a) The age prescribed for retirement on superannuation is 65 years for faculty 62 years for librarian (academic Non-teaching) and 60 years for the permanent non-teaching employees of IIM Sirmaur.
- b) Retirement is effective from the afternoon of the last day of the month in which age of superannuation is attained.
- c) *Exception:* An employee whose birth date is the first of the month shall retire on the afternoon of the last day of the preceding month.
- d) The day of retirement on superannuation will be deemed as a working day.
- e) In case of premature/voluntary retirement, the day of retirement will be treated as a 'non-working day'; in all other cases it will be a working day.
- f) *Relinquishment of charge on a Holiday:* An employee retiring on superannuation should formally relinquish charge of office on the afternoon of that day itself even if it happens to be closed holiday. The cash, stores, etc., may be made over by the retiring officer on the close of the previous working day. The actual relinquishment of charge of office shall be made in the prescribed form on the last day of service for which the physical presence of the officer in the office need not be insisted.
- g) *Regulation of claims to pension or family pension:* Any claim for CPF/Pension/Gratuity/NPS/Family Pension benefits will be regulated on the basis of the rules in force on the date on which the employee ceases to be in service due to retirement or death.
- h) *Employment after retirement under a Foreign Government:* A pensioner, who immediately before his retirement was a Group A employee should not accept any employment under any Government outside India without the prior sanction of the IIM Sirmaur. No pension is payable during the period of such appointment accepted without prior permission or for a longer period as may be ordered by the IIM Sirmaur.

Period counted as a qualifying service

- Qualifying service of an employee commences from the date he/she takes charge of the post to which he/she is first appointed in a permanent capacity. Temporary service followed by confirmation without interruption will also qualify.
- All kinds of leave with leave salary
- Extraordinary leave on medical certificate and extraordinary leave without medical certificate granted due to inability of the employee to join/re-join duty on account of civil commotion or for prosecuting higher technical and scientific studies. This period automatically counts as qualifying service without and express sanction for this purpose
- Service on probation followed by confirmation
- Suspension followed by minor penalty

Period counted as a non-qualifying service

- Service rendered before attaining the age of 18 years.
- Service as Apprentice.
- Unauthorized absence treated as '*dies non*'.

- Overstay on leave/joining time not regularized as leave with leave salary.
- Extraordinary Leave without medical certificate other than extraordinary leave on medical certificate and extraordinary leave without medical certificate granted due to inability of the employee to join/rejoin duty on account of civil commotion or for prosecuting higher technical and scientific studies.
- Suspension followed by major penalty, if the reinstating authority does not order that it shall count as qualifying service.

2. RESIGNATIONS

Employees of the IIM Sirmaur may resign from the IIM Sirmaur as per the provisions contained in their appointment letter. While the IIM Sirmaur would be interested to settle all the outstanding dues, as early as possible, no outstanding dues will be settled unless a properly endorsed clearance form is submitted by the employee concerned.

Retirement benefit to permanently absorbed employee:

When an employee of an organisation under the control of the Government of India is permanently absorbed at IIM Sirmaur the past service will count for retirement benefits at IIM Sirmaur provided the transfer is certified to be in the public interest and also subject to the following conditions:

- (a) The transfer is made with the consent of parent institution;
- (b) The IIM Sirmaur shall be the sole judge to decide as to whether the absorption is in the public interest or not;
- (c) The parent institution pays the capitalised value of pension and gratuity in respect of past service of the employee in that institution to IIM Sirmaur at the time of his permanent absorption; and

TECHNICAL RESIGNATION

1. The resignation is treated as a technical formality where an Employees has applied through proper channel for a post in the same or some other Department, and is on selection, required to resign from the previous post for administrative reasons. The resignation will be treated as technical resignation if these conditions are met, even if the Employees has not mentioned the word "Technical" while submitting his resignation. The benefit of past service, if otherwise admissible under rules, may be given in such cases. Resignation in other cases including where competent authority has not allowed the Employees to forward the application through proper channel will not be treated as a technical resignation and benefit of past service will not be admissible. Also, no question of benefit of a resignation being treated as a technical resignation arises in case of it being from a post held on ad hoc basis.
2. This benefit is also admissible to the Employees who have applied before joining the Institute and on that account the application was not routed through proper channel. The benefit of past service is allowed in such cases subject to the fulfilment of the following conditions: -

- a. the Employees should intimate the details of such application immediately on her joining;
 - b. the Employees at the time of resignation should specifically make a request, indicating that he/she is resigning to take up another appointment under Government for which he/she had applied before joining the Government service;
 - c. the authority accepting the resignation should satisfy itself that had the employee been in service on the date of application for the post mentioned by the employee, her application would have been forwarded through proper channel.
- 3. In case of Technical Resignation, it is very much important that both Government Organisations/ Institutes, one which is relieving the Employees and another which is accepting the Employees, accepts in writing that Employees' resignation is a Technical Resignation and necessary respective amount calculated under various heads needs to be transferred from relieving organisation to receiving organisation.**
- 4. Carry forward of Leave benefits:**
- a. Technical resignation shall not result in the lapse of leave to the credit of the Employees. The balance of unutilised CCL as well as all other leaves of the kind due & admissible will be carried forward. If leaves are merely transferred and not encashed by the Employees, then relieving Institute may have to deposit amount equivalent to the leave encashment.
 - b. In case of permanent absorption in PSUs/ Autonomous Bodies/ State Government etc., the Employees shall be granted cash equivalent of leave salary in respect of EL & HPL at his credit subject to overall limit of 300 days.
 - c. A Employees taking up an appointment in a Central public enterprise will be entitled to encashment of earned leave to his credit at the time of acceptance of his resignation from Institute service, subject to a limit of 180 days. Half pay leave will stand forfeited.
- 5. Carry forward of LTC:** Entitlement to LTC may be carried forward in case of a Employees who joins another post after having submitted Technical Resignation. In case of a Employees who resigns within 8 years of his appointment and joins another post in the Government after Technical Resignation, Employees will be treated as a fresh recruit for a period of 8 years from the date of his initial appointment under Government. Thus, if a Employees joins another Department after serving in the Institute for 4 years, he will be treated as a fresh recruit for 4 years in the new Department.
- 6. Protection of Pay and Increment:** In cases of appointment of a Employees to another post in Government on acceptance of technical resignation, the protection of pay is given. Thus, if the pay fixed in the new post is less than his pay in the post he holds substantively, he will draw the presumptive pay of the post he holds substantively. Past service rendered by such a Employees is taken into account for reckoning of the minimum period for grant of annual increment in the new post/ service/ cadre.
- 7. Gratuity:** The appropriate Gratuity amount to be transferred by the relieving organisation to the receiving organisation.

8. **Seniority:** On technical resignation seniority in the post held by the Employees on substantive basis continues to be protected. However, in case of a Employees deciding to re-join his substantive post, the period spent in the another Department which he had joined after submitting his technical resignation will not count for minimum qualifying service for promotion in the higher post.
9. **New Pension Scheme (NPS):** In case of 'Technical Resignation' of Employees covered under National Pension System (NPS), the balance standing to their Personal Retirement Account (PRA) along-with their PRAN, will be carried forward to the new office.

Chapter - 3

Contract Appointment Rules

1. The Rules shall apply to teaching and non-teaching contract appointments.
2. The appointing Authority for the purpose of contract appointment shall be the Director.
3. The person selected for a post under these rule shall be governed, in all respects, throughout his/her tenure, by these Rules, conduct rules and the rules/orders issued by IIM Sirmaur from time to time.
4. The period of contract shall be as specified in the order of appointment.
5. The appointee shall work as per the directive of the Director /Faculty/Officer/Authorities under whom he/she may be placed from time to time.
6. The appointee under these Rules shall devote his/her whole time to the duties assigned to him/her and shall not be allowed to take up assignment elsewhere unless appointed specifically as part time contract employee.
7. The Service of the appointee under these Rules may be terminated:
 - (i) By either party without notice at the end of the first year or on the completion of the contract period; OR
 - (ii) By giving thirty days' notice in writing at any time during service by either party without assigning any reason; OR in lieu of any notice period by giving one month's salary by either party.
8. If the appointee under these Rules is required to travel for Institute work, he/she shall be entitled to allowances as per the rules in force in the Institute as applicable to his/her equivalent/comparable grade.
9. In respect of any matter for which no specific provision has been made under these Rules, the applicability shall be final.
10. Appointments made under these rules except for the following category of appointees (10.1 to 10.4) may not be extended for a further period on completion of the contract period under normal circumstances.
 - (i) All Teaching /Visiting Faculty appointees
 - (ii) Consultants, Retainers
 - (iii) Superannuated personnel engaged on term appointment
 - (iv) Project Staff for a fixed term appointment
11. A Whole-time appointee under these Rules, will be eligible to the following facilities/benefits:
 - a. Earned Leave, at the rate of two and half days for each completed months service,
 - b. Eight days casual Leave per year
 - c. Two days restricted holidays,
 - d. Medical facilities as per the Institute's policy,
 - e. Canteen and Institute transport facilities as per the Institute policy

Chapter - 4

Faculty Work Norms Policy for IIM Sirmaur

[Revised as per suggestions offered in the 13th - 14th Academic Council]

1. The faculty work norms are proposed to be defined in terms of equivalent teaching hours as per the trends at other similar institutions. The effective period for achieving the work norms will be aligned with the financial calendar i.e., 1st April to 31st March. A faculty is expected to complete 180 hours of workload in an academic year.
2. The proposed break-up of annual workload is as follows.

Table A1: Breakup of Annual Faculty Work Norms

| Teaching (a) | Research (b) | Institutional Activity (c) | Total Equivalent Teaching hours (Total hours) |
|-----------------|-----------------|-------------------------------|---|
| 135 hours | 25 hours | 20 hours | 180 hours*# |

* Proportional hours for a new faculty who joins before September 30 in a particular year.

Faculty who joins on or after 30th September, norms can be relaxed for that academic year.

3. At the end of academic year, extra hours against the defined work norms in the respective category (teaching/ research/ institution building) and in total hours shall be compensated as per the honorarium/ monetary reward applicable in the respective category or carried forward to the next academic year in the respective work norm category. Similarly, the shortfall in work norms can be met in the next year by doing extra hours. Overall, an average of 180 hours is to be achieved over a block of three years.
4. The work norms as defined in this document override the work hours described in the research policy (IIMS/SC/323/2022 dated Nov. 16, 2022) for various journal categories.
5. This policy is envisaging a change in academic year from July-June to April-March. During the transition period, it is assumed that faculty has taught whole teaching load as per previous work norms policy (office order: IIMS/Personnel/673/2020 dated Feb 04, 2020) during July'2022 to March'2023.
6. Because of extra-ordinary situations, if few session/exam of a course get spilled over beyond the end of academic year, these shall still be counted as load of the year during which the course started and majority of teaching was executed.
7. This work norm policy may be reviewed periodically to maintain its currency.
8. Described below are detailed notes under each category of annual workload norms.

A. Teaching Norms

- I. A faculty should deliver a minimum of 135 hours of teaching in an academic year from regular programs (MBA/ MBA-TM, EMBA, Ph.D/ ePhD and/or similar programmes of at least one year duration). The respective academic area shall ensure justifiable distribution of teaching load across programs, though priority will be given to core courses of full-time academic programs.

- II. In case the required minimum teaching hours are not deliverable, a deficit of up to 15 teaching hours can be compensated from research and/or institutional activity hours.
- III. Faculty can claim honorariums against teaching hours beyond 135 hours achieved through regular academic programs if and only if the faculty has delivered the required minimum hours with respect to institutional building activity and research. In case, a faculty could not deliver the required minimum institutional activity hours, the deficit shall be adjusted with the excess teaching hours before releasing the honorarium for extra teaching hours. The teaching honorarium shall be processed at the approved per-hour rate applicable for the regular academic programs of the institute.
- IV. For the Faculty of Practice tracks, no waivers are admissible in the institutional activity hours or research hours and all such faculty need to complete the required work norms as per the breakup defined above.
- V. Additionally, teaching norms can be met through CIS/ Dissertation guidance of MBA students as per the following:
 - Course of Independent Study: 10 hours if ≥ 3 students, else 5 hours
 - Dissertation work at IIM Sirmaur: 20 hours if ≥ 3 students, else 10 hours

The maximum allowable hours for CIS/Dissertation are 20 hours, beyond which any such engagements will be considered voluntary.

- VI. The maximum allowable teaching hours across all regular academic programs in a year is 180 hours, beyond which any teaching engagement will be considered voluntary.

B. Research Activity Norms

- I. After drawing equivalence with the teaching hours, the committee also proposes new work hours for published research as per the following.

Table A2: Research Publication Category and Equivalent Hours for Work Norms

| Category of paper | Work hours as per research policy (IIMS/SC/323/2022 dated Nov. 16, 2022) | Proposed hour equivalents (for Work Norms) | Incentive (INR) |
|--|--|--|-----------------|
| FT50 | 240 | 200 | 1,500,000 |
| ABDC- A*/ ABS 4*/ ABS 4 | 200 | 160 | 1,200,000 |
| ABDC-A/ ABS 3 | 160 | 106.66 | 800,000 |
| ABDC-B/ ABS 2 | 80 | 53.33 | 400,000 |
| Harvard/ Ivey/ Emerald case with teaching note | 50 | 13.33 | 100,000 |
| Scopus indexed paper | 50 | 13.33 | Nil |

Note:

- a. Any research work published in a journal outlet that is not covered in the above categories of ABDC/ ABS list, but has an Impact Factor (IF) as defined in the

Journal Citation Reports (JCR) published by Clarivate (earlier known as Thomson ISI), the following hour equivalents are defined but without any monetary incentives.

IF \geq 4: 160 hours; IF 3 – 3.99: 106.66 hours.
 IF 2 – 2.99 hours: 53.33 hours; IF < 2: 13.33 hours

- b. The number of hours equivalent of a published work will continue to be divided by number of authors.
 - c. For research incentives, 1 hour = INR 7500 (or fraction thereof)
- II. In addition to work hours defined for various categories of publication above, the following additional categories (see Table A3) are proposed for claiming research hours to fulfill work norms. The hours shall be shared equally among all contributors.

Table A3: New Categories of Scholarly Contributions

| Category | Work hours |
|---|-----------------------------|
| Textbook (first edition only) | 30 hours |
| Edited Book/ One Book Chapter | 10 hours (maximum 20 hours) |
| Conference Paper Presentation | 10 hours (maximum 20 hours) |
| Patent Published | 15 Hours |
| Externally funded research projects (on completion) | |
| < INR 100, 000 | 10 hours |
| INR 100,000 – 500, 000 | 15 hours |
| > INR 500, 000 | 20 hours |

- III. Rewards for publications will be processed only after achieving the required minimum research hours and required total work hours' as per the breakup defined above in Table A1 in an academic year.
- IV. Research hours more than the norm can be utilized to meet any deficit in the institutional activity hours, and/or deficit of 15 teaching hours. The remaining hours shall be rewarded financially as per the above norms (Table A2, A3) at the end of academic year with the condition that claimed research contribution with IIM Sirmaur affiliation is published (print/ online) in the respective academic year only.
- V. Additionally, research hours can be met through guidance of PhD Thesis (of only internal PhD candidates)

TAC Chair: 10 hours per candidate per year (on a pro-rata basis)
 TAC member: 5 hours per candidate per year (on a pro-rata basis)

The maximum allowable hours for Ph.D. guidance are 20 per year. Beyond this, PhD guidance will be considered voluntary.

- VI. As outlined in research policy, the maximum research incentives claimable after meeting the norms is INR 15,00,000 [except for FT50 publication].

C. Institutional Activity Norms

Equivalent hours for administrative positions/responsibilities are as below:

| | |
|---|-----------------------------|
| Dean/ Associate Dean | 60 hours |
| Chair MBA; Chair Placements | 45 hours |
| Chairs (MBATM, Ph.D., Admissions, CMDP/LDP) | 30 hours |
| Chair / Convener, any other Committee | 15 hours |
| IIM Sirmaur Conference Convener | 15 hours |
| Member of any committee | 10 hours [maximum 20 hours] |

- I. In case a faculty could not deliver the required institutional activity hours, the deficit in the institutional activity hours can be compensated using the excess teaching/research hours.
- II. A faculty can also compensate the excess institutional activity hours with the deficit teaching hours of up to 15 hours only in line with point A-II of teaching norms. However, faculty holding key administrative positions (Chair-MBA, Chair Placements) for the entire academic year can compensate additional 15 hours. The leftover institutional activity hours after fulfilling the total work norms shall be financially rewarded at the rate of the per-hour prevailing teaching honorarium applicable in the regular academic programs of the institute.
- III. There are no hours equivalent defined for any ad-hoc committee constituted (by competent authority) to finish a specific but smaller task. Such professional activities are considered voluntary support to the institution.
- IV. Maximum institutional building activity hours are capped at 60 hours per year.

Chapter - 5

Faculty Development and Research

1. The Board of Governors has approved 'Faculty Development Allowance' (FDA) of Rs.1,00,000/- (One Lakh) per annum (financial year) to all the faculty members of the institute who hold an appointment of one year or more.

A faculty member can use this allowance to:

- purchase books, cases and Stationery;
- subscribe to journals;
- purchase periodicals including newspapers and magazines;
- Xerox relevant materials for academic purposes;
- pay required fees for submission of articles to journals; pay fees for membership of professional bodies;
- purchase software;
- purchase electronic presentation systems including computers, computer peripherals and computer consumables.
- purchase communication/internet-related equipment (such as a modem, mobile, laptop and telephone);
- pay for rentals or usage charges for telephone / internet /mobile;
- travel and other related expenses for professional development such as writing cases, writing books, editing books/volumes, giving and attending lectures/seminars, discussion with research colleagues or professionals in other academic institutions or other organizations and data collection, etc.

1. This allowance is payable in the form of reimbursement against receipts/bills;
2. For items not covered under the above categories, Director's special prior permission would be necessary to claim under the faculty development allowance;
3. The balance amount from the current year will be carried forward to the next year for a maximum period of three years;
4. To be able to purchase a costly item, which exceeds the current balance, an advance up to one year's entitlement can be used. Such an advance would be adjusted in the following year;
5. A faculty member who retires or resigns will be entitled to FDA on a pro-rata basis;

6. For reimbursement of expenses, rentals or usage charges for telephone / internet /mobile faculty members are requested to claim reimbursement four times in a financial year, once after every quarter. The reimbursement request should accompany copies of the bills where partial reimbursements have already been received from the Institute based on monthly /bimonthly bills (currently, this limit is Rs.1200/- per month).
7. The faculty members who joined the Institute before May 31, 2022, will be coming under new guidelines w.e.f FY 2023-24. Those who joined after the above date should be entitled to FDA on a pro-rata basis in the FY 2022-23.

2. Updated Research Policy (effective from October 12, 2022)

Presented to Academic Council on: September 12, 2022

Approved by BoG on: October 11, 2022

Research is fundamental to the core values of IIM Sirmaur. The aim of this research policy is to develop the knowledge, insights, tools and techniques that would shape the future of managerial practice and directly influence the content and focus of the Institute's educational and training programmes. With the aim of IIM Sirmaur to be recognized as a research-driven management institute, a comprehensive research strategy has been put in place to focus on quality rather than quantity of research output. There are several ways to encourage research, in addition to providing faculty with a conducive academic environment, high quality infrastructure, library support and database facilities. Such support not only encourages faculty to publish in high-quality journals, but also enables the Institute to recruit promising young faculty with high research potential who might otherwise prefer a competitor institution. IIM Sirmaur gives research support to faculty members under various categories as follows:

- An annual Faculty Development Allowance is provided to each faculty member for attendance at national and international conferences and other research-related travel.
- IIM Sirmaur invites academic experts for lectures and research seminars so that the faculty and students are able to interact with visiting scholars of prominent business schools around the world.
- The Doctoral Programme and Research (DPR) Committees has been established to prioritize and give direction to the research carried out at the Institute. The DPR Committee has the responsibility of implementing the research strategy and monitoring it to improve the Institute's rankings. The Committee may co-opt additional members. Final decision on any aspect not covered in this policy will be taken by the Director in consultation with the DPR Committee. Administrative support will be provided by the DPR Office. Besides the above support, IIM

Sirmaur also proposes research support to the faculty under various categories as follows:

1. Research Seminar Series

A fortnightly Brown Bag Seminar Series is proposed as a research seminar series that gives an opportunity for faculty members to present working papers to their colleagues to get internal feedback. The presentation of research work may be done either by an internal or an external faculty member. For these, a research presentation will need to be a work that has not yet been published, so the author(s) can benefit from constructive feedback. The presentation may be of roughly 45-minute duration, and it is desirable that there be a designated discussant for each such presentation. Research ideas could be presented here. Sometimes researchers from other peer institutions may be invited to present their work at these seminars.

2. Conference and flagship journal

IIM Sirmaur should try to host at least one conference annually, either by itself or in partnership with an academic society with possibility of publication in a reputed journal. Approximately, Rs. 10 lakhs may be budgeted to host this conference on an annual basis, some of which may be recoverable through registration fees and sponsorships by the corporate sector.

Further, the Institute may consider launching a peer-reviewed journal to publish high-quality research by scholars within India and abroad. A reputed academic could be invited to serve as the founding editor, while faculty members could serve as members of the Editorial Board of Governors and the Review Committee.

3. Collaboration with scholars of repute

Academic research is a fundamentally collaborative exercise that requires cross-pollination of ideas between people working in similar as well as allied but separate fields. While collaborators can be Institute colleagues, at times such collaborators can come from other institutions, including foreign academic institutions of international repute. The Institute encourages faculty exchanges wherein a faculty member may spend a semester at a reputed research-focused international university. This practice would help them in improving their research capabilities, in building their research networks and in pursuing ongoing research projects. To facilitate such exchanges, the following are being proposed.

a) Visit to other institutions for short-to-medium duration (3 – 6 months):

Upon invitation from a collaborator in another institution for a short visit (not exceeding a time-period of 3 months) to an institution to facilitate working on joint projects, a faculty member may approach the DPR Committee for temporary release from teaching activities during the trimester. In addition, to facilitate such visits, funds from FDA may be used by the faculty member. Beyond this, the faculty may look to secure funds from external sources, or to the host institution to offer financial remuneration in lieu of teaching or other relevant activities. Similarly, such money may also be used to facilitate visit by collaborators to IIM Sirmaur. Faculty may also look to additionally avail funding from a hosting institute by other means (e.g., teaching a short course).

b) Visit to other institutions for very short durations to present ongoing work (not exceeding a week):

Sometimes, visits to other institutes can happen because a faculty member may be invited to present a paper in a high-quality partner educational institution (including international). In cases where the partner institution may not be willing to bear the expenses of the faculty visit, the concerned faculty member may use funds from FDA. In these cases, expressions of interest are to be presented to the DPR Committee. Simultaneously, the proposed academic paper will have to be presented at the Brown Bag Seminar Series.

4. Support to Research Centers

The hallmark of good research institutions is to create specialized teams of researchers to undertake important academic research on issues of importance to industry and policymakers. Such activities are facilitated by creation of research centers that seek to partner with industry and the government. Such research centers can facilitate focused research and bring in additional funds from industry and government bodies via sponsored projects. They may involve students and research assistants and look to become self-sustaining over a period of time.

The proposals for centers should be sent to the DPR Committee with research themes that the center wants to pursue with a detailed plan as to how the Centre will raise money for its activities by tying up with industry and government bodies. From

its end, the Institute may consider a one-time approval of Rs 5 lakhs as seed money for such a center.

5. Monetary Incentives for publications in high-quality peer-reviewed journals

The research objective of IIM Sirmaur is not just to increase the quantity of research but to ensure its impact. Publication in predatory and paid journals is to be avoided at all costs by researchers at the Institute. Research quality must be recognized by peers in each field and research must appear in peer-reviewed journals having both a theoretical and a practitioner orientation. There are a small number of journals that are recognized worldwide as examples of excellence within the business and management fields. Their high status is acknowledged by their inclusion as world-leading journals in a number of well-regarded international journal quality lists. It is proposed that IIM Sirmaur follow the Financial Times (FT-50), Australian Business Dean's Council (ABDC) and Association of Business Schools (ABS) research journal rankings for monetary incentives for the full-time faculty. It is proposed to incorporate a pyramid structure for journal classification. Journals in the FT-50 category publish the most original and best-executed research. These journals typically have high submission and low acceptance rates and papers are heavily refereed. Journals in the ABDC A*/ABS 4*/4 categories generally have very high citation impact rates within their field. Journals in ABDC A/ ABS 3 category publish original research and are highly regarded. These journals typically have good submission rates but are very selective publications. Their citation impact rates are relatively higher than others in their field. This journal classification will help faculty members target high-quality journals and motivate them to publish papers in top-category journals, raising the research output of the Institute. The following is the monetary compensation proposed for journal publications:

| Journal category | Incentive (Rs) |
|------------------------|----------------|
| FT-50 | 15,00,000 |
| ABDC A*/ ABS 4*/ ABS 4 | 12,00,000 |
| ABDC A/ ABS 3 | 8,00,000 |
| ABDC B/ ABS 2 | 4,00,000 |

5.1 Additional conditions:

The monetary incentive will be subject to the following conditions:

- Affiliation must mention “**Indian Institute of Management Sirmaur**”.
- The publication must be listed as a Scopus-indexed journal.
- Payment will be made on producing proof of acceptance and publication.
- The incentive amount will be divided equally by the number of authors.
- The maximum cap of incentives from all publications for any faculty member will be Rs 15 lakhs in any given year. However, this cap will not be applicable for publications in FT-50 journals.
- The monetary incentive will be given on the basis of the ranking of the journal on the date that the paper appears as online publication. For instance, a faculty submits a paper to a journal which is ranked A in ABDC. However, when the paper is published, the journal may either be upgraded to A* or downgraded to B. In this case, the faculty may receive incentive as per the rank at the time of publication, i.e. A* or B. In case the journal was earlier a B, and now has been delisted from ABDC, the faculty will not receive any incentive. However, if a journal is a new inclusion in the ABDC list after a paper has been published, but did not satisfy any of the above criteria when it was submitted, the faculty will receive the incentive as per the ranking on the date of online publication of the paper.
- In case of any discrepancy between journal classifications of ABDC and ABS rankings, ABDC ranking will prevail.

- For a case study published by HBS/Ivey/Emerald Publication along with teaching note, the monetary incentive will be Rs 1,00,000, divided equally by the number of authors. For a case study published in a journal, it will not be treated as a journal publication but as a case study for which appropriate work hours may be given.
- Only when work norm requirements have been fulfilled for a given year, a faculty member can claim monetary incentives for research. If a faculty member faces a shortfall in terms of work norm requirements, then research hours can be used to fulfill work hours and monetary compensation will be reduced proportionately. The number of hours will be divided by the number of authors. The hours proposed for research work are as follows:

| Journal category | Work hours |
|---|-------------------|
| FT-50 | 240 |
| ABDC A*/ ABS 4*/ ABS 4 | 200 |
| ABDC A/ ABS 3 | 160 |
| ABDC B/ ABS 2 | 80 |
| HBS/Ivey/Emerald Publication for case studies along with TN | 50 |

For example, if a faculty member has published a paper with another author in ABDC A* category journal, then the faculty member can claim Rs 6 lakhs for the paper. However, if the faculty member has a shortfall of 50 hours in the work norms requirement, then out of the 100 hours ($1/2 \times 200$), 50 hours will be used for completing the work norm requirements. The faculty member will then receive monetary compensation proportionately for the remaining 50 hours which will amount to Rs 3 lakhs ($1/2 \times 6$ lakhs).

- For ABDC B/ ABS 2 journal, if the number of authors is 4, then the amount of incentive will be reduced by Rs 2 lakhs and if the number of authors is more than 4, then the monetary incentive will be reduced by Rs 3 lakhs.
- As regards publications in journals not present in the ABDC/ABS journal list, work hours can be claimed on the basis of ISI Thomson Scientifics' Impact Factor (IF) for publications that appear on the Scopus journal list:

IF \geq 4: 200 hours; IF 3-3.99: 160 hours; IF 2-2.99: 80 hours. For any other publication in a Scopus-indexed journal, 50 work hours can be claimed towards work norm requirements. The number of work hours will be divided by the number of authors.

- If a research paper is published by IIMS faculty member and IIMS student, only the faculty member can claim the incentive amount.

6. Internally funded research projects

| Types of projects | Deliverables |
|--|--|
| 1. Case-writing projects | A case for use in teaching with a teaching note, to be published in a reputed journal or repository |
| 2. Course-development projects | A new course |
| 3. Preparatory work leading to a full-fledged research project – literature review; test questionnaire and other preliminary research activities | <ul style="list-style-type: none"> • A full-fledged research project proposal leading to Category II research project • In the absence of it, a Working Paper or a monograph |
| 4. Theoretical research projects | At least one Working Paper/ monograph. It is expected that the publication will be published in a quality journal/conference proceedings |
| 5. Research projects based primarily on secondary data | At least one Working Paper/monograph. It is expected that the publication will be published in a quality journal/conference proceedings |

Internally funded research projects may be classified into two categories: Category I and Category II.

6.1 Category I Research Projects

These are in the nature of short term and seed money type projects.

Types of projects and deliverables:

Eligibility: All full- time faculty members and all full-time visiting faculty members including those under probation.

Budget: Maximum Rs 1 lakh

Time: Usually one year, or till the end of the current contract, whichever is earlier.

Types of expenditure permissible:

1. Research assistance
2. Field expenses, including payment to investigators
3. Data sets, books and subscriptions relevant to the project
4. Fixed assets relevant to the project
5. Communication
6. Photocopying
7. Stationery
8. Domestic travel including air travel at economy fare
9. Local conveyance in the places of work
10. Accommodation and food outside Sirmour in India as per Institute rules
11. Contingency (maximum 10% of the total budget) to cover other expenses.

Review process:

- Proposals are required to be submitted in a standard format. The proposal should include:
 - ✓ Introduction
 - ✓ Project Objectives
 - ✓ Methodology
 - ✓ Deliverables – there should be a clear statement
 - ✓ Budget – there should be a clear justification
 - ✓ Time frame
 - ✓ Bibliography wherever applicable

The proposal may be in sufficient details to enable the reviewer to evaluate the proposal.

- Proposal will be evaluated by the DPR Committee. If necessary, the applicant may be asked to revise the proposal.
- Ordinarily it may not take more than a month for the proposal to be evaluated.
- The project is approved by Director on the basis of the recommendation of the DPR Committee.
- After the completion of the project, it may be reviewed by an internal faculty member to be chosen by the DPR Committee. The reviewer may evaluate the outcome of the project in the
- light of the project proposal, particularly the deliverables promised. Such feedback (together with the response, if any, of the project principal investigator) will be an input in sanctioning the next project.

6.2 Category II Research Projects

Type of projects:

These are research projects where more resources are necessary compared to Category I research projects.

Deliverables: The deliverables may be a publication in at least ABDC B category journal or a case study with HBS/Ivey/Emerald.

Eligibility: Same as for Category I projects

Budget: More than Rs 1 lakh, but subject to maximum limit of Rs 5 Lakhs.

Time: Usually not more than three years, or the end of the current contract, whichever is earlier.

Types of expenditure permissible:

1. Research assistance.
2. Research collaboration – the project may provide for costs (including domestic economy air travel, accommodation/food, conveyance) of visits of collaborators from other institutes / universities. The proposal shall have complete details of the collaborator (s), nature of their involvement, whether they get any funding from any other source, affiliation of the collaborator etc.,
3. Field expenses, including payment to investigators
4. Data sets, books and subscriptions relevant to the project
5. Computer hardware and software relevant to the project
6. Any other fixed assets relevant to the project
7. Communication
8. Photocopying
9. Stationery
10. Travel including air travel at economy fare for domestic travel
11. Local conveyance in the places of work
12. Accommodation and food outside Sirmaur in India as per Institute rules.
13. Contingency (maximum 10% of the total budget) to cover other expenses.

Review process:

- Proposals are required to be submitted in a standard format. The proposal should include:
 1. Introduction
 2. Project Objectives

3. Methodology
 4. Deliverables – there should be a clear statement
 5. Budget – there should be a clear justification
 6. Time frame
 7. Bibliography wherever applicable
- The proposal will be reviewed by an external expert. The applicant may submit a list of five names. The expert may be chosen by the DPR Committee, but not necessarily from this list. The expert may be paid an honorarium which may be revised from time to time as recommended by the DPR Committee and approved by the Director. The current rate may be Rs 5,000 per review.
 - The applicant may be asked to revise the proposal in the light of the reviewer's comments.

 - The proposal will be evaluated by the DPR Committee in the light of the external reviewer's report.
 - Ordinarily it may not take more than three months for the proposal to be evaluated.
 - The project is approved by the Director on the basis of the recommendations of the DPR Committee.
 - A Project Review Committee may be constituted for the project. The committee will consist of one of the members of the DPR Committee, one other internal faculty member and one external expert to be chosen by the DPR Committee. The project principal investigator will submit six-monthly progress reports. The review committee will review the progress in the light of these reports and will meet at least once every year. The project principal investigator will be required to act on the feedback provided. In case of poor progress, the project may be closed prematurely.

 - After the completion of the project, it may be reviewed by an external expert to be chosen by the DPR Committee. The reviewer may evaluate the outcome of the project in the light of the project proposal, particularly the deliverables promised. Such feedback (together with the response, if any, of the project principal investigator) will be an input in sanctioning the next project. The external expert may be paid an honorarium.

6.3 Additional conditions

The following conditions are applicable to both Category-I and Category-II research projects:

1. Fixed assets (including books) purchased under the research grant can be used by the faculty members during the term of the grant. After the project is closed, the fixed assets need to be returned by the principal investigator to the DPR Office which will maintain records and custody of such assets. The DPR Office will identify fixed assets at the time of the grant approval with inputs from the accounts department.
2. Books purchased under the grant will be catalogued by the Library and issued to the principal investigator for the project duration. After the project closure, books need to be returned by the principal investigator to the Library. Faculty members

can either purchase books directly or request the library to arrange for their purchase. It is recommended that books be purchased through the Library to make use of purchase discounts available to the Institute. To clarify, expenditure for books will be met from the approved research grant and not from the Library budget.

3. If any individual (Students, Research Scholar and External Person) is to be engaged on a payment basis, then the engagement shall be as per rules of the institute. IIM Sirmaur PhD students can be hired as research assistants subject to the following conditions:
 - a. The PhD student should have identified the TAC Chairperson
 - b. The TAC Chairperson should permit the student to take up such research assistantship. If the student's TAC Chairperson is one of the investigators of the project, then the student's area should give the permission
 - c. The student should not undertake more than 15 hours of such activities (including teaching assistantship, research assistantship, etc.) per week
 - d. The honorarium for research assistantship will be Rs. 250 per hour.
4. At any given point of time, a faculty member may undertake only one research project either in Category I or in Category II in her/his name and further projects may be assigned only on satisfactory completion of the project already undertaken.
5. If a faculty member leaves during the pendency of a project, he/she will have to close all pending projects prior to leaving.
6. If there are more than one faculty members in a project, then the team has to nominate one faculty member amongst them as the principal investigator and the project limits will apply to her/him.
7. Funding from IIM Sirmaur should be duly acknowledged in the research output document.

7. Externally funded research projects

Faculty members are encouraged to take up externally funded research projects. Any such project effectively enhances the funding position of the Institute and contributes to the research objectives.

7.1 Ordinary cases

- Funds may be handled by the institute with a Work Order (W.O.) issued and the necessary expenses debited to this W.O. Accounts Office may prepare the expenditure statement within a reasonable period of time.
- Overheads and institute's share:
 - (i) Where no faculty fees are involved, the overheads may be 10% of the total budget - this may be the Institute norm for externally funded research projects. But in cases where the sponsors insist, the provision for overheads may be waived or the rate accordingly fixed as approved by Director on the basis of the recommendation of MDP Chairperson.
 - (ii) Where faculty fees are involved, the fees may be treated as a consultancy income and Institute rules regarding sharing will apply. For the remaining expenses, the overhead norm may be 10% of such expenses as mentioned in (i) above.

- Institute rules will apply except where funding is specifically provided by the sponsors and these are mentioned in the approved W.O. - for example, per diem/hotel expenses at rates higher than what are provided in the case of internally funded projects.
- The question of intellectual property rights (IPRs) may be mutually decided on a case-by-case basis.
- Faculty members may participate in such projects as approved by the Director. Proposals may be submitted to Director through MDP Chairperson.

7.2 Special cases:

- If the sponsors/funding agencies insist:
 - ✓ The contract may be signed by the concerned faculty member(s).
 - ✓ The research expenses may be reimbursed directly to the concerned faculty member(s).
 - ✓ But if any faculty fees are paid, then as mentioned above, this will be treated as a consultancy income and Institute rules regarding sharing will apply.

Externally funded collaborative research project

Faculty members are also encouraged to take up externally funded collaborative research projects, particularly in cases of large projects exceeding Rs 5 lakhs.

- Institute may partly fund such projects up to the limit of Rs 5 lakhs. The relevant rules for Category II projects will be applicable here.
- Where no funding from Institute is involved, the relevant rules for externally funded projects as discussed above will be applicable.

Appendix 1 – Conference Calendar

| | Procedures | Tentative Schedule |
|---|--|---------------------------|
| 1 | Finalization of conference committee | October/November |
| 2 | Advertisement of conference | December |
| 3 | Deadline of extended abstract | January |
| 4 | Review of extended abstract | Mid-January |
| 5 | Notification to short-listed abstracts | End-January |
| 6 | Deadline of full paper | February |
| 7 | Early bird registration | Mid-March |
| 8 | Conference proceedings soft-copy | End-March |
| 9 | Conference | End-April |

Chapter – 6

Non – Teaching Performance Appraisal

Performance appraisal is an objective annual assessment of the work and conduct of an employee. The appraisal information serves as an important criterion/input for the declaration of completion of probation, confirmation, and other decision linked to incentivizing and increments provide to employees. The appraisal process should be conducted every year for the period covered by the financial year from 1st April to 31st march. The appraisal process may begin at the end of the financial year so as to complete the process within three months.

All categories of staff in Group A, B and C shall be covered under the annual performance appraisal. The appraisal process will start with the employees' self-evaluation, followed by the reporting officer/supervisor evaluation and finally the reviewing officer (an officer next superior to the reporting officer) will review the form and provide his/her remarks on the evaluation. The appraisal process may also include a peer/co-worker evaluation for a multi-faceted feedback.

Chapter – 7

Training & Development

Training programme shall be categorized as:

Induction Training:

Induction for newly recruited employee shall cover detail overview of IIM Sirmaur and all departments, as appropriate.

General

Personnel Department will ensure the full details of the training programme for the employee as well as concerned Chairperson well before the commencement of the programme. Re-training may be organised, in consultation with the concerned Chairperson for employees whose performance in the training programme is found to be below average.

Training Report/ Summary:

Personnel Department shall maintain records of all the training programmes organised which will have information on topics covered, training methodology, list of participant's employees. Wherever appropriate feedback report and evaluation of participants shall also be maintained.

Section 5
Benefits & Allowances
Chapter 1

Leave and Vacation

1. Leave cannot be claimed as a matter of right and when the exigencies of the Institute so require, discretion to refuse or revoke leave of any description is reserved with the sanctioning authority.
2. Vacation Staff: Faculty members are categorized as vacation staff. Director and all other staff are categorized as Non-vacation staff.
3. The leave sanctioning authority for various categories of staff is as under:

| <u>Category</u> | <u>Sanctioning Authority</u> |
|-----------------|--|
| Director | Self- sanction authority for casual leave, restricted holidays, half –pay leave, commuted leave & earned leave. Chairman of the Board of Directors for maternity / paternity leave and leave without pay. |
| Group A | Director |
| Group B&C | Chief Administrative Officer/Officer authorized by Director |

4. For all non-teaching staff, the following types of leave are admissible:
 - Casual leave
 - Restricted holidays
 - Earned leave
 - Maternity leave
 - Paternity leave
 - Half-pay leave
 - Commuted leave
 - Study leave
 - Leave without pay
 - Compensatory Off

Such types of leave would be governed by the relevant leave rules of Government or approved by Board of Governors.

5. For faculty the following types of leave are admissible:

- Casual leave
- Restricted holidays
- Vacation leave
- Earned leave
- Maternity leave
- Paternity leave
- Leave without pay
- Study leave
- Sabbatical leave

6. For “faculty members”, casual leave, restricted holidays, maternity leave, paternity leave and leave without pay would be governed by the relevant leave rules of Government or approved by Board of Governors.

7. Academic vacation for “faculty members”

- (i) Faculty members are entitled to vacation during the academic year.
- (ii) The academic year for consideration of vacation would be from 1st June to 31st May every year or declared by the Director.
- (iii) For every academic year, a faculty member is entitled to 60 days of vacation.
- (iv) For a Faculty member who is in the employment of the Institute for part of the academic year, the vacation would be calculated on pro rata basis. To illustrate: An academic staff member joined duty on September 1st, 2019. During the academic year 2019-2020 (defined as the period from June 1st, 2019 to May 31st 2020 ;), he would be entitled to $(60 \times 273 / 365 = 44.876$ rounded to) 45 days.
- (v) The total 60 days is available during two windows: (1) 45 days anytime during the Summer Window as declared; (2) 15 days anytime during the Second Window from June 1st to 31st March.
- (vi) A Faculty member can avail vacation during these two windows.
- (vii) During a window, it is not necessary for a faculty member to avail the vacation in one single stretch; vacation may be availed in parts, however, the dates of which the academic staff member plans to avail of his vacation should be intimated to the office of the Director before the vacation. After joining the duties, the exact period (from-----to -----) for which the vacation was actually availed should be informed to personnel section for recording in the service book.
- (viii) Holidays, Saturdays and Sundays which are either prefixed or suffixed to the vacation period would not be counted in calculating the period of vacation but falling within the vacation period will be counted as vacation.

- (ix) The un-availed vacation due to prevention of faculty from availing vacation during the academic year would result in earned leave credit of (vacation entitled- vacation availed)/2, calculated as per Government Vacation Leave rules.
- (x) Prior intimation/ approval of Director is required to avail the vacation.
- (xi) A Faculty member may avail vacation only when it does not affect his or her commitments to the Institute.

8. Earned leave for faculty members

- (i) For faculty members, earned leave of 10 days in a calendar year (credited in advance at five days on the 1st of January and 1st of July in a year) is admissible.

9. Sabbatical leave for faculty members

- (i) The following norms will be followed for the grant of sabbatical leave to the faculty.
 - ✓ A minimum of six years of continuous service as faculty is essential.
 - ✓ Sabbatical leave can be availed only twice during the entire service with the institute.
 - ✓ On each occasion of availing the sabbatical leave, the maximum period of sabbatical leave will be one year inclusive of vacation.
- (ii) The sabbatical leave may be granted for any one of the following purpose:
 - To conduct research
 - To write text books or other related works
 - Any other purposes as approved by the Institute
- (iii) The grant of sabbatical leave would not be automatic but the Institute will consider various other aspects before approval of the grant sabbatical leave.
- (iv) A faculty member on sabbatical leave would be entitled to draw pay and allowances from the Institute as if he is on duty.
- (v) A faculty member while on sabbatical leave should not accept any other employment outside.
- (vi) A faculty member on sabbatical leave at IIM Sirmaur will be allowed to use the office and be given reasonable secretarial help.
- (vii) If a faculty member on sabbatical leave desires to participate on a limited basis in teaching programmes he may be allowed to do so without giving him any additional honorarium. Such teaching involvement would, however, be minimal.
- (viii) If a faculty member while on sabbatical leave may accept invitations to serve as members of committees and serve as members of Board of Governors of directors & governing bodies.

- (ix) A faculty member is not allowed to undertake consultancy assignments while on sabbatical leave.

10. Study leave for faculty members

- (i) When a faculty member applies for study leave to pursue further study / fellowship/ exchange/programme/ training, and it is considered that the study or training will serve the interest of the institute, the faculty member may be granted study leave.
- (ii) The Institute will not ordinarily pay for the travel in connection with the study.
- (iii) Study leave will not be debited to leave account of the staff.
- (iv) The leave salary during study leave will be as decided by the Director.
- (v) The total period of the leave so sanctioned should not normally exceed twelve months.
- (vi) Study leave may be granted only if the staff has rendered more than three year's continuous service. This condition may be relaxed in special circumstances and a shorter period, in no case less than two years, may be accepted as minimum qualifying service.
- (vii) Study Leave may be taken in combination with earned leave.
- A faculty member who avails study leave, sabbatical or any other long leave other than casual leave and earned leave is required to produce documents/ certificates related to his/her relieving from the host organizations.
 - Ordinarily, leave (except casual leave) will not be granted to faculty members and academic staff during teaching terms except on medical grounds or other unavoidable exigencies.

11. Compensatory Leave

Group B & C Staff are entitled to compensatory off against working on Holidays and Sundays. The pre-approval from department head is required for such working and same should be submitted to Personnel Department. These leaves can be consumed within 90 days from the working days otherwise will lapse.

Chapter - 2

Other Allowances and Benefits

- 1 The following allowances shall be admissible to all categories of regular staff and staff on contract as per the contract agreement of the Institute:
 - Leave travel concession
 - Travelling allowance
 - Children's Education Allowance
 - New Pension scheme
 - Medical Allowance
 - Any other allowance which may be granted by the Central Government from time to time as approved by the Board of Governors, provided that for persons appointed on the basis of fixed term contracts by a specific agreement, the above would be applicable only to extent mentioned in the letter of appointment/ contract.
2. The rates of these allowances shall be same as applicable to Central Government employee.
3. For all employees of the Institute other than the Director, the approving/ sanctioning authority for tour/ leave travel concession will be the Director. The Director shall also be the sanctioning authority if any additional travelling allowance or travel by a highest class than the entitled class needed to be performed due to exigencies of situation.
4. Director may self- approve/ sanction his domestic official tours.
5. For the overseas official tours of the Director, the sanctioning authority shall be the Chairman. Director shall have the full power to grant higher rates and make exceptions in the case of travelling allowances, if in his opinion, keeping the exigencies of the Institute / staff member in mind, circumstances warrant the same.

Chapter - 3

Medical Benefits

3.1 Applicability

These medical rules would apply to all staff of the Institute & their dependents, including the staff (and their dependents) engaged on contract.

3.2 Out-patient treatment

The Institute shall grant an Annual Medical Allowance of Rs. 30,000/-per year instead of reimbursement of medical expenses except Hospitalization.

3.3 In-Patient Treatment

The Institute shall provide Group Health Insurance (Medical Policy) for employees of IIM Sirmaur, including for the employees on contract. The Institute shall pay the annual premium for the employees.

The Institute has introduced Group Mediclaim Policy for its employees with a coverage of Rs. 5,00,000/- per employee and his/her dependent family members (dependent family members is as per CGHS, Government of India Scheme). The employees can approach for cash-less treatment in the listed hospitals under the Mediclaim policy.

3.4 The Institute has its own Dispensary with a medical officer (on part time basis) and nursing staff (full time) for consultation and treatment.

Chapter - 4

Reimbursement of Relocation expenses

- 1.1 Faculty and Staff members of the Institute would be entitled for reimbursement of charges on transportation of personal effects on joining the institute.
- 1.2 Faculty and staff members who would like to claim relocation reimbursement of charges on transportation of personal effects may submit their request with required documents.
- 1.3 The entitlements for claiming reimbursement of charges on transportation of personal effects are as follows:
- A composite transfer grants equal to one month's Basic Pay (Band Pay+ Grade Pay) (Not admissible if no change of residence is involved even where the distance between the two stations is more than 20 kms.);
 - Actual fares for self and family for journey by rail/ steamer/air (by shortest route);
 - Cost of transportation of personal effects from residence to residence; and
 - Cost of transportation of conveyance possessed by the employee shall be as below subject to production of original bills:

| Level | Reimbursement |
|--------------|---------------------------------------|
| 6 and above | 1 motor car etc. motor cycle/ scooter |
| 5 and below | 1 motor cycle/ bicycle |

- 1.4 All others rules on TA/DA of Central Government shall be followed.
- 1.5 Staff members, appointed on contract would be eligible for reimbursement of relocation expenses if the same is provided for in the letter of appointment / contract.

Chapter 5

Reimbursement of Telephone Charge

I. Eligibility

| Sl. No. | Pay Level in Pay Matrix | Limit of reimbursement exclusive of taxes |
|---------|-------------------------|---|
| 1. | Above Level 14A | Rs. 2,250/-per month |
| 2. | Level 12 – 14 A | Rs. 1,200/- per month |
| 3. | Level 10 - 11 | Rs.1,000/-per month |

1.1 Terms & Conditions

- a. The amount will be reimbursed within the prescribed ceiling or actual whichever is lower on submission of bill/ receipt by the concerned officer. There will not be any separate ceilings for landline /mobile/broad-band.
- b. The amount reimbursable will cover landline and/ or mobile connection-post-paid/prepaid.
- c. Officers are at liberty to choose the service provider and avail any options for payment within the maximum monetary ceiling.
- d. It will also include broadband facility or such facilities through which data, voice or image is transferred.
- e. No instruments would be provided by the office.

Chapter – 6

TA / DA and per diem Allowance

1. Travelling Allowance & Daily Allowance:

Travelling Allowance (TA) and Daily Allowance (DA) will be provided to the employees as per the Government of India, Ministry of Finance, Department of Expenditure OM No. 19030/1/2017-E.IV dated July 13, 2017.

2. Per Diem Allowance for International Travel and Conference:

- i) reimbursement of expenses related to registration fee
- ii) reimbursement of round trip travel as per entitlement
- iii) reimbursement of visa expenses
- iv) Per Diem allowance are as below:
 - a) For participation in international conference and attending official meetings abroad with prior approval of the Director, the per diem allowance would be fixed at US\$275.00. These rates would be inclusive of boarding, lodging, taxi charges, conveyance charges, incidental expenses and other expenses, etc.
 - b) In situations where hospitality provided by the host institution or client organization, the traveling employee will be eligible for US\$100 for which no supporting documents would be required.
 - c) In case of Director the per diem allowance would be US\$700 as approved by the Board of Governors.

Chapter - 7

LTC Entitlement

LTC Rules will be as per Government of India Rules

In addition to the above the following guidelines shall be followed for booking of Air Travel Tickets for Official tours and availing of LTC:

1. Booking of Air Travel Tickets

(a) In view of the disinvestment of Air India by the government, booking of air travel tickets should be done only through the following authorized agents, M/s Balmer and Lawrie Ltd, M/s Ashok Travels and Tours, and M/s Indian Railway Catering and Tourism Corporation.

(b) Our institute has engaged M/s Balmer and Lawrie Ltd. to book the air travel tickets on behalf of our institute. (Name – Mr. Sunandra Bisht, Email – ddn.ticketing@balmerlawrie.com)

(c) After approval of tour programme by the competent authority, details on booking of air travel must be forwarded to the logistics section (Name – Mr. Anshuman Kumar Das, Email – logistic@iimsirmaur.ac.in, Phone – 9654196841, Extn – 344) to book the air tickets.

(d) Alternatively, the employees can also book the air travel tickets digitally through the Self Booking Tool/Online portal of any of these agencies.

(e) In such a case, employees must register their official email id with these 3 agencies, to book the air travel tickets digitally through the above detailed modes. (Para 1d)

(f) In case of unavoidable circumstances, where the booking of air tickets is done through SBTs/unauthorized travel agent website, approval of the Director – IIM Sirmaur shall be required for relaxation.

2. Choice of flights

(a) Employees who are booking air travel tickets on their own, are to choose flight having the Best Available Fare on their entitled travel class which is the cheapest fare available, preferable for Non-stop flight in a given slot at the time of booking:

· On the day of travel in the desired time slot of following time band: 00.00 to 03.00, 03.00 to 06.00, 06.00 to 09.00, 09.00 to 12.00, 12.00 to 15.00, 15.00 to 18.00, 18.00 to 21.00, 21.00 to 24.00

- With provision of optimizing within a 10% upward verification in price, for convenience and comfort
- (b) Employees who are booking the tickets through our Institute, the logistics section will take care of the above requirements 2(a).

3. Booking of flight tickets for LTC:

- (a) The employees are encouraged to book air travel on LTC at least 21 days prior to the intended date of journey. For any booking within less than 21 days, a self-declaration justification should be provided by the concerned employee.
- (b) No extra luggage charges shall be paid on air tickets while availing LTC.

4. General/Miscellaneous

- (a) Any bookings made within less than 72 hours of intended travel on tour, will require the submission of self-declaration justification by the employee.
- (b) Employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel, will require submission of a self-declared justification by the employee.
- (c) Employees should preferably book only one ticket for each leg of intended travel. Holding of more than one ticket is not allowed. However, in case of special exigencies or exceptional circumstances, a maximum of two tickets for the alternative flights for different time slots may be booked for the same leg of travel with the declared justification for the same.
- (d) No Mileage points will be generated against official travel.
- (e) To confirm the performance of the journey only for tickets purchased under clause 1(d), a self-declaration should reach the Logistics section through email.

SECTION 6

Conduct & Disciplinary Matters

Chapter 1

Conduct Rules

- a. The provisions contained in this section shall apply to all employees of the Institute.
- b. Every employee shall, at all times, maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings,
- c. An employee should, at all times, be courteous in his dealings with other members of the staff, students and members of the public.
- d. Unless otherwise stated specifically in the terms of appointment, every employee is a whole time employee of the Institute and may be called upon to perform such duties, as may be assigned to him by the competent authority, beyond scheduled working hours and on closed holidays and Sundays.
- e. An employee shall be required to observe the scheduled hours of work during which he must be present at the place of his duty.
- f. Except for valid reasons and / or unforeseen contingencies, no employee shall be absent from duty without prior permission.
- g. Whenever leaving the station, an employee shall inform his superior officer the address where he would be available during the period of his absence from station.
- h. No employee shall take part in politics or be associated with any political party or political organization.
- i. No employee shall, except with the previous sanction of the competent authority, own wholly or in part, or conduct, or participate in the editing or managing of any newspaper or other periodical publications.
- j. No employee shall, except with the previous sanction of the competent authority, or any other authority empowered by it in this behalf, or in the *bona fide* discharge of his duties, participate in a radio / TV broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical / electronic media.
- k. Provided that no such sanction shall be required if such broadcast or such contribution is of a purely academic, research, literary, artistic or scientific character.
- l. No employee shall, except in accordance with any general or special order of the competent authority or in the performance, in good faith, of the duties assigned to

- him, communicate, directly or indirectly, any official document or information to any person to whom he is not authorized to communicate such document or information.
- m. An employee who is detained in police custody, whether on criminal charge or otherwise, for a period longer than forty-eight hours shall not join his / her duties in the Institute unless he / she has obtained written permission to that effect from the Director.
 - n. Every member of the staff shall, on first appointment in the Institute service, and thereafter at such intervals as may be prescribed by general or special orders of the competent authority, submit a statement of all immovable property owned, acquired or inherited by him or held by him on leases or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.
 - o. Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him, he must forward his case through proper channel, and shall not forward advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.
 - p. No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or of any other matter.
 - q. Any staff member who violates the provisions of this chapter is liable to face disciplinary action.
 - r. The decision of the Board of Governors on all questions relating to the interpretation of these provisions shall be final.

Chapter 2

Internal Complaints Committee

- I. IIM Sirmaur is committed to gender equality and strongly opposes any form of discrimination based on sex or sexual harassment at the workplace. IIM Sirmaur respects the right to equality and the right to work with dignity and equality as a basic human right. The Supreme Court of India, in a landmark judgment in August 1997 (*Vishaka & others vs. the State of Rajasthan & others*) clarified that every act of sexual harassment is a violation of 'Fundamental Rights' under Articles 14, 15, and 21 of the Constitution of India, and amounts to a violation of the "Right to Freedom" under Article 19 (1)(g) to "practice any profession or to carry out any occupation, trade or business".

On April 22, 2013, the Government enacted the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The Act makes it mandatory for every employer or responsible person to follow the guidelines laid down by the Court and to evolve a specific policy to combat sexual harassment at the workplace, including educational institutions. Following this, the Ministry of Women and Child Development, Government formulated the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 on December 9, 2013.

IIM Sirmaur is committed to uphold the Constitutional mandate ensuring the above mentioned human rights of all those who fall within its jurisdiction. Under the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, IIM Sirmaur has formed an Internal Complaints Committee as a grievance cell to address the issue of sexual harassment at the workplace and an appropriate policy guideline has been prepared to deal with this issue. The rules regarding the manner of inquiry and redressal are based on the provisions outlined in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013.

The role of the Complaints Committee shall be to prevent sexual harassment at IIM Sirmaur by arranging periodic workshops on gender sensitivity to inculcate a sense of gender equality and congenial atmosphere at the Institute. The

Committee shall generate awareness about the rights of employees by prominently notifying the guidelines in a suitable manner. In case there are complaints, the Committee shall maintain utmost confidentiality while taking cognizance of the complaint. The Committee shall conduct inquiry and recommend penal action against the respondent, if required.

1.1 Definition of Sexual Harassment

Sexual Harassment is defined as any unwelcome sexually determined behaviour. This includes sexually determined acts that are explicitly or implicitly made during the condition for employment, promotion, teaching, guidance, participation or evaluation of a woman's engagement in any IIM Sirmaur activity. Sexual harassment includes any one or more of the following unwelcome acts or behaviour, whether directly or by implication:

- physical contact or advance, or
- a demand or request for sexual favours, or
- making sexually coloured remarks, or
- showing pornography, or
- any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

This could include acts like stalking, sexually derogatory jokes, or sounds and non-verbal communication such as letters, e-mails, phone calls or SMSs or electronic posts etc.

'Aggrieved woman', in relation to a workplace, is defined as a woman of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent.

'Respondent' is defined as a person against whom an aggrieved woman has made a complaint.

No woman shall be subject to sexual harassment at the workplace. The following circumstance, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:

- implied or explicit promise of preferential treatment in her employment, or
- implied or explicit threat of detrimental treatment in her employment, or
- implied or explicit threat of her present and future employment status, or
- interference with her work or creating an intimidating or offensive or hostile work environment for her, or
- humiliating treatment likely to affect her health or safety.

1.2 Jurisdiction

The regulations and regulations outlined in the policy shall apply to all members of IIM Sirmaur that include students, academic staff and non-academic staff whether inside or outside the Institute campus. The policy guidelines shall apply to residents and outsiders that are defined as follows:

- Students include regular students, exchange students and executive education students.
- Academic staff includes anyone appointed to a teaching or research position whether full-time, part-time, temporary, ad-hoc, visiting, honorary, casual, project-based, on special duty or deputation.
- Non-academic staff includes all non-teaching staff, including workers on a contract or daily wages.
- Residents include any temporary or permanent resident living in any accommodation or premises of the Institute.
- Outsiders include persons other than members and residents of IIM Sirmaur, including persons offering transport, food, laundry, residential or any other facilities on the campus.

The workplace means all places of work and residence on the IIM Sirmaur campus. It includes all places of administration, instruction and research. It also includes facilities on campus such as hostel, health centre, sports arena, staff quarters, canteens, parks, streets and lanes. It also includes any place visited by the employee arising out of or during employment including the transportation provided by IIM Sirmaur for undertaking such journey.

1.3 Internal Complaints Committee

All members of the Internal Complaints Committee shall be nominated by the Director for a period of three years, provided that at least half the nominated members shall be women. To prevent any undue pressure from senior levels, such a Committee shall include an external member. One of the Committee members shall be appointed as Member-Secretary with the right to vote in case of a tie.

The composition of the Committee shall be as follows:

- a Chairperson who shall be a woman at a senior faculty level at the workplace,
- at least two faculty members preferably committed to the cause of women or have had experience in social work or have legal knowledge,
- a non-academic staff member,

- an external member from non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

The external member shall be paid an allowance per day as per the entitlement for holding the proceedings of the Internal Complaints Committee and travel allowance shall be given for economy class air ticket, three tier air conditioned class by train or air conditioned bus or taxi or auto rickshaw.

A complaint must be registered by the aggrieved woman in person in writing within three months from the date of the incident or three months from the date of the last incident in case of a series of incidents. Where the aggrieved woman is unable to make the complaint due to physical incapacity, the complaint may be filed by her relative, friend, co-worker, officer of the National Commission of Women or State Commission of Women, or any person who has knowledge about the incident with the written consent of the aggrieved woman. Where the aggrieved woman is dead, the complaint may be made by any person who has knowledge about the incident with the written consent of the legal heir. Anonymous complaints would not be entertained by the Committee for action.

The aggrieved woman shall submit six copies of the complaint to the Complaints Committee at the time of filing, along with supporting documents and the names and addresses of the witnesses. The Committee shall send one of the copies to the respondent within seven working days. The respondent shall file his reply along with his documents and names and addresses of witnesses within 10 working days from the receipt of the document.

For the purpose of making an enquiry, the Committee shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters:

- summoning and enforcing attendance of any person and examining under oath;
- requiring the discovery and production of documents;
- any other matter which may be prescribed.

On receiving a complaint, the Committee shall be obliged to take action and submit a report within a period of ninety days to the Director for further action. While conducting the inquiry, a minimum of three persons of the Complaints Committee including the Chairperson are required to be present. The manner of inquiry shall proceed as follows:

- All complaints submitted to any committee member shall be brought to the notice of the Chairperson and placed before a meeting of the Committee.
- Before initiating inquiry, the Committee may take steps for conciliation between the aggrieved woman and the respondent, at the request of the aggrieved. In case a settlement is agreed upon, then the Committee shall record the same and take no further action in the case. Provided that no monetary settlement shall be made a basis of conciliation.
- Where attempts at conciliation fail, the Committee shall establish a *prima facie* case of sexual harassment on the basis of the definition and jurisdiction outlined in this policy.
- Where the aggrieved woman informs the Committee that any term or condition of the settlement has not been complied with the respondent, the Committee shall proceed to make an enquiry into the complaint.
- During the enquiry, the aggrieved and the respondent shall be called separately so as to ensure that they are able to speak freely without fear of victimization or discrimination. Both the parties shall be given an opportunity to be heard and a copy of the findings shall be made available to both the parties.
- The Complaints Committee shall have the right to terminate inquiry proceedings or give *ex-parte* decision on the complaint if the complainant or the respondent fails without sufficient cause to present herself or himself for three consecutive hearings convened by the Chairperson, provided a 15-day advance written notice shall be given to the concerned party.
- The concerned parties shall not be allowed to bring in any legal practitioner to present their case before the proceedings of the Complaints Committee.
- If a Committee member is convicted for an offence or an inquiry into an offence is pending against him, or has been found guilty in any disciplinary proceedings or any disciplinary proceeding is pending against him, or has so abused his position as to render his continuance in office as prejudicial to the public interest, such member shall be removed from the Committee and the vacancy so created shall be filled by fresh nomination by the Director.

1.4 Redressal Mechanism

During the pendency of the enquiry, on a written request of the aggrieved woman, the Committee may recommend the Director to:

- ✓ transfer the aggrieved woman or the respondent to any other workplace, or
- ✓ grant leave to the aggrieved woman up to a period of three months, in addition to her leave entitlement, or
- ✓ restrain the respondent from reporting on the work performance of the aggrieved woman or writing her confidential report and assign the same to another person, or
- ✓ restrain the respondent from supervising any academic activity of the aggrieved woman, or
- ✓ provide redressal and assistance to the aggrieved woman in the form of psychological and emotional support, or
- ✓ grant such relief to the aggrieved woman as may be recommended.

Within ten days of completion of the inquiry, the Committee shall provide a report of its findings to the Director and the concerned parties.

If the Committee arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the Director:

- ✓ to take action for sexual harassment as a misconduct in accordance with the provisions of the service regulations applicable to the respondent;
- ✓ to deduct, notwithstanding anything in the service regulations applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or her legal heirs. Provided that it is not possible to make such deductions from the salary of the respondent due to absence from duty or cessation of employment, the respondent may be directed to pay such sum to the aggrieved woman.

Where the Complaints Committee arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the Director to take action including a written apology, warning, reprimand or censure, withholding of promotion, withholding of pay rise or increments, terminating the respondent from service or undergoing a counselling session or carrying out community service. The Director shall act upon the recommendation of the Committee within sixty days of its receipt by him. The Director shall take disciplinary action on the basis of recommendations of the Complaints Committee

under the relevant service regulations and the nature of the grievance. Non-adversarial actions could be considered in appropriate cases where the redressal could be verbal apology, verbal warning or promise of good behaviour. However, severe disciplinary action could depend on factors such as the nature and extent of injury caused to the victim, the impact on the Institution, position of the respondent in the power hierarchy and repetition of offence. The following are some of the redressal mechanisms that may be applied:

- ✓ in case of academic staff and non-academic staff of IIM Sirmaur, the disciplinary action can take the form of a Warning, Written Apology, Adverse Remarks in the Confidential Report, debarring from Supervisory duties, Denial of Committee memberships, Denial of re-employment, Stopping of increments/promotion, Demotion, Suspension, Dismissal or any other relevant action.
- ✓ in case of students, disciplinary action can be in the form of a Warning, Written Apology, debarring entry into hostel/campus, debarring from examinations, Suspension for a period of time, debarring from contesting elections, debarring from holding posts such as membership of Committees, Expulsion, Declaring the respondent as “persona non grata” for a specific period of time or any other relevant action.
- ✓ in case of harassment by a third party or outsider, IIM Sirmaur authorities shall initiate action by complaining to the relevant authorities.

Where the Complaints Committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made it knowing it to be false or produced forged or misleading document, it may recommend to the Director to take action against the complainant under the same provisions as actions against the respondent. Provided that the malicious intent on the part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before action is recommended. Where the Committee arrives at a conclusion that the aggrieved has been unable to substantiate a complaint or provide adequate proof, it need not attract action against the complainant. In such cases, the aggrieved woman shall have the right to appeal against the recommendation within a period of ninety days from the date of the recommendation.

Where the Committee arrives at a conclusion that during the inquiry any witness has provided false evidence or produced forged or misleading documents, the Committee may recommend to the Director to take action against the witness in accordance with the provisions of the service regulations applicable to the witness. Such a witness shall have the right to appeal against the recommendation within a period of ninety days from the date of the recommendation.

Notwithstanding anything in the Right to Information Act 2005, the content of the complaint, the identity and address of the aggrieved, respondent and witnesses, any information relating to the conciliation and inquiry procedure, recommendations of the Committee, and the action taken by the Director shall not be published, communicated or made available to the public, press and media in any manner. If any person entrusted with the duty to handle or deal with the complaint, inquiry, any recommendation or action to be taken, contravenes this confidentiality, he shall be liable for penalty of Rs.5000/-. Such a person shall have the right to appeal against the recommendation within a period of ninety days from the date of the recommendation.

However, any stakeholder has the right to know the number of such complaints in a time period and the number of complaints that have been addressed satisfactorily, without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman or witnesses. As such, the Complaints Committee shall prepare an Annual Report with the following details:

- Number of complaints of sexual harassment received in the year
- Number of complaints disposed during the year
- Number of cases pending for more than ninety days
- Number of workshops or awareness programmes against sexual harassment carried out
- Nature of action taken by the Director

IIM Sirmaur shall carry out awareness programmes and workshops to sensitize the faculty, staff and students about the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and declare the names and contact details of the members of the Complaints Committee.

1.5 Right to Appeal

The complainant or the respondent may appeal against the recommendation to the Director within a period of ninety days from the report filed by the Complaints

Committee. The Director shall take the appropriate course of action that may include constituting an ad-hoc committee to review the Committee's decision and provide its own recommendations within ninety days. The decision of the Director shall be binding.

Chapter 3

Disciplinary Regulations

The following authorities shall be the Disciplinary Authority / Appellate Authority:

| | Appointing Authority | Disciplinary Authority | Appellate Authority |
|---------------------------|-----------------------------|-------------------------------|--|
| Director | Board of Governors | Central Government | As specified by MHRD |
| Faculty | Director | Director | Appeal to the Chairman of the Board of Governors |
| Non-teaching Staff | Director | Director | Appeal to the Chairman of the Board of Governors |

The Disciplinary procedure detailed in Central Civil Services (Classification, Control and Appeals) Rules 1965 of Government shall apply to the staff of the Institute.

Chapter 4

Penalties

The following penalties which are based on the CCS (Conduct) Rules, 1964 and the amendments from time to time may (for good and sufficient reasons and as hereinafter provided) be imposed on any employee of the Institute:

Minor Penalties:

1. censure;
2. withholding of his promotion;
3. recovery from; his pay of the whole or part of any pecuniary loss caused by him to the Institute by negligence or breach of orders;
 - a. Reduction to a lower stage in the time scale of pay for a period not exceeding 3years without cumulative effect and not adversely affecting his pension.
 - b. Withholding of increments of pay.

Major Penalties:

- I. As provided for in Regulation 3(a) above, reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the employee of the Institute will earn increments of pay during the period of such Reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;
- II. Reduction to a lower time-scale of pay or post which shall ordinarily be a bar to the promotion of the employee to the time-scale of pay or post from which he was reduced, with or without further directions regarding conditions of restoration to the post from which the employee of the Institute was reduced and his seniority and pay on such Restoration to that post;
- III. (compulsory) Retirement;
- IV. Removal from service which shall not be disqualification for future employment under the Institute;
- V. Dismissal from service which shall ordinarily be a disqualification for future employment under the Institute.

The following shall not constitute a penalty within the meaning of this regulation.

1. Discharge of an employee for failure to pass any examination or test or a medical test prescribed for fresh appointment to any category of post; compulsory retirement of an employee in accordance with the provision relating to superannuation or retirement;
2. Compulsory retirement of an employee by following the provision relating to superannuation or retirement;

3. Termination of service or reversion to a lower category or post of an employee appointed or promoted on probation either during or at the end of the period of probation;
4. Discharge of an employee under regulation 19 or as a measure of retrenchment for want of vacancy;
5. Termination of service of an employee employed under a contract or agreement as per the terms of such contract or agreement or in the case of an employee appointed for a specific period, at the end of such period;
6. Reversion of an employee promoted from a lower post to a higher post to such lower post for want of vacancy;
7. On-promotion of an employee after consideration of his case for promotion; whether on a regular or Tenure Based Scaled Contract or on ad-hoc basis to a post to which he is eligible for being considered;
8. Replacement of the services of an employee whose services had been borrowed at the disposal of his parent organization.

Suspension:

The appointing authority or any authority to which it is subordinate or the disciplinary authority or any other authority empowered in that behalf by the Board of Governors, by general or special order, may place an employee under suspension:

1. where a disciplinary proceeding against an employee is contemplated or is pending
2. where in the opinion of the authority aforesaid, the employee has engaged himself in activities prejudicial to the interest of the security of the State; or
3. where a case against an employee in respect of any criminal offence is under investigation, inquiry or trial: Provided that, where the order of suspension is made by an authority lower than the appointing authority, such authority shall forthwith Report to the appointing authority the circumstances in which the order was made.
4. An employee shall be deemed to have been placed under suspension by order of appointing authority:
 - b) With effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours.
 - c) With effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent on such conviction.
5. An employee who is placed under suspension shall, during the period of such suspension, be paid a subsistence allowance at the following rate, namely:
 - a) Where the enquiry contemplated or pending is departmental the subsistence allowance shall, for the first ninety days from the date of suspension, be equal to one half of the basic wage, dearness allowance and other compensatory allowances to which the employee would have been entitled if he/she was on leave with salary. If the departmental enquiry

gets prolonged and the employee continues to be under suspension for a period exceeding ninety days, the subsistence allowance shall for such period be equal to three-fourths of such basic salary, dearness allowance and other compensatory allowance. Provided that where such enquiry is prolonged beyond ninety days for reasons directly attributable to the employees, the subsistence allowance shall, for the period exceeding ninety days, be reduced to one-fourth of such basic salary, dearness allowance and other compensatory allowances.

- b) Where the enquiry is by an outside agency or, as the case may be, where criminal proceedings against an employee are under investigation or trial, the subsistence allowance shall, for the first one hundred and eighty days from the date of suspension, be equal to one-half of his basic salary, dearness allowance and other compensatory allowances to which the employee would have been entitled to if he/she was on leave. If such enquiry or criminal proceeding gets prolonged and the employee continues to be under suspension for a period exceeding one hundred and eighty days, the subsistence allowance shall for such period be equal to three-fourths of such wage.

Provided that where such enquiry or criminal proceedings are prolonged beyond a period of one hundred and eighty days for reasons directly attributable to the employee the subsistence allowance shall, for the period exceeding one hundred and eighty days, be reduced to one-fourth of such salary.

Enquiry Proceedings:

1. In the enquiry, the employee shall be entitled to appear in person or to be represented by an employee of the Institute.
2. The proceedings of the enquiry shall be recorded in English. However, the Institute shall arrange for a Hindi or Gujarati translation of the proceedings at the request of the employee.
3. The proceedings of the enquiry shall generally be completed within three months: Provided that the period of three months may, for reasons to be recorded in writing, be extended by such further period as may be deemed necessary by the enquiry officer.
4. If on the conclusion of the enquiry or, as the case may be, of the criminal proceeding, the employee has been found guilty of the charges framed against him/her and it is considered, after giving the employee concerned a reasonable opportunity of making representation on the penalty proposed, that an order of dismissal or suspension or fine or stoppage of annual increment or reduction in rank would meet the ends of justice, the competent authority shall pass an order accordingly.

Provided that where an order imposing fine or stoppage of annual increment or reduction in rank is passed under this clause, the employee shall be deemed to have been on duty during the period of suspension and shall be entitled to the same emoluments as he/she

would have received if he/she had not been placed under suspension, after deducting the subsistence allowance paid to him/her for such period.

5. If on the conclusion of the enquiry, or as the case may be, of the criminal proceedings, the employee has been found to be not guilty of any of the charges framed against him/her, he/she shall be deemed to have been on duty during the period of suspension and shall be entitled to the same salary as he/she would have received if he/she had not been placed under suspension, after deducting the subsistence allowance paid to him/her for such period.
6. The payment of subsistence allowance under these rules shall be subject to the employee concerned not taking up any employment during the period of suspension.
7. In awarding punishment under this rule, the competent authority shall take into account the gravity of the misconduct, the previous record, if any, of the employee and any other extenuating or aggravating circumstances that may exist. A copy of the order passed by the competent authority shall be supplied to the employee concerned.
8. No order of discharge or dismissal shall be passed under the preceding rule unless the specific charges on which such order is to be passed, are framed against the person in writing, and given to the said person, so that he/she shall have reasonable opportunity to show cause why the proposed action should not be taken against him/her, and submitting an explanation in writing within such time as may be prescribed by the appointing authority; provided that the requirements may be waived if the facts on the basis of which action is to be taken, have been established in a court of law or where the person absconded remains absent without intimation for a period of not less than one month or where it is for any other reason impracticable to communicate with him/her. In every case where all or any of the requirements of this rule are waived, the reasons for so doing shall be recorded in writing.

Appeals:

An employee who has been discharged or dismissed shall have a right to appeal against any order passed against him/her to an authority referred to as 'Appellate Authority' detailed at Chapter 3. Every appeal shall comply with the following requirements.

- a) It shall be written in English, or, if not written in English, it shall be accompanied by a translation in English and shall be signed.
- b) It shall be presented, in concise, polite language and be free from irrelevant matter.
- c) It shall contain all material statements and arguments relied on and shall be complete in itself.

- d) It shall specify the relief desired.
- e) It shall be submitted to the authority which made the order appealed against within three months from the date on which the Appellant receives a copy of the order appealed against provided further that a copy of the appeal may be submitted directly to the appellate authority.
- f) It shall not be addressed to the Chairman by name, and any such action shall be deemed a breach of discipline.

Considerations of Appeals:

In the case of an appeal against an order of discharge or dismissal, the appellate authority shall consider:

- a) Whether the procedure prescribed in the preceding paras has been complied with, and, if not, whether such non-compliance has resulted in a miscarriage of justice,
- b) whether the findings are justified, and
- c) whether the penalty imposed is excessive, adequate or inadequate and pass orders
 - I. setting aside, reducing, confirming, enhancing the penalty, or
 - II. remitting the case to the appointing authority with such direction as it may deem fit in the circumstances of the case.

Provided that the appellate authority shall not impose any enhanced penalty unless the appellant is given an opportunity of making any representation which he/she may wish to make against such an enhanced penalty.

Implementation of Order in Appeal

The authority which made the order appealed against shall give effect to the orders passed by the appellate authority. Once a decision taken on the appeal by the board and communicated to the concerned employee, it shall be final. No further appeal will lie against such a decision of the Chairman of the Board.

Review of Orders in Disciplinary Cases

The authority specified at Chapter 3 before which an appeal against an order imposing any of the penalties, may of its own motion or otherwise, call for the records of the case in a disciplinary proceeding, review any order passed in such a case, and pass such orders as it deems fit as if the employee had preferred an appeal against such an order. No such review will be undertaken three months after the date of the order to be reviewed.

Pay and allowances on Acquittal

If an employee of the Institute has been discharged or dismissed and charges are not proved against him/her, the appellate authority may grant him/her for the period of absence from duty

- a. if he/she is fully exonerated, the full pay to which he/she would have been entitled if he/ she had not been discharged or dismissed, and by an order to be separately recorded, any allowance of which he/she was in receipt prior to his/her discharge or dismissal,
- or
- b. if not fully exonerated, such proportion of such pay and allowances as the appellate authority may prescribe. The period of absence from duty will be treated as period spent on duty in case of (a) above and it will not be treated as period spent on duty in case of (b) above unless the appellate authority directs to the contrary.