

SCHEME OF RECRUITMENT FOR THE EMPLOYEE CATEGORY
“ACADEMIC / RESEARCH” (Specimen)

File No:

MSD File No:

01. **Employee Category:**

“Academic / Research”

02. (a) **Broad definition of the nature of functions assigned to the employees of the category:**

Scientific Research and Academic Affairs pertaining to the role conferred upon the institution by the statutory provision under which the institution is established, specifically assigned by the appointing authority.

(b) **Posts falling within this service category: (Example)**

1. Research Officer
2. Advisory Officer

(c) **Job Description** - Attach a schedule if necessary.

03. **Nature of Appointment:**

Permanent with entitlement to employees’ Provident Fund and Employees Trust Fund.

04. **Salary Scale, Efficiency Bar and Employment Structure**

4.1 **Salary Code and the Monthly Salary Scale of the employee category**

W.e.f. from 01.01.2006

AR 1 - 2006 : Rs. (24595 – 5 x 475 – 5 x 645 – 15 x 770 - 41745)

W.e.f. from 01.01.2009

AR 1 - 2006 A :Rs. (24725 – 5 x 550 – 5 x 645 – 15 x 770 - 42250)

4.2 **Structure of grades and the initial salary step applicable to each grade:**

Grade	Relevant Initial Salary Step	AR 1 – 2006	AR 1 – 2006 A
II	1st Step	24595	24725
I	12th Step	30965	31470

(In every letter of appointment salary code, salary scale and the structure of grades should be mentioned. When promoting from one grade to another within each category it is not necessary to issue a fresh letter of appointment and issuing, a letter of promotion is sufficient.)

4.3 **Cadre :** (To be stated here)

(For the purpose of promotion from grade to grade within the employee category, all grades will be considered to be within a combined cadre. The cadre here means the approved total cadre for all grades under the employee category.)

4.4 **Efficiency Bar:**

The Efficiency Bar Examination is a Written Examination.

All employees in this category,

4.4.1 should pass the 1st Efficiency Bar Test within 03 years from the date of appointment to the Grade II

4.4.2 should pass the 2nd Efficiency Bar Test within 03 years from the date of promotion to the Grade I

4.4.3 Relevant syllabus is given in the paragraph 8. If an officer fails to get through the efficiency bar test during the prescribed period, he/she shall be dealt with in terms of provisions of the Establishment Code and the Manual of Procedure of the Institute.

4.4.4 Efficiency Bar Examinations will be held once a year or as and when necessary.

4.5 In addition to the above efficiency bar requirements, all employees should acquire proficiencies and competencies which will be prescribed by the Government from time to time.

05. **Recruitment to Academic / Research Category :** (Example)

5.1 **Qualifications:**

1. Research Officer/Advisory Officer

External : A special degree of four years duration with a first or second class upper in Science or Agriculture from a recognized University with appropriate subject combinations

OR

A special degree of four years duration with a second class lower in Science or Agriculture from a recognized University with appropriate subject combinations and a minimum of one year post graduate degree in the relevant field.

OR

A degree in Science or Agriculture with appropriate subject combination and a 02 years post graduate research degree in relevant discipline

Internal : Experimental Officers and Extension Officers with a basic degree in the relevant discipline having a minimum of 05 years experience.

5.2 **Age:**

Should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

5.3 **Other:**

The provisions of Manual of Procedure of the Institute and as far as relevant, the provisions of Establishment Code will be applicable to all recruitments.

5.4 **Recruitment Procedure:**

Recruitment will be done after calling for applications through a public advertisement or a Newspaper advertisement and on the results of a written competitive examination and a structured interview conducted by the appointing authority.

5.4.1 **Written Competitive Examination : (Example)**

Subject for the examination is given below:

- Aptitude Test

Aptitude:

This paper will be designed to test the aptitude of the candidate.

Candidates should secure at least 50% of the marks to pass the recruitment examination.

5.4.2 **Interview : (Example)**

The Marking Scheme for the interview is as follows:

	Criteria		Marks		
			Item	Maximum	Obtained
1.	Qualifications (over & above minimum)			30	
	I	Class	5/Sector		
	II	Postgraduate (Non research)	10		
	III	Postgraduate (By research)	20		
2.	Research Experience		2/year	10	
3.	*Publications, Patents & Awards			20	
	I	Research papers (International/Refereed)	3/paper		
	II	Research papers (Local/Refereed)	1/paper		
	III	Research papers (Non refereed)	½/paper		
	IV	Conference proceedings, Research Reports	¼/paper		
	V	Research Awards	2/award		
4.	Extracurricular activities			10	
	I	Sports			
	II	Societies			
5.	Personality			15	
6.	General knowledge about industry			15	
	Total			100	

* 50% for co-authors

Final selection will be based on the aggregate of 60% of the marks obtained at the written examination and 40% of the marks obtained at the interview.

5.5 All recruitments/promotions to this category should be strictly in compliance with the provisions of this Scheme of Recruitment.

5.6 All recruitments to this category will be only to Grade II. Number of recruitments to be decided as per the number of vacancies within the category.

5.7 **Qualifying date:**

The applicant will be treated as qualified for application for a post only if he/she has completed the necessary qualifications specified under 5.1 and 5.2 before the closing date of applications.

5.8 **Confirmation**

An employee who is appointed to the Grade II of this category will be on probation for a period of three years from the date of assumption of duties. If his/her performance and conduct is satisfactory during the period of probation, and on completion of the 1st Efficiency Bar Examination he / she will be confirmed in the post at the end of the period of probation. Internal candidates who are already confirmed in a post will be subjected to an acting period.

5.9 **Salary at Recruitment :**

Persons recruited externally will be placed at the initial step of the salary scale. The salary of persons recruited internally will be determined in terms of the provision in Chapter VII of the Establishment Code.

6. **Promotions:**

The promotional procedure, based on performance, would be as follows:

6.1 **Promotion from Grade II to grade I of the category:**

6.1.1. **Average Performer**

(a) **Pre-requisites**

- should have been confirmed in the post
- should have completed a minimum of 10 years of service in Grade II and earned ten (10) salary increments
- showing an average or above average performance according to the approved scheme of performance appraisal during a period of 10 years preceding the promotion.

- should have completed 05 years of satisfactory service preceding the promotion
- should have achieved the necessary level of proficiency in second language.
- successful completion of due Efficiency Bars.

(b) **Mode of Promotion:**

Through the application forms introduced by the employer, a request should be made by the qualified employees. Action will be taken by the appointing authority to promote the qualified persons to grade I after verification of qualifications, with effect from the qualifying date.

6.1.2 **Extra Ordinary Performer :**

(a) **Pre-requisites**

- should have been confirmed in the post
- should have completed 06 years of continuous service in grade II
- employee should have displayed extra ordinary / above average performance through out the six years of service, immediately preceding the date of promotion.
- should have completed 05 years of satisfactory service immediately preceding the promotion and should have earned all increments during the period.
- successful completion of Efficiency Bars within the due dates.
- should achieve necessary level of proficiency in second language.

(b) **Mode of Promotion:**

Those who complete 05 years of service with other pre-requisites can apply for promotion. The appointing authority will promote to Grade II those who pass the written Aptitude Test held for the purpose with effect from the date they complete 06 years in Grade III. The employees will have only one opportunity to sit for this examination.

The Qualifications to sit for the Aptitude Test for promotions under Exceptional Performer

The employees who have displayed exceptional / above average performance during the continuous period of 05 years immediately succeeding the date of appointment to Grade II, will qualify to sit for the Aptitude Test for promotion under exceptional performance with effect from the date of completion of 05 years of service.

7. **Absorption of Incumbent Employees: (Applicable only to employees who are in service by the date on which this Scheme of Recruitment comes into effect.)**

All employees who are in service on the date on which this Scheme of Recruitment comes into effect and placed in the salary scale coded AR 1 under MSD Circular No.30, will be absorbed into the respective grade of the category in the manner set out below based on the grade in which the employees have been now placed in the AR 1 Salary Scale, in terms of the provisions in Clause 4 of Chapter VII of the Establishment Code. However, the date of increment applicable

to the respective employee will remain as it was before the absorption. Similarly, on the grounds that the salary step the respective employee is drawing currently is similar to the new salary step, he/she should not be placed on the next higher salary step in terms of Clause 4.4 of Chapter VII of the Establishment Code.

The period of service will have to be counted with effect from the date of appointment to the respective grade.

(i) **AR 1 - Grade II**

- a. Employees who have not completed a minimum of 10 years of service in a grade or a post, to which the salary steps applicable to Grade II of the AR 1 salary scale under MSD Circular No.30 have been assigned,
- b. Employees who have completed a minimum of 10 years of service in a grade/post stated above, but not satisfied the conditions to be absorbed into Grade I,

will be absorbed into AR 1 – Grade II

(ii) **AR 1 - Grade I**

- a. Employees who have completed a minimum of 10 years of service in A.R. 1 - Gr. II and have satisfied the necessary requirements in terms of the Scheme of Recruitment effective before the date on which the new Scheme of Recruitment came into effect,

and

- b. Employees who hold a post to which salary steps applicable to Gr. I of the AR 1 salary scale by M.S.D. Circular No. 30 are assigned,

will be absorbed into AR 1 – Grade I.

8. Syllabus for the Efficiency Bar Test : (Example)

8.1 The Syllabus should be prepared relevant to each post covering the following components.

8.1.1 First Efficiency Bar Examination (to be completed within 03 years from the date of appointment to Grade II)

Candidates should sit a written examination which shall consist of the following subjects.

- Office Systems
- Accounting Systems
- Subject knowledge
- Knowledge on the industry

Office Systems:

A basic knowledge of the Office Systems practiced in a Government Office and the candidate's ability to apply such knowledge, as well as his ability to properly understand official documents and to present his/her views/observations in a specific manner through clear and brief minute, and the ability to draft a report in terms of a given order will be tested.

Accounting Systems:

This paper will be designed to gauge the knowledge and understanding of the candidate on the basic books of accounts and financial management maintained in a public office.

Subject knowledge relevant to the post:

This test is to assess the subject knowledge of the candidate relevant to the post.

Knowledge on the Industry:

This paper will be designed to gauge the knowledge and understanding of the candidate on the functions and activities conferred upon the institute by the Act :

Candidates should secure a minimum of 40% marks from this examination to pass the 1st Efficiency bar.

Candidates should pass this efficiency bar to be confirmed in the post.

8.1.2 Second Efficiency Bar Examination (to be completed within 03 years from the date of appointment to Grade I)

Candidates should sit a written examination which shall consist of the following subjects.

- Establishment Procedure
- Public Financial Management
- Subject knowledge relevant to the post

Establishment Procedure:

This paper will be designed to test the knowledge of the employee concerned in office procedure covering subjects such as principles of office procedure, importance of office procedures, written communication, as well as to evaluate the proficiency acquired by the employee through his / her experience in office activities and to test the knowledge of the employee concerned about the content of Part I of the Establishment Code.

Public Financial Management

This paper will be designed to evaluate the knowledge and understanding of the employee concerned in matters such as financial control as practiced in Government Offices, custody of money, income and payments, budgetary estimates and supplies, works and services and the basic knowledge in Board of Survey and Storekeeping.

Subject knowledge relevant to the post:

This will test the knowledge of the employee concerned about the procedural and legal amendments made in the relevant field during the period

of service he/she has been serving in relation to the subjects covered in the first efficiency bar examination and to evaluate the proficiency acquired by the candidate through his/her experience in office activities.

Candidates should secure a minimum of 40% marks from this examination to pass the 2nd Efficiency bar.

09. **Syllabus for the promotion test under exceptional performance.**

(a) **Aptitude Test**

This is a written aptitude test to check whether the employee concerned has acquired the required knowledge, skills and attitudes to perform all duties assigned to the employee concerned in an efficient manner above the average level of performance.

(b) At least 50% marks should be scored for a pass.

(c) The test will be conducted annually for the employees who achieve above average level of performance.

10. Appointing authority will be the C.E.O. of the Institute.

Recommended the above Scheme of Recruitment

Date:

Signature of the Chief Executive Officer
(Official Seal)

Recommended and forwarded for the approval

Date:

Signature of the Secretary of the Ministry
(Official Seal)

Above Scheme of Recruitment is approved

Date:

Director General,
Department of Management Services