



Recruitment Rules (2018)

INSTITUTE OF BIORESOURCES AND SUSTAINABLE DEVELOPMENT (IBSD)

(An Autonomous Institute of the Department of Biotechnology, Government of India)

TAKYELPAT, IMPHAL WEST, MANIPUR, INDIA, PIN - 795001

IBSD-RECRUITMENT RULES-2018

INSTITUTE OF BIORESOURCES AND SUSTAINABLE
DEVELOPMENT

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RECRUITMENT RULES - 2018

1. SHORT TITLE AND COMMENCEMENT

These Rules may be called INSTITUTE OF BIORESOURCES AND SUSTAINABLE DEVELOPMENT Recruitment Rules-2018

They shall come into force from the date of notification after their approval by the Central Government.

2. OBJECTIVES:

- i. To meet manpower requirements of the Institute by recruiting competent employees in terms of requisite capabilities, skills, qualification, aptitude, merit and suitability with a view to fulfil Institute's objectives.
- ii. To attract, select and retain the best talent available keeping in view the changing needs of the Institute.
- iii. To establish an objective and reliable system of selection.
- iv. To integrate growth opportunities of the employees with fulfilment of Institute's objectives.
- v. To provide for a system, which is conducive to equity, fairness and objectivity in matters concerning promotion of employees.
- vi. To ensure compliance with relevant Government policies and directives on recruitment and promotion.

3. DEFINITIONS and ABBREVIATIONS

In these Rules unless the context otherwise requires the following terms shall mean as under

- i. **Annexures:** shall mean the annexures attached to the Schedules of these Rules
- ii. **Approving Authority:** shall essentially be GOI/ACC in respect of position of Director and Scientist G while other position the Director will be the approving authority.
- iii. **Bye Laws:** shall mean the Bye Laws framed and amended from time to time having the finance concurrence of the Internal Finance Division (IFD) of DBT and approval of Minister-in charge of the Ministry under whom the Autonomous Institute lies.
- iv. **Cadre:** Shall essentially mean as total strength of a service (in all relevant grades i.e. from lowest to highest grade comprising lowest recruitment grade to highest promotional grade) or a part of a service sanctioned as a separate unit



- v. **Competent Authority:** in relation to exercise of powers under these rules shall essentially be the Minister in charge of Department of Biotechnology/Ministry of Science and Technology or any such authority to which such power is so delegated.
- vi. **DBT:** shall mean the Department of Biotechnology under Ministry of Science and Technology, Government of India.
- vii. **Departmental Recruitment Committee (DRC):** Shall essentially be a three member committee comprising of
- a. An officer of the department/division for which recruitment is being conducted,
 - b. A member from administration, and
 - c. A third member from any Department/Division as an external member.
 - d. Shall essentially comprise of officers in GP 5400/- and above for all recruitments to posts in GP 2800/- and below.
 - e. Shall essentially comprise of officers in GP 6600/- and above for recruitments to posts in GP 4600/- and below.
 - f. Shall essentially comprise of officers/scientists in GP 7600/- and above for all recruitments to posts in GP 6600/- and below.
 - g. Shall essentially comprise of Officers/Scientists in GP 10000/- and above for all appointments in GP 8900/- and below.
 - h. In case of non-availability of officers in the relevant grade, then the officers in relevant/higher grade of other DBT institutes in consultation with the Director/CEO of that Institute be got nominated for the committee or the matter be referred to DBT for nomination of suitable officer for the committee.
 - i. Shall comprise of members of reserved community in case of posts being reserved or candidates appearing for the recruitment belong to reserved community even if the post for which recruitment is held is unreserved.
 - j. Shall comprise of members from minority community also in cases of candidates from minority community appearing for recruitment. (Only religious minorities are to be considered ie. Muslim, Sikh, Jain, Christians, Sikhs, Parsis, Buddhists and not any other minorities like linguistic etc.).
 - k. No member of the vigilance organization shall be part of the DRC.
- viii. **Departmental Promotion Committee (DPC):** shall essentially be on the same lines as that of DRC except for clauses 3 (viii)(j-k) and as specified in Schedules of these rules.



- ix. **Director:** shall mean the Director of the Institute.
- x. **DoPT:** shall mean the Department of Personnel and Training, Government of India.
- xi. **Duty Post:** shall mean all the posts which are included in the Schedules to these rules.
- xii. **EFC:** shall mean the Expenditure Finance Committee of the Government
- xiii. **Institute** shall mean the INSTITUTE OF BIORESOURCES AND SUSTAINABLE DEVELOPMENT, IMPHAL.
- xiv. **Government:** shall mean Department of Biotechnology(DBT), Ministry of Science and Technology, Government of India.
- xv. **Governing Body:** shall have the same meaning as defined in Memorandum of Association and the Bye Laws of the Institute. It shall at all times have following ex-officio members of the Government:
- a. Secretary, Department of Biotechnology or his nominated representative
 - b. Joint Secretary (Admin)/DBT or his nominated representative.
 - c. Joint Secretary (Financial Advisor)/DBT or his nominated representative.
 - d. Nodal Officer of the institute in the DBT
- xvi. **Level:** means level of posts specified in Column 10 of Schedule 1 comprising the cadre strength as recommended by 7th Pay Commission.
- xvii. **MHA:** shall mean Ministry of Home Affairs under Government of India.
- xviii. **MEA:** shall mean Ministry of External Affairs under Government of India
- xix. **Recruitment Rules (RRs):** shall mean the rules framed for the purposes of recruitment for appointment to the duty posts in accordance with extant provisions of Government as consented by the Governing Council and approved by the Government.
- xx. **ScSC:** shall mean the Search Cum Selection Committee constituted with the approval of DoPT for filling up posts in PB-4, GP-10000/- and above (in 6th Pay Commission)
- xxi. **Schedule:** means the schedules annexed to these rules.
- xxii. **The expressions "Scheduled Castes", "Scheduled Tribes", "Other Backward Classes" and the "The Persons with Disabilities"** shall have the meaning respectively assigned to them in the Constitution of India/Acts of Parliament.
- xxiii. **'Age'** means upper limit as specified in these rules.

4. CONSTITUTION:

On the date of commencement of these Rules, such of the persons who have been appointed with due process in terms of extant instructions of Government of India on regular or on contract basis to Duty Posts and who will be appointed* in terms of these Rules shall constitute the total operational strength of the work force of the Institute. The inter-se-seniority of officers/staff in each grade, who are appointed at the initial constitution shall be determined as per the date of regular appointment to the respective posts/grades subject to the condition



that their inter-seniority within their respective posts/grades shall not be disturbed; (*: shall also include contractually appointed persons on the rolls of the Institute before commencement of these Rules, whose appointments are recommended for confirmation and regularization by a duly constituted three member committee so constituted 90 days before the end of the contract period with the approval of the Approving Authority. Minutes of the committee shall be approved by the Approving Authority with the purpose of absorbing them permanently in the Institute. In the interest of administration and with the mutual consent of the contractual employee, Director, IBSD may constitute the confirmation committee (for all such employees in Level 13A and below) at an earlier date before the end of the contractual period which is not earlier than 90% of the successful completion of total contract period. 50% benefit of period spent on Contract basis after regularization of services in the grade is to be counted for eligibility for promotion to next grade). The termination of the contractual employees will be regulated as per Rule 5 of CCS (Temporary Service) Rules, 1965.

5. SCHEDULES: Schedules to these Rules are detailed as under:

- a. **SCHEDULE-8/I** *: Position of Posts created with the approval of the Cabinet/EFC/Department of Expenditure, MoF, Gol.
- b. **SCHEDULE-8/II**: for posts in Scientific Cadre.
- c. **SCHEDULE-8/III**: for posts in Administrative Cadre.
- d. **SCHEDULE-8/IV**: for posts in Technical Cadre.
**provided that the Institute shall take necessary steps to get the approval of the Department for revival of positions (if any) whose currency has lapsed and shall not initiate any exercise to fill up any vacant post whose currency till such approval is obtained.*

6. ELIGIBILITY NORMS:

Shall at all times conform to provisions of Para 8 of DBT OM No BT/AI/14013/3/2011 dtd. 19.07.2016 w.r.t NATIONALITY, AGE, EDUCATIONAL QUALIFICATIONS and extant DoPT instructions on the subject; that all appointments of OCI/NRI/PIO candidate for scientific cadre post shall be with the prior approval of the MHA and MEA. Work experience if required, shall be counted from the date of acquiring minimum educational qualifications as on the closing date of advertisement notified for filling the post.

7. LEVELS (7th CPC Scales), AUTHORISED STRENGTH and its REVIEW

- i. The names, designation, pay scale for Scientific, Technical, Administrative posts are detailed vide Schedule-II, III, IV of these Rules
- ii. The orders for creation of these posts are detailed vide
 - a. Annexure-I: EFC approval for creation of 35 posts. (Letter No.BT/01/001/2000/M)
 - b. Annexure II: Approval for creation of 21 nos. of Scientific, Technical & Administration posts (conveyed vide mail from Dr Mohd Aslam, Scientist of DBT on 27th May 2002)
 - c. Annexure III: Approval for creation of 14 nos. of Scientific, Technical & Administration posts (DBT letter no. BT/012/13/NBDB/2001/Pt dated 14.07.2006)



- iii. Notwithstanding anything contained in sub rule 8(i-ii) of these rules, the Government may by notification
 - a. Make additions, alterations, substitutions or modifications to the number of sanctioned duty posts or grades, designation and Pay scales of duty posts specified in Schedule-I of these rules.
 - b. Appoint any officer to a Duty post in the appropriate grade against the sanctioned post of the Institute

8. FUTURE MAINTENANCE OF THE SERVICE and Method of Recruitment for Scientific Cadre Posts:-

- i. From the commencement of these rules, all the initial appointments to be made in levels by method of direct recruitment as specified in the Schedules to these Rules.
- ii. The particular method of appointment (by Direct Recruitment/Promotion/Deputation /Contract *(including Short term Contract)* or Absorption to any level and percentage of appointment by each method is detailed in the Schedules to these Rules.
- iii. Post which are essentially to be filled by direct recruitment method in any level shall not be exempt from the purview of reservation. Reservation rules for members of Scheduled Caste/Scheduled Tribes/Other Backward Community shall be applicable in terms of extant DoPT instructions circulated vide DBT OM no BT/AI/14013/3/2011 dtd 19.07.2016 and issued thereafter.
- iv. Scientific cadre posts in Level-11 to Level-14 detailed vide Schedule- 8/2 of these Rules shall be eligible for appointment under the Modified Flexible Complementing Scheme-2010 as per extant DoPT instructions and amendments thereof.
- v. Upper age limit for unreserved candidates shall be as per extant DoPT instructions for all posts to be filled by Direct Recruitment method. Age relaxations as per DoPT OM No. 15012/2/2010-Estt. (D) dtd 27.03.2012 for candidates belonging to SC/ST/OBC community, Physically Handicapped and Ex-serviceman shall be applicable.
- vi. Upper age limit shall not be applicable for existing employees of the Institute or any employee of Department of Biotechnology if they apply for the posts of the Institute under these rules which are proposed to be filled by Direct Recruitment/Deputation method. Upper age limit may be relaxed by 01 years in case of exceptional and meritorious candidates by the approving authority prior to appointment for positions in Level-14 and above.
- vii. Educational Qualifications required for eligibility are detailed vide Schedules 8/2-4 of these Rules. Equivalence of qualifications as in vogue for appointments under the Central Government shall be applicable for the purpose of determining equivalence of qualifications.
- viii. The residency period required for the promotions to higher grades and eligibility norms are detailed vide *Schedules-8/2-4* of these Rules.
- ix. Composition and level of DRC, DPC shall be as per Clause 3 (vii-viii) these Rules.
- x. Detailed procedure for recruitment, periodicity between two recruitments shall be got approved from the Appointing authority before advertisement.
- xi. Instructions contained vide DBT OM No. BT/01/71/2016-PVC dated 23.01.2017 and other instructions issued by the Department of Biotechnology, DoPT, CVC in matters of



recruitment and MHA for filling up of posts in Rajbhasha Cadre shall be strictly adhered to as and when these instructions are issued.

- xii. Following shall be the Application Fees for candidates applying for posts to be filled by open advertisement:-

Applying for →	Level 9 and Below	Level -10 and above	Level 14 and above
Unreserved candidates	Rs 200/-	Rs 500/-	Rs 1000/-
SC/ST/OBC/Women candidates	Rs 100/-	Rs 300/-	Rs 500/-
Unreserved candidates from abroad with OCI Status	USD \$ 15	USD \$ 30	USD \$ 30
SC/ST/OBC/Women candidates from abroad with OCI Status	USD \$ 10	USD \$ 20	USD \$ 20

- All efforts to be made by the Institution to have posts filled by open advertisement to be a cost neutral exercise.
- The fee structure shall be as per extant provisions of Government of India and will be reviewed every two years by a duly constituted committee under the chairmanship of the Director

9. METHOD OF SELECTION

- The method of appointment for all the positions is detailed at **Schedules-8/2-4** and shall be filled in terms of DBT OM no BT/AI/14013/3/2011 dtd 19.07.2016 and extant DoPT instructions amended from time to time. Provided that all the scientific cadre posts filled on Direct Recruitment basis shall fall under the purview of reservation rules vide DOP&T O.M. No. 9/2/73-Estt. (SCT) dated 23.06.1975 unless exempted by the Hon'ble Minister of the Administrative department in whose jurisdiction the Institute lies.
- Committees constituted for the purposes of each method of appointment shall be in conformity with the Clause 3 (vii - viii) of these Rules and detailed at Schedules 8/2-4 of these Rules and in conformity with DBT OM no BT/AI/14013/3/2011 dtd 19.07.2016 and extant DoPT instructions amended from time to time.
- CVO of the Institute and any official of the Institute whose name is figuring in the agreed list or is not clear from the vigilance angle shall NOT be member of any such committee.
- No person who is a recipient of grants or funding from the Ministry concerned i.e. (DST, DSIR-CSIR or DBT) or who is closely related to such a recipient shall be invited as a member of any such appointment Committee
- Complete transparency shall be observed in the all appointments.
- The posts mentioned in the Schedules shall be filled by positive act and shall be advertised/notified before being filled up after due approval from the Approving Authority as provided in these Rules.
- There shall be no change in vacancy or any of the procedures of selection process once the vacancy has been advertised / notified. Any relaxation in

- advertised/notified eligibility conditions shall not be permissible under any circumstance in a ongoing selection.
- viii. The actual method of appointment by direct recruitment/promotion/deputation/absorption/contract including application fees, experience, qualifying criteria for recruitment as well as promotion for unreserved/reserved/physically challenged/ex-servicemen candidates shall be elaborated in detail by separate orders and shall be in conformity in terms of extant DoPT instructions circulated vide DBT OM no BT/AI/14013/3/2011 dtd 19.07.2016 and issued thereafter. The same shall be got approved from the Approving Authority before advertising/notifying the vacancy.
- ix. The panel recommended by the DRC/DPC prepared in order of merit for all posts in Level 14 and below shall be got approved from the Approving authority. Date of approval of the Approving Authority shall be the effective date of implementation of recommendations of the Committee. In case of appointments by direct recruitment the panel shall have a currency of one year from the date of approval of the Approving authority before it lapses and fresh approval of Approving Authority shall be obtained for appointment of candidates from the panel.
- x. Offer of appointment/promotion shall be made only for those posts which have been advertised/notified.
- xi. Appointments shall be made by the Appointing authority
- xii. There shall be a minimum gap of 06 months between two cycles of recruitment/promotion (*from the date of advertisement/notification till approval from approving authority.*)
- xiii. All recruitment/promotion exercise once initiated shall be compulsorily finalized before a maximum period of 08 months for recruitment and 04 months for promotion unless stayed by orders of Court or otherwise by the Government. Efforts shall be made to finalize the exercise in minimum period by observing all due procedures in a transparent manner.
- xiv. In case of shortage of staff/difficulty in filling of posts then if considered necessary relaxation of eligibility conditions prior approval of the Approving Authority shall be obtained before any norms are relaxed/modified and that too before the same is advertised or notified.

10. DETERMINATION OF MERIT BEFORE APPOINTMENT

- a. In case of selection to two or more posts in the same grade on the same date, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service. . In case, the marks obtained are same, then merit among such candidates shall be decided as under:
- (I) Age: Elder one will be placed about in merit.
- (II) By experience and if the same is also same then the names of candidates shall be arranged in order of merit alphabetically to determine merit and seniority.
- b. The Selection Committee's recommendations, when approved by the approving authority shall remain valid for a period of one year from the date of such approval.
- c. Officers appointed shall be liable to serve anywhere in India or/and abroad.



- d. In cases of any disputes any suites or legal proceedings against the Institute, the jurisdiction shall be restricted to the Courts in the State of Manipur, which is the headquarter of the Institute.
- e. All appointments in the institute will be subject to the selected candidates being found medically fit by an authorized Medical Officer so nominated by the Institute.

11. FIRST APPOINTMENT:

- i. For all cases of Direct Recruitment shall be in conformity with Para 10 of DBT OM No. BT/AI/14013/3/2011 dated 19.07.2016 and any other instructions issued by the Central Government.
- ii. All appointments in the Institute by Direct Recruitment mode or on Contract Basis including short term contract will be subject to the selected candidates being found medically fit by an authorized Medical Officer.
- iii. The verification of character & antecedents, from police authorities and other testimonials/certificates from educational institutes and previous employer, in respect of Direct Recruits shall be done, as per extent instructions issued in this regard by the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personal and Training and vide OM No. 18011/2(s)/2016-Estt. (B)(i) dated June 29, 2016, as amended from time to time.

12. APPOINTING AND APPROVING AUTHORITY

- i. **For Director:** Chairman, Governing Body with the approval of the Appointments Committee of Cabinet, Govt. of India
- ii. **For Posts in Level -14 and above :** Chairman, Governing Body with the approval of the Minister in-charge of the Department of Biotechnology, Govt. of India
- iii. **For Positions in Level-13 A and below:** Director of the Institute.
- iv. **For positions in Level - 9 and below:** Administrative Officer with the approval of the Director.

13. PROBATION AND CONFIRMATION:

- i. A candidate/staff member on appointment by direct recruitment /Contract including Short term contract (>2 years period) (except for the post of Director) shall be on probation for a period of two years from the date he/she assumes charge of the post.
- ii. Notwithstanding anything contained in rules above, the probation period of a staff member may be terminated or extended for a period not exceeding two years with the approval of the Approving Authority as specified in respective Schedules of these Rules. The service of the staff member can be terminated any time within probation and extended probation period (4 years). The services can be terminated any time with three months notice or immediately with one month salary without assigning any reason. The tenure of these probation can be extended till further notice, due to non performance and other disciplinary matters etc.
- iii. If the probation is terminated, whether at the end of the normal probationary period or at the end of the extended period.
 - a. The services of the probationer, if he was directly recruited, will be terminated forthwith, and



- b. If the probationer was an employee of the Institute and was appointed as an internal candidate, he/she will be reverted back to his earlier post/ grade.
- iv. There shall, in each case of satisfactory completion of probation, be a written order to that effect confirming successful completion of probation period. The order shall specify the date on which the probation is deemed to have been satisfactorily completed. In the absence of such an order, the probation period will not be deemed to have been confirmed meaning thereby, that confirmation of probation period is not automatic but shall be done by a positive act with due process after the Departmental Confirmation Committee formed with the approval of the Approving Authority recommends the same. In any case, such a committee shall always be framed within 30 days of completion of probation period or extended period of probation. The committee shall make its recommendations within 08 weeks of its constitution.
- v. All cases of confirmation of probation shall be approved by
 - a. Chairman, Governing Body for confirmation in grades of Level-14 (VIIth CPC) and above
 - b. Director of the Institute for the grades in Level 13A (VIIth CPC) and below.
- vi. The Approving authority shall approve the recommendations of the confirmation committee. In case, the approving authority doesn't agree with the recommendations of the confirmation committee, he shall record his reasons in writing before disapproving the recommendations and terminate the services of the probationer forthwith.
- vii. The services of the probationer shall be regularized on the date of issue of order for confirmation, only after which he shall be deemed to be the regular employee of the Institute till his resignation/death/superannuation whichever is earlier.
- viii. Only regularly confirmed staff shall be eligible for service benefits of the Institute like leave benefits, pay and allowances, annual increments, seniority & promotion, medical benefits, other benefits, etc.
- ix. A regularly appointed staff shall be eligible for promotion in order of seniority subject to meeting eligibility conditions of minimum service in the grade as detailed at Schedule clearance from vigilance, minimum grading of very good in his annual performance report for last 04 years and on recommendations of duly constituted DPC.
- x. Services of contractual employees shall be governed by contract agreement terms and conditions signed by the employee with the Institute during the period of contract and not by these Rules unless such employees are duly confirmed and regularized by due process as outlined at Clause 4 of these Rules.

14. NATIONALITY

- i. Only Indian citizen shall be eligible for appointment for all Technical and administrative posts are detailed in Schedule 8/1.
- ii. Indian citizens and persons with OCI status shall be eligible for appointment for all Scientific posts detailed in Schedule 8/1 subject to the condition that for all



appointments to posts in Scientific Cadre of persons who are having Overseas Citizen of India (OCI) status, prior necessary clearances from Ministry of Home Affairs (MHA) and Ministry of External Affairs (MEA), or any authority specified by Government of India from time to time should be in place before appointment is offered to such individuals

15. METHOD OF APPOINTMENT BY DEPUTATION/ABSORPTION

Subject to the candidate having educational qualifications and experience as specified in the Schedules, candidates from other Central Government/State Government, Ministries/ Departments, Semi-Govt. Organisations, Universities, Research Institutions, Autonomous Bodies, Public Sector Undertakings, can be taken on deputation basis provided that: -

- i. The period of deputation shall be subject to a maximum of three years, which can be extended up to a maximum period of five years only after the written consent of the incumbent and lending organisation. The total period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department shall not normally exceed 3 years unless extended up to the prescribed maximum period of 5 years with consent of the candidates and the lending organisation. The terms and conditions for tenure of deputation shall be as applicable in terms of extant Govt. of India instructions issued from time to time.
- ii. Subject to the approval of the lending Ministries/ Departments/ Organisations/ Institutions etc. as also the willingness of the incumbent, the candidate can be absorbed in the Institute at any time during the period of deputation against a vacant post.
- iii. Candidate appointed on deputation shall not have any claim for any promotion during the period of deputation. However, such candidate may be considered for promotion in case of absorption, after such absorption takes effect.
- iv. The departmental candidates in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.
- v. Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more can be filled on deputation basis from officers of other organizations as mentioned above.
- vi. During the period of Deputation, the candidate's term shall be regulated by the Conduct Rules of the borrowing Institute
- vii. Borrowing organization shall be responsible for making any such contribution as mandated by the lending organization if the lending organization is a Central/State Government like foreign service contribution, PF, gratuity, etc.
- viii. The lien of the candidate appointed on deputation shall be retained in the lending organization if the lending organization is Central/State Government till the period of deputation. On the expiry of the period of deputation the candidate shall be repatriated back to his parent department immediately.



- ix. Posts filled up by Deputation shall be exempt from the purview of Reservation Rules.
- x. Posts filled by Deputation shall be exempt from the purview of Reservation Rules.
- xi. Cooling off period between two successive Deputations: at least 3 years
- xii. Authority to Waiver Cooling of Period: Shall be Chairman, Governing Board for officers in Level-15 and above and Director of the Institute for officers in Level-14 and above.

16. METHOD OF APPOINTMENT BY PROMOTION: Promotion will be given to employees as under

(i) Promotion for Scientific Cadre:

In Scientific cadre, the promotion will be made through Modified Flexible Complementing Scheme (MFCS) (in situ promotion). The promotion will be governed as per DoP&T O.M. No. AB-14017/37/2008-Estt (RR) dated 10.09.2010 as amended from time to time. A scientific will be eligible for promotion through the process of MFCS as applicable to the 'Scientific personnel' in the Scientific Departments of the Government of India and will be subject to amendment from time to time.

Sl. No.	Pay band & grade pay	Designation	Minimum Residency Period linked to Performance
1.	PB-3 (Rs.15600-39100) Grade Pay Rs.5400/	Scientist B/Staff Scientist-II or equivalent	3 years.
2.	PB-3 (Rs.15600-39100) Grade Pay Rs. 6600/	Scientist C/Staff Scientist-III or equivalent	4 years.
3.	PB-3(Rs.15600-39100) Grade Pay Rs. 7600/	Scientist D/Staff Scientist-IV or equivalent	4 years.
4.	PB-4 (Rs.37400-67000) Grade Pay Rs. 8700	Scientist E/Staff Scientist-V or equivalent	5 years.
5.	PB-4 (Rs.37400-67000) Grade Pay Rs. 8900	Scientist F/Staff Scientist-VI or equivalent	5 years.
6.	PB-4(Rs. 37400-67000) Grade Pay Rs. 10000/	Scientist G/ Staff Scientist-VII or equivalent	—

(ii) Promotion for Administrative Cadre:

In Administrative Cadre, financial upgradation will be available in the next higher grade pay whenever an employee has completed 10 years of service in the same grade, as per Modified Assured Career Progression Scheme (MACP), as applicable to administrative personnel in the Departments of the Government of India and will be subject to amendment from time to time.

- (iii) Promotion for Technical Cadre:** The Merit and Normal Assessment Scheme (MANAS)* for promotion of Technical staff members will be followed as per CSIR guidelines (MANAS) vide CSIR's letter No. 17(65/P.42)/90-PPS(pt. II) dated 18.01.1991 and as amended from time to time. The Merit and Normal Assessment Scheme (MANAS) can be downloaded from the following link:-

http://www.csir.res.in/sites/default/files/PolicyDoc_44.pdf

- 17. LIABILITY OF OFFICERS TO SERVE IN INDIA OR ABROAD:** All employees who are appointed against these Rules shall be liable to serve anywhere in the country or abroad as per the directions of the Director of the Institute.

18. DISQUALIFICATION: No person

- i. who has entered into or contracted a marriage with a person having a spouse living, or
- ii. who is having a spouse living, has entered in or contracted a marriage with any other person, shall be eligible for appointment to any of the said posts;
- iii. whose character and antecedent has been objected by District Magistrate & Collector or whose identity has not been established by the Police.
shall be eligible for appointment to the service on regular basis or engagement on contract basis.

- 19. REVOCATION OF APPOINTMENT:** can be done at any stage during the period of probation (without notice) or during service (after the expiry of period of 14 days from the issue of show cause notice and the same received by the employee) if the appointed person at any stage before or after appointment has:

- a) Withheld information, given any false information or provided false certificates / testimonials so as to secure appointment through wrongful means or intent,
- b) lied under oath,
- c) has been convicted of a criminal offence under Criminal Procedure Code and awarded punishment under any of the provisions of Indian Penal Code
- d) Indulged in activities which are prejudicial to the interests of the STATE.

20. CONTRACT APPOINTMENTS:

- a) All engagements on contract basis against a cadre post shall be governed by the contract agreement signed by the employee with the Institute in terms of Clause 13(x) of these Rules.
- b) The Institute shall get model contract agreement duly approved from the Governing Body.




- c) No contractual engagement shall exceed a period of 36 months which may be extended by the Institute with the mutual consent of the employee and the Institute for not more than further period of 24 months.
- d) For non-scientific cadre staff, no contract shall exceed for a period of more than 2 Years (with a break of one day between every 11 months). The terms of contract may be extended with the approval of Director, IBSD.
- e) No contract engagements and its further extension shall be made without the prior approval of the approving authority as specified under the Schedules of these Rules .

- 21. **DISPLAY of RRs:** These Rules shall be displayed on the website of the Institute for a period of 10 days before being notified by the Institute.
- 22. **PERIODIC REVIEW OF RRs:** shall be compulsorily done once in 05 years with view to affecting the changes as are necessary to bring them in conformity with the changed position, including additions to or reductions in the strength of the lower and higher level posts.
- 23. **AUTHORITY to exercise Powers under these Rules:** Only regularly appointed Appointing Authority on substantive/regular/fulltime basis shall have powers to exercise authority under these Rules. Under these Rules, Officiating Director/In Charge/Pro tem/looking after Directors shall not have any appointing powers or powers of promotion.
- 24. **POWERS to RELAX/AMEND/MODIFY:** Notwithstanding anything contained in these rules any of the provisions in these Rules can be relaxed/amended/modified with the approval of the competent authority in the Central Government upon the recommendations of the Governing Body of the Institute, provided they are in conformity with the instructions of the Central Government.
- 25. **JURISDICTION OF THE COURTS:** In cases of any dispute, the jurisdiction of High Court of Manipur, Imphal in whose jurisdiction the Institute lies shall apply.
- 26. **SAVING:** Nothing in these Rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the candidates belonging to the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, the Ex-Servicemen and the other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.



Institute of Bioresources and Sustainable Development, Recruitment Rules-Schedule-8 (I)

Sl. No	Department	Designation	Level	PAY	Posts already Created			Total	Post to be Created	On roll	Vacancy
					Sanctioned Strength as per EFC (BT/01/001/2000/M)	Sanctioned by Ministry of Finance vide ID no. Mail from Dr. Mohd Aslam Dated 27 th May, 2002	Sanctioned by Ministry of Finance vide ID No. DBT letter no. BT/012/13/NBDB/2001/Pt				
1	2	3	4	5	6	7	8	9	10	11	12
1	Scientific	Director	14	Rs. 144200 – 218200	01	01	-	01	-	01	-
2	Scientist (Faculty)	Scientist-E	13	Rs. 123100-215900	06	02	02	04	-	03	-
		Scientist-D	12	Rs. 78800-209200					-	01	-
		Scientist-C	11	Rs. 67700-208700	08	03	02	05	-	05	-
		Scientist-B	10	Rs. 53100-177500	11	03	05	08	-	08	-
	A	Total			26	09	09	18	-	18	-
3	Technical	Technical Assistant	6	Rs. 35400-112400	10	02	-	02	-	02	-
	B	Computer operator	6	Rs. 35400-112400	03	01	-	01	-	01	-
		Lab. Assistant	3	Rs. 21700-69100	09	02	-	02	-	02	-
		Lab. Attendant	1	Rs. 18000-56900	12	03	-	03	-	03	-

		Field Cum Farm Attendant	1	Rs. 18000-56900	04	01	-	01	-	-	01
		Technology Transfer/liaison assistant	6	Rs. 35400-112400	1	-	-	-	-	-	
		Total			39	09	-	09	-	08	01
4	Administrative	Senior Administrative officer	11	Rs. 67700-208700	01	01	-	01	-	01	-
		Senior Accounts Officer	10	Rs. 56100-177500	01	01	-	01	-	-	01
		Stenographer Re-designated as Office Assistant	02	Rs. 19900-63200	02	01	01	02	-	01	01
		Library Assistant	02	Rs. 19900-63200	01	-	01	01	-	01	-
		Store keeper	02	Rs. 19900-63200	01	-	01	01	-	01	-
		LDC Re-designated as Junior Assistant (Accounts & Administration)	02	Rs. 19900-63200	02	-	02	02	-	02	-
		Librarian	10	Rs. 56100-177500	01	-	-	-	-	-	-
		Driver	02	Rs. 19900-63200	02	-	-	-			
		Helper	1	Rs. 18000-56900	02	-	-	-			
		Security Guard	1	Rs. 18000-56900	03	-	-	-			
		Sweeper	1	Rs. 18000-56900	03	-	-	-			
		Total:			19	03	05	08	-	06	02
		Total A+B+C	-	-	84						

Schedule-8(II)

Sl No.	Type	For posts in Scientific cadre					Total
		Director	Scientist-E	Scientist-D	Scientist-C	Scientist-B	
1	2	3	4	5	6	7	8
1	Department	Head of Institute	Scientific	Scientific	Scientific	Scientific	
2	Level in VII th CPC	Level – 14	Level – 13	Level – 12	Level – 11	Level – 10	
3	Pay Matrix	144200-218200	123100-215900		67700-208700	56100-177500	
4	Posts already Created through MOF sanction and DBT communication as detailed in Schedule - I	01	04	00	05	08	18
5	New posts proposed to be created	-	-	-	-	-	-
6	Approving Authority	GOI/ACC	Director	Director	Director	Director	
7	Appointing Authority	GOI/ACC	Director	Director	Director	Director	
8	Is the post a Selection Post(S) or Non Selection Post (NS)	S	S	S	S	S	
9	Whether the posts are exempt from the purview of reservations in appointments for members of SC/ST/OBC's community		All positions filled by Director Recruitment method shall not be exempt from the preview of Reservations Rules unless exempted by Govt.				
10	Method of Appointment	Deputation/ Short-Term Contract	Promotion, failing which by Deputation/Contract	Promotion only	Direct Recruitment - 50% Promotion- 50% Subject to the condition that if the promotion quota is not filled due to non availability of candidates, then the same shall be filled by Direct Recruitment/ Deputation/	Direct Recruitment	

					Contract		
11	%age of each method of appointment as suggested in Col. (10)	-	100	100	100	100	
12	Is post exempted from consultation with UPSC before being filled	Yes	Yes	Yes	Yes	Yes	
13	Nationality of Candidates recommended for appointment	Indian National/NRI/OCI/PIO	Indian National/NRI/OCI/PIO	Indian National/NRI/OCI/PIO	Indian National/NRI/OCI/PIO	Indian National/NRI/OCI/PIO	
14	Is the post included in modified Flexible complementing Scheme for promotions (only for posts in Scientific cadre)	No	Yes	Yes	Yes	Yes	
15	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	Not exceeding 58 yrs (On Deputation/ Short-Term Contract)	Not exceeding 50 years (Relaxable as per Central Govt. orders amended from time to time)	Not exceeding 45 years (Relaxable as per Central Govt. orders amended from time to time)	Not exceeding 40 years (Relaxable as per Central Govt. orders amended from time to time)	Not exceeding 35 years (Relaxable as per Central Govt. orders amended from time to time)	
16	Min Educational Qualifications if method of appointment is by Direct Recruitment	Essential a. A masters Degree in modern Biology/Life Sciences. b. Ph. D Degree or equivalent degree in the relevant subject. c. High academic credential in the area of modern Biology/ Life Sciences as evidence through proven ability to carry independent research and provide leadership for research in emerging	Essential: 1 st class M.Sc or equivalent with at least eleven years research experience or Ph.D with at least eight years research experience in the relevant subject. Desirable: Research experience in the relevant field. The research experience should be evident from publications in above fields in reputed journals. Job Requirement: Collection, conservation, multiplication and improvement resources of the NE	Essential: 1 st class M.Sc or equivalent with at least nine years research experience or Ph.D with at least five years research experience in the relevant subject. Desirable: Research experience in the relevant field. The research experience should be evident from publications in above fields in reputed journals. Job Requirement: Collection, conservation, multiplication and improvement resources of the NE region along with bioprospecting for useful	Essential: 1 st Class in M.Sc or equivalent with at least 5 years research experience or Ph.D in the relevant subject with at least 4 years research experience. Desirable: Research experience in the relevant subject.	Essential: 1 st Class M.Sc or equivalent having 3 years research experience in the relevant field or Ph.D with 1 year Post Doctoral Research experience in the relevant field. Desirable: Ph.D in related subject with capability of conducting independent research works.	

		<p>areas of Bioresources.</p> <p>d. Minimum 15 years of experience in responsible position of works in R & D/ Planning/Industrial/ Academics institution /Science& Technology organizations.</p> <p>Desirable: a. Familiarity and ability to interact with National and International institutions/ Organizations involves in promotion of Bioresources research.</p> <p>b. Understanding of ecological parameters. Biodiversity conservation and utilization.</p>	region along with bioprospecting for useful products.	products.			
17	Composition of Recruitment Committee	As approved by SBT	As per Rule 3 (viii) of the Recruitment Rules	As per Rule 3 (viii) of the Recruitment Rules	As per Rule 3 (viii) of the Recruitment Rules	As per Rule 3 (viii) of the Recruitment Rules	
18	Composition of Confirmation committee	NA	As approved by Director	As approved by Director	As approved by Director	As approved by Director	
19	Promotion by selection(S) or Non Selection (NS)	NA	S	S	S	S	
20	Composition of Promotion Committee	NA	As per Rule 3 (ix) of the Recruitment Rules	As per Rule 3 (ix) of the Recruitment Rules	As per Rule 3 (ix) of the Recruitment Rules	As per Rule 3 (ix) of the Recruitment Rules	
21	Minimum yrs of regular service required in existing grade for promotion to next higher grade	NA	5 years service in Scientist D or equivalent grade pay.	4 years service in Scientist C or equivalent grade pay.	4 years service in Scientist B or equivalent grade pay.	NA	

Schedule-8(III)

Sl. No.	Type	For posts in Administrative Cadre					Total
		Sr. Administrative Officer	Sr. Accounts Officer	LDC Re-designated as Jr. Asst. (Accounts & Admn.)	Library Assistant	Store Keeper	
1	2	3	4	5	6	7	8
1	Department	Admin	Admin	Admin	Admin	Admin	
2	Level in VII th CPC	Level - 11	Level - 10	Level - 2	Level - 2	Level - 6	
3	Pay Matrix	67700-208700	56100 - 177500	19900 - 63200	35400-112400	19900 - 63200	
4	Posts already Created through MOF sanction and DBT communication as detailed in Schedule - I	1	1	02	01	1	06
5	New posts proposed to be created	-	-	Director	-	-	-
6	Approving Authority	Director	Director	Director	Director	Director	
7	Appointing Authority	Director	Director	Director	Director	Director	

8	Is the post a Selection Post(S) or Non Selection Post (NS)	NA	NA	No	NA	NA	
9	Whether the posts are exempt from the purview of reservations in appointments for members of SC/ST/OBC's community	No	No	Direct recruitment / Deputation/ Promotion	No	No	
10	Method of Appointment	Direct recruitment / Deputation/ Promotion	Direct Recruitment / Promotion	Direct Recruitment / Promotion	Direct Recruitment /	Direct Recruitment / Promotion	
11	%age of each method of appointment as suggested in Col. (10)	100	100	100	100	100	
12	Is post exempted from consultation with UPSC before being filled	Yes	Yes	NA	Yes	Yes	
13	Nationality of Candidates recommended for appointment	Indian	Indian	Indian	Indian	Indian	

14	Is the post included in MACP	Yes	Yes	Yes	Yes	Yes	
15	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	≤ 40 yrs	≤ 35 yrs	As per GOI Rules	As per GOI Rules	As per GOI Rules	
16	Min Educational Qualifications if method of appointment is by Direct Recruitment	<p>By Deputation: Graduate in any discipline holding analogous post or lower posts in the pay scale of Rs. (VIth CPC) of PB-3; GP: Rs.5400/- with 5 years experience and 8 years experience in GP Rs. 4,800/.</p> <p>Direct recruitment: Graduate preferably with PG Diploma in Personnel Management, Recognised course/ Training/ Training in Secretariat works or passed UPSC examinations of Section Officer/Stenographer/Private secretary/Store Purchase officer in the grade of Rs. 6500- 10500/ with eight years experience.</p> <p>Desirable: Knowledge of Computer applications.</p>	<p>By Direct Recruitment: Graduate/ M.Com/MBA with minimum 4 years experience in government research institute.</p> <p>By Deputation: The candidates holding analogous post or the candidate has worked in the lower post for at last eight years in Accounts Department with experience in Cash /Accounts / Budget work.</p>	<p>By Direct Recruitment: The candidates should possess at least Graduate qualification from a recognized institution having the knowledge of computer application for Accounts and Administration as the case may be.</p>	<p>By Direct Recruitment: Bachelor degree in Library Science</p> <p>Desirable: Working experience with computer experience.</p>	<p>By Direct Recruitment: Graduate in Arts/Science/ Commerce with knowledge of computer application.</p> <p>Desirable: Commerce Graduate with knowledge having knowledge of inventory / materials management</p>	

			By Promotion: The post will be filled up by promotion from the lower grade of employees having eight years regular service in the scale of PB-2; GP: Rs.4800/- after having passed the departmental test. Desirable: Knowledge of Govt. rules and regulations and Computer Applications.				
17	Composition of Recruitment Committee				Committee interm of para 3 (h) of DBT OM dated 19.07.2017		
18	Composition of Confirmation Committee				03 members of appropriate level to be constituted by the Director		
19	Promotion by Selection (S) or Non Selection	NA	NA		NA	NA	

	(NS)						
20	Composition of promotion committee	As Per Clause 3 (ix) Of The Recruitment Rules	As Per Clause 3 (ix) Of The Recruitment Rules		As Per Clause 3 (ix) Of The Recruitment Rules	As Per Clause 3 (ix) Of The Recruitment Rules	
21	Minimum years of regular service required in existing grade for promotion to next higher grade	8	8	4	NA	NA	
22.	MACPS for Administrative Cadre	The provisions of MACPS of DoP&T (O.M. No. 35034/3/2008-Estt. (D) dated 19.05.2009 and further modified from time to time) shall be applicable on all Administrative cadre posts where no further promotional avenues are available(<i>see para 25.3 of IBSD Recruitment Rules 2018 (Annexure-8)</i>).					
23	Relaxation Clause	In case of candidates found otherwise suitable for the posts of pay level-5 or below, the prescribed eligibility criteria may be relaxed with the approval of the Chairman Governing Council.					

Sl. No.	Type	For posts in Administrative Cadre				Total
		Stenographer re-designated as Office Assistant	Driver*	Helper/ Sweeper	Security Guard	
1	2	3	4	5	6	7
1	Department	Admin	Admin	Admin	Admin	
2	Level in VII th CPC	Level - 2	-	Level - 1	Level - 1	
3	Pay Matrix	19900-63200	-	18000-56900	18000-56900	
4	Posts already Created through MOF sanction and DBT communication as detailed in Schedule - I	02	-	-	-	02
5	Approving Authority	Director	Director	Director	Director	
6	Appointing Authority	Director	Director	Director	Director	

7	Is the post a Selection Post(S) or Non Selection Post (NS)	NA	NA	No	NA	
8	Whether the posts are exempt from the purview of reservations in appointments for members of SC/ST/OBC's community	No	No	No	No	
9	Method of Appointment	Direct recruitment / Deputation/ Promotion	On contract basis or outsourcing	Direct Recruitment / Promotion	Direct Recruitment / Promotion	
10	%age of each method of appointment as suggested in Col. (10)	100	100	100	100	
11	Is post exempted from consultation with UPSC before being filled	Yes	Yes	NA	NA	
12	Nationality of Candidates recommended for appointment	Indian	Indian	Indian	Indian	

13	Is the post included in MACP	Yes	—	Yes	Yes	
14	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	As per GOI Rules	—	As per GOI Rules	As per GOI Rules	
15	Min Educational Qualifications if method of appointment is by Direct Recruitment	By Direct Recruitment: Graduate in any stream with computer knowledge of word processing. Desirable: Working experience with computer application and Office Management experience/skills.	By Direct Recruitment: for ordinary Grade: Class Xth pass. Must possesses valid driving licence for light or heavy vehicles. Knowledge of motor mechanics (should be able to remove minor defects in vehicles) Experience of driving of motor car for at least three years.	Class Xth pass with knowledge of cleaning moping etc.	Class-Xth pass with	
16	Composition of Recruitment Committee	Committee in term of para 3 (h) of DBT OM dated 19.07.2017				

17	Composition of Confirmation Committee	03 members of appropriate level to be constituted by the Director				
18	Promotion by Selection (S) or Non Selection (NS)	NA	NA	NA	NA	
19	Composition of promotion committee	As Per Clause 3 (ix) Of The Recruitment Rules	As Per Clause 3 (ix) Of The Recruitment Rules	As Per Clause 3 (ix) Of The Recruitment Rules	As Per Clause 3 (ix) Of The Recruitment Rules	
20	Minimum years of regular service required in existing grade for promotion to next higher grade	NA	NA	NA	NA	
21	Remarks	The two post of Driver will be filled up on contract basis. The DBT will be requested to obtain the approval of Ministry of Finance for converting the two post of Driver into two post of Junior Assistant.				
21.	MACPS for Administrative Cadre	The provisions of MACPS of DoP&T (O.M. No. 35034/3/2008-Estt. (D) dated 19.05.2009 and further modified from time to time) shall be applicable on all Administrative cadre posts where no further promotional avenues are available(see para 16(ii) IBSD Recruitment Rules 2018 (Annexure-8)).				
23.	Relaxation Clause	In case of candidates found otherwise suitable for the posts of pay level-5 or below, the prescribed eligibility criteria may be relaxed with the approval of the Chairman Governing Council.				

Schedule-8 (IV)

SL No	Type	For posts in Technical Cadre				Total
		Technology Transfer/Liaison Assistant	Technical Assistant	Computer Operator	Lab Assistant	
1	2	3	4	5	6	7
1.	Department	Technical	Technical	Technical	Technical	
2.	Level in VII th CPC	Level -6	Level -6	Level -6	Level -3	
3.	Pay Matrix	35400- 112400	35400- 112400	35400- 112400	21700 – 69100	
4.	Posts already Created through MOF sanction and DBT communication as detailed in Schedule – I	-	02	01	02	05
5.	Approving Authority	Director	Director	Director	Director	
6.	Appointing Authority	Director	Director	Director	Director	
7.	Is the post a Selection Post(S) or Non Selection Post (NS)	NA	NA	NA	NA	
8.	Whether the posts are exempt from the purview of reservations in appointments for members of SC/ST/OBC's Community	NO	NO	NO	NO	

9.	Method of Appointment	Direct Recruitment/Deputation/ Promotion	Direct Recruitment/Deputation	Direct Recruitment/Deputation	Direct recruitment/ Promotion	
10.	%age of each method of appointment as suggested in Col. (10)	100	100	100	100	
11.	Is post exempted from consultation with UPSC before being filled	NA	NA	NA	NA	
12.	Nationality of Candidates recommended for appointment	Indian	Indian	Indian	Indian	
13.	Is the post included in MACP	NO	NO	NO	NO	
14.	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	≤ 40 yrs	As per DBT OM dated 19.07.2017	As per DBT OM dated 19.07.2017	As per DBT OM dated 19.07.2017	
15.	Min Educational Qualifications if method of appointments is by Direct Recruitment	By Promotion : The promotion will be given from the feeder grade of Technical Officer – II/ Assistant	By Direct Recruitment: Matric with Science plus two years full time diploma with seven years of	By Direct Recruitment: Matric with Science plus two years full time diploma with seven years of experience in R & D	By Direct Recruitment: Matric with Science plus two years full time diploma in	



17.	Composition of Confirmation Committee	03 members of appropriate level to be constituted by the Director				
18.	Promotion by Selection (S) or Non Selection (NS)	NA	NA	NA	NA	
19.	Composition of Promotion Committee	As per Rule 3 (ix) of the Recruitment Rules	As per Rule 3 (ix) of the Recruitment Rules	As per Rule 3 (ix) of the Recruitment Rules	As per Rule 3 (ix) of the Recruitment Rules	
20.	Minimum yrs. Of regular service required in existing grade for promotion to next higher grade	NA	NA	NA	NA	
21.	As per the Merit and Normal Assessment Scheme (MANAS)* (see para 16 (iii) of IBSD Recruitment Rules 2018 (Annexure-8)).					
22.	Relaxation Clause	In case of candidates found otherwise suitable for the posts of pay level-5 or below, the prescribed eligibility criteria may be relaxed with the approval of the Chairman Governing Council.				

