

**SCHEME OF RECRUITMENT FOR THE SENIOR ACADEMIC &
RESEARCH CATEGORY (Specimen)**

File No:

MSD File No:

01. **Employee Category:**

Senior Academic & Research Services

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. The senior level of officers handling the above functions are in this category.

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

- 1) Senior Research Officer
- 2) Senior Advisory Officer

(c) **Job Description (Example)**

- Planning, designing and executing laboratory and field experiments
- Collection, tabulation, analyzing and interpretation of data
- Preparation of reports and research papers on work done
- Advisory visits to estates and factories to assist planters/industrialists
- Undertake consultancies for local and foreign agencies and formulate feasibility reports
- Attending seminars, workshops, conferences, meetings at national and international level
- Training of Extension Staff, Field and Factory Officers
- Supervision of the work of Research Officers, Experimental Officers, Technical Officers, Extension Officers etc.
- Preparation of the lists of equipment and chemicals required in the section
- Participating at International Research Programmes funded by External Resources
- Serving in local and international committees relevant to the subjects specialized.
- Supervision of students
- Assist the Head of the Division/Section in the preparation of estimates and in managing the Division/Section
- Any other duties assigned by the C.E.O.

(d) **Nature of Appointment:**

Permanent with entitlement to Employees' Provident Fund and Employees Trust Fund.

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

W.e.f. from 01.01.2006

3.1 AR 2 - 2006 : Rs. (34045 – 10 x 925 - 43295)

W.e.f. from 01.01.2009

3.2 AR 2 - 2006 A : Rs. (34550 – 10 x 925 - 43800)

3.3 In every letter of appointment salary code and salary scale should be mentioned.

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

04. **Recruitment to Senior Academic & Research Service:** (Example)

4.1 **Qualifications:**

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

OR

A 04 year special degree 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 year post graduate research degree in the relevant field.

AND

A PhD degree in the relevant field and at least 08 years research experience after obtaining 1st degree

Note: Research publications relevant to the respective discipline will be an added qualification

Internal : A Ph D with at least eight years experience as a Research Officer

OR

A M Phil /M Sc (Two years research degree) with 10 years experience as a Research Officer [**NB:** An applicant who qualifies under 1.(b) or 1.(c) above has to obtain an additional Post graduate degree by research to be eligible for SRO]

Note: Publications relevant to the respective discipline will be an added qualification

4.2 **Age :**

Should be not less than 18 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

4.3 **Recruitment Procedure :**

Recruitment will be done after calling for applications through a public advertisement or a Newspaper advertisement followed by a structured interview.

Appointments will be made purely in the order of merit at the interview

4.4 **Salary at Recruitment :**

The persons selected externally will be placed at the initial step of the salary scale. The salary of internal candidates selected will be determined in terms of provision in Chapter VII of the Establishments Code.

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

4.6 **Qualifying date:**

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

4.7 **Confirmation**

An employee recruited externally to this category will be on probation for a period of three years. He/She will be confirmed at the end of this period provided that his/her performance and conduct have been satisfactory during the above period. The internally selected candidates will be subjected to an acting period.

05. Recruitment procedure, disciplinary procedure and other procedures will be in accordance with the conditions of the Manual of Procedure of the Institute and as far as relevant the Establishment Code.

06. 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