



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. : R/Circular/03/2019
Date : June 13, 2019

आंतरिक परिपत्र / Internal Circular

In terms of the BoG approved Recruitment and Promotions Rules (R&PR), the Institute invites online applications from the eligible regular staff members of the Institute for the following posts.

1. Post: Senior Multi-Tasking Staff Gr. I:

Pay Matrix Level: Level-5 of Pay Matrix ₹29200-92300/- and other allowances as admissible.

Minimum Educational Qualification :

- (a) Matriculation or equivalent pass from a recognized board, or
- (b) The employees not having Matriculation or equivalent pass may be considered for the post provided he/she has undergone atleast 12 (twelve) weeks of training in relevant field and with Grade B (70 percent marks and above)

Experience: Atleast 5 years (selection) or 10 years (Non-selection) of experience in the Institute in Level-4 of Pay Matrix ₹25500-81100 (Pre-revised: PB-1, GP ₹2400) holding the post of Senior MTS Gr. II or equivalent

2. Post: Senior Multi-Tasking Staff Gr. II:

Pay Matrix Level: Level-4 of Pay Matrix ₹25500-81100/- and other allowances as admissible.

Minimum Educational Qualification :

- (a) Matriculation or equivalent pass from a recognized board, or
- (b) The employees not having Matriculation or equivalent pass may be considered for the post provided he/she has undergone atleast 12 (twelve) weeks of training in relevant field and with Grade B (70 percent marks and above)

Experience: Atleast 6 years (selection) or 10 years (non-selection) of experience in the Institute in Level-2 of Pay Matrix ₹19900-63200 (Pre-revised: PB-1, GP ₹1900) holding the post of MTS Gr. I or equivalent

3. Post: Multi-Tasking Staff Gr. I:

Pay Matrix Level: Level-2 of Pay Matrix ₹19900-63200/- and other allowances as admissible.

Minimum Educational Qualification :

- (a) Matriculation or equivalent pass from a recognized board, or
- (b) The employees not having Matriculation or equivalent pass may be considered for the post provided he/she has undergone atleast 12 (twelve) weeks of training in relevant field and completed training with Grade B (70 percent marks and above)

Experience: Atleast 3 years of experience as MTS or equivalent level in Level-1 of Pay Matrix ₹18000-56900 (Pre-revised : PB-1, GP ₹1800) having atleast overall Good APARs in the last 3 years.

GENERAL INSTRUCTIONS

1. The appointment shall be made subject to available vacancies against promotional posts as on July 01, 2019.
2. Reservation for ST / SC / OBC / PWD as per Government of India Rules.
3. Degree as referred above should have been awarded by a recognized University / Institute.

4. Mere eligibility will not vest any right on any candidate for being called for Written Test/Trade Test/Interview. The decision of the Institute in all matters will be final.
5. Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
6. Incomplete applications or applications without self-attested copies of certificates/testimonials or received after the last date are liable to be rejected.
7. The employees who fulfil the criteria as on **30.06.2019** may apply online through ERP (ERP>>PIS>>On-line Applications>>Apply for Non-Teaching Positions (Promotions) on or before **27.06.2019** and submit a signed hardcopy print out of online application along with the self attested copies of certificates/testimonials and duly filled in 'Self Appraisal (Part-I & II) of Annual Performance Assessment Report (APAR)' in the prescribed format available on the Institute Website routed through proper channel on or before **27.06.2019** to "Assistant Registrar, E-III, Indian Institute of Technology Kharagpur-721302, West Bengal, India". Unless the hardcopy is received, the application will not be considered. The envelope should be superscribed with the name of the post applied for.



कुलसचिव / Registrar

Copy to:

1. All Deans
2. All Heads of the Departments/Centers/Schools/Sections/Units- To bring it to notice to concerned staff members of the Institute.
3. Chairman, ERP Cell - For necessary action
4. Notice Boards of all Departments/Centers/Schools/Sections/Units
5. Notice Board of Establishment Section
6. Institute Information Cell - To upload on the Institute's Internal Notice Board
7. Secretary to Director
8. Secretary, Deputy Director's Office
9. Secretary, Registrar's Office



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Annual Performance Assessment Report (APAR)

PART - I

PERSONAL DATA

Report for the Period :

Name	:	Date of Birth	:
Employee Code	:	Date of Joining the Institute	:
Present Designation	:	Present posting	:
Section	:	Date of Last Promotion/ Upgradation	:
Present Pay, Pay Matrix and Level w.e.f.	:	Mode of Promotion/ Upgradation	:

ACADEMIC QUALIFICATION:

Degree	Year of passing	Percentage of marks	Board/University

Training Courses Attended :

Sl. No.	Name of the Training Course	Name of the Organisation/Institution	Period

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PART-II : SELF ASSESSMENT

(To be Recorded by the Staff Member)

Details of work on which the member has been employed during this period of report, including Significant Achievements and Challenges faced.

List your Strengths and Limitations.

Areas in which you desire to develop yourself:

Please mention Training Courses you would like to undergo (Based on your area of work) to enhance your performances.

Date:.....

.....
Signature of the employee



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PART - III : FOR REPORTING & REVIEWING AUTHORITY

Name :	Employee Code :	Place of posting :
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Sl. No.	Performance Parameters	(Scale 1 to 10)	
		Reporting Authority	Reviewing Authority
A. Assessment of WORK OUTPUT (Weightage to this section would be 40%)			
1	Accomplishment of planned work / Work allotted as per as subjects allotted		
2	Quality of output		
3	Analytical ability		
4	Accomplishment of exceptional work/unforeseen tasks performed		
Overall Grading on 'Work Output' (Mean value)			
B. Assessment of PERSONAL ATTRIBUTE (weightage to this section would be 30%)			
1	Attitude to work		
2	Sense of responsibility		
3	Maintenance of discipline		
4	Communication skills		
5	Leadership qualities		
6	Capacity to work in team spirit		
7	Capacity to work in time limit		
8	Inter-personel relations		
Overall Grading on 'Personal Attributes' (mean value)			
C. Assessment of FUNCTIONAL COMPETENCY (weightage to this section would be 30%)			
1	Knowledge of Rules / Regulations / Procedures in the area of function and ability to apply them correctly		
2	Strategic planning ability		
3	Decision making ability		
4	Coordination ability		
5	Ability to motivate and develop subordinates		
Overall Grading on 'Functional Competency' (mean value)			
Overall numerical grading of the APAR on the basis of weightage given in Sec. A, Sec. B and Sec.C above (Weighted mean = 40% of A + 30% of B + 30% of C)			
FINAL SCORE OF APAR :			
*[Outstanding = 9, Very Good = 7, Good =5, Others = 0(zero)]			
**see instructions 1(c) to 1(f)			

	Comments of Reporting Authority	Comments of Reviewing Authority
(a) Comments on the Self Assessment of the employee concerned		
(b) Overall qualities of the Officer including areas of strength and Limitation		
(c) Attitude Towards weaker sections of the Community		
(d) Integrity		
	Signature of the Reporting Authority	Signature of the Reviewing Authority



ANNUAL PERFORMANCE APPRAISAL REPORT

Guidelines for filling up APAR

1. Numerical Gradings to be awarded by the Reporting and Reviewing Authorities for the quality of work output, personal attributes and functional competence of the officer reported upon, These should be on a scale of 1–10 where 1 refers to the lowest and 10 to the highest. The following will be kept in mind while awarding numerical gradings:-
 - (a) The columns in APAR should be filled with due care and attention and after devoting adequate time.
 - (b) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified by way of specific failure and similarly any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
 - (c) APARs graded between 8 and 10 will be rated as “ Outstanding ” and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
 - (d) APARs graded between 6 and short of 8 will be rated as “ Very Good ” and will be given a score of 7.
 - (e) APARs graded between 4 and short of 6 will be rated as “Good ” and will be given a score of 5.
 - (f) APARs graded below 4 will be given a score of 0.
2. Reviewing Officer may indicate specially the differences, if any, with the assessment made by the Reporting Officer and the reasons there for in the relevant section of APAR.
3. The overall numerical grade of the APAR on a score of 1-10 will be based on 40% weightage on assessment of work output, and 30% for assessment of personal attributes and 30% for functional competency. It will be based on addition of the mean value of each group of indicators in proportion to the weightage assigned.