

# HR Handbook for Staff (Non-Teaching)

**2025**





INDRAPRASTHA INSTITUTE *of*  
INFORMATION TECHNOLOGY  
**DELHI**

# HR HANDBOOK

## FOR STAFF

Indraprastha Institute of Information Technology Delhi  
Okhla Industrial Estate Phase-III  
New Delhi – 110020

September 2025

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# 1. INTRODUCTION

## 1.1 Purpose of the Handbook

The purpose of this Handbook is to provide clear and standardized guidelines for all HR processes, including recruitment, service norms, leave, performance management, conduct, and separation. It serves as a reference for staff and management to facilitate informed decision-making and compliance with applicable rules and regulations.

## 1.2 Scope and Applicability

This Handbook applies to the non-teaching staff of the Institute. It encompasses HR-related provisions from the time of appointment until separation and is applicable across all departments and units.

## 1.3 Guiding Principles and Values

The Institute is committed to fostering a respectful and equitable work environment that promotes professional growth, integrity, and a culture of continuous improvement.

## 1.4 Overview of the Institute

The Indraprastha Institute of Information Technology Delhi is a State University created by an Act (IIIT-Delhi Act 2007) of the Government of the National Capital Territory of Delhi in the year of 2008. The Handbook attempts to put together relevant rules, guidelines, and norms of the Institute that facilitate and benefit the work cycle of staff.

The Institute has recently adopted the following Mission, Vision and Core Values which will also reflect in the functioning of the staff who work to help and facilitate achieving these broad objectives of the Institute.

### ➤ **Mission**

Foster Learning, Knowledge Creation, Curation, and Dissemination for a Thriving Humanity

### ➤ **Vision**

Be reputed for research with high scholarly impact, as also for translational research that addresses problems of the nation. Develop our students into well-rounded graduates with the knowledge and perspective to address and lead multi-disciplinary challenges. Provide an enriching environment for us and all those we interact with.

### ➤ **Core Values**

#### ● **Integrity**

Integrity is doing the right thing (through your words, actions and beliefs) even when no one is watching.

#### ● **Compassion**

Compassion is about treating others with kindness, empathizing with what they are going through, and supporting them.

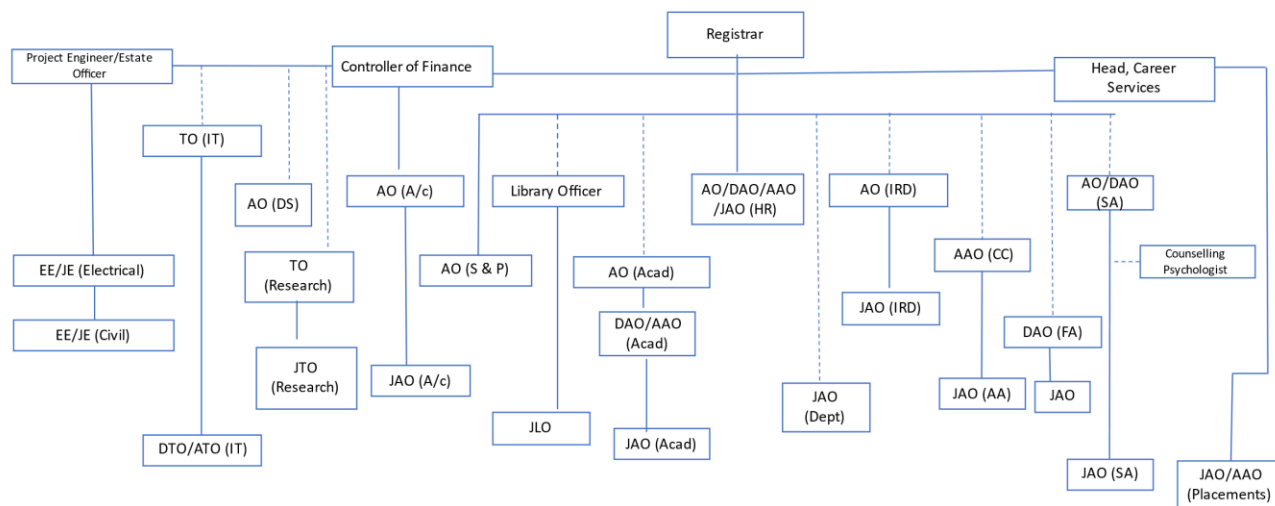
- **Trustworthiness**  
Trustworthiness is the ability to be honest, dependable, and reliable.
- **Initiative**  
Initiative is the ability to be resourceful and work without always being told what to do.
- **Freedom of enquiry**  
The freedom to pursue knowledge without fear, interference or censure. To express and accept disagreement respectfully.

### **Clauses of Act and Statutes relevant to the non-teaching staff**

The various Clauses of Act and Statutes relevant to the staff are as below:

Clause 3(3) of the IIIT Delhi Act, 2007 (Delhi Act, 5 of 2008)	<i>The Institute shall be financially and administratively autonomous and as such shall be self-sufficient on capital and operational accounts having its own governance as well as administrative policies and practices as prescribed.</i>
As per Clause 6 (6) and 6(7) of the Act, under 'powers of the Institute'	<i>'to create and establish contractual administrative, ministerial and other posts in the Institute required by the Institute and appoint persons to thereto; To fix the salary structure including allowances, provident fund etc. of all positions mentioned in clause (6)...</i>
As per Clause 18 (d) of the Act, which defines the functions of the Board of Governors (BoG),	<i>"create positions and appoint persons to academics and as well as other posts in the Institute and determine salary structure and terms and conditions of different cadres of employees;"</i>
As per Clause-28 (1)) of the Act, under Conditions of service of employees	<i>The Institute shall enter into a written contract of service with every employee of the Institute appointed on regular basis or otherwise and the terms and conditions of the contract shall not be inconsistent with the provisions of this Act, the Statutes and the Ordinances.</i>
As per Statutes, 2008 Clause 18(2)	<i>Every member of the academic and administrative staff shall be appointed on a written contract.</i>

## Reporting Structure



**DAO:** Deputy Administrative Officer    **AAO:** Assistant Administrative Officer    **JAQ:** Junior Administrative Officer    **A/c:** Accounts    **SA:** Student Affairs    **FA:** Faculty Affairs    **IT:** Information Technology    **JLO:** Junior Library Officer

## 1.6 Institute Cadre as per RPR 2024

A brief overview of the Institute's cadres and levels is mentioned below. The comprehensive details are in the [Recruitment and Promotion Rules for staff-2024](#) (Annexure I)

S. No.	Name of Cadres	Included Departments
1.	General Admin Cadre	HR, Store & Purchase, Academics, Student Affairs, Department Admins, IRD Admin, Corporate Communication, Placement Office, Well-Being Cell, Library, Resource Generation/Outreach, and Alumni Relations, etc.
2.	Accounts Cadre	Institute and IRD Accounts
3.	Estate Cadre	Estate, Infrastructure, Maintenance of Facilities, Housekeeping, Security, Transportation, Guest House, and Horticulture
4.	IT Cadre	IT Support Services and website management
5.	Research Cadre	Research support in laboratories

## Cadre Distribution Pay Level Wise

Institute Levels	Pay Level
Senior Levels	Level-14
	Level-12
Middle Levels	Level-10
	Level-8
Junior Levels	Level-6
	Level-4

## 1.7 Institute Conduct Rules (As approved in the 69<sup>th</sup> BoG)

The Board of Governors, in its 69<sup>th</sup> meeting held on Mar 7, 2025, in keeping the Clause 18 (2) (a) of the IIIT Delhi Act, 2007, has approved the Institute Conduct Rules, Grievance Redressal, and Disciplinary Policy for Employees of IIIT Delhi.

Ref. [Office Order No.253/2025 dated 19.03.2025](#). (Annexure II)

### Institute Conduct Rules

The Institute Conduct Rules provide a guideline to the non-teaching staff for their professional conduct at the Institute.



The rules, as approved in the 62<sup>nd</sup> Board of Governors, are as follows:

Every Employee shall

1. Comply with the Acts and Statutes and any other rules/processes of the Institute, as applicable from time to time.
2. Not be absent from Official Duty without prior permission or a valid reason communicated to the Institute within a reasonable timeframe, ideally not exceeding two weeks.
3. Respect the privacy of others, including students, colleagues, faculty, and staff, and refrain from collecting or documenting personal information unless prior written consent is obtained. Consent must have been given freely, that is, without coercion, undue influence, fraud, misrepresentation, or mistake.
4. Refrain from engaging in any Illegal Behavior.
5. Inform the Institute, within 48 hours, in case of conviction, if arrested on a criminal charge, or detained in pursuance of any process of law. Failure to do so will be treated as suppression of material information and will be liable for disciplinary action.
6. Not conduct independent investigations or take actions regarding the conduct or behavior of others, including but not limited to policy violations, ethical breaches, or rights infringements, without following the Institute's Grievance Redressal Mechanism.
7. Will refrain from vindictive behaviour and making frivolous complaints.

### **Regarding Carrying Out One's Official Duty**

8. Be honest and impartial in carrying out one's Official Duty, and not show undue favor when performing one's Official Duty
9. Disclose potential Conflicts of Interest to the Institute at the earliest available opportunity.
10. Use mechanisms provided by the Institute to maintain proper records of official activities as required by processes at the Institute.
11. Maintain confidentiality as required when performing an Official Duty.
12. Not misuse one's position and influence to accrue any unauthorized financial or material benefits.

### **Regarding External Communication**

13. Refrain from making Defamatory Statements about the Institute or its employees, on public forums such as radio, TV, press, or social media, which could damage the reputation of the Institute.
14. When speaking or acting as individuals or private persons, employees should avoid creating the impression that they are speaking or acting on behalf of the Institute.

### **Regarding Conduct with Others**

15. Abstain from any exploitation or harassment of others, or any kind of discriminatory behavior.
16. Not enter into an intimate relationship with students.

17. Shall not engage in "quid pro quo" conduct, specifically, offering or soliciting favors in exchange for personal gain including, but not limited to, sexual favors.
18. Shall not create an intimidating, offensive, or hostile environment within the Institute. This includes any behavior, actions, or communications that may cause fear or distress to others. Such behavior may include, but is not limited to, harassment, bullying, discriminatory remarks, verbal or physical threats, or any conduct that undermines the dignity and respect of Employees within the Institute community. All employees are expected to foster a work environment where mutual respect and professionalism are upheld.
19. Be aware of and adhere to the Institute's Policy for the Prevention, Prohibition, and Punishment of Sexual Harassment, as well as the guidelines set by the Internal Complaints Committee (ICC) in accordance with the Prevention of Sexual Harassment Act, 2013, and other relevant government regulations aimed at ensuring a safe work environment free from any kind of sexual harassment. You are required to participate in any related awareness and training sessions organized by the Institute as needed. Further details about the ICC can be found at [anti-sexual-harassment-committee](#).
20. Shall not have discriminatory rules or regulate patterns of behavior for any individual or group under any pretext. For e.g., making a rule barring the entry of women students to the lab premises after dark, or not including women in projects, on grounds of timings, etc., citing safety of women as the reason.

### **Regarding Consumption of Prohibited Substances**

21. For prevention of use of any prohibited substances, including prevention of intoxication and drug abuse, strictly abide by the laws relating to prohibited substances in force.
22. Not be under the influence of any intoxicating drink or drug during the course of duty, nor enter any Official Premises intoxicated. Employees are also prohibited from bringing alcoholic substances or drugs into the Official premises.
23. Smoking inside the Official Premises of the Institute is prohibited as per Section 4 of the Cigarettes and Other Tobacco Products Act (COTPA), 2003.

### **Grievance Redressal and Disciplinary Policy**

The Grievance Redressal and Disciplinary Policy of the Institute governs the suspension, discharge, dismissal, or imposition of penalties on any Employee for misconduct or violations of the terms and conditions of their appointment, in accordance with the procedures set forth in this Policy. It has the detailed information regarding grievance redressal mechanism for Faculty & Staff, complaint (sexual and non-sexual harassment) redressal mechanism and brief description of Disciplinary Process under The Central Civil Services (Classification, Control, and Appeal) Rules, 1965. Ref. [Office Order No.253/2025 dated 19.03.2025](#).(Annexure III)

## 2. JOINING THE INSTITUTE

This part will provide a complete description of the joining process, starting from acceptance of the offer letter till releasing the joining order of the new joiner, which includes all the necessary documentation and formalities.

### 2.1 General Terms of Offer Letter

1. As per the recommendation of the Selection Committee and with approval of the Competent Authority, the offer letter is issued to the selected candidate/s in the advertised pay level.
2. The candidate is asked for acceptance of offer letter within ten days from the date of issue.
3. The offer letter will remain valid for a period of three months.
4. The candidate may request an extension of the joining date, subject to the approval of the Competent Authority.
5. In case the selected candidate does not join within three months, the offer letter will be treated as annulled, and the next person on the waitlist will be offered the post.
6. The offer letter will be subject to verification of character and antecedents.
7. Selected candidates will be required to undergo a pre-employment medical health check-up at the designated lab of the Institute. An email containing the necessary details is shared with the new joiner & concerned team of the lab for a pre-employment medical health check-up.
8. On the day of joining, the candidates are required to bring the following documents and report to the HR Division:
  - 4 passport-size photographs
  - Copy of PAN card and Aadhar card
  - Copy of proof of essential qualifications, category certificate (if applicable), experience certificates, and relieving letter, duly self-attested.
  - HDFC account details (if available).
9. If at any later stage it is found that the candidate has secured the employment based on false documents/misinformation, the Institute shall terminate the employment without any notice and may recommend disciplinary action as deemed fit.

### 2.2 Joining Forms

At the time of joining the institute, the selected candidate has to report to HR Division to complete the joining formalities by filling the following forms:

1. Joining undertaking
2. Joining Report
3. Insurance Forms (Health & Term Insurance)
4. Hometown & Dependent Declaration form
5. HRA Undertaking
6. ID Card
7. Medical Fitness Certificate
8. NPS Account Creation Form

9. Gratuity nominee form
10. Service book relevant pages (Page 2 and 12) - To be later checked by HR before signatures.

## 2.3 Joining Formalities and subsequent follow-up by HR Division

- i. Filling up the forms mentioned above.
- ii. Requesting IT Division to provide a personal desktop & telephone extension.
- iii. Creation of Official Email ID
- iv. Creation of Domain
- v. Creation of Leave Portal Account and assigning leave balance
- vi. Creation of File Monitoring System Account
- vii. Creation of ERP Account
- viii. Issuance of ID Card (post submission of form by the employee)
- ix. Addition in the 'Office' email group
- x. Joining Announcement
- xi. Welcome kit distribution
- xii. Issuance of the joining order post submission of all the forms mentioned above.
- xiii. Addition in Term and Health Insurance post issuance of Joining Order.

## 2.4. Fixation of Salary

The pay fixation of a direct recruit shall be offered as recommended by the Selection Committee and approved by the competent authority.

## 2.5 Terms mentioned in the [Service Contract Agreement](#) (Annexure IV)

This Service Contract Agreement is between IIIT-Delhi (Employer) and an Employee(non-teaching staff), outlining the terms of employment.

Key points include:

- **Initial Term:** The contract starts on the joining date for a specified period, extendable based on performance.
- **Probation:** A one-year probation period applies, extendable for another year if performance is unsatisfactory.
- **Allowances & Benefits:** Salary, allowances, and various benefits are provided as per Institute rules.
- **Duties:** The Employee will perform duties as outlined in the job advertisement. These may be subject to change at any time as per the requirements of the Employer.
- **Performance Review:** Annual reviews, based on the [Recruitment and Promotion Rules for Non-Teaching Staff-2024](#), determine contract extensions or terminations.
- **Confidentiality:** Employees must keep Institute information confidential.
- **Termination:** During probation, 30 days' notice (or salary in lieu) is required. After probation, three months' notice (or salary in lieu) is required. The Employer can terminate without notice for cause.
- **Dispute Resolution:** Handled via the Institute's Grievance Redressal and Disciplinary Policy.



- **Governing Law:** The contract is governed by the laws of NCT of Delhi.

This agreement establishes the formal relationship and expectations between IIIT-Delhi and its non-teaching staff.

The detailed rule can be found in [the recruitment & promotion rules for non-teaching staff 2024](#).

## 3. WORK CYCLE

### 3.1 Personal File & Service Book

A personal file of each regular staff member is created & maintained to keep a record of the entire service of the staff. Personal files have authenticated copies of orders and other papers relating to important milestones in the work cycle of staff. The personal file is maintained at HR Division.

The Service Book (Annexure V) is a permanent record, which, in brief, reflects "at a glance/ synopsis" of the service at the Institute.

The Service Book has the following records:

- i. Staff general information- employee code, designation, division, PRAN etc.
- ii. Personal information – Date of birth, nationality, contact information, emergency contact information, educational qualification, category, address (correspondence & permanent), hometown, family details, height, blood group & identification mark etc.
- iii. Employee work cycle updates- joining details, pay fixation, probation, medical fitness, term/promotion/financial upgradation, subsequent educational qualifications (acquired), internal transfers, details of any misconduct and penalties, long leaves etc.,
- iv. History of service- name of post, scale of pay, date of appointment/promotion/financial upgradation, basic pay fixed, increments, promotion scale of pay
- v. Details of previous qualifying service- institution/Institute, post held, period
- vi. Details of dependents & nominations- family particulars & dependents, nomination, in case of eventuality
- vii. Earned leave details – earned leave credited period and leave taken, including the number of earned leave encashed
- viii. Medical leave details- no. of days medical leave availed and period
- ix. Details of other leaves- extraordinary, maternity, etc.
- x. Details of Child Care leave- term duration, entitlement, and period of leave.
- xi. Details of Leave Travel Support- block period, entitlement, nature of payment (availed/encashment).

### 3.2 Time & Attendance

The time & attendance guidelines for non-teaching staff are as follows:

- i. The Office timings will be between 9:00 AM to 5:30 PM. However, there will be flexibility for the individuals to complete daily at least 8 hours between 9:00 AM to 6:30 PM for winter and between 8:30 AM to 6:00 PM in the summer.
- ii. The female employees have the flexibility to complete 7 hours per day in office and for the remaining 5 hours per week, if availed, they will be required to give the justification for working from home for these hours.
- iii. For less than 8 hours but more than 7 hours, ½ day CL for 3 instances will be deducted. Beyond that ½ day of full-day CL, whichever is applicable, will be deducted. This will be applicable to habitual latecomers.
- iv. For half days, the presence for at least 4 hours is necessary; beyond that full day CL will be deducted.
- v. For working on holidays (prior approval of Competent Authority is required), the comp. off will be applicable.

The leave of non-teaching staff (regular) will be calculated as per the government of India policy i.e. 30 days earned leave, 8 days casual leave and 2 days RH.

Attendance will be marked through the Bio-Metric system, which will be checked monthly for any irregularities and leaves not applied. Ref: [Office Order No.2561 dated 21st January 2011](#). (Annexure VI)

### 3.3 Leave Entitlement

The entitlement of different types of leaves for staff is as below:

Leave	Entitlement & Procedure
Institute's Holidays	As per the list announced by the Institute for the Calendar year
Casual Leaves (CL)	A maximum of 8 days of casual leave each year is permitted. The Staff should inform the Reporting Officer, preferably before the leave is availed (apply in advance on the ERP Portal). Not more than 5 days of CL can be availed at a stretch.
Earned Leave	In a year, 30 earned leaves will be credited (15 earned leaves on January 1st and 15 earned leaves on July 1st). Carryover of leaves up to 20 days shall be allowed per year. Of the accumulated leaves, leaves up to 10 days can be encashed every year, subject to a maximum of 180 days during the service.
Paternity Leave	15 days of Paternity Leave shall be granted as per Government of India Rules, as amended from time to time.
Maternity Leave	180 days of Maternity shall be granted as per Government of India Rules, as amended from time to time.
Medical Leave	Up to a maximum of 10 days. The leave shall be admissible in case of serious illness of self/spouse/parents requiring hospitalization. Institute's Doctor will recommend the no. of days of Medical Leave for the approval of the Competent Authority. The Director shall be the deciding authority.
Compensatory Offs	The staff (other than Level 10 and above) can claim the compensatory off against working on weekly offs/ holidays. The compensatory offs are to be availed within one month, except for exceptional circumstances.

Child Care Leave	<p>The Child Care Leave is granted to women employees and single males on contract at the Institute having minor children below the age of 18 years, for taking care of such children, whether for rearing or to look after any of their needs like examination, sickness, etc. Child Care Leave shall not be admissible if the child is eighteen years of age or older. There is no age limit for disabled children with a minimum 40% disability.</p> <p>The permissible duration of CCL shall be based on the contract spell as follows:</p> <p>I. Up to six months for faculty appointed on a contract term of 7 years.</p> <p>II. Up to four months for staff appointed on a contract term of 5 years.</p> <p>III. Up to two years for staff on contract till superannuation or tenured faculty.</p> <p>Reference: Office order no. 161/2023 dated 13th December 2023 (<a href="http://officeorders.iiitd.edu.in/documents/Office%20Order%20-%20Revised%20Child%20Care%20Leave%20Policy-5-393267.pdf">http://officeorders.iiitd.edu.in/documents/Office%20Order%20-%20Revised%20Child%20Care%20Leave%20Policy-5-393267.pdf</a>) (Annexure-VII)</p>
Other Leaves	Any other leave, like Lien, EOL, etc., requests not falling in one of the categories above shall be applied to the Director, who shall decide on a case-by-case basis.

### 3.4 Promotion, Upgradation, And Career Progression Process

This section deals with furtherance of the work cycle of the staff after joining and includes general norms for promotion and financial upgradation, in line with the Recruitment & Promotion Rules for non-teaching staff 2024.

#### General Norms

- i. In case there are enough internal candidates available for promotion to the next cadre level (i.e., Pay Level-6, 8, etc.), the essential qualifications and experience specified for direct recruitment will be considered for promotional review. However, if there are no internal candidates available for a cadre level at any particular time, the post can be advertised for selection through Direct Recruitment.
- ii. If there are no positions available at the next cadre level for promotion/direct recruitment, the staff will be eligible for upgradation to the next higher pay level (i.e. Pay Level-5, Pay Level-7 etc.) after a uniform qualifying service of 5 years, subject to a) meeting the performance benchmarks which is 'Very Good' in two appraisal cycles, b) vigilance clearance and c) Assessment by the Review Committee.
- iii. Further, in case of non-consideration of a staff member for upgradation, such a staff member will be eligible for career progression (same title and next higher scale) after 10, 20 and 30 years of qualifying service subject a) to meeting the performance benchmark which is 'Very Good' in five appraisal cycles, b) vigilance clearance and c) Assessment by the Review Committee.
- iv. A maximum of three financial upgradations shall be permissible during the entire service career.



### **Eligibility Criteria & Process**

For promotion, the norms as specified in points above will be followed. The promotion shall be subject to the completion of the following:

- i. Qualifying service at the required Pay Level
- ii. Satisfactory Performance as per Appraisal reports and performance benchmarks
- iii. Subject to the availability of a vacancy as per the reservation norms
- iv. Assessment by the Review Committee.

The process of upgradation and career progression will be the same as promotion, except availability of a vacancy.

The process will be as follows:

- i. A Review Committee shall be constituted, which shall meet twice in a year (January and July).
- ii. The Review Committee shall be composed of the Director/nominee, Registrar, HOD/Dean, and other members, as nominated by the Director.
- iii. The Appraisal reports of the previous five years will be taken up.
- iv. The performance benchmark will be 'Very Good' for all positions after the implementation of this policy. Out of five-year APARs, the rating should be "Very Good" in at least three APARs. In case of a review period prior to the implementation of this policy, a rating of 'Good' will be considered.
- v. An order of merit/seniority shall be prepared as per available posts.
- vi. The Review Committee will have full discretion to devise its own methods and procedures for the objective assessment of the suitability of candidates who are to be considered by them, including those officers on whom a penalty has been imposed.
- vii. Recommendations of the Review Committee shall be placed before the Appointing Authority for approval.
- viii. Vigilance clearance shall be obtained before actual promotion.
- ix. DOPT norms shall be referred to for any further clarity required.
- x. A maximum of three financial upgradations shall be permissible during the entire service career.

### **3.5 Salary and Increments**

The Institute shall decide on the salary structure and other benefits from time to time. Every year in the month of January/July (as per individual applicability), the Basic Pay of an employee will be revised in their respective Pay Level as per Pay Matrix (values of Basic Pay will move to the next higher cell).

### **3.6 National Pension System (NPS)**

In pursuance of the approval of the BoG, the staff will be under the New Pension Scheme (NPS). The contribution by the staff shall be a minimum @10% of Basic Pay plus DA in Tier-I of the Scheme.

This shall be deducted monthly from the date of joining the Institute. The Institute's contribution shall be 14% of Basic Pay plus DA.

**Reference:** [Office Order No. 28/2009](#) (Annexure VIII)

### **3.7 Gratuity**

Gratuity is payable to a staff (nominee – in case of death of the staff member) who has rendered continuous service as per the Payment of Gratuity Act 1972.

**Reference:** [Office Order No. 18/2013 dated 7th February 2013](#). (Annexure IX)

### **3.8 Non-Performing Staff**

The Institute gives top priority to the assigned official tasks to the staff, and the staff is expected to take the roles assigned seriously. Non-adherence to benchmarks may lead to suitable action by the Competent Authority like issue of a memo, a warning letter, or recording the same in the appraisal. If the performance continues to be below expectations, the Institute can recommend a suitable improved plan. If there is still no improvement observed, the Institute can terminate the contract, on the recommendation of the respective Committee. The Institute may take action against staff/s with doubtful integrity and a compromised approach towards the Institute's goals.

### **3.9 Early Promotion**

Early promotion is only for staff members who are exceptional in their professional duties. There will be an early promotion for deserving individuals who have gone beyond the call of duty to take up new initiatives for the Institute towards achievement of its goals and performed exceptionally well in overall in their roles assigned and performed "Outstanding"/ "Excellent" at the Institute for at least three consecutive years. Such a staff member will be eligible for relaxation of one year in qualifying service for Direct Recruitment/ promotion/ upgradation at the next higher level only.

### **3.10 Awards and Recognition**

The Institute confers Annual Awards on its Foundation Day every year to recognize outstanding and performance in work roles or that goes above and beyond the regular call of duty.

#### **Guidelines For Institute Awards for Staff**

##### **Stage I Self Appraisal for the year**

Each staff member submits a self-appraisal highlighting their contributions and achievements during the year.

##### **Stage II Rating by the Reporting Officer**

The Reporting Officer of the staff evaluates the staff member's performance based on the self-appraisal and overall assessment of the work done throughout the year.

##### **Stage III Assessment by Appraisal Committee**

The Appraisal Committee independently reviews the appraisals and performance reports and gives

its recommendations that are placed before the Reviewing Officer.

#### **Stage IV Rating by the Reviewing Officer**

A further review is conducted by the Reviewing Officer for additional evaluation and validation through in-person meetings with each staff.

#### **Stage V Call for Awards**

Based on the grading by the Reviewing Officer, staff members getting grade 4.0 and above are asked to fill out a Google form for consideration for awards. The Google form asks to mention two initiatives where the staff has performed extremely well and that the performance has **contributed** significantly to the divisional objectives and Institute vision. These initiatives can be from the work roles or above and beyond the call of duty. The staff who have received awards in the last three years will not be considered for the Award. Any such staff with exceptional contribution in that year will receive a Special Appreciation Certificate, subject to recommendation by the Awards Committee. Any exception will be subject to the discretion of the Awards Committee and approval of the competent authority.

#### **Stage VI Shortlisting by Awards Committee**

The Award Committee assesses the forms and further shortlists staff for the next round.

#### **Stage VII: Personal meeting of the Awards Committee with the staff shortlisted for the final round**

The Awards Committee personally meets with the shortlisted staff to further assess their contributions and finalize the Awardees.

#### **Stage VIII: The final Awardees list for approval of the competent authority.**

The final list of Awardees is sent for the approval of the competent authority. The Institute Awards for Staff for the year will be announced. The awards will be presented to the Awardees during the Foundation Day celebrations.

### **3.11 No Objection Certificate**

The Institute issues various types of No Objection Certificates (NOCs) to its employees based on specific requirements. Employees seeking such NOCs are required to follow the prescribed process and submit the necessary documentation for verification and approval. The issuance of each NOC is subject to fulfillment of the relevant conditions and approvals as per Institute norms.

These may include NOCs

1. For passport application/renewal
2. For Higher Education
3. For Job Applications (Within and Outside Institute)
4. For Visa Issuance
5. For Address Proof and others, as applicable.

**Process to obtain NOCs**

- The staff member has to apply online at [https://www.iiitd.ac.in/form\\_docs](https://www.iiitd.ac.in/form_docs) with all the details while applying within or outside the Institute (IIIT-Delhi)
- While applying, information has to be sent to the Human Resources Division through the proper channel along with all the relevant documents (copy of advertisement, filled application form etc.).
- Please request for NOC at least 10 working days in advance, as it involves vigilance clearance and other approvals (if required).



## 4. STAFF BENEFITS (NON-TEACHING REGULAR STAFF)

As part of its commitment to fostering a supportive and rewarding work environment, the Institute offers a comprehensive range of employee benefits to its non-teaching regular staff. These benefits are designed to promote employee well-being, enhance work-life balance, and support professional and personal development.

The benefits are extended throughout the employee's tenure and may cover areas such as health and wellness, financial assistance, work-related reimbursements, and professional growth. All benefits are governed by the Institute's policies, and are revised every three years by a duly constituted committee.

Employees are encouraged to familiarize themselves with the detailed provisions of each benefit and to reach out to the HR department for clarification or assistance regarding eligibility, application processes, or related queries.

(Click on the link to download the Claim Form: [Internal Forms and Docs | IIIT-Delhi](#))

The various benefits extended to the non-teaching staff includes:

### 4.1 Purchase of Mobile Phone

Purchase of mobile phones is admissible up to the following limits vide office order No. 25/2025 dated 30<sup>th</sup> May, 2025

[30may2025 fitmentUnconfirmed 764894.crdownload](#) (Annexure X)

Benefits	Frequency	Pay Level (As per 7th PC)	Entitlement Limits
Purchase of Mobile Phone	Every three years*	L-13, L-14	Rs.25000/-
		L-7 to L-12	Rs.18750/-
		L-4 to L-6	Rs.12500/-

\*Depreciated Value of an Asset on Buy-Back will be as per Office Order No.06/2023 dated 8<sup>th</sup> May 2023.

[8may2023Unconfirmed 834183.crdownload](#) (Annexure XI)

### 4.2 Purchase of Laptop

Purchase of a Laptop is admissible up to the following limits vide office order No. 25/2025 dated 30<sup>th</sup> May, 2025

[30may2025 fitmentUnconfirmed 764894.crdownload](#) (Annexure X)

Benefits	Frequency	Pay Level (As per 7th PC)	Entitlement Limits
Purchase of Laptop	Every three years*	L-13, L-14	Rs.75000/-
		L-4 to L-12	Rs.60000/-

\*Depreciated Value of an Asset on Buy-Back will be as per Office Order No.06/2023 dated 8<sup>th</sup> May 2023.

#### 4.3 Telephone/Mobile/Datacard Expenses Reimbursement

Keeping in view the job requirement and nature of work for the reimbursement of Telephone/Mobile/Datacard expenses, the limits have been kept as amended from time to time as per the IIITD norms.

Telephone/Mobile/Data Card expenses reimbursement limits are:

Benefits	Frequency	Pay Level (As per 7th PC)	Entitlement Limits
Telephone/Mobile/Data Card Expenses Reimbursement	Monthly	L-13, L-14	Rs.1500/-
		L-6 to L-12	Rs.1000/-
		L-4, L-5	Rs.500/-

Ref: Office Order No. 25/2025 dated 30<sup>th</sup> May,2025

[30may2025 fitmentUnconfirmed 764894.crdownload](#) (Annexure X)

#### 4.4 Leave Travel Support (LTS)

The Leave Travel Support (LTS) benefit can be availed once every two years, starting from the date of joining the Institute. Each two-year period is referred to as a "block year."

Employees may claim LTS by submitting the prescribed form along with the necessary travel documents and proof of travel, if undertaken. LTS amount can also be encashed at the end of the block year, after giving a reason for not availing during the block year.

An advance of up to 90% of the eligible amount may be availed prior to the commencement of the journey. This advance must be settled within one month from the date of travel by submitting appropriate bills or receipts. If the advance is not settled within the stipulated time, the outstanding amount will be automatically recovered from the employee's salary.

The current entitlements under this benefit are as follows:

Benefits	Frequency	Pay Level (As per 7th PC)	Entitlement Limits
Leave Travel Support (LTS)	Every two years	L-13, L-14	Rs.140625/-
		L-10 to L-12	Rs.103125/-
		L-7 to L-9	Rs.84375/-
		L-6	Rs.56250/-
		L-4, L-5	Rs.37500/-

Ref: Office Order No. 25/2025 dated 30<sup>th</sup> May, 2025

[30may2025 fitmentUnconfirmed 764894.crdownload](#)(Annexure X)

#### 4.5 Leased/Rented Accommodation

The Institute will help to lease a suitable accommodation in lieu of HRA, within the limits prescribed by the Institute. The Officer shall be required to enter into a tripartite agreement with the Owner and the Institute. The current entitlement limits are:

Benefits	Frequency	Pay Level (As per 7th PC)	Entitlement Limits
Leases/Rented Accommodation	Monthly	L-13, L-14	Rs.37500/-
		L-7 to L-12	Rs.18750/-
		L-4 to L-6	Rs.12500/-

Ref: Office Order No. 25/2025 dated 30<sup>th</sup> May, 2025

[30may2025 fitmentUnconfirmed 764894.crdownload](#)(Annexure X)

#### 4.6 Medical Allowance

The current limit of Medical Allowance is Rs. 6,000/- per month, paid directly along with the monthly salary.

Ref: Office Order No. 25/2025 dated 30<sup>th</sup> May, 2025

[30may2025 fitmentUnconfirmed 764894.crdownload](#)(Annexure X)

#### 4.7 Professional Development Allowance

Staff Professional Development Account (PDA) is a Board of Governors approved policy linked to professional development of staff.

##### Background

A knowledge enriched Administrative Support System in any Institute is crux for its continued growth and development. For the long-term benefit of the Institute, the administrative staff is also required to be trained for adapting to change and for learning new methods of performing assigned functions. The sole objective of creating the account for the non-teaching staff, therefore, is their professional development for the benefit of the Institute.

##### Link to performance

Each year, a comprehensive assessment is conducted to evaluate the service contributions on different parameters of non-teaching staff members. The evaluation process entails a committee reviewing each staff member's performance, directly tied to their contributions. The corresponding PDA (Professional Development Account) amounts are determined as follows for each rating. The PDA amount is credited to the employees account every year in August.

Rating	% of PDA Amount
Greater than or equal to 4	100
3.6 - 3.9	90
3.1 – 3.5	80
2.5 – 3.0	70
Less than 2.5	50

The current entitlement limits of PDA are:

Benefits	Frequency	Pay Level (As per 7th PC)	Entitlement Limits
Professional Development Allowance	Yearly	L-13, L-14	Rs. 62,500/-
		L-7 to L-12	Rs. 43,750/-
		L-4 to L-6	Rs. 25,000/-

### **Staff PDA Distribution**

The Staff PDA amount is divided into two categories: Common Pool and Personal Pool, with PDA amount added in equal amounts every year to pre-existing amounts. The PDA amount will carry forward credits in the account, including the existing balance, for five years. The accumulated amount will be for the last four years plus the current year.

#### **A. Common Pool for Professional Development (50% of the total PDA)**

A common pool will be created for professional development-related expenditures for all the staff members. It would be 50% of the total PDA amount. This pool can be utilized for the following purposes:

- i) To participate and attend any Training/Workshop recommended as part of the appraisal process or by the division-in-charge/reporting officer.
- ii) To participate in various events aligned to the staff's career growth. The expenses to attend the event can include Travel (within Delhi-NCR/within India/Overseas), Registration Fees, Accommodation, Food, Visa Fees, Insurance, and other related expenses, if any, etc., as per the Rules. The amount can be utilized, once in three years for attending national event or once in five years for international event. If the amount to be utilized by the staff for national or international event is more than the staff's share in common pool, the additional amount will be given as a loan from the common pool. The loan amount will be adjusted in future allotments or will be recovered from the salary, if he/she leaves.
- iii) Course Fees / Exam Fees of Degree / Diploma / Certificate Programs of duration more than one year, ensuring the office work timings are not affected. A prior approval and intimation to the HR department for joining a course/program, etc., has to be taken and a bond has to be signed for committing a minimum period of three years for serving the Institute after completion of the course. The certificate of completion must be submitted to the HR Department.
- iv) Article publishing charges in Journals, Conferences, and any other platform.
- v) The Institute-approved amount as per Board approval for mobile purchase, once every three years.
- vi) The release of an amount from the common pool based on appraisal rating will be subject to the PDA Committee decision for weak performers.

#### **B. Personal Pool for purchase of items related to professional development based on responsibilities (50% of the total PDA)**

For this head, 50% of the total PDA can be utilized as follows -

- i. Purchase/subscription of books and periodicals in any form related to professional development.
- ii. Membership fee/Registration fee (for Academic/ Administrative/ Professional Associations and

Domain or Virtual Space).

- iii. Course fees for short courses/trainings, less than one year, for which no bond needs to be signed.
- iv. PDA amount can be utilized up to a matching grant as per the benefits to cover the amount required to purchase a laptop over and above the board-approved limit.
- v. PDA amount can be utilized up to the matching grant as per the benefits to procure a mobile phone over and above the board-approved limit.
- vi. Upgrade/repair of laptop/mobile phone and accessories on actual cost.
- vii. Any consumable or non-consumable items related to professional requirements of the staff for the ultimate benefit of the Institute, as approved by the division-in-charge, can be purchased with proper justification for the same. The decision of the division-in-charge shall be final and binding.

Any other professional activity or relaxation of the above, with prior approval of the division-in-charge.

#### **Guidelines for use of PDA**

- i. A Staff PDA Committee has been formed to take periodic decisions on cases that need attention. The Committee may meet once a month or as required.
- ii. For Fixed Assets, the Institute's Board-approved WDV policy is applicable.
- iii. All assets (except consumables) in case of loss/damage/theft can be purchased again after paying the depreciated value of the previous item, subject to submission of the off-line/on-line Police FIR copy (only in case of loss or theft).
- iv. The Staff PDA is updated via the PDA Portal. The employees can check the balance amount at any time before making a request.
- v. The employee may submit bills of purchase to the Store & Purchase Division directly.
- vi. PDA can be availed only after the Probation clearance.
- vii. Books may, preferably, be purchased through the Institute Library for quick purchase and better discounts.
- viii. In case of non-utilization of PDA, the remaining amount shall be carried forward up to 5 years. There will be no encashment of PDA at the time of leaving the Institute.
- ix. Matters of interpretation will be referred to the PDA Committee. 10. The policy will be reviewed after three years, if required.

Reference: Office Order no. 11/2024 dated 12<sup>th</sup> April, 2024

[12april2024Revised staff PDA policy-5-771085.pdf](#) (Annexure XII)

Reference: Office Order No. 25/2025 dated 30<sup>th</sup> May, 2025 [30may2025 fitmentUnconfirmed 764894.crdownload](#) (Annexure X)

#### **4.8 Leave Encashment**

The Board of Governors in its 26th meeting held on 28th April 2014 vide item no. 26.7.14 approved the maximum of 180 days of earned leave to be encashed to the staff after resignation/separation at the time of full and final settlement. At the time of resignation/separation, the limits for encashment are as under:

Period of Service	Maximum Earned Leave for which encashment will be allowed at the time of leaving the Institute (days)
Up to 01 year	No encashment
More than 01 year up to 02 years	20
More than 02 years up to 05 years	50
More than 05 years up to 10 years	100
More than 10 years up to 15 years	150
More than 15 years	180

Reference: Office Order No. 01/2015, dated 23rd March 2015  
(<http://officeorders.iiitd.edu.in/documents/Leave%20Encashment-5-392644.pdf>) (Annexure XIII)

#### 4.9 Salary Advance

The Institute has approved the provision of salary advance for employees, subject to applicable terms and conditions as outlined below.

Eligibility	Those who have contract validity for 1 or more year from the date of application for Salary Advance, and 1. Does not have any loan/advance pending in his/her name
Amount of Salary Advance	Equivalent to 3 months' Salary (Basic Pay+DA+HRA)
Periodicity	Twice in a total period of 05 years
Purposes for Salary Advance	1. Illness of self/family member(s) 2. Educational needs 3. Marriage of self/siblings, daughter and son 4. Car down payment 5. House deposit & Brokerage for leased accommodation 6. Housing Loan Down Payment
Recovery	In 10 equal installments from monthly salary. Priority over other payments. A time lag of one month will be kept between release of advance and commencement of recovery from salary e.g. recovery of advance released on 15 <sup>th</sup> June will commence from the salary of August only.  In exceptional circumstances, 2-3 months' deferment in repayment of salary advance can be granted with the Director's prior approval.

Reference: Office Order No. 211 dated 30th May, 2012  
[30may2012Grant Of Salary Advance -5-386586.pdf](#) (Annexure XIV)

Reference: Office Order No. 127/2014 dated 31st Dec, 2013  
[31dec2013Grant of Salary Advance-5-280498.pdf](#) (Annexure XV)

Reference: Office Order No. 487/2021 dated March 26, 2021

[26march2021OO-Salary Advance.pdf](#) (Annexure XVI)

**Process for availing salary advance:**

- a. An employee interested to take salary advance, fill up the advance form and submit the same to the HR department along with the necessary proof, for any one of the mentioned purposes.
- b. The HR department will verify the details and other conditions issued from time to time and recommend the same to the F& A department.
- c. The Finance & Accounts department will verify the outstanding amount, if any. If no outstanding amount is found, then they will seek approval of the Director and once approved, will disburse the Salary Advance amount and keep the record of the same.
- d. The Finance and Accounts department will also intimate the release of salary advance to the employee concerned and the HR department via email.

**4.10 Travel Allowance /Local Conveyance (For Official Work Only)**

Non-Teaching staff (regular) may have to travel for professional reasons. It is expected that such travel will have minimal impact on their administrative/functional commitments and is therefore pre-approved. It is expected that active efforts are taken to minimize travel and keep each travel for the shortest duration possible. In case, a Non-Teaching staff (regular) stays for some extra days due to personal reasons (e.g. weekends or holidays or during winter/ summer), he/she shall not be allowed to claim any TA for these days.

The Travel Allowance/conveyance reimbursement will be as per the rates notified by the Delhi Government (as per Ministry of Finance OM No. 31011/8/2017-Estt.A-IV dated 19 September 2017 and OM No. 19030/1/2017-E.IV dated 13 July 2017 and as amended from time to time.

Reference: Office Order no.104/2013, dated 23rd October 2013.

[23oct2013Travel Guidelines Eligibility-Revised-6-112068.pdf](#) (Annexure XVII)

Reference: Office Order/Corrigendum No.02/2015 dated 07 April, 2015.

[7april2015Corrigendum Travel Claims-5-314199.pdf](#)(Annexure XVIII)

Reference: Officer Order No. 53/2024 dated 25<sup>th</sup> June 2024.

[25june2024Office Order - Revision in Policy for payment of allowance to Administrative staff during non-working days-5-406997.pdf](#) (Annexure XIX)

**4.11 Honorarium**

For working on holidays (prior approval of the Reporting Officer and Head of the division is required), the compensatory off or reimbursement of honorarium shall be applicable as per Institute guidelines approved from time to time. Reimbursement of honorarium should be claimed through a prescribed form.

Honorarium for non-working days- The following revised slabs are recommended as work allowance for admin support on non-working days:

Category of Staff	Honorarium (for a full day) for non-working days. (Rs.)
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Senior Management	TA
Middle Management	Rs.1000/- plus TA
Junior Management	Rs.750/- plus TA
Outsourced/Allied Staff	Rs.500/- plus TA

Reference: Officer Order No. 53/2024 dated 25<sup>th</sup> June 2024.

[25june2024Office Order - Revision in Policy for payment of allowance to Administrative staff during non-working days-5-406997.pdf](#) (Annexure XIX)

#### 4.12 Health Insurance

In addition to Medical Allowance, for hospitalization expenditure, health insurance cover is provided for the Regular employees and his/her spouse and up to two children. Broad Features of the Group Health Insurance Scheme for the year 2025-26 are:

S.N.	Particulars	Details
1.	Period	26th June 2025 to 25th June 2026
2	Company Name	BAJAJ ALLIANZ GENERAL INSURANCE COMPANY LIMITED
3	Policy Number	OG-26-1101-8403-00000034
4	Covers	Regular employee, spouse and up to two children
5	Premium	90% by the Institute, 10% by employee
6	Coverage Amount	Rs. 6,00,000/- (Family Floater Policy) For exceptional cases beyond 6 lakhs, the Institute, as presently, may reimburse 90% of the amount beyond Rs. 6 lakhs, with a maximum overall limit of Rs. 10 lakhs, i.e., the regular staff get reimbursed Rs. 6 lakhs from the insurance policy and a maximum of Rs. 3.60 lakhs (90% of 4 lakhs) from the Institute on the production of the bills.
7	Expenditure Coverage	30 days pre-hospitalization and 60 days post hospitalization expenses are covered.
8	Pre-existing Disease Coverage	Covered
9	Room Rent Per Day Allowed	Single AC Room



10	Maternity Coverage	Rs. 75 K for normal delivery/Rs. 1 Lac for LSCS
11	Network/Included and Non-network/Excluded/Blacklisted, hospital	<a href="https://www.bajajallianz.com/branch-locator.html">https://www.bajajallianz.com/branch-locator.html</a>
12	Before/at the time of hospitalization	<p>Email to the below email IDs along with Patient Details, Health ID Card number, Hospital Name, and the medical issue for which admission is required.</p> <ol style="list-style-type: none"> <li>1. <a href="mailto:admin-hr@iiitd.ac.in">admin-hr@iiitd.ac.in</a></li> <li>2. <a href="mailto:alankrit.shrotria@bajajallianz.co.in">alankrit.shrotria@bajajallianz.co.in</a></li> <li>3. <a href="mailto:sujeet.singh@bajajallianz.co.in">sujeet.singh@bajajallianz.co.in</a></li> <li>4. <a href="mailto:bagichelp@bajajallianz.co.in">bagichelp@bajajallianz.co.in</a></li> </ol>
13	For hassle-free Claim Reimbursement	Opt for CASHLESS TREATMENT in network hospitals.
14	Self-Service App	<p>The link for downloading the app is given below:</p> <p>Apple App Store - <a href="https://apps.apple.com/in/app/caringly-yours/id982500448">https://apps.apple.com/in/app/caringly-yours/id982500448</a></p> <p>Google Play Store - <a href="https://play.google.com/store/apps/details?id=com.ba.cp.controller">https://play.google.com/store/apps/details?id=com.ba.cp.controller</a></p> <p><b><u>Steps to register on App are as below :-</u></b></p> <p>Download the app (Link shared above)</p> <p>Enter your mobile number for registration. Please enter mobile number carefully as the same would be needed for future correspondence</p> <p>An OTP to verify your mobile number will be generated. enter the OTP and it will prompt you to fill further details (<b>Your Name and Email ID</b>)</p> <p>Once you have entered these details, your Insurance portal will be activated. Post that, you need to register yourself for the current Group Insurance Policy. Steps for the same are given below</p> <p>Click on <b>ADD POLICY</b></p> <p>On top of the page, you will see 2 options. RETAIL POLICY and GROUP HEALTH. Please click on <b>GROUP HEALTH</b>.</p> <p>Enter your <b>EMPLOYEE CODE</b> (without prefixing it with 0. For example if your Employee code is 600, please enter 600 instead of</p>

		<p>0600 or 00600, or if your Employee code is 70, please enter 70 instead of 070 or 0070)</p> <p>Enter your Health ID Card No. Your Health ID Card number is <b>GMC-26110130034-(your employee code)</b>. For example, if your employee code is 600, then your Health ID Card Number is <b>GMC-26110130034-600</b> or if your employee code is 70, then your Health ID Card Number is <b>GMC-26110130034-70</b> .</p> <p>You will get a prompt that <b>YOUR POLICY HAS BEEN SUCCESSFULLY ADDED</b></p> <p><b><u>HEALTH INSURANCE ID CARDS (E-CARDS)</u></b></p> <p>Post successful registration on the app, you can download your E-Cards from the app. Steps for the same are as below</p> <p>Click on the MENU section of the app (Top Left Corner)</p> <p>Click on <b>MANAGE POLICY</b></p> <p>Click on <b>MY E-CARDS</b></p> <p>You can see all the family members covered under the policy with their E-Card number and Policy number here</p>
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Reference: Office Order No. 492/2021 dated 26.03.2021

[https://drive.google.com/file/d/1ZBm9ExVlYa04GB3\\_wYlf2a2xMVfoAao/view?usp=drive\\_link](https://drive.google.com/file/d/1ZBm9ExVlYa04GB3_wYlf2a2xMVfoAao/view?usp=drive_link)

(Annexure XIX)

#### 4.13 Group Life Insurance

The Group Life Insurance Policy for the year 2025-26 is being availed for office staff and faculty/Sr. Administrators for a sum assured of Rs 50 lakh and Rs 100.00 lakh, respectively. 50% of the premium amount is paid by the Institute, and the balance 50% by the staff as a one-time deduction from salary, and in case of Faculty/ Sr Administrators 37.5% of the premium amount is paid by the Institute, and the balance 62.5% by the Faculty/ Sr Administrator as a onetime deduction from salary. Sr. admin/faculty can opt for coverage of 50L instead of 100L.

#### 4.14 Children Education Allowance

The Institute shall reimburse expenses in accordance with the prevailing Government of India rules, as notified or amended from time to time. Employees are required to submit their claims in the prescribed format along with the necessary supporting documents. Currently, the reimbursement is admissible up to ₹2,812 per child per month, for a maximum of two children, as per applicable Government guidelines.

##### Process for claiming Children Education Allowance:

- An employee interested to claim CEA, fill up the CEA form and submit the same to the HR department along with the necessary proof, for any one of the mentioned purposes.

- b. The HR department will verify the details and other conditions issued from time to time and recommend the same to the F& A department.
- c. The Finance & Accounts department will verify the amount and will disburse the CEA amount and keep the record of the same.

#### **4.15 Ad hoc NPL-Bonus**

Non-Productivity Linked Bonus (ad hoc bonus) per year is admissible to regular non-teaching staff up to Pay Level-9 as announced by Govt. of India and made applicable to autonomous bodies. Presently, the upper limit is Rs 7000/- per annum.

**Reference:** Order of the Ministry of Finance, Department of Expenditure issued from time to time in the connection.

## 5. RELIEVING, EXIT & TRANSFER

This section will provide a brief description about the resignation and relieving process, the termination/separation process initiated by the institute, appointment within the institute under direct recruitment and transfer procedure for the staff.

### 5.1 Resignation and Relieving Process

- a. Staff will submit a formal resignation letter/ email to the HR Division through his/her concerned Reporting Officer as per the required notice period (After completion of probation, three calendar months' notice in writing or three months' salary instead of notice without assigning any reason, and during the probation, one calendar months' notice in writing or one month's salary instead of notice without assigning any reason).
- b. The HR Division will initiate the resignation of the staff for the approval of the Director through the Registrar.
- c. After completion of probation, a 3 months' notice period has to be served by the staff. If any, shortfall in notice period will be adjusted at the time of full and final settlement. However, staff may also request a waiver of the notice period in his/her resignation letter, which may be considered, subject to the approval of the Competent Authority, and the same may be reported to the Board of Governors (BoG).
- d. After the acceptance of resignation by the Competent Authority, HR Division will initiate the "No dues" process on the No-Dues portal ( <https://nodues.iiitd.edu.in/>) for the staff. This process will be initiated 30 days in advance of the date of relieving.
- e. Once the resignation has been accepted, the last month's salary of the concerned staff will be put on hold and will be processed at the time of full and final settlement.
- f. The HR Division will follow up with the F&A Division and Stores & Purchase Division for any outstanding dues or assets depreciation of the concerned staff.
- g. A staff member who has resigned and is serving his/her notice period will not be entitled to any subsequent salary revision, including any benefits that would be applicable with retrospective effect.
- h. In the event a shorter notice period is given by either side, a sum equivalent to the salary (Last drawn Basic Pay+Dearness Allowance) of the notice period falls short, shall be payable.
- i. Reporting Officer will ensure proper handover is done – documents, transfer of file/ soft data, etc. The Certificate of Transfer of Charge will be submitted by the concerned staff to HR Division.
- j. Exit interaction with the Director will be scheduled.
- k. The HR Division will ensure that all relieving formalities are completed, subsequent to which relieving order will be issued on the last working day (LWD) along with the exit kit.
- l. The Experience Certificate and the Character Certificate may be issued on request of the concerned staff.
- m. The full and final settlement will include LTS encashment (if applicable), Earned leave encashment, and Gratuity (whichever applicable) & deductions if any. This process will be completed within 45 days of the date of relieving post recovery of advances/outstanding dues, if any.
- n. Email IDs, personal details on the website or any other benefit (insurances), the details of the concerned employee will be removed/disabled after relieving.

## **5.2 Termination/Exit Process**

- a. During the probation period, either the Institute or the Staff may terminate the contract by providing (30) thirty days' advance written notice or a sum equivalent to one month's salary (Last drawn Basic Pay + Dearness Allowance) in lieu of such notice.
- b. After the completion of the probation period, either the Institute or the Staff may terminate the contract by providing three months' written notice or a sum equivalent to three months' salary (Last drawn Basic Pay + Dearness Allowance) in lieu of such notice.
- c. The Institute may terminate the contract without notice for cause, including but not limited to breach of this contract, misconduct, loss of integrity, disciplinary action, or failure to perform duties satisfactorily as recommended by the Review committee.
- d. In the event a shorter notice period is given by either the Institute or the Staff, a sum equivalent to the salary (Last drawn Basic Pay + Dearness Allowance) of the notice period falling short, shall be payable. Leaves, as available, may be adjusted against the shortfall in the notice period.
- e. The superannuation age of the non-teaching staff shall be 60 years for the non-teaching staff on contract till superannuation or expiry of the contract term or as otherwise specified.
- f. Upon termination of the contract, the Staff shall return all tangible and fixed assets belonging to the Institute, including but not limited to documents, equipment, and information in soft or hard copy, for handover to the division or department.
- g. Mobile Phones and Laptops purchased from PDA can be bought back on the Depreciated Value of the Asset as Office Order No.06/2023 dated 8th May 2023.
- h. Superannuation – The HR department shall inform three months before the superannuation date, specifying the requirements that the employee concerned must fulfil in order to be superannuated from his or her position at the Institute. The employee is required to complete all formalities (handing over of the assigned charge(s) in conformity with Reporting Authority(ies), no dues as per the Institute's norms). No dues process gets initiated through the no dues portal, which is sent to all concerned sections at the Institute from where the No-dues are to be issued, and such offices shall issue pending clearances within 3 working days, with due intimation to the employee concerned and the HR. The superannuating employee receives a relieving letter on the last working day, and full & final settlement is carried out within 30 days as per Institute norms.
- i. Death During Service- The date of death will be constructed as the last date under service with the Institute for all purposes. The date of death will be as specified on the death certificate. The last salary drawn & other dues in such a case will be computed up to the last date of service and will be credited to the deceased employee's salary account or his/her nominee's account as available with HR.

## **5.3 Relieving Process for Internal (Regular) staff for appointment within the Institute under Direct Recruitment**

- a. Staff who have applied for the Direct Recruitment that the Institute has published for levels 6, 8, and 10. If the candidate, i.e., internal (regular) staff, is selected, he/she will give a resignation from the previous position, with the recommendation of the Reporting Officer/ Head of Department, intimating their serving notice period and the last working day to the HR Office.
- b. The no-dues process for the staff will be initiated from the HR office w.r.t to the Stores and Purchase Division and the Finance and Accounts Division.
- c. Full and Final settlements/ Recoveries of LTS may be initiated by the HR Office if the internal candidates have still to avail their LTS or have already availed for their block period. Depending

on the date of joining, the next position.

- d. Internal Staff need to surrender their old Institute ID card for issuing the new one.
- e. The Relieving Letter may be provided to the staff from their resigned position to join the next position under the Direct vacancy within the Institute.

#### **5.4 Transfer for Staff**

In the BoG 63rd meeting held on 28th November 2023, the Rotational Transfer Policy was approved at the Institute. The policy will provide eligible employees with the opportunity to work in different divisions/ departments within the Institute, promoting cross-functional knowledge transfer and skill development.

Reference: Officer Order No. 135/2023 dated 13th December 2023

(<http://officeorders.iiitd.edu.in/documents/Office%20Order%20-%20Guidelines%20for%20Rotational%20Transfer%20Policy%20of%20Administrative%20Staff%20at%20the%20Institute-5-312441.pdf>) (Annexure XXI)

## 6. ENROLLING FOR HIGHER EDUCATION- PART-TIME/DISTANCE/ ONLINE PROGRAMS

Consequent to the approval of the Competent Authority, the following rules shall be complied with for the registration of a staff member at the Institute in Part-Time/Distance/Online course (Degree/Diploma programs):

### 6.1 General norms

1. The staff member must have cleared the probation period successfully before his/her request for course registration is considered.
2. Course registration can only be allowed if the Head of the concerned Department/Centre/Section/Cell/Unit certifies that this will not adversely affect the day-to-day discharge of his/her responsibilities.
3. The staff member will be allowed to attend classes, if any, during office hours as per the Institute Timetable. However, the time devoted for attending classes shall be compensated by working till late hours in the office or attending the office on Saturday.
4. The course for which Part-Time/Distance/Online registration is desired must be of benefit to the individual for his/her professional/personal growth.
5. A staff member can avail the facility of Part-Time/Distance/Online registration in the Institute only twice during his/her entire service, and there should be a gap of minimum two years between the end of the first registration period and the beginning of the second registration.
6. The present practice of signing a bond for serving at the Institute for two years after completing the course may be continued.
7. The admission should be through a regular admission channel. For example, in PhD, admission should not be allowed through rolling admission and should be a regular admission channel.

### 6.2 Conditions

- In the event an employee has been pursuing a course through distance learning/correspondence (of any university/Institute of their choice), before joining the Institute (IIITD), they may be allowed to continue and complete the same subject, to necessary information shall be submitted (with signed bond) through their respective HODs within the 15 days of joining of the Institute (IIITD).
- That it does not interfere with the efficient discharge of his regular official duties, if it happens, he has to quit his studies.
- No study leave will be granted.
- A request for early going from the office or late coming at the office on account of his study or preparation for the examination will not be entertained at any time.
- If it is found that the pursuit of studies for the said course or taking of the examination detracts from the efficiency, the permission can be withdrawn at any time at the discretion of the Institute Authorities without assigning any reason thereof.
- Withdrawal of permission will be without prejudice to any other departmental action being taken if it is considered by the Institute authorities that the withdrawal of the permission only is not adequate for infringement of any of these conditions.

- For attending contact classes or weekend classes and preparing or appearing for the examination, prior permission shall be taken for leave, satisfying the leave account balance.
- There will not be any financial liability on the part of the Institute.



Dr. Deepika Bhaskar  
Registrar

IIIT-Delhi/Office Orders/2024/-730

Dated: 25<sup>th</sup> June 2024

**Office Order**


No: 49/2024

**Subject: Recruitment and Promotion Rules for Non-teaching Staff-2024**

The Board of Governors, in its 65<sup>th</sup> meeting held on June 6, 2024, has approved the Recruitment and Promotion Rules for the Non-Teaching Staff-2024 as per Annexure-I.

The Rules will be effective from the date of release of the Office Order. However, as a one-time exception for present staff, the promotional reviews of junior staff as per current norms will be valid for next six months from the date of the Board meeting (effective June 6, 2024 to December 6, 2024).

This is issued with the approval of the Competent Authority.

  
(Dr. Deepika Bhaskar)  
Registrar

Copy for kind information/necessary action (via email)

1. All Staff Members
2. HR Department
3. Director's Office, *for information to the Director*
4. Office Order file

ANNEXURE I



**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY**

**RECRUITMENT AND PROMOTION RULES-2024**  
**(for non-teaching staff)**

## **Prelude**

The Recruitment and Promotion Rules for non-teaching staff of Indraprastha Institute of Technology Delhi have been proposed keeping in mind its framework, as specified in its Act and Statutes and the broad structure of UGC model recruitment rules and Recruitment Rules of IITs/NITs , IIITs and similar Institutes of State Government of NCT of Delhi.

### **The need for the revision of Recruitment and Promotion Rules for staff**

The need for the revision in the Recruitment and Promotion Rules for non-teaching staff of IIIT Delhi arose due to the following reasons:

1. A comprehensive exercise, in keeping with the current and future requirements of the Institute, was needed- periodic update and relaxation of norms from time to time does not present a systematic recruitment and promotion structure.
2. Positions were only distributed into administrative and engineering cadres which leads to promotional issues across divisions.
3. Numbers for each pay level and post were not fixed. This led to difficulty in implementation of reservation norms.
4. Too quick promotions have led to a top-heavy structure. Staff at senior levels much more than as per systematic recruitment structure.
5. Revised distribution and re-allocation done many times. This has disturbed the overall distribution of posts in different divisions.
6. Many junior positions have been moved to senior levels to accommodate staff which were due for promotions. This has led to compromised economic viability.
7. Reservation norms have been adopted recently. Reservation cannot be implemented on flexible numbers.
8. Pyramid structure of positions in each cadre was never adopted, leading to more senior staff and hence, disturbing the balance.
9. No policy for non-performing staff and staff with doubtful integrity.
10. No performance benchmark for progression.
11. Not well-defined recruitment and promotion process.
12. Terminology not domain specific and not in sync with other academic/research institutions.
13. No well-defined career progression path till superannuation. Some staff are getting promoted too fast, while others are stagnating at the same level.
14. Contract terms, terms of service and joining terms not clearly defined.
15. No financial upgradation for staff after successive intervals.
16. No detailed schedules for each post, which give details of requirements for educational qualifications, experience, pay level etc. details for each post.

### **Highlights of the new Recruitment and Promotion Rules**

The highlights of the new the Recruitment and Promotion Rules are as below:

1. Consolidation of recruitment and promotion rules approved by the Board till date.
2. Provisions of Act and Statutes for appointment and service conditions of staff mentioned clearly.
3. Implementation of reservation at all levels.
4. Fixed number of positions at all levels in distinct cadres to facilitate formation of rosters.

5. Defined distinct cadres viz. General Admin, F&A and IRD Accounts, Estate Cadre, IT Cadre and Research Cadre.
6. Adoption of new titles which are domain specific and competitive.
7. Clearly defined Progression path presented in the form of flow diagram from lower to higher level is easy to understand and apply.
8. Defined qualifying service at each level.
9. Introduction of new pay levels to manage top & middle heavy structure and number.
10. Clearly defined compositions of Committees and selection methods.
11. Properly defined recruitment and selection process.
12. Well-defined joining, service conditions and contract terms.
13. Introduction of performance benchmark.
14. Mechanism of dealing with non-performing staff.
15. Promotion process duly linked with performance standards.
16. Introduction of financial upgradation (non-functional) scheme, linked with performance standards.
17. Concept of early promotion revisited.
18. Career progression to avoid early stagnation, linked with performance benchmark.
19. Position wise detailed schedules describing, name, number, pay level, essential qualification, experience, desirable skills and probation period.
20. Notional positions- existing staff remain at the same level and positions get abolished in due course.

### **One time Exceptions**

The one-time exceptions made are as follows:

1. All those staff at Junior levels, whose duration of promotion has increased under new rules and were due to get promoted in next three months, will be promoted as per current norms to the next level on the date when their promotion is due (up to 6th December, 2024, six months from the Board meeting)
2. Those currently in Level 11, who will be reaching Level 12 through non-functional upgradation, as their first promotion after implementation of new rules, will be given the designation by adding 'Senior' to the new designation.

### **Process followed for reviewing the RRs**

1. Constitution of a RR Review Committee.
2. Discussions and deliberations with the Committee.
3. Presentation of the draft RR to the Staff
4. Inviting suggestions from staff post presentation.
5. Reviewing suggestions and incorporation of feasible changes.
6. Sharing of revised draft with staff and inviting suggestions again.
7. Further review of suggestions and incorporation of feasible changes.
8. Concurrence of the Committee for the final draft to be presented before the BoG.
9. Suggestions of the BoG incorporated in the final document.

## INTRODUCTION

The Indraprastha Institute of Technology Delhi is a State University created by an Act (IIIT-Delhi Act 2007) of the Govt of National Capital territory of Delhi in the year of 2008.

The various Clauses related to creation of posts and service norms of the staff are as below:

Clause 3(3) of the IIIT Delhi Act, 2007 (Delhi Act, 5 of 2008)	<i>The Institute shall be financially and administratively autonomous and as such shall be self-sufficient on capital and operational accounts having its own governance as well as administrative policies and practices as prescribed.</i>
As per Clause 6 (6) and 6(7) of the Act, under 'powers of the Institute'	<i>'to create and establish contractual administrative, ministerial and other posts in the Institute required by the Institute and appoint persons to thereto; To fix the salary structure including allowances, provident fund etc. of all positions mentioned in clause (6)...</i>
As per Clause 18 (d) of the Act, which defines the functions of the Board of Governors (BoG),	<i>"create positions and appoint persons to academics and as well as other posts in the Institute and determine salary structure and terms and conditions of different cadres of employees;"</i>
As per Clause-28 (1)) of the Act, under Conditions of service of employees	<i>The Institute shall enter into a written contract of service with every employee of the Institute appointed on regular basis or otherwise and the terms and conditions of the contract shall not be inconsistent with the provisions of this Act, the Statutes and the Ordinances.</i>
As per Statutes, 2008 Clause 18(2)	<i>Every member of the academic and administrative staff shall be appointed on a written contract.</i>
As per Statue 24-32, Clause 25	<i>Creations of posts and manner of appointment for the other officers of the Institute: The Board of Governors may create such number of posts of "other Officers" for the Institute as may be deemed necessary from time to time. The Board may also create, in addition to the posts mentioned above, certain number of posts for limited term contract appointments as may be deemed necessary. The manner of selection of other officers, their salary structure, emoluments and other conditions their service shall be such as may be prescribed in the Ordinance.</i>

Non-teaching staff of IIIT-Delhi are integral to achieving the Institute's goals. They provide its administrative support and perform multiple roles across Departments, Centres and Administrative sections and therefore, have to be competent and up-to-date in their knowledge and skills. The present rules have been defined keeping in mind the broad UGC model recruitment rules and Recruitment Rules of IITs/NITs , IIITs and similar Institutes of State Government of NCT of Delhi.

## 1. TITLE

These rules may be called **Recruitment and Promotion Rules 2024 of IIIT-Delhi (RR 2024)**. They shall be applicable from the date of approval of the Board of Governors.

## 2. OBJECTIVES

- To appoint the best-suited candidate for a post by identifying appropriate eligibility norms and following a proper method of recruitment.
- To ensure a fair process of selection in accordance with the Act & Statutes of the Institute along with the guidelines/directions, issued by the Board of Governors from time to time.
- To provide a career path to employees that will encourage consistent high performance and motivate employees to achieve excellence in their work.
- To strike a healthy balance between the functional requirements of the Institute and the career progression of the non-teaching staff.

## 3. SANCTIONED STRENGTH

The Board of Governors, in its 35<sup>th</sup> meeting held on 23.02.2017, had sanctioned a total of 71 posts, 51 Administrative posts and 20 Engineering posts, under various sub-cadres. The Teaching to non-Teaching ratio being followed at the Institute is 1: 0.65.

The Board of Governors, has over many meetings, starting 7<sup>th</sup> BoG in 2010, approved various norms for recruitment and promotion of non-teaching staff. The details of decisions taken in some of the Board meetings is as below:

S. No.	BoG Reference	Particulars of
1.	7 <sup>th</sup> BoG, 11.10.2010	Creation of Sr. Admin Positions
2.	13 <sup>th</sup> BoG, 03.03.2010	Recruitment Rules for Staff
3.	26 <sup>th</sup> BoG, 28.04.2014	Recruitment and Promotion Policy (Minimum qualification approved as PG with 55% marks).
4.	29 <sup>th</sup> BoG, 01.05. 2015	Promotion Policy & Contractual framework.
5.	35 <sup>th</sup> BoG 23.1.2017	71 positions of non-teaching staff were sanctioned (51 administrative and 20 Engineering.
6.	38 <sup>th</sup> BoG, 27. 11. 2017	7 <sup>th</sup> Pay Scales adoption and creation of two more levels at bottom level of the hierarchy.
7.	45 <sup>th</sup> BoG, 06.06.2019	Relaxation of experience requirements for internal promotion for Middle and Senior Management.
8.	46 <sup>th</sup> BoG 21.08.2019	Revised distribution within the approved strength of 71
9.	55 <sup>th</sup> BoG 07.12.2021	Director is authorized to reallocate already approved and sanctioned strength across various verticals.
10.	59 <sup>th</sup> BoG 06.12.2022	Human Resource Planning Committee constituted.
11.	62 <sup>nd</sup> BoG 05.09.2024	Report of Human Resource Planning Committee presented. Board advised a wholistic manpower assessment is required based on current institutional requirements, the adoption of digital practices, and the futuristic vision of the Institute. A consolidated revision exercise of the Recruitment Rules to be undertaken.
12.	63 <sup>rd</sup> BoG 28.11.2023	Reservation norms, as per National Reservation Policy, adopted for staff.

In view of the above, a comprehensive exercise of framing of recruitment rules has been undertaken. A RR Review Committee was constituted for the purpose. The recommendations of the Committee are given henceforth.

#### 4. PROPOSED INSTITUTE CADRES

S. No.	Name of Cadres	No. of Posts	Included Departments
1.	General Admin Cadre	44	HR, Store & Purchase, Academics, Student Affairs, Department Admins, IRD Admin, Corporate Communication, Placement Office, Well-Being Cell, Library, Resource Generation/Outreach and Alumni Relationship etc.
2.	Accounts Cadre	10	Institute and IRD Accounts
3.	Estate Cadre	07	Estate, Infrastructure, Maintenance of Facilities, Housekeeping, Security, Transportation, Guest House and Horticulture
4.	IT Cadre	07	IT Support Services and website management
5.	Research Cadre	07	Research support in laboratories
	<b>Total</b>	<b>75</b>	

#### 5. CADRE DISTRIBUTION PAY LEVEL WISE

Institute Levels	Pay Level	No. of Staff
Senior Levels	Level-14	01
	Level-12	03
Middle Levels	Level-10	10
	Level-8	13
Junior Levels	Level-6	18
	Level-4	30
	<b>Total</b>	<b>75</b>

#### 6. DETAILS OF PROPOSED INSTITUTIONAL CADRES

General Admin Cadre: 44 Posts				
S. No.	Name of Posts	Group	Pay Level	No. of Posts
1.	Registrar (Fixed Tenure)	A	L-14	01
2.	Head, Career Services	A	L-12	01
3.	Administrative Officer Counselling Psychologist Library Officer	A	L-10	04 01 (Notional) 01 (Notional)
4.	Deputy Administrative Officer Deputy Library Officer	B	L-8	06 01

5.	Assistant Administrative Officer Assistant Library Officer Assistant Counselling Psychologist	B	L-6	08 01 01
6.	Junior Administrative Officer Junior Library Officer	C	L-4	20 01
<b>Total</b>				<b>44</b>

**Accounts Cadre: 10 Posts**

S. No.	Name of Posts	Group	Pay Level	No. of Posts
1.	Controller of Finance	A	L-12	01
2.	Administrative Officer (Accounts)	A	L-10	02
3.	Deputy Administrative Officer (Accounts)	B	L-8	02
4.	Assistant Administrative Officer (Accounts)	B	L-6	02
5.	Junior Administrative Officer (Accounts)	C	L-4	03
<b>Total</b>				<b>10</b>

**Estate Cadre: 07 Posts**

S. No.	Name of Posts	Group	Pay Level	No. of Posts
1.	Project Engineer and Estate Officer	A	L-12	01
2.	Executive Engineer (Civil/Electrical)	A	L-10	02
3.	Assistant Engineer (Civil/Electrical)	B	L-6	02
4.	Junior Engineer (Civil/Electrical)	C	L-4	02
<b>Total</b>				<b>07</b>

**IT Cadre: 07 Posts**

S. No.	Name of Posts	Group	Pay Level	No. of Posts
1.	Technical Officer (IT)	A	L-10	01
2.	Deputy Technical Officer (IT)	B	L-8	02
3.	Assistant Technical Officer (IT)	B	L-6	02
4.	Junior Technical Officer (IT)	C	L-4	02
<b>Total</b>				<b>07</b>

**Research Cadre: 06 Posts**

S. No.	Name of Posts	Group	Pay Level	No. of Posts
1.	Technical Officer (Research)	A	L-10	01
2.	Deputy Technical Officer (Research)	B	L-8	02
3.	Assistant Technical Officer (Research)	B	L-6	02
4.	Junior Technical Officer (Research)	C	L-4	02
<b>Total</b>				<b>07</b>



## 7. ESSENTIAL QUALIFICATION AND EXPERIENCE FOR DIRECT RECRUITMENT

Pay Level	Total Number of Years of Relevant Experience Required for Direct Recruitment (in Years)
Level-4 (Entry Level)	3 years after graduation or 2 years after degree in Engineering Or 1 year after PG.
Level-6	8 years after Graduation out of which 7 years at Level-4 or equivalent. or 7 years after PG/Degree in Engineering out of which 6 years at Level-4 or equivalent.
Level-8	8 years after PG/Degree in Engineering out of which 6 years at Level-6
Level-10	10 years after PG/Degree in Engineering out of which 5 years at Level-8 or 10 years at level-6 or equivalent
Level-12	12 years after PG/Degree in Engineering out of which 8 years at Level-10 or equivalent.
Level-14	15 years after PG out of which 8 years at Level-12 or equivalent.

For the candidates working in private organizations, equivalent experience will be considered.

## 8. PROMOTION, UPGRADATION AND CAREER PROGRESSION

1. In case there are enough internal candidates available for promotion to next cadre level(i.e. Pay Level-4, Pay Level-6 etc.), the essential qualifications and experience specified for direct recruitment will be considered for promotional review. However, if there are no internal candidates available for a cadre level at any particular time, the post can be advertised for selection through Direct Recruitment.
2. If there are no positions available at the next cadre level for promotion/direct recruitment, an employee will be eligible for upgradation (title with senior grade) to the next higher pay level (i.e. Pay Level-5, Pay Level-7 etc.) after a uniform qualifying service of 5 years, subject to a) meeting the performance benchmarks which is 'Very Good' in two appraisal cycles, b) vigilance clearance and c) Assessment by the Review Committee.
3. Further, in case of non-consideration of an employee for upgradation, such an employee will be eligible for career progression (same title and next higher scale) after 10, 20 and 30 years of qualifying service subject a) to meeting the performance benchmark which is 'Very Good' in five appraisal cycles, b) vigilance clearance and c) Assessment by the Review Committee.
4. Maximum of three financial upgradations shall be permissible during entire service career.

## 9. EXISTING STAFF

1. All the existing staff, once these Recruitment and Promotion Rules will be operational, will continue to draw their salary and other allowances in the existing Pay Level with new titles.
2. There are some levels in various cadres, in which the number of actually deployed staff, as of now, is more than the approved number at Direct Recruitment level. Such positions will be treated as

notional positions. As and when, these positions are vacated, these notional positions will cease to exist and will be treated as abolished.

#### 10. CURRENT AND PROPOSED TITLES

<b>Administrative Cadre</b>	
<b>Existing Titles</b>	<b>Proposed Titles</b>
Registrar	Registrar
General Manager	Head, Career Services
Senior Manager	Administrative Officer (SG)      SG = Senior Grade
Manager	Administrative Officer
Manager	Library Officer
Counselling Psychologist	Counselling Psychologist
Deputy Manager	Deputy Administrative Officer
Assistant Manager	Assistant Administrative Officer (SG)
Junior Manager Grade-III	Assistant Administrative Officer
Junior Manager Grade-III	Assistant Library Officer
Junior Manager Grade-II	Junior Administrative Officer (SG)
Junior Manager Grade-I	Junior Administrative Officer
Junior Manager Grade-I	Junior Library Officer

<b>Accounts Cadre</b>	
<b>Existing Titles</b>	<b>Proposed Titles</b>
Controller of Finance	Controller of Finance
Manager                      (Accounts)/Finance	Administrative Officer (Accounts)
Deputy Manager	Deputy Administrative Officer (Accounts)
Assistant Manager	Assistant Administrative Officer (Accounts) (SG)
Junior Manager Grade-III	Assistant Administrative Officer (Accounts)
Junior Manager Grade-II	Junior Administrative Officer (Accounts) (SG)
Junior Manager Grade-I	Junior Administrative Officer (Accounts)

Estate Cadre	
Existing Titles	Proposed Titles
Chief Engineer/Project Engineer and	Project Engineer and Estate Officer
Manager	Executive Engineer (Civil/Electrical)

IT Cadre	
Existing Titles	Proposed Titles
Senior Manager	Technical Officer (IT) (SG)
Manager	Technical Officer (IT)
Deputy Manager	Deputy Technical Officer (IT)
Assistant Manager	Assistant Technical Officer (IT) (SG)
Junior Manager Grade-III/ Web	Assistant Technical Officer (IT)

Research Cadre	
Existing Titles	Proposed Titles
Manager	Technical Officer (Research)
Assistant Manager	Assistant Technical Officer (Research) (SG)
Junior Manager Grade-II	Junior Technical Officer (Research) (SG)

## 11. MODE OF RECRUITMENT

### A. DIRECT RECRUITMENT

Direct Recruitment will be the mode of selection for any open recruitment. The recruitment will be open to all candidates from inside the Institute and external candidates having prescribed eligibility and experience criteria, as specified in the individual schedules.

The pay levels for direct recruitment are as follows:

S. No.	Pay Levels and Scales
1.	Level-14 (144200-218200)
2.	Level-12 (78800-209200)

3.	Level-10 (56100-177500)
4.	Level-8 (47600-151100)
5.	Level-6 (35400-112400)
6.	Level-4 (25500-81100)

### **A1. APPOINTING AUTHORITIES**

The appointing authorities will be as follows:

<b>Pay Levels</b>	<b>Appointing Authority</b>
Pay Level-10 and above	The Board of Governors
Below Pay Level-10	The Director

### **A2. RESERVATION AND DE-RESERVATION**

The Board of Governors in its 63<sup>rd</sup> meeting held on November 23, 2023 has approved the adoption of reservation norms, as per National Reservation Policy, for recruitment and promotion of staff at the Institute. Reservation rosters shall be maintained as prescribed by the Government from time to time.

A Roster Committee will be constituted for preparation and maintenance of reservation rosters. The reservation rosters will be checked before advertisement of any post or before undertaking any promotion.

For any post to be advertised, the reservation rosters will be checked for advertising post belonging to a certain category. Norms of the Government of India shall be followed for reservation and de-reservation.

### **A3. AGE LIMITS**

The maximum prescribed age limit for each post/level shall be the same as given against each post/level in the Recruitment Rules of the Institute. The age shall be determined as on the closing date of the advertisement.

<b>S. No.</b>	<b>Level</b>	<b>Maximum Age Limits</b>
1.	Level-4	32 years
2.	Level-6	35 years
3.	Level-8	36 years
4.	Level-10	40 years
5.	Level-12	50 years
6.	Level-14	55 years

Age Relaxation will be as per norms of Government of India. Employees (including outsourced staff and employees working in Centres, Section-8 companies etc.) of the Institute will be eligible for age relaxation of up to five years or the serving period, whichever is less.

#### **A4. ADVERTISEMENTS FOR THE POSTS ON DIRECT RECRUITMENT BASIS**

The advertisement for any post shall have following details:

- a. Advertisement Number and Date
- b. Number of Post/s and their reservation category (ies)
- c. Pay Level of advertised post/s
- d. Educational qualification and experience required
- e. Additional/desirable skills/preferences
- f. The Institute may mention additional eligibility/experience criteria for any post, depending upon the Institute requirements
- g. Age limits and relaxation
- h. Application fee
- i. Last date of receiving applications (crucial date for determining all eligibility criteria)
- j. Any other details required to be part of the advertisement.

#### **A5. APPLICATION FEE**

- a. A non-refundable application fee of Rs. 500/- will be charged from the candidates applying for each advertised post.
- b. No application fee will be charged from SC, ST and women candidates.
- c. Internal candidates, including allied staff, are also exempted from payment of application fee.

#### **A6. RELEASE OF ADVERTISEMENT**

The advertisement will be uploaded on the Institute website and published on social media handles of the Institute. The post will also be advertised in newspapers for wider publicity as follows:

<b>Name of Papers</b>	<b>Editions</b>
Hindustan Times Times of India	Delhi/All India Editions

#### **A7. CONDITIONS OF APPLICATION**

- i. The Institute shall invite application(s) for the posts through the advertisement in the News Papers and on Website of the Institute.
- ii. The last date of application will be as prescribed in the advertisement. The last date may be extended for another few days, as required.
- iii. Applications are to be submitted online in the prescribed format. The relevant documents have to be attached as mentioned in the application form.
- iv. The grade points are to be converted to the percentage of marks using the 10-point scale system.
- v. Past experience may be considered in determining the qualifying service, subject to recommendation of the screening committee.
- vi. For those candidates who apply while working in private organizations, the equivalent experience will be considered.
- vii. The candidates appearing in the recruitment process should ensure that they fulfil the eligibility criteria. At any stage of the selection process if it is found that they are either not fulfilling the

eligibility criteria or the documents submitted by the candidates are fake or the candidates have clandestine antecedents and have suppressed the said information, their candidature shall be rejected.

- viii. Applications received pursuant to the advertisement, shall be scrutinized for eligibility by the Screening Committee to be constituted by the Competent Authority. The Institute can devise additional shortlisting criteria or use higher eligibility/experience, if the number of applications is very large.
- ix. The provisionally short-listed applications shall be placed before the Competent Authority for approval. After due approval, the shortlisted applicants will be called for further selection process as determined.
- x. Shortlisted candidates will be informed for the selection process through email ID mentioned in the application.
- xi. The Selection Committee will be constituted by the Competent Authority as prescribed in the recruitment rules.
- xii. A person working in Govt. Organization/ Autonomous Bodies/ PSUs etc. will be required to produce the No Objection Certificate and vigilance clearance through proper channel.
- xiii. Internal candidates, while submitting application for any post for Direct Recruitment, shall duly inform the HR division of the Institute. NoC will not be given at later stage if there is no prior intimation.
- xiv. The Institute reserves the right to reject any or all the applications without assigning any reasons thereof.
- xv. The Institute reserves the right to relax any eligibility or experience criteria or to increase/decrease the number of post/s or not to recruit against the advertised post/s or cancel the advertisement without assigning any reason. In the matters of interpretation, the decision of the appointing authority will be final and binding. The appointing authority may refer the matter to the Board of Governors for any further discussion and decision.
- xvi. The selected candidate/s can be placed in any administrative department of the Institute.

#### **A8. PROCESSING OF APPLICATIONS**

Applications received will be screened by a Screening Committee based on the shortlisting criteria finalised by the Institute. Details of application fee received will be checked for successfully submitted applications.

#### **A9. SCREENING COMMITTEE**

A Screening Committee consisting of concerned Head, HR Representative and other nominee/s, preferably senior to the advertised post will be formed. Screening Committee shall be approved by the Registrar. The Screening Committee may adopt additional /higher criteria to have a reasonable number of applications for further selection process.

#### **A10. SELECTION COMMITTEE**

A Selection Committee shall be constituted with the approval of the Director as per the following structure:

<b>Composition of the Selection Committee</b>	
i.	Director or nominee
ii.	Head/Dean/Senior Faculty
iii.	Registrar (except for post of the Registrar)
iv.	External Experts (1-2)- Domain Expert
v.	Reserved category nominee
vi.	Staff-invitee (as required)
vii.	Any other, as nominated by the BoG/Director

#### **A11. SELECTION METHOD**

The Institute may adopt one or combination of more than one of the following methods for the selection process:

- a. Written Test (Computer Based/OMR/Theoretical)
- b. Skills test/Trade test
- c. Group Discussion
- d. Presentation
- e. Interview

The recommendations of the Selection Committee will be duly approved by the Appointing Authority before the release of the offer letter. The Selection Committee may propose a waitlist, in case the first candidate on the list doesn't join. The Committee may recommend additional increments, pay protection or a higher start for the suitable candidate, while recording the reasons in writing.

#### **A12. VALIDITY OF WAITLIST**

The panel of the recommended candidates will remain valid for a period of one year from the date of Selection Committee meeting.

#### **A13. FIXATION OF SALARY**

The salary of a direct recruit shall be offered as recommended by the Selection Committee.

#### **A14. JOINING TERMS**

1. The Offer letter will be issued to the selected candidate/s in the advertised pay level on pay as recommended by the Selection Committee.
2. Offer letter will remain valid for a period of three months.
3. A candidate may request for extension of joining date, which can be allowed, subject to approval of the Competent Authority.
4. In case, the selected candidate does not join within three months, the offer letter will be treated as annulled and the next person in the waitlist will be offered the post.
5. The offer will be subject to verification of character and antecedents etc.
6. Selected candidates will be required to undergo pre-employment medical health check-up at designated lab of the Institute.
7. If at any later stage it is found that the candidate has secured the employment based on fake documents/misinformation, the Institute shall terminate his employment without any notice and may recommend disciplinary action as deemed fit.

#### **A15. TERMS AND CONDITIONS OF SERVICE**

1. Non-teaching staff, at the time of joining, have to sign a written contract.
2. The staff shall draw basic salary, as fixed and other applicable allowances viz. Dearness Allowance, House Rent Allowance (rented accommodation in lieu of HRA), Transport Allowance, Medical Allowance etc., as applicable from time to time.
3. There shall be a probation period of one-year for those appointed through direct recruitment, which may be extended for up to another year, if the performance assessed is not satisfactory. The Probation Committee composition will be the same as the composition of Review Committee .
4. There shall be an annual performance appraisal as part of the review mechanism to facilitate the probation, term and promotional reviews and renewal of contract term/s or otherwise.
5. During the probation period, extended or otherwise, the contract can be terminated with one month's notice by either side or salary in lieu of notice, without assigning any reason.
6. Any time after completion of the probation period, the contract can be terminated by giving three calendar months' notice in writing or three month's salary in lieu of notice without assigning any reason.
7. In the event a shorter notice period is given by either side, a sum equivalent to the salary (Last drawn Basic Pay+ Dearness Allowance) of the notice period falls short, shall be payable.

#### **A16. NON-PERFORMING STAFF**

1. The Institute gives top priority to the assigned official tasks to the staff and the staff is expected take the roles assigned seriously. Non adherence to benchmarks may lead to suitable action by the Competent Authority like issue of memo, warning letter, recording the same in the appraisal. If the performance continues to be below expectations, the Institute can recommend suitable improved plan. If there is still no improvement observed, the Institute can terminate the contract, on the recommendation of the respective Committee.
2. The Institute may take action against employee/s with doubtful integrity and compromised approach towards Institute goals.

#### **A17. CONTRACT TERMS**

1. Non-teaching staff shall be appointed on a written contract. Tenure of contract will be 5 years or as decided by the Selection Committee.
2. Towards completion of initial contract term, a Review Committee will evaluate the candidate's performance and may recommend one of the following:
  - a. Another contract term of five years at the same level.
  - b. Continuation at the same level with a contract till superannuation.
  - c. Promotion (if eligible) to the next level, and another contract term of five years.
  - d. Promotion (if eligible) to the next level, and a contract till superannuation.
  - e. Another contract term of less than five years at same level, the contract duration to be recommended by the Review Committee.
  - f. Initiation of separation process. In this case, the current contract may be extended by 6 months including notice period of three months.
  - g. Any other recommendations by the Review Committee, as approved by the Competent Authority.
3. In case of extension of contract for any further duration, no new contract will be required to be signed by the staff and all conditions of contract and service will remain the same. The



contract term will be extended by issuing the necessary Office Order specifying start and end date.

4. At any point during the term at the Institute, if the performance of the staff is below the level of "Good" (or equivalent) for two consecutive years, the matter may be referred to the Review Committee. The Committee may decide to terminate the contract with three months' notice to the staff or salary in lieu of notice period.
5. Contract term of a staff may also be terminated following the disciplinary action, as recommended by the relevant Committee.
6. The superannuation age of staff shall be 60 years for staff on contract till superannuation or expiry of the contract term or as otherwise specified.

## **12. PROMOTION, UPGRADATION AND CAREER PROGRESSION PROCESS**

For promotion, the norms as specified in point 8 will be followed.

The promotion shall be subject to completion of following:

1. Qualifying service at the required Pay Level
2. Satisfactory Performance as per Appraisal reports and performance benchmarks
3. Subject to availability of vacancy as per reservations norms
4. Assessment by the Review Committee.

The process of upgradation and career progression will be same as promotion, except availability of vacancy.

The process will be as follows:

1. A Review Committee shall be constituted, which shall meet twice in a year (January and July).
2. Review Committee shall be composed of the Director/nominee, Registrar, HOD/Dean and other members, as nominated by the Director.
3. The Appraisal reports of previous five years will be taken up.
4. The performance benchmark will be 'Very Good' for all positions after the implementation of this policy. Out of five-year APARs, the rating should be "Very Good" in at least three APARs. In case of review period prior to the implementation of this policy, rating of 'Good' will be considered.
5. An order of merit/seniority shall be prepared as per available posts.
6. The Review Committee will have full discretion to devise its own methods and procedures for objective assessment of the suitability of candidates who are to be considered by them including those officers on whom penalty has been imposed.
7. Recommendations of the Review Committee shall be placed before the Appointing Authority for approval.
8. Vigilance clearance must be obtained before actual promotion.
9. DOPT norms shall be referred for any further clarity required.

## **13. EARLY PROMOTION**

Early promotion is only for staff members who are exceptional in their professional duties. There will be early promotion for deserving individuals who have gone beyond the call for duty to take up new initiatives for the Institute towards achievement of its goals and performed exceptionally well in overall in the roles assigned and performed "Outstanding" / "Excellent" at the Institute for at least three consecutive years. Such an employee will be eligible for relaxation of one year in qualifying service for Direct Recruitment/promotion/upgradation at next higher level only.

#### **14. SAVE CLAUSE**

Where any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Appointing Authority, as defined in the Act/Statutes/Recruitment Rules.

In case of any minor change/ relaxation in the rules, like adding/removing a qualification/experience based on Institute requirement for a particular position to be advertised, setting a higher screening criterion etc., the approval of the Director will be required. However, for any major change like revision in number of positions, policy change etc., the approval of the Board of Governors will be required.

**15. POST WISE SCHEDULE****ADMINISTRATIVE CADRE****POST OF JUNIOR ADMINISTRATIVE OFFICER**

1.	<b>Name of the post</b>	<b>Junior Administrative Officer</b>
2.	Number of Post (s)	Twenty (20)
3.	Classification	Group C
4.	Pay Level	Level-4 (25,500-81,100)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	32 years
7.	Educational qualifications and experience	<p><b>Essential</b></p> <p>Graduate with good academic record (minimum 55% marks) and total 3 years of relevant experience.</p> <p>Or</p> <p>Degree in Engineering with good academic record (minimum 55% marks) and total 2 years of relevant experience.</p> <p>Or</p> <p>Post Graduate with good academic record (minimum 55% marks) and total 1 year of relevant experience.</p> <p><b>Desirable</b></p> <ol style="list-style-type: none"><li>1. Post qualification work experience in educational/research institutes or MNCs.</li><li>2. Knowledge of computer applications.</li><li>3. Excellent oral and written communication skills in English</li></ol>
8.	Period of probation, if any	One year

**POST OF JUNIOR LIBRARY OFFICER**

1.	Name of the post	Junior Library Officer
2.	Number of Post	One (01)
3.	Classification	Group C
4.	Pay Level	Level-4 (25,500-81,100)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	32 years
7.	Educational qualifications and experience	<p><b>Essential</b> Graduate in Library Science with good academic record (minimum 55% marks) and total 3 years of relevant experience. Or Post Graduate in Library Science with good academic record (minimum 55% marks) and total 1 year of relevant experience.</p> <p><b>Desirable</b> 1. Post qualification work experience in educational/research institutes. 2. Knowledge of library software and computer applications. 3. Excellent oral and written communication skills in English</p>
8.	Period of probation, if any	One year

**POST OF ASSISTANT ADMINISTRATIVE OFFICER**

1.	Name of the post	Assistant Administrative Officer
2.	Number of Post (s)	Eight (08)
3.	Classification	Group B
4.	Pay Level	Level-6 (35,400-1,12,400)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	35 years
7.	Educational qualifications and Experience	<p><b>Essential</b></p> <p>Graduate in relevant domain with good academic record (minimum 55% marks) and total 8 years of relevant experience out of which 7 years at Pay Level-4 or equivalent experience for those working in private organizations.</p> <p>Or</p> <p>PG/Degree in Engineering with good academic record (minimum 55% marks) and total 7 years of relevant experience out of which 6 years at Pay Level-4 or equivalent experience for those working in private organizations.</p> <p><b>Desirable</b></p> <ol style="list-style-type: none"><li>1. Post qualification work experience in educational/research institutes or MNCs.</li><li>2. Knowledge of computer applications.</li><li>3. Excellent oral and written communication skills in English</li></ol>
8.	Period of probation, if any	One year

**POST OF ASSISTANT LIBRARY OFFICER**

1.	Name of the post	Assistant Library Officer
2.	Number of Post	One (01)
3.	Classification	Group B
4.	Pay Level	Level-6 (35,400-1,12,400)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	35 years
7.	Educational qualifications and Experience	<p><b>Essential</b></p> <p>Graduate in Library Science or equivalent with good academic record (minimum 55% marks) and total 8 years of relevant experience out of which 7 years at Pay Level-4 or equivalent experience for those working in private organizations.</p> <p>Or</p> <p>Post Graduate in Library Science or equivalent with good academic record (minimum 55% marks) and total 7 years of relevant experience out of which 6 years at Pay Level-4 or equivalent experience for those working in private organizations.</p> <p><b>Desirable</b></p> <ol style="list-style-type: none"><li>1. Post qualification work experience in educational/research institutes</li><li>2. Knowledge of latest library software and computer applications.</li><li>3. Excellent oral and written communication skills in English</li></ol>
8.	Period of probation, if any	One year

**POST OF ASSISTANT COUNSELLING PSYCHOLOGIST**

1.	Name of the post	Counselling Psychologist
2.	Number of Post	One (01)
3.	Classification	Group B
4.	Pay Level	Level-6 (35,400-1,12,400)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	35 years
7.	Educational qualifications and experience	<p><b>Essential</b> Graduate degree Psychology/Social work or equivalent with good academic record (minimum 55% marks) and total 8 years of relevant experience including those in private organizations.</p> <p>Or Post Graduate in Psychology/Social or equivalent with good academic record (minimum 55% marks) specialisation in clinical psychology/ counselling/ psychotherapy or equivalent and 7 years of relevant experience including those in private organizations.</p> <p><b>Desirable</b> 1. Post qualification work experience in educational/research institutes/Health clinics 2. Knowledge of computer applications. 3. Excellent oral and written communication skills in English</p>
8.	Period of probation, if any	One year

**POST OF DEPUTY ADMINISTRATIVE OFFICER**

1.	<b>Name of the post</b>	<b>Deputy Administrative Officer</b>
2.	Number of Post (s)	Six (06)
3.	Classification	Group B
4.	Pay Level	Level-8 (47,600-1,51,100)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	36 years
7.	Educational qualifications and Experience	<p><b>Essential</b></p> <p>Post Graduate degree in the relevant domain with good academic record (minimum 55% marks) or equivalent and total 8 years of relevant experience out of which 6 years at Level-6.</p> <p>or equivalent experience for those working in private organizations.</p> <p><b>Desirable</b></p> <ol style="list-style-type: none"><li>1. Post qualification work experience in educational/research institutes or MNCs.</li><li>2. Knowledge of computer applications.</li><li>3. Excellent oral and written communication skills in English</li></ol>
8.	Period of probation, if any	One year



**POST OF DEPUTY LIBRARY OFFICER**

1.	<b>Name of the post</b>	<b>Deputy Library Officer</b>
2.	Number of Post	One (01)
3.	Classification	Group B
4.	Pay Level	Level-8 (47,600-1,51,100)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	36 years
7.	Educational qualifications and Experience	<p><b>Essential</b> Post Graduate in Library Science or equivalent with good academic record (minimum 55% marks) and total 8 years of relevant experience out of which 6 years at Pay Level-6 or equivalent experience for those working in private organizations.</p> <p><b>Desirable</b> 1. Post qualification work experience in educational/research institutes 2. Knowledge of latest library software and computer applications. 3. Excellent oral and written communication skills in English</p>
8.	Period of probation, if any	One year

**POST OF ADMINISTRATIVE OFFICER**

1.	Name of the post	Administrative Officer
2.	Number of Post	Four (04)
3.	Classification	Group A
4.	Pay Level	Level-10 (56,100-1,77,500)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	40 years
7.	Educational qualifications and experience	<p><b>Essential</b></p> <p>Post Graduate degree in the relevant domain with good academic record (minimum 55% marks) or equivalent</p> <p>and total 10 years of relevant experience out of which 5 years at Level-8 or 10 years at Pay Level-6</p> <p>or equivalent experience for those working in private organizations.</p> <p><b>Desirable</b></p> <ol style="list-style-type: none"><li>1. Post qualification work experience in educational/research institutes or MNCs.</li><li>2. Knowledge of computer applications.</li><li>3. Excellent oral and written communication skills in English</li></ol>
8.	Period of probation, if any	One year

**POST OF LIBRARY OFFICER**

1.	<b>Name of the post</b>	<b>Library Officer</b>
2.	Number of Post	One (01) (Notional)
3.	Classification	Group A
4.	Pay Level	Level-10 (56,100-1,77,500)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	40 years
7.	Educational qualifications and experience	<p><b>Essential</b> Post Graduate degree in Library Science with good academic record (minimum 55% marks) or equivalent and total 10 years of relevant experience out of which 5 years at Level-8 or 10 years at Pay Level-6 or equivalent.</p> <p><b>Desirable</b> 1. 1.Post qualification work experience in educational/research institutes 2. Experience in latest library related software and computer applications. 3. Excellent oral and written communication skills in English.</p>
8.	Period of probation, if any	One year

**POST OF COUNSELLING PSYCHOLOGIST**

1.	Name of the post	Counselling Psychologist
2.	Number of Post	One (01) (Notional)
3.	Classification	Group A
4.	Pay Level	Level-10 (56,100-1,77,500)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	40 years
7.	Educational qualifications and experience	<p><b>Essential</b> Post-Graduate in Psychology/Social Work with specialisation in clinical psychology/ counselling/ psychotherapy or equivalent with good academic record (minimum 55% marks) and total 10 years of relevant experience.</p> <p><b>Desirable</b> 1. Post qualification work experience in educational/research institutes/health clinics 2. Knowledge of computer applications. 3. Excellent oral and written communication skills in English</p>
8.	Period of probation, if any	One year

**POST OF HEAD, CAREER SERVICES**

1.	<b>Name of the post</b>	<b>Head, Career Services</b>
2.	Number of Post	One (01)
3.	Classification	Group A
4.	Pay Level	Level-12 (78,800-2,09,200)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	50 years
7.	Educational qualifications and experience	<p><b>Essential</b> Post-Graduate in the relevant domain or Degree in Engineering with 55% marks or equivalent grade and a total of 12 years of relevant experience, out of which 8 years of at Pay Level-10 or equivalent experience for those working in private organizations.</p> <p><b>Desirable</b> 1. MBA, major in HR or equivalent 2. Relevant placement experience 3. Administrative experience in educational /research institutes. 4. Good knowledge of computer applications. 5. Excellent oral and written communication skills in English.</p>
8.	Period of probation, if any	One-year

**POST OF REGISTRAR**

1.	Name of the post	Registrar
2.	Number of Post	One (01) Norms, as per UGC model recruitment rules
3.	Classification	Group A
4.	Pay Level	Level-14 (1,44,200-2,18,200)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	55 years
7.	Educational qualifications and experience	<p><b>Essential</b></p> <p>A postgraduate degree with first division marks or equivalent grade and at least 15 years of administrative/teaching experience, with at least 8 years of administrative experience at Pay Level-12 (e.g. Deputy Registrar/General Manager or equivalent post)</p> <p><b>Desirable</b></p> <ol style="list-style-type: none"><li>1. A postgraduate degree in Engineering/Law/Management</li><li>2. Administrative experience in education/research institutes.</li><li>3. Good knowledge of computer applications.</li><li>4. Experience in administrative management, project management, human relations and personnel management, industrial relations; coordinating and leading a team etc.</li></ol>
8.	Period of probation, if any	One-year

**SCHEDULE OF ACCOUNTS CADRE**

**POST OF JUNIOR ADMINISTRATIVE OFFICER (ACCOUNTS)**

1.	Name of the post	Junior Administrative Officer (Accounts)
2.	Number of Posts	Three (03)
3.	Classification	Group C
4.	Pay Level	Level-4 (25,500-81,100)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	32 years
7.	Educational qualifications and Experience	<p><b>Essential</b> Graduate in Commerce with good academic records (minimum 55% marks) and 3 years of relevant experience.</p> <p>or Post graduate with major in finance/CA and 1 year of relevant experience.</p> <p><b>Desirable</b> 1. Knowledge of accounts related software and computer applications. 2. Excellent oral and written communication skills in English</p>
8.	Period of probation, if any	One year

**POST OF ASSISTANT ADMINISTRATIVE OFFICER (ACCOUNTS)**

1.	Name of the post	Assistant Administrative Officer (Accounts)
2.	Number of Posts	Two (02)
3.	Classification	Group B
4.	Pay Level	Level-6 (35,400-1,12,400)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	35 years
7.	Educational qualifications and Experience	<p><b>Essential</b> Graduate in Commerce with good academic records (minimum 55% marks) and total 8 years of relevant experience out of which 7 years at Pay Level-4. or Post graduate with major in finance/CA with total 7 years of relevant experience out of which 6 years at Pay Level-4</p> <p>or equivalent experience for those working in private organizations.</p> <p><b>Desirable</b> 1. Post qualification work experience of handling computerized financial matters in education/research institutes. 2. Knowledge of accounts related software and computer applications. 3. Excellent oral and written communication skills in English.</p>
8.	Period of probation	One year



**POST OF DEPUTY ADMINISTRATIVE OFFICER (ACCOUNTS)**

1.	Name of the post	Deputy Administrative Officer (Accounts)
2.	Number of Post	Two (02)
3.	Classification	Group B
4.	Pay Level	Level-8 (47,600-1,51,100)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	36 years
7.	Educational qualifications and experience	<p><b>Essential</b></p> <p>Masters (Major Finance)/CA or equivalent with good academic records (minimum 55% marks) and total 8 years of relevant experience out of which 6 years at Pay Level-6 or equivalent experience for those working in private organizations.</p> <p><b>Desirable</b></p> <ol style="list-style-type: none"><li>1. Post qualification work experience of handling computerized financial matters in education/research institutes.</li><li>2. Knowledge of accounts related software and computer applications.</li><li>3. Excellent oral and written communication skills in English</li></ol>
8.	Period of probation, if any	One year

**POST OF ADMINISTRATIVE OFFICER (ACCOUNTS)**

1.	Name of the post	Administrative Officer (Accounts)
2.	Number of Post	Two (02)
3.	Classification	Group A
4.	Pay Level	Level-10 (56,100-1,77,500)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	40 years
7.	Educational qualifications and experience	<p><b>Essential</b> Masters (Major Finance)/CA or equivalent with good academic records (minimum 55% marks) and total 10 years of relevant experience out of which 5 years at Pay Level-8</p> <p>or 10 years at Pay Level-6</p> <p>or equivalent experience for those working in private organizations.</p> <p><b>Desirable</b></p> <ol style="list-style-type: none"><li>1. Post qualification work experience of handling computerized financial matters in education/research institutes.</li><li>2. Knowledge of accounts related software and computer applications.</li><li>3. Excellent oral and written communication skills in English</li></ol>
8.	Period of probation, if any	One year

**POST OF CONTROLLER OF FINANCE**

1.	<b>Name of the post</b>	<b>Controller of Finance</b>
2.	Number of Post(s)	One (01)
3.	Classification	Group A
4.	Pay Level	Level-12 (78,800-2,09,200)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	50 years
7.	Educational qualifications and experience	<p><b>Essential</b></p> <p>Masters (Major Finance)/CA or equivalent with good academic records (minimum 55% marks) with good academic records (minimum 55% marks) and total 12 years of relevant experience, out of which 8 years at Pay Level-10 or equivalent.</p> <p><b>Desirable</b></p> <p>Experience of handling computerized financial matters in education/research institutes.</p>
8.	Period of probation, if any	One-year

**SCHEDULE OF ESTATE CADRE**

**POST OF JUNIOR ENGINEER**

1.	Name of the post	Junior Engineer (Civil/Electrical)
2.	Number of Post	Two (02) (One Civil, One Electrical)
3.	Classification	Group C
4.	Pay Level	Level-4 (25,500-81,100)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	32 years
7.	Educational qualifications and experience	<p><b>Essential</b></p> <p>Degree in Engineering (Civil/Electrical)/equivalent with good academic records (minimum 55% marks) and at least 2 years of relevant experience</p> <p>or equivalent experience for those working in private organizations.</p> <p><b>Desirable</b></p> <ol style="list-style-type: none"><li>1. Relevant field experience</li><li>2. Experience in education/research institutes.</li><li>3. Good knowledge of computer applications/project software.</li><li>4. Excellent oral and written communication skills in English</li></ol>
8.	Period of probation, if any	One year

**POST OF ASSISTANT ENGINEER**

1.	Name of the post	Assistant Engineer (Civil/Electrical)
2.	Number of Post	Two (02) (One Civil, One Electrical)
3.	Classification	Group B
4.	Pay Level	Level-6 (35,400-1,12,400)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	35 years
7.	Educational qualifications and experience	<p><b>Essential</b></p> <p>Degree in Engineering (Civil/Electrical)/equivalent with good academic records (minimum 55% marks) and Total 7 years of relevant experience, out of which 6 years at Pay level-4</p> <p>or equivalent experience for those working in private organizations.</p> <p><b>Desirable</b></p> <ol style="list-style-type: none"><li>1. Relevant field experience</li><li>2. Experience in education/research institutes.</li><li>3. Good knowledge of computer applications/project software.</li><li>4. Excellent oral and written communication skills in English</li></ol>
8.	Period of probation, if any	One year

**POST OF EXECUTIVE ENGINEER**

1.	Name of the post	Executive Engineer (Civil/Electrical)
2.	Number of Post	Two (02) (One Civil, One Electrical)
3.	Classification	Group A
4.	Pay Level	Level-10 (56,100-1,77,500)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	40 years
7.	Educational qualifications and experience	<p><b>Essential</b> Degree in Engineering (Civil/Electrical)/equivalent with good academic records (minimum 55% marks) and total 8 years of relevant experience out of which 5 years at Pay Level-8 or 10 years of relevant experience at Pay Level-6</p> <p>or equivalent experience for those working in private organizations.</p> <p><b>Desirable</b> 1. Relevant field experience 2. Experience in education/research institutes. 3. Good knowledge of computer applications/project software. 4. Excellent oral and written communication skills in English</p>
8.	Period of probation, if any	One year

**POST OF PROJECT ENGINEER AND ESTATE OFFICER**

1.	Name of the post	Project Engineer and Estate Officer
2.	Number of Post	One (01)
3.	Classification	Group A
4.	Pay Level	Level-12 (78,800-2,09,200)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	50 years
7.	Educational qualifications and experience	<p><b>Essential</b></p> <p>Degree in Engineering (Civil/Electrical)/equivalent with good academic records (minimum 55% marks) and a total 12 years' experience, out of which at least 8 years of relevant experience at Pay Level-10</p> <p>or equivalent experience for those working in private organizations.</p> <p><b>Desirable</b></p> <ol style="list-style-type: none"><li>1. Relevant field experience</li><li>2. Experience in education/research institutes.</li><li>3. Good knowledge of computer applications/project software.</li><li>4. Excellent oral and written communication skills in English</li></ol>
8.	Period of probation, if any	One-year

**SCHEDULE OF IT CADRE**

**POST OF JUNIOR TECHNICAL OFFICER (IT)**

1.	Name of the post	Junior Technical Officer (IT)
2.	Number of Post	Two (02)
3.	Classification	Group C
4.	Pay Level	Level-4 (25,500-81,100)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	32 years
7.	Educational qualifications and experience	<p><b>Essential</b></p> <p>Degree in Engineering/MCA or equivalent with good academic records (minimum 55% marks) and at least two years of relevant experience or equivalent experience for those working in private organizations.</p> <p><b>Desirable</b></p> <ol style="list-style-type: none"><li>1. Post qualification experience in handling ERP and other relevant software</li><li>2. Excellent oral and written communication skills in English</li></ol>
8.	Period of probation, if any	One year



**POST OF ASSISTANT TECHNICAL OFFICER (IT)**

1.	Name of the post	Assistant Technical Officer (IT)
2.	Number of Post	Two (02)
3.	Classification	Group B
4.	Pay Level	Level-6 (35,400-1,12,400)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	32 years
7.	Educational qualifications and experience	<p><b>Essential</b> Degree in Engineering/MCA or equivalent with good academic records (minimum 55% marks) and 7 years of relevant experience, out of which 6 years at level 4 or equivalent experience for those working in private organizations.</p> <p><b>Desirable</b></p> <ol style="list-style-type: none"><li>1. Post qualification experience in handling ERP and other relevant software</li><li>2. Excellent oral and written communication skills in English</li></ol>
8.	Period of probation, if any	One year

**POST OF DEPUTY TECHNICAL OFFICER (IT)**

1.	Name of the post	Deputy Technical Officer (IT)
2.	Number of Post	Two (02)
3.	Classification	Group B
4.	Pay Level	Level-8 (47,600-1,51,100)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	36 years
7.	Educational qualifications and Experience	<p><b>Essential</b> Degree in Engineering/MCA/ or equivalent with good academic records (minimum 55% marks) and total 8 years of relevant experience out of which 6 years at Pay Level-6</p> <p>or equivalent experience for those working in private organizations.</p> <p><b>Desirable</b> 1. Post qualification experience in handling ERP and other relevant software. 2. Excellent oral and written communication skills in English</p>
8.	Period of probation, if any	One year

**POST OF TECHNICAL OFFICER (IT)**

1.	Name of the post	Technical Officer (IT)
2.	Number of Post	One (01)
3.	Classification	Group A
4.	Pay Level	Level-10 (56,100-1,77,500)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	40 years
7.	Educational qualifications and experience	<p><b>Essential</b></p> <p>Degree in Engineering /MCA/ or equivalent with good academic records (minimum 55% marks) and a total 10 years of relevant experience out of which 5 years at Pay Level-8</p> <p>or 10 years at Pay Level-6</p> <p>or equivalent experience for those working in private organizations.</p> <p><b>Desirable</b></p> <p>1. Post qualification experience in handling ERP and other relevant software</p> <p>2. Knowledge of computer applications/relevant software.</p> <p>3. Excellent oral and written communication skills in English</p>
8.	Period of probation, if any	One year

### SCHEDULE OF RESEARCH CADRE

#### POST OF JUNIOR TECHNICAL OFFICER (RESEARCH)

1.	Name of the post	Junior Technical Officer (Research)
2.	Number of Post	Two (02)
3.	Classification	Group C
4.	Pay Level	Level-4 (25,500-81,100)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	32 years
7.	Educational qualifications	<p><b>Essential</b> Degree in Engineering or equivalent with good academic records (minimum 55% marks) and at least 2 years of relevant experience in research labs</p> <p><b>Desirable</b> 1. Knowledge of computer applications 2. Excellent oral and written communication skills in English</p>
8.	Period of probation, if any	One year

**POST OF ASSISTANT TECHNICAL OFFICER (RESEARCH)**

1.	Name of the post	Assistant Technical Officer (Research)
2.	Number of Post	Two (02)
3.	Classification	Group B
4.	Pay Level	Level-6 (35,400-1,12,400)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	35 years
7.	Educational qualifications and experience	<p><b>Essential</b></p> <p>Degree in Engineering or equivalent with good academic records (minimum 55% marks) and total 7 years of relevant experience, out of which 6 years at level 4</p> <p>or equivalent experience for those working in private organizations.</p> <p><b>Desirable</b></p> <ol style="list-style-type: none"><li>1. Post Graduate degree</li><li>2. Knowledge of computer applications.</li><li>3. Excellent oral and written communication skills in English</li></ol>
8.	Period of probation, if any	One year

**POST OF DEPUTY TECHNICAL OFFICER (RESEARCH)**

1.	Name of the post	Deputy Technical Officer (Research)
2.	Number of Post	Two (02)
3.	Classification	Group B
4.	Pay Level	Level-8 (47,600-1,51,100)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	36 years
7.	Educational qualifications and experience	<p><b>Essential</b></p> <p>Degree in Engineering or equivalent with good academic records (minimum 55% marks) and a total 8 years of relevant experience out of which 6 years at Pay Level-6</p> <p>or equivalent experience for those working in private organizations.</p> <p><b>Desirable</b></p> <ol style="list-style-type: none"><li>1. Post Graduate degree</li><li>2. Knowledge of computer applications</li><li>3. Excellent oral and written communication skills in English</li></ol>
8.	Period of probation, if any	One year

**POST OF TECHNICAL OFFICER (RESEARCH)**

1.	Name of the post	Technical Officer (Research)
2.	Number of Post	One (01)
3.	Classification	Group A
4.	Pay Level	Level-10 (56,100-1,77,500)
5.	Mode of Recruitment	Direct Recruitment
6.	Age limit for direct recruitment	40 years
7.	Educational qualifications and experience	<p><b>Essential</b></p> <p>Degree in Engineering or equivalent with good academic records (minimum 55% marks) and a total of 10 years of relevant experience out of which 5 years at Pay Level-8</p> <p>or 10 years at Pay Level-6</p> <p>or equivalent experience for those working in private organizations.</p> <p><b>Desirable</b></p> <ol style="list-style-type: none"><li>1. Post Graduate degree</li><li>2. Knowledge of computer applications</li><li>3. Excellent oral and written communication skills in English</li></ol>
8.	Period of probation, if any	One year

Dr. Deepika Bhaskar  
Registrar

IIIT-Delhi/ Office Orders/2025/-3373

Dated: 19.03.2025

**Office Order**

**No: 253/2025**

**Subject: Institute Conduct Rules, Grievance Redressal and Disciplinary Policy for Employees of IIIT Delhi**

The Board of Governors, in its 69<sup>th</sup> meeting held on Mar 7, 2025, in keeping with Clause 18 (2) (a) of the IIIT-Delhi Act, 2007, has approved the Institute Conduct Rules, Grievance Redressal, and Disciplinary Policy for Employees of IIIT Delhi (Annexure A) to be implemented in the Institute.

This is issued with the approval of the Competent Authority.

  
(Dr. Deepika Bhaskar)  
Registrar

Copy for kind information/necessary action (via email)

1. All Faculty & Staff
2. HR Department
3. Concerned File
4. Director's Office, *for information to the Director*



## **INSTITUTE CONDUCT RULES** **FOR EMPLOYEES OF IIIT-DELHI**

**Title:** These rules shall be called as “**Institute Conduct Rules**” and shall come into force upon approval by the Board of Governors.

Whereas **Indraprastha Institute of Information Technology, Delhi** (hereinafter "IIIT-Delhi" or “Institute”) is a State University created by an act of Delhi State Government (**The IIIT Delhi Act, 2007**) empowering it to grant degrees in engineering domain with specific focus in the area of Information Technology. IIIT-Delhi was officially established on 10th June, 2008 as per the notification in the Delhi Gazette. IIIT-Delhi is an administratively autonomous body and financially self-sustaining Institute.

And whereas the CCS (conduct) rules, 1964 have been customized to suit the framework of the Institute.

### **Definitions:**

1. **Employee(s):** Refers to all individuals on roll, working at IIIT-Delhi, including staff below level 10, Staff at level 10 and above, and faculty members, across various roles within the Institute.
2. **Conflict of Interest:** A situation in which an individual’s personal, financial, or professional interests—whether direct or indirect—interfere with or compromise their impartiality, judgment, or objectivity in performing their duties or responsibilities. This can arise when an employee’s private interests conflict with the interests of the Institute or when their decision-making could be influenced by personal gain or relationships that might bias their professional actions.
3. **Illegal Behavior:** Any conduct that violates local, national, or international laws and regulations, including but not limited to criminal offenses such as theft, fraud, bribery, violence, harassment, or any unlawful action that may subject the employee or the Institute to legal proceedings or penalties.
4. **Official Premises:** Includes all areas designated for Institute activities, such as academic buildings, administrative offices, research labs, classrooms, student centers, areas for sports and other extracurricular facilities, and all areas designated for student boarding and lodging. The buildings that house the faculty (faculty residences) are **not** included.

5. **Defamatory Statements:** Statements made with the intention of damaging the reputation of the Institute or its members, including employees, on public forums such as radio, TV, press, or social media.
6. **Official Duty:** Refers to the job role as specified in the employee's contract and any other duties that may be assigned from time to time as part of their employment responsibilities.

### **Institute Conduct Rules**

- I. Every Employee shall
  1. Comply with the Acts and Statutes and any other rules/processes of the Institute, as applicable from time to time.
  2. Not be absent from Official Duty without prior permission or valid reason communicated to the Institute within a reasonable timeframe, ideally not exceeding two weeks.
  3. Respect the privacy of others, including students, colleagues, faculty, and staff, and refrain from collecting or documenting personal information unless prior written consent is obtained. Consent must have been given freely, that is without coercion, undue influence, fraud, misrepresentation, or mistake.
  4. Refrain from engaging in any Illegal Behavior.
  5. Inform the Institute, within 48 hours, in case of conviction, if arrested on a criminal charge or detained in pursuance of any process of law. Failure to do so will be treated as suppression of material information and will be liable for disciplinary action.
  6. Not conduct independent investigations or take actions regarding the conduct or behavior of others, including but not limited to policy violations, ethical breaches, or rights infringements, without following the Institute's Grievance Redressal Mechanism.
  7. Will refrain from vindictive behaviour and making frivolous complaints.

### **Regarding Carrying Out One's Official Duty**

8. Be honest and impartial in carrying out one's Official Duty, and not show undue favor when performing one's Official Duty
9. Disclose potential Conflicts of Interest to the Institute at the earliest available opportunity.
10. Use mechanisms provided by the Institute to maintain proper records of official activities as required by processes at the Institute.
11. Maintain confidentiality as required when performing an Official Duty.
12. Not misuse one's position and influence to accrue any unauthorized financial or material benefits.

### **Regarding External Communication**

13. Refrain from making Defamatory Statements about the Institute or its employees, on public forums such as radio, TV, press, or social media, which could damage the reputation of the Institute.
14. When speaking or acting as individuals or private persons, employees should avoid creating the impression that they are speaking or acting on behalf of the Institute.

### **Regarding Conduct With Others**

15. Abstain from any exploitation or harassment of others, or any kind of discriminatory behavior.
16. Not enter into an intimate relationship with students.
17. Shall not engage in “quid pro quo” conduct, specifically, offering or soliciting favors in exchange for personal gain including, but not limited to, sexual favors.
18. Shall not create an intimidating, offensive, or hostile environment within the Institute. This includes any behavior, actions, or communications that may cause fear or distress to others. Such behavior may include, but is not limited to, harassment, bullying, discriminatory remarks, verbal or physical threats, or any conduct that undermines the dignity and respect of Employees within the Institute community. All employees are expected to foster a work environment where mutual respect and professionalism are upheld.
19. Be aware of and adhere to the Institute's Policy for the Prevention, Prohibition, and Punishment of Sexual Harassment, as well as the guidelines set by the Internal Complaints Committee (ICC) in accordance with the Prevention of Sexual Harassment Act, 2013, and other relevant government regulations aimed at ensuring a safe work environment free from any kind of sexual harassment. You are required to participate in any related awareness and training sessions organized by the Institute as needed. Further details about the ICC can be found at [anti-sexual-harassment-committee](#).
20. Shall not have discriminatory rules or regulate patterns of behavior for any individual or group under any pretext. For e.g., making a rule barring the entry of women students to the lab premises after dark, or not including women in projects, on grounds of timings, etc., citing safety of women as the reason.

### **Regarding Consumption of Prohibited Substances**

21. For prevention of use of any prohibited substances, including prevention of intoxication and drug abuse, strictly abide by the laws relating to prohibited substances in force.
22. Not be under the influence of any intoxicating drink or drug during the course of duty, nor enter any Official Premises intoxicated. Employees are also prohibited from bringing alcoholic substances or drugs into the Official premises.
23. Smoking inside the Official Premises of the Institute is prohibited as per Section 4 of the Cigarettes and Other Tobacco Products Act (COTPA), 2003.

### **II. Interpretation and Repeal and Saving**

- a. Any rules, corresponding to these rules, in force immediately before the commencement of these rules and applicable to employees to whom these rules apply are hereby repealed.
- b. In the event of non-compliance/violation of the conduct rules, as per Institute policy, disciplinary action will be initiated as per the grievance redressal process of the Institute.
- c. The decision of the Board of Governors shall be final on all matters not covered herein.

## **GRIEVANCE REDRESSAL CUM DISCIPLINARY POLICY** **FOR THE EMPLOYEES OF IIT DELHI**

Indraprastha Institute of Information Technology, Delhi (hereinafter referred to as the “Institute” or “IIIT-Delhi”) appoints both faculty members and staff (hereinafter referred to as “Employees”). This Grievance Redressal and Disciplinary Policy of the Institute governs the suspension, discharge, dismissal, or imposition of penalties on any Employee for misconduct or violations of the terms and conditions of their appointment, in accordance with the procedures set forth in this Policy.

### **1. TITLE AND APPLICATION**

- a. These rules may be called Grievance Redressal cum Disciplinary Policy of the Institute.
- b. They will come into force upon the approval of the Board of Governors.

### **2. DEFINITIONS:**

- 1.1. “Act”: The IIIT-Delhi Act, 2007
- 1.2. “Board of Governors”: The Board of Governors of the Institute.
- 1.3. “Statutes and Ordinances and Regulations”: The Statutes, Ordinances and Regulations have the same meaning as defined under the Act, framed and modified from time to time.
- 1.4. “Appointing Authority”: The Authority empowered under the Act to make appointments to faculty and staff positions at the Institute.
- 1.5. “Disciplinary Authority”: The Authority under these rules to impose penalties on an employee of the Institute.
- 1.6. “Employee”: Employee of the Institute.
- 1.7. “Grievance” refers to a formal complaint made by an employee or group of employees regarding a violation of their rights, any injustice, or any perceived wrong that has caused harm or unfair treatment. For the purpose of this policy would only mean a grievance relating to employees. Grievance is dealt by the Institute Level Committees already in place viz. Institute Grievance Committee (Group B and C staff) and Oversight Committee (Group A staff and faculty members).
- 1.8. “Misconduct” refers to the violation of conduct rules of the Institute and the employee shall be liable for disciplinary action.

### **3. INSTITUTE EMPLOYEES**

The employees of the Institute are appointed under the following three (3) categories:

- Staff below level 10 (Groups B and C)
- Staff level 10 and above (Group A)
- Faculty Members

The appointing, disciplinary and Appellate authority for each class of employees is mentioned below:

S. No.	Type of Positions	Appointing Authority/Disciplinary Authority	Appellate Authority
1.	Faculty Positions	Board of Governors	Chairperson, Board of Governors
2.	Staff Positions (Level 10 and above, Group A)	Board of Governors	Chairperson, Board of Governors
3.	Staff Positions (Below Level 10, Groups B and C)	Director	Board of Governors

#### **4. GRIEVANCE REDRESSAL MECHANISM FOR THE STAFF BELOW LEVEL 10 (GROUPS B AND C)**

The various stages of managing grievance with respect to Employees of the Institute at a level below 10 is as follows:

Employee Category	Type of Stage	Designated Authority	Timeline from the date of receipt of Grievance
<b>Institute Staff below Level 10 (Group B and C)</b>	Stage-I	Reporting Officer	10 days
	Stage-II	Registrar	10 days
	Stage-III	Institute Grievance Committee	15 days
	Stage-IV	Institute Tribunal/Disciplinary Proceedings as per CCS CCA Rules, 1965/ Special Committee	90 days

Steps in various stages are detailed below:

##### ***Stage-I***

The employee shall submit a written grievance to the Reporting Officer within five (5) days of the occurrence of the grievance event. The Reporting Officer shall then conduct a

personal hearing and make reasonable efforts to resolve the grievance at their level within ten (10) days of receiving the grievance. A written communication of the decision will be provided to the employee within seven (7) days thereafter. If the grievance is not resolved within the prescribed time frame, an interim response will be issued, and a final reply or decision will be provided within seven (7) working days following the issuance of the interim response.

### **Stage-II**

- a) If the grievance is not resolved at Stage I, it may be escalated to the Registrar by the employee/reporting officer for resolution at Stage II of the grievance redressal process.
- b) The Registrar shall review the grievance and take appropriate action within ten (10) working days from the receipt of the grievance. The decision reached by the Registrar shall be communicated in writing to the concerned employee within ten (10) working days of receiving the grievance. If the grievance is not resolved within the stipulated time, an interim response will be provided. In any case, the final decision will be communicated to the employee within ten (10) working days following the issuance of the interim response.

### **Stage-III**

If the grievance remains unresolved at Stage II, it may be escalated to the Institute Grievance Committee for resolution at Stage III of the Grievance Redressal process.

### **Institute Grievance Committee (IGC)**

The Institute Grievance Committee, as per the **latest order 157/2024 dated October 29th, 2024**, shall follow the terms of reference outlined below:

- a. *To consider and examine representations/complaints/grievances by staff up to the Deputy Manager level on administrative/institute-related matters.*
- b. *The representation/grievance may be sent to the Director or Registrar for review.*
- c. *To call the concerned employees involved in the representations and examine the related documents, if any, and attempt to amicably resolve the matter.*
- d. *To conduct the proceedings transparently, giving a fair opportunity to all involved parties and ensuring adherence to the principles of natural justice.*
- e. *To seek necessary support for the verification of administrative matters, facts, documents, etc., as required.*
- f. *To make suitable recommendations for resolution and disposal, preferably within 15 days.*
- g. *To recommend interim measures, if necessary, to ensure fairness to all concerned parties. Such measures will be case-specific.*
- h. *Employees are encouraged to resolve institutional matters at the institute level first, prior to escalating to higher authorities.*

- i. *Direct representation to the Board of Governors or any government functionary, including the DTTE, should be avoided unless all internal channels are exhausted.*
- j. *The Committee is not a Fact-Finding Committee and does not conduct preliminary investigations. If a grievance involves misconduct, the Committee may recommend to the Competent Authority that the matter be referred for Fact-Finding and Inquiry, in accordance with applicable conduct rules.*

The IGC shall review the grievance, reconsider the issue, and provide a resolution within fifteen (15) days. For employees who wish to present their case personally, the Committee shall provide a fair opportunity to present their case. The decision of the IGC will be communicated in writing.

Institute's IGC's composition can be accessed through the URL below.

<https://iiitd.ac.in/sites/default/files/docs/about/2024/Institute%20Grievance%20Committee-5-271344.pdf>

If the grievance remains unresolved after the IGC's decision, it will be escalated to Stage IV.

At Stage IV, depending on the nature of the grievance, the matter will either be referred to the Institute Tribunal for resolution, or addressed through disciplinary proceedings in accordance with the CCS (Conduct, Disciplinary, and Appeal) Rules, 1965., or it may be referred to a Special Committee constituted by the Disciplinary Authority for resolution in any other matter.

#### **Stage-IV**

If the grievance remains unresolved after Stage III, it shall be escalated to Stage IV of the Grievance Redressal Process for final resolution.

- **Contract-Related Matters:** In cases where the grievance pertains to contractual issues, it shall be referred directly to the Institute Tribunal for resolution, as mentioned in the Act.
- **Disciplinary Matters:** If the grievance is of a disciplinary nature, the grievance will be processed in accordance with the CCS (CCA) Rules, 1965, and the disciplinary proceedings will follow the procedure laid down under **Appendix A** herein.
- **Miscellaneous Matters:** In the event that the grievance is neither related to contractual issues nor disciplinary in nature, a Special Committee shall be constituted by the Disciplinary Authority to resolve the issue. The Special Committee shall include an external member. The decision on the recommendation of the Special Committee by the Disciplinary Authority shall be final.
- The matter shall be resolved within a period of ninety (90) days, unless the resolution is delayed due to Force Majeure circumstances.



## **5. GRIEVANCE REDRESSAL MECHANISM FOR THE STAFF LEVEL 10 and Above (GROUP A)**

The various stages of managing grievance with respect to Employees of the Institute at level 10 and above is as follows:

<b>Employee Category</b>	<b>Type of Stage</b>	<b>Designated Authority</b>	<b>Timeline from the date of receipt of Grievance</b>
Non-Teaching Staff ( Level 10 & above)	Stage-I	Reporting Officer	10 days
	Stage-II	Registrar	10 days
	Stage-III	Oversight Committee	15 days
	Stage-IV	Institute Tribunal/Disciplinary Proceedings as per CCS CCA Rules, 1965/ Special Committee	90 days

**Steps in various stages are detailed below:**

### ***Stage-I***

The employee shall submit a written grievance to the Reporting Officer within five (5) days of the occurrence of the grievance event. The Reporting Officer shall then conduct a personal hearing and make reasonable efforts to resolve the grievance at their level within ten (10) days of receiving the grievance. A written communication of the decision will be provided to the employee within seven (7) days thereafter. If the grievance is not resolved within the prescribed time frame, an interim response will be issued, and a final reply or decision will be provided within seven (7) working days following the issuance of the interim response.

### ***Stage-II***

a) If the grievance is not resolved at Stage I, it may be escalated to the Registrar for resolution at Stage II of the grievance redressal process.

b) The Registrar shall review the grievance and take appropriate action within ten (10) working days from the receipt of the grievance. The decision reached by the Registrar shall be communicated in writing to the concerned employee within ten (10) working days of receiving the grievance. If the grievance is not resolved within the stipulated time, an interim response will be provided. In any case, the final decision will be communicated to the employee within ten (10) working days following the issuance of the interim response.

### **Stage-III**

If the grievance remains unresolved at Stage II, it may be escalated to the Oversight Committee for resolution at Stage III of the grievance redressal process.

#### **Oversight Committee (OSC)**

The Oversight Committee **vide latest order 166/2024 dated November 28<sup>th</sup>, 2024** will follow terms of reference outlined below:

- i) The Oversight Committee will consider and examine the representations/ complaints/ grievances by faculty or staff (level 10 and above) on matters raised related to official functioning.*
- ii) The Oversight Committee will submit its report with suitable recommendations to the Director for final decision and disposal preferably within 15 days.*
- iii) The proceedings will be held in a transparent manner giving fair opportunity to those involved and ensuring that the principles of natural justice are adhered to.*
- iv) If the representation/complaint/grievance is found to be false by the Oversight Committee, then a suitable disciplinary action can also be recommended by the Committee.*
- v) The administration will extend necessary support to the Oversight Committee for verification of administrative facts/documents etc., as required.*
- vi) The representation/grievance may be sent to the Director/Registrar.*
- vii) The employee may be requested to resolve any institutional matter first at the Institute level.*
- viii) Direct representation to the Board of Governors/any government functionary including DTTE may be avoided.*
- ix) The Committee is not a Fact-Finding Committee for conducting a preliminary investigation. If it is observed that a grievance alleges misconduct, in terms of applicable conduct rules and even an amicable solution would not solve the official of that misconduct, if proved, the Committee may recommend to the Competent Authority to refer it to Fact-Finding and Inquiry thereafter, as required, as per the relevant conduct rules.*

The composition of the Oversight Committee can be accessed through the URL below.

<https://iiitd.ac.in/sites/default/files/docs/about/2024/Oversight%20Committee%20tenure%20extension%20for%20another%20yeat-5-411307.pdf>

The Oversight Committee shall review the grievance, reconsider the issue, and provide a resolution within fifteen (15) days. For employees who wish to present their case personally, the Committee shall provide a fair opportunity to present his/her case. The decision of the Oversight Committee will be communicated in writing.

If the grievance remains unresolved after the committee's decision, it will be escalated to Stage IV.

At Stage IV, depending on the nature of the grievance, the matter will either be referred to the Institute Tribunal for resolution, or addressed through disciplinary proceedings in accordance with the CCS (Conduct, Disciplinary, and Appeal) Rules, 1965., or it may be referred to a Special Committee for resolution in any other matter.

#### **Stage-IV**

If the grievance remains unresolved after Stage III, it shall be escalated to Stage IV of the Grievance Redressal Process for final resolution as outlined under **Stage IV, GRIEVANCE REDRESSAL MECHANISM FOR THE STAFF BELOW LEVEL 10 (GROUPs B AND C).**

## **6. GRIEVANCE REDRESSAL MECHANISM FOR THE FACULTY MEMBERS**

The various stages of managing grievance with respect to Faculty members of the Institute are as follows:

<b>Class of Employee</b>	<b>Type of Stage</b>	<b>Designated Authority</b>	<b>Timeline from the date of receipt of Grievance</b>
<b>Faculty Members</b>	Stage-I	Head of Department (in case of all teaching related matters and any department specific matters) /ADoFA (otherwise, including contract related matters)	10 days
	Stage-II	Director	10 days
	Stage-III	Oversight Committee	15 days
	Stage-IV	Institute Tribunal/Disciplinary Proceedings as per CCS CCA Rules, 1965/ Special Committee	90 days

**Steps in various stages are detailed below:**

#### **Stage-I**

The faculty shall submit a written grievance to their Head of Department in case the grievance is related to a teaching related matter or is a matter specific to the department. Otherwise, including contract related matters, faculty will submit their grievance to ADoFA. The grievance must be intimated within five (5) days of the occurrence of the grievance event. The Head of Department or ADoFA, as the case may be, shall conduct a personal hearing and make reasonable efforts to resolve the grievance at their level

within ten (10) days of receiving the grievance. A written communication of the decision will be provided to the faculty within seven (7) days thereafter. If the grievance is not resolved within the prescribed time frame, an interim response will be issued, and a final reply or decision will be provided within seven (7) working days following the issuance of the interim response.

### **Stage-II**

a) If the grievance is not resolved at Stage I, it may be escalated to the Director for resolution at Stage II of the grievance redressal process.

b) The Director shall review the grievance and take appropriate action within ten (10) working days from the receipt of the grievance. The decision reached by the Director shall be communicated in writing to the concerned Faculty within ten (10) working days of receiving the grievance. If the grievance is not resolved within the stipulated time, an interim response will be provided. In any case, the final decision will be communicated to the Faculty within ten (10) working days following the issuance of the interim response.

### **Stage-III**

If the grievance remains unresolved at Stage II, it may be escalated to the **Oversight Committee** for resolution at Stage III of the grievance redressal process as mentioned under **Stage III, [GRIEVANCE REDRESSAL MECHANISM FOR THE STAFF LEVEL 10 and Above \(GROUP A\)](#)**.

### **Stage-IV**

If the grievance remains unresolved after Stage III, it shall be escalated to Stage IV of the Grievance Redressal Process for final resolution as mentioned under **Stage IV, [GRIEVANCE REDRESSAL MECHANISM FOR THE STAFF BELOW LEVEL 10 \(GROUPs B AND C\)](#)**.

## **7. COMPLAINT (Non-Sexual Harassment) REDRESSAL MECHANISM**

Complaints may be referred to the relevant committees based on the class of the employee involved. Anyone who is a victim of misconduct or a witness to the misconduct can file a complaint with the relevant committee mentioned below:

<b>Employee Category</b>	<b>Nature of Complaints</b>	<b>Relevant Committee notified from time to time</b>	<b>Timelines</b>
<b>Faculty</b>	Misconduct	Oversight Committee	Preferably within 15 days

Staff at Level 10 and above belonging to group A			
Staff Below Level 10 belonging to group B and C	Misconduct	Institute Grievance Committee	Preferably within 15 days

## 8. COMPLAINT (related to Sexual Harassment) REDRESSAL MECHANISM

**Eligibility to File a Complaint:** Any employee who has experienced sexual harassment, or any employee who has witnessed such harassment, may file a complaint.

**Complaint Procedure:** Complaints related to sexual harassment should be submitted to the Internal Complaints Committee (ICC), which is constituted in accordance with the Prevention of Sexual Harassment (PoSH) Act. Institute's ICC process can be accessed through the URL below.

<https://iiitd.ac.in/life/discipline-grievance/anti-sexual-harassment-committee>

**Resolution Timeline:** All complaints shall be addressed and resolved by the Internal Complaints Committee within 90 days from the date of filing.

**Confidentiality:** The process will be conducted with the utmost respect for privacy and confidentiality for all parties involved, as stipulated by the PoSH Act.

## **Appendix A**

### **Brief on the Disciplinary Process under The Central Civil Services (Classification, Control, and Appeal) Rules, 1965.**

- Fact-Finding/Preliminary Investigation: The Disciplinary Authority may appoint a Fact-Finding committee to carry out a preliminary investigation. The following steps will be followed in the fact-finding or preliminary investigation process:
  - I. Analyze the complaint.
  - II. Identify the facts that need to be verified and the evidence supporting them.
  - III. Collect relevant records and documentation.
  - IV. List the documents and individuals who can provide information relevant to the matters raised in the complaint.
  - V. Interview individuals who are likely to have information about the issue. Record the proceedings and obtain signatures from the individuals providing testimony.
  - VI. Draw a conclusion based on the gathered facts.
  - VII. If no conclusion can be reached, repeat the aforementioned steps.
- Issuance of Charge Sheet: If, after the fact-finding and preliminary investigation, a prima facie case of misconduct is established, the delinquent employee shall be provided with the following documents and a written defense statement will be sought within ten (10) days:
  - I. Memorandum of Charge sheet
  - II. A statement of imputation of misconduct in support of each article of charge.
  - III. A list of relevant documents.
  - IV. A list of witnesses.
- Admission of Fault: If the employee admits fault in the written statement against the Memoranda, the findings shall be recorded accordingly.
- Inquiry Committee: If the employee does not admit fault, an Inquiry Committee will be constituted to conduct further proceedings in accordance with the disciplinary process.
- Suspension: If deemed necessary during the disciplinary proceedings, the employee may be suspended in accordance with the relevant provisions of the CCS (CCA) Rules, 1965, pending the outcome of the inquiry.
- Penalties: If the inquiry finds the employee guilty of misconduct, appropriate penalties may be imposed, as outlined in the CCS (CCA) Rules, 1965 as per the

Decision taken by the Board of Governors (BoG). These penalties may include, but are not limited to, warnings, fines, demotion, or dismissal.

- Procedure for Imposing Penalties: The procedure for imposing penalties will follow the guidelines and steps set forth in the CCS (CCA) Rules, 1965, ensuring that the employee is given a fair opportunity within the time period of 15 days to present their case and defend themselves.
- Appeals: If the employee is dissatisfied with the decision or penalty imposed, they have the right to appeal in accordance with the appeal process specified in the CCS (CCA) Rules, 1965.
- Revision and Review: The decision of the Institute Authority, i.e., The Board of Governors (BoG) or the penalty imposed may be subject to revision and review as per the provisions of the CCS (CCA) Rules, 1965, if there are grounds to believe that the decision was unjust or improperly reached.

Interpretation: In case of any ambiguity or disputes regarding the interpretation of the disciplinary procedures or penalties under the CCS (CCA) Rules, 1965, the final interpretation shall be made by the competent authority of the Institute in line with the provisions of the Rules.

Dr. Deepika Bhaskar  
Registrar

IIIT-Delhi/ Office Orders/2025/-3372

Dated: 19.03.2025

**Office Order**

No: 252/2025

**Subject: Revised Employment Contract for Non-Teaching Staff**

The Board of Governors, in its 69<sup>th</sup> meeting held on Mar 7, 2025, has approved the Revised Employment Contract for Non-Teaching Staff in accordance with Clause 28 (Condition of Service of Employee) of IIIT-Delhi Act, 2007. (Annexure A)

This is issued with the approval of the Competent Authority.

  
(Dr. Deepika Bhaskar)  
Registrar

Copy for kind information/necessary action (via email)

1. HR Department
2. Concerned File
3. Director's Office, for information to the Director



## **EMPLOYMENT CONTRACT**

**This Employment Contract** (hereinafter referred to as "Contract") is made and entered on \_\_\_\_ day of \_\_\_\_\_ 2025 by and between:

**Indraprastha Institute of Information Technology-Delhi** (IIIT-D), is a State University created by an Act of Delhi State Government (The IIIT Delhi Act, 2007) empowering it to grant degrees in engineering domain with specific focus in the area of Information Technology. IIIT-Delhi was officially established on 10th June, 2008 as per the notification in the Delhi Gazette and having its campus at Okhla Industrial Estate, Phase-III, New Delhi-110020, (hereinafter referred to as "Employer" or "Institute") of the FIRST PART;

AND

\_\_\_\_\_, son/daughter/spouse of \_\_\_\_\_ holding Aadhar Number \_\_\_\_\_ and Permanent Account Number (PAN) \_\_\_\_\_, residing at \_\_\_\_\_, who is appointed to the position of \_\_\_\_\_ by the Employer (hereinafter referred to as the "Employee") of the SECOND PART.

**WHEREAS**, the Employer desires to employ the Employee and the Employee desires to accept such employment on the terms and conditions set forth in this Contract;

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the Employer and the Employee agree as follows:

### **DEFINITIONS**

For the purposes of this Contract, the following terms shall have the meanings set forth below:

**"Term"**: Refers to the duration of the Employee's service in the position, which may be subject to review and renewal based on the specific requirements of the position, defined under Section 3 of this Contract **"Probation"**: Refers to the initial period of employment commencing from the day of joining during which the Employee's performance and suitability for the position is assessed. The duration of the probationary period is specified in Section 3 of this Contract, during which the Employee's employment may be terminated if performance is deemed unsatisfactory.

**"Performance Review"**: Refers to the evaluation process described in Section 6 to assess the Employee's job performance.

**"Review Committee":** Refers to the committee designated to evaluate the Employee's performance and make recommendations regarding contract renewal, extension, or termination.

**"Grievance Redressal Mechanism and Disciplinary Action":** Refers to the formal measures taken to address and rectify violations of expected conduct in accordance to Institute Conduct Rules and action on grievances as per the Grievance Redressal and Disciplinary Policy of the Institute.

**"Appointing Authority":** Refers to the authority designated to make final decisions on matters related to the Contract Term, as specified in Section 6.2. This includes, but is not limited to, decisions on advertising the number of positions, appointments, contract terms, salaries, and roles and responsibilities.

**"Recruitment and Promotion Rules for Non-Teaching Staff-2024":** Refers to the set of policies, procedures, and guidelines established by the Employer, as approved by its Board of Governors in Recruitment and Promotion Rules (RPR) for Non-Teaching Staff-2024, which govern the recruitment, hiring, and promotion of employees within the Institution. These rules outline the criteria for selecting candidates for employment, the process for evaluating and advancing employees, the requirements for promotions, and any related matters concerning career development and progression within the Institute. The Recruitment and Promotion Rules (RPR) for Non-Teaching Staff 2024 are designed to ensure fairness, transparency, and adherence to institutional and regulatory standards in the employment practices of the Employer.

**"Annexure A":** Refers to the offer letter detailing the terms of employment, including salary and other benefits.

**"Annexure B":** Refers to the roles and responsibilities as outlined in the job advertisement. These may be subject to change at any time as per the requirements of the Employer.

## **1. TERM OF EMPLOYMENT**

1.1 The term of this Contract shall commence on joining date \_\_\_\_\_ and shall continue for an initial period of \_\_\_\_\_ years, unless terminated earlier in accordance with the provisions of this Contract and Recruitment and Promotion Rules for Non-Teaching Staff-2024.

1.2 The term of the contract may be extended based on a minimum satisfactory performance review. The duration of the extension shall be determined in accordance with the recommendations of the Review Committee. The decision of the Institute in this regard shall be final and binding.

1.3 In case of extension of contract for any further duration, no new contract shall be required to be signed by the Employee and all conditions of this contract and service shall

remain the same. The letter of extension of tenure shall mention regarding the continuation of the existing contract or any changes therein.

## **2. POSITION AND DUTIES**

2.1 The Employer agrees to employ the Employee for the position of \_\_\_\_\_ effective from \_\_\_\_\_. The Employee shall perform the duties and responsibilities set forth in the job description attached hereto as Annexure B, as well as such other duties as may be assigned from time to time by the Institute.

2.2 The Employee agrees to abide by all Institutional policies, procedures, rules and government regulations applicable to their position, as amended and made applicable from time to time.

## **3. PROBATION PERIOD**

The Employee shall be on probation for a period of one year from the date of commencement of employment, which may be extended for up to another year, if the performance is not satisfactory. If the performance is still not satisfactory, the contract is liable to be terminated.

## **4. SALARY AND BENEFITS**

4.1 The Employee shall receive salary in accordance with the Institute rules along with other allowances viz. Dearness Allowance, House Rent Allowance, Transport Allowance etc. as applicable and made applicable from time to time.

4.2 The Employee shall be entitled to the following benefits:

- Health Insurance
- Term Insurance
- National Pension Scheme
- Leave Travel Concession, including Encashment
- Professional Development Account
- Children Education Allowance
- Gratuity (if Served the Institute for the duration as per the Institute's Gratuity Trust Rules)
- Non-Productivity Linked Bonus up to level 9 of the staff Pay Matrix
- Other benefits as specified by the Institution from time to time.

## **5. WORKING HOURS AND LEAVE POLICY**

5.1 The standard working hours for employees shall be as per their offer letter.

5.2 The Employee may be required to work additional hours as necessary to fulfill the duties of their position.

5.3 The Employee shall be entitled to leaves in accordance with the Institute's leave policy. The specific terms and conditions governing the leaves entitlement, including accrual, application procedures, and approval, shall be detailed in the Institute's leave policy document.

5.4 The Employee shall be entitled to public holidays as recognized by the Government and any additional holidays as declared by the Institute. The list of government holidays and Institute-specific holidays shall be communicated to the Employee annually and may be subject to change based on Institutional decisions or as may be announced by the Government.

5.5 The Employee shall not involve him/herself in any other employment/work, consultancy assignment, etc., unless and until permitted by the Employer.

## **6. PERFORMANCE REVIEW AND APPRAISAL**

6.1 The Employee's performance shall be evaluated annually to facilitate the probation, extension of contract term and promotional review. This evaluation shall be confirmed in accordance with the process and criteria outlined in the Recruitment and Promotion Rules for Non-Teaching Staff-2024 by the Institute, as amended from time to time.

6.2 Towards completion of initial contract term, the Review Committee shall evaluate the Employee's performance and as approved by the Appointing Authority may recommend any extension/termination based on parameters mentioned in the Recruitment and Promotion Rules 2024.

6.3 The Employer places high priority on the performance of the assigned official tasks to the Employee and the Employee is expected to take the roles assigned seriously. Non adherence to benchmarks may lead to suitable action by the Employer like issue of memo, warning letter, recording the same in the appraisal, further action as per the decision of the Review Committee.

6.4 At any point during the term of the Contract, if the performance of the Employee is below the level of "Good" for two consecutive years, the matter shall be referred to the Review Committee.

## **7. CONFIDENTIALITY**

7.1 The Employee agrees to maintain the confidentiality of all proprietary and sensitive information pertaining to the Employer and its operations, both during and after the term of employment.

7.2 The Employee agrees not to disclose any Institute's information that may be confidential in nature and may hamper interest of the Institute.

## **8. TERMINATION**

8.1 During the probation period, either the Employer or the Employee may terminate this Contract by providing (30) thirty days' advance written notice or a sum equivalent to one month's salary (Last drawn Basic Pay + Dearness Allowance) in lieu of such notice.

8.2 After the completion of the probation period, either the Employer or the Employee may terminate this Contract by providing three months' written notice or a sum equivalent to three months' salary (Last drawn Basic Pay + Dearness Allowance) in lieu of such notice.

8.3 The Employer may terminate this Contract without notice for cause, including but not limited to breach of this Contract, misconduct, loss of integrity, disciplinary action or failure to perform duties satisfactorily as recommended by Review committee.

8.4 In the event a shorter notice period is given by either the Employer or the Employee, a sum equivalent to the salary (Last drawn Basic Pay+ Dearness Allowance) of the notice period falling short, shall be payable. Leaves, as available, may be adjusted against the shortfall in the notice period.

8.5 The superannuation age of Employee shall be 60 years for Employee on contract till superannuation or expiry of the contract term or as otherwise specified.

8.6 Upon termination of this Contract, the Employee shall return all tangible and fixed assets belonging to the Employer, including but not limited to documents, equipment, information in soft or hard copy as handover to the division or department. For smooth transition, the Employee shall also submit an Executive Summary of the work-in-progress of the assigned role to the Head of the Department/Division.

## **9. DISPUTE RESOLUTION**

Any disputes arising out of or in connection with this Contract shall be resolved in accordance with the Grievance Redressal and Disciplinary Policy for Employees of IIIT Delhi.

## **10. GOVERNING LAW**

This Contract shall be governed by and construed in accordance with the laws of the National Capital Territory (NCT) of Delhi. Any disputes or legal proceedings arising out of or in connection with this Contract shall be subject to the exclusive jurisdiction of the courts located in Delhi.

## **11. ENTIRE AGREEMENT**

If any service has been rendered by the Employee in any capacity, to the Employer prior to this Agreement, the same shall not be considered as a continuation or part of the employment under this Agreement. The employment commencing from the date

hereinbefore mentioned shall be treated as a fresh contract of employment between the Employee and Employer.

## **12. AMENDMENTS**

Any amendments to this Contract must be made in writing and signed by both parties.

**IN WITNESS WHEREOF**, the parties hereto have executed this Employment Contract as of the date first mentioned above.

**For Employer**

**For Employee**

**Signature**

**Signature**

**Registrar  
IIIT Delhi**

**Name & Designation**

for the conduct of their own business and that of the committees, if any, appointed by them and not provided for by this Act, the Statutes or the Ordinances.

**26. Annual Report.** - (1) The annual report of the Institute shall be prepared under the directions of the Director and shall include, among other matters, the steps taken by the Institute towards the fulfillment of its objectives and for realigning the Institute in accordance with the overall directions and general policies set by the General Council.

(2) The annual report so prepared shall, after the approval of the Board of Governors, be submitted to the Chancellor by such date as may be prescribed.

(3) A copy of the annual report, as prepared under sub-section(1), shall also be submitted to the Government which shall, as soon as may be, cause the same to be laid before the Legislative Assembly of Delhi.

**27. Annual Accounts.** - (1) The annual accounts and the balance sheet of the Institute shall be prepared under the direction of the Director, and approved by the Board of Governors and shall, at least once every year and at intervals of not more than fifteen months, be audited by the Comptroller and Auditor General of India or such person or persons as he may authorize in this behalf.

(2) A copy of the accounts together with the audit report shall be submitted to the Chancellor along with the observations, if any, of the Board of Governors.

(3) Any observation made by the Chancellor on the annual accounts shall be brought to the notice of the Board of Governors.

(4) A copy of the accounts together with the audit report, as submitted to the Chancellor, shall also be submitted to the Government, which shall, as soon as may be, cause the same to be laid before the Legislative Assembly of Delhi.

**28. Conditions of Service of Employees.** - (1) The Institute shall enter into a written contract of service with every employee of the Institute appointed on regular basis or otherwise and the terms and conditions of the contract shall not be inconsistent with the provisions of this Act, the Statutes and the Ordinances.

(2) A copy of the contract referred to in sub - section (1) shall be lodged with the Institute and a copy thereof shall also be furnished to the employee concerned.



Dr. Deepika Bhaskar  
Registrar

IIIT-Delhi/ Office Orders/2025/-839

Dated: 20<sup>th</sup> June, 2025

**Office Order**


No: 38/2025

**Subject: Revision in the Service Book for regular employees**

The Board of Governors, in its 70<sup>th</sup> meeting, held on June 3, 2025, approved the revised format of the Service Book for the regular employees of the Institute. It was noted that the revision aligns with the use of gender-neutral terminology and is in line with evolving government practices and ongoing efforts to digitize it via the ERP Platform.

The revised Service Book is placed at Annexure I.

This is issued with the approval of the Competent Authority.

  
(Dr. Deepika Bhaskar)  
Registrar

Copy for kind information/necessary action (via email)

1. All Faculty & Staff
2. HR Department
3. Concerned File
4. Director's Office, *for information to the Director*





INDRAPRASTHA INSTITUTE of  
INFORMATION TECHNOLOGY DELHI

इंद्रप्रस्थ सूचना प्रौद्योगिकी संस्थान, दिल्ली

**SERVICE BOOK**

सेवा पुस्तिका

Name .....

Employee ID .....

Designation .....

Department .....

Date of joining .....

PRAN .....

## **DETAILS OF THE EMPLOYEE**

1. NAME (IN FULL)
2. DATE OF BIRTH (DD/MM/YYYY)
3. NATIONALITY
4. MOBILE
5. E-MAIL - PERSONAL  
- OFFICIAL
6. HIGHEST EDUCATIONAL QUALIFICATION
7. CATEGORY (IF APPLICABLE)
8. ADDRESS FOR CORRESPONDENCE
9. PERMANENT HOUSE ADDRESS
10. HOME TOWN
11. NAME OF SPOUSE  
IN CASE UNMARRIED, NAME OF PARENTS
  - a) FATHER'S NAME
  - b) MOTHER'S NAME
12. EMERGENCY CONTACT
  - (a) NAME
  - (b) RELATION
  - (c) MOBILE NUMBER
13. HEIGHT (CM)
14. BLOOD GROUP
15. IDENTIFICATION MARK
16. SIGNATURE OF THE EMPLOYEE
17. VERIFICATION BY THE HR OFFICIAL
18. SIGNATURE OF THE REGISTRAR

Photograph

## **EMPLOYEE WORK CYCLE UPDATES**

Entries regarding joining details, pay fixation, probation, medical fitness, term/ promotions/ financial upgradation, subsequent educational qualifications (acquired), internal transfers, details of any misconduct and penalties, Long Leaves etc.

### **EMPLOYEE WORK CYCLE UPDATES (CONTD.)**

Entries regarding joining details, pay fixation, probation, medical fitness, term/ promotions/ financial upgradation, subsequent educational qualifications (acquired), internal transfers, details of any misconduct and penalties, Long Leaves etc.

### **EMPLOYEE WORK CYCLE UPDATES (CONTD.)**

Entries regarding joining details, pay fixation, probation, medical fitness, term/ promotions/ financial upgradation, subsequent educational qualifications (acquired), internal transfers details of any misconduct and penalties, Long Leaves etc.

### **EMPLOYEE WORK CYCLE UPDATES (CONTD.)**

Entries regarding joining details, pay fixation, probation, medical fitness, term/ promotions/ financial upgradation, subsequent educational qualification (acquired), internal transfers, details of any misconduct and penalties, Long Leaves etc.

## HISTORY OF SERVICE

[illegible]

## HISTORY OF SERVICE

[illegible]



## HISTORY OF SERVICE

[illegible]

## HISTORY OF SERVICE

[illegible]

**PREVIOUS QUALIFYING SERVICE**

**(If applicable)**

Institution/Organization	Post held	Period		Remarks
		From	To	

Signature of the Employee: .....

### DETAILS OF THE DEPENDENTS AND NOMINATIONS

S. No.	Declaration	Details			Contact details
1	2	3			4
1	Family Particulars and Dependents	Name	Relation	Date of Birth	
2	Nomination, in case of any eventuality	Name	Relation	Date of Birth	

**Signature of the Employee:** .....

**EARNED LEAVE DETAILS**

Earned Leave Credited				Leave Taken (Including No. of Earned Leave Encashed)			
From	To	No. of days	Total Earned Leave	From	To	No. of days	Total Leave taken
1	2	3	4	5	6	7	8

**EARNED LEAVE DETAILS (CONTD.)**

[illegible]

**EARNED LEAVE DETAILS (CONTD.)**

Earned Leave Credited				Leave Taken (Including No. of Earned Leave Encashed)			
From	To	No. of days	Total Earned Leave	From	To	No. of days	Total Leave taken
1	2	3	4	5	6	7	8

Leave Contd.

**MEDICAL LEAVE DETAILS**

Medical Leave Availed			
From	To	No. of days	Remarks
1	2	3	4



## **OTHER LEAVES**

**Details of Extra Ordinary Leave (EOL)/ Maternity Leave/Other**

## CHILD CARE LEAVE

[illegible]

## LEAVE TRAVEL SUPPORT

[illegible]



## Indraprastha Institute of Information Technology

(A State University, setup by Government of NCT Delhi)

NSIT Campus, Azad Hind Fauj Marg, Sector-3, Dwarka, New Delhi-110078

Telephone: 25099177, Fax.: 25900176

Website: <http://www.iiitd.ac.in>

IIITD/HR/ Office Orders/2009/2561

January 21, 2011

### OFFICE ORDER no. 114

For the attendance of Office Staff, the Biometric System is being installed and the attendances will be considered as per the following procedure:

1. The Office timings will be between 9:00 am to 5:30 pm. However, there will be flexibility for the individuals to complete daily at least 8 hours between 9:00 am to 6:30 pm for winters & between 8:30 am to 6:00 pm in the summer.
2. The female employees have the flexibility to complete 7 hours per day in office and for remaining 5 hours per week, if availed, they will be required to give the justification for working from home for these hours.
3. For less than 8 hours but more than 7 hours,  $\frac{1}{2}$  day CL for 3 instances will be deducted. Beyond that  $\frac{1}{2}$  day of Full day CL, whichever is applicable will be deducted. This will be applicable to habitual latecomers.
4. For Half days, the presence for at least 4 hours is necessary, beyond that full day CL will be deducted.
5. For working on holidays (prior approval of competent authority is required), the comp. off will be applicable.


The leave of admin staff will be calculated as per the Govt. of India policy i.e. 30 days Earned Leave, 8 days casual Leave and 2 days RH.

This issued with the approval of competent authority.

  
(Ashwani Kumar Kansal)  
Deputy General Manager

Copy to (thru e-mail):

1. All Staff.
2. Office Order File
3. File

  
(Ashwani Kumar Kansal)  
Deputy General Manager

Dr. Deepika Bhaskar  
Registrar

IIIT-Delhi/ Office Orders/2015/2285

Dated: December 13, 2023

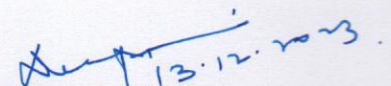
**Office Order  
No:161/2023**

**Subject: Revised Child Care Leave Policy**

The Board of Governors, in its 63<sup>rd</sup> meeting held on November 28, 2023, has approved the revised Child Care Leave Policy with extended benefits.

The revised Child Care Leave Policy is placed at **Annexure B**.

The Office Order will be effective from the date of its issuance.

  
(Dr. Deepika Bhaskar)  
Registrar

Copy for kind information/necessary action (via email)

1. All Faculty & Staff Members
2. HR Department
3. Concerned File
4. Director's Office
5. Web-Admin, IIIT-Delhi

## **PROPOSED REVISED CHILD CARE LEAVE (CCL) POLICY**

The following are the guidelines governing the revised CCL Policy:

1. The Child Care Leave is granted to women employees and single males on contract at the Institute having minor children below the age of 18 years, for taking care of such children, whether for rearing or to look after any of their needs like examination, sickness etc. Child Care Leave shall not be admissible if the child is eighteen years of age or older. There is no age limit for disabled children with a minimum 40% disability.
2. The CCL cannot be demanded as a matter of right. Under no circumstances can any employee proceed on CCL without prior approval of the leave sanctioning authority. The leave will be sanctioned keeping in mind the requirements of the Institute.
3. The permissible duration of CCL shall be based on the contract spell as following:
  - I. Up to six months for faculty appointed on a contract term of 7 years.
  - II. Up to four months for staff appointed on a contract term of 5 years.
  - III. Up to two years for staff on contract till superannuation or tenured faculty.
4. There is no minimum duration of CCL. However, for the duration of the leave, the employee has to inform the arrangements made for carrying out the work responsibilities in her absence.
5. The CCL must be applied well in advance, except in case of medical exigencies. The application must be at least six months in advance for faculty and at least one month in advance for staff. The application must come with proper justification and supporting documents. Post application for leave, the applicant will help enable a smooth transition of their responsibilities to other faculty and staff colleagues.
6. CCL cannot be combined with maternity leave at the Institute. CCL can be applied at least six months after availing maternity leave.
7. If a tenured/superannuated applicant applies for CCL for a duration of six months or more, no subsequent request for grant of CCL shall be entertained before the expiry of six months of resuming back from the earlier sanctioned CCL.
8. At a time, maximum up to 5% of the total sanctioned strength of employees can go on long leave. The grant of CCL is subject to the availability as mentioned.
9. The nature of this leave was envisaged to be the same as that of Earned Leave. As in the case of Earned Leave, Saturdays, Sundays, and Gazetted holidays etc. falling during the period of leave would also count for CCL.
10. During the period of such leave, the employee shall be paid 100% of leave salary for the first 365 days of leave and 80% of leave salary for the next 365 days.

11. No adjustment against any other kind of leave shall be made in this regard.
12. Leave Travel Support (LTS) can be availed during Child Care Leave.
13. An employee cannot take any other job/assignment/consultancy during the period of the leave. The employee may attend conferences, workshops, or equivalent, as per current rules at the Institute.
14. In case the CCL duration is a full calendar month/s then no Transport Allowance (TA) shall be paid for such a calendar month/s.
15. Telephone/mobile/data card shall be reimbursed during the CCL period.
16. The applicability of CCL is also extended to single male parents.
17. The employee shall submit an "Undertaking" at the time of joining the Institute as per the annexure. The existing employees shall submit the "Undertaking" at the time of requesting for CCL as per the annexure.
18. The CCL leave account shall be maintained in the proforma enclosed and it will be kept along with the service book or filled in the personal file.
19. In case of any disagreement related to interpretation, the decision of the competent authority will be final.

### **Application for Child Care Leave (CCL)**

**To be filled by employee herself and shall be submitted six months before proceeding on leave**

1. Name of the Employee :
2. Father/Husband Name :
3. Designation :
4. DOJ at the Institute :
5. Name of the Primary Department :
6. Name of Child for whom CCL is applied for :
7. Date of Birth of the Child :
8. Date on which the Child is attaining the age of 18 years :
9. Period of leave applied for :
10. Prefix/suffix of holidays, if any :
11. Total CCL already availed till date :
12. Foreign travel required/involved : Yes/No
  - a. If yes, name of the Country :
  - b. Address :
  - c. Contact No. :

Date:

Signature of Employee

Place:

Encl.

1. Proof of reason for apply of CCL;
2. Undertaking
3. Self-attested copy of birth Certificate of Child



**Remarks of Officer-In-Charge/Head of Department:**

While recommending leave application please clearly mention whether substitute in place of applicant is required or not?

Signature with date.....

Full Name.....

**Recommendations of the Dean of Academic Affairs (only for faculty):**

(For academic and research related concerns)

Signature with date.....

Full Name.....

**Decision of the Dean of Faculty Affairs /Director:**

Approved /disapproved with remarks.....

**Note: - For Faculty the process flow of leave application will broadly be the same as in case of long leave.**

**Undertaking:**

I.....W/o or D/O Sh.....has been  
working as.....since.....at IIIT-Delhi, do hereby  
undertake and certify as under:

1. That, I have following child/children:

S. No.	Name of Child	DOB	Age

2. That, I have not availed the Child Care Leave (CCL) from my previous employers/Institutes.

Or

In case availed, the total number of Child Care Leave (CCL) so availed is..... while working  
at.....(name of the Institute).

3. That, if any stage either of the contents given above found incorrect/false, I shall be fully responsible  
for potential action as deemed fit.

Date:

Signature of Employee

### Proforma for maintain Child Care Leave (CCL) Account

[illegible]



## Indraprastha Institute of Information Technology

(A State University, setup by Government of NCT Delhi)

NSIT Campus, Azad Hind Fauj Marg, Sector-3, Dwarka, New Delhi-110078

Telephone: 25099177, Fax: 25099176

Website: <http://www.iiitd.ac.in>

IIIT-D/HR/NPS/2009/1064

December 11, 2009

### OFFICE ORDER No. 28/2009/HR

In pursuance to the approval of the BOG, the New Pension System (NPS) has been introduced at IIIT-D to all the regular employees, except for those, who are on deputation/ Foreign Service/ contractual terms. The NPS is a contributory pension scheme in which the contribution by the subscribers will be managed by independent fund managers approved by Pension Fund Regulatory and Development Authority (PFRDA)

The employee's contribution @10% will be deducted from the monthly pay of the individuals from the date of joining the IIIT-D which will be matched by IIIT-D. The monthly contribution will be remitted to the scheme through approved fund manager of the NPS Scheme as per the norms of the PFRDA.

Some links related to NPS are:

Offer Document:

<http://pfrda.org.in/writereaddata/linkimages/Offer%20Document957798914.pdf>

Application form :


<http://pfrda.org.in/writereaddata/eventimages/Subscriber%20registration%20form%20finalised3969192803.pdf>

Latest announcement from PFRDA to open the NPS for private sector employees:

[http://pfrda.org.in/writereaddata/linkimages/Press%20release%2030\\_04\\_096065445541.pdf](http://pfrda.org.in/writereaddata/linkimages/Press%20release%2030_04_096065445541.pdf)


The complete details of contribution and recovery out of arrears from the individual's salary towards the NPS will be sent separately to the Faculty/Officer concerned for information while releasing the arrears of pay against revision.

This issued with the approval of Director, IIIT-D.

  
(Dr. A.R. Subramanian)  
Registrar

Copy to:

1. All Faculty/ Officers
2. Finance & Accounts
3. Office Order File
4. NPS File
5. Director's Office- for kind information.

  
(Dr. A.R. Subramanian)  
Registrar

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY DELHI***(A state university established by Govt. of NCT of Delhi)*

Okhla, Phase III (Near Govindpuri Metro Station), New Delhi-110020, INDIA

Telephone: +91 11 26382028

Website: <http://www.iiitd.ac.in>

IIIT-D/Office Orders/2013/7225

7<sup>th</sup> Feb 2013**OFFICE ORDER NO: 18/2013**

The Board of Governors in their 22<sup>nd</sup> meeting held on 16<sup>th</sup> January 2013, after discussing recommendation of the Finance Committee to follow provisions of the Payment of Gratuity Act, 1972, Board agreed to adopt the provisions with upper limit of gratuity as prescribed in the Act and followed by Govt. of India and as amended from time to time.

This issue with the approval of the competent authority

  
(Ashwani Kumar Kansal)  
Registrar

Copy for information / necessary action to: *(through email)*

1. All Faculty & Staff
2. Accounts Department
3. HR Department
4. Office Order File
5. PS to Director

IIIT-Delhi/Office Orders/2025/- 55 I

Dated: 30 May,2025


**Office Order**

No. 25/2025

Subjection: Fitment table of Staff Benefits as per RPR-2024 (Non-teaching).

In continuation to Office Order No. 257/2024 dated March 07, 2024 regarding details of revised benefits to staff, a fitment table of staff benefits as per RPR-2024 (non-teaching) to simplify for the employees as under:

S.N.	Benefits	Frequency	Pay Level (As per 7th PC)	Entitlement Limits
1.	Purchase of Mobile Phone	Every three years	L-13, L-14	Rs.25000/-
			L-7 to L-12	Rs.18750/-
			L-4 to L-6	Rs.12500/-
2.	Purchase of Laptop	Every three years	L-13,L-14	Rs.75000/-
			L-4 to L-12	Rs.60000/-
3.	Telephone/Mobile Expenses Reimbursement	Monthly	L-13,L-14	Rs.1500/-
			L-7 to L-12	Rs.1000/-
			L-6	Rs.1000/-
			L-4,L-5	Rs.500/-
4.	Data Card Recharge	Monthly	L-13,L-14	Rs.1000/-
			L-7 to L-12	Rs.500/-
			L-6	Rs.500/-
			L-4,L-5	Rs.500/-
5.	Leave Travel Support (LTS)	Every two years	L-13,L-14	Rs.140625/-
			L-10 to L-12	Rs.103125/-
			L-7 to L-9	Rs.84375/-
			L-6	Rs.56250/-
			L-4,L-5	Rs.37500/-
6.	Leases/Rented Accommodation	Monthly	L-13, L-14	Rs.37500/-
			L-7 to L-12	Rs.18750/-
			L-4 to L-6	Rs.12500/-
7.	Medical Allowance	Monthly	L-4 to L-14	Rs.6000/-
8.	Professional Development Fund	Yearly	L-13, L-14	Rs.62500/-
			L-7 to L-12	Rs.43750/-
			L-4 to L-6	Rs.25000/-

  
(Dr. Deepika Bhaskar)  
(Registrar)

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1. All Staff
2. Finance & Accounts Division
3. Director's Office
4. Web-Admin, IIIT-Delhi



# Indraprastha Institute of Information Technology, Delhi

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Okhla Phase-III, New Delhi-110020

Website: <http://www.iiitd.ac.in>

IIIT-Delhi/Office Orders/2015/-229

May 8, 2023

**Office Order No: 06/2023**

**Subject: Depreciated Value of an Asset on Buy-Back**

In its 58<sup>th</sup> Board meeting on September 6, 2022, the Board approved aligning the rates of depreciation on Fixed Assets of the Institute to the CAG rates of depreciation from the FY-2022-23.

In continuation thereof, the Board of Governors in its 60<sup>th</sup> meeting held on March 28, 2023 agreed to the recommendation of the FC that deviating from the life of assets as per the CAG Format of Accounts may not be viewed positively by the CAG auditors and may lead to further audit observation. It advised that the CAG rate of depreciation on asset buy-back approved by the Board from the FY-2022-23 may be followed. The employee may purchase the asset at the Written Down Value (WDV) after three years and beyond. The WDV as of the date of purchase, shall apply for payment by the employee.

This is issued with the approval of the Competent Authority.

  
(Dr. Ashok Kumar Solanki)  
Registrar

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1. All Faculty & Staff
2. Concerned File
3. Director's Office, *for information*
4. Web-Admin, IIIT-Delhi



# Indraprastha Institute of Information Technology, Delhi

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Okhla Phase-III, New Delhi-110020

Website: <http://www.iiitd.ac.in>

IIIT-Delhi/Office Orders/2015/-74

Dated: 12.4.2024

## Office Order

No: 11/2024

### Subject: Revised Staff PDA Policy

The Board of Governors, in its 64<sup>th</sup> meeting held on March 27, 2024, has approved the revised staff PDA policy. The revised detailed policy is placed at **Annexure**.

The policy will be applicable from April 1, 2024.

This is issued with the approval of the Competent Authority.

(Dr. Deepika Bhaskar)  
Registrar

Copy for kind information/necessary action (via email)

1. All Staff Members
2. Finance Department
3. Academic Department
4. Concerned File
5. Director's Office, *for information to the Director*
6. Web-Admin, IIIT-Delhi



## **REVISED POLICY FOR STAFF PROFESSIONAL DEVELOPMENT ACCOUNT**

(Effective from 1<sup>st</sup> April 2024)

Staff Professional Development Account (PDA) is a Board of Governors approved policy linked to professional development of staff.

### **Background**

A knowledge enriched Administrative Support System in any organization is crux for its continued growth and development. For the long-term benefit of the Institute, the administrative staff is also required to be trained for adapting to change and for learning new methods of performing assigned functions. The sole objective of creating the account for the non-teaching staff, therefore, is their professional development for the benefit of the Institute.

### **Link to performance**

Each year, a comprehensive assessment is conducted to evaluate the service contributions on different parameters of non-teaching staff members. The evaluation process entails a committee reviewing each staff member's performance, directly tied to their contributions. The corresponding PDA (Professional Development Account) amounts are determined as follows for each rating:

<b>Rating</b>	<b>% of PDA Amount</b>
Greater than or equal to 4	100%
3.6 - 3.9	90%
3.1 – 3.5	80%
2.5 – 3.0	70%
Less than 2.5	50%

### **Revised Staff PDA Limits**

Senior Management	INR 62500
Middle Management & Junior Management (JM-2 & JM-3)	INR 43750
Junior Management (JM-1, Grade I, II & III)	INR 25000

### **Staff PDA Distribution**

The Staff PDA amount is divided into two categories: Common Pool and Personal Pool, with PDA amount added in equal amounts every year to pre-existing amounts. The PDA amount will carry forward credits in the account, including the existing balance, for five years. The accumulated amount will be for the last four years plus the current year.

#### **A. Common Pool for Professional Development (50% of the total PDA)**

A common pool is created for professional development related expenditures for all the staff members. It will be 50% of the total PDA amount. This pool can be utilized for the following purposes:

1. To participate and attend any Training /Workshop recommended as part of appraisal process or by the division-in-charge/reporting officer.
2. To participate in various events aligned to the staff's career growth. The expenses to attend the event can include Travel (within Delhi-NCR/within India/Overseas), Registration Fees, Accommodation, Food, Visa Fees, Insurance, and other related expenses, if any, etc., as per the Rules. The amount can be utilized, once in three years for attending national event or once in five years for international event. If the amount to be utilized by the staff for national or international event is more than the staff's share in common pool, the additional amount will be given as a loan from the common pool. The loan amount will be adjusted in future allotments or will be recovered from the salary, if he/she leaves.
3. Course Fees / Exam Fees of Degree / Diploma / Certificate Programs of duration more than one year, ensuring the office work timings are not affected. A prior approval and intimation to the HR department for joining a course/program, etc., has to be taken and a bond has to be signed for committing a minimum period of three years for serving the organization after completion of the course. The certificate of completion must be submitted to the HR Department.
4. Article publishing charges in Journals, Conferences, and any other platform.
5. The Institute approved amount as per Board approval for mobile purchase, once every three years.
6. The release of amount from common pool based on appraisal rating will be subject to PDA Committee decision for weak performers.

#### **B. Personal Pool for purchase of items related to professional development based on responsibilities (50% of the total PDA)**

For this head, 50% of the total PDA will be utilized as follows -

1. Purchase/subscription of books and periodicals in any form related to professional development.
2. Membership fee/Registration fee (for Academic/ Administrative/ Professional Associations and Domain or Virtual Space).
3. Course fees for short courses/trainings, less than one year, for which no bond needs to be signed.
4. PDA amount can be utilized up to matching grant as per the benefits to cover the amount required to purchase a laptop over and above the board approved limit.
5. PDA amount can be utilized up to the matching grant as per the benefits to procure a

mobile phone over and above the board approved limit.

6. Upgrade/repair of laptop/mobile phone and accessories on actual cost.
7. Any consumable or non-consumable items related to professional requirements of the staff for the ultimate benefit of the Institute, as approved by the division-in-charge can be purchased with proper justification for the same. The decision of the division-in-charge shall be final and binding.

Any other professional activity or relaxation of the above, with prior approval of the division-in-charge.

### **Guidelines**

1. A Staff PDA Committee will be formed to take periodic decisions on cases that need attention. The Committee may meet once a month or as required.
2. For Fixed Assets, the Institute's Board-approved WDV policy is applicable.
3. All assets (except consumables) in case of loss/damage/theft can be purchased again after paying the depreciated value of the previous item, subject to submission of the off-line/on-line Police FIR copy (only in case of loss or theft).
4. The Staff PDA is updated via the PDA Portal. The employees can check the balance amount at any time before making a request.
5. The employee may submit bills of the purchase to the Store & Purchase Division directly.
6. PDA can be availed only after the Probation clearance.
7. Books may, preferably, be purchased through the Institute Library for quick purchase and better discounts.
8. In case of non-utilization of PDA, the remaining amount shall be carried forward up to 5 years. There will be no encashment of PDA at the time of leaving the Institute.
9. Matters of interpretation will be referred to the PDA Committee.
10. The policy will be reviewed after three years, if required.

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IIIT-D/HR/Office Orders/34/2015/16090

March 23, 2015

**OFFICE ORDER NO:1/2015**

The Board in its 26<sup>th</sup> meeting held on 28<sup>th</sup> April 2014 vide item no 26.7.14 has approved the leave encashment for the faculty and staff @10 days per year subject to maximum of 180 days during the service. At the time of separation the limits for encashment are as under:

Period of Service	Maximum Earned Leave for Which encashment will be allowed at the time of leaving the Institute (days)
Up to 01 year	No encashment
More than 01 year up to 02 years	20
More than 02 years up to 05 years	50
More than 05 years up to 10 years	100
More than 10 years up to 15 years	150
More than 15 years up to 20 years	180

As a matter of practice the yearly encashment to be done in the month January.

This issued with the approval of the competent authority. And this supersedes the officer orders:

1. IIIT-D/HR/Office Order/2013/8260 dated 10/9/2013, order no 90/2013
2. IIIT-D/HR/Office Order/2013/9373 dated 12/5/2014, order no 170/2014

(Ashwani Kumar Kansal)  
Registrar

Copy for information / necessary action to: (*through email*)

1. Staff and Faculty
2. Office Order File
3. PS to Director

(Ashwani Kumar Kansal)  
Registrar



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IIIT-D/HR/Office Orders/2010/6410

30<sup>th</sup> May, 2012

### OFFICE ORDER NO.- 211

#### Subject: Grant of Salary Advance

The Board of Governors in their 20<sup>th</sup> Meeting held on May 7<sup>th</sup>, 2012, vide Agenda Item No.20.7.2, has approved grant of salary advance as per conditions / details below:

Eligibility	1. Those who have contract validity for 1 or more year from the date of application for Salary Advance, and 2. Does not have any loan / advance pending in his / her name
Amount of Salary Advance	Equivalent to 3 months' Salary (Basic Pay + DA + HRA)
Periodicity	Once in a year
Purposes for Salary Advance	1. Illness of self / family member(s) 2. Educational needs 3. Marriage of self / siblings, daughter and son 4. Car down payment 5. House deposit & Brokerage for leased accommodation 6. Housing Loan Down Payment
Recovery	In 10 equal installments from monthly salary. Priority over other payments. A time lag of one month will be kept between release of advance and commencement of recovery from salary e.g. recovery of advance released on 15 <sup>th</sup> June will commence from the salary of August only.

This is issued with the approval of the Competent Authority. The Order becomes effective from the date of approval of the BoG i.e. 7<sup>th</sup> May, 2012.

  
(Kapil Chawla)  
Controller of Finance

E-mail copy for information to:

1. Faculty / Staff Members
2. Officer Orders File
3. File

  
(Kapil Chawla)  
Controller of Finance


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IIIT-D/HR/Office Orders/2013/ 8711

 31<sup>st</sup> Dec 2013

**OFFICE ORDER NO: 127/2014**

The Board of Governors in their 25th meeting held on 9th Dec., 2013 has decided to grant salary advance only twice in a total period of 05 years. Other terms for grant of advance as set forth in earlier Office Order shall remain same.

This supersedes Office Order no. 211 dated 7<sup>th</sup> May 2012 issued in this regard.

  
 (Ashwani Kumar Kansal)  
 Registrar

Copy for information / necessary action to: *(through email)*

1. Faculty and Staff
2. Accounts Department
3. Office Order File
4. PS to Director

  
 (Ashwani Kumar Kansal)  
 Registrar



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IIIT-Delhi/Office Order/- 7292

Dated: 26.3.2021

Office Order No: 487/2021

**Subject: Salary Advance**

In its 52<sup>nd</sup> meeting held on 02.03.2021, the Board approved that in exceptional circumstances, 2-3 months' deferment in repayment of salary advance can be granted with the Director's prior approval. Other terms for grant of advance as outlined in earlier Office Order shall remain the same.

This is issued with the approval of the Competent Authority and is in continuation to Office Order no. 127/2014 dated December 31, 2013, issued in this regard.

The Order shall become effective from April 1, 2021

  
(Dr. Ashok Kumar Solanki)  
Registrar

Copy if kind information/necessary action (via Email)

1. Concerned File
2. All Faculty & Staff Members
3. HR Department
4. F&A Department
5. Director's Office for information



## Indraprastha Institute of Information Technology, Delhi

(A State University, established by Government of NCT Delhi)

Okhla Phase-III, New Delhi-110020

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IIIT-D/HR/Office Orders/2010/8489

October 23, 2013

### OFFICE ORDER NO. 104/2013

#### Subject: Travel Guidelines / Eligibility - Revised

Consequent to approval of Board of Governors of the Institute, the Per Diem rate for domestic travel has been enhanced. The revised travel entitlements (domestic and international), therefore, stand as under:

#### 1. Domestic Travel:

Category of Employee	Pay Scale	Eligibility	Per Diem (All inclusive)
Faculty and Sr. Admin.	In the pay-scale of Rs.38,000-47,100 and above	Air (Economy Class) or equivalent Class by Rail.	Rs.7,500/-
All others (including students)	Below the pay-scale of Rs.38,000-47,100	Air (Economy Class) or 2 <sup>nd</sup> AC or lower Class by Rail	Rs.4,500/-

- Reimbursement of expenses for hotel/accommodation shall be on production of bill. Rest of the amount can be claimed on non-production of bills. In cases where accommodation is availed but no bill is provided, DA shall be admissible @ Rs.2,000/- and Rs.1,000/- per day respectively. Road Mileage (i.e. travel from place of residence/hotel to Airport/Railway Station and vice-a versa shall be admissible on actual basis). For Chairman/Director the reimbursement shall be on "expense basis".
- On case to case basis, as may be deemed fit; Competent Authority may permit travel by higher class.
- In case of places not connected by rail, travel by AC bus is allowed for those entitled by Rail 2<sup>nd</sup> AC and above. In case of others travel by Deluxe Bus is allowed.
- In case of road travel between places connected by rail, travel by any means of transport is allowed provided the total fare does not exceed the train fare by entitled class.
- For journey by sea or river travel by highest class is permitted to those entitled to Rail 1<sup>st</sup> AC. For others travel by next available lower class is allowed.
- DA will be limited to 7 days', unless special permission is obtained.



## 2. International Travel:

Category of Employee	Pay Scale	Per Diem
Faculty and Sr. Admin.	In the pay-scale of Rs.38,000-47,100 and above	Up to \$120 for travel to Asian & African Countries and \$150 for other countries.
All others (including students)	Below the pay-scale of Rs.38,000-47,100	Up to \$ 72 for travel to Asian & African Countries and \$90 for other countries.


- Per Diem above includes all expenses on stay, food, local travel, contingency etc. Individual can claim actual hotel charges on production of bills. In such a case per day claim will be admissible at half of the entitled amount mentioned above. However, total amount should not exceed maximum limit of US\$4,000 (at present INR2,45,000) from Institute or PDA (These limits are not applicable for Project Account).
- Actual cost of Registration for International / National Conference, Visa and Insurance charges will be reimbursed as per actual on submission of receipt/proof of payment.
- In case of travel for Conference, apart for conference days, an individual can claim per diem for up to 2 days' (pre and post Conference days) that includes all activities related to conference such as tutorials etc., as mentioned in the conference schedule.
- DA will be limited to 7 days', unless special permission is obtained.

## 3. Local Travel by Own Vehicle (Intra NCR Region):

Local travel by own vehicle will be reimbursed @ Rs.20 per KM to Faculty / Sr. Admin. and @ Rs.10 per KM to others. No reimbursement shall be admissible for attending office on Saturdays.

*This supersedes Office Order no. IIITD/F&A/2009-10/971 dated November 04, 2011 and IIIT-D/HR/Office Orders/2010/6438 dated June 11, 2012 issued in this regard.*

This issued with the approval of Competent Authority.

  
(Ashwan Kumar Kansal)  
Registrar

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- Office Order File
- File

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IIIT-D/Corr./2015/

April 7, 2015

**Corrigendum** 02/2015

In reference to Office Order No. IIIT-D/HR/Office Order/2010/8489, dated October 23rd, 2013, it is informed that the amount of Per Diem for domestic travel will be regulated as follows. Other provisions relating to domestic travel will remain same:

Category of Employee	Pay Scale	Eligibility	Per Diem (All inclusive)
<b>Faculty and Sr. Admin.</b>	In the pay-scale of Rs.38,000-47,100 and above	Air (Economy Class) or 1st AC or lower Class by Rail.	<b>In case accommodation / hotel bill is attached:</b> Rs.2,000/- towards DA plus actual accommodation / hotel bill or Rs.7,500/-, whichever is less. <b>In case accommodation / hotel bill is not attached:</b> reimbursement will be as per actual expense or Rs.2,000/-, whichever is less.
<b>All Others</b>	Below the pay-scale of Rs.38,000-47,100	Air (Economy Class) or 2 <sup>nd</sup> AC or lower Class by Rail	<b>In case accommodation / hotel bill is attached:</b> Rs.1,000/- towards DA plus actual accommodation / hotel bill or Rs.4,500/-, whichever is less. <b>In case accommodation / hotel bill is not attached:</b> reimbursement will be as per actual expense or Rs.1,000/-, whichever is less.

For local travel within Delhi/NCR region DA will be paid on actual expense basis subject to limit of Rs.2000/- per day.

This is issued with the approval of the competent authority and shall be effective with immediate effect.

(Ashwani Kumar Kansal)  
Registrar

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1. Faculty & Staff
2. CoF, AM (F&A) and AM (IRD)
3. Office Order File
4. Director's Office

(Ashwani Kumar Kansal)  
Registrar

Dr. Deepika Bhaskar  
Registrar

IIIT-Delhi/Office Orders/2024/ 734

Dated: 25<sup>th</sup> June 2024

**Office Order**  
**No: 53/2024**

**Subject: Revision in Policy for Payment of Allowance to Administrative staff during non-working days**

The Board of Governors, in its 65<sup>th</sup> meeting held on June 6, 2024, has approved the revised policy for payment of allowance to administrative staff during non-working days for implementation at the Institute.

The details of the revised policy are as below:

1. Any work related to the Institute is a part of routine official work for any staff and no extra honorarium is admissible.
2. For courses like Diploma and certificate courses, the work related to these courses will be a part of the duty of the staff. The respective division may distribute the work amongst the divisional staff. If the amount of work exceeds beyond what the division can handle (above 8hrs/day by all divisional staff), HR may be requested for additional human resource support with proper justification. The HR, in consultation with the Registrar will assign a manpower within 45 days after taking into account the requirement and the manpower availability.
3. For events and conferences, symposia, workshops, trainings etc., duties may be assigned on rotational basis for non-working days. Appreciation letter may be given for this extra work.
4. Honorarium recommendation as per Order No. IIIT Delhi/ Registrar Office/2019/-1099 dated 02<sup>nd</sup> August,2019 is discontinued/withdrawn.
5. Work Allowance for non-working days- The following revised slabs are recommended as work allowance for admin support on non-working days:

Category of Staff	Work Allowance (for a full day) for non-working days (Rs)
Senior Management	TA
Middle Management	Rs. 1,000/- plus TA
Junior Management	Rs. 750/- plus TA
Outsourced Staff	Rs. 500/- plus TA

Okhla Industrial Estate, Phase-III  
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E registrar@iiitd.ac.in  
deepika@iiitd.ac.in  
www.iiitd.ac.in

The source of funds for payment of allowance will have to be mentioned while taking prior approval of payment of dues.

Prior recommendations of the Head (of the division/department/Event Coordinator) will be required for attending office on non-working day(s). Without prior approval, no claim will be entertained. For conferences etc., preference of staff may be asked from the coordinator of the event/conference. An approval of the respective Dean/HoD/Registrar/CoF will be required for assigning extra duties. The Institute's duties assigned to any staff will be given priorities over any departmental/divisional recommendations.

6. Travel Allowance/conveyance reimbursement will be as per the rates notified by the Delhi Government (as per Ministry of Finance OM No. 31011/8/2017-Estt.A-IV dated 19 September 2017 and OM No. 19030/1/2017-E. IV dated 13 July 2017), and as amended from time to time.
7. For any online work being done from home, no additional honorarium/allowance will be provided.
8. For outsourced staff, who have six-days' work week as per their appointment letter, no additional allowance will be paid for work days.
9. Compensatory-off cannot be claimed as a matter of right for extra work. For non-working days, allowance cannot be replaced by compensatory off. Wherever a compensatory off is permitted (with due prior approval), a complete day's work (8 hours) has to be justified.
10. The amount received from funding agencies for courses, events etc. in name of administrative support may be accumulated in a common pool by the Institute, to be used for hiring additional manpower or for welfare schemes for staff.

This is issued with the approval of the Competent Authority.

  
(Dr. Deepika Bhaskar)  
Registrar

Copy for kind information/necessary action (via email)

1. All staff members
2. All faculty members
3. Finance Department
4. Concerned File
5. Director's Office, *for information to the Director*
6. Office Order file



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IIIT-Delhi/Office Order/- 7297

Dated: 26.3.2021

Office Order No: 492/2021

## **Subject: Coverage for Health Insurance**

In its 52<sup>nd</sup> meeting held on 02.03.2021, the Board decided that the insurance coverage be retained at the existing limit of Rs.6 lakh. For exceptional cases beyond 6 lakh, the Institute, as presently, may reimburse 90% of the amount beyond Rs.6 lakh within a maximum overall limit of Rs.10 lakh, i.e., the employees get reimbursed Rs.6 lakh through the Insurance Policy and a maximum of Rs.3.60 lakh (90% of Rs.4 lakh) from the Institute on the production of the bills.

The Board has approved its applicability w.e.f. 1<sup>st</sup> April, 2021 and hence, this Order shall become effective from April 1, 2021 and supersedes Office Order no. 20/2013 dated 7<sup>th</sup> February, 2013.

This is issued with the approval of the Competent Authority.

  
(Dr. Ashok Kumar Solanki)  
Registrar

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1. Concerned File
2. All Faculty & Staff Members
3. HR Department
4. F&A Department
5. Director's Office for information



Dr. Deepika Bhaskar  
Registrar

IIIT-Delhi/ Office Orders/2015/2279

Dated: December 13, 2023

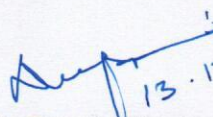
**Office Order**  
**No:155/2023**

**Subject: Guidelines for Rotational Transfer Policy of Administrative Staff at the Institute**

The Board of Governors, in its 63<sup>rd</sup> meeting held on November 28, 2023, has approved the Rotational Transfer Policy at the Institute. The Rotational Transfer Policy is designed to enhance the skills set, broaden the experience and foster a collaborative work environment among the administrative staff. The policy will provide eligible employees with the opportunity to work in different divisions/departments within the Institute, promoting cross-functional knowledge transfer and skill development.

The objectives, benefits, transfer conditions, tenure eligibility, and criteria for planning transfers are placed at **Annexure A**.

This is issued with the approval of the Competent Authority.

  
13.12.2023  
(Dr. Deepika Bhaskar)  
Registrar

Copy for kind information/necessary action (via email)

1. All Faculty & Staff Members
2. Concerned File
3. Director's Office
4. Web-Admin, IIIT-Delhi

**Consolidated Guidelines for Rotational Transfer Policy for Administrative Staff at IIIT-D**

**Introduction**

The Board of Governors, in its 63<sup>rd</sup> meeting, held on November 28, 2023, approved the rotational transfer policy of the Institute, on similar lines as other autonomous institutes like IITs, IIMs, etc.. There are consolidated guidelines on Rotational Transfer Policy, notified by the DoPT vide its OM No. 21/19/2022-CS. I(P) dated November 02, 2023. The Rotational Transfer Policy is designed to enhance the skills set, broaden the experience and foster a collaborative work environment among administrative employees. The policy will provide eligible employees with the opportunity to work in different divisions/departments within the Institute, promoting cross-functional knowledge transfer and skill development.

Chief Vigilance Commission, New Delhi Letter No.004/VGL/090/225553 dated September 11, 2013, has observed that rotational transfers are not effected in many organizations due to which officials continue to remain in the same posts for long periods. Such, overstay and continues posting afford scope for laxity, lack of motivation, indulging in corrupt activities, developing vested interests etc. which may not be in the interest of the Institute. The Commission, therefore, emphasized that periodical rotation of officials needs to be ensured.

**Benefits of the policy**

- Aligning with Institute's commitment to fostering a dynamic and learning oriented work environment
- Exposure to various administrative roles and responsibilities
- Enhanced professional development opportunities
- Broadening of skills and competencies
- Strengthening of interdepartmental collaboration.

**Objective of the policy**

- To enhance the efficiency and smooth running of the Institute
- To have planned movement between divisions
- To meet operational and administrative requirements
- Overall development of the various skills in the staff
- To prepare staff to handle multiple tasks in different administrative divisions
- To increase the knowledge of staff regarding functioning of different divisions
- To prepare staff for being multifaceted and having varied skills
- To remove redundancy and complacency that sets in because of being in the same seat for prolonged period.

**Transfer Conditions**

- After completing specified tenure of service in a division/department or on promotion in the order of their seniority in the Pay Level/ Department/ keeping in view the vacancies, past experience, seniority and specialized skills developed/training done.
- In cases where continuation of the staff on a particular seat is considered detrimental to the interests of the Institute, she/he may be transferred.
- If the skill set of a staff is more suited to another division, the transfer may be affected.
- In either of the mentioned situations: Misuse of the position, double checks, favouritism, lapses, leakage of confidential information, cases of slurring the image of the Institute, etc.
- Where the competent authority is satisfied that such transfer is desirable in the interest of the Institute.
- If the exigency of the service so requires.

- If request for mutual transfer is received.
- If staff has sufficient reason to request for transfer, subject to the day-to-day work of the division not being hampered.

### **Tenure eligibility for transfer**

The tenure after which staff becomes eligible for the transfer is as below:

(i) JM (All Grades)/AM -	7 years
(ii) Deputy Manager-	6 years
(iii) Manager and Above-	5 Years

The following conditions may be kept in mind while planning for transfers:

1. Transfers may be planned at a particular time of the year
2. The staff due for superannuation within two years may be exempted from being transferred.
3. Prior consent of the Head of the Division/Department concerned will be necessary.
4. Staff working at sensitive workplaces as determined by the Competent Authority may be transferred before the prescribed tenure, if circumstances so demand.
5. The decision of transfer will be based on combination of skills, performance and potential contribution to the Institute by the Competent Authority, on receiving any request.
6. Promotion may be made against available vacancies. Preferences for posting on promotion, if allowed, shall be accommodated as far as possible within the available vacancies and in order of seniority.
7. Once transfer orders are issued, staff shall be relieved within the specified period.
8. The transfer may be applicable at all the levels of the Institute except statutory posts.
9. The Director of the Institute has to approve or reject transfer of any staff, keeping the Institute interest in mind.
10. The staff against whom disciplinary action is either contemplated or pending will not be transferred to sensitive work place.
11. Transfer cannot be claimed as a matter of right.
12. The decision of the Director/competent authority will be final in such matters.