



ANNEXURE - D

Recruitment Rules of the Institute

S.No	Name of the Post	Mode of Selection	Direct Recruitment
1	Secretary	Direct Recruitment	Possessing qualifications and experience as under
			1) Must be a Fellow member of the Institute of Cost Accountants of India.
			2) Must be Master Degree holder with 55% or above
			3) Additional qualification like membership of the Institute of Company Secretaries of India, Institute of Chartered Accountants of India and degree in Law will be preferred.
			(f) Experience - A minimum of 20 years of relevant experience, out of which at least 3 years of regular service in the post with a grade pay of Rs.10000/or with 5 years of regular service in the post with a grade pay of Rs.8900/ in PB 4 or equivalent in Professional Institutes/ University/Educational Institutes/Government/Industry and/or other Service Sectors.
			Age limit: 50 years and no age limit for internal candidates.
2	CEO	To be designated by the Council as per section 16(1) (C) of The Cost & Works Accountants Act, 1959	NA
3	Additional Secretary	Direct Recruitment	Direct Recruitment:
			(a) Possessing qualifications and experience as under
			1) Must be a Fellow member of the Institute of Cost Accountants of India.
			2) Must be Master Degree holder with 55% or above



			<p>3) Additional qualification like membership of the Institute of Company Secretaries of India, Institute of Chartered Accountants of India and degree in Law will be preferred.</p> <p>(h) Experience - A minimum of 18 years of relevant experience, out of which at least 3 years of regular service in the post with a grade pay of Rs.8900/or with 5 years of regular service in the post with a grade pay of Rs.8700/ in PB 4 or equivalent in Professional Institutes/ University/Educational Institutes/Government/Industry and/or other Service Sectors the CTC should be in the range of Rs. 19,00,000/- to Rs. 21,000,00/- per annum</p> <p>Age limit: 50 years and no age limit for internal candidates.</p>
4	Senior Director	Promotion By Selection	NA
	Director	Direct Recruitment / Promotion by Selection	<p>Direct Recruitment:</p> <p>(i) Possessing qualifications and experience as under</p> <p>1) Membership of the Institute of Cost Accountants of India, ICSI, ICAI</p> <p>OR</p> <p>2) Any of the following degrees from UGC recognized Universities/ AICTE approved Institutions</p> <ul style="list-style-type: none"> • MBA or equivalent qualifications (Full Time Only) • MCA or equivalent qualifications (Full Time Only) • LLB (5 Years Full Time Only) • PhD in Finance/Commerce/ Management/Economics/IT <p>The above qualifications can be used alternatively as per the job requirements. Any other qualification can also be mentioned as per specific job requirements. The specific requirements (if any) will be decided by the recruitment committee.</p>



			<p>(j) Experience - A minimum of 15 years of relevant experience, out of which at least 3 years of regular service in the post with a grade pay of Rs.8700/ or equivalent in PB-4 or with 5 years of regular service in the post with a grade pay of Rs.7600/ in PB-3 or eqvt in Professional Institutes/ University/Educational Institutes/Government. For Industry and/or other Service Sectors, the CTC should be in range of 15,00,000/- to 18,00,000/- per annum.</p> <p>Age limit: 50 years and no age limit for internal candidates.</p>
6	Additional Director	Promotion By Selection	NA
7	Joint Director	Promotion by selection failing which direct recruitment	<p>1) Membership of the Institute of Cost Accountants of India, ICSI, ICAI</p> <p>OR</p> <p>2) Any of the following degrees from UGC recognized Universities/ AICTE approved Institutions</p> <ul style="list-style-type: none"> • MBA or equivalent qualifications (Full Time Only) • MCA or equivalent qualifications (Full Time Only) • LLB (5 Years Full Time Only) • PhD in Finance/Commerce/ Management/Economics/IT <p>The above qualifications can be used alternatively as per the job requirements. Any other qualification can also be mentioned as per specific job requirements. The specific requirements (if any) will be decided by the recruitment committee.</p> <p>Experience - A minimum of 10 years of relevant experience, out of which at least 3 years of regular service in the post with a grade pay of Rs.6600/ or equivalent in PB-3 or with 5 years of regular service in the post with a grade pay of Rs.5400/ in PB-3 or equivalent in Professional Institutes/ University/Educational Institutes/Government. For Industry and/or other Service Sectors, the CTC should be in range of 10,00,000/- to 12,00,000/- per annum.</p>



8	Deputy Director	Promotion By Selection failing which direct recruitment	<p>5. Membership of the Institute of Cost Accountants of India, ICSI, ICAI</p> <p>OR</p> <p>2) Any of the following degrees from UGC recognized Universities/ AICTE approved Institutions</p> <ul style="list-style-type: none"> • MBA or equivalent qualifications (Full Time Only) • MCA or equivalent qualifications (Full Time Only) • LLB (5 Years Full Time Only) • PhD in Finance/Commerce/ Management/Economics/IT <p>The above qualifications can be used alternatively as per the job requirements. Any other qualification can also be mentioned as per specific job requirements. The specific requirements (if any) will be decided by the recruitment committee.</p> <p>Experience - A minimum of 7 years of relevant experience, out of which at least 3 years of regular service in the post with a grade pay of Rs.6600/ or equivalent in PB-3 or with 5 years of regular service in the post with a grade pay of Rs.5400/ in PB-3 or equivalent in Professional Institutes/ University/Educational Institutes/Government. For Industry and/or other Service Sectors, the CTC should be in range of 9,00,000/- to 11,00,000/- per annum.</p>
9	Deputy Director (S)	Promotion on Seniority cum fitness	NA
10	Asstt. Director	Promotion by selection failing which direct recruitment	<p>Employees of the Institute who have completed 3 years of service as Sr. Officer in the grade pay of Rs. 5400 PB-2 and with the following qualifications</p> <p>1) Membership of the Institute of Cost Accountants of India, ICSI, ICAI</p> <p>OR</p> <p>2) Any of the following degrees from UGC recognized Universities/ AICTE approved Institutions</p> <ul style="list-style-type: none"> • MBA or equivalent qualifications (Full Time Only) • MCA or equivalent qualifications (Full Time Only) • LLB (5 Years Full Time Only)

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			<ul style="list-style-type: none"> PhD in Finance/Commerce/ Management/Economics/IT <p>The above qualifications can be used alternatively as per the job requirements. Any other qualification can also be mentioned as per specific job requirements. The specific requirements (if any) will be decided by the recruitment committee.</p> <p>Experience - A minimum of 5 years of post-qualifications experience in Professional Institutes/ University/Educational Institutes/Government/Industry and/or other Service Sectors.</p> <p>For Industry and/or other Service Sectors, the CTC should be in range of 7,00,000/- to 9,00,000/- per annum.</p> <p>Age limit: 30 years and no age limit for internal candidates.</p>
11	Asstt. Director (S)	Promotion on Seniority cum fitness	NA
12	Sr. Officer	Promotion by selection failing which direct recruitment	<p>1) Membership of the Institute of Cost Accountants of India, ICSI, ICAI</p> <p>OR</p> <p>2) Any of the following degrees from UGC recognized Universities/ AICTE approved Institutions</p> <ul style="list-style-type: none"> MBA or equivalent qualifications (Full Time Only) MCA or equivalent qualifications (Full Time Only) LLB (5 Years Full Time Only) PhD in Finance/Commerce/ Management/Economics/IT <p>The above qualifications can be used alternatively as per the job requirements. Any other qualification can also be mentioned as per specific job requirements. The specific requirements (if any) will be decided by the recruitment committee.</p> <p>Experience - A minimum of 3 years of post-qualifications experience in Professional Institutes/ University/Educational Institutes/Government/Industry and/or other Service Sectors. For Industry and/or other Service Sectors, the CTC should be in range of 5,00,000/- to 7,00,000/- per annum.</p> <p>Age limit: 28 years and no age limit for internal candidates.</p>

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13	Officer	Direct recruitment only (By promotion on seniority cum fitness only for the existing incumbent in the system meeting the educational qualification)	<p>1) Membership of the Institute of Cost Accountants of India, ICSI, ICAI</p> <p>OR</p> <p>2) Any of the following degrees from UGC recognized Universities/ AICTE approved Institutions</p> <ul style="list-style-type: none"> • MBA or equivalent qualifications (Full Time Only) • MCA or equivalent qualifications (Full Time Only) • LLB (5 Years Full Time Only) • PhD in Finance/Commerce/ Management/Economics/IT <p>The above qualifications can be used alternatively as per the job requirements. Any other qualification can also be mentioned as per specific job requirements. The specific requirements (if any) will be decided by the recruitment committee.</p> <p>Age limit: 25 years and no age limit for internal candidates.</p>
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Rules for other staff positions not indicated in the above table:

S. No.	Name of the post	Mode of appointment
1.	Peon / Darwan / Sweeper	*
2.	Sr. Peon / Driver/ Sr. Sweeper / Electrician / Sr. Darwan	Upgradation from employees completing 6 years' service in Peon / Darwin / Sweeper
3.	Record Asstt. / Sr. Driver / Sr. Electrician / Data Entry Operator	Upgradation from employees completing 6 years' service in Sr. Peon / Driver/ Sr. Sweeper / Electrician / Sr. Darwan
4.	Asstt. Cum Computer Operator / Receptionist cum Tel. Operator / Sr. Data Entry Operator / S. R. A (P)	Upgradation from employees completing 6 years' service in Record Asstt. / Sr. Driver / Sr. Electrician / Data Entry Operator
5.	Stenographer / Sr. Asstt Cum Computer Operator / SRA (P) Gr. 1	Upgradation from employees completing 6 years' service in Asstt. Cum Computer Operator / Receptionist cum Tel. Operator / Sr. Data Entry Operator / S. R. A (P)

* No future direct recruitment will be made in the above position, except as explicitly provided in the Rules.



Definitions:

Sr. No.	Term	Details	Composition of selection committee
1.	Direct Recruitment	Open Advertisement in National Dailies and web site of the Institute	<p>For the post of Secretary the selection committee would comprise of the member of the executive committee and two external expert and recommendation of Executive Committee to be approved by the Council</p> <p>For the post of Additional Secretary and Director the selection committee would comprise of the member of the Executive Committee</p> <p>For the post of Deputy Director and Joint Director the selection committee would comprise of the Executive Committee of the Council</p> <p>For the post of Asstt. Director / Sr. Officer / Officer the selection committee would comprise of the members of Executive Committee.</p>
2.	Promotion by selection	Panel to examine the cases based on seniority, performance and interview	<p>For the post of Director/ Addl. Director / Joint Director / Deputy Director panel would comprise of the Member of the Executive Committee.</p> <p>For the post of Asstt. Director / Sr. Officer / Officer the panel would comprise of the Secretary, two r Senior Directors/or Senior most Directors, one woman officer at the level of HoD</p>
3.	Promotion on Seniority cum fitness	Panel to examine the cases based on seniority and performance.	The panel would comprise of the two senior Directors or two Senior most Directors and one woman officer at the level of HoD.

Criteria and Procedure for upgradation /Promotion

Sr. No.	Term	Procedure	Criteria
1.	Promotion on Seniority cum fitness	<p>HR Department will place the records</p> <p>Panel will consider and make recommendations</p> <p>President has Full Powers to approve</p>	<p>Seniority-cum-assessment subject to no adverse report</p> <p>(Ref. Appendix 6, Page No. 43 of Staff Service Rules 1983 amended upto 30/11/2006)</p> <p>The ratings between 1 to 3 (on 5 to 1</p>



		<p>recommendations</p> <p>HR to issue upgradation orders.</p>	<p>scale) obtained by averaging the ratings as given by the Appraiser and Reviewing Officer has been benchmarked for consideration for upgradation.</p> <p>The average ratings 4 & 5 are not considered for upgradation.</p> <p>(Ratings Scale as given in the appraisal form</p> <p>1-Excellent</p> <p>2-Very Good</p> <p>3-Good</p> <p>4-Average</p> <p>5-Poor)</p> <p>The Panel would also consider the attendance track record of the employees. The days of Leave Without Pay availed by the staff members would not be used for counting the eligibility period of the respective employees.</p>
2.	Promotion by selection (to the post of Sr. Officer to Deputy Director)	<p>HR Department will place records and call for Interview</p> <p>Panel to examine the cases based on seniority, performance and interview candidates. Panel will then make recommendations.</p> <p>The recommendations of the panel will be placed before Executive Committee.</p> <p>HR to issue promotion orders.</p>	<p>Step 1: Screening Only – Qualifications and experience as prescribed in the Promotion Rules</p> <p>Step 2: The percentage ratings (on 1 to 10 scale; 1=>10% and 10=>100%) obtained by averaging the ratings as given by the Appraiser and Reviewing Officer would be considered (henceforth called AR Score). A weightage of 50% would be allotted to AR Score.</p> <p>Step 3: Candidate would be scored on Personal Interview (Henceforth called Interview Score). The personal Interview will judge the suitability of the candidate for promotion on the basis of knowledge, job skills, attitude and ability to take higher responsibility / accountability. A weightage of 50% would be allotted to Interview Score.</p> <p>Step 4: Formula : Total Score= 50%(AR Score) + 50%(Interview Score)</p> <p>A candidate who obtains a total score of</p>

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			75% and above would be recommended for promotion
3.	Promotion by selection (to the post of Joint Director & Above)	<p>HR Department will place records and call for Interview</p> <p>Executive Committee to examine the cases based on seniority, performance and interview candidates. Executive Committee will then make recommendations.</p> <p>HR to issue promotion orders.</p>	<p>Step 1: Screening Only – Qualifications and experience as prescribed in the Promotion Rules</p> <p>Step 2: The percentage ratings (on 1 to 10 scale; 1=>10% and 10=>100%) obtained by averaging the ratings as given by the Appraiser and Reviewing Officer would be considered (henceforth called AR Score). A weightage of 50% would be allotted to AR Score.</p> <p>Step 3: Candidate would be scored on Personal Interview (Henceforth called Interview Score). The personal Interview will judge the suitability of the candidate for promotion on the basis of knowledge, job skills, attitude and ability to take higher responsibility / accountability. A weightage of 50% would be allotted to Interview Score.</p> <p>Step 4: Formula : Total Score= 50%(AR Score) + 50%(Interview Score)</p> <p>A candidate who obtains a total score of 80% and above would be recommended for promotion</p>

Note: There will be no designations as Assistant Secretary/ Deputy Secretary and Joint Secretary and those are to be re-designated as Assistant Director/ Deputy Director and Joint Director respectively.

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