

**SARDAR SWARAN SINGH NATIONAL INSTITUTE OF
RENEWABLE ENERGY**

(SSS-NIRE)

**(An Autonomous Institution of Ministry of New and Renewable Energy,
Government of India)**

**Service Conditions Rules
April, 2009**

**12 K.M. Stone, Jalandhar-Kapurthala Road, Wadala Kalan,
Distt. Kapurthala-144601 (Punjab)**

INDEX

SARDAR SWARAN SINGH NATIONAL INSTITUTE OF RENEWABLE ENERGY (SSS-NIRE)

12 KM Stone, Jalandhar- Kapurthala Road, Wadala Kalan , Distt. Kapurthala-144601 (Punjab)

(An Autonomous Institution of Ministry of New and Renewable Energy, Government of India)

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(SSS-NIRE)

(An Autonomous Institution of Ministry of New and Renewable Energy,
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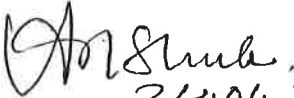
**12 K.M. Stone, Jalandhar- Kapurthala Road
Wadala Kalan, Distt. – Kapurthala -144601(Punjab)**

NO . 16-2/2009/ SSS-NIRE/ BEG

Date: 24th April, 2009

NOTIFICATION

Pursuant to Rule 5.3 of Memorandum of Association and Rule 9 of Rules and Regulations of Sardar Swaran Singh National Institute of Renewable Energy (SSS-NIRE), an autonomous Institution under the Ministry of New and Renewable Energy, the **Service Conditions Rules April, 2009** (Working Rule No.3) regarding the control and general regulation of service for various posts in SSS-NIRE as approved by the Government/Governing Council of SSS-NIRE, these rules are framed herewith and shall come into force with immediate effect. Any point if found ambiguous or incomplete the Govt. of India Rules in vogue shall be applicable.


24.04.2009

(Dr. A.R.Shukla)

**Scientist 'G'(Bio- Energy) MNRE and
Member Secretary GC,SSS-NIRE,**

Encl: As above

To

1. Chairman, Governing Council, Sardar Swaran Singh National Institute of Renewable Energy (SSS-NIRE), Kapurthala (Punjab).
2. Additional Secretary & Financial Adviser, Ministry of New and Renewable Energy(MNRE),Block-14, CGO Complex, Lodhi Road, New Delhi-110003.
3. Joint Secretary (Administration), Ministry of New and Renewable Energy(MNRE),Block-14, CGO Complex, Lodhi Road, New Delhi-110003.
4. Shri S.S.Bedi, Scientist-'F' Officer Incharge SSS-NIRE at MNRE Regional Office, 4th Floor, Kendriya Sadan, Block-4, Sector-9A, Chandigarh-160017.
5. Guard File/Spare copy.


24.04.2009

(Dr. A.R.Shukla)

**Scientist 'G' (Bio-Energy) MNRE and
Member Secretary GC, SSS-NIRE**

CHAPTER - I

PRELIMINARY

Introduction:

The Ministry of New and Renewable Energy is establishing an autonomous Institution named as Sardar Swaran Singh National Institute of Renewable Energy (SSS-NIRE) in the state of Punjab. The Institute would conduct research, development and demonstration activities in the area of bio-fuels, synthetic fuels and bio-energy for stationary and transport applications besides new technology like hydrogen and fuel cells etc. About 75 acres of land has been purchased from Government of Punjab near Village Wadala Kalan on Jalandhar-Kapurthala road district Kapurthala, Punjab.

1. Short title, Commencement and Application

- 1.1.1 These rules and regulations shall be called the third Rules and Regulations of Sardar Swaran Singh National Institute of Renewable Energy (SSS-NIRE) called the Service Conditions Rules for Officers and Staff of the Institute. 'The Institute' shall mean SSS-NIRE hereinafter.
- 1.1.2 The aforesaid rules shall come into force with effect from the date of their Notification.
- 1.1.3 As the circumstances may require, the Governing Council of the Institute may issue directions from time to time to make such exceptions or modifications, not affecting the substances in carrying out and pursuing the objects of the society as laid down in the Memorandum of Association of the society (SSS-NIRE).
- 1.1.4 The Institute shall adopt the rules and regulations regarding service matters of its employees in general, as per the Government of India Rules unless / otherwise modified by these Rules. These rules shall not apply to:
- (i) part time or daily rated or work-charged employees.
 - (ii) persons paid from contingency either on daily or on monthly or on fixed pay for a specified period.
 - (iii) persons engaged for time bound specific jobs and duty on fixed lump-sum remuneration or wages or honoraria, determined only for that specific job and duty.
 - (iv) visiting faculty / fellows who may be governed by their contract or by any special rule or orders framed by the Institute from time to time.
 - (v) Such other categories of persons as may be specially excluded either wholly or in part by the Governing Council of SSS-NIRE.
- 1.5 Further, the modalities of payment of retirement benefits and other welfare measures will be separately worked out with the approval of Chairman, Governing Council, SSS NIRE and will be informed to the Governing Council.
- #### 1.2 Conditions of Service

1.2.1 The service of any employee shall be at the disposal of the Institute for all the 24 hours of a day, and he may be required by the Institute to work within or outside normal working hours and also on Saturday, Sunday and other holidays, for the performance of such duties as may be assigned to him;

1.2.2 An employee may be transferred to foreign service or sent on deputation to any organization, Corporation, Institute or Government, whether within or outside India provided the leave salary / ECPF contributions are borne either by the foreign employer or by the employee himself.

1.3 The definitions

1.3.1 The definitions of terms applicable in these rules and regulations will be such as mentioned in the memorandum and rules and regulations of SSS-NIRE.

1.4 Objectives and functions of the Institute

1.4.1 As the Ministry has already setup specialized institutions/centers for Solar Energy (SEC) and Wind Energy (C-WET) and has been supporting Alternate Hydro Energy Center (AHEC) for small hydro, the SSS-NIRE is to focus mainly on Bio-Energy in its all forms. Accordingly the objectives and functions of the institute are given below:

1.4.2 To conduct state-of-the-art Research, Design and Development activities in all the areas relating to new and renewable energy sources (specially in bio-energy), energy needs in rural areas, including human resources development at all levels, post-doctoral research and research leading to commercialization of new and renewable energy technologies, and the activities entailing:-

- (i) Focused R D & D on Biomass, bio-fuels and synthetic fuels and supplemental activities related to the field of renewable energy which have not been included in the activities of existing institutions in the country,
- (ii) Bio-fuels applications for surface transport and stationary uses,
- (iii) Augmentation of Biomass Technologies for conversion to Energy from all kind of bio-degradable wastes including waste from industry and Municipal Solid Waste (MSW),
- (iv) Resource Survey and Assessment of potential for the harnessing of Bio-energy in its all forms,
- (v) Testing and certification of Bio-Energy devices and Systems,
- (vi) Techno-economic evaluation of Bio-energy equipments and systems,
- (vii) Creating database for Bio-energy including information on patents,
- (viii) Compilation and dissemination of information on resources, technologies, products and applications,

- (ix) Providing technical support to the industry on new product design and development, and up gradation of products and manufacturing processes,
- (x) Study on techno- economics of bioenergy technologies and their environmental impact,
- (xi) To provide consultancy and advisory services in the area of Bio-energy systems and plants,
- (xii) To promote and develop requisite expertise and capabilities in regard to Bio-energy technology and their applications and improve applied R & D skills in the field related thereto,
- (xiii) To provide Technical, Scientific, Managerial and Engineering consultancy/ Services in all the areas of Bio-energy Sector,
- (xiv) Training and development of Human Resources in all aspects of New and Renewable Energy Technology development and
- (xv) Providing Technical support to Ministry of New and Renewable Energy (MNRE) and Indian Renewable Energy Development Agency (IREDA) in the area of Bio-energy.

1.5 Categories of Employees to whom these rules apply

1.5.1 These rules shall apply to persons appointed to the services of the SSS-NIRE against regular posts on a time scale of pay.

1.6 These rules shall not apply to

1.6.1 These Rules shall not apply to the category of persons mentioned in Para 1.1.4

1.7. Classification of Staff

1.7.1 The Officers and Staff of the institute shall be grouped broadly in to the following categories;

- i. Those engaged in Scientific and Technical activities.
- ii. Those engaged in work other than scientific and technical activities such as Finance & Accounts, Administration etc.
- iii. Supporting Staff involved fully to support the operations and functions of SSS-NIRE.

1.7.2 The employees of the SSS-NIRE, other than the Director are divided into following categories: -

- a) Scientific Staff comprising of Engineers and Scientists.
- b) Administrative and Technical staff.
- c) Supporting staff, which includes Technical supervisors, Technicians and other members of the staff who provide Support to technical work of the SSS NIRE.
- d) Other staff including Attendants, Drivers, etc., attending to various general activities like cleaning, driving, messenger service etc.

1.8 Number of posts, classification and scale of pay

1.8.1 Administrative, supporting & other supporting staff shall be kept to the barest minimum by: -

- (i) Use of large-scale modern office equipment and entrusting staff with multiple functional responsibilities.
- (ii) By hiring agencies on contract basis to perform administrative and support services like house keeping job, security, transport and travel booking.
- (iii) The number of the posts, its classification and the scale of pay attached thereto shall be as specified in column 2 to 4 of the schedules hereto annexed as Appendix (I-XII)

1.9 Method of Recruitment, Age limit and other qualifications

1.9.1 Recruitment Rules (RRs) for 15 posts of SSS-NIRE have been issued vide Notification of July, 2008 and Recruitment Rules Notification of September, 2008 for the post of Director, SSS-NIRE. The method of Recruitment, Age Limit and other qualifications are given in the said Notification.

1.10 Appointment of expatriate Indians

1.10.1 Expatriate Indians may be appointed on contract basis if their services are required. These persons may be paid lump sum cash emoluments. To make the terms attractive, they might be allowed fringe benefits such as housing, conveyance, leave travel etc in exceptional cases as per decision taken by the Governing Council

1.11 Appointment of non-Indians

1.11.1 The appointment of non-Indians should be made only in very exceptional circumstances as consultant for specific job as per suitability on contract basis for the minimum period necessary. Whenever it is proposed to appoint a non-Indian, suitable steps should be taken simultaneously to train Indians to fill such posts. The orders on the subject issued by the Central Government from time to time setting out the general policy in this regard will have to be followed. It is also necessary to examine from the security point of view whether the non-Indian is suitable for such appointment.

1.12 Power to relax

1.12.1 Where the Governing Body is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing and in consultation with the Ministry of New and Renewable Energy relax any of the provisions of these rules with respect to any class or category of persons.

1.13 Saving

1.13.1 Nothing in these rules shall affect reservations and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, Other Backward Classes and other categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

CHAPTER - II

EXECUTIVE OFFICERS OF THE INSTITUTE

2.1 Director

- 2.1.1 The Director-SSSNIRE shall be appointed by the Ministry of New and Renewable Energy (MNRE), Government of India.
- 2.1.2 Appointment to the post of Director shall be made by the Central Government normally from a panel to be drawn up by the search-cum-selection committee duly constituted by the Ministry of New and Renewable Energy, the administrative Ministry as per the Recruitment Rules Notification for the post of Director. The tenure of the Director shall normally be for a period of five years extendable by the Ministry of New and Renewable Energy on the recommendations of the Governing Council of the Institute. However, the Ministry reserves the right for premature termination of the tenure of the Director of the Institute on the recommendation of the Governing Council, SSS-NIRE. If a person already serving in the Institute on a regular basis is appointed, it will be treated as continuation of service.
- 2.1.3 Subject to these rules, bye-laws and to any orders of the Governing Council, the Director shall be responsible for the administration and management of the Institute under the direction and guidance of the Governing Council, SSS-NIRE.
- 2.1.4 The Director shall be the Chief Executive Officer and Head of the Institute for whom the Appointing Authority would be Government of India.
- 2.1.5 He shall have the right to suggest to the Society (SSSNIRE) through the Governing Council to adopt, amend, vary or rescind any rule and regulation, as and when considered necessary.
- 2.1.6 Powers, functions and duties of the Director shall be in accordance with the working guidelines given under Chapter - VI of Staff Service Rules of the document.

2.2 Administrative -cum- Accounts Officer

1. The Administrative – cum – Accounts Officer shall be appointed by the Governing Council as per the Recruitment Rules Notification of July, 2008. The Administrative – cum – Accounts Officer shall be a whole time Officer of the institute and shall not take any remunerative job other than that of the institute. He shall have the powers to authenticate records on behalf of the Director. He shall be responsible for the due custody of all records of the institute and shall be bound to place before the Director all such information as may be necessary for the transaction of the business.
2. He shall be responsible for maintaining all finance and accounts of the institute as per the standard procedures being followed in the case of autonomous bodies.
3. The Administrative-cum-Accounts Officer will be responsible to execute the orders issued by the Director in connection with the administrative, academic and all financial matters of the institute.

4. The Administrative-cum-Accounts Officer shall be responsible to ensure that the property, assets and the investment of the institute are duly preserved and managed.
5. All contracts shall be entered into and signed by the Administrative-cum-Accounts Officer and Director of the institute jointly on behalf of the institute.
6. The Administrative-cum-Accounts Officer shall also perform all such other duties as may be assigned to him by the Director from time to time.
7. The Administrative-cum-Accounts Officer shall be responsible for preparing the annual budget and estimate for the institute in consultation with the In-charge of the various wings/units of the Institute and prepare the statement of accounts of all the wings/ units of the institute. He will be the Drawing and Disbursing Officer of the funds of the institute on behalf of the Director.
8. The other financial responsibilities of Administrative-cum-Accounts Officer will be;
 - a. to ensure that no expenditure, not authorized in the budget, is incurred by the institute;
 - b. to disallow any proposed expenditure which may contravene the provisions of the rules and regulations of the institute; and
 - c. to ensure that no financial irregularities are committed and to take steps to set right all irregularities pointed out during the audit.
 - d. He shall have access and may require the production of such records and documents of the institute and furnishing such information pertaining to its affairs as in his opinion be necessary for the discharge of his duties.
 - e. To prepare annual accounts of the Institute, balance sheet and its related financial schedules/statements in the uniform formats of accounts to be maintained by all the Central Government Autonomous bodies as prescribed by the Controller General of Accounts, Ministry of Finance.
 - f. To maintain the accounts of the institute's employees Provident Fund/ LIC accounts, Insurance etc.
 - g. To prepare annual Utilization Certificate (UC) and detailed Statement of Expenditure (SoE) and have their audit conducted along with the reconciliation (statement)
 - h. To discharge other duties as assigned to him on all matters or any financial matters by the Director of the institute/ Governing Council from time to time.

CHAPTER - III

BANK ACCOUNTS, FINANCIAL YEAR OF THE INSTITUTE, REPORT OF WORKING

3.1 Bank Account

- 3.1.1 Unless otherwise authorized by the Governing Council, no new account of the Institute shall be opened.
- 3.1.2 The Bank account of the Institute shall be operated by the Administrative-cum-Accounts Officer of the Institute or such other Officer as may be nominated /authorized by the Director from time to time.

3.2 Financial Year of Institute

- 3.2.1 The financial year of the Institute shall be from the first of April to the thirty first of March of the following year.

3.3 Audit of the Institute

- 3.3.1 The annual accounts of the Institute shall be subject to internal audit by a Chartered Accountant or Accountants as defined in the Chartered Accountants Act 1949 (xxxvi of 1949) to be appointed by the Institute with the approval of the Governing Council from year to year.
- 3.3.2 The Director shall ensure the maintenance of proper accounts and other relevant records and preparation of annual statement of accounts including the balance sheet in such format as may be prescribed by the Central Government.
- 3.3.3 The accounts of the Institute shall be audited annually by the Comptroller and Auditor General of India and any expenditure incurred in connection with the audit of accounts of the institute shall be payable by the institute.
- 3.3.4 The Comptroller and Auditor General of India shall have the same rights, privilege and authority in connection with the audit of the accounts of the Institute as the Comptroller and Auditor General has in connection with the audit of Government accounts and, in particular shall have the right to demand the production of books, accounts, connected vouchers and other documents and papers and to inspect any of the wings/divisions of the institute.
- 3.3.5 The annual accounts of the institute as certified by the auditors appointed by the Comptroller and Auditor General and approved by Governing Council, together with the auditors' report thereon, shall be forwarded to the Ministry of New and Renewable Energy and the Ministry shall cause the same to be laid in both the Houses of Parliament, along with the annual report of the Institute.

CHAPTER IV

SERVICE & RECRUITMENT OF EMPLOYEES

4.1 Application of Regulations

- 4.1.1 These Regulations shall apply to every employee of the Institute, provided that the Institute may, by order exclude any class or group of employees from the operation of all or any of these Regulations.
- 4.1.2 Provided further that the Regulations governing contribution to Employees Provident Fund of the Institute shall not apply to any employee between whom and the Institute an agreement subsists that these regulations shall not apply to him.

Note: I. Where the agreement between such employees and the Institute provides for application to him or to her of the Regulations governing contribution to the Employees Provident Fund of the Institute will apply to him or her, subject to the terms of such agreement.

Note: II. Every employee of the Institute to whom the Regulations governing contribution to the Employees Provident Fund apply shall be subscriber to the Employees Contributory Provident Fund to be specifically created for the Institute employees.

4.2 Power to relax

- 4.2.1 The Governing Council may relax the provision of any of these Regulations in any case in which, but for such relaxation, the Regulations would operate harshly, or the Governing Council is of the view that such relaxation is necessary in exceptional circumstances for reasons to be recorded in writing.
- 4.2.2 Provided that no relaxation as aforesaid shall be made by the Governing Council in respect of any Officers appointed by the Central Government.

4.3 Interpretation

- 4.3.1 If any doubt arises as to the meaning or application of these rules and regulations or any of them the matter shall be referred to the Chairman of the Governing Council whose decision shall be final.

4.4 Delegation of Powers

- 4.4.1 The Governing Council may, by general or special order, direct that any power exercisable by it, under these Regulations except the power relating to salaries and allowances of employees as contained in paragraph 4.5 of Chapter-IV, subject to such conditions, if any, as may be specified in the order, be exercisable also by such officer or authority as may be specified in the order.

4.5 Salaries and allowances of employees

4.5.1 The employees of the institute shall draw salaries in the scale of pay of the posts held by them as mentioned in Schedules Appendix (I-XII) annexed hereto or in the scale of pay of post that may be added to the schedule from time to time or in scale as may be revised from time to time . They will draw allowances as may be determined by the Central Government from time to time.

4.6 Grant of Leave

4.6.1 In the matter of grant of leave the employees of the Institute shall be governed by the Central Civil Services (Leave) Rules, 1972 as applicable to the employees of the Central Government and the orders issued by the Central Government there under from time to time. Employees appointed on contract basis shall be granted leave under the same rules as are applicable to persons appointed on contract by the Central Government

4.7 Seniority

4.7.1 Seniority of the Employees of the Institute shall be governed by the orders issued on the subject by the Central Government from time to time.

4.8 Superannuation

4.8.1 Age of Superannuation of all employees shall be 60 years and as amended from time to time by the Central Government. However, the Governing Council shall have powers to modify it with the approval of Central Government in exceptional circumstances.

4.9 Conduct

4.9.1 Central Civil Services (Conduct) Rules, 1964 amended from time to time as applicable to the Central Government employees shall be applicable to the employees of the Institute.

4.10 Classification, Control and Appeal

4.10.1 Central Civil Services (Classification, Control and Appeal) Rules, 1965 as amended from time to time applicable to Central Government Employees shall be applicable to the employees of the Institute. However, the definitions regarding, Appointing Authority, Prescribed Authority, Disciplinary Authority, etc. mentioned in the document and/or when decided by the Institute, will hold valid.

4.11 Creation of the Fund

4.11.1 A Fund shall be created in the Institute to be called SSS-NIRE Employees Contributory Provident Fund. It shall consist of the following and no other sum would be included in this fund:

- (a) The amount subscribed by the members;
- (b) The amount contributed by the Institute;
- (c) The Interest (simple and compound) credited on the above sum.
- (d) Securities, if any purchased with the above sums;
- (e) Any capital gains arising out of sale, exchange or transfer of capital assets of the Fund, and
- (f) Provident Fund money transferred from any other organization covered under the Employees Provident Fund Act, 1952. All other provisions and definitions as contained in the Contributory Provident Fund Rules (India), 1962 as amended from time to time shall be applicable to the employees of the Institute also.

4.12 Recruitment Rules

- 4.12.1 Recruitment of scientists and technical staff to the various posts in SSS-NIRE shall normally be made as per Recruitment Rules framed by the Governing Council from time to time as mentioned in paragraph 1.9 of Chapter-I.

4.13 Appointment of expatriate Indians

- 4.13.1 Expatriate Indians may be appointed on contract basis in accordance with the provisions given in Para 1.10.1 of Chapter-I.

4.14 Appointment of non-Indians

- 4.14.1 The appointment of non-Indians may be made in accordance with the provisions given in Para 1.11.1 of Chapter-I.

4.15 Pay Scales - Classification and Gradation of Service

- 4.15.1 The scales of pay of different posts in SSS-NIRE for the various categories of scientific, Technical, Administrative, Financial Officials and regular staff sanctioned from time to time as per the actual requirements of the SSS-NIRE shall be operated in the pay scales approved by the Administrative Ministry/ Government. To begin with the Ministry of Finance, Government of India, approved the creation of following 16 numbers of posts (including Director, SSS-NIRE) and their corresponding scales of pay which have been notified by the Ministry (MNRE) vide its letter No.80/1/2005-NIRE/BE(Vol.II) Part-II dated 10th June, 2008 are as under:-

Sl. No.	Designation	No.of Posts	Approved Scale of Pay
	Group 'A' Scientific Posts		
1.	Director	One	Rs.18,400-500-22,400/-
2.	Scientist 'E'	One	Rs.14,300-400-18,300/-
3.	Scientist 'D'	One	Rs.12,000-375-16,500/-
4.	Scientist 'B'	One	Rs.8,000-275-13,500/-
5.	Administrative-cum-Accounts Officer	One	Rs.10,000-325-15,200/-
	Group 'B' Technical and Non-Technical Posts		
6.	Assistant Engineer(Civil)	One	Rs.6,500-200-10,500/-

7.	Private Secretary	One	Rs.6,500-200-10,500/-
Sl. No.	Designation Group 'C' Technical and Non- Technical Posts	No. of Posts	Approved Scale of Pay
8.	Office Assistant	Two	Rs.4,500-125-7,000/-
9.	Technical Assistant	Two	Rs.4,000-100-6,000/-
10.	Pas (Steno-Typist)	Two	Rs.4,000-100-6,000/-
11.	Driver	One	Rs.3,050-75-3,950-80- 4,590/-
	Designation Group 'D'		
12.	Office Attendant / Messenger	Two	Rs.2,650-65-3,300-70- 4,000/-
	Total	16	

The particulars of Scientific, Technical, Ministerial, Non-Ministerial and other Miscellaneous posts, methods of recruitment thereto, age limit, qualifications and other matters relating to the post shall be as specified in Schedules given in respective Notification on RRs. All appointments on the posts approved by the Governing Council will be made through open advertisement, interview and/or tests to be conducted by the Selection Committee as specified in the respective Schedule of the post annexed hereto.

- (a) The meeting of the Selection Committee for appointment for all posts other than Director in the Institute shall be convened under the orders of the Director or under the orders of the Officer authorized by the Director.
- (b) The Selection Committee shall not consider the name of a person for regular appointment unless he / she has applied for it based on the advertisement.
- (c) A member of Selection Committee shall withdraw from a meeting of Committee or of the Governing Council as the case may be if the question of appointment of any of the relatives of such member is being or is likely to be considered at such a meeting.
- (d) If the Selection Committee recommends more than one candidate for appointment the same is to be arranged in order of preference by the committee. In the event of the first candidate being unavailable the second candidate may be appointed, and so on so forth.
- (e) In case of any dispute, the decisions of the Chairman, Governing Council, SSS-NIRE shall be final.
- (f) Provided further that the Director of the Institute may, without following the normal method of recruitment but in accordance with the guidelines of the Government, employ the son/ daughter/ near relative of the employee who dies in harness and in exceptional circumstances, such as indigent condition of the family of the employees even if an employee retired on medical grounds from any group C or group D posts if:

- (i) he/she possesses the essential educational qualifications required for the post,
- (ii) there is no other earning member in the family, or even if there is an earning member, the circumstances of the case warrant such employment,
- (iii) such employment is made within a period of two years from the date of death of the employee concerned; and
- (iv) such appointments on compassionate grounds do not cover more than 5% of the vacancies in any calendar year after allowing reservations for scheduled castes/scheduled tribes and other special categories.
- (v) Such compassionate appointments would be restricted to Group 'C' and 'D' posts only.

4.16 Filling of Group 'A' Scientific Posts

4.16.1 Subject to all the rules approved by the competent authority / Governing Council the method of recruitment of Group "A" Scientific posts in the SSS-NIRE shall be as described in respective schedule of the post given in Recruitment Rules Notification for various posts.

4.17 Recruitment Norms

4.17.1 The basic educational qualifications and work/ research experience for scientific posts shall be as specified in the schedule of each post given in Recruitment Rules Notification for various posts. The experience specified in Schedules for all the posts shall be the experience acquired after obtaining the basic educational qualifications.

4.17.2 Recruitment shall be by direct recruitment, promotion, transfer, transfer on deputation/short- term immediate contract. The particular method of recruitment for each vacancy shall be decided by the Chairman, GC for the post of Director and by the Director, SSS-NIRE for all other posts. In case the Director is not in position the Chairman GC shall be deciding authority. Whenever the posts are to be filled up by direct recruitment, the posts shall be advertised in the newspaper and website of the Ministry and Institute and other appropriate methods as the Director, SSS-NIRE deems fit.

4.17.3 Age limit and experience for direct recruitment shall be as prescribed in column No 6 and 8 of the Schedule of respective posts of Recruitment Rules Notification.

4.18 Recruitment and promotion

4.18.1 The composition of the committee for Direct Recruitment/ Deputation/ Transfer/ Transfer on Deputation/Short-Term Immediate Contract / Permanent absorption

will be as given under column 13 of the Schedule of respective posts of Recruitment Rules Notification.

Note: Experts nominated shall be at least one level above the pay scale for which selection is to be made.

4.19 Promotion through Flexible Complementing Scheme (FCS)

4.19.1 Promotion for Scientists/Technical & Scientific officers will be governed by the provisions contained in the Recruitment Rules Notification of July, 2008.

4.20 Filling up of vacancies arising due to promotions or vacation of the post by a scientist due to resignation, superannuation, etc.

4.20.1 A scientist promoted after a review, shall carry the post with him, and consequently no vacancy will result in the grade.

4.20.2 Where a vacancy is caused due to a scientist vacating a post by superannuation, resignation, etc. it will go back to the original vacancy of that category.

4.20.3 **Twenty five percent of the vacancies** shall be filled by promotion from amongst the Scientists of one level below possessing required educational and experience qualifications provided that many numbers of posts are created in due course.

4.20.4 **Seventy five percent of the vacancies** at Scientist 'B' level shall be filled by direct recruitment. The vacancy may be filled at the same level or at any lower level as may be decided by the Director provided that many numbers of posts are created in due course.

4.21 Probation

4.21.1 Probation for direct recruits shall be for a period of two years extendable twice by further periods of a maximum of 6 months on each occasion.

4.22 Avenue for promotion

4.22.1 A scientist will be eligible for promotion up to and including the level of Scientist 'G' through the process of periodical reviews as per the provisions of Flexible Complementing Scheme (FCS) mentioned in Para 4.19.1.

4.23 Deputation from outside agencies

4.23.1 Where the services of candidate have been obtained on deputation, the period of such deputation will be initially for three years, which can be extended for two more years with the approval of the Governing Council of the Institute. No scientist shall be held on deputation in a post in the Institute for a period exceeding five years.

4.24 Power to Amend

4.24.1 Where the Governing Council is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing, amend any of the provisions of these rules with respect to any class or category of scientific staff.

4.25 Technical and Non-Technical Posts

4.25.1 Recruitments of Administrative and other technical posts shall be governed by the provisions of the schedules annexed as Appendix V - XII

4.25.2 As regards promotion in respect of non-technical posts, the general policy of SSS NIRE will be that the officers and staff appointed to one grade will be eligible for promotion to the next higher grades **subject to vacancies in the higher grades**. The promotions for administrative, supportive and other staff will be based on seniority-cum-fitness/merit cum fitness basis as the case may be as per the Govt. of India rules. Their promotions shall be governed by the provisions of relevant rules of Department of Personnel and Training, Government of India.

4.26 Verification of character and antecedents

4.26.1 The appointing authority should satisfy itself that the character and antecedents of the persons proposed to be appointed are such as not to render them unsuitable for appointment. For this purpose, the Institute will follow the procedure of police verification etc. as per Government of India procedure.

4.27 Medical examination on first appointment

4.27.1 To ensure that only persons who are physically as well as mentally sound in health are admitted to service, every new entrant except those officers who have come on deputation from other Government or Public Sector organizations and who have already undergone pre-employment medical examination, shall, prior to his/her appointment be medically examined and be certified fit for services by a medical officer, preferably a Civil Surgeon of a Government Hospital.

4.28 Direct recruits

4.28.1 An employee appointed by way of direct recruitment to a particular grade of the Institute would be given the minimum pay of the scale for that grade as per the approved pay scales. However, an employee may be offered suitable number of advance increments over and above the minimum pay of the grade, depending upon the qualifications and experience based on the recommendations of the selection committee constituted for direct recruitment, but not involving more than five increments in respect of post(s) to which appointments can be made by the appointing authority.

4.29 On promotion

4.29.1 The pay of persons appointed through promotion will be fixed as per Central Government Rules as amended from time to time.

4.30 On appointment by deputation

4.30.1 An officer of the Central Government, who is appointed on deputation in SSS NIRE, will be governed by the rules and instructions of the Government of India on the subject issued from time to time.

4.30.2 An officer, other than an officer from the Central Government, who is appointed on deputation in SSS-NIRE, will have an option to draw his/ her pay in the scale of pay attached to the post or to draw pay in the scale of pay in his /her parent grade in addition to a deputation (duty) allowance. The deputation duty allowance will be allowed as per the rules of G.O.I. on the subject.

4.30.3 In case an employee who is on deputation opts to draw his grade pay drawn in his/her parent organization plus deputation duty allowance, he will continue to draw the pay drawn in his parent organization plus D.A. as per the rates prevailing in the parent organization from time to time.

4.30.4 The pay of the deputationist will be fixed as per extant orders of the Central Government as amended from time to time.

4.30.5 In case an officer opts to draw pay in the scale of pay attached to the deputation grade his pay will be fixed at a stage in that grade so that the pay plus D.A. in the Institute will not be less than the pay he was drawing in his/her parent organization in a post held on regular basis. During the period of deputation the employee will draw increments in SSS-NIRE along with appropriate allowances.

4.30.6 A deputationist can be repatriated to his parent Department even before completion of his sanctioned period of deputation as and when a situation arises for premature reversion to the parent cadre of the deputationist, his service could be so returned after giving advance intimation of reasonable period to the lending Ministry/Department and the employee concerned.

4.30.7 As per guidelines issued by the Central Govt. the period of deputation including period of deputation immediately preceding should not normally exceed 3 years.

4.31 By transfer on permanent absorption

4.31.1 With a view to attract experienced and talented persons to man the services in SSS-NIRE, the SSS-NIRE may offer appointment in different grades to some government servant at the time of their initial selection or at a later date while they are on deputation with the Institute, whenever they exercise their option for permanent absorption in the Institute following SSS-NIRE Rules and Rules and Regulation of the Govt. of India, applicable to Autonomous Bodies.

4.31.2 SSS-NIRE will pay the leave salary and pension / CPF contributions payable to the Government of India or other organizations in respect of persons appointed

to the services of the SSS-NIRE on deputation. The rates of such contributions will be in accordance with the rates prescribed by the Government of India and/or as prescribed by parent organization from time to time.

4.32 Dearness Allowance

4.32.1 Dearness Allowance shall be admissible as per Government of India rates as revised from time to time.

4.33 House Rent Allowance (HRA) & City Compensatory Allowance (CCA)

4.33.1 Accommodation facilities will be provided by the institute (SSS-NIRE) in its campus as per the eligibility criteria of the officials of SSS-NIRE. If the accommodation is not available in the campus of the institute, House Rent Allowance & City Compensatory Allowance will be paid to the employees of SSS-NIRE as per the Government of India rates as admissible.

4.34 Leased Accommodation Facility

4.34.1 A detailed scheme for Leased Accommodation Facility if needed at all shall be worked out separately. The scheme will be finalized and adopted with the approval of Governing Council, SSS-NIRE.

4.35 Conveyance Reimbursement

4.35.1 Staff members of SSS-NIRE will be entitled for Conveyance/transport allowance as per the GOI rules in vogue from time to time.

4.35.2 Local Journey claims will be reimbursed as per actual based on the GOI Rules

4.36 Leave Travel Concession

4.36.1 The employees of the Institute and their families will be granted Leave Travel Concession (LTC) as admissible to the GOI employees of the same categories as per GOI rules and orders on the subject issued from time to time.

4.37 Travelling Allowance

4.37.1 Members of the Council and members of other committees, who have to attend a meeting of the Institute or travel for any other business connected with the affairs of the Institute shall be entitled to actual expenses incurred or allowances as admissible to the Director of the Institute whichever is lower.

4.37.2 Traveling allowance and daily allowance to the staff of the institute may be paid in accordance with the traveling allowance/daily allowance rules of the GOI for its employees.

4.37.3 Notwithstanding anything contained in the rules, the Director may authorize payment of actual expenditure incurred by a member of the staff for journey outside headquarters in connection with the business of the Institute. This may include actual expenses for the journey by road, rail or air and lodging charges

for their stay in the Govt. Guest House/Hotel/Rest Rooms,etc, as the case may be.

4.37.4. The Director may permit reimbursement of transport charges incurred by the member of staff for local journeys in connection with the business of the Institute while on duty outside headquarters by a suitable mode of transport not disproportionate to his status as prescribed by the GOI Rules.

4.38 Children Education Allowance And Reimbursement of Tuition Fees

4.38.1 Children's education allowance and reimbursement of tuition fee etc. shall be as admissible under the GOI rules as applicable from time to time,

4.39 Group Insurance Scheme

4.39.1 The Insurance scheme is compulsory to all employees and governed by the provisions of the Rules & Regulations regarding recovery of subscription on account of insurance and saving fund will be on the pattern of the Central Government.

4.40 Loans & Advances

4.40.1 Employees of the Institute shall be entitled to the grant of various kinds of loans and advances as admissible to Central Government Employees as per rules made by the G.O.I. from time to time subject to the availability of funds and compliance of the conditions laid down in GFR of GOI in this regard.

4.41 Contributory Provident Fund

4.41.1 As the Institute is an autonomous body its employees will be governed by Contributory Provident Fund Rules.

4.42 Leave

4.42.1 All matters relating to the grant of various kinds of leave, including leave salary etc., to the employees of the Institute will be governed by the leave rules as applicable to Central Government employees.

4.43 Medical Scheme

4.43.1 Employees of the Institute shall be entitled to medical facilities as admissible under the Central Services (Medical Attendance) Rules, 1944, as amended from time to time.

4.44 Death-Cum-Retirement Gratuity

4.44.1 Death-cum-retirement gratuity scheme of Government of India for Autonomous Bodies shall be applicable.

4.45 Service Conditions

4.46 Terms of Appointment and Agreement

4.46.1 Every employee of the SSS NIRE in a grade with a starting salary of Rs. 8000/ per month or more shall accept in writing the terms and conditions of his appointment before joining the SSS NIRE, and again before taking up each subsequent appointment.

4.47 Salary

4.47.1 Every employee shall be paid a salary fixed for his post, every month, so long as he/ she remains in the service of the SSS-NIRE and satisfactorily performs his duties.

4.48 Specific Work

4.48.1 Every employee shall perform such duties as may be entrusted to him/her and shall perform to the best of his/her ability, carry out the lawful directions of the Governing Council, of the Director, or of any other person to whose authority he may be subject, according to the rules of the SSS-NIRE and the standing orders of the Director, SSS-NIRE in this regard.

4.49 Whole time service

4.49.1 An employee shall devote his whole time to service of the SSS-NIRE and shall not take active part in politics or engage directly or indirectly in any trade, business or occupation or enter into any remunerative commitment or absent himself from duty except in the case of accident or sickness certified by a competent medical authority, without the previous permission of the Governing Council in the case of the Director and the Director in the case of others. Members of the staff shall not stand for election or accept nomination to any body or authority without the previous permission of the Council in the case of the Director and Director in the case of others.

4.50 Transfer /Posting

4.50.1 Every employee shall be liable to be posted as per the policy by the Director, to serve at any of the SSS-NIRE's offices / units or any other organization for SSS-NIRE's work any where in India/abroad.

4.51 Duty on Sundays and holidays

4.51.1 The Director or a member of the staff to whom the power has been delegated by the Director, may for urgent work, engage members of the staff on Sundays and holidays and grant compensatory holidays in lieu of such engagements.

4.52 Period of Service

- 4.52.1 All members of the technical, administrative, supporting and other staff shall be appointed on probation for a period normally not exceeding two years after which the appointment may be continued till the date of superannuating (60 years).

4.53 Technical Staff

- 4.53.1 Subject to any contract under Recruitment Rules, the agreement of service of any member of the technical staff shall be terminated by either party giving to the other not less than three months' notice in writing except during the period of probation when the period of notice shall be as specified in the letter of appointment.

4.54 Administrative, supporting and other staff

- 4.54.1 The service of any member of the administrative, supporting and other staff be terminated by either party giving to the other a period of notice of not less than that specified in the letter of appointment. Such period of notice shall be relaxable by Director or his designated officer of the Institute for the purpose.

4.55 Leave on termination of contract:

- 4.55.1 Earned leave on full pay may be counted towards the period of notice required and pay & allowances may be paid at the discretion of the Director or the Officer of the institute whom the powers has been delegated by the Director-SSSNIRE.

4.56 Working Hours/ Days

- 4.56.1 The SSS-NIRE will follow Calendar of GOI holidays as adopted by the Central Govt. Offices in the Local station.

Monday to Friday: 9.00 AM-5.30 PM (with lunch break from 1.00 PM to 1.30 PM) and/or in accordance with the order of the Government which may be issued in this regard.

4.57 Attendance

- 4.57.1 The duties will be performed in regular and punctual manner. The staff below the Executive level will mark their attendance in the Attendance Register /Automated Time Recording Machine. "

4.58 Identity Card

- 4.58.1 All members of staff will be issued photo identity cards, which they are supposed to display while in office premises. Visitors are normally not permitted inside office premises. Whenever, it is necessary for visitors to be inside office premises they are expected to carry the visitor passes, which are issued by the receptionist.

4.59 Declarations

4.59.1 At the time of joining SSS NIRE members of staff are required to give declarations regarding home town, date of birth, nomination for CP Fund /Gratuity, etc., experience, qualifications etc. An oath of secrecy is also required to be taken.

4.60 Staff Number

4.60.1 As soon as a staff member joins, he / she will be allotted a "Staff Number". This number is to be quoted in all correspondences, claims etc. This will facilitate Administration / Accounts sections to deal with the personal claims of the employees smoothly/efficiently.

4.61 Salary Payment

4.61.1 Salary to member of staff will be paid through Bank on last working day of the month. If last working day is a Saturday or Sunday or Holiday, salary will be disbursed on the previous day as per the rules of the Government of India.

4.62 Permission for Higher Studies

4.62.1 Permission for higher studies through correspondence or part time shall be granted by the Director at his discretion based on utility of the course and its applications to the job of the members of staff. The grant of the study leave will be as per the CCS (Leave) Rules, 1972.

4.63 Performance Appraisal Scheme

4.63.1 Performance Appraisal Scheme based on objectives will be worked out for staff members.

4.63.2 Scheme includes self appraisal and appraisal by immediate superior and the next higher level of Management.

4.63.3 Appraisal would be followed by counseling/ feed-back interview for future planning, improvement in overall effectiveness and self- development.

4.63.4 Performance assessment by monthly, quarterly and yearly review at 2 levels.

4.63.5 Appraisal every six months; following date of joining.

4.63.6 Staff members who have joined before June 30 are to be appraised together for six months period ending March 31 and September 30 each year. Consequent to their first promotion to next higher grade, appraisal would be every six months following their respective date of promotion.

4.63.7 Staff members will be reviewed on reaching the age of 50 and 55 years for continuation of service as per Central Government Rules. Performance shall be appraised on a 10 point rating scale.

4.64 Job Rotation

4.64.1 SSS-NIRE will encourage job rotation to enhance the area of work in related areas and to strengthen the job contents.

4.65 Staff while on Deputation/Study Leave

4.65.1 SSS-NIRE may promote its members of staff who retain lien with SSS-NIRE while on deputation/ study leave. However, the financial benefits will be admissible only after they join the SSS-NIRE as per Government Rules.

4.65.2 Details of eligibility, duration of lien and terms and conditions of such lien will be finalized on the basis of Rules of Govt. of India.

4.66 Application of Rules

4.66.1 These rules shall apply to all members of staff except those employed in casual employment.

4.67 Other Conditions of Service

4.67.1 Other conditions of Service of the staff and officers with respect to which no express provisions have been made in these rules, shall be such as are admissible to staff and officers of the Central Government drawing an equal pay.

CHAPTER – V

5.1 Conduct Rules

5.1.1 The provisions of rules below are only indicative. For implementation, doubts, clarifications, details Central Civil Services (Conduct) Rules, 1964 would be applicable, as amended from time to time.

5.2 General

5.2.1 Every member of staff of the SSS- NIRE shall at all time:

- i) Maintain absolute integrity,
- ii) Maintain devotion to duty,
- iii) Do nothing, which is unbecoming of a public servant.

5.3 Good Conduct

5.3.1 All the members of the staff are to maintain good conduct during the entire service in SSS NIRE. The (case of) acts of omissions and commission such as fraud, dishonesty, illegal gratification, disobedience, furnishing false information, negligence etc. would be treated as "Misconduct", without prejudice to generality of the term and they will be subject to CCS (Conduct) Rules and CCS (CCA) Rules as per GOI procedure.

5.4 Media

5.4.1 No member of staff of the SSS-NIRE shall, except with the prior permission of the competent authority associate himself with a newspaper, periodical, TV or Radio, Press, except for purposes, which are purely literary, artistic or scientific in character.

5.5 Communication of Information

5.5.1 No member of staff shall except with prior permission of the competent authority communicate directly or indirectly any official document or any part thereof or any information to any other person.

5.6 Disciplinary Rules

5.6.1 Provisions of CCS (Conduct) Rules and CCS (CC&A) Rules will be followed in the matter of disciplinary cases in SSS NIRE. For any clarification, details and dispute, refer the above rules.

5.7 Penalties

5.7.1 Members of the staff in SSS-NIRE shall be liable to penalties for any misconduct in accordance with the general procedure outlined in CCS (Conduct) and CCS (CCA) Rules as amended from time to time.

5.8 Disciplinary Authority

5.8.1 Disciplinary authority as specified below or any authority higher than it, may impose any of the penalties specified:

Classification Level	Appointing Authority	Competent Disciplinary Authority	Extent of Power for imposing Penalty	Appellate/Reviewing Authority
Director-SSS NIRE	Chairman, Governing Council, SSS NIRE	Governing Council	Full Powers	Government of India (MNRE)
Scientists(All Categories)	Director, SSS NIRE	Governing Council	Full Powers	Government of India (MNRE)
All other Executive Officers	Director, SSS-NIRE	Director	Minor Penalties Suspension Major penalties	Director, SSS-NIRE Chairman, GC, SSS-NIRE Governing Council with the approval of the Government of India (MNRE)
All Non-Executive Officials	Director	Director	Minor Penalties Suspension Major Penalties	Chairman, GC, SSS-NIRE Chairman, GC, SSS-NIRE Chairman, GC, SSS-NIRE
All other category regular support staff and contractual appointees	Director	Director	Minor Penalties Suspension Major Penalties	Chairman, GC, SSS-NIRE Chairman, GC, SSS-NIRE Chairman, GC, SSS-NIRE

CHAPTER - VI DELEGATION OF POWERS
(Powers, Functions and Duties at various levels)

6.1 Powers of Governing Council

- 6.1.1 Subject to Rule 30, 31 and 32 of the Rules & Regulations of the Society, the Governing Council shall have full powers to decide all matters pertaining to SSS-NIRE subject to such restrictions that may be imposed by the Government of India from time to time.
- 6.1.2 In respect of the following matters, the rules and orders applicable to the Central Government Employees shall apply to the employees of SSS-NIRE subject to rules contained herein and to such modifications as may be made by the Governing Council from time to time:-
- (a) Creation of posts, Pay-scales, promotion policies and related issues.
 - (b) Medical fitness, leave, hours of duty and holidays.
 - (c) Dearness allowance, additional dearness allowance, dearness pay, interim relief, city compensatory allowance, house-rent allowance, children education allowance, tuition fee reimbursement, washing allowance, overtime allowance, transport allowance, conveyance allowance and other allowances including fee/honorarium.
 - (d) Traveling allowance, daily allowance, leave travel concession.
 - (e) Fixation of pay on appointment and promotion; counting of periods spent on training on stipend or otherwise before regular appointment for first assessment/promotions.
 - (f) Counting of service rendered before framing of recruitment rules for the purpose of first assessment/promotions.
 - (g) Retirement and technical resignations.
 - (h) Conduct, discipline, suspension, appeals and reviews.
 - (i) Termination of service and resignation.
 - (j) Probation and confirmation subject to rule 4.52(Chapter-IV) of these rules.
 - (k) Loans and advances to employees.
 - (l) Allotment of quarters or leased accommodation.
 - (m) Staff car facilities.
 - (n) General Provident Fund/Contributory Provident Fund/Employees Provident Fund.
 - (o) Medical Reimbursement Facility.
 - (p) Bonus and other ex-gratia payments.
 - (q) Gratuity, leave-encashment and any retirement benefits.
 - (r) Mandatory social welfare schemes and social security schemes.
 - (s) Any other welfare / incentive schemes as may be decided by the GC SSS-NIRE from time to time.
- 6.1.3 The Governing Council of SSS-NIRE may authorize the Chairman, GC to exercise any or all of the above powers subject to reporting the decisions taken in the subsequent meeting, for information.
- 6.1.4 In their applicability to the employees of the Institute, references to Ministries and Departments of the Government of India in the Rules and Orders referred to in

rules 6.1.1 & 6.1.2 above shall be deemed to be references to the Governing Council.

6.2 Powers, Duties and Functions of the Chairman of Governing Council of SSS-NIRE

6.2.1 Subject to the overall control of the Governing Council, the Chairman of the Council shall have full powers; his duties shall, include the following functions:-

- a) to monitor and review periodically the activities of the SSS NIRE and to take remedial measures, as deemed fit, to meet the aims and objects of the SSS NIRE.
- b) to authorize /augment provision under the head "Salaries, Allowances and Provident Fund Contributions" on recommendation of the Director.
- c) to consider and approve from time to time for alteration, addition and modification to these Rules of the Institute.
- d) to consider and approve from time to time, alteration and modifications to the Rules and Regulations of the SSS-NIRE to meet the aims and objects of the SSS-NIRE, subject to the approval of Government of India.
- e) to create technical posts up to the Scale of Rs.16,400 - Rs.20,000/- with the previous consent of the Administrative Ministry. Creation of posts carrying pay above this level can be done by the Governing Council with the approval of the Government of India.
- f) Appointment to all the higher posts will be made by the Chairman, Governing Council, SSS-NIRE.
- g) to consider and approve foreign travel of the Director after necessary clearance is obtained from Ministry of Home Affairs and Ministry of External Affairs.
- h) to open and operate Bank Account (s) with a Nationalized Bank(s)/ Scheduled Bank (s)
- i) to delegate the powers of operation of the Bank Account, of SSS NIRE to any of the Officer(s) of SSS NIRE, either' jointly or severally, as may be found necessary, from time to time.

6.3 Powers, functions and duties of the Director

6.3.1 Subject to Rule No. 8, 45, 46, & 47 of the Rules and Regulations of the Society, and subject to the overall control of the Chairman of the Council, the Director shall exercise powers as that of Head of Department as per SR-10 and shall by order specify the officers of appropriate levels who shall be the appointing authority, the disciplinary authority and the appellate authority, for the purpose of CCS (CCA) Rules and the controlling officer for the purpose of Traveling Allowance, Daily Allowance, House Rent Allowance, Medical Reimbursement, and any other allowances/benefits/incentives,

payable to the employees. Further subject to overall control of the Chairman of the Governing Council, the Director shall have the following powers: -

- a) Exercise full powers to approve and sanction expenditure under every head and item provided in the Annual and Supplementary Budget Grants approved by the Council.
- b) Re-appropriate the sanctioned funds subject to the following conditions:
 - i) Re-appropriation under the heads of Revenue Expenditure other than "Salaries, allowances, and Provident fund contributions" shall be made.
 - ii) No re-appropriation shall be made from the head of the Capital Expenditure to the head of Revenue Expenditure without the approval of the Governing Council.
- c) Director may, with the approval of Chairman/ Administrative Ministry, appoint from time to time, Technical, Administrative, Supporting and other staff up to the scale of Rs.14300 – 18300/-.
- d) Approve foreign travel of all staff except the Director.
- e) Delegate some of its powers, functions and duties to any member of the SSS NIRE, as provided in rules of the SSS-NIRE on the basis of Delegation of Financial Powers Rules of Government of India.
- f) Propose additions, alterations and modifications to the Rules of the SSS-NIRE for any matter for consideration and approval of the Governing Council of the Institute.
- g) Appoint, from time to time, subcommittees from amongst its members and / or staff of the SSS-NIRE and assign and/or delegate to them some of its powers, duties and functions, as it may deem fit.
- h) Authorize import of equipment, components and other payments as provided in the sanctioned budget proposals.
- i) Appoint consultant(s) / visiting faculty / fellow (s) for carrying out items of work included in the sanctioned budget proposals.
- j) Make suitable grant of money or other assistance to other R&D Institutes, Universities or industries for carrying out research, development, and investigation subject to the provision in the budget grant and approval of the Governing Council of the Institute.
- k) Norms for grant of fellowships, scholarships, awards or other monetary assistance, on such terms and conditions as approved by the Governing Council will be prescribed in due course with the permission of Governing Council to such persons for carrying out any research,

investigation and study on a subject in which the SSS- NIRE is interested.

- l) Publish and/or to finance the publications, as it may deem fit, from time to time of the work done or work carried out on behalf of the SSS- NIRE.
- m) Write-off irrecoverable losses of stores and moneys within Rs.5,000/- in each case provided that the loss is not due to theft, fraud or neglect and it does not disclose a serious negligence on the part of any employee of the SSS -NIRE.
- n) Submit a detailed Annual Budget Estimate under various heads for consideration of the Committee and approval of the Council.
- o) Submit the Annual Report of the SSS-NIRE for the consideration of committee and approval of the Council.
- p) Director shall act as Member Secretary of the Council.

6.4 Duties of the Director

6.4.1 Business of the SSS- NIRE

6.4.1.1 It shall be the duty of the Director to carry on the work of SSS NIRE under the control of the Council and in accordance with the Rules and Regulation for the administration and management of the SSS NIRE. In the case of an emergency, he may take such action as may be necessary and report it to the Chairman of the Council,

6.4.2 Direction and control of the staff

6.4.2.1 All members of the staff of the SSS NIRE shall be under the general control of the Director, who may issue standing orders from time to time.

6.4.3 Sanction of expenditure

6.4.3.1 The budgeting year of SSS NIRE starts from April 1st and ends on 31st March of the following years as being followed by GOI. All expenditure within the budget grant shall be approved and sanctioned by the Director, or a member of the staff to whom power has been delegated by the Director subject to the following conditions:-

- a) Expenditure beyond the approved limits of budget in respect of heads other than salaries/ allowances and Contributory Provident Fund shall require prior consent of the Chairman, Governing Council.
- b) Expenditure on foreign travel of any employee of the SSS-NIRE shall be with the prior approval of the Director.

- c) No re-appropriation shall be made between provisions under various heads of the budget grant without the prior consent of the Competent Authority.

6.4.4 Supervision of work

6.4.4.1 The Director shall exercise general supervision over the programme(s) of the SSS- NIRE.

6.4.5 Annual Report

6.4.5.1 The Director shall submit the Annual Report of the SSS- NIRE, to the Governing Council by the end of August each year.

6.5 Duties of the Member Secretary

6.5.1 The Director shall act as Member Secretary to the Governing Council of SSS- NIRE under the general control and orders of the Chairman, Governing Council of the Institute.

6.6 Duties of Administrative-cum-Accounts Officer

6.6.1 Management Services and Personnel Work under the general control of the Director

6.6.1.1 In all matters concerning the SSS-NIRE he/ she shall act under the general control and orders of the Director of the Institute.

6.6.2 Correspondence

6.6.2.1 The Administrative-cum-Accounts Officer shall be in-charge of the correspondence relating to the SSS-NIRE subject to the instructions of the Director.

6.6.3 Office Management

6.6.3.1 The Administrative-cum-Accounts Officer will be in-charge of the management and miscellaneous staff of the SSS-NIRE

6.6.4 Maintenance of premises

6.6.4.1 The Administrative-cum-Accounts Officer will look after the maintenance and upkeep of the premises and property of the SSS-NIRE.

6.7 Duties of designated Finance Officer

6.7.1 The Finance Officer designated by the Director, shall deal with all matters relating to Finance and Accounts of the SSS-NIRE. He shall be responsible for maintenance and upkeep of Accounts.

6.7.2 The Finance Officer shall be responsible for managing the funds of the SSS-NIRE. He shall see that all moneys received by the SSS -NIRE through grants, donations, gifts etc. are deposited in the Bank Accounts of the SSS- NIRE and arrange payments on behalf of the SSS NIRE there from.

6.7.3 The Finance Officer shall prepare the Annual Budget, supplementary Budget Estimates for the Director for submission to the Council.

6.7.4 The Finance Officer shall be responsible for the banking operations of the SSS-NIRE and for the maintenance of Annual Accounts etc. as per the directive of Comptroller and Auditor General of India.

6.8 Execution of Contracts on Behalf of the SSS-NIRE

6.8.1 Contracts with Director

6.8.1.1 All contracts between the SSS-NIRE and the Director at the time of his appointment shall be signed by the Chairman of the Governing Council or any other person authorized by the Council for the purpose.

6.8.2 Contracts with others

6.8.2.1 All other contracts by or on behalf of the SSS-NIRE at the time of appointment shall be signed by the Director or by an officer of the SSS-NIRE empowered by him.

6.9 Other Miscellaneous Matters

6.9.1 Official Tours/ Travels, Traveling Allowance / Dearness Allowance (TA/DA), Sitting Fee and Staff Car for the staff of SSS-NIRE for both domestic and foreign travel shall be regulated in accordance with the rules and regulations of the Government of India.

CHAPTER - VII GENERAL RULES (applicable to all employees)

- 7.1 Generally every candidate selected for appointment shall be a citizen of India and shall not have contracted plural marriage. Relaxation in age up-to five years will be admissible in respect of advertised posts for employees working in Government/ PSU/ autonomous/statutory bodies/ corporation. However, there shall be no upper age limit in respect of departmental candidates. Relaxation in age limit in respect of ex-servicemen/ SC/ ST/ OBC/ PH, shall be as per the orders issued by the Government of India and as amended from time to time. Further, the relaxation in age shall run concurrently to avoid multiple age relaxation.
- 7.2 Subject to Rule 9 given under Chapter-I, the method of recruitment indicated shall not be exhaustive and may include any procedure followed by other Central Government Organization/ Undertakings/ Central Autonomous Bodies as may be approved by the Director- SSS-NIRE.
- 7.3 **Competent Authority**
- 7.3.1 The competent authority to administer these rules shall be Director, SSS-NIRE, in all matters. He shall, however, at his discretion, delegate such of the powers as are necessary to any other officer or Administrative cum Accounts Officer through a notification.
- 7.4 **Fixation of Pay**
- 7.4.1 The pay of Officers and Staff on initial appointment or in the higher grade on promotion shall be fixed according to the Rules of the Society.
- 7.5 **Higher Initial Pay**
- 7.5.1 The appointing authority may sanction a pay higher than the minimum of the scale subject to a maximum of five increments to a candidate on his first appointment, if so recommended by the selection committee considering the educational qualifications and experience possessed by the candidate. However, this would be got ratified in the next meeting of Governing Council.
- 7.6 **Probation**
- 7.6.1 Unless otherwise stated in these Rules or other Rules issued by the Governing Council, persons appointed to the regular establishment shall be on probation for a period of two years, which may be extended by another year or curtailed if necessary.
- 7.7 **Advance Increments**
- 7.7.1 Notwithstanding anything contained in these rules, advance increments, special pay or promotion may be granted by the Governing Council to any employee of the Society (SSS-NIRE) for the meritorious work or for special service rendered to the Society.

7.8 Ad-hoc appointments

7.8.1 In the recruitment process for any of the post contained herein in the event of no person being available or found suitable for appointment as per these Rules, the appointing authority may make temporary appointment if necessary by relaxation of the recruitment rules or appoint a person on deputation from any other organization. The terms of deputation shall be in accordance with the Rules and Regulations framed by Government of India.

7.8.2 The Appointing Authority may make temporary appointments to Group C and D posts for a period not exceeding two years on a consolidated salary equal to the minimum of the scale of pay prescribed for the post plus dearness pay + allowances as admissible. However, such appointment{s} shall not bestow on the incumbent right to regular appointment.

7.9 Reservations and Concessions

7.9.1 In the matter of nominating an SC/ ST officer on the DPC/ Selection Committee the procedure prescribed by the Government of India shall be followed. In filling up of posts, due reservation for Scheduled Castes, Scheduled Tribes, and Other Backward Classes shall be made in accordance with the procedure laid down by the Government of India, wherever applicable. Other relaxations and concessions as provided shall also be applicable.

7.9.2 Reservations and concessions for physically challenged persons shall apply as per the Government of India directives/ orders as amended from time to time.

7.10 Deputation within India and abroad

7.10.1 Members of the staff may be deputed by the Director to attend Scientific Conferences, Symposia and Congresses for specialized training of the Society within India/abroad. Such participation abroad by the Director shall be with the approval of the Chairman, Governing Council, subject to specific budget provisions.

7.11 Performance of Duties

7.11.1 Every employee shall perform such duty as may be entrusted to him/her and shall to the best of his/her ability carry out the lawful directions of the Governing Council or the Director or any other persons to whose authority he may be subject according to the Rules and Regulations of the Society.

7.12 Discipline

7.12.1 During the period of service, every employee shall observe, obey and abide by the rules of the society and executive instructions issued from time to time by the Governing Council and all the standing orders passed by the Director.

7.13 Termination of Service

- 7.13.1 The service of any staff may be terminated by either party giving to the other a period of notice not less than that specified in the letter of appointment, such period of notice shall not be less than one month.
- 7.13.2 The service of an employee may also be terminated without notice by payment of a sum equivalent to his salary in lieu of notice.
- 7.13.3 The service of an employee against whom an enquiry or disciplinary proceeding is pending or contemplated may not, however, be terminated by virtue of this Rule unless otherwise decided by the Competent Authority.
- 7.13.4 The Appointing Authority may accept a shorter period of notice from a member of the staff in special circumstances.
- 7.13.5 In matters not specifically covered under the above rules, the provisions of Government of India's orders as amended from time to time, as made applicable to SSS-NIRE employees, shall apply.

7.14 Superannuation

- 7.14.1 The age of superannuation for regular employees will be 60 years. The Governing Council may grant extensions in specific cases, with prior approval of the Government of India. However, in the case of Director, SSS-NIRE the age limit will be as per the RRs of the said post.

7.15 Over-riding Provision

- 7.15.1 In all service matters the decision of the Governing Council shall be final.
- 7.15.2 In so far as matters not dealt with herein and/ or where any doubts, ambiguity as to its interpretation and applicability arises, the provisions contained in respective Civil Service Rules/ Staff Rules of SSS-NIRE shall apply, if the context so requires.
- 7.15.3 The classification of posts referred to as Group A/ B/ C/ D in these Rules refers to classifications appearing in Rule 4 of CCS (CCA) Rules, 1965, as amended from time to time.

7.16 Power to Relax

- 7.16.1 The Chairman, Governing Council, SSS-NIRE, where satisfied that the operation of any of these Rules causes undue hardship to any particular case, may by order for reasons to be recorded in writing dispense with or relax the requirements of that Rule to such extent and subject to such exception and condition as it may consider necessary for dealing with the case in a just and equitable manner and such relaxation shall not be detrimental to the interest of others.

Sardar Swaran Singh National Institute of Renewable Energy (SSS NIRE)
(An autonomous institution of Ministry of New and Renewable Energy, Government of India)

Schedule of Recruitment Rules for the post of Scientist 'E'

Name of the Post	No. of Posts	Classification	Scale of Pay	Whether Selection post or non-Selection post	Age limit for direct recruits	Whether benefit added years of service admissible under rules 30 of the Central Civil Services (Pension) Rules, 1972.	Educational and other qualifications required	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Scientist- 'E'	1*(One) * Subject to variations depending on workload	Group A. Scientific	Rs. 14,300- 400- 18,300	Not applicable	Not exceeding 40 years. Relaxable up to 5 years for officers working in Central /States Govt./Autonomous bodies/ Departmental candidates and /or exceptionally qualified persons. In case of candidates belonging to SC/ST/OBC and other category of persons.	Not Applicable being an autonomous/ organization/ institution.	ESSENTIAL (i) Qualification: Doctorate Degree in Science or first class Post Graduate Degree in Engineering/Technology preferably in Renewable Energy from a recognized university / institution (ii) Experience: Minimum 10 years experience in Renewable Energy Sector out of which 5 years should	Age - No Educational Qualification - Yes



					<p>the age relaxation will be in accordance with the instruction/orders issued by central government from time to time).</p> <p>(ii) 56 years for deputationist.</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Laddakh Division of J&K State, Lahaul and Spiti Distt. & Pangj Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep.</p>		<p>be preferably in the field of Bio Energy R&D / Design / Manufacturing and consultancy. Preference will be given for experience in Bio Energy discipline of New and Renewable Energy Sector.</p> <p>Desirable: Specialization in New and Renewable Energy Sector</p>	
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Period of probation, if any	Methods of recruitment: Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the posts to be filled by various methods	In case of recruitment by promotion/deputation/transfer/grades from promotion/deputation/transfer to be made	If a Departmental / Promotion / Committee / Selection committee exists, what is its composition	Circumstances in which Public Service Commission is to be consulted in making recruitment
(10) Two years for Direct Recruits as per rules	(11) By Direct Recruitment/ Deputation/ Transfer on Deputation/ Promotion as per FCS Rules/ Short-term immediate contract / Permanent absorption. Note I: a committee as mentioned in Col. 13 of this schedule makes Selection of a person in the grade. Note II: The particular method of recruitment for each vacancy will be decided by the Chairman, GC SSS-NIRE, in the light of the qualification required for the particular post keeping in view the job requirement.	(12) By Transfer/ Transfer on deputation: Officers of Central / State Governments / PSUs / Universities / Research Institutes / Autonomous Bodies (a) holding analogous posts on regular basis and possessing educational qualifications and experience as prescribed in col.8 of this schedule or (b) Holding the post of Scientist 'D' or equivalent in the scale of pay of Rs. 12000-375-16500 for a period of 5 years on regular basis in any of the above organization and possessing educational qualifications and experience as prescribed in Col 8 of this schedule. or (c) Holding the post of Scientist 'C' or equivalent in the scale of pay of Rs. 10,000-325-15,200 for a period of 8 years on regular basis in any of the above organization and possessing educational qualifications and experience as prescribed in Col 8 of this schedule.	(13) Departmental Promotion / Selection Committee for appointment will consist of: (i) Chairman, GC, SSS-NIRE - -Chairman (ii) In Charge SSS-NIRE/ Scientist G in MNRE...Member (iii) Three experts in the field out of which one expert belonging to SC/ST category from outside the Ministry of New and Renewable Energy to be nominated by the Secretary, Ministry of New and Renewable Energy (iv) One member of Governing Council to	(14) Not Applicable

		<p>Note I : The period of deputation shall be initially for a period of 3 years which can be extended up to 5 years . However, persons already on deputation on another ex- cadre post will not be considered.</p> <p>Note II: Departmental officers working in the direct line of promotion will not be eligible for being considered on deputation basis. Similarly deputationists will not be eligible to be considered for promotion.</p>	<p>be nominated by the Chairman, GC.</p>	
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(Signature)
09.07.08

(Dr. A.R.SHUKLA)

**Scientist 'G' & Member Secretary, Governing Council
Sardar Swaran Singh National Institute of Renewable Energy**

Sardar Swaran Singh National Institute of Renewable Energy (SSS NIRE)
(An autonomous institution of Ministry of New and Renewable Energy, Government of India)

Schedule of Recruitment Rules for the post of Scientist 'D'

(1) Name of the Post	(2) No. of Posts	(3) Classification	(4) Scale of Pay	(5) Whether post or non-Selection post	(6) Age limit for direct recruits	(7) Whether benefit of service added years of admissible under rules 30 of the Central Civil Services (Pension) Rules, 1972.	(8) Educational and other qualifications required	(9) Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees
(1) Scientist 'D'	(2) 1* (one) * Subject to variations depending on workload	(3) Group A. Scientific	(4) Rs.12,000-375-16,500	(5) Not applicable	(6) Not exceeding 35 years. Relaxable up to 5 years for officers working in central /States Govt./Autonomous bodies/ Departmental candidates and /or exceptionally qualified persons. In case of candidates belonging to SC/ST/OBC and other category of persons, the age relaxation will be in accordance with the instructions/orders issued by central government from time to time).	(7) Not Applicable being an autonomous organization.	(8) ESSENTIAL (i)Qualification: First class Post Graduate Degree in Science or First class Bachelor's degree in Engineering / Technology preferably in Renewable Energy from a recognized university institutions. (ii) Experience : Minimum 8 (eight)	(9) Age : No Educational Qualification: Yes

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Period of probation, if any	Methods of recruitment : Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the posts to be filled by various methods	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	If a Departmental Promotion /appointment Committee / Selection Committee exists, what is its composition	Circumstances in which Public Commission is to be consulted in making recruitment
(10) Two years for Direct Recruits as per rules	(11) By Direct Recruitment/ Deputation/ Transfer on deputation/ Promotion as per FCS Rules/ Short-term immediate contract/ Permanent absorption Note I: a committee as mentioned in Col. 13 of this schedule makes Selection of a person in the grade. Note II: The particular method of recruitment for each vacancy will be decided by the Chairman, GC SSS-NIRE, in the light of the qualification required for the particular post keeping in view the job requirement.	(12) By Transfer/ Transfer on deputation: Officers of Central / State Governments / PSUs / Universities / Research Institutes / Autonomous Bodies (a) Holding analogous posts on regular basis and possessing educational qualifications and experience as prescribed in col.8 of this schedule or (b) Holding the post of Scientist 'C' or equivalent in the scale of pay of Rs. 10000-325-15200 on regular basis for a period of 5 years in any of the above organization and possessing educational qualifications and experience as prescribed in Col 8 of this schedule. or (c) Holding the post of Scientist 'B' or equivalent in the scale of pay of Rs. 8,000-275-13,500 on regular basis for a period of 8 years in any of the above organization and possessing educational qualification and experience as prescribed in Col 8 of this schedule.	(13) Departmental Promotion / Selection Committee for appointment will consist of : (i) Chairman, GC, SSS-NIRE ----- Chairman (ii) In Charge SSS-NIRE/ Scientist G in MNRE.....Member (iii) Three experts in the field out of which one expert belonging to SC/ST category from outside the Ministry of New and Renewable Energy to be nominated by the Secretary, Ministry of New and Renewable Energy (iv) One Member of Governing Council to be	(14) Not Applicable

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	<p>Note I : The period of deputation shall be initially for a period of 3 years which can be extended up to 5 years . However, persons already on deputation on another ex- cadre post will not be considered.</p> <p>Note II : Departmental officers working in the direct line of promotion will not be eligible for being considered on deputation basis. Similarly deputationists will not be eligible to be considered for promotion.</p>	<p>nominated/empanelled by the Chairman, GC.</p>
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(A.R. Shukla)
09.07.08

(Dr. A.R.SHUKLA)

Scientist 'G' & Member Secretary, Governing Council,
Sardar Swaran Singh National Institute of Renewable Energy

Sardar Swaran Singh National Institute of Renewable Energy (SSS NIRE)
(An autonomous institution of Ministry of New and Renewable Energy, Government of India)

Schedule of Recruitment Rules for the post of Scientist 'B'

Name of the Post	No. of Posts	Classification	Scale of Pay	Whether Selection of post non-Selection post	Age limit for direct recruits	Whether benefit of added years of service is admissible under rules 30 of the Central Civil Services (Pension) Rules, 1972.	Educational and other qualifications required for direct recruitment /deputation Transfer	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Scientist - B	1(One) * Subject to variations depending on workload	Group A. Scientific	Rs. 8000-275-13500	Not Applicable	Not exceeding 30 years. Relaxable up to 5 years for officers working in Central Govt./Autonomous bodies/ Departmental candidates and /or exceptionally qualified persons. In case of candidates belonging to SC/ST/OBC and other category of persons, the age relaxation will be in accordance with the instruction/orders issued by central government from time	Not Applicable being an autonomous organization/ Institution	ESSENTIAL (i) Qualification : (i) First class Post Graduate Degree in Science or First class Bachelor's degree in Engineering / Technology preferably in Renewable energy from a recognized university / institutions. (ii) Experience : Minimum 4 years experience preferably in the Bio Energy	Age : No , Educational Qualification : Yes.

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Period of probation, if any	Methods of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the posts to be filled by various methods	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	If a Departmental Promotion /appointment Committee / Selection Committee exists, what is its composition	Circumstances in which Public Service Commission is to be consulted in making recruitment
(10) Two years for Direct Recruits as per rules.	(11) By Direct Recruitment/ Deputation/ Transfer on deputation/ Promotion as per FCS Rules/ Short-term immediate contract/ Permanent absorption Note I: a committee as mentioned in Col. 13 of this schedule makes Selection of a person in the grade. Note II: The particular method of recruitment for each vacancy will be decided by the Chairman, GC SSS-NIRE, in the light of the qualification required for the particular post keeping in view the job requirement.	(12) By Transfer/ Transfer on deputation: Officers of Central / State Governments / PSUs / Universities / Research Institutes / Autonomous Bodies (a) holding analogous posts on regular basis and possessing educational qualifications and experience as prescribed in col.8 of this schedule or (b) Holding the post of Scientist 'A' in the scale of pay of Rs. 6500-200-10500 on regular basis for a period of 5 years in any of the above organization and possessing educational qualifications and experience as prescribed in Col 8 of this schedule and having adequate background and experience of Renewable Energy Sector preferably in the relevant field of Bio Energy. Note I : The period of deputation shall be initially for a period of 3 years which can be extended up to 5 years	(13) Departmental appointment/ Promotion Committee for appointment will consist of : (i) Chairman, GC, SSS-NIRE Chairman (ii) In Charge SSS-NIRE/ Scientist G in MNREMember (iii) Three experts in the field out of which one expert belonging to SC/ST category from outside the Ministry of New and Renewable Energy to be nominated by the Secretary, Ministry of New and Renewable Energy Members.	(14) Not Applicable

	<p>However, persons already on deputation on another ex-cadre post will not be considered.</p> <p>Note II: Departmental officers working in the direct line of promotion will not be eligible for being considered on deputation basis. Similarly deputationists will not be eligible to be considered for promotion.</p>	<p>(iv) One Member of Governing Council to be nominated/empanelled by the Chairman, GC (Member)</p>
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A.R. Shukla
09.07.08
(Dr.A.R.Shukla)

Scientist 'G' & Member Secretary, Governing Council,
Sardar Swaran Singh National Institute of Renewable Energy

Sardar Swaran Singh National Institute of Renewable Energy (SSS NIRE)
(An autonomous institution of Ministry of New and Renewable Energy, Government of India)

Schedule of Recruitment Rules for the Post of Administrative-cum-Accounts Officer

Name of the Post	(2)	(3)	Scale of Pay	Whether Selection of post non-Selection post	Age limit for direct recruits	Whether benefit of added years of service is admissible under rules 30 of the Central Civil Services (Pension) Rules, 1972.	(8)	(9)
(1) Administrative-cum-Accounts Officer	1 (one)	Group A. Administrative-cum-Accounts	Rs. 10000-325-15200	Not Applicable	(i) Not exceeding 35 years. Relaxable up to 5 years for officers working in central /States Govt./Autonomous bodies/ Departmental candidates and /or exceptionally qualified persons. In case of candidates belonging to SC/ST/OBC and other category of persons, the age relaxation will be in accordance with the instructions/orders issued by central government from time to time). (ii) 45 years for deputationist.	Not Applicable being an autonomous organization.	ESSENTIAL (i) <u>Qualification</u> : At least first class Bachelor's degree from a recognized university or equivalent professional qualifications of CA/CWA/SAS/CFA (ii) <u>Experience</u> : At least 5 years in General Management, Finance, Accounts, Budget, Personnel, Administration in Autonomous Bodies/ R&D Institutions/ Universities/Commercial organisations/	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes

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Period of probation, if any	Methods of recruitment : Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the posts to be filled by various methods	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	if a Departmental Promotion Selection Committee exists, what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(10)	(11)	(12)	(13)	(14)
Two years for Direct Recruits as per rule	<p>By Direct Recruitment/ Deputation/ Transfer on deputation/ Promotion from immediate lower/feeder cadre post (which may be created in future)/ Short-term immediate contract. / Permanent absorption</p> <p>Note I: A committee as mentioned in Col. 13 of this schedule makes Selection of a person in the grade.</p> <p>Note II: The particular method of recruitment for each vacancy will be decided by the Chairman, GC SSS-NIRE, in the light of the qualification required for the particular post keeping in view the job requirement.</p>	<p>(i) By Transfer / Transfer on Deputation : Officers of Central / State Governments / PSUs / Universities / Research Institutes / Autonomous Bodies (a) holding analogous posts on regular basis and fulfilling the criteria laid down in col. 8 of this schedule.</p> <p>(b) officers in the scale of pay of Rs. 8000-275-13500 on regular basis for a period of 5 years and fulfilling the criteria laid down in col. 8 of this schedule.</p> <p>or</p> <p>(c) Officers in the pay scale of Rs. 6500-200-10500 on regular basis for a period of 8 years and fulfilling the criteria laid down in col. 8 of this schedule.</p> <p>Note I : The period of deputation including the period of deputation rendered in another ex-cadre post held immediately preceding this appointment / in the same or other organization / department or central / state government / other institution should ordinarily not exceed 3 years. However, persons already on deputation on another ex- cadre post will not be considered.</p>	<p>Departmental selection (Promotion) Committee will for appointment consists of:</p> <p>(i) Chairman, GC, SSS-NIRE -----Chairman</p> <p>(ii) In Charge SSS-NIRE/ Scientist G in MNRE.....Member</p> <p>(iii) Two experts from the relevant field out of which one expert belonging to SC/ST category from outside the Ministry of New and Renewable Energy to be nominated by the Secretary, Ministry of New and Renewable Energy</p> <p>(iv) DS/Director(Admn) , MNRE.....Member</p>	Not Applicable

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		<p>Departmental officers working in the direct line of promotion will not be eligible for being considered on deputation basis. Similarly deputationists will not be eligible to be considered for promotion.</p>		
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(Dr. A.R. Shukla)
09.07.08
(Dr. A.R. Shukla)

**Scientist 'G' & Member Secretary Governing Council
Sardar Swaran Singh National Institute of Renewable Energy**

Sardar Swaran Singh National Institute of Renewable Energy (SSS NIRE)
(An autonomous institution of Ministry of New and Renewable Energy, Government of India)

Schedule of Recruitment Rules for the post of Assistant Engineer (Civil)

Name of the Post	No. of Posts	Classification	Scale of Pay	Whether Selection post or non-Selection post	Age limit for direct recruits	Whether the benefit of added years of service is admissible under rules 30 of the Central Civil Services (Pension) Rules, 1972.	Educational qualifications for direct transfer	and other required for recruits/deputation/	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	
Assistant Engineer (Civil)	1 (one)	Group B. Technical-Scientific	Rs. 6500-200-10500	Not applicable	(i) Not exceeding 35 years. Relaxable up to 5 years for officers working in Central / States Govt. / Autonomous bodies / Departmental candidates. In case of candidates belonging to SC/ST/OBC and other category of persons, the age relaxation will be in accordance with the instructions/orders issued by central government from time to time). (ii) 45 years for	Not Applicable being an autonomous/ Organization/ institution.	ESSENTIAL (i) Qualification : At least first class BE/B.Tech. in Civil Engineering or equivalent degree from a recognized university/institution with at least five years experience in Design, Planning, Construction, Maintenance and Management of buildings and infrastructure works/facilities of a large organization/Institution. Or First class diploma in Civil Engineering from a recognized institution with at least eight years on-job experience with relevant field as above.	Age: No Educational Qualifications: Yes	

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<p>Period of probation, if any</p> <p>(10)</p>	<p>Methods of recruitment : Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the posts to be filled by various methods</p> <p>(11)</p>	<p>In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made</p> <p>(12)</p>	<p>If a Departmental Promotion Committee / Selection Committee exists, what is its composition</p> <p>(13)</p>	<p>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</p> <p>(14)</p>
<p>Two years for Direct Recruits as per rule</p>	<p>By Direct Recruitment/ Deputation/ Transfer on deputation/ Promotion from immediate lower/feeder cadre post (which may be created in future)/ Short term immediate contract/ Permanent absorption.</p> <p>Note I : a committee as mentioned in Col.13 of this schedule makes selection of a person in the grade.</p> <p>Note II : The particular method of recruitment for each vacancy will be decided by the Chairman, GC-SSS-NIRE, IN THE LIGHT OF THE QUALIFICATION required for the particular post keeping in view the job requirement.</p>	<p>(i) <u>By Transfer / Transfer on Deputation</u> : Officers of Central / State Governments / PSUs / Universities / Research Institutes / Autonomous Bodies and holding - (a) analogous post on regular basis or (b) officials holding the post of Junior Engineer for 8 years on regular basis in the pay scale of Rs.5500-175-9000 in any of the above organizations and possessing the Educational Qualifications and Experience as laid down in the column 8 of this schedule.</p> <p>Note I : The period of deputation shall be initially for a period of 3 years which can be extended upto 5 years. However, persons already on deputation on another ex-cadre post will not be considered.</p> <p>Note II: Departmental officials working in the direct line of promotion will not be eligible for being considered on deputation basis. Similarly deputationists will not be eligible to be considered for promotion.</p>	<p>Departmental / Selection/ Promotion Committee will consist of : (i) Director, SSSNIRE..... Chairman (ii) Incharge SSS-NIRE/ Scientist –G MNRE (or his nominee) ----- Member (iii) Three experts one each from the field of civil and electrical Engineering and one expert belonging to SC/ST Category from outside the Ministry of New & Renewable Energy</p>	<p>Not Applicable</p>

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			<p>— as Members to be nominated by Chairman GC, SSSNIRE (iv) One Member of the Governing Council to be nominated/ empanelled by the Chairman, Governing Council (Member)</p>
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(A.R. Shukla)
07.07.08

(Dr. A.R. SHUKLA)

Scientist 'G' & Member Secretary Governing Council
Sardar Swaran Singh National Institute of Renewable Energy

Sardar Swaran Singh National Institute of Renewable Energy (SSS NIRE)
(An autonomous institution of Ministry of New and Renewable Energy, Government of India)

Schedule of Recruitment Rules for the post of Private Secretary

Name of the Post	No. of Posts	Classification	Scale of Pay	Whether Selection of post non-Selection post	Age limit for direct recruits	Whether the benefit of added years of service is admissible under Rule 30 of the Central Civil Services (Pension) Rules 1972.	Educational and other qualifications required for recruits/deputation/transfer	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Private Secretary	1(One)	Group B. (Administrative)	Rs. 6500-200-10500	Not applicable	(i) Not exceeding 30 years. Relaxable upto 5 years for officers working in central /States Govt./Autonomous bodies/ Departments. In case of candidates belonging to SC/ST/OBC and other category of persons, the age relaxation will be in accordance with instructions/orders issued by	Not Applicable being an autonomous organization/Institution.	ESSENTIAL (i) <u>Qualification</u> : (a) At least good Second class Bachelor's Degree in any discipline from a recognized University/ Institution or equivalent. (b) With a speed of 120 wpm in English Shorthand and 50 wpm in English Typewriting (c) Proficiency in the use of computer and its applications. (ii) <u>Experience</u> : Ten years as	Age- No Educational Qualifications : Yes

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<p>Central Government from time to time).</p> <p>(ii) 45 years for deputationist.</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Laddakh Division of J&K State, Lahaul and Spiti Distt. & Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep.</p>	<p>Stenographer Grade-D or Five years as Stenographer Grade-C, preferably in Government Organization.</p> <p>Desirable: Experience in Secretarial Work, Maintenance of records/files, liaison work, preparation of brief for senior officers, preparation of minutes of meeting etc. Preferably having good knowledge of computer based applications.</p>	

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Period of probation, if any	Methods of recruitment: Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the posts to be filled by various methods	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	If a Departmental Promotion Committee / Selection Committee exists, what is its composition	Circumstances in which Public Service Commission is to be consulted in making recruitment
(10) Two years for Direct Recruits as per rules	(11) Direct Recruitment/ Deputation/ Transfer on Deputation/ Promotion from immediate lower post of SSS-NIRE (i.e. Personal Assistant). Note I : a committee as mentioned in Col. 13 of this schedule makes Selection of a person in the grade. Note II : The particular method of recruitment for each vacancy being decided by the Chairman, GC in the light of the qualification required for the particular post keeping in view the job requirement.	(12) (i) By Transfer / Transfer on Deputation: Officers of Central / State Governments / PSUs / Universities / Research Institutes / Autonomous Bodies (a) holding analogous posts on regular basis or (b) officers holding the post of stenographers in the scale of pay of Rs. 5500-175-9000 on regular basis for a period of 5 years and fulfilling the criteria as laid down in col. 8 of this schedule. Note I : The period of deputation shall be initially for a period of 3 years which can be extended up to 5 years . However, persons already on deputation on another ex- cadre post will not be considered. Note II : Departmental officers working in the direct line of promotion will not be eligible for being considered on deputation basis. Similarly deputationists will not be eligible to be considered for promotion.	(13) Departmental selection/Promotion Committee for appointment will consists of : (i) Director, SSS-NIRE or his nominee -----Chairman (ii) In Charge SSS-NIRE/ Scientist G in MNRE (or his nominee) ...Member (iii) Two experts in the field out of which one expert belonging to SC/ST category from outside the Ministry of New and Renewable Energy to be nominated by the Secretary, Ministry of New and Renewable Energy ---- Members. (iv) Director/ DS (Admn), MNRE.....Member	(14) Not Applicable

Dr. A.R. Shukla
01.07.08

(Dr.A.R.SHUKLA)
Scientist 'G' & Member Secretary, Governing Council,
Sardar Swaran Singh National Institute of Renewable Energy

Sardar Swaran Singh National Institute of Renewable Energy (SSS NIRE)
(An autonomous institution of Ministry of New and Renewable Energy, Government of India)

Schedule of Recruitment Rules for the post of Office Assistant

Name of the Post	No. of Posts	Classification	Scale of Pay	Whether Selection of post non-Selection post	Age limit for direct recruits	Whether benefit of added years of service is admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Educational and other qualifications required for direct recruits / deputation/ transfer	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Office Assistant	2(Two) Subject to variations depending on work load	Group-C (Finance/ Administrative)	Rs. 4500-125-7000	Not applicable	(i) Not exceeding 30 years. Relaxable up to 5 years for officials working in Central / States Govt. / Autonomous bodies / Departmental candidates. In case of candidates belonging to SC/ST/OBC and other category of persons, the age relaxation will be in accordance with the instructions/order s issued by Central Government from time to time). (ii) 45 year for	Not Applicable being an autonomous organization/ Institution.	ESSENTIAL (i) <u>Qualification</u> : (a) At least good Second class Bachelor's degree of a recognized university or equivalent. (b) Diploma in computer applications from any renowned /recognized institution or equivalent. (ii) <u>Experience</u> : At least five years experience in maintaining double entry commercial accounting system of Finance & Accounts, from a large organisation ,handling matters of personnel	Age: No Educational Qualification : Yes.

for 07.08
09.07.08

					<p>deputationist. The Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Laddakh Division of J&K State, Lahaul and Spiti Distt. & Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep.</p>		<p>matters of personnel and administration etc. in a reputed organization. Desirable: (i) Typing, and shorthand with proficiency in computer applications (ii) Experience in materials/ stores management in a reputed organization.</p>	
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Period of probation, if any	Methods of recruitment : Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the posts to be filled by various methods	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	If a Departmental Promotion Committee / Selection Committee exists, what is its composition	Circumstances in which Public Commission is to be consulted in making recruitment
(10) Two years for Direct Recruits as per rules.	(11) By Direct Recruitment /Deputation/ Transfer on deputation/ Promotion from immediate lower post of SSS-NIRE (which may be created in future)/ Short-term immediate contract / Permanent absorption. Note I: a committee as mentioned in Col. 13 of this schedule makes Selection of a person in the grade. Note II: The particular method of recruitment for each vacancy will be decided by the Chairman, GC SSS-NIRE, in the light of the qualification required for the particular post keeping in view the job requirement.	(12) (i) By Transfer / Transfer on Deputation : Officials of Central / State Governments / PSUs / Universities / Research Institutes / Autonomous Bodies (a) holding analogous post on regular basis and fulfilling the criteria laid down in col. 8 of this schedule. or (b) officials holding the post in the scale of pay of Rs. 4000-6000 on regular basis for a period of 5 years and fulfilling the criteria laid down in col. 8 of this schedule. Note I : The period of deputation shall be initially for a period of 3 years which can be extended up to 5 years . However, persons already on deputation on another ex- cadre post will not be considered. Note II : Departmental officials working in the direct line of promotion will not be eligible for being considered on deputation basis. Similarly deputationists will not be eligible to be considered for promotion.	(13) Departmental Selection/ Promotion Committee for appointment will consists of : (i) Director, SSS-NIRE -----Chairman (ii) In Charge SSS-NIRE/ Scientist G in MNRE (or his nominee)Member (iii) Two Officers out of which one belonging to SC/ST category from outside the Ministry of New and Renewable Energy to be nominated by the Secretary, Ministry of New and Renewable Energy Members. (iv) Director(Admn.)/Ds(Admn.) , MNRE.....Member	(14) Not Applicable

Ans
09.07.08

(Dr. A.R.SHUKLA)

Scientist 'G' & Member Secretary, Governing Council,
Sardar Swaran Singh National Institute of Renewable Energy

Sardar Swaran Singh National Institute of Renewable Energy (SSS NIRE)
(An autonomous institution of Ministry of New and Renewable Energy, Government of India)

Schedule of Recruitment Rules for the post of Personal Assistant

Name of the Post	No. of Posts	Classification	Scale of Pay	Whether Selection of post non-Selection post	Age limit for direct recruits	Whether benefit of added years of service is admissible under rules 30 of the Central Civil Services (Pension) Rules, 1972.	Educational and other qualifications required for direct recruits/deputation/transfer	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Personal Assistant	2(Two) Subject to variations depending on work load	Group C. (Administrative)	Rs. 4000-100-6000	Not applicable	(i) Not exceeding 25 years (includes relaxation of 5 years for officials working in Central/State govt./autonomous bodies. In case of candidates belonging to SC/ST/OBC and other category of persons, the age relaxation will be in accordance with the instruction/orders issued by central government from time to time).	Not Applicable being an autonomous organization/Institution	ESSENTIAL (i) Qualification : At least second class Bachelors Degree from a recognized university or equivalent With a speed of 80 wpm in English Shorthand and Typing speed of 40 wpm in English and proficiency in Computer based applications/knowledge. (ii) Experience : At least five years as stenographers in reputed organization / Govt. Offices.	Age: No Educational Qualifications : Yes.

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		<p>(ii) 45 years for deputationist. The Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Laddakh Division of J&K State, Lahaul and Spiti Distt. & Pangti Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep.</p>		
<p>Experience in handling of Secretarial work, Finance & Accounts, Administration, Material Management and maintenance of files/records etc. and liaison work in a reputed organization.</p>				

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Period of probation, if any	Methods of recruitment : Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the posts to be filled by various methods	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	If a Departmental Promotion Committee / Selection Committee exists, what is its composition	Circumstances in which Public Service Commission is to be consulted in making recruitment
(10) Two years for Direct Recruits as per rules	(11) By Direct Recruitment /Deputation/ Transfer on deputation/ Promotion from immediate lower post of SSS-NIRE (which may be created in future)/ Short-term immediate contract/Permanent absorption Note I: Selection of a person in the grade be made by a committee as mentioned in Col. 13 of this schedule. Note II: The particular method of recruitment for each vacancy will be decided by the Chairman, GC SSS-NIRE, in the light of the qualification required for the particular post keeping in view the job requirement of the same.	(12) (i) By Transfer /Transfer on Deputation: Officials holding (a) analogous posts on regular basis in Central Govt. offices / PSUs / Autonomous bodies or (b) 5 years experience in the scale of 3050-4590 who are on regular basis and fulfilling the criteria as laid down in Col 8 of this schedule. Note I : The period of deputation including the period of deputation rendered in another ex-cadre post held immediately preceding this appointment in the same or other organization / department or central / state government / other institution should ordinarily not exceed 3 years. Departmental officials working in the direct line of promotion will not be eligible for being considered on deputation basis. Similarly deputationists will not be eligible to be considered for promotion.	(13) Departmental Selection/ Promotion Committee for appointment will consists of (i) Director, SSS-NIRE -----Chairman (ii) In Charge SSS-NIRE/ Scientist G in MNRE (or his nominee)Member (iii) Two officers out of which one belonging to SC/ST category from outside the Ministry of New and Renewable Energy to be nominated by the Secretary, Ministry of New and Renewable Energy Members. (iv) Director(Admn)/DS(Admn.) MNRE.....Member	(14) Not Applicable

(Signature)
09.07.08

(Dr. A.R. SHUKLA)
Scientist 'G' & Member Secretary Governing Council,
Sardar Swaran Singh National Institute of Renewable Energy

Sardar Swaran Singh National Institute of Renewable Energy (SSS NIRE)
(An autonomous institution of Ministry of New and Renewable Energy, Government of India)

Schedule of Recruitment Rules for the post of Technical Assistant

(1) Name of the Post	(2) No. of Posts	(3) Classification	(4) Scale of Pay	(5) Whether Selection post or non-Selection post	(6) Age limit for direct recruits	(7) Whether benefit of added years of service is admissible under rules 30 of the Central Civil Services (Pension) Rules 1972.	(8) Educational and other qualifications required for direct recruits /deputation / transfer	(9) Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees
Technical Assistant	2(Two) Subject to variations depending on work load	Group 'C' (Technical)	Rs. 4000-100-6000	Not applicable	(i) Not exceeding 25 years. Relaxable up to 5 years for government servants or exceptionally qualified persons. In case of candidates belonging to SC/ST/OBC and other category of persons, the age relaxation will be in accordance with the instruction/orders issued by central government from time to time). (ii) 45 years for deputationist. Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India and not the closing date prescribed for those in	Not Applicable being an autonomous organization/Institution	ESSENTIAL (i) Qualification : At least second class Bachelors Degree in natural Science or three year's full time diploma course in Engineering/Technology relevant to the actual requirement from a recognized University/ institution. (b) Knowledge and competency in computer based applications. (ii) Experience : Not less than two years in research institute or industry or in R&D laboratories of renewable energy/Bio Energy	Age: No Educational Qualification: Yes

Period of probation, if any	Methods of recruitment: Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the posts to be filled by various methods	In case of recruitment by promotion/deputation/transfer, grades which are to be made	If a Departmental Promotion Committee / Selection Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(10)	(11) By Direct Recruitment on Deputation/ Promotion from immediate lower post of SSS-NIRE (which may be created in future)/ Short-term immediate contract/ Permanent absorption Note I : a committee as mentioned in Col. 13 of this schedule makes Selection of a person in the grade Note II : The particular method of recruitment for each vacancy being decided by the Chairman, GC in the light of the qualification required for the particular post keeping in view the job requirement.	(12) (i) By Transfer / Transfer on Deputation : Officials holding (a) analogous posts on regular basis in Central Govt offices / PSUs / Autonomous bodies/R&D Institutions or (b) officials holding the post of technician in the lower scale of pay on regular basis for at least 5 years in the respective field and fulfilling the criteria as laid down in Col 8. of this schedule. Note I : The period of deputation shall be initially for a period of 3 years which can be extended up to 5 years . However, persons already on deputation on another ex- cadre post will not be considered. Note II : Departmental Officials working in the direct line of promotion will not be eligible for being considered on deputation basis. Similarly deputationists will not be eligible to be considered for promotion.	(13) Departmental Selection / Promotion Committee for appointment will consist of : (i) Director, SSS-NIRE -----Chairman (ii) In Charge SSS-NIRE/ Scientist G in MNRE (or his nominee) ----- Member (iii) Two experts in the field out of which one expert belonging to SC/ST category from outside the Ministry of New and Renewable Energy to be nominated by the Secretary, Ministry of New and Renewable Energy ----- Members. (iv) Director(Admn)/DS(Admn.) , MNRE.....Member	(14) Not applicable

(Dr. A.R. Shukla)
19.07.08

(Dr. A.R.SHUKLA)
Scientist 'G' & Member Secretary Governing Council,
Sardar Swaran Singh National Institute of Renewable Energy

Sardar Swaran Singh National Institute of Renewable Energy (SSS NIRE)
(An autonomous institution of Ministry of New and Renewable Energy, Government of India)

Schedule of Recruitment Rules for the post of Driver

Name of the Post	No. of Posts	Classification	Scale of Pay	Whether Selection or non-Selection post	Age limit for direct recruitment	Whether the benefit of added years of service is admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972.	Educational and other qualifications required for direct recruitment/deputation/transfer	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Driver	1(One) Subject to variations depending on work load	Group C.	Rs. 3050-75-3950-80-4590	Not applicable	(1) Not exceeding 35 years (Relaxable up to 5 years for persons working in central/State Govts/Autonomous Bodies. In case of candidates belonging to SC/ST/OBC and other category of persons, the age relaxation will be in accordance with the instruction/orders issued by central government from time to time).	Not Applicable being an autonomous organization/Institution.	ESSENTIAL (i) <u>Qualification</u> : (i) Matriculation / 10 th pass / Higher Secondary from a recognized Board / Institute. (ii) Should have valid professional driving license for light and heavy vehicles with knowledge of motor mechanism. (ii) <u>Experience</u> : At least five years in driving staff car, taxi/ heavy vehicles	Age -No Educational Qualification: Yes

Period of probation, if any	Methods of recruitment : Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the posts to be filled by various methods	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	If Departmental Promotion Committee / Selection Committee exists, what is its composition	Circumstances in which Public Commission is to be consulted in making recruitment
(10) Two years for Direct Recruits as per rules	(11) By Direct Recruitment /Deputation/ Transfer on deputation/ Promotion from immediate lower post of SSS-NIRE (which may be created in future)/ Short-term immediate contract/ Permanent absorption Note I: A committee as mentioned in Col. 13 of this schedule makes Selection of a person in the grade. Note II: The particular method of recruitment for each vacancy will be decided by the Chairman, GC SSS-NIRE, in the light of the qualification required for the particular post keeping in view the job requirement of the same.	(12) (i) By Transfer / Transfer on Deputation : Persons working as drivers in central govt. offices / PSUs / Research Institutes / Autonomous bodies and holding analogous posts on regular basis and fulfilling the criteria as laid down in Col 8 of this schedule. Note I : The period of deputation shall be initially for a period of 3 years which can be extended up to 5 years . However, persons already on deputation on another ex- cadre post will not be considered. Note II :Departmental officers working in the direct line of promotion will not be eligible for being considered on deputation basis. Similarly deputationists will not be eligible to be considered for promotion.	(13) Departmental Selection/ Promotion Committee for appointment will consists of: (i) Director, SSS-NIRE -----Chairman (ii) In Charge SSS-NIRE/ Scientist G in MNRE (or his nominee)Member (iii) Three officers out of one which belonging to SC/ST category from outside the Ministry of New and Renewable Energy to be nominated by the Secretary, Ministry of New and Renewable	(14) Not Applicable

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				Energy Members. (iv) Director/ DS (Administration) MNREMember	
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(A.R. Shukla)
09.07.08

(Dr. A.R. SHUKLA)
Scientist 'G' & Member Secretary Governing Council,
Sardar Swaran Singh National Institute of Renewable Energy

Sardar Swaran. Singh National Institute of Renewable Energy (SSS NIRE)
(An autonomous institution of Ministry of New and Renewable Energy, Government of India)

Schedule of Recruitment Rules for the post of Office Attendant/Messenger

Name of the Post	No. of Posts	Classification	Scale of Pay	Whether Selection post or non-Selection post	Age limit for direct recruitment	Whether the benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972.	Educational and other qualifications required for direct recruits.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees
(1) Office Attendant / Peon / Messenger	(2) 2(Two) Subject to variations depending on work load	(3) Group 'D' (Administrative)	(4) Rs. 2650-65-3300-70-4000	(5) Not applicable	(6) (i) Not exceeding 25 years (Relaxable upto 5 years for persons working in central/state Govts/Autonomous Bodies. In case of candidates belonging to SC/ST/OBC and other category of persons, the age relaxation will be in accordance with the instruction/orders issued by central government from time to time). Note: The	(7) Not Applicable being an autonomous organization.	(8) ESSENTIAL (i) <u>Qualification</u> : (i) Matriculation / 10 th pass from a recognized Board / Institute (ii) Knowledge of work relating to photocopying/ operation of fax machine, Computer etc. (iii) <u>Experience</u> : Two years in any office as peon / messenger / office attendant. (iii) Should be able to read, write and speak Hindi /English (iv) <u>Desirable</u> : Possessing a valid driving License (LMV)	(9) Age- No, Educational Qualification: Yes

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<p>Period of probation, if any</p>	<p>Methods of recruitment : Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the posts to be filled by various methods.</p>	<p>In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made</p>	<p>If a Selection Committee exists, what is its composition</p>	<p>Circumstances in which Public Service Commission is to be consulted in making recruitment</p>
<p>(10) Two years for Direct Recruits as per rules</p>	<p>(11) By Direct Recruitment/ Deputation/ Transfer on deputation/ Promotion from immediate lower post of SSS-NIRE (which may be created in future)/ Short-term immediate contract/ Permanent absorption Note I : a committee as mentioned in Col. 13 of this schedule makes Selection of a person in the grade Note II : The particular method of recruitment for each vacancy being decided by the Chairman, GC in the light of the qualification required for the particular post keeping in view the job requirement.</p>	<p>(12) (i) <u>By Transfer / Transfer on Deputation</u> : Officials holding (a) analogous posts on regular basis in Central Govt offices / PSUs / Autonomous bodies/R&D Institutions.</p>	<p>(13) Selection committee will consist of: (i) Director, Sardar Swaran Singh National Institute of Renewable Energy (SSS-NIRE) or his nominee -----Chairman (ii) Two officers of which one officer belonging to SC/ST category of not below the rank of Under Secretary in the Govt. of India, from outside Ministry of New and Renewable Energy to be nominated by the Chairman ----- Members. (iii) Appropriate level officer of SSS- NIRE nominated by Director of the Institute -----Members.</p>	<p>(14) Not Applicable</p>

(Signature)
09.07.08

(Dr. A.R. SHUKLA)
Scientist 'G' & Member Secretary Governing Council,
Sardar Swaran Singh National Institute of Renewable Energy

Sardar Swaran Singh National Institute of Renewable Energy (SSS-NIRE)
(An autonomous institution of Ministry of New and Renewable Energy, Government of India)

Schedule of Recruitment Rules for the Post of Director

Name of the Post	No. of Posts	Classification	Scale of Pay	Whether Selection post or non-Selection post	Age limit for direct recruits	Whether benefit of added years of service is admissible under Rules 30 of the Central Civil Services (Pension) Rules, 1972.	Educational and other qualifications required for direct transferees/deputations.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Director	1(One)	Group A. Scientific-Technical	Rs. 18,400-500-22,400/- (Pre-revised) However, based on the recommendation of the Search-cum-selection committee, for deserving candidate, Rs. 22,400/-, the upper limit of the approved pay scale could be	Not applicable	Between 45 and 55 years Note I: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura,	Not Applicable being an autonomous organization/institution	ESSENTIAL (i) Qualifications: Doctorate Degree in science or first class Masters Degree in Engineering/Technology preferably in Renewable Energy from a recognized University/ Institution (ii) Experience: Work experience of Proven outstanding quality as evident from Publication/recognition. Minimum 10 years in case of doctorate degree or 15 years for masters degree preferably in RD&D / Design / Manufacturing/ Policy Planning in the area of Bio Energy.	Age: No Educational Qualification: Yes

		<p>offered.</p> <p>(ii) The scale of pay of the incumbent appointed at the minimum basic pay may be upgraded after five years on the analogy of the Director Grade Scientist of CSIR labs/ institutes.</p>	<p>Sikkim, Laddakh Division of J&K State, Lahaul and Spiti Distt. & Pangri Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep.</p> <p>Note II: Upper age limit can be relaxed upto 5 years for exceptionally qualified, experienced and competent candidate. In case of appointment on 'short term contract' the maximum upper age limit will be 62 years.</p>	<p>(iii) Desirable:</p> <p>i) Doctorate in Biomass / Bio-Energy;</p> <p>ii) Demonstrable innovative achievements in Research, Design and Development Project Execution capabilities in Bio-Energy Systems / Sub-systems / components / materials;</p> <p>iii) Management in finance, and personnel and administration leadership qualities required to motivate and lead a team in an Institute of repute.</p>
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Period of probation, if any	(10)	(11)	(12)	(13)	(14)
One year for Direct Recruit	<p>Methods of recruitment: Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the posts to be filled by various methods</p>	<p>By Direct Recruitment/ Deputation/ Promotion from the immediate lower post of SSS-NIRE(which may be created in future) /Transfer on deputation/ Short term immediate contract. (maximum age limit will be 62 years in case of 'short term contract basis' at a fixed amount calculated within the scale of pay for the post of Director.</p> <p>Selection will be made by a Search-cum-Selection-Committee constituted by the Ministry of New and Renewable Energy as per rules in vogue.</p>	<p>In case of recruitment by promotion / deputation / transfer, grades from which promotion/deputation/transfer to be made</p> <p>(a) Persons holding analogous posts on regular basis and fulfilling the criteria laid down in Col. 8 of this schedule or</p> <p>(b) Officers having 10 years regular service experience in the pay scale of Rs.16,400-450-20,000 or equivalent IDA Pattern pay scale in PSUs and possessing qualifications and experience as prescribed in Col. 8 of this schedule</p> <p>or</p> <p>(c) Officers having 15 years regular service experience in the pay scale of Rs.14,300-400-18,300 or equivalent IDA Pattern pay scale in PSUs and possessing qualifications and experience as prescribed in Col. 8 of this schedule</p> <p><u>The period of deputation shall be initially for a period of 3 years which can be extended up to 5 years. However, persons already on deputation in another ex-cadre post will not be considered.</u></p>	<p>If a Departmental / Promotion / Appointment Committee exists, what is its composition</p> <p>Search selection committee consisting of:</p> <p>(i) Secretary, MNRE & Chairman, GC, SSS-NIRE (Chairman)</p> <p>(ii) Four Experts/ Subject matter specialists in Renewable Energy and/ or related fields (Members)</p>	<p>Circumstances in which Public Commission is to be consulted in making recruitment</p> <p>Not Applicable</p>

Dr. A. R. Shukla
30.09.2008

(Dr. A. R. SHUKLA)
Scientist 'G' & Member Secretary,
Governing Council, Sardar Swaran Singh National Institute of Renewable Energy



सत्यमेव जयते

सरदार स्वर्ण सिंह राष्ट्रीय अपारम्परिक ऊर्जा
(नवीन एवं नवीनीकरण ऊर्जा मंत्रालय, भारत सरकार का स्वायत्त
12 किमी. पत्थर जालन्धर-कपूरथला रोड़, बडाला कलां, कपूरथला-

SARDAR SWARAN SINGH NATIONAL INSTITUTE OF RENEWABLE ENERGY

(An Autonomous Institute of Ministry of New and Renewable Energy)
12 km stone, Jalandhar-Kapurthala Road, Wadala Kalan, Kapurthala (Punjab) 144 601
Telephone: 91-1822-255545, Fax: 91-1822-255544, Email: sss.nire@gmail.com

Date 07.07.2010

Ref. No. 21-1/2008/SSS-NIRE(Vol - I)

OFFICE MEMORANDUM

In the 15th Governing Council meeting of Sardar Swaran Singh National Institute of Renewable Energy (SSS-NIRE), Kapurthala held on 10th June, 2010 the Recruitment Rules for the recruitment of Scientist - E, Personal Secretary and Personal Assistant were modified as under:

- ✓ Scientist - E: In the existing Recruitment Rules, under the head Essential, II Experience, the lines "minimum 10 years experience in Renewable Energy Sector out of which 5 years should be preferably in the field of Bio-Energy, R&D/Design/Manufacturing and consultancy" have been replaced by "10 years experience in any field of renewable energy. In case a suitable candidate is not available, a candidate may be appointed at next lower post of Scientist - D".
- ✓ Personal Secretary: Maximum age for recruitment to the post of Personal Secretary was raised from the existing 30 years to 40 years.
- ✓ Personal Assistant: Maximum age for recruitment to the post of Personal Assistant was raised from the existing 25 years to 35 years.

The above modifications are taken on record for future use.

H. K. Jain

Director, SSS-NIRE

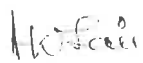
21-1/2008/SSS-NIRE(Vol - 1)

OFFICE MEMORANDUM

In pursuance of approval of the 15th Governing Council meeting of Sardar Swaran Singh National Institute of Renewable Energy (SSS-NIRE), Kapurthala held on 10th June, 2010 the Recruitment Rules for the recruitment of Scientist - E, Personal Secretary and Personal Assistant are modified as under:

- ✓ Scientist - E: In the existing Recruitment Rules, under the head Essential, II Experience, the lines "minimum 10 years experience in Renewable Energy Sector out of which 5 years should be preferably in the field of Bio-Energy. R&D/Design/Manufacturing and consultancy" is replaced by: Minimum of 10 years experience in any field of renewable energy. In case a suitable candidate is not available, a candidate may be appointed at the next lower post of Scientist - 'D'.
- ✓ Personal Secretary: Maximum age for recruitment to the post of Personal Secretary is raised from the existing 30 years to 40 years.
- ✓ Personal Assistant: Maximum age for recruitment to the post of Personal Assistant is raised from the existing 25 years to 35 years.

The above modifications are taken on record for filling of these posts with immediate effect.


Director, SSS-NI

Item No.15.03.08

Security Staff for SSS-NIRE Campus

The Governing Council has approved the extension of security contract agreement with the PESCO, Chandigarh for one year starting from 1st June, 2010 till 31.05.2011.

Item No.15.03.09

Revision of Rates of Honorarium to Outside Experts/Eminent Scientist

The Governing Council deferred the matter with the comments that the matter be referred to the Finance Committee for approval.

Item No.15.03.10

Conversion of Post of Scientist-E to Scientist-B and Relaxation of Age/Experience for Post of Private Secretary and Personal Assistant

The Governing Council approved the relaxation of the experience of Scientist-E as under: 10 years experience in any field of Renewable Energy. In case a suitable candidate is not available a candidate may be appointed at next lower post of Scientist-D, against the post of Scientist-E.

The Governing Council approved the relaxation in the age and experience for the post of Personal Secretary and Personal Assistant, as proposed.

Item No.15.03.11

Appointment of Private Medical Practitioner as Authorized Medical Attendant

The Governing Council deferred the matter with the comments that the matter be referred to the Finance Committee for approval.

Item No.15.03.12

Purchase of New Staff Car

The Governing Council deferred the purchase of new Staff Car and Motor-Bike for approval of the Finance committee.

Item No.15.03.13

Outsourcing of Maintenance Staff

The Governing Council deferred the matter for approval of the Finance Committee.

Process
of Selection
Committee
Scientist-E

ANNEXURE - II

DRAFT RELAXATIONS IN RECRUITMENT RULE

S. No.	Post	Existing Age Limit	Proposed Age Limit
1.	Private Secretary	30	40 Years
2.	Personal Assistant	25	35 Years



सत्यमेव जयते

सरदार स्वर्ण सिंह राष्ट्रीय अक्षय ऊर्जा संस्थान

(नवीन और नवीकरणीय ऊर्जा मंत्रालय का एक स्वायत्त संस्थान)

12 कि.मी. पत्थर, जालन्धर-कपूरथला रोड, वडाला कलां, कपूरथला-144 601

SARDAR SWARAN SINGH NATIONAL INSTITUTE OF RENEWABLE ENERGY

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No. 519/46/06-NIRE/DEP/2013/88

OFFICE MEMORANDUM

Subject: Delegation of Financial Power

The undersigned delegates the power to incur Rs. 10,000/- (Rupees Ten thousand only) per months to all Scientists, Administrative-cum-Accounts Officer and Assistant Engineer (Civil) of SSS-NIRE to meet the day-to-day expenditures required to be incurred on research activities, Administration and Civil work etc. in the Institute with immediate effect. Detail record of monthly expenditure of respective divisions to be maintained. They will also submit report of expenditure incurred under this financial power to Accounts Division at the end of each month. They will be responsible to produce required documents/any query/justification asked from time to time of respective divisions by Auditors/Director/AAO/DDO as and when required. The Competent Authority, SSS-NIRE can call for any files(s)/documents at any time or while verification/review of expenditure statement.

(Parveen Saxena)

Director, SSS-NIRE & Adviser MNRE

1. All Scientists, SSS-NIRE.
2. Administrative-cum-Accounts Officer, SSS-NIRE.
3. Assistant Engineer (Civil), SSS-NIRE.

Copy to:

1. Accounts Division.
2. Admin Division.
3. O.M. File.