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भारतीय ताराभौतिकी संस्थान **INDIAN INSTITUTE OF ASTROPHYSICS**

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सं. भातासं No. IIA/Per.Div/2017/3575

सितम्बर September 28<sup>th</sup>, 2017

**परिपत्र CIRCULAR**

The Governing Council of IIA has approved to adopt the Modified Flexible Complementing Scheme (MFCS) for Scientific/Academic/Technical personnel of IIA as introduced by the Department of Personnel & Training for Scientists/Engineers in a Scientific Organisation vide circular No. AB-14017/37/2008-Estt (RR) dated 10<sup>th</sup> September 2010. Revised Norms for Recruitments and Promotions in IIA for Scientific/Academic/Technical posts in GP Rs.5,400/- and above, as approved by the Governing Council, is displayed on the IIA website. The revised norms is effective from 15-09-2016. For other categories of staff members, the existing approved scheme already in place will continue to be followed.



(डॉ. पी. कुमारेसन Dr. P. Kumaresan)  
(वरिष्ठ प्रशासनिक अधिकारी Sr.Administrative Officer)



Presented at the  
80<sup>th</sup> Meeting of GC

**NORMS FOR RECRUITMENTS AND PROMOTIONS IN  
IIA(SCIENTIFIC/ACADEMIC/TECHNICAL) GP 5400 AND ABOVE**

Consequent to the introduction of Modified Flexible Complementing Scheme (MFCS) for Scientists/Engineers in a Scientific organisation vide DoPT circular No. AB-14017/37/2008-Estt(RR) dated 10th September 2010, the norms and guidelines for recruitments and promotions are reviewed and revised for all Scientific/Academic/Technical posts at Grade Pay 5400 and higher. The revised norms and guidelines, framed with the approval of the Governing Council of IIA vide the resolution of its 85<sup>th</sup> meeting held on February 8<sup>th</sup>, 2016 are to come into force with effect from September 15, 2016 as provided here.

**I. Appointment of Scientists/Engineers**

**Modes - same as existing**

**II. Criteria for considering promotions under the MFCS**

i) For promotions from one grade to the next higher one, the minimum residency period linked to performance would be as given below:

<i>For promotion from one level to another</i>	<i>Minimum residency period linked to performance</i>
Scientist / Engineer B to Scientist / Engineer C	3 years
Scientist / Engineer C to Assistant Professor / Scientist / Engineer D	4 years
Assistant Professor / Scientist / Engineer D to Associate Professor / Scientist / Engineer E	4 years
Associate Professor / Scientist / Engineer E to Professor / Scientist F / Engineer F	5 years
Professor to Sr. Professor / Engineer F to Engineer G	5 years

NOTE: Exceptionally meritorious candidates with outstanding and above (A/A+) grading may be granted relaxation in the residency period, the relaxation being not more than one year on any single occasion, limited to a maximum of two occasions in the entire career.

ii) There shall be two levels of assessment for MFCS. The first one would be at internal level for screening purpose and next level assessment should have a majority of external members possessing expertise in the field. The Internal Screening Committee (ISC) shall be constituted by the Director and the Assessment Board (AB) shall be constituted by the respective Appointing Authority for the level to which promotion is to be granted.

iii) For consideration for promotion under MFCS, the benchmark for promotion from Scientist/Engineer B to Scientist/Engineer C shall be 'GOOD (B+)' and for promotion from Scientist/Engineer D and above shall be 'VERY GOOD (A-)'. The benchmark will be determined on the basis of Annual Confidential Reports (ACRs).

*A. K. Kanchan* .....2  
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iv) All scientists and engineers covered under the MFCS shall have to fill up an Annual Work Report (AWR) in the prescribed format along with the ACR, which would get reported upon by the reporting officer. AWR and ACR should clearly reflect the research and development work done by the individual.

v) All scientists/engineers who are eligible as per the provisions of MFCS and meet the relevant benchmark will be considered by ISC. The ISC will then evaluate the Self Appraisal and Work Report during the residency period of the Scientists/Engineers already screened in and report on the scientific content of work done by the respective Scientists/Engineers. The report of the ISC shall be made available to the AB. The Work of the scientists/engineers may also be peer reviewed by international and/or national experts and the reports made available to the AB.

vii) The AB will have the characteristic of an independent peer group for the assessment of the scientific / technical work and shall document, specifically through a one page summary, the specific content of the work done justifying the merit for consideration under MFCS. The AB shall take into consideration the Work and Self Appraisal reports, the reports of the ISC and the reports of the experts during assessment. AB shall be free to devise its process and procedure for assessment, which may include presentations by the candidates, interviews, etc.

vi) The recommendation of the AB will be placed before the appointing authority for approval and orders regarding promotion will be issued accordingly.

vii) The assessment under MFCS for movement from one grade to the next higher grade would only be three times and thereafter the Scientists/Engineers would be covered under Modified ACP scheme (MACPS) according to provisions of that scheme. This is expected to provide an alternate channel for development for scientists/engineers and is expected to maintain the rigours of assessment required for assessment under MFCS. The Scientist/Engineer who has been granted any grade under MACP can be considered for next grade under MFCS according to the eligibility and other provisions of MFCS. If a Scientist/Engineer gets three up-gradations under the MFCS scheme, there would be no claim for any further up-gradation under MACP as the scheme only allows three financial up-gradation in the hierarchy of Pay bands and grade pay on completion of 10, 20 and 30 years of service respectively.

### III. Qualifications etc. for Direct Recruitment/Promotion of Academic/Scientific/Technical staff

#### Scientist B / Engineer B

(Scale of pay: Rs. 15600-39100 + Grade Pay 5400)

Scientist: M.Sc or equivalent degree with consistently good academic records and at least 3 years experience, or Ph.D. degree (or thesis submitted) with good research contributions.

Engineer: B.E./B.Tech or equivalent degree with consistently good academic records and at least 2 years experience, or M.E./M.Tech with consistently good academic records.

*Age limit for direct recruits: Upper age limit shall not exceed 35 years*

#### Scientist C/ Engineer C

(Scale of pay: Rs.15600-39100 + Grade Pay 6600)

Scientist: M.Sc or equivalent degree with consistently good academic records and at least 7 years experience, or Ph.D. with at least 2 years post doctoral research experience and good research contributions. The scientist is expected to take additional responsibilities while working in a group and should possess creativity and high potential for independent work.

Engineer: B.E./B.Tech or equivalent degree with consistently good academic records and at least 6 years experience, M.E./M.Tech with consistently good academic records and at least 4 years experience with proven ability to execute assigned responsibilities, ability to work in a group, ability to generate new ideas.

*Age limit for direct recruits: Upper age limit shall not exceed 37 years*

*AkkemChari*



**Assistant Professor/Scientist D / Engineer D**  
**(Scale of pay: Rs.15600-39100 + Grade Pay 7600)**

Asst. Prof./Scientist: Ph.D. with at least 4 years post doctoral research experience and substantial research contributions. The person should display considerable creativity and be able to do independent research, besides teaching courses and guiding Ph.D. students. He/She should be able to interact effectively with other scientists elsewhere working in his/her field towards developing front-ranking progress.

Engineer: M.E./M.Tech with consistently good academic records and at least 7 years experience, OR Ph.D. (Instrumentation or engineering) with at least 3 years experience with proven ability to execute assigned responsibilities, ability to work in a group, ability to generate new ideas and lead a team.

*Age limit for direct recruits: Upper age limit shall not exceed 40 years*

**Associate Professor / Scientist E / Engineer E**  
**(Scale of pay: Rs.37400-67000 + Grade Pay 8700)**

Assoc. Prof./Scientist: Ph.D. with at least 8 years experience. The publications and scientific programs of the incumbent should be of high standard. He/She must display his/her scientific maturity/mastery in formulating scientific programs, heading research groups, teaching Ph.D. and post graduate students. This being a faculty position, the scientist is expected to play a responsible position in organisational matters.

Engineer: M.E./M.Tech with consistently good academic records and at least 12 years experience, OR Ph.D. (Instrumentation or engineering) with at least 7 years experience with proven ability to execute assigned responsibilities, ability to work in a group, ability to generate new ideas and lead a team, and guide students in engineering projects.

*Age limit for direct recruits: Upper age limit shall not exceed 45 years*

**Professor / Scientist F / Engineer F**  
**(Scale of pay Rs.37400-67000 + Grade Pay 8900)**

Prof./Scientist: Ph.D. with at least 13 years experience, and adequate proven capacity for independent research. He/She should have a substantial body of research work with several significant contributions in his/her field of specialisation; should be capable of undertaking and handling major scientific programs, providing leadership in research, guiding Ph.D. students and delivering courses of lectures to post graduate students. As a senior member of the Faculty, he/she must have the capacity and temperament to shoulder responsibilities in organisational matters.

Engineer: M.E./M.Tech with consistently good academic records and at least 17 years experience, OR Ph.D. (Instrumentation or engineering) with at least 12 years experience with proven ability to execute assigned responsibilities, ability to work in a group, ability to generate new ideas and lead a team, and guide students in engineering projects. In addition he/she should possess proven capabilities in organisational matters

*Age limit for direct recruits: Upper age limit shall not exceed 50 years*

**Senior Professor / Engineer G**  
**(Scale of pay: Rs.37400-67000 + Grade Pay 10000)**

Ph.D. with at least 18 years experience. The person should be highly accomplished supported by several important contributions with long lasting impact in respective fields. He/She should be well known among the international scientific community through his/her research and other contributions, and is expected to take up major scientific projects, lead research groups, guide Ph.D. students and deliver courses of lectures to post graduate students. In addition, he/she should possess proven capabilities in organisational matters.

*Recruitment for this position is by invitation only.*

Qualifications, experience, etc., for new recruitments at any level of the Academic/Scientist/Engineer of IIA can be framed by the appointing authority depending upon the need of the Institute from time to time.

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*Akanksha*

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