

FACULTY RECRUITMENT RULES

ORDINANCE



IIITUFRRORD01

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY UNA

HIMACHAL PRADESH

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1 Title

These rules shall be called Faculty Recruitment Rules of IIIT, Una.

2 Commencement

These rules will come into force immediately after the approval by the Board of Governors/Governing Body of IIIT, Una.

3 Scope and Applications

1. These rules shall apply to the regular/contractual employees of the Institute.
2. These rules are subject to such changes from time to time as may be decided by the Board of Governors/Governing Body of the Institute.

4 Definitions

1. “Institute” means Indian Institute of Information Technology, Una setup, funded, and managed by the Ministry of Human Resource Development, Govt. of India.
2. “Board” means the Board of Governors/Governing Body of the Institute.
3. “Chairperson” means the Chairperson of the Board of Governors/Governing Body of the Institute.
4. “Director” means the Director of the Institute.
5. “Registrar” means the Registrar of the Institute.
6. “Employee” means any person appointed by the Institute and paid from the funds of the Institute.
7. “Post” means a post created for the Institute by the competent authority.
8. “Service” means service of the Institute.

5 Classification of Posts

The faculty positions shall come under the Academic staff classification of the Institutes’s posts. Institute follows Four Tier System for faculty positions as given below:

Table 1: Four Tier System for Faculty Positions

Description	Name of the Position	Initial Basic Pay (7th CPC)
Tier-I	Assistant Professor Grade -II	Rs. 70,900/- (Cell 8, level 10)
Tier-II	Assistant Professor Grade -I	Rs. 101500/- (cell 1 level 12)
Tier-III	Associate Professor	Rs. 139600/- (cell 1 level 13A2)
Tier-IV	Professor	Rs. 159100/- (cell 1 level 14A)

Schedule A details the qualification, experience, etc., for various posts of the Institute.

Contd. ... (2)

6 Minimum Qualification

The minimum qualification for each post shall be as approved by the Board from time to time. For current status please refer to the Schedule A.

The essential qualification and cumulative essential credit points are the minimum criteria only for deciding the eligibility. This shall not ensure short-listings for presentation and/or Interview/Selections. The Institute/Department will make short listing criteria that will be implemented, which may include, among others, such conditions as the following:

- Specialization, including micro specialization.
- Superior academic record-all through first class career or higher grades in UG and/or PG, higher than advertised criteria
- Reputation of institutions from where the candidate has obtained the degrees.

7 Pay Scale

As prescribed by the Ministry of MHRD, Govt. of India from time to time and approved by the Board.

[Pay Commission - 7th, Ref: pp. 6 (Annexure – I) of F.No. 15-4/2017-TC dated 27th Oct. 2017, Department of Higher Education, Ministry of Human Resource Development, Government of India.]

8 Appointments

All posts at the Institute shall ordinarily be filled by open advertisement; provided that the Board shall have the power to decide, on the recommendations of the Director, that a particular post be filled by invitation or by promotion from amongst the members of the staff of the Institute or on deputation.

9 Reservation

As per GoI norms.

10 Appointment on Deputation

The Board have the power to appoint a person on deputation in order to fulfil Teaching, Research, and other specialized needs of the Institute.

11 Appointment on Contract

The Board may appoint eminent retired faculty on contract for a period not exceeding 5 years, with a provision of renewal for further period on such terms and conditions as may be decided in each case on merit.

12 Ad-hoc and Contract Appointments on Regular Posts

Where a post is to be filled on ad-hoc or contract basis or by invitation, the Director may, at the discretion, constitute such ad-hoc Selection Committees, as circumstances of each case may require. The terms and conditions shall be as stipulated in the appointment letter.

13 Selection Committee

The composition of Selection Committee for the appointment of regular faculty members shall be as follows:

- | | |
|--|----------------------|
| i) Director | : Chairperson |
| ii) Visitors Nominee | : Member |
| iii) Two nominee of the board one being an expert,
but other than a member of the Board | : Member |
| iv) One expert nominee of Senate from outside the Institute | : Member |
| v) Head of the Department/Centre/Division concerned, if the
post for which selection is made is lower in status than that
occupied by the Head of the Department/Centre, or any
other relevant person nominated by the Director | : Member |

For appointments other than Regular mode, the Director may, at the discretion, can constitute Selection Committee as may be considered appropriate for the post.

14 Where Opinion be Evenly Divided

Where, in the meetings of Selection Committee, the opinion of the members is evenly divided, the Chairperson Selection Committee shall have the right of casting vote.

15 Appointing Authority

The Chairperson, Board of Governors/Governing Body may approve the appointments which shall be ratified by the Board.

16 Code of Conduct for Permanent Employees

The Central Civil Services (Classification, Control and Appeal) Rules, 1965 shall be applicable.

[Ref: PP. 12-13, Para -15 in Gazette of India, No. 651, Extraordinary Part - II, Section - 3, Subsection-(i) published on Monday, July 24, 2017]

17 Disciplinary Authority

The Director shall initiate and complete the disciplinary proceedings against complaints on academic staff. The penal action recommended by the Director shall be approved by the Board.

For Suspension, Penalties, and Disciplinary Proceedings the Central Civil Services (Classification, Control and Appeal) Rules, 1965 shall apply to all the employees.

[Ref: PP. 12, Para -14 in Gazette of India, No. 651, Extraordinary Part - II, Section - 3, Subsection-(i) published on Monday, July 24, 2017]

Contd. ... (4)

18 Miscellaneous

1. If the post is to be filled by advertisement, the terms and conditions of the post shall be advertised by the Registrar and all applications received within the date specified in the advertisement shall be considered by the Selection Committee, provided that the Selection Committee may for sufficient reasons consider any application received after the date so specified.
2. The Selection Committee shall examine the credentials of all persons who have applied and may also consider other suitable names suggested, if any, by a member of the Selection Committee or brought otherwise to the notice of the Committee. The Selection Committee may interview any of the candidates as it thinks fit and shall at the discretion of its Chairperson cause a written test or test to be held among all or some of the candidates as the Chairperson may think fit and shall make its recommendations to the Board the names of the selected candidates being arranged in order of merit.
3. No act or proceeding of any Selection Committee shall be called in question on the ground merely of the absence of any member of the Selection Committee. Provided that if any meeting of the Selection Committee is found necessary, the Registrar shall give notice of the meeting to the members of the committee at least a fortnight before the date of the meeting.

19 Medical Fitness

Every appointment shall be subject to the condition that the appointee is certified as being in sound physical and mental health and is declared fit for service by a Govt. medical officer.

Provided that the Chairperson may, for sufficient reasons, relax the medical requirements in any particular case or class of cases, subject to such conditions, if any, as may be laid down by the Chairperson.

20 Probation

All substantive appointments to posts under the Institute shall ordinarily be made on probation for a period of one year, with a provision of extension for one more year, after which period the appointee, if confirmed, will continue to hold the office till the end of the month in which the employee attains the age of superannuation except when the employee resigns voluntarily or removed/ dismissed from the service as a result of departmental proceedings according to the Rules in force in this regard.

An employee may terminate the services with the institute or an employee may be terminated by the institute, with three months notice by either the employee or the employer, respectively.

21 Provident Fund and Pension Scheme

As per GoI norms.

[Ref: PP. 13, Para -16 in Gazette of India, No. 651, Extraordinary Part - II, Section - 3, Subsection-(i) published on Monday, July 24, 2017]

22 Superannuation

The age for superannuation shall be as per the GOI norms in vogue from time to time and approved by the Board of the Institute.

23 Re-employment

The Board, at its discretion, may consider in the interest of the Institute, any member of the academic staff, as it may find necessary, to re-employ after the date of superannuation, may be up to the end of the academic session. Provided that where it becomes necessary to re-employ any such member beyond the end of the semester or academic session as the case may be, the Director may with the approval of the Chairperson, re-employ any such member for a period up to three years in the first instance and up to two years thereafter and in no case exceeding the end of the academic session up to the maximum period as specified by the GoI. Pay in all such cases shall be fixed with the approval of the Board.

24 Relaxation of Rules

Where the Director finds that the operation of any of these rules is likely to cause difficulty in the functioning of the Institute, the Director may place such cases before the Board of Governors/ Governing Body for relaxation of any rule or rules. The Board of Governors on merit of such case or cases may relax the requirement(s) of any such rule or rules in a just and equitable manner.

Any criteria given in the Schedule - A may be made more stringent in the interest of Institute at the time of scrutiny of applications.

25 Power to Modify

On all such matters that are not covered by the above given Rules, the Board shall frame rules, prescribe procedures from time to time. The orders passed by the Board in this behalf shall have the force of rules made under the Recruitment and Service Rules of the Institute.

26 SCHEDULE – A

Ref. 1: Pay Commission - 7th, Ref: pp. 6 (Annexure – I) of F.No. 15-4/2017-TC dated 27th Oct. 2017, Department of Higher Education, Ministry of Human Resource Development, Government of India.

Ref. 2: Cumulative Credit Point Calculation Reference: [PP. 15-16, Para -17, Note 2 in Gazette of India, No. 651, in Extraordinary Part - II, Section - 3, Subsection-(i) published on Monday, July 24, 2017]

Contd. ... (6)

Table 2: Details of Position: Assistant Professor Grade-II

S.No.	Description	Information
1.	Name of Post	Assistant Professor Grade-II
2.	No. of Posts	As approved from time to time; on flexible cadre system.
3.	Nature of Appointment	Regular
4.	Educational and Other Qualification	(i) PhD in an appropriate Discipline. (ii) First Class in both the UG and PG degrees or a CGPA of 6.5 and above in both UG and PG degrees.
5.	Age Limit	Less than 35 years*.
6.	Scale of Pay and Initial Pay	Rs. 70,900/- (Cell 8, level 10) will be the initial pay.
7.	Allowances	As per GoI norms.
8.	Increment	As per GoI norms.
9.	Period of Probation	One year with a provision of extension for one more year.
10.	Pension	As per GoI norms in vogue. Current employee has to subscribe to new pension scheme.
11.	Method of Recruitment	Direct Recruitment

*Appropriate age relaxation may be given.

Table 3: Details of Position: Assistant Professor Grade-I

S.No.	Description	Information
1.	Name of Post	Assistant Professor Grade-I
2.	No. of Posts	As approved from time to time; on flexible cadre system.
3.	Nature of Appointment	Regular
4.	Educational & Other Qualification Required	(i) PhD in an appropriate Discipline. (ii) First Class in both the UG and PG degrees or a CGPA of 6.5 and above in both UG and PG degrees. (iii) Three years of experience at the level of Assistant Professor Grade-II. (iv) Three publications in SCI/SCIE/SCOPUS indexed journals (unpaid). (v) Two publications in refereed conferences during Assistant Professor Grade-II. (vi) One PhD guiding. (vii) At least one sponsored project. (viii) Cumulative Essential Credit Points – 20.
5.	Age Limit	Less than 60 years.
6.	Scale of Pay and Initial Pay	Rs. 101500/- (cell 1 level 12) will be the initial pay.
7.	Allowances	As per GoI norms.
8.	Increment	As per GoI norms.
9.	Period of Probation	One year with a provision of extension for one more year.
10.	Pension	As per GoI norms in vogue. Current employee has to subscribe to new pension scheme.
11.	Method of Recruitment	Direct Recruitment

Table 4: Details of Position: Associate Professor

S.No.	Description	Information
1.	Name of Post	Associate Professor
2.	No. of Posts	As approved from time to time; on flexible cadre system.
3.	Nature of Appointment	Regular
4.	Educational & Other Qualification Required	(i) PhD in an appropriate Discipline (ii) First Class in both the UG and PG degrees or a CGPA of 6.5 and above in both UG and PG degrees. (iii) Six years of experience at the level of Assistant Professor Grade-I. (iv) Six publications in SCI/SCIE/SCOPUS indexed journals (unpaid) out of which two should be during Assistant Professor Grade-I. (v) Three publications in refereed conferences during Assistant Professor Grade-I. (vi) At least one PhD awarded and two PhD guiding. (vii) At least two sponsored projects/consultancies completed or ongoing. (viii) Participation in at least one outreach program such as short term courses at the level of Assistant Professor Grade-I. (ix) Cumulative Essential Credit Points - 50
5.	Age Limit	Less than 60 years.
6.	Scale of Pay and Initial Pay	Rs.139600/- (cell 1 level 13A2) will be the initial pay.
7.	Allowances	As per GoI norms.
8.	Increment	As per GoI norms.
9.	Period of Probation	One year with a provision of extension for one more year.
10.	Pension	As per GoI norms in vogue. Currently employee has to subscribe to new pension scheme.
11.	Method of Recruitment	Direct Recruitment

Table 5: Details of Position: Professor

S.No.	Description	Information
1.	Name of Post	Professor
2.	No. of Posts	As approved from time to time; on flexible cadre system.
3.	Nature of Appointment	Regular
4.	Educational & Other Qualification Required	(i) PhD in an appropriate Discipline (ii) Experience of 15 years in teaching and research out of which at least 4 years at the level of Associate Professor (level 13A2) or at least seven years at the level of Associate Professor (level 13A1). (iii) Ten publications in SCI/SCIE/SCOPUS indexed journals (unpaid) out of which two should be at the level of Associate Professor. (iv) Three publications in refereed conferences at the level of Associate Professor. (v) Four PhD awarded out of which one may be in submitted stage. (vi) Two Sponsored or at least one high value project/consultancy completed or ongoing at the level of Associate Professor. (vii) Participation in at least two outreach programs such as short courses as coordinator or main teacher at the level of Associate Professor. (viii) Significant contribution to Institute management. (ix) Cumulative Essential Credit Points - 80
5.	Age Limit	Less than 60 years
6.	Scale of Pay and Initial Pay	Rs.159100/- (cell 1 level 14A) will be the initial pay.
7.	Allowances	As per GoI norms.
8.	Increment	As per GoI norms.
9.	Period of Probation	One year with a provision of extension for one more year.
10.	Pension	As per GoI norms in vogue. Currently employee has to subscribe to new pension scheme.
11.	Method of Recruitment	Direct Recruitment

Contd. ... (10)

Table 6: Details of Position: Professor (HAG scale)

S.No.	Description	Information
1.	Name of Post	Professor (HAG scale)
2.	No. of Posts	As approved from time to time; on flexible cadre system.
3.	Nature of Appointment	Regular
4.	Educational & Other Qualification Required	(i) Experience of six years in teaching and research at the level (14A) of Professor. (ii) Fifteen publications in SCI/SCIE/SCOPUS indexed journals (unpaid) out of which two should be at the level of Professor. (iii) Three publications in refereed conferences at the level of Professor. (iv) Six PhD awarded. (v) At least two high value project/consultancy completed or ongoing. (vi) Participation in at least three outreach programs such as short courses as coordinator or main teacher at the level of Professor. (vii) Significant contribution to Institute Management. (viii) Cumulative Essential Credit Points - 150
5.	Scale of Pay and Initial Pay	Rs.182200/- (cell 1 level 15) will be the initial pay.
6.	Allowances	As per GoI norms.
7.	Increment	As per GoI norms.
8.	Pension	As per GoI norms in vogue. Current employee has to subscribe to new pension scheme.
9.	Method of Recruitment	Upgradation

ANNEXURE-I

PAY MATRIX

15-4/2017-TC
Government of India
Ministry of Human Resource Development
Department of Higher Education

Pay Matrix Proposed for IITs/IISc/IIM/NITIE/IISER/NIT/IIIT – in 4-tier structure* (All figures are in Rupees)										
Cadre Title	Asst. Prof. Grade II			Asst. Prof. Grade I		Associate Prof.		Professor		
	PB3 15600-39100			PB4 37400-67000		PB4 37400-67000		PB4 37400-67000		
6 th PC Pay Band	6000	7000	8000	9000**	10000	10500	10000	10500	10500	67000-79000
Grade Pay – IIT etc.	2.67	2.67	2.67	2.67	2.72	2.72	2.72	2.72	2.72	HAG
Index of Rationalisation	21600	25790	38000	49200	53000	58500	53000	58500	58500	2.72
Entry Pay IIT etc.	10	11	12	13A1	14	14A	14	14A	14A	67000
Cell No.	1	2	3	4	5	6	7	8	9	15
Pay Level	57700	68900	101500	131400	139600	144200	159100	159100	159100	182200
	59400	71000	104500	135300	143800	148500	163900	163900	163900	187700
	61200	73100	107600	139400	148100	153000	168800	168800	168800	193300
	63000	75300	110800	143600	152500	157600	173900	173900	173900	199100
	64900	77600	114100	147900	157100	162300	179100	179100	179100	205100
	66800	79900	117500	152300	161800	167200	184500	184500	184500	211300
	68800	82300	121000	156900	166700	172200	190000	190000	190000	217600
	70900	84800	124600	161600	171700	177400	195700	195700	195700	224100
	73000	87300	128300	166400	176900	182700	201600	201600	201600	
	75200	89900	132100	171400	182200	188200	207600	207600	207600	
	77500	92600	136100	176500	187700	193800	213800	213800	213800	
	79800	95400	140200	181800	193300	199600	220200	220200	220200	
	82200	98300	144400	187300	199100	205600				
	84700	101200	148700	192900	205100	211800				
	87200	104200	153200	198700	211300					
	89800	107300	157800	204700						
	92500	110500	162500							
	95300	113800	167400							
	98200	117200								

*As ISM, Dhanbad has become IIT, not shown separately; ** 9000 grade pay also has Asso. Prof (pre 4-tier), not shown separately.

ANNEXURE-II
NOTIFICATION ON
CREDIT POINTS

S.No.	Activity	Credits points
1.	One external Sponsored Research and Development Projects completed or ongoing or Patent granted	8 credit points per project or 8 credit points per patent as inventor (in case of more than one person in a Project, the Principal Investigator gets 5 credit points and the rest to the divided equally among other members)
2.	Consultancy projects	2 credit points @ Rs.5 lakhs of consultancy, subject to maximum of 10 Credit points
3.	Ph.D. completed (including thesis submitted cases)	8 credit points per Ph.D. student (in case there are more than one supervisor, then the Guide (1 st Supervisor) gets 5 credit points per student and the rest to be divided equally among other supervisor
4.	One Journal papers in Science Citation Index or Scopus (Paid Journals not allowed)	4 point per paper since the last promotion. First author or Main supervisor will get 2 point and rest will be divided among others.
5.	One Conference paper indexed in Science Citation Index or Scopus or Web of science Conference or any internationally renowned conference	1 credit points per paper up to a maximum of 10 credit points. First author or Main Supervisor will get 0.6 and rest will be divided among the rest.
6.	Head of the Department, Dean, Chief Warden, Professor Incharge (Training and Placement), Advisor (Estate), Chief Vigilance Officer, PI (Exam), TEQIP (Coordinator)	2 points per semester up to a max of 16 credits points since the last promotion.
7.	Warden, Assistant wardens, Associate Dean, Chairman or Convener institute academic committees, Faculty In charge Computer Center or Information and Technology Services or Library or Admission or student activities and other Institutional activities	1 credit point per semester up to a maximum of 8 credits points since the last promotion.
8.	Chairman and Convener of different standing committee and special committee (Ex officio status will not be considered). Faculty incharges (Each for one year duration) of different Units or equivalent	0.5 credit point per Semesters up to a maximum of 3 credits points since the last promotion.
9.	Departmental activities identified by Head of the Department like lab in charges, or department level committee for a minimum period of one year.	0.5 credit point per Semesters up to a maximum of 3 credits points since the last promotion.
10.	Workshop or Faculty Development Program or short term courses of min 05 working days duration offered as coordinator or convener	2 credit points per course up to a maximum of 8 credits points since the last promotion.
11.	For conducting national programs like Global Initiative of Academic Networks etc. as course coordinator Program of two weeks duration Program of one week duration	2 credit points per course up to a maximum of 4 credit points since the last promotion. 1 credit point per course up to a maximum of 2 credit points since the last promotion.
12.	National or International conference organized as Chairman or Secretary	3 credit points per program up a maximum of 6 credits points since the last promotion.
13.	Length of service over and above the relevant minimum teaching experience required for a given cadre	2 credit points per semester with maximum of 10 credit points since the last promotion.
14.	Establishment of New Lab(s)	4 credit points since the last promotion.
15.	Theory Teaching of over and above 6 credit hrs. course	1 credit point or credit hrs. up to a maximum of 6 credit points since the last promotion.

S.No.	Activity	Credits points
16.	Post Graduate Dissertation guided	0.5 credit point per project to a maximum of 10 points since the last promotion.
17.	Under Graduate Projects	0.25 credit point per project up to a maximum of 4 points since the last promotion.
18.	Text or Reference Books published on relevant subjects from reputed international publishers	6 credit points per book up to a maximum of 18 points since the last promotion.
19.	Text or Reference book published on relevant subjects from reputed national publishers or book chapters in the books published by reputed international publishers	2 credit points per unit up to a maximum of 6 points since the last promotion.
20.	Significant outreach Institute out activities	1 credit point per activity up to a maximum of 4 credit points since the last promotion.
21.	Fellow IEEE, FNA, FNAE, FNASc	10 credit points
22.	Placement percentage (only for the placement cell officers or Faculty incharge of Placement)	
	Above 85%	4 credit points per year upto a maximum of 20 points since the last promotion.
	75% - 84% (% to be based on total number of students passing out and single job offer)	2 credit points per year upto a maximum of 10 points since the last promotion.

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[F. No. 22 – 5/2006–TS. III]

R. SUBRAHMANYAM, Addl. Secy.

Note : The principal Statutes were published in the Gazette of India, Extraordinary, Part II, Section I, sub-section (i) *vide* notification number G.S.R. 280(E) dated the 23rd April, 2009 and subsequent amendment was published in the Gazette of India, Extraordinary, Part II, Section I, sub-section (i) *vide* notification number G.S.R. 837(E) dated the 5th November, 2015.

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