



भारतीय प्रौद्योगिकी संस्थान कानपुर
Indian Institute of Technology Kanpur
अधिष्ठाता प्रशासन कार्यालय
Office of Dean, Administration

No. Estt/DOAD/2020/IITK/905
Date: October 05, 2020

Office Order

Subject: Hiring of manpower under Institute funded projects.

The Institute funded projects are operated from the limited internal earnings of the Institute. Apart from hiring of temporary manpower needed to complete short-term assessments, the internal earnings are also utilized for different activities of the Institute such as expansion activities, repayment of loans & associated interests. However, there has not been a commensurate increase in Institute resources. With ever-increasing commitments and activities of the Institute, the manpower hired under these projects has gone up significantly. Hence, it is essential to streamline the hiring of manpower under the Institute funded projects.

It is clarified that employment under Institute-funded project is *temporary, purely contractual and is applicable for a specific period only*. Keeping the above in mind, the following guidelines will be applicable with immediate effect:

A. Opening/extension of project

Head/Faculty-in-charge/Officer-in-charge will request for the allocation of budget in wages head to the Dy. Director before 31st March of every year. On approval of the budget, the accounts section will issue a budget sanction letter to Head/Faculty-in-charge/Officer-in-charge and Officer in Charge (Admin.). On approval of the budget, Head/Faculty-in-charge/Officer-in-charge may send the request in form **DOAD-IP-101** for the opening of a new project or in form **DOAD-IP-102** for the extension of a running project to the DOAD office. Initially, the project will be opened for one year or till 31st May of the succeeding year. The extension for the project may be granted as per the above procedure for a maximum duration of up to five years, on a yearly basis i.e., from 01st June to 31st May. The fund allocated for the 12-month cycle for such projects can normally be used for salary and wages unless otherwise stated and approved by the Dy. Director. *Under no circumstances, the project will be extended beyond five years.*

B. The hiring of project employee

After opening the project and financial commitment from the Accounts section, Head/Faculty-in-charge/Officer-in-charge can process recruitment for a maximum period of one year or the date of expiry of the project, whichever is earlier. *The appointment can be extended to the maximum duration of the project, on yearly basis only.* Therefore, each time, the appointment is co-terminus with the project. The extension request shall reach the DOAD office at least 15 days in advance.

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Appointment/reappointment/extension of the project appointee in a new/existing project, if sanctioned, should be on the same scale and pay. Increments are to be recommended only sparingly. Recommendation for the increment should be made under exceptional circumstances only when the performance has been exemplary and only one increment after three years of service. However, such recommendation must be approved by the Dy. Director along with associated fund allocation of the project. The list of the approved positions is given at Annexures A to G.

The maximum duration of service at a stretch for project employees in a particular Institute funded project or combined duration in several Institute funded projects cannot exceed five years.

1.1) Appointment through Selection Committee

a) Advertisement of position

- Head/Faculty-in-charge/Officer-in-charge should satisfy himself/ herself that the project position is essential, and the need is justified.
- Head/Faculty-in-charge/Officer-in-charge should ensure the availability of budget for the proposed duration of the employment.
- Head/Faculty-in-charge/Officer-in-charge will send the draft copy of the advertisement and propose the Selection Committee to the DOAD office for approval. Constitution of the selection committee is elaborated in the subsequent section.
- Form No. **DOAD-IP-201** is to be filled in for the approval of Advertisement/Selection Committee.
- The qualifications eligibility for the position advertised shall match the norms as outlined in Annexures A to G.
- The DOAD will approve the draft advertisement and return the original copy to the Head/Faculty-in-charge/Officer-in-charge.
- Head/Faculty-in-charge/Officer-in-charge will send the word file (.doc/.docx/.rtf format) of the approved advertisement via email to: webmaster@iitk.ac.in for publishing on the Institute web site for at least fifteen working days. In addition to the above, Head/Faculty-in-charge/Officer-in-charge may also use other means for wider publicity.

b) Receipt and Screening of Applications

Head/Faculty-in-charge/Officer-in-charge will

- receive applications. He/she may nominate someone for this purpose.
- form a screening committee to shortlist the candidates for the interview.
- consider qualification obtained from a recognized university/institute and the post qualification experience certificate(s) should be on an authorized letterhead clearly describing the tenure and nature of the work. This certificate should also be signed by the competent authority. The photocopies of the same must be self-certified.
- arrange selection committee meeting.

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- inform the shortlisted candidates through e-mail/letter to attend the interview (in person or through video conferencing). At least fifteen working days notice should be given to short-listed candidates for the interview.

c) Constitution of the Selection Committee

For positions of Project Executive Officer, Senior Project Scientist/Engineer, Project Scientist/Engineer, Project Technical Officer, Senior Project Manager/Project Manager.

DOAD or his/ her nominee	Chairman
Head/Faculty-in-charge/Officer-in-charge	Member
Two faculty members (One expert in the relevant area)	Member

For all other positions

Head/Faculty-in-charge/Officer-in-charge	Chairman
One faculty member	Member
One faculty member (expert in the relevant area)	Member

d) Conduct of Interview

- Head/Faculty-in-charge/Officer-in-charge will be the convener of the Interview.
- The selection committee report in prescribed form **DOAD-IP-202** should be sent to the DOAD office. The selection committee report should invariably consist of (i) the Bio-data in form **DOAD-IP-203** along with the proof of relevant experience as required for the advertised position, (ii) documents of comparative statement along with its enclosures, and (iii) should be signed by all the committee members.
- **All new appointments shall be made only at the minimum level of the pay scale. No additional increments can be granted.**

e) Final Selection/ Appointment

- The Selection committee report will be placed before the DOAD for approval.
- The offer of appointment to the selected candidate(s) will be issued by Officer in Charge (Admin.).
- The appointment will be purely on a temporary and contractual basis, initially for a maximum period of one year or till the end of the project, whichever is earlier. The same can be extended, if required up to the end of the project, on yearly basis subjected to clear and detail recommendation of Head/Faculty-in-charge/Officer-in-charge and final approval of the DOAD. Head/Faculty-in-charge/Officer-in-charge will send an extension form **DOAD-IP-204**.
- If the offer of appointment is accepted by the candidate, he/she will be required to submit a joining report in **DOAD-IP-205** and contract agreement to the DOAD office through Head/Faculty-in-charge/Officer-in-charge.

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- Joining of the candidate will be allowed after verification of educational qualifications and experience certificate documents claimed by the candidate. In case of suppression of vital information of any nature or submission of false certificates, the candidature will be removed from the hired post even after joining.
- It is mandatory to execute an agreement in the prescribed format **DOAD-IP-206** for a fresh appointment and **DOAD-IP-207** for extension by the candidate as part of the joining formalities.

f) Other terms and conditions

- In the case of exemplary performance, there can be one increment awarded on completion of **three years** at the discretion of the Dy. Director supported by strong justification of **Head/selection committee**.
- The maximum length of service for a project employee in a project or several projects shall not exceed five years in the Institute.
- Appointment can be terminated by any party by giving one-month advance notice.

1.2) Ad-hoc appointments

- Ad-hoc appointments are strongly discouraged. Only in exceptional circumstances on the justification of Head/Faculty-in-charge/Officer-in-charge, such an appointment may be made on approval of the DOAD for a **maximum period of three months** at the minimum of the scale that is no increment(s) are allowed.
- Head/Faculty-in-charge/Officer-in-charge should send duly filled in **DOAD-IP-208** along with all enclosures to the DOAD office.
- On approval of the DOAD, the offer of appointment will be issued to the candidate by Officer in Charge (Admin.).
- Candidate will submit Joining report in form **DOAD-IP-205** to the DOAD office.

1.3) Benefits available to Project employees

A) Leave

Selection Committee appointees (except campus school teachers):

Casual Leave (C/L) for per quarter (Calendar Year)	Total C/L in a Calendar Year	Annual Leave (A/L) per month	Total A/L in a year	Medical Leave without pay
02	08	2.5	30	Maximum 20 days on production of a valid medical certificate

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Ad-hoc appointees (except campus school teachers):

Casual Leave (C/L) for per quarter (Calendar Year)	Total C/L for One quarter in a Calendar Year	Annual Leave (A/L) per month	Total in a tenure	Medical Leave without pay
02	02	2.5	7.5	Maximum 10 days on production of a valid medical certificate

- Vacation Leave - 40 (summer) + 20 (winter) + 10 (Autumn) = 70 days in place of 30 days annual leave and 02 days C/L for per quarter (Calendar Year) for campus school teachers (Annexure- E)
- If medical leave (without pay)/absence from duty exceeds beyond ten days (for ad-hoc appointee) and twenty days (for selection committee appointee) at one stretch, such period of absence will be treated as discontinuation from the service. Un-availed leave shall not be carried forward to the next year.
- Encashment of balance un-availed annual leave shall not be applicable.
- Leave records will be maintained by the concerned Head/Faculty-in-charge/Officer-in-charge/Department in form number DOAD-IP-209.
- Medical leave without pay will be forwarded and recommended by the Head/Faculty-in-charge/Officer-in-charge to the DOAD office for approval.

B) Housing

- Housing on campus may be extended to project staff member working in essential service unit and/or those who may be asked to work in shifts. Such allotment will be made on the recommendation of a committee and on approval by Competent Authority. However, final allotment will be subject to availability of accommodation.
- No accommodation will be provided to local (Kanpur city) candidates in IITK campus.
- No HRA is admissible.

C) Medical

Medical facility as per office order number HC (DOA)/2019-IITK/1057 dated 28th November 2019, as amended time to time, for self is available at IITK Health Centre. A medical booklet shall be provided to each project employee. No insurance coverage/payment of insurance premium will be provided by the Institute.

Other terms and conditions

- No arrears or any retrospective implementation of revised scales are admissible under any circumstances.


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- The migration of the project employee from one project to another is not permissible under any circumstances. A fresh selection committee should be constituted in such cases.
- The maximum age limit for project employment is 60 years and 62 years for IIT Kanpur retired employees.
- Project employees upon resignation or term-end must get his/her no dues cleared within 15 days in form **DOAD-IP-210**. On receipt of no dues, the last month salary will be released.
- Work experience certificate for project employees will be issued only from the DOAD office. The experience certificate for any position must be obtained within one month from the date of completion of the project.
- The records of the project appointment will be maintained for a month after the completion of the project appointment term.
- Income tax as applicable shall be deducted from the salary.
- The appointment is subject to the submission of a character certificate from the previous employer, IIT Kanpur faculty/Officer as the case may be.
- The attendance record will be maintained by Head/Faculty-in-charge/Officer-in-charge/Department.

1.4) Engagement of Manpower on work assignment mode through empanelled manpower outsourcing agencies

For the approved projects, workers in different categories, except highly skilled and skilled, may be engaged through the DORD empaneled manpower outsourcing agencies (Annexure- G) by Head/Faculty-in-charge/Officer-in-charge after approval by the DOAD in form number **DOAD-IP-211**. The duration of such engagement shall not be more than three (03) months. The mandays payable to them shall not exceed the number of working days (excluding Saturdays, Sundays and Gazetted Holidays) in a month or the actual number of days he/she has worked, whichever is less. The bill needs to be forwarded by Head/Faculty-in-charge/Officer-in-charge in form number **DOAD-IP-212** within a month. Prior approval is required, by providing full justification, in case there is any need of manpower on the weekend or Gazetted holidays. The payment of wages cannot exceed the minimum wage rates as decided by the Government of India from time to time. The approval for the engagement shall be obtained in advance.

This office order supersedes all previous office orders.

This office order is issued with the approval of the Competent Authority.


Prof. Onkar Dikshit
Dean, Administration

Copy to:

1. Director
2. Deputy Director
3. All Deans
4. Registrar
5. All Heads of the Department/IDPs/Centers/Sections/Unit-in-charges
6. Officer-in-charge (Accounts Section)
7. Website through Webmaster

Designation, Qualification, Post qualification experience and salary slab for Project Employees

Annexure- A

Scientific & Research

Sl. No.	Designation	Minimum Qualification and Post qualification Experience	Revised Salary Range (Rs.) (w.e.f. April 1 st , 2018)
1.	Project Executive Officer	Ph.D./ Master's degree with significant experience and expertise in the relevant area	42000-3500-105000
2.	Senior Project Scientist	Ph.D. + 2 years relevant exp.	32400-2700-81000
	Senior Project Engineer	B.Tech + M.Tech + Ph.D. (Engg. Stream). Or M.Tech + 3 years relevant exp. Or B.Tech with M.B.A. + 3 years relevant exp.	
3.	Project Scientist	Ph.D. Or M.Sc. + 3 years relevant exp.	26400-2200-66000
	Project Engineer	M.Tech Or B.Tech with M.B.A. Or B.Tech + 3 years relevant exp.	
4.	Senior Project Associate	B. Tech + 1 year relevant exp. Or M.Sc. + 1 year relevant exp. Or B.Sc + MCA + 1 year relevant Exp.	21600-1800-54000
5.	Project Associate	B.Tech Or M.Sc. Or B.Sc +MCA	18000-1500-45000

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Annexure- B

Technical

Sl. No.	Designation	Minimum Qualification and Post qualification Experience	Revised Salary Range (Rs.) (w.e.f. April 1 st , 2018)
1.	Project Technical Officer	B.Sc. + 15 years of relevant experience Or 3 years Engg. Diploma + 15 years of relevant experience	24000-2000-60000
2.	Project Technical Supervisor	B.Sc. + 8 years of relevant experience Or 3 years Engg. Diploma + 8 years of relevant experience	19200-1600-48000
3.	Project Technician	B.Sc. + 4 years of relevant exp. Or 3 years Engg. Diploma + 4 years of relevant experience Or High School + ITI + 9 years of relevant experience	14400-1200-36000
4.	Senior Project Mechanic	3 years Engg. Diploma Or High School + ITI + 5 years of relevant experience	10800-900-27000
5.	Project Mechanic	High School + ITI Or High School + 5 years of relevant experience.	8400-700-21000

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Annexure- C

Administrative

Sl. No.	Designation	Minimum Qualification and Post qualification Experience	Revised Salary Range (Rs.) (w.e.f. April 1 st , 2018)
1.	Senior Project Manger	Post graduate degree + 12 years of relevant experience Or (CA/ICWA/CS) + 5 years of relevant experience at supervisory level in a Govt. organization or educational Institute or in an organization of repute.	30000-2500-75000
2.	Project Manager	Post graduate degree + 8 years of relevant experience Or Graduate with 15 years of relevant experience at appropriate level. Or (CA/ ICWA/ CS) + 2 years of relevant experience at supervisory level in a Govt. organization or in educational Institute or in organization of repute.	24000-2000-60000
3.	Deputy Project Manager	CA/ ICWA/ CS Or Post graduate (MBA/ MCA/ M.Com. / M.Sc./ MA) + 5 years of relevant experience Or Graduate (B.Sc/ BA/ B.Com / BBA/ BCA/ LLB) + 8 years of relevant experience at appropriate level.	19200-1600-48000
4.	Assistant Project Manager	Post Graduate (MBA/ MCA/ M.Com./ M.Sc./ M.A.) Or Graduate (B.Sc./ B.A./ B.Com. BBA/ BCA/ LLB) + 3 years of relevant experience.	13200-1100-33000
5.	Project Assistant	Graduate (B.Sc./ B.A./ B.Com./ BBA/ BCA/ LLB)	10800-900-27000
6.	Project Attendant	Level 1 8 th Class + 4 years of relevant experience Or 10 th Class + 2 years of relevant experience	8000-400-24000

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Sl. No.	Designation	Minimum Qualification and Post qualification Experience	Salary Range (Rs.)
	Project Attendant	Level 2 10 th Class + 4 years of relevant experience Or 12 th Class + 2 years of relevant experience	9000-450-27000
		Level 3 10 th Class+ 6 years of relevant experience Or 12 th Class + 4 years of relevant experience	10000-500-30000
7.	Driver on Project	Level 1 8 th Class + minimum 04 years of driving in heavy, medium and heavy vehicles. Should have valid heavy vehicles driving license.	8000-400-24000
		Level 2 10 th Class + minimum 06 years of driving in heavy, medium, and heavy vehicles. Should have valid heavy vehicles driving license.	9000-450-27000
		Level 3 10 th Class + minimum 08 years of driving in heavy, medium and heavy vehicles. Should have valid heavy vehicles driving license.	10000-500-30000

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Annexure- D

Doctors and Paramedical

Sl. No.	Designation	Minimum Qualifications and Post qualification Experience	Salary Range (Rs.)
1.	Medical Officer on Project (PMO)	Doctor of Medicine (M.D.)/ Master of Surgery (M.S.) Or Bachelor of Medicine and Bachelor of Surgery (M.B.B.S.) + 2 Years of relevant experience	42000-3500-105000

Technical / Nursing

Sl. No.	Designation	Minimum Qualifications and Post qualification Experience	Salary Range (Rs.)
1.	Nurse on Project	B.Sc. Nursing (4 years course) + 3 years of relevant experience	14400-1200-36000
2.	Para Medical Staff on Project	General Nursing and Midwifery (GNM) (3 years course) + 1 years of relevant experience Or Operation Theatre (OT) (2 years course) + 2 years of relevant experience Or Emergency Medical Technician (EMT) + 3 years of relevant experience	10800-900-27000

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Revised Annexure E of Office Order no. Estt/DOAD/2020/IITK/905 dated 05-10-2020 as per Director approval note file dated 08-12-2020.

Annexure- E

Teaching

Sl. No.	Designation	Minimum Qualifications and Post qualification Experience	Salary Range (Rs.)
1.	Teacher on Project	Postgraduate (M.B.A./ M.C.A./ M.Com./ M.Sc./ M.A./ MLib/ MPed) Or Graduate (B.Sc./ B.A./ B.Com./ BBA/ BCA/ BLib/ BPed) + 3 years of relevant experience. Desirable: (i) BEd/NTT/Diploma in Elementary Education/Bachelors in Elementary Education/Diploma in Special Education/ or equivalent.	13200-1100-33000
2.	Assistant Teacher on Project	Graduate (B.Sc./ B.A./ B.com./ B.B.A/ B.C.A./ BLib/ BPed) Desirable: NTT/Diploma in Elementary Education/ Diploma in Special Education/ or equivalent	10800-900-27000


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Annexure- F

Sports & Physical Activities

Sl. No.	Designation	Minimum Qualifications and Post qualification Experience	Salary Range (Rs.)
1.	Senior Physical Instructor on Project	<p>Ph.D./ International level participation + 6 years' experience in particular Sport/ Physical Activity in a govt. organization of sports/ educational institute or in an organization of repute.</p> <p>Or</p> <p>M.P.Ed./ Master degree in Sports + National/ All India Inter University Participation + 12 years' coaching experience in particular Sport/ Physical Activity in a govt. organization of sports/ educational institute or in an organization of repute.</p> <p>Or</p> <p>B.P.Ed./ Bachelor degree in Sports + National/ All India Inter University Participation + 18 years' coaching experience in particular Sport/ Physical Activity in a govt. organization of sports/ educational institute or in an organization of repute.</p>	30000-25000-75000
2.	Physical Instructor on Project	<p>Ph.D./ International level participation + 2 years' coaching experience in particular Sport/ Physical Activity in a govt. organization of sports/educational institute or in an organization of repute.</p> <p>Or</p> <p>M.P.Ed./ Master degree in Sports + National/ All India Inter University Participation + 8 years' coaching experience in particular Sport/ Physical Activity in a govt. organization of sports/ educational institute or in an organization of repute.</p> <p>Or</p> <p>B.P.Ed./ Bachelor degree in Sports/ Bachelor Degree + National/ All India Inter University Participation + 15 years' coaching experience in particular Sport/ Physical Activity in a govt. organization of sports/ educational institute or in an organization of repute.</p>	24000-20000-60000

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Sl. No.	Designation	Minimum Qualifications and Post qualification Experience	Salary Range (Rs.)
3.	Deputy Physical Instructor on Project	M.P.Ed./ Master degree in Sports/ Master degree + National/ All India Inter University Participation + 5 years' coaching experience in particular Sport/ Physical Activity in a govt. organization of sports/ educational institute or in an organization of repute. Or B.P.Ed./ Bachelor degree in Sports/ Bachelor degree + National/ All India Inter University Participation + 8 years' coaching experience in particular Sport/ Physical Activity in a govt. organization of sports/ educational institute or in an organization of repute.	19200-1600-48000
4.	Assistant Physical Instructor on Project	M.P.Ed./ Master degree in Sports/ Master degree + National/ All India Inter University Participation. Or B.P.Ed./ Bachelor degree in Sports /Bachelor degree + National/ All India Inter University Participation + 3 years' coaching experience in particular Sport/ Physical Activity in a govt. organization of sports/ educational institute or in an organization of repute. Or National/ All India Inter University Participation/ Professional Course in Specific Sports or Physical Activity + 10 years' coaching experience in particular Sport/ Physical Activity in a govt. organization of sports/ educational institute or in an organization of repute.	13200-1100-33000
5.	Junior Physical Instructor on Project	B.P.Ed./ Bachelor degree in Sports/ Bachelor degree + National/ All India Inter University Participation.	10800-900-27000

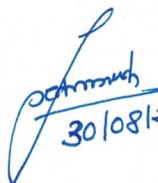
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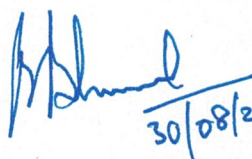
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Annexure- G

DORD Empaneled Manpower Outsourcing Agencies

Sl No.	Agency Name	Email Id	Contact No.
1.	E-Vision Implementation Services Private Limited	evision.knp@gmail.com	8317085252
2.	Easy Source HR Solutions Private Limited	iitk@easysourceindia.com, abhay@easysourceindia.com, sarabjit@easysourceindia.com	9554779340, 9899540697
3.	Tikkan Lal Khatri & Sons	s_khanna_tlk@yahoo.co.in	9415296165, 9335232041
4.	Sugs Lloyd Private Limited	iitk@sugslloyds.com, sarabjit@sugslloyds.com	8081693316
5.	Tvishi Services Private Limited	vivek.kapoor@tvishi.Com	9919802844, 8645900050


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