

Transfer & Promotion (Procedure) Transfer policy of the Institute**I. Procedure:**

- i. Every year Department wise and Grade wise manpower budget would be prepared and approved by the Council and accordingly, based on vacancy promotion/upgradation would be considered.
- ii. The cutoff date for promotion/ upgradation is fixed at 31st March of the year.
- iii. The respective promotion boards would conduct promotion/ upgradation interviews in the month of June every year.
- iv. Promotion Criteria:
 - i. Officer to Deputy Director: seniority cum merit
 - ii. Joint Director and above: merit cum seniority.
- v. The candidates need to get combined score of 85% on various criteria of promotion
- vi. Performance rating should be based on the KRA (Key Result Area). Each employee should be given task before commencement of the Financial Year by their respective HoD and there would be midterm review. There should be a system of three stage view:
 - i. Self-Appraisal
 - ii. By Reporting Officer
 - iii. By Reviewing Officer

The Reporting and Reviewing Officer for the purpose of Performance Assessment would be:

S No	Category of positions	Reporting Officer	Reviewing Officer
1	Staff (below Officers)	Respective HoDs	Secretary/CEO
2	From Officers to Joint Director	Respective HoDs	Secretary/CEO
3	Additional Director & above	Secretary/ CEO	President
4	Secretary/CEO	President	Executive Committee

vii. Performance Schedule effective from 2018-2019 and to be followed in subsequent years. The format would be shared by HR Department.

- a. Target & Final Goal including weightage to be set : Second Week of March by concerned employees
- b. Approval from concerned HoD: Last week of March

viii. Period of Review (Yearly basis)

a. Mid Term Review

Second Week of October: Review/revision of Targets by employee and Reporting Officer

Last Week of October: Assessment of Progress by Reporting Officer

b. Schedule for Yearly review

Second week of April: Self appraisal and self rating by the employees.

Last Week of Appraisal: Assessment by the Reporting Officer

Second Week of May: Assessment by Reviewing Officer

Last Week of May: Stock taking by HR Department

c) Penalty for not conforming to the schedule:

Person	Penalty Delay of Upto 15 days from the given schedule	After 15 days delay, penalty for every 3 days delay
Self Appraisal	5 marks	1 mark
Reporting Officer	Self Appraisal rating would be taken as rating of Reporting officer	
Reviewing Officer	Rating given by Reporting officer would be taken as rating of Reviewing Officer	

ix. Weightage to be considered for promotion.

a) For the category of staff upto the level of Officer:

Sl. No.	Criteria	% of weight age	Segregation of weight age	
1.	Qualification	30	20 for required qualification	10 for extra qualification (1 each extra qualification)
2.	Seniority of Services	30	20 for eligible period	10 for extra additional year of service (1 for each additional year of service)
3.	Performance Rating	40	Based on the aggregated rating of appraiser and reviewer	

b) For the position of Officer and Sr. Officer :

Sl. No.	Criteria	% of weight age	Segregation of weight age	
1.	Qualification	25	20 for required qualification	5 for extra qualification (1 each extra qualification)
2.	Seniority of Services	25	20 for eligible period	5 for extra additional year of service (1 for each additional year of service)
3.	Performance Rating	25	Based on the aggregated rating of self, appraiser and reviewer	
4.	Interview	25	Based on Interview rating	

c) For the position of Assistant Director and Deputy Director :

Sl. No.	Criteria	% of weight age	Segregation of weight age	
1.	Qualification	20	15 for required qualification	5 for extra qualification (1 each extra qualification)
2.	Seniority of Services	15	10 for eligible period	5 for extra additional year of service (1 for each additional year of service)
3.	Performance Rating	40	Based on the aggregated rating of self, appraiser and reviewer	

4.	Interview	25	Based on Interview rating	
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d) From the position of Joint Director and above :

Sl. No.	Criteria	% of weight age	Segregation of weight age	
1.	Qualification	10	8 for required qualification	2 for extra qualification (1 each extra qualification)
2.	Seniority of Services	10	8 for eligible period	2 for extra additional year of service (1 for each additional year of service)
3.	Performance Rating	50	Based on the aggregated rating of self, appraiser and reviewer	
4.	Interview	30	Based on Interview rating	

II. Approving Authority for Promotion at different levels

Promotion at all levels will be recommended through different "Promotion Board".

A. Genesis of Promotion Board:

1. **Assessment Board (I) for upgradation**

For staff cadre (i.e. Junior Peon to Senior Assistant cum Computer Operator or Equivalent);

- (a) Two Senior Director
- (b) Additional Director / Joint Director

2. **Promotion Board – (I) for promotion**

For Officer Cadre (i.e Officer to Deputy Director);

- (a) Two Senior Director
- (b) One Additional Director/ Joint Director
- (c) Secretary/Secretary(Actg.)/ CEO

3. **Promotion Board – (II) for promotion**

For Officer Cadre (i. e Joint Director – above);

- (a) Executive Committee of the Council

B. Process of recommendation for promotion at different levels

Designation	Nature	Initiated By	Process Through Step I	Process Through Step II	Approving Authority
Staff Cadre*	Upgradation	HR Department	Assessment Board(I)	Submitted to Executive Committee Of the Council	Approved by the Executive Committee Of the Council
Officer * (promotion till the level of Deputy Director)	Promotion	HR Department	Promotion Board - (I)	Submitted to Executive Committee Of the Council	Approved by the Executive Committee Of the Council
Joint Director * and above	Promotion	HR Department	Promotion Board-(II)	Submitted to EC further recommendation of the EC to Council	Approval of the Council.

C. Post Promotion Probation

- i. There shall be a one year probation period for each promotion. If the performance of the promoted employee is not satisfactory after one year, a six month extension will be given and if after six month his/her performance is not satisfactory then he/she will be reverted back.

Transfer Policy

This transfer policy will be applicable to all permanent employees of the Institute.

1. There should be job rotation for all the employees every after 2 years within the Department wherever feasible.
2. Normal tenure of an employee at any place of posting shall be a minimum of 2 years irrespective of place of posting.
 - i. On completion of seven years (maximum) in the same department, the employee (from Officer to the level of Deputy Director) will be automatically considered for transfer.
 - ii. On completion of five years (maximum) in the same department, the employee (from Joint Director and above) will be automatically considered for transfer.
 - ii. For exceptional cases like transfer with respect to Statutory position, Specialised position, the approval of the Councils are required.
 - (a) Statutory Position (e.g. Secretary, CEO, Director Discipline).
 - (b) Specialised Position (e.g. IT, Examination, Public Relation and HR).
3. An employee can be transferred at any point of time after seeking prior approval of the Executive Council routed through Secretary on account of compelling administrative reasons. Usually, an administrative ground for transfer to a employee shall be of the nature as given below:
 - (a) A complaint established through a preliminary enquiry.
 - (b) Failure to comply with the specific direction Reporting Authority.
 - (c) Employees whose performance is found to be unsatisfactory/poor.
4. Employees who are retiring within next 2 years will not be transferred.
5. If both, the husband and the wife are working in the Institute, efforts will be made to adjust them in the same location.
6. No TA/DA will be given if the transfer is done at the request of the Employee himself/herself or on account of administrative reasons mentioned in clause no. 3 (a)(b)& (c).
7. Transfer orders would be implemented within one week of issue or the applicable joining time whichever is less.
8. Concerned HoDs would ensure relieving / joining of employees within stipulated time.
9. The name of the reliever should be mentioned in each transfer order.

I. Categories of Transfers

(a) Inter Departmental Transfers

Transfer from one Directorate/ Department to another within the same premises.

(b) Transfers within the Institute

Transfer from one location to another, may be under same Directorate/ Department or to another Directorate/ Department / Regional Councils/ Chapter / other offices located within India.

II. Process of Transfers :

All the transfers should be processed through the 'Transfer Posting Board'.

The Transfer Posting board should be consisting of three officials and all the transfer should be processed through the appropriate Transfer Posting Board only.

III. Genesis of Transfer Posting Board:

4. Transfer Posting Board - I

For staff cadre (i.e. Junior Peon to Senior Assistant cum Computer Operator or Equivalent);

- (c) Director
- (d) Two Joint Director

5. Transfer Posting Board - II

For Officer Cadre (i.e Officer to Deputy Director);

- (d) One Senior Director
- (e) One Director
- (f) One Additional Director/ Joint Director

6. Transfer Posting Board - III

For Office Cadre (i. e Joint Director - above);

- (b) Executive Committee of the Council

Approving Authority(s) of Transfer Proceedings for Different Cadre

Designation	Nature of Transfer	Initiated By	Process Through Step I	Process Through Step II	Approving Authority
Staff Cadre	Inter Departmental	Concerned Departmental Head	HR Department	Transfer Posting Board - I	Secretary
	Transfer within the Institute	Concerned Departmental Head	HR Department	Transfer Posting Board - I	Executive Committee of the Council on recommendation of Secretary.
Officer to Deputy Director	Inter Departmental	Concerned Departmental Head	HR Department	Transfer Posting Board - II	Secretary.
	Transfer within the Institute	Concerned Departmental Head	HR Department	Transfer Posting Board - II	Executive Committee of the Council on recommendation of Secretary
Joint Director and above	For all categories	Secretary	HR Department	Transfer Posting Board - III	Council

Annexure- "I"

Proposed Promotion Policy for the employees of the Headquarters and Regional Councils and Chapters of the Institute

S. No.	Name of the Post	Direct Recruitment	Promotion	Designations for Headquarters
1	Secretary	Direct Recruitment	NA	
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	NA	
4	Senior Director	Promotion By Selection	Employees who have completed five years of regular service in the Institute in the Post of Director	
5	Director		Employees who have completed five years of regular service in the Institute in the Post of Additional Director with the following qualifications:	
			1) Membership of the Institute of Cost Accountants of India, ICSI, ICAI	
			OR	
			2) Any of the following degrees from UGC recognized Universities/ AICTE approved Institutions	
			MBA or equivalent qualifications	
			MCA or equivalent qualifications	
			LLB (Minimum 3 Years Regular)	
			PhD in Finance/Commerce/ Management/Economics/IT	
6	Additional Director	Promotion By Selection	Employees of the Institute who have completed 5 years of service as Joint Director and with the following qualifications	
			1) Membership of the Institute of Cost Accountants of India, ICSI, ICAI	
			OR	
			2) Any of the following degrees from UGC recognized Universities/ AICTE approved Institutions	
			MBA or equivalent qualifications	

S. No.	Name of the Post	Direct Recruitment	Promotion	Designation for Chapters
			MCA or equivalent qualifications	
			LLB (Minimum 3 Years Regular)	
			PhD in Finance/Commerce/Management/Economics/IT	
7	Joint Director	Promotion by selection failing which direct recruitment	Employees of the Institute who have completed 3 years of service as Deputy Director and with the	
			1) Membership of the Institute of Cost Accountants of India, ICSI, ICAI	
			OR	
			2) Any of the following degrees from UGC recognized Universities/ AICTE approved Institutions	
			MBA or equivalent qualifications	
			MCA or equivalent qualifications	
			LLB (Minimum 3 Years Regular)	
			PhD in Finance/Commerce/Management/Economics/IT	
8	Deputy Director	Promotion By Selection failing which direct recruitment	Employees of the Institute who have completed 3 years of service as Asstt. Director and with the following qualifications	
			1) Membership of the Institute of Cost Accountants of India, ICSI, ICAI	
			OR	
			2) Any of the following degrees from UGC recognized Universities/ AICTE approved Institutions	
			MBA or equivalent qualifications	
			MCA or equivalent qualifications	
			LLB (Minimum 3 Years Regular)	
			PhD in Finance/Commerce/Management/Economics/IT	
9	Deputy Director (S)	Promotion on Seniority cum fitness	Employees of the Institute who have completed 6 years of service as Asstt. Director (S) and with the following qualifications	
			Graduate or Post Graduate from UGC recognized Universities	
10	Asstt. Director	Promotion by selection failing which direct recruitment	Employees of the Institute who have completed 3 years of service as Sr. Officer and with the following qualifications	
			1) Membership of the Institute of Cost Accountants of India, ICSI, ICAI	

S. No.	Name of the Post	Direct Recruitment	Promotion
			OR
			2) Any of the following degrees from UGC recognized Universities/ AICTE approved Institutions
			MBA or equivalent qualifications
			MCA or equivalent qualifications
			LLB (Minimum 3 Years Regular)
			PhD in Finance/Commerce/ Management/Economics/IT
11	Asstt. Director (S)	Promotion on Seniority cum fitness	Employees of the Institute who have completed 6 years of service as Sr. Officer and with the following qualifications
			Graduate or Post Graduate from UGC recognized Universities
12	Sr. Officer	Promotion by selection failing which direct recruitment	Employees of the Institute who have completed 3 years of service as Officer and with the following qualifications :
			1) Membership of the Institute of Cost Accountants of India, ICSI, ICAI
			OR
			2) Any of the Following degrees from UGC recognized Universities/ AICTE approved Institutions
			• MBA or equivalent qualifications
			• MCA or equivalent qualifications
			• LLB (Minimum 3 Years Regular)
			• PhD in Finance/Commerce/ Management/Economics/IT
			Employees of the Institute who have completed 6 years of service as Officer and with the following qualifications : Graduate or Post Graduate from UGC recognized Universities
13	Officer	Direct recruitment only (By promotion on seniority cum fitness only for the existing incumbent in the system meeting the educational qualification)	Employees of the Institute who have completed 6 years of service as staff in the grade pay of Rs. 4200 PB-2 and with the following qualifications :
			Graduate or Post Graduate from UGC recognized Universities

S. No.	Name of the Post	Direct Recruitment	Promotion
14	Stenographer / Sr. Asstt Cum Computer Operator / SRA (P) Gr. 1/Asstt. Administrative Officer (RC/C)	Seniority - cum assessment to be reviewed by Assessment Committee.	Upgradation from employees completing 6 years' service in Asstt. Cum Computer Operator / Receptionist cum Tel. Operator / Sr. Data Entry Operator / S. R. A (P)/Superintendent RC/C)
16	Asstt. Cum Computer Operator / Receptionist cum Tel. Operator / Sr. Data Entry Operator / S. R. A (P)/Superintendent RC/C)	Seniority - cum assessment to be reviewed by Assessment Committee.	Upgradation from employees completing 6 years' service in Record Assistant/ Sr. Driver/ Sr.Electrician/Data Entry operator/Deputy Superintendent (RC/C)
17	Record Assistant/ Sr. Driver/ Sr.Electrician/Data Entry operator/Deputy Superintendent (RC/C)	Seniority - cum assessment to be reviewed by Assessment Committee.	Upgradation from employees completing 6 years' service in Sr. Peon/ Driver/Sr. Sweeper/ Electrician/ Sr. Darwan/Asst. Superintendent (RC/C)
18	Sr. Peon/ Driver/Sr. Sweeper/ Electrician/ Sr. Darwan/Asstt. Superintendent (RC/C)	Seniority - cum assessment to be reviewed by Assessment Committee.	Upgradation from employees completing 6 years' service in Peon / Darwan/ Sweeper/Co-Ordinator (RC/C)
19	Peon / Darwan/ Sweeper/Co-Ordinator (RC/C)	Seniority - cum assessment to be reviewed by Assessment Committee.	Upgradation from employees completing 6 years' service in Junior Peon/Asstt. Co-ordinator (RC/C).
20	Junior Peon/Asstt. Co-Ordinator (RC/C)	Seniority - cum assessment to be reviewed by Assessment Committee.	3 years in Asstt. Grade I
21	Asstt-Grade-I (RC/C)*	Seniority - cum assessment to be reviewed by Assessment Committee.	3 years in Asstt. Grade II
22	Asstt.-Grade-II(RC/C)*	Seniority - cum assessment to be reviewed by Assessment Committee.	3 years in Asstt. Grade III

S. No.	Name of the Post	Direct Recruitment	Promotion	
23	Asstt.-Grade-III(RC/C)*	Seniority - cum assessment to be reviewed by Assessment Committee.	3 years in Attendent	
24	Attendent (RC/C)*	Seniority - cum assessment to be reviewed by Assessment Committee.	3 years in Jr. Attendent	
25	Jr. Attendent (RC/C)*	Seniority - cum assessment to be reviewed by Assessment Committee.		

* From the position of (Junior Attendant till Asstt-Grade - I) are supernumerary position. The positions will be automatically abolished as the existing employees on the above mentioned posts are promoted/ resigned/ supperannuated or expired

Rules for other staff positions not indicated in the above table:

S	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	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
			For the post of Additional Secretary and Director the selection committee would comprise of the member of the Executive Committee
			For the post of Deputy Director and Joint Director the selection committee would comprise of the Executive Committee of the Council
			For the post of Asstt. Director / Sr. Officer / Officer the selection committee would comprise of the members of Executive Committee.
2	Promotion by selection	Panel to examine the cases based on seniority, performance and interview	For the post of Director/ Addl. Director / Joint Director / Deputy Director panel would comprise of the Member of the Executive Committee.
			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
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	HR Department will place the records	Seniority-cum-assessment subject to no adverse report
		Panel will consider and make recommendations	(Ref. Appendix 6, Page No. 43 of Staff Service Rules 1983 amended upto 30/11/2006)
		President has Full Powers to approve recommendations	The ratings between 1 to 3 (on 5 to 1 scale) obtained by averaging the ratings as given by the Appraiser and Reviewing Officer has been benchmarked for consideration for upgradation.
		HR to issue upgradation orders.	The average ratings 4 & 5 are not considered for upgradation.
			(Ratings Scale as given in the appraisal form
			1-Excellent
			2-Very Good
			3-Good
			4-Average
			5-Poor)
		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.	
2	Promotion by selection (to the post of Sr. Officer to Deputy Director)	HR Department will place records and call for Interview	Step 1: Screening Only – Qualifications and experience as prescribed in the Promotion Rules
		Panel to examine the cases based on seniority, performance and interview candidates. Panel will then make recommendations.	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.
		The recommendations of the panel will be placed before Executive Committee.	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.
		HR to issue promotion orders.	Step 4: Formula : Total Score= 50%(AR Score) + 50%(Interview Score)
			A candidate who obtains a total score of 75% and above would be recommended for promotion
		HR Department will place records and call for Interview	Step 1: Screening Only – Qualifications and experience as prescribed in the Promotion Rules

3	Promotion by selection (to the post of Joint Director & Above)	Executive Committee to examine the cases based on seniority, performance and interview candidates. Executive Committee will then make recommendations.	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.
		HR to issue promotion orders.	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.
			Step 4: Formula : Total Score= 50%(AR Score) + 50%(Interview Score)
			A candidate who obtains a total score of 80% and above would be recommended for promotion

Annexure D of 308th Meeting of
the Council of the
Institute.

The Institute of Cost Accountants of India
12, Sudder Street, Kolkata – 700 016.



Recruitment Rules of the Institute

ANNEXURE - D

S.No	Name of the Post	Mode of Selection	Direct Recruitment
1	Secretary	Direct Recruitment	<p>Possessing qualifications and experience as under</p> <p>1) Must be a Fellow member of the Institute of Cost Accountants of India.</p> <p>2) Must be Master Degree holder with 55% or above</p> <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>(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.</p> <p>Age limit: 50 years and no age limit for internal candidates.</p>
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	<p>Direct Recruitment:</p> <p>(a) Possessing qualifications and experience as under</p> <p>1) Must be a Fellow member of the Institute of Cost Accountants of India.</p> <p>2) Must be Master Degree holder with 55% or above</p>

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			<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. 21,00,000/- 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>

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			<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.

Handwritten signature/initials