

# CHAPTER – 9

# PROMOTION

## Revision History

HR Manual / Chapter-9	Ver - 005	Dt : 2 <sup>nd</sup> April 2019

- Promotion is not automatic but it is only based on available vacancies
- Promotion is mainly Performance-based
- Qualifications & Experience prescribed are only minimum required and do not guarantee promotion
- Performance review will be done once a year
- Poor performers may be given opportunity to improve. The University shall not withstand continuous under- performance.

## 9.1 Faculty Promotion :

### Eligibility norms for promotion – Faculty:

#### Recruitment / Promotion Norms for Faculty Members / Scientists in Schools / Centres

Designation	Category-1 (Engineering)	Category-2 (Science)
<b>Sr. Professor</b>	<ul style="list-style-type: none"> <li>➤ Demonstrated leadership roles as a Program Chair / Division Chair or others</li> <li>➤ Minimum 4 years as Professor</li> <li>➤ Minimum 2 Ph. D produced</li> <li>➤ 1 Patent / 1 text book in the last 4 years</li> <li>➤ Minimum 8 Intl. Journal papers in the last 4 years</li> <li>➤ Minimum 3 funded projects as Professor in the last 4 years or Rs. 25 lakhs in grants over 4 years</li> <li>➤ Organized and delivered a workshop &amp; served as a technical resource person for at least 50% of the programme in 4 years</li> <li>➤ PE &gt; 70 points in the last 3 years</li> </ul>	<ul style="list-style-type: none"> <li>➤ Demonstrated leadership roles as a Program Chair / Division Chair or others</li> <li>➤ Minimum 4 years as Professor</li> <li>➤ Minimum 2 Ph. D produced</li> <li>➤ 1 Patent / 1 text book in the last 4 years</li> <li>➤ Minimum 8 Intl. Journal papers in the last 4 years</li> <li>➤ Minimum 3 funded projects as Professor in the last 4 years or Rs. 25 lakhs in grants over 4 years</li> <li>➤ Organized and delivered a workshop &amp; served as a technical resource person for at least 50% of the programme in 4 years</li> <li>➤ PE &gt; 70 points in the last 3 years</li> </ul>
<b>Professor</b>	<ul style="list-style-type: none"> <li>➤ Demonstrated leadership roles as a Program Chair / Division Chair or others</li> <li>➤ Minimum 4 years as Associate Professor with Ph.D and Minimum 4 years Teaching experience</li> <li>➤ Minimum 1 Ph. D produced</li> <li>➤ Minimum 4 Intl. Journal papers in the last 3 years</li> <li>➤ Minimum 3 Funded projects in the last 4 years or 15 Lakhs in grants over 4 years</li> <li>➤ Organized and delivered a workshops &amp; served as a technical resource person for at least 50% of the programme in 4 years</li> <li>➤ PE &gt; 70 points in the last 2 years</li> </ul>	<ul style="list-style-type: none"> <li>➤ Demonstrated leadership roles as a Program Chair / Division Chair or others</li> <li>➤ Minimum 4 years as Associate Professor With Ph.D and Minimum 10 years Teaching / Industry experience</li> <li>➤ Minimum 1 Ph. D produced</li> <li>➤ Minimum 4 Intl. Journal papers in the last 3 years</li> <li>➤ Minimum 3 Funded projects in the last 4 years or 15 Lakhs in grants over 4 years</li> <li>➤ Organized and delivered a workshops &amp; served as a technical resource person for at least 50% of the programme in 4 years</li> <li>➤ PE &gt; 70 points in the last 2 years</li> </ul>
<b>Associate Professor</b>	<ul style="list-style-type: none"> <li>➤ Minimum requirement: Ph.D in Engineering</li> <li>➤ Minimum 4 years teaching experience as AP (SG) or AP (Sr.)</li> <li>➤ Minimum 3 Intl. Journal papers in the last 2 years</li> <li>➤ Minimum 2 Funded projects in the last 4 years or 5 Lakhs in grants</li> <li>➤ Good in communication skills oral as well as writing</li> <li>➤ PE &gt; 70 points in the last 2 years</li> </ul>	<ul style="list-style-type: none"> <li>➤ Minimum 4 years as Assistant Professor (Sr.)</li> <li>➤ Minimum 8 years Teaching / Research</li> <li>➤ Minimum 2 Funded projects in the last 4 years or 5 Lakhs in grants</li> <li>➤ Minimum 4 Intl. Journal papers in the last 2 years</li> <li>➤ Good in communication skills oral as well as writing</li> <li>➤ PE &gt; 70 points in the last 2 years</li> </ul>
<b>Assistant Professor (SG)</b>	<ul style="list-style-type: none"> <li>➤ Minimum 4 years as Assistant Professor (Sr.) with ME / M.Tech</li> <li>➤ Minimum 3 International Journal papers in the last 2 years</li> <li>➤ Good in communication skills oral as well as writing</li> <li>➤ PE &gt; 60 points in the last 2 years</li> </ul>	---
<b>Assistant Professor (Sr.)</b>	<ul style="list-style-type: none"> <li>➤ Minimum 4 years as Assistant Professor</li> <li>➤ Minimum 20 days training programme in the last 4 years</li> <li>➤ Minimum 3 International Journal papers in the last 2 years</li> <li>➤ Good in communication skills oral as well as writing</li> <li>➤ PE &gt; 60 points in the last 2 years</li> </ul>	<ul style="list-style-type: none"> <li>➤ Minimum 4 years as Assistant Professor</li> <li>➤ Minimum 20 days training programme in the last 4 years.</li> <li>➤ Minimum 3 International Journal papers in the last 2 years</li> <li>➤ Good in communication skills oral as well as writing</li> <li>➤ PE &gt; 60 points in the last 2 years</li> </ul>
<b>Assistant Professor</b>	<ul style="list-style-type: none"> <li>➤ Master's degree in Engineering / 1<sup>st</sup> class MBA / MCA (with CAT / XAT) with 2 years teaching experience</li> <li>➤ Proficiency in teaching and research</li> <li>➤ Good in communication skills oral as well as writing</li> <li>➤ PE &gt; 60 points in the last 2 years</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ph. D degree in Science &amp; Humanities</li> <li>➤ Proficiency in teaching and research</li> <li>➤ Good in communication skills oral as well as writing</li> <li>➤ PE &gt; 60 points in the last 2 years</li> </ul>
<b>Assistant Professor (Jr.)</b>	<ul style="list-style-type: none"> <li>➤ Master's degree in Engineering</li> <li>➤ Proficiency in teaching</li> <li>➤ Good in communication skills oral as well as writing</li> </ul>	<ul style="list-style-type: none"> <li>➤ 1<sup>st</sup> class PG degree in Science &amp; Humanities</li> <li>➤ Proficiency in teaching</li> <li>➤ Good in Communication skills oral as well as writing</li> </ul>

#### **Note**

1. These are norms which make one eligible for promotion. This doesn't mean automatic promotion.
2. All promotions will be based on recommendations given by the promotion committee after scrutiny.
3. Fast track promotions are possible for extra-ordinary cases and in emerging fields.
4. Promotion will be taken up only during the month of June every year. Interim requests will not be entertained.

## 9.2 Staff Promotion :

### 9.2.1 Administrative Staff

S. No	Current Designation	Basic Qualification	Eligibility Criteria for Promotion	Promoted To
1	Attender	• 12 <sup>th</sup> Pass	▪ After 7 years	Senior Grade
			▪ After 15 years	Selection Grade
			▪ After 23 years	Special Grade
		• UG Degree	▪ Qualifying in test (English & Computer) & Interview <b>Note:</b> Weightages will be given for B.Sc (Computer Science), BA (Corporate Secretaryship), B.Com & BBA	Junior Assistant
2	Junior Asst. / DEO / Secretary / Purchase Asst. / Stores Asst. / Clerk / Record Clerk / Assistant	• Any UG Degree • Computer Knowledge	▪ 7 Years of experience as Jr. Asst. / DEO ▪ Undergone Certified Course (Computer / Administration) ▪ Qualifying in test (English & Computer) & Interview <b>Note:</b> Weightages will be given for B.Sc (Computer Science), BA (Corporate Secretaryship), B.Com & BBA	Senior Assistant
3	Senior Assistant	• Any UG Degree	▪ 8 Years of experience as Sr. Asst. ▪ Qualifying in the Test (English & Computer) & Interview <b>Note:</b> Weightages will be given for Degree in Law / PG Degree in Management in a reputed Institution	Section Supervisor
4	Section Supervisor	• Any PG Degree	▪ 8 Years of admin. experience as Section Supervisor ▪ Good Communication Skills ▪ Qualifying in the Test (English & Computer) & Interview <b>Note:</b> Weightages will be given for Degree in Law / PG Degree in Management in a reputed Institution	Assistant Registrar
5	Assistant Registrar	• Any PG Degree • Admin. Experience	▪ 10 Years of admin. experience as Asst. Registrar ▪ Good Communication Skills ▪ Qualifying in the Test & Interview (Computer & English) <b>Note:</b> Weightages will be given for Degree in Law / PG Degree in Management in a reputed Institution	Deputy Registrar

**9.2.2 Accounts Staff**

S. No	Current Designation	Basic Qualification	Eligibility Criteria for Promotion	Promoted To
1	Account Assistant	<ul style="list-style-type: none"> <li>• UG / PG Qualification</li> <li>• Knowledge in Accounting, Tally</li> </ul>	<ul style="list-style-type: none"> <li>▪ 7 years of experience as Accounts Assistant</li> <li>▪ Qualifying in the Test (English &amp; Computer) &amp; Interview</li> </ul>	Accountant
2	Accountant	<ul style="list-style-type: none"> <li>• UG / PG Qualification</li> <li>• Knowledge in Accounting, Tally</li> </ul>	<ul style="list-style-type: none"> <li>▪ 8 years of experience as Accountant</li> <li>▪ Qualifying in the Test (English &amp; Computer) &amp; Interview</li> </ul>	Senior Accountant
3	Senior Accountant	<ul style="list-style-type: none"> <li>• UG / PG Qualification</li> <li>• Knowledge in Auditing &amp; Accounting</li> </ul>	<ul style="list-style-type: none"> <li>▪ ICWA / CA - Inter Qualification</li> <li>▪ 8 years of experience as Sr. Accountant</li> <li>▪ Qualifying in the Test (English &amp; Computer) &amp; Interview</li> </ul>	Asst. Accounts Officer
4	Asst. Accounts Officer / Asst. Finance Officer	<ul style="list-style-type: none"> <li>• PG Qualification with ICWA / CA</li> <li>• Knowledge in Auditing, Accounting, Budgeting &amp; Payroll</li> </ul>	<ul style="list-style-type: none"> <li>▪ CA - Final Qualification</li> <li>▪ 7 years of experience as Asst. Accounts Officer / Asst. Finance Officer</li> <li>▪ Qualifying in the Test (English &amp; Computer) &amp; Interview</li> </ul>	Accounts Officer / Finance Officer

**9.2.3 Technical Staff**

S. No	Current Designation	Basic Qualification	Eligibility Criteria for Promotion	Promoted To
1	Lab. Attender	<ul style="list-style-type: none"> <li>• 12<sup>th</sup> Pass (Science Group)</li> </ul>	<ul style="list-style-type: none"> <li>▪ III</li> <li>▪ 7 years of experience as Lab Attender or Attender</li> <li>▪ Qualifying in the Test (English &amp; Computer) &amp; Interview</li> </ul>	Lab. Technician
2	Lab. Technician / Welder / Artisan / Sheet Metal Worker / Tradesman / Fitter / Carpenter / Workshop Staff	<ul style="list-style-type: none"> <li>• III</li> </ul>	<ul style="list-style-type: none"> <li>▪ After 7 years</li> </ul>	Senior Grade
			<ul style="list-style-type: none"> <li>▪ After 15 years</li> </ul>	Selection Grade
3	Lab. Assistant	<ul style="list-style-type: none"> <li>• Diploma / UG Degree</li> </ul>	<ul style="list-style-type: none"> <li>▪ 7 years of experience in as Lab Tech.</li> <li>▪ Proficiency in repairing equipment's in the labs</li> <li>▪ Qualifying in the Test (English &amp; Computer) &amp; Interview</li> </ul>	Lab. Assistant
			<ul style="list-style-type: none"> <li>▪ After 7 years</li> </ul>	Senior Grade
			<ul style="list-style-type: none"> <li>▪ After 15 years</li> </ul>	Selection Grade

			<ul style="list-style-type: none"> <li>▪ After 23 years</li> </ul>	<b>Special Grade</b>
		<ul style="list-style-type: none"> <li>• Professional UG Degree(B.E/ B.Tech)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Relevant Experience</li> </ul>	<b>Technical Officer</b>
4	<b>Technical Officer</b>	<ul style="list-style-type: none"> <li>• Professional UG Degree(B.E/ B.Tech)</li> </ul>	<ul style="list-style-type: none"> <li>▪ After 7 years</li> </ul>	<b>Senior Grade</b>
			<ul style="list-style-type: none"> <li>▪ After 15 years</li> </ul>	<b>Selection Grade</b>
			<ul style="list-style-type: none"> <li>▪ After 23 years</li> </ul>	<b>Special Grade</b>
5	<b>System Admin. / Network Admin. / Web Designer / Hardware Technician</b>	<ul style="list-style-type: none"> <li>• Diploma / UG - in Computer Hardware or Software</li> </ul>	<ul style="list-style-type: none"> <li>▪ 7 years of experience</li> <li>▪ Undergone any certified course in their own specialization</li> <li>▪ Qualifying in the Test (English &amp; Computer) &amp; Interview</li> </ul>	<b>Senior Grade</b>
6	<b>Junior Programmer / Programmer Trainee</b>	<ul style="list-style-type: none"> <li>• PG - in Computer Hardware or Software</li> </ul>	<ul style="list-style-type: none"> <li>▪ 2 years of experience</li> <li>▪ Qualifying in the Test (English &amp; Computer) &amp; Interview</li> </ul>	<b>Programmer</b>

#### 9.2.4 Maintenance Staff (General / Electrical)

S. No	Current Designation	Basic Qualification	Eligibility Criteria for Promotion	Promoted To
1	<b>Electrician / Helper / Elec. Helper / Electrical Attender / A/c Maintenance. Tr. / Plant Operator / Plant Technician</b>	<ul style="list-style-type: none"> <li>• ITI</li> </ul>	<ul style="list-style-type: none"> <li>▪ 7 years of experience</li> <li>▪ Qualifying in Interview</li> </ul>	<b>Electrician (Senior Grade)</b>
			<ul style="list-style-type: none"> <li>▪ 15 years of experience</li> <li>▪ Qualifying in Interview</li> </ul>	<b>Electrician (Selection Grade)</b>
			<ul style="list-style-type: none"> <li>▪ 23 years of experience</li> <li>▪ Qualifying in Interview</li> </ul>	<b>Electrician (Special Grade)</b>
2	<b>Supervisors :- (Electrical / Civil / A/c / Telephone / Site / Guest House / Horticulture)</b>	<ul style="list-style-type: none"> <li>• Diploma</li> </ul>	<ul style="list-style-type: none"> <li>▪ After 7 years</li> </ul>	<b>Senior Grade</b>
			<ul style="list-style-type: none"> <li>▪ After 15 years</li> </ul>	<b>Selection Grade</b>
			<ul style="list-style-type: none"> <li>▪ After 23 years</li> </ul>	<b>Special Grade</b>

### 9.2.5 Maintenance Staff (Transport / Security)

S. No	Current Designation	Basic Qualification	Eligibility Criteria for Promotion	Promoted To
1	Bus Attender	• 12 <sup>th</sup> Pass	<ul style="list-style-type: none"> <li>▪ 7 years of experience as Bus Attender</li> <li>▪ Conductor Licence</li> <li>▪ Qualifying in Interview</li> </ul>	Senior Bus Attender
			<ul style="list-style-type: none"> <li>▪ 3 years of experience as Bus Attender</li> <li>▪ HMV / LMV Licence Holder</li> <li>▪ Qualifying in Interview</li> </ul>	Driver
2	Driver / Car Driver	• HMV / LMV Licence Holder	<ul style="list-style-type: none"> <li>▪ 7 years of experience as Driver</li> <li>▪ Qualifying in Interview</li> </ul>	Driver (Senior Grade)
			<ul style="list-style-type: none"> <li>▪ 15 years of experience (8 years as Driver SG)</li> <li>▪ Qualifying in Interview</li> </ul>	Driver (Selection Grade)
			<ul style="list-style-type: none"> <li>▪ 23 years of experience (8 years as Driver Selection Grade)</li> <li>▪ Qualifying in Interview</li> </ul>	Driver (Special Grade)
3	Security Guard	<ul style="list-style-type: none"> <li>• Retired Army / Retired Police</li> <li>• Communication skills in Hindi , English etc.,</li> </ul>	<ul style="list-style-type: none"> <li>▪ 7 years of experience</li> <li>▪ Qualifying in Interview</li> </ul>	Security Guard (Senior Grade)
			<ul style="list-style-type: none"> <li>▪ 15 years of experience</li> <li>▪ Qualifying in Interview</li> </ul>	Security Guard (Selection Grade)
			<ul style="list-style-type: none"> <li>▪ 23 years of experience</li> <li>▪ Qualifying in Interview</li> </ul>	Security Guard (Special Grade)

### 9.2.6 Other Staff

S. No	Current Designation	Basic Qualification	Eligibility Criteria for Promotion	Promoted To
1	Asst. Physical Director / Asst. Librarian	• UG / PG Degree in relevant area	<ul style="list-style-type: none"> <li>▪ 7 years of experience</li> <li>▪ Qualifying in Test (English &amp; Computer) &amp; Interview</li> </ul>	Asst. Librarian (Sr. Grade)
			<ul style="list-style-type: none"> <li>▪ 15 years of experience</li> <li>▪ Undergone any certified course in their own specialization</li> <li>▪ Qualifying in Interview (Based upon the performance, Laurels to Institution, Conferences or Programme organized)</li> </ul>	Deputy Physical Education Director / Deputy Librarian

			<ul style="list-style-type: none"> <li>▪ 23 years of experience</li> <li>▪ Ph.D Qualification</li> <li>▪ Qualifying in Interview (Based upon the performance, Laurels to Institution, Conferences or Programme organized)</li> </ul>	<b>Director / Librarian</b>
2	<b>Staff Nurse (Male / Female) / Pharmacist / Lab. Technician (Blood)</b>	<ul style="list-style-type: none"> <li>• Diploma in relevant area</li> </ul>	<ul style="list-style-type: none"> <li>▪ 7 years of experience</li> <li>▪ Qualifying in Interview (Customer evaluation, Based upon the performance, Updated knowledge about the latest Medicines / Equipments)</li> </ul>	<b>Sr. Grade</b>
			<ul style="list-style-type: none"> <li>▪ 15 years of experience</li> <li>▪ UG Degree in relevant area</li> <li>▪ Qualifying in Interview (Customer evaluation, Based upon the performance, Updated knowledge about the latest Medicines / Equipments)</li> </ul>	<b>Selection Grade</b>
			<ul style="list-style-type: none"> <li>▪ 23 years of experience</li> <li>▪ PG Degree in relevant area</li> <li>▪ Qualifying in Test (English &amp; Computer) &amp; Interview</li> </ul>	<b>Special Grade</b>