NOTICE

Subject : Promotion of Non-Faculty members through Departmental Promotion Committee [DPC].

All Non-Faculty [Administrative/Ministerial/Technical] staff members of the Institute are hereby notified that meeting of Departmental Promotion Committee [DPC] for promotion of eligible Non-Faculty staff members, is proposed to be convened as per Revised Recruitment Rules (RRs) for Non-Teaching Employee received from MHRD vide letter No F. 35-5/2018-TS.III dated 20.02.2019 & 04.04.2019. The same was adopted by the Board of Governors of the Institute in its meeting held on 12.04.2019.

2. Further, for "the promotion of Non-faculty staff members, who were recruited before the implementation of above mentioned RRs issued on 5th February, 2014 and 20th December. 2017 respectively, will continue to be governed by the same educational qualification, which were prevalent the respective RRs. However, such employees will have to undergo requisite skill test / trade for future promotion(s) and upgradation. Those who have been recruited as per the RRs issued on 5th February, 2014 and 20th December, 2017, respectively, will continue to be governed by the same".

3. Non-Faculty employees of the Institute are requested to apply for the post for which they fulfill the eligibility criteria and submit their application forms in the enclosed format along with supporting documents, duly forwarded by the respective Head of Department / Section In-charge in the office of the under signed.

4. Reservation is applicable as per Government of India norms.

5. Date of eligibility for all positions is fixed as **01.01.2024**

6. Vacancy for the post may increase due to promotion and superannuation of the employees.

7. The eligibility criteria for promotion, number of available vacancies and the format of application is enclosed at ANNEXURE-A.

8. Employee while applying for the post must ensure that they fulfill the prescribed qualification required for the post.

9. Last date of receipt of duly filled application form in the Office of the Registrar is **15.05.2023.**

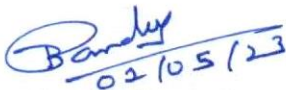This notice is issued with the approval of the Director.

[signature] 02/05/23

[Ramesh Pandey]
Registrar [Oftg.]

No.**244** Admin-I/2023
Enclosure : As above

Dated: May **02**, 2023

Copy to:
1. Director
2. All Deans/Head of Department / Section In-Charge with the request kindly circulate this to all Non-Faculty staff members of their department/section.
3. Faculty In-charge, Computer Centre to publish the same along with its enclosure on Institute website.
4. Guard File.

[signature] 02/05/23

[Ramesh Pandey]
Registrar [Oftg.]

सूचना

<u>विषय:</u> विभागीय पदोन्नति समिति (DPC) द्वारा गैर- शिक्षण कर्मचारियों की पदोन्नति के सम्बन्ध में।

संस्थान के समस्त गैर-शिक्षण कर्मचारियों (प्रशासनिक/अनुसचिवीय/तकनीकी) को सूचित किया जाता है कि गैर- शिक्षण कर्मचारियों की पदोन्नति हेतु विभागीय पदोन्नति समिति की बैठक गैर- शिक्षण कर्मचारियों के संशोधित भर्ती नियम एवं मानव संसाधन विकास मंत्रालय, भारत सरकार द्वारा प्रेषित पत्रांक F.35-5/2018-TS.III दिनांक 20.02.2019 व 04.04.2019 के अनुसार आहूत किया जाना प्रस्तावित है। उक्त संशोधित भर्ती नियम दिनांक 12.04.2019 को हुई बैठक में संस्थान की प्रशासकीय परिषद (Board of Governors) द्वारा अनुमोदित किया गया है।

2.   उक्त मानव संसाधन मंत्रालय के पत्र दिनांक 04.04.2019 के अनुसार "the promotion of Non-faculty staff members, who were recruited before the implementation of above mentioned RRs issued on 5th February, 2014 and 20th December. 2017 respectively, will continue to be governed by the same educational qualification , which were prevalent the respective RRs. However, such employees will have to undergo requisite skill test / trade for future promotion(s) and upgradation. Those who have been recruited as per the RRs issued on 5th February, 2014 and 20the December, 2017, respectively, will continue to be governed by the same".

3.   संस्थान के गैर- शिक्षण कर्मचारी जो पदोन्नति हेतु निर्धारित योग्यता को पूर्ण करते हैं, वे संलग्न प्रपत्र पर अपना आवेदन समस्त संलग्नकों के साथ अपने विभागाध्यक्ष/अनुभाग प्रभारी के द्वारा अग्रसारित करा कर अधोस्ताक्षरी कार्यालय में जमा करें।

4.   आरक्षण भारत सरकार के मानदंडों के अनुसार लागू है।

5.   सभी पद हेतु पात्रता की तिथि दिनांक **01.01.2024** निर्धारित की गयी है।
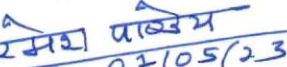
6.   कर्मचारियों के पदोन्नति एवं सेवानिवृत्ति होने के कारण रिक्तियों की संख्या बढ़ सकती है।

7.   पदोन्नति हेतु वांछित योग्यता, पदों की संख्या और आवेदन पत्र का प्रारूप संलग्रक 'अ' पर संलग्र है।

8.   गैर- शिक्षण कर्मचारी आवेदन करते समय यह सुनिश्चित करें कि वे आवेदित पद की निर्धारित अर्हता रखते हैं।

9.   कुलसचिव कार्यालय में आवेदन प्राप्त करने की अंतिम तिथि **15.05.2023** है।

यह सूचना निदेशक महोदय के अनुमोदन के उपरांत निर्गत की गई है।

(रमेश पाण्डेय)
कुलसचिव [कार्या0]
<u>संलग्रक</u>- उपरोक्त।

पत्रांक 244 /प्रशा-I/2023   दिनांक: मई, 02 2023
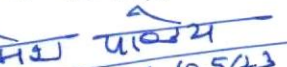
प्रतिलिपि सूचनार्थ-

1.   निदेशक

2.   समस्त अधिष्ठाता/ समस्त विभागाध्यक्ष/ अनुभाग प्रभारी को इस आशय के साथ प्रेषित की अपने विभाग के सभी गैर- शिक्षण कर्मचारियों के मध्य प्रसारित करने का कष्ट करें।

3.   संकाय प्रभारी, संगणक केन्द्र को इस आषय के साथ प्रेषित की संस्थान के वेबसाइट पर प्रसारित करने का कष्ट करें।

4.   गार्ड फाइल

(रमेश पाण्डेय)
कुलसचिव [कार्या0]

गैर–शिक्षण कर्मचारियों की पदोन्नति हेतु आवेदन

सूचना संख्या /Notice No: _____ /_____ /2023, दिनांक / Date : _____ , 2023

आवेदित पद / Post Applied for : _____

1. पूरा नाम /Name in Full : _____

2. पिता का नाम /Name of Father : _____

3. पता /Address

(i) वर्तमान /Present: _____

_____

_____

(ii) स्थायी /Permanent: _____

_____

_____

(iii) मोबाइल नं./Mobile No. _____

4. जन्म तिथि /Date of Birth : ☐☐ ☐☐ ☐☐☐☐

5. राष्ट्रीयता /Nationality: _____

6. एम.एन.एन.आई.टी. में कार्यभार ग्रहण की तिथि /Date of Joining at MNNIT Allahabad:_____

7. वर्तमान पद पर कार्यभार ग्रहण की तिथि Date of Joining in present Designation:_____

8. एम.ए.सी.पी. के तहत उन्नयन किया गया _____ यदि हाँ, एम.ए.सी.पी. के तहत उन्नयन की तिथि :_____

Whether upgraded under MACP _(GP/Pay Level)_if Yes; date of up-gradation under MACP and grade:_____

9. (a) यदि आप आरक्षित श्रेणी के अंतर्गत हैं तो यथोचित बॉक्स में निशान लगायें।

(कृपया अधिकृत अधिकारी द्वारा जारी प्रमाण पत्र संलग्न करें)

Tick-mark the appropriate box if you belong to reserved category

(Please attach necessary caste certificate issued by an authorized officer only.)

SC ☐   ST ☐   OBC ☐   UR ☐   PwD ☐

10. उच्चतम शैक्षिक रिकॉर्ड (कृपया प्रमाण पत्र की छायाप्रति संलग्न करें।) Details of highest qualification. (Please attach Xerox copies of Degree Certificate)

Examination	Branch/ Specialization	College/University/ Institute	Year	Percentage /Grade	Class/ Division

11. Employment: [particular of your last two designation/Grade held (s)]

Sl.No.	Position held	Date of Joining	Pay with Scale of pay
1			
2.			

प्रमाणित किया जाता है कि ऊपर दी गयी जानकारी मेरे संज्ञान में सत्य है। यदि कोई भी जानकारी गलत पाया जाता है तो मेरा अभ्यर्थन निरस्त कर दिया जाए।

Certified that the information furnished above are correct to the best of my knowledge. In the event, any information found to be incorrect, my candidature should be cancelled be it at any stage.

दिनांक /Date:_____

आवेदक के हस्ताक्षर
Signature of Applicant

नाम _____

पदनाम _____

विभाग का नाम _____

विभागाध्यक्ष/अनुभागाध्यक्ष द्वारा अग्रसारित
Forwarded by Head/Section In-charge

Application of _____ _____ of this department / section for promotion to the post of _____ against notice No. _____ is forwarded.

सूचना संख्या _____ के संदर्भ में इस विभाग/अनुभाग के _____ (नाम एवं पदनाम) का आवेदन _____ (पद पर) पदोन्नति हेतु अग्रसारित किया जाता है।

विभागाध्यक्ष/अनुभागाध्यक्ष

हस्ताक्षर_____

नाम _____

विभाग का नाम _____

Eligibility Criteria for Promotion of Non-Faculty Posts through DPC

S.No.	Name of the Post PB & GP	Requirements by Promotion/Financial Up-gradation	Vacant position for promotion		
			SC	ST	UR
(A) Officers					
1.	**Deputy Registrar** [PB-3 & GP ₹7600/-] Level -12	Assistant Registrar with regular service at least 10 years, with at least 05 years with GP 6600/- and working performance record (APAR).	-	-	01
2.	**Deputy Librarian** [PB-3 & GP ₹7600/-] Level -12	Assistant Librarian with a regular service of at least 10 years with relevant experience out of which at least 5 years should be with Grade Pay of Rs. 6600/- and AGP of Rs. 7000/- and working performance record (APAR).	-	-	01
3.	**SAS Officer** [PB-3 & GP ₹5400/-] Level -10	SAS Assistant [SG-II] with Grade Pay of Rs. 4800/- with 5 years regular service or SAS Assistant (SG-I) with Grade Pay of Rs. 5400/- with two years regular service and working performance record (APAR).	-	-	01
4.	**Senior Technical Officer** [PB-3 & GP ₹7600/-] Level -12	Scientific/Technical Officer with regular service of 10 years, out of which 5 years to be with GP Rs. 6600/- and working performance record (APAR)	-	-	01
5.	**Technical Officer** [PB-3 & GP ₹5400/-] Level -10	Technical Assistant (Select ion Grade-II) with GP of Rs. 4800/- with 5 years regular service or Technical Assistant (SG-I) (PB-2 with Grade Pay of Rs. 5400/-) with 2 years of experience through DPC and working performance record (APAR).	-	-	01
7.	**Senior Medical Officer** [PB-3 & GP ₹7600/-] Level -12	At least 10 years experience as Medical Officer in PB-3 with GP of Rs. 5400/- of which at least 5 years in PB-3, GP of Rs. 6600/-	-	-	01
(B) Higher Ministerial Cadre					
(a) Superintendent to Superintendent [SG-I]					
1.	**Superintendent [SG-I]** [PB-2 & GP Rs.5400/-) Level-09	Superintendent SG-II with 2 years regular service with Grade Pay of Rs. 4800/- through DPC and working performance record (APAR), through prescribed test and interview.	-	-	02
2.	**Superintendent [SG-II]** [PB-2 & GP Rs.4800/-] Level-08	Senior Superintendent with 2 years regular service with Grade Pay of Rs .4600/- through DPC and working performance record (APAR), through prescribed test and interview.	-	01	01
3.	**Senior Superintendent** [PB-2 & GP Rs.4600/-] Level-07	At least 5 years regular service as Superintendent or Accountant (Existing) in PB-2, GP 4200/- or at least 5 years combined service of Assistant (SG-1) and Superintendent in PB-2, Grade Pay of Rs. 4200/- through DPC and working performance record (APAR), through prescribed test and interview.	01	01	04
4.	**Superintendent** [PB-2 & GP Rs.4200/-] Level-06	Assistant (SG-I) with 2 years regular service with Grade Pay of Rs. 4200/- through DPC and working performance record (APAR), through prescribed test and interview.	01	01	-
(B) Personal Assistant to Private Secretary					
1.	**Senior Personal Assistant** [PB-2 & GP Rs.4600/-] Level-07	At least 5 years regular service as Personal Assistant in PB-2,GP 4200/- or at least 5 years combined service of Stenographer (SG-II) and Personal Assistant in PB-2, GP of Rs. 4200/- through DPC and working performance record (APAR), through prescribed test and interview.	-	-	01

(C) Lower Ministerial Cadre

1.	Assistant [SG-I] PB-2 & GP Rs.4200/-] Level-06	Assistant SG-II with 6 years regular service with Grade Pay of Rs. 2800/- through DPC and working performance record (APAR) through prescribed test and interview.	01	01	04
2.	Assistant [SG-II] [PB-1 & GP Rs.2800/-] Level-05	Senior Assistant with 5 years regular service with Grade Pay of Rs. 2400/- through DPC and working performance record (APAR), through prescribed test and interview.	-	01	03
3.	Senior Assistant [PB-1 & GP Rs.2400/-] Level-04	At least 5 years regular service as Junior Assistant in PB-1, GP Rs. 2000/- or at least 5 years combined service of Office Attendant (SG-II) and Junior Assistant in PB-1, Grade Pay of Rs. 2000/- through DPC and working performance record (APAR), through prescribed test and interview.	-	01	06
4.	Junior Assistant [PB-1 & GP Rs.2000/-) Level-03	Office Attendant (SG-II) with at least 2 years regular service with grade pay of Rs. 2000/- through DPC and working performance record (APAR), through prescribed test and interview/	-	-	01

(D) Stenographer Cadre

1.	Stenographer [SG-I] [PB-2 & GP Rs.4600/-] Level-07	Senior Stenographer (SG-II) with 5 years regular service with Grade Pay of Rs. 4200/- through DPC and working performance record (APAR), through prescribed test and interview.	-	-	01
2.	Stenographer [SG-II] [PB-2 & GP Rs.4200/-] Level-06	Senior Stenographer with 6 years regular service with Grade Pay of Rs. 2800/- through DPC and working performance record (APAR), through prescribed test and interview.	-	-	01
3.	Senior Stenographer [PB-1 & GP Rs.2800/-] Level-05	Stenographer with 5 years regular service with Grade Pay of Rs. 2400/- through DPC and working performance record (APAR), through prescribed test and interview.	-	-	01

(E) Higher Technical Cadre

1.	Technical Assistant (SG-I) /Assistant Engineer (SG-I) / SAS Assistant(SG-I)/ Library Information Assistant [SG-I] [PB-2 & GP Rs.5400/-] Level-09	At least 2 years regular service as Technical Assistant (SG-II) in PB-2, GP Rs. 4800/- through DPC and working performance record (APAR), through prescribed test and interview and At least 2 years regular service as in PB-2 with GP Rs. 4800/- as Assistant Engineer (SG-II) SAS Assistant (SG-II) / LIA (SG-II) through DPC and working performance record (APAR), through prescribed test and interview.	01	-	02
2.	Technical Assistant (SG-II) /Assistant Engineer (SG-II)/ SAS Assistant (SG-II)/ Library Information Assistant [SG-II] [PB-2 & GP Rs.4800/-] Level-08	At least 2 years regular service as Senior Technical Assistant in PB-2, GP Rs. 4600/- through DPC and working performance record (APAR), through prescribed test and interview and At least 2 years regular service as in PB-2 with GP Rs. 4600/- as Assistant Engineer / Sr. SAS Assistant/Sr. LIA through DPC and working performance record (APAR), through prescribed test and interview.	03	01	15
3.	Senior Technical Assistant / Assistant Engineer / Senior SAS Assistant/ Senior Library Information Assistant [PB-2 & GP Rs.4600/-] Level-07	At least 5 years regular service as Technical Assistant in PB-2, GP Rs. 4200/- or at least 5 years combined service of Technician (SG-I) and Technical Assistant in PB-2, Grade Pay of Rs. 4200/- through DPC and working performance record (APAR), through prescribed test and interview and At least 5 years regular service as in PB-2 with GP Rs. 4200/- as Jr. Engineer / SAS Assistant/ Library Information Assistant (LIA) through DPC and working performance record (APAR), through prescribed test and interview.	04	02	25

4.	Technical Assistant /Assistant Engineer/ SAS Assistant/ Library Information Assistant [PB-2 & GP Rs.4200/-] Level-06	At least 2 years regular service with Grade Pay of Rs. 4200/- as Technician (Selection Grade-I) through DPC and working performance record (APAR), through prescribed test and interview	01	01	09
(F) Lower Technical Cadre					
1.	Technician [SG-I] [PB-2 & GP Rs.4200/-] Level-06	At least 6 years regular service with Grade Pay of Rs. 2800/- as Technician (Selection Grade-II) through DPC and working performance record (APAR), through prescribed test and interview.	-	02	07
2.	Technician [SG-II] [PB-1 & GP Rs.2800/-] Level-05	At least 5 years regular service with Grade Pay of Rs. 2400/- as Senior Technician through DPC and working performance record (APAR), through prescribed test and interview.	02	01	12
3.	Senior Technician [PB-1 & GP Rs.2400/-] Level-04	At least 5 years regular service as Technician in PB-1, GP-2000/- or at least 5 years combined service of Lab. Attendant (SG-II) and Technician in PB-1, Grade Pay of Rs. 2000/- through DPC and working performance record (APAR), through prescribed test and interview.	02	01	08
4.	Technician [PB-1 & GP Rs.2000/-] Level-03	Lab Attendant (SG-II) with at least 2 years regular service with Grade Pay of Rs. 2000/- through DPC and working performance record (APAR), through prescribed test and interview.	01	01	07
(G) Attendant Cadre					
1.	Senior Office Attendant / Senior Lab Attendant [PB-1 & GP Rs.1900/-] Level-02	At least 3 years regular service as Lab Attendant / Office Attendant in PB-1, Grade Pay of Rs. 1800/- through DPC and working performance record (APAR), through prescribed test and interview.	-	-	03
		Total	17	15	119