

INDIAN INSTITUTE OF PUBLIC ADMINISTRATION  
INDRAPRASTHA ESTATE, RING ROAD,  
NEW DELHI

Admn.3/(661)/2001

January 2, 2002

**C I R C U L A R**

A Committee constituted by the Executive Council under the Chairmanship of Prof. B.C. Mathur examined in detail all the relevant issues in regard to the service conditions of Teachers & others as notified by UGC, and seniority related matters for Faculty/Sr. Administrative Staff Members.

The report of the Committee with recommendations of the Standing Committee was considered by the Executive Council in its 238<sup>th</sup> meetings held on 11<sup>th</sup> August, 2001 and subsequently a modified Report of Committee was considered and accepted by the Executive Council in its 239<sup>th</sup> meeting held on 18<sup>th</sup> October, 2001, with some modifications. The main recommendations of the committee as approved by the Executive Council are as follows and will come inforced w.e.f. 18-10-2001 (date of Executive Council's decision).

**A. Seniority of Teachers**

Shri B.C. Mathur committee alongwith 1 or 2 Executive Council Members will work out suitable guidelines for determination of seniority/inter se seniority of teachers, including the question of the necessity thereof.

**B. Other Service Conditions**

1. The faculty positions stand redesignated as follows ;

<u>Existing designations</u>	<u>Proposed designations</u>
Lecturer	} Asst. Professor
Lecturer (Sr. Grade)	
Reader/Lecturer (Selection Grade)	Associate Professor
Professor	Professor

2. PAY SCALES

The revised pay scales as notified by the Ministry of HRD, have already been implemented w.e.f. 1-1-1996 in the Institute with due approval of the Executive Council.

3. DIRECT RECRUITMENT

The arrangement of making direct recruitment to the post of Lecturers, Readers, Professors and equivalent positions on the basis of merit through all India advertisement and selections by the duly constituted Selection Committee as appointed by the Executive Council from time to time with external experts (one for Assistant Professor and two for Associate Professor/Professor), and one internal expert, may continue.

4. QUALIFICATIONS

(i) The minimum essential qualifications required for the posts of Lecturers/Readers (as redesignated) and Professors and other equivalent posts may be prescribed as under:

Professor

- (a) An eminent scholar in relevant discipline with (i) consistently good Academic record, (ii) a doctorate degree or published work of high quality and (iii) actively engaged in research and training with at least 10 years' experience in P.G. teaching/ training and/or research or guiding research at Doctoral level; or
- (b) An outstanding scholar with established reputation who has made significant contribution to knowledge; or
- (c) A senior administrator in All India, Central, State or allied services/Public Sector Undertakings with at least 10 yrs. experience in a senior position relevant to the activities of Institute.

The post of Professors may be filled up on regular basis as also on contract basis as and when required.

Associate Professor (Reader)

- (a) Consistently good academic record with first or high second class master's degree (at least 55% marks) in the relevant discipline.
- (b) Doctorate Degree or published research work of equivalent standard.

- (c) At least 7 years experience of teaching P.G./equivalent level, and of conducting and/or guiding research in the relevant field.

or

Practicing administrator in a senior position in Government with at least 7 years of experience relevant to the activities of the Institute.

The posts of Associate Professors may be filled up on regular basis as also on contract basis, as and when required.

#### **Assistant Professor (Lecturer)**

The recruitment to the faculty positions may be done primarily at the level of Associate Professors/Professors. However where it is felt extremely necessary to fill up the post at Asst. Professor's level, the qualification would be:

- (a) Master's Degree in relevant subject with consistently good academic record (first or high second class with at least 55% marks) or B in the grading system.
- (b) A doctorate degree or published research work of equivalent standard.
- (c) Should have qualified the National Eligibility Test of Lectureship (NET) in the respective subject of the UGC or any accredited test.

The Director in consultation with Chairman, Standing Committee and Chairman, IIPA may decide the level at which the faculty position should be recruited depending upon the need of the Institute.

#### **Librarian**

- (a) Master's Degree in Library Science/Information Science/Documentation with at least 55% marks or its equivalent grade and a consistently good academic record.
- (b) Specialisation in the area of Information Technology/Library Computerisation.
- (c) At least 10 yrs. experience as a Deputy Librarian or its equivalent level in a professional capacity in a University Library/Special Library of Standing.
- (d) Evidence of innovative Library services and organisation of published work.

#### **Desirable Qualification**

- (a) Additional degree in Social Science or Public Administration.
- (b) M.Phil./Ph.D. in the field of Library Science/Information Science/Documentation.
- (c) Working knowledge of Hindi.

**Dy. Librarian**

- (a) Master's Degree in Library Science/Information Science/Documentation with at least 55% marks or its equivalent grade and a consistently good academic record, along with a degree in Public Administration/Social Science.
- (b) One year specialisation in an area of IT/Library computerisation.
- (c) At least 7 yrs. experience as Assistant Librarian or its equivalent level in a professional capacity in a University Library/Library of Standing.
- (d) Evidence of innovative Library services and organisation of published work.

**Desirable Qualification**

- (a) M.Phil./Ph.D. in the field of Library Science/ Information Science/Documentation.
- (b) Working knowledge of Hindi.

**Asstt. Librarian**

- (a) Have qualified National level test (NET) in Library Science, conducted for the purpose by UGC or any agency approved by the UGC.
- (b) Master's Degree in Library Science/Information Science/Documentation or an equivalent professional degree with at least 55% marks or its equivalent grade plus a consistently good academic record.
- (c) Candidate should be well-versed with the application of Computer and Information technology for Library functions and services.

**Desirable Qualification**

- (a) Degree in Public Administration/Social Sciences.
- (b) Working knowledge of Hindi

Selection to 50% of the posts of Asstt. Librarians shall be made through open recruitment. The remaining 50% posts shall be filled through promotion from lower grade. The requirement of minimum qualifications mentioned above shall not apply in promotion cases.

**Registrar**

- (a) A Master's degree with at least 55% marks or equivalent grade.

(b) At least 15 years of experience as Lecturer/Lecturer (Sr. Scale) with 8 years Reader's grade alongwith experience in Educational Administration.

or

Comparable experience in Research establishments and other institutions of higher education.

or

15 yrs. of administrative experience of which 8 years as Deputy Registrar or a equivalent post.

Desirable Qualification

- (a) A doctorate degree in one of social sciences or published work of equivalent standard.
- (b) A degree in Public Administration/Social Science/IT/Management/Law.
- (c) Working Knowledge of Hindi.

Registrar may also be appointed on deputation in appropriate cases, provided the person selected is a member of All India Service/Central Service/State Civil Service with at least 15 years experience.

Dy. Registrar

- (a) A Master's degree or equivalent degree in Public Administration/Social Science/IT/Management/Law with at least 50% marks or its equivalent grade.
- (b) 7 years experience as a Lecturer in a college or a University with experience in educational administration.

or

7 years experience as Assistant Registrar or in a post carrying pay scale of Rs.8000-13500 with experience of Administration/Academic Support/Financial Management, Processing of research/consultancy proposals, organising training programmes/conferences/seminars, preparation of agenda notes/minutes of meetings, etc., arranging seminars and conferences and allied works related to academics.

- (c) Working knowledge of computer application.

*Desirable:* Working knowledge of Hindi.

Asst. Registrar

- (a) A Master's degree or equivalent degree in Public Administration/Social Science/Management/IT/Law with 55% marks or equivalent grade.
- (b) A Diploma/Certificate in computer application from recognised Institute.
- (c) 5 yrs. experience of administrative work, handling research project, consultancy proposals, organising training programmes, admissions, examination work, preparation of agenda notes, drafting of minutes, etc. arranging seminars and conferences and allied work related to academics.

Desirable Qualification

Working knowledge of Hindi.

Recruitment to 50% of the post of Asst. Registrars shall be made through open recruitment . The remaining 50% of the posts shall be filled through promotion from lower grade. The requirement of minimum qualification mentioned above shall not apply in promotion cases.

- (ii) The Grade conversion chart as recommended by the UGC and adopted by IIPA is as under:

**GRADE CONVERSION CHART  
SEVEN POINT SCALE**

GRADE	GRADE POINT	PERCENTAGE EQUIVALENT
'O' = Outstanding	5.50-6.00	75-100
'A' = Very Good	4.50-5.49	65-74
'B' = Good	3.50-4.49	55-64
'C' = Average	2.50-3.49	45-54
'D' = Below Average	1.50-2.49	35-44
'E' = Poor	0.50-1.49	25-34
'F' = Fail	0.0-0.49	0-24

5. INCENTIVES FOR M. Phil. & Ph. D.

As a special case two advance increments may be admissible to those Lecturers who acquire Ph.D. within two years of joining IIPA.

Candidates appointed as Lecturers with Ph.D and M.Phil. degrees may be allowed 4 and 2 advance increments, respectively.

**6. CAREER ADVANCEMENT**

**Assistant Professor (Lecturer) Sr. Scale**

Assistant Professor (Lecturer) will be eligible for placement in the senior scale through a procedure of selection, if she/he has:

- (a) Completed 6 years service after regular appointment with relaxation of one and two years respectively, for those with M.Phil. and Ph.D., out of which at least 4 years of continuous service immediately preceding the date of eligibility for promotion should be in IIPA
- (b) Consistently satisfactory performance appraisal reports. For this, the self appraisal scheme of UGC should be followed though the contours of self appraisal should include: (i) research, (ii) training, (iii) publication, (iv) organising seminars/conferences, (v) participation in panel discussion on professional areas, and (vi) his/her own judgement regarding targets set/target achieved.

**Reader /Associate Professor (Promotion)**

A Lecturer/Asstt. Professor in the Senior Scale will be eligible for promotion to the post of Associate Professor, if she/he has:

- (a) Completed 5 years of service in the Senior Scale or 16 years as Lecturer/Asstt. Professor out of which at least 4 years of continuous service should be in IIPA.
- (b) Obtained a Ph.D. degree or has equivalent published work.
- (c) Made a mark in the areas of scholarship and research as evidenced through self-assessment, reports of referees, quality of publications, contribution to educational innovation, design of new courses and curricula and extension activities.
- (d) After placement in the Senior Scale participated in two refresher courses/Summer Institute Programmes of approved duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the UGC.
- (e) Possesses consistently good performance appraisal reports. For this the self appraisal scheme of UGC will be followed though the contours of self appraisal will be in (i) research, (ii) training, (iii) publication, (iv) organising

seminars/conferences, (v) participation in panel discussion on professional areas on TV, Radio, etc. and (vi) targets set and targets achieved.

The promotion from Lecturer/ Asst. Professor (Sr. Scale) shall be to the level of Associate Professor (Reader) only.

#### **Professor (Promotion)**

A Reader/Associate Professor will be eligible for promotion to the post of Professor if he/she has completed 8 years of service as Reader/Associate Professor out of which at least 6 years should be in IIPA.

The candidate will present himself/herself before the Selection Committee with the following:

- (a) Self-appraisal reports;
- (b) Research contribution/books/papers published, in referred Journals.
- (c) Any other academic contributions;
 

(The best three written contributions (in 3 sets) of the teacher as defined by her/him may be sent in advance to the experts for review before the selection);
- (d) Seminars/conferences conducted/attended;
- (e) Contributions to teaching/academic environment/institutional corporate life; and
- (f) Extension and field outreach activities.

Promotions under the Career Advancement Scheme shall be made through a process of Selection by the same Selection Committee as that for direct recruitments, and such promotions to the rank of Professor and Reader/Associate Professor should be limited to 1/3<sup>rd</sup> of the sanctioned posts at each level.

#### **CAREER ADVANCEMENT FOR NON FACULTY**

Existing provision of career advancement for non-faculty positions such as Dy. Librarian/Asst. Librarian/, Dy. Registrars/Asst. Registrars, Publication Officer, System Analyst, etc. may be retained, except for some modifications as herein-under:

#### **Assistant Registrar to Assistant Registrar (Sr. Scale)**

The Assistant Registrars and their equivalents will be placed in senior scale of Rs.10000-325-15200 after 8 years of service provided they have participated in at least two training programmes on Education/Public Administration, Management,

Accounts and Finance, etc. each, of approximately four weeks' duration and their performance appraisal reports are consistently satisfactory.

There will be no Selection Grade for Assistant Registrars and other equivalent grades.

Promotion under the Scheme shall be restricted to 50% of the total strength of Asstt. Registrars/equivalent grades.

**Assistant Librarian to Assistant Librarian (Sr. Scale)**

Assistant Librarians will be placed in the senior scale of Rs. 10000-325-15200 if he/she has:

- Completed 8 years service after regular appointment.
- Participated in two refresher courses/summer institutes, each of approximately four weeks duration or engaged in other appropriate continuing education programme of comparable quality as may be specified by the UGC, and
- Consistently satisfactory performance appraisal reports.

**Asstt. Librarian (Sr. Scale) to Dy. Librarian**

Every Assistant Librarian in the Institute who has been placed in the Senior scale will be eligible for promotion to the post of Deputy Librarian in the scale of pay of Rs. 12000-420-18300 if he/she has:

- Completed 7 years of services in the senior scale provided that the requirement of 7 years will be relaxed if his/her total service is not less than 16 years.
- Made significant contributions to the development of Library service in the Institute as evidenced by self-assessment reports of referees, professional improvement in the Library services, etc. as the case may be.
- Consistently good performance appraisal reports.

**Desirable Qualification**

Obtained a Ph.D. degree or an equivalent published work.

Promotion to the post of Deputy Librarian will be through a process of selection by a Selection Committee as in the case of promotion to the post of Associate Professor (Reader). For this, the posts of Asst. Librarians will be appropriately upgraded to the level of Dy. Librarian as a measure personal to the incumbents.

Promotional Avenues for Dy. Registrars and Dy. Librarians

Subject to the fulfillment of the following criteria, Dy. Registrars and Dy. Librarians will be eligible for the next higher pay scale but with no higher designation, as personal to them:

- Served as Dy. Registrar/Dy. Librarian for at least 10 years (out of which at least the immediate preceding 6 years should be in IIPA).
- Made substantial contribution in supporting the academic output of the Institute.
- Carried out notable innovations in office management/library operations.
- Evidence of professional growth by way of publications/attendance in short-term courses/participation in seminars, conferences, etc.
- Consistently good appraisal reports.

Such promotions will be made through a process of Selection by the duly constituted Selection Committee.

**7. MERIT PROMOTION SCHEME**

As notified by the UGC, the Merit Promotion Scheme for teachers in force is abolished and those teachers who had earlier opted for MPS will now be covered under the Career Advancement Scheme. As a consequence, there will henceforth be only one grade for Readers (Associate Professors) as against the existing two grades from the date the Executive Council approves these recommendations (i.e. 18-10-2001), and not retrospectively.

**8. COUNTING OF PAST SERVICE**

As per recommendation of the UGC, the counting of past service rendered by faculty members in organisations like CSIR, ICAR or any other organisations equivalent to the standard of IIPA, may be counted (subject to following conditions as laid by UGC) for the purpose of Career Advancement but not for determining seniority and retirement benefits for which the Institute has its own mobility rules:

- a) The post was in an equivalent grade/scale of pay as the post of a Lecturer;
- b) The qualifications for the post were not lower than the qualifications prescribed by the UGC for the post of Lecturer;
- c) The candidates who apply for direct recruitment should apply through proper channel;
- d) The concerned Lecturer possessed the minimum qualifications prescribed by the UGC for appointment as Lecturer;

- e) The post was filled in accordance with the prescribed selection procedure as laid down by the University/ State Government/ Central Government/Institution's regulations;
- f) The appointment was not ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc service of more than one year duration can be counted provided –
- (i) the ad-hoc service was of more than one year duration;
  - (ii) the incumbent was appointed on the recommendation of duly constituted Selection Committee; and
  - (iii) the incumbent was selected to the permanent post in continuation to the ad-hoc service, without any break.

9. **PERIOD OF PROBATION AND CONFIRMATION**

The existing practice of probation for one year extendable by one more year would continue.

10. **WORK LOAD**

Each faculty member will undertake the following activities every year in consonance with the objectives of the Institute and in fulfillment of over all expectations of the academic output of the Institute:

1. Conduct training programmes (at least 2 to 3 in a year including one fee based course)
2. Organising Seminars/Symposium/Workshop/Conference (at least one in a year)
3. Undertaking research/Case Studies/Consultancy (at least one in a year)
4. Authoring professional books and contributing papers/articles in professional journals; and
5. Networking with Local/Regional Branches to facilitate their activities.

Before the commencement of fresh academic year, every faculty member will prepare and submit his/her proposed work plan to the Director containing a mix of activities listed above. The exact quantum of output under each head will be determined on an annual basis in consultation with the Director. Some flexibility may be allowed going by the interest of the individual faculty member and the needs of the Institute.

The academic quality of research work done by faculty members will be evaluated by a Committee of experts comprising some internal and external members,

constituted by the Director from time to time following the usual procedure in this regard. This will take care of the need for peer evaluation.

11. SUPERANNUATION BENEFITS

The superannuation benefits as available in the Institute from time to time may continue. The age of superannuation of faculty members/Registrar/Librarian shall be 62 years and for others it will be 60 years.

12. LEAVE RULES

The existing Leave Rules of the Institute shall continue.

13. CODE OF PROFESSIONAL ETHICS

The Code of Conduct as provided for in the Service Bye-laws shall be followed as it is.

14. ACCOUNTABILITY

Every faculty member will submit a self-assessment of the work done by him/her in relation to the workload indicating the targets set and targets achieved during the year. A similar self-assessment system for senior administrative/library staff will also be applicable. The Director will record his remarks on the academic output and other aspects in each case.

15. ANOMALIES

There will be an Anomalies Committee consisting of Chairman Standing Committee, Hony. Treasurer, Director and any other member(s) nominated by the Executive Council to look into any anomaly arising out of these rules. Appeals, if any, on the decision (s) of Anomalies Committee can be made to the Chairman, IIPA.

  
(M.C. Gupta)  
Director

Copy to:

1. All Faculty Members
2. All Senior Administrative/Library/Publication staff
3. All Administrative Section's
4. Director's Office