

भारत सरकार  
शिक्षण विभाग  
राष्ट्रीय उर्ध्व शिक्षण आयोग  
दिल्ली-110 002  
पृष्ठ संख्या: 1/2017



# RECRUITMENT AND PROMOTION RULES

**Indira Gandhi Rashtriya Uran Akademi**

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तार : "अवमिन"  
Telegram : "AVMIN"

भारत सरकार  
पर्यटन तथा नागर विमानन मंत्रालय  
GOVERNMENT OF INDIA  
MINISTRY OF TOURISM AND CIVIL AVIATION

No.A.33025/13/87-Igrua

सरदार पटेल भवन,  
पालियामेन्ट स्ट्रीट,  
SARDAR PATEL BHAWAN  
PARLIAMENT STREET,

नई दिल्ली-1, दिनांक 1987  
New Delhi-1, Dated 13-9-1987.

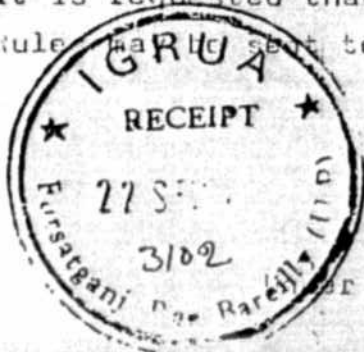
To

Capt. H.K.Dawar,  
Indira Gandhi Rashtriya Uran Akademi,  
Fursatganj Airfield, Distt. Rae Bareilly, U.P.  
PIN: 229302.

Subject: Recruitment and Promotion Rules.

Sir,

54  
I am directed to refer to your letter No.IGRUA:8:811 dated the 15th/16th June, 1987 on the subject noted above and to say that the Government approves the Recruitment and Promotion Rules for the Indira Gandhi Rashtriya Uran Akademi. It is requested that three more copies of these Rules be sent to this Ministry for record.



Yours faithfully,

(D.P. Aggarwal) (S. J. J.)  
Secretary to the Govt. of India

## INDIRA GANDHI RASHTRIYA URAN AKADEMI

### RECRUITMENT AND PROMOTION RULES

#### GENERAL

1. All posts in the Akademi will be grouped in cadres as determined by the competent authority from time to time.
2. The management has the right to determine from time to time:
  - (a) the number of posts in each cadre;
  - (b) the manner in which they shall be filled; and
  - (c) the date from which the posts shall be filled.
3. No promotion/selections shall have retrospective effect.
4. Only employees confirmed in the lower scale of pay falling within the zone of consideration, i.e. 1:3, will be eligible for consideration for promotion to the next higher scale in the case of promotions limited to the same cadre.
5. The mode of making appointments will be as follows:
  - (a) **Promotion:** of serving employees from lower scales to higher scales by selection on the basis of suitability.
  - (b) **Direct Recruitment:** (i) From the open market in which the existing eligible employees may also compete; (ii) By deputation; and (iii) By contract.
6. The manner and the proportion in which vacancies will be filled is shown in Appendix I.
7. The competent authority may take steps to effectively implement Government's instructions from time to time in regard to appointment of SCs/STs, ex-servicemen, etc., and its orders will be deemed to be modified to the extent necessary for this purpose.

## **RECRUITMENT PROCEDURE**

### **8. PROMOTION**

- (1) Vacancies will be filled by candidates on the panels to be maintained separately for those to be filled by selection and those by direct recruitment.
- (2) "Satisfactory/Average" rating in the Assessment Report shall not disqualify a person from being considered for promotion.
- (3)
  - (a) Where the punishment of withholding increment or reduction to a lower stage in the time scale with non-cumulative effect is imposed on an employee, he should not be considered for advancement for the period of operation of the punishment.
  - (b) Where the punishment is reduction to a lower stage in the time-scale with cumulative effect or reduction to a lower scale, the employee should not be considered for advancement for three years from the date of order of punishment.

### **9. DIRECT RECRUITMENT**

- (1) Applications for posts to be filled by direct recruitment shall be invited in such manner as may be determined by the competent authority from time to time.
- (2) Applications received will be screened in accordance with the requirements laid down for the post. The criteria for screening the applications and the method of determining the suitability of eligible candidates will be prescribed by the competent authority from time to time.

### **10. SELECTION BOARD**

- (1) The authorities competent to constitute selection Boards and to approve the proceedings of such Boards will be the appointing authorities for the post in question as prescribed in the Instrument of Delegation of Administrative Powers.
- (2) The members of Selection Board shall normally be those holding posts higher than the posts for which selections are held.

- (3) Proposals for constitution and composition of the Selection Boards will be initiated by the Administration Department keeping in view the specific requirements of the posts concerned.
- (4) Selection Boards should ordinarily consist of three Officers - one each from the concerned department, the Administration Department and a department other than the concerned department to be nominated by the appointing authority, who may also appoint such additional members as may be considered necessary for the purpose of securing expert guidance.
- (5) For posts in upper managerial cadres the appointing authority may constitute such ad hoc Boards as necessary.
- (6) A certificate in the following form should be recorded by the Head of the Department of the employee concerned for all promotions to higher scales:  
"Certified that -
  - (i) the conduct of \_\_\_\_\_ has been satisfactory/unsatisfactory and his/her attendance has been satisfactory/unsatisfactory.
  - (ii) he/she was on unauthorised absence for \_\_\_\_\_ day/days during the last three years.
  - (iii) he/she was on leave on medical grounds for \_\_\_\_\_ day/days during the last three years.
  - (iv) no disciplinary case is pending against the employee."
- (7) The selection Board will conduct its selections and draw a panel in the manner prescribed.
- (8) In preparing the panels the Selection Board will observe strictly the instructions issued from time to time regarding reservations for Scheduled Castes/Scheduled Tribes, Ex-servicemen - Disabled or otherwise - and dependents of defence personnel killed in action, etc.
- (9) In the case of difference of opinion among the members of the Selection Board, the decision of the Appointing Authority shall be final.

11. The Director may, in special case, make appointments under the direct recruitment quota, in relaxation of all or any of the provisions of these Regulations for reasons to be recorded.

12. PROMOTION - SELECTION:

- (1) Promotion by selection will be by two processes -
  - (i) Promotion by selection on the basis of a limited competitive examination open to eligible employees in all cadres; and
  - (ii) Promotion by Selection from among employees in the next below lower grade/grades/scale in same cadre.

- ✓ (2) In the case of promotion by selection on the basis of a limited competitive examination, Staff Employment Notices, incorporating the job requirements and qualifications, will be issued inviting applications from employees within the Akademi.
- (3) In the case of promotion on the basis of selection confined to employees in the next below grade/scale in the same cadre, employees on the appropriate seniority list in the lower grade/scale upto a maximum of three times the number of persons, to be placed on the panel will be considered; if the requirement of the panel is not fulfilled by suitable persons, as mentioned above, the Appointing Authority may subsequently call additional persons to the extent of three times the shortfall in the number of suitable candidates from amongst the remaining eligible candidates.
- (4) An employee found unsuitable in a Selection should not be reconsidered for the same post for a period of one year or till his annual performance appraisal report for the next appraisal year is available whichever is later.

13. EFFICIENCY BAR

Wherever an Efficiency Bar is provided in a scale of pay, an employee will not be allowed to cross the Efficiency Bar unless a certificate is issued by the competent authority to the effect that the employee is suitable to cross the Efficiency Bar.

**14. OPERATION OF APPROVED PANELS**

- (1) Employees on the panel will be appointed according to their position on the panel subject to vacancies being available.
- (2) Employees under suspension or against whom charges have been framed and the enquiry is pending will not be considered for promotion, till such time the enquiry proceedings are finalised.
- (3) Where an employee on the panel declines to accept an offer of appointment or fails to join within the stipulated period, his name will stand deleted from the panel and an offer made to the next person on the panel, if any. An employee declining promotion will not be considered for promotion for the same post for a period of one year, from the date of refusal.
- (4) Where an employee on the panel is not released for taking his new assignment in the exigencies of service, such an employee will be eligible for grant of proforma promotion as mentioned in Regulation 15.

**15. PROFORMA PROMOTION**

1. Proforma Promotion will be limited to one for each vacancy and shall not exceed six months in any case.
- (2) The decision not to release an officer on the panel for promotion in the exigencies of service shall be taken by the Head of the Department and reported to the Director.

**16. SENIORITY**

- (1) Seniority of an employee will be regulated according to the Department/Cadre to which he has been assigned.
- (2) An employee in a higher grade/scale shall be senior to the one in the lower grade/scale.
- (3) Seniority of persons promoted from within the Akademi will be regulated as follows:-
  - (a) **Selection** - The inter-se seniority of employees on promotion by selection shall be determined as follows:

- (i) Those who are assessed as 'Outstanding' shall be put on the panel first, the inter-se seniority among them being kept intact as in the lower grade/scale.
  - (ii) Other employees considered suitable for promotion by selection will be put on the panel below those assessed as 'Outstanding', their inter-se seniority being maintained as in the lower grade/scale.
  - (iii) In both the above cases, employees belonging to the same department, in which the posts are filled, will rank higher than those from the other departments. In the case of employees selected from other departments their inter-se seniority will be determined according to the length of service in the lower grade/grades/scale.
- (b) Where there are successful internal candidates, in cases of direct recruitment, they will be placed on top of the panel in order of their inter-se seniority as mentioned in sub-para (ii) above. External candidates who are declared successful will be placed below the internal candidates in the order of merit.
- (4) The seniority of external candidates will be as in the order of merit on the panel provided the candidates join within the period stipulated in the offer of appointment. If they are allowed to join subsequently, seniority will be reckoned from date of joining.
  - (5) These seniority Regulations will not apply to persons on deputation or contract.



INDIRA GANDHI RASHTRIYA URAN AKADEMI

Designation	Mode of Appointment	
	Selection	Promotion Direct Recruitment
Peon /Chowkidar/Sweeper/Mali/Helper/ Jr. Cooks		100%
Assistant/Fitter/Carpenter/Painter/Driver/ Asstt., Electrician/Mechanic/Plumber/ Duplicating Machiner Operator/Store Asstt./ and Attendants (Med.)	100%	OR Direct Recruitment
Steno-Typist/Hostel Supervisor	100%	OR Direct Recruitment
Senior Assistant/Stenographer/Librarian/ Store Keeper	100	OR Direct Recruitment
Jr. Plant Technician/Jr.Aircraft Technician/ Asstt. Operations Officer Gr.II/Pharmacist		100%
Sr. Aircraft Technician/Sr. Plant Technician/ Asstt. Operations Officer Gr.I/Stereos Officer	50%	50%
Welfare & Security Officer/Accounts Officer/ Administrative Officer/PS to Director	100%	OR Direct Recruitment
Aircraft Maintenance Engineer/Aircraft Radio Maintenance Engineer	100%	or Direct Recruitment
Operations officer	100%	OR Direct Recruitment
Asstt. Flying Instructor Jr. Simulator Instructor		100%
Dy.Chief Engineer/Ground Instructor/Plant Engineer/Flying Instructor/Sr. Simulator Instructor/Chief Administrative and Finance Officer	100%	OR Direct Recruitment
Chief Engineer/Chief Flying Instructor/ Chief Ground Instructor/Chief Instructor/ Director	100%	OR Direct Recruitment