

SAHA INSTITUTE OF NUCLEAR PHYSICS
1/AF, Bidhannagar, Kolkata-700 064

NORMS OF RECRUITMENT
ACADEMIC & TECHNICAL CATEGORIES OF EMPLOYEES
(January, 2009)

Note : This Norms of Recruitment is an upgraded version of the existing one (December, 2001) and based on the guidelines from Governing Council of SINP from time to time on this issue (vide : Council resolutions : (i) Item No. 10 of 78th meeting on 4th August, 2004 ; (ii) Supplementary Agenda – item No. 2 of 81st meeting on 18th August, 2005 ; (iii) Item No. 4 of 90th meeting on 23rd September, 2008)

1. Applicability

According to the bye-laws of Saha Institute of Nuclear Physics the employees of the Institute are divided into four different categories:

(1) Scientific (2) Technical (3) Administrative (4) Auxiliary

The norms of recruitment laid down in this booklet apply to the categories (1) and (2)

2. General Principles

2.1 Stream and grades

In each of the categories (1) and (2) the posts are subdivided into one or more streams, as shown in Appendix 1. The grades to which these posts in various streams are linked, are also given in the same Appendix. These grades, as well as the linking of the grades to different designations, may be revised from time to time by the Council of the Institute in consonance with the same in other DAE units like the TIFR and BARC, subject to the approval of DAE.

2.2 The basic qualifications needed for recruitment in any particular stream are similar. However, depending on the experience and the level of basic qualifications, recruitments are to be made at different input points in the stream, as detailed in Sects. 8 and 9 of this booklet.

2.3 Once the recruitment is made at a particular step in a stream, the employee has the scope of promotion to higher steps of the stream, according to the norms and rules of promotion of the Institute laid down in a separate booklet called the “Norms for Promotion: Scientific & Technical categories of Employees”.

2.4 Movement from one category to another will be possible only through application against advertised posts. In a few special cases this provision has been relaxed by the Council as mentioned in the relevant part of this document.

3. Appointing Authorities

The bye-laws of the Institute provide that for all the posts in the grade SD or above, the Council of the Institute is the Appointing Authority, whereas for all other posts the Director is the Appointing Authority. The bye-laws may be amended by the Council, if deemed necessary.

4. Recruitment Procedure and basic rules of appointment

Recruitment to all posts is to be made by open advertisements in newspaper and in the internet allowing sufficient time and specifying the essential and special qualifications needed for the advertised post. The essential qualifications are laid down in sects. 8 and 9 of this booklet. Special qualifications are to be specified on each occasion of recruitment by the Division/Section/Central Facility concerned depending on the exact assignment of work for the post.

4.1 Selection Committees

4.1.1 Candidates are to be examined by Selection Committees whose structure is given in Appendix II.

4.1.2 In general, the Selection Committee makes its recommendation to the Appointing Authority after interviewing the candidates and after reviewing his/her bio-data.

In case of candidates in the Scientific category, an Internal Screening Committee consisting of senior group members will first critically review, for each of the candidates, publications, citations, at least three recommendation letters and any seminar talk which may have been given by the candidate in the recent past. Such seminars may be encouraged by contacting prospective candidates in advance. In this case the selection committee should consider the evaluation provided by this internal screening body before making its final recommendation.

4.1.3 For the Scientific category, bio-data, publications, citations, referee's reports and internal evaluation of candidates who cannot appear at the interview for unavoidable reasons, will also be reviewed by the Selection Committee in absentia and the Selection Committee may recommend to the Appointing Authority any such candidate for appointment. For very senior posts, even if a candidate is present, the Selection Committee may decide to follow the procedure laid down in this section if it considers an interview unnecessary. In any case, as stated earlier, such candidates will be expected to have given a seminar talk in the period of two years preceding the selection.

4.1.4 For technicians and drawing office personnel trade tests are to be given in addition to the interview by the Selection Committee for all posts up to and including Technician H and Draughtsman D.

4.2 The Appointing Authority makes the appointment.

4.3 Each appointment is subject to the candidate being found medically fit by a Medical Officer to be specified by the Appointing Authority.

4.4 All appointments have a stipulated probationary period after the expiry of which the employee will be confirmed in his/her post by the Director on receiving satisfactory report on the employee's service record and any other necessary requirements, as determined by the Appointing Authority, during the probationary period.

5. Starting Salary

5.1 In general, the qualifications and experience level determine the grade to which an employee can be appointed, and hence the starting salary at the time of appointment will normally be at the lowest point in the grade.

5.2 Special qualifications/merit/experience of a candidate may be recognized by giving some initial increments at the discretion of the Appointing Authority, for which recommendation may be made by the Selection Committee.

5.3 For grades where the Director is the Appointing Authority giving more than five initial increments will require the explicit approval of the Council.

5.4 While deciding on such initial increments, care should be exercised by the Director/Council to check that the initial salary granted to the new employee is commensurate with the salary of existing employees in the same grade at the same level of experience, qualification and merit.

6. Experts

6.1 Seniority Rule

All experts appointed for a recruitment must belong to a grade which is at least one higher than the grade in which recruitment is to be made. Exception may be made for the senior grades where a person of pre-eminence and /or considerable experience in the same grade may be appointed as an expert.

6.2 Panel of Experts

6.2.1 For posts in the Scientific category, experts are to be appointed from a panel of established scientists, in consultation with senior faculty members/faculty committee and duly approved by the Council.

6.2.2 The approved panel of experts will be reviewed after two years.

6.2.3 For all posts in the Technical Category, external experts are to be appointed by the Director, as far as possible, from neighbouring institutes where similar recruitment norms apply. All internal experts for such posts are to be appointed by the Director following the seniority rule of Sect. 6.1.

7. Research Fellows / Associates/ Technical Apprentices

7.1 Academic Posts

7.1.1 Post M.Sc. students: Junior Research Fellow (JRF)

The Post M.Sc. Associateship programme of the Institute admits about 20 students every year for a one-year advanced training course on an all-India basis through admission test and interview. Each student receives a fellowship (JRF) and its amount may be revised from time to time by the Council.

7.1.2 Senior Research Fellow (SRF 1 & 2)

The Post M.Sc. students, on successful completion of their course, are offered research fellowships (SRF-1) to carry on research in different groups of the Institute, generally leading to their Ph.D. degree. After two years their progress is reviewed and those who qualify are granted an enhanced fellowship (SRF-2). Those who fail to qualify continue as SRF-1 and their eligibility for SRF-2 is again reviewed after one year. The amounts of these fellowships may be revised by the Council from time to time. In no case the total period of fellowship should exceed 5 years in accordance with the terms of DAE circular on the subject but excluding the period of one year Post M.Sc. Associateship Course.

7.1.3 External fellowships

A limited number of research fellows sponsored by external agencies like CSIR may be admitted, through a selection process similar to the Post M.Sc. selection procedure for research work, but they will have to successfully complete the Post M.Sc. courses just like the JRF's of the Institute.

7.1.4 Research Associates

Young promising Ph.D.s from Institutions in India or abroad may be admitted into the Institute in various research groups at a monthly consolidated fellowship depending on their experience and qualifications. Such appointments will initially be for a period of one year with the possibility of extension for one more year. The prospective candidates will be screened and short-listed by the concerned division/group and the final selection will be done by an internal Committee formed by the Director for this purpose. The amount of the fellowship may be revised from time to time by the Council. Researchers may be

admitted immediately after submission of the Ph.D. thesis, but will be paid at the SRF-II level until the formal Ph.D. degree is obtained.

The total number of Research Associates at any given time is to be kept limited to approximately 20. This number may be reviewed by the Council from time to time.

7.2 Technical Posts

A training programme for ITI certificates meant for selected technical apprentices, existing technicians and nominees of ITI authorities possessing ITI certificates is run by the Institute with the collaboration and guidance of the Directorate of Industrial Training, West Bengal Govt. The scheme was approved by the SINP Council in its 36th meeting dated 16.9.85. It may be used for recruitment to permanent posts in the technical grades.

8. Norms for Scientific category

N.B.: The Council Resolutions (80th Council Meeting held on 04/08/2004 and 81st Council meeting held on 18/08/2005) stipulates that all faculty recruitments of candidates with Ph.D. should be at least at E level.

8.1 Associate Professors(E)

Candidates with Ph.D. degree with at least two years post-doctoral experience with some recognition amongst scientists in his/her area of specialization by virtue of the merit or his/her publications may be appointed as Associate Professor at the appropriate starting salary. The candidate should have proven ability of guiding research of junior workers, ability to communicate and interact with other scientists, and flexibility of outlook and attitude to take independent charge of assigned sub areas belonging to a major project or broad area of research of the Institute.

8.2 Associate Professor (F),

A well-established scientist with at least five years of research experience after Ph.D., and with distinctive recognition and reputation amongst scientists in his/her area of specialization by virtue of the merit of his/her research output may be appointed a Professor/Senior Professor at a starting salary depending on age, experience and standing. The candidate should have proven ability of guiding research, of effectively communicating and interacting with other scientists here and elsewhere, and of taking independent charge of and providing leadership to major projects and broad areas of research of the Institute.

Note : The existing faculty members with the designation of Professor(F) will continue in that designation until they are promoted / recruited to next higher grade. The new and existing faculty members in the Associate Professor (E) grade will get the new

designation of Associate Professor (F) at the first opportunity of recruitment / promotion.

8.3 Professor (G)

A very well-established scientist with at least ten years of research experience after Ph.D., and with distinctive national recognition and reputation amongst international scientists in his/her area of specialization by virtue of the merit of his/her research output may be appointed a Professor / Senior Professor at a starting salary depending on age, experience and standing. The candidate should have proven ability of guiding research, of effectively communicating and interacting with other scientists here and elsewhere, and of taking independent charge of and providing leadership to major projects and broad areas of research.

8.4 Senior Professors (H and above)

An exceptionally brilliant and internationally recognized scientist, having at least fifteen years of research experience after Ph.D. and with proven research capability including guiding research and of taking independent charge of and providing leadership to major projects and broad areas of research of the Institute, may be recruited at this level. For recruitment at these senior levels, an internal screening committee will have to be constituted with at least two members from each group. A selection committee will be constituted only if there is a positive response from the screening committee.

9. Norms for technical category

Some of the terminologies used in this section have the connotations explained in Appendix III. The recognized trades have been listed in Appendix IV.

9.1 Stream (i) : Scientific Officers

Candidates with inclination and ability for executing developmental work relevant to the research programmes of the institute may be appointed as Scientific Officers. The entry point in this stream will depend on the academic background, specialized training and experience in developmental work. The general requirements for entry in this stream are given in Table A.V.1 in Appendix V.

9.2 Streams (ii) and (iii) : Tradesmen/Technicians/Drawing office personnel:

9.2.1 The entry point in the Technician grades in these streams will depend on the academic background, trade training and experience of candidates. The general guidelines are given in Table A.V.2a and A.V.2b in Appendix V.

9.2.2 Corresponding to each level of trade training and academic level shown in the table A.V.2a and 2b (Appendix V), a higher entry point may be given to a candidate depending on the additional on-job experience the candidate has in his/her trade. Such additional

experience needed for entry into a higher point will be reckoned on the basis of the number of years an employee already working in this Institute would have needed to get to the higher grade through the normal promotion scheme. The additional years of experience needed for each higher level is given in Tables A.V.2a and A.V.2b in Appendix V.

9.2.3 Special entry to TA for Helpers of the Institute

A Helper-B with at least 5 years duration or service in his/her grade, or a Helper-C of the Institute is eligible for entry to the technical category as TA provided he passes an appropriate interview and trade test, and satisfies the norms. A trade permit/workman's certificate/certificate based on 3-6 months training in any trade given by a business or industrial house will be deemed as desirable qualifications.

9.3 Stream (iv) : Library staff

9.3.1 Technicians in the Library

A Helper-B with at least 5 years service in his grade or a Helper-C, both having a minimum of three years experience of performing special library job in the Institute's library may be permitted after appropriate interview and trade test to change to the Technical category as TA. Knowledge of typing will be deemed essential at the time of such entry as TA. If they do not obtain the Library Science Certificate while they serve as TA, they may go up to TB after 8 years experience as TA. To go above TB the Library Science Certificate will be deemed to be an essential requirement. If such an employee obtains the said certificate at any stage, his subsequent promotions will be guided by the provisions in the Norms Booklet for promotion.

All recruits from outside the Institute must (1) know typing, (ii) and have passed the Higher Secondary or Secondary examination with at least 5 years experience of working in a library. With these minimum qualifications they are to be recruited as TB. If they also possess the Library Science Certificate, the entry point will be TC. Without this certificate the employee will not be promoted above TB. Entry points for candidates with more experience will be determined by the figures as given in Table A.V.2 (Appendix V) provided the requirement of Library Science Certificate is satisfied.

9.3.2 Scientific Assistants (Lib)

All candidates must have (i) a Bachelor's degree and (ii) a Bachelor's degree in Library Science. Normal entry for a Bachelor's degree in Humanities or Commerce (i.e. not in Science) is SA-A, if the candidate has no experience. For a Bachelor's degree holder in Science the normal entry point is SA-C if the candidate has no experience. With experience of working in a Science Library the entry point may be higher as per the figures given in Table A.V.3a (Appendix V).

9.3.3 Scientific Officers (Lib)

(a) All candidates must have (i) Bachelor's degree in Science, (ii) Bachelor's degree in Library Science and (iii) a minimum of 8 years experience in a Science Library. With these minimum qualifications, the entry point is Science Officer (B). With more qualification / experience higher entry points may be permitted according to the scheme, underlined in Table A.V.3b (Appendix V).

9.4 Stream (v) : Information/Documentation/Publication Unit

9.4.1 The recruitment of Technician/Tradesman will be guided by the same norms as laid down in Sec. 9.2.

9.4.2 Scientific Assistant (Doc)

Same norms as in Sec. 9.3.2. wherein 'Library Science' is to be replaced by Information/Documentation/Computer Science, and 'Science Library' by an Information/Documentation/Publication Unit.

9.4.3 Scientific Officers (Doc)

Same norms as in Sec. 9.3.3 wherein the same replacements as mentioned in Sec. 9.4.2 are to be made.

9.5 Stream (vi) : Graduates/Post Graduates in Science

Graduates/Post Graduates in Science may be recruited in the research laboratories for assisting in research-oriented fabrication jobs, routine maintenance, in setting up experiments, recording data etc. The normal entry points are shown in Table A.V.4 in Appendix V. Higher entry points are to be allowed depending on the experience as per the prescription given in Table A.V.4 (Appendix V).

9.5 Streak (vii) : Engineers

9.5.1 Licentiate/Diploma Holders

Normal entry point is at SA-A level. Higher entry points depend on job experience as indicated in Table A.V.5 (Appendix V).

9.5.2 Degree holders

Normal entry point is SB-level. Higher entry points depend on job experience as highlighted in Table A.V.6 (Appendix V).

APPENDIX – 1

Category : Scientific					
Stream	Designation / Grade				
(i)	Associate Professor-E	Professor / Associate Prof. (F)	Professor G	Sr. Professor-H & above	
	E	F	G	H & above	

Category : Technical											
Stream	Designation / Grade										
(i) Scientific	Scientific Officer - A	Scientific Officer-B			Scientific Officer-C		Scientific Officer-D		Scientific Officer-E		Scientific Officer-F
	SO(A)	SO(B)			SO(C)		SO(D)		SO(E)		SO(F)
(ii) Technical	Tech. A	Tech. B	Tech. C	Tech. D	Tech. E	Tech. F	Tech. G	Tech. H	Tech. I	Tech. J	
	TA	TB	TC	TD	TE	TF	TG	TH	TI	TJ	
(iii) Drawing Office Per.	Tracer A	Tracer B	Tracer C	Tracer D	Drafts-man A	Drafts-man B	Drafts-man C	Drafts-man D	Drafts-man E	Drafts-man F	
	TA	TB	TC	TD	DA	DB	DC	DD	DE	DF	
(iv) Library	Tech A(Lib)	Tech B(Lib)	Tech C(Lib)	Tech D(Lib)	Tech E(Lib)	Tech F(Lib)	Tech G(Lib)	Tech H(Lib)	Tech I(Lib)	Tech J(Lib)	
	TA	TB	TC	TD	TE	TF	TG	TH	TI	TJ	
	Scient. Asst.A (Lib)	Scient. Asst.B (Lib)	Scient. Asst.C (Lib)	Scient. Asst.D (Lib)	Scient. Asst.E (Lib)	Scient. Asst.F (Lib)					
	SA	SB	SC	SD	SE	SF					
	Scient. Officer -B(Lib)	Scient. Officer -C(Lib)	Scient. Officer -D(Lib)	Scient. Officer -E(Lib)							
B	C	D	E								

(v) Info./ Docu./ Publ.	Tech A(Doc)	Tech B(Doc)	Tech C(Doc)	Tech D(Doc)	Tech E(Doc)	Tech F(Doc)	Tech G(Doc)	Tech H(Doc)	Tech I(Doc)	Tech J(Doc)
	TA	TB	TC	TD	TE	TF	TG	TH	TI	TJ
	Scient. Asst.A (Doc)	Scient. Asst.B (Doc)	Scient. Asst.C (Doc)	Scient. Asst.D (Doc)	Scient. Asst.E (Doc)	Scient. Asst.F (Doc)				
	SA	SB	SC	SD	SE	SF				
	Scient. Officer -B(Doc)	Scient. Officer -C(Doc)	Scient. Officer -D(Doc)	Scient. Officer -E(Doc)						
	B	C	D	E						
(vi) Grad./ Post.Gr.	Scient. Asst.-A	Scient. Asst.-B	Scient. Asst.-C	Scient. Asst.-D	Scient. Asst.-E	Scient. Asst.-F				
	SA-A	SA-B	SA-C	SA-D	SA-E	SA-F				
(vii) Engi- neer	Scient. Asst.-A	Scient. Asst.-B	Scient. Asst.-C	Scient. Asst.-D	Scient. Asst.-E	Scient. Asst.-F	For Licentiate and Diploma Holders			
	SA-A	SA-B	SA-C	SA-D	SA-E	SA-F				
	Engn-SB	Engn-SC	Engn-SD	Engn-SE	Engn-SF					
	B	C	D	E	F					

APPENDIX-II

Selection Committees for recruitment

1. Appointment of faculty at the level of 'G' and above

Chairman of the Council (Chairman)

One academic member of the Council, nominated by the Council

Director of the Institute

Head of the Group

Head of the Division/Section/Central Facility to which the post belongs

Two external experts

2. Appointment of Associate Professor (E) and Associate Professor (F)

Director of the Institute (Chairman)

One academic member of the Council, nominated by the Council

Head of the Group

Head of the Division/Section/Central Facility to which the post belongs

One external expert^{a)}

One internal expert

Note:

^{a)} An additional external member may be included, if the academic member of the council is not available.

3. Appointment of D and above in all categories and streams
(excepting the post covered in 1 & 2)

Director of the Institute (Chairman)

Head of the Division/Section/Central Facility to which the post belongs

Two external experts

One internal expert

4. Appointment of B and C in all categories and streams

Director of the Institute (Chairman)

Head of the Division/Section/Central Facility to which the post belongs

Two external experts

One internal expert

5. Appointment to Technical category below and B-level

Director of the Institute (Chairman)

Head of the Division/Section/Central Facility to which the post belongs

Two external experts

One internal expert

APPENDIX III

Some of the terminology used in Section 9 are explained below.

A.III.1. ‘Secondary’ means Madhyamik examination, and ‘Higher Secondary’ means Uchcha Madhyamik examination conducted by the respective West Bengal Boards. These terms, wherever used, would also mean any other equivalent examinations conducted by other Educational Boards or Statutory Authorities. In judging the equivalence the content of science subjects and mathematics in the respective examinations is to be emphasized and it should be kept in mind that Madhyamik comes after ten years in Secondary School and Uchcha Madhyamik comes at the end of two years of Higher Secondary School or College after the completion of Madhyamik.

A.III.2 ‘ITI Certificate’ denotes a certificate awarded by Industrial Training Institutes approved by the government of West Bengal and is to be interpreted as any other equivalent certificate (specially for trades in which ITI certificates are not available) awarded by any other Government, Statutory Authority, Business or Industrial House. In judging the equivalence the points to be reckoned are: (i) ITI certificates in certain trades (e.g. Carpenter’s, Plumber’s and Welder’s trades) are awarded after one year of training imparted to students who have at least passed Class VIII of a Secondary School, (ii) the same certificates in certain other trades (e.g. Fitter’s, Turner’s, Machinist’s, Motor Mechanic’s and Wireman’s trades) are awarded after two years of training given to students with the same academic level as mentioned in (i), (ii) in a third group of trades (e.g. Draughtsman’s, and Electrician’s trades) the certificates are awarded on completion of two years training of recruits who have at least passed the Secondary Examination.

A.III.3 ‘Trade permit’, depending on the context, denotes (i) Liftman’s authorization, (i) Electrical wireman’s permit, or (iii) Electrical Supervisor’s permit issued by the State Licensing Board. Basic academic qualification for the award of the trade permit; the candidate must have passed at least class VIII, and should produce certificates of practical experience for at least three years. The ‘Trade permit’ is issued to the candidate after he passes the required examinations conducted by the Licensing Board. Permits (i) and (ii) are to be treated as inferior to the ITI certificate, whereas (iii) the Supervisor’s permit is to be treated as equivalent to the ITI certificate of one year duration.

A.III.4 An Engineering Diploma denotes LME, LC, LE (licentiate in Mechanical Engineering, Civil Engineering and Electrical Engineering) etc. from Polytechnics approved by the West Bengal State Council of Technical Education. The term should be interpreted to mean equivalent diplomas awarded by other statutory authorities. The diploma students are at least Higher Secondary passed and the diploma course duration is 3 years. The diplomas awarded by the Calcutta Training School are recognized by the Government as equivalent.

A.III.5 For the library staff the certificate course in Library Science offered by the Bengal Library Association extends over six months duration and the candidate is required to be either higher secondary passed or secondary with five years experience as

a regular full-time employed staff in a library. The Bachelor degree in Library Science (B. Lib. Sc.) is a one year course offered to graduates by several universities and the Master degree in Library Science is a two years course admission to which is restricted to candidates already holding the B.Lib.Sc. degree. Many years ago a Post Graduate Diploma Course in Library Science used to be offered by Calcutta University; this diploma is to be taken as equivalent of the present B.Lib.Sc. degree.

APPENDIX IV

The trades recognized for streams (ii) –(v) in the Technical category (see Appendix 1) are listed below. Additions to or deletions from the list can be made from the time to time depending on the requirements of the Institutes.

Air-conditioner maintenance; air-conditioning plant operation and maintenance.

Attendance and minor maintenance of lifts.

Carpentry

Electrical wiring, servicing and maintenance

Fabrication, operation and maintenance of electronic circuits, semiconductor devices and detectors

Glass-blowing; fabrication and maintenance of glass apparatus and equipments

Maintenance and operation of high vacuum systems

Maintenance (mechanical and electrical) of vehicles

Nursing, dispensing of medicines; operation and maintenance of pathological laboratory

Operation and maintenance of computer and peripherals

Operation and routine maintenance of cryogenic facilities

Plumbing

Routine operation and maintenance of laboratory instruments, equipments and experimental arrangements

Tracing for drawing office

Trades for drawing office

Trades for Information/Documentation Unit – Xeroxing, printing, binding, photography, photocopying, drawing and tracing

Workshop trades; operation and maintenance of mechanical tools and equipments.

APPENDIX V

Category : Technical

Table A.V.1 : Recruitment norms for the stream (ii) in Technical Category --- Scientific Officer

Educational Qualification	<u>Number of year of relevant experience after obtaining requisite qualifications</u>						Remarks
	POSTS						
	SO(A)	SO(B)	SO(C)	SO(D)	SO(E)	SO (F)	
M.Sc / B. Tech	Not an entry level	*	# + *	# + 5 yrs	# + 10 yrs	Not an entry level	* Desirable # > 60%
Ph. D.		**	**	Fresh	4 yrs.		** Not to be appointed at this level

Table A.V.2a : Recruitment norms for the stream (ii) in Technical Category --- Technician

Educational Qualification	<u>Number of year of relevant experience after obtaining requisite qualifications</u>							Remarks
	POSTS							
	TA	TB	TC	TD	TE	TF	TG	
Secondary Min. 60%	1	4	9	13	16	22		No ITI certificates.
		3	8	12	15	21		ITI certificates based on a curriculum of one year duration.
		2	7	11	14	20		ITI certificates based on a curriculum of two years duration.
Higher Secondary Min. 50% with Science and Maths put together		0	5	11	12	18		No ITI certificates with Min. 50% in Secondary.
			0	6	11	17		ITI certificates based on a curriculum of one year duration.
				0	10	16		ITI certificates based on a curriculum of one/two years duration.

Table A.V.2b : Recruitment norms for the stream (iii) in Technical Category --- Drawing Office personnel

Educational Qualification	Number of years of relevant experience after obtaining requisite qualification				
	POSTS				
	DA	DB	DC	DD	DE
Secondary / Higher Secondary + Trade Certificates	3	8	13	19	25

Note :

1. Minimum 60% marks in Science and Maths in SSC.
2. At least 60% marks in the trade certificate course of not less than 2 (two) years duration.
3. Appropriate relaxation in number of years of experience may be given for candidates having experience in computer-aided drafting and design work

Table A.V.3a : Recruitment norms for the stream (iv) & (v) in Technical Category - -- Library & Information/Documentation/Publishing Staffs ---- Scientific Assistants

Educational Qualification	Number of years of relevant experience after obtaining requisite qualification					
	POSTS					
	SA(A)	SA(B)	SA(C)	SA(D)	SA(E)	SA(F)
Bachelor's degree in Science + B.Lib.Sc or equivalent diploma	No entry level	0	4	8	13	18
M. Lib Sci			0	4	8	12
Bachelor's degree in Humanities or Commerce + B.Lib.Sc or equivalent diploma		2	6	10	15	20

Note for Tables A.V.3a :

1. Minimum 50% marks in Bachelor's Degree.
2. At least 60% marks in the B. Lib Science or equivalent diploma.
3. Minimum 60% in M. Lib Sci.

**Table A.V.3b : Recruitment norms for the stream (iv) & (v) in Technical Category -
-- Library & Information/Documentation/Publishing Staffs ----- Scientific Officer**

Educational Qualifications	Number of years of relevant experience after obtaining requisite qualification			
	POSTS			
	SO (SB)	SO (SC)	SO (SD)	SO (SE)
B. Sc. + B.Lib Sc. or equivalent diploma	8	13	19	25
B. Sc. (Hons.) + B. Lib. Sc. or equivalent diploma		7	13	20
B. Sc. + M.Lib.Sc.	4	8	13	19

Note for Tables A.V.3b:

1. Minimum 50% marks in B. Sc. Or B.Sc. (Hons.)
2. At least 60% marks in the B. Lib Science or equivalent diploma.
3. Minimum 60% in M. Lib Sci.

**Table A.V.4 : Recruitment norms for the stream (iv) in Technical Category ---
Graduate / Post-Graduate in Science for research laboratories**

Educational Qualifications	Number of years of relevant experience after obtaining requisite qualification				
	POSTS				
	SA(A)	SA(B)	SA(C)	SA(D)	SA(E)
B.Sc.	Not an entry level	0	4	8	13
M.Sc.		0	4	9	
B. Sc. (Hons.)			2	6	11

Note :

- 1) Minimum 60% marks in B. Sc
- 2) Minimum 55% marks in B. Sc. (Hons.)
- 3) Experience in a research laboratory or possesses a professional certificate

**Table A.V.5 : Recruitment norms for the stream (iv) in Technical Category ---
Engineers**

Educational Qualifications	Number of years of relevant experience after obtaining requisite qualification			
	POSTS			
	E(SB)	E(SC)	E(SD)	E(SE)
B.E. / B. Tech.		2	7	9
M. Tech. (after B.E. or M.Sc.)		0	5	7

	SA(A)	SA(B)	SA(C)	SA(D)	SA(E)
Diploma / Licentiate in Eng. (3 yrs. after secondary)	0	6	12	18	25

Note: The candidate should be a first class graduate (60% marks). Further, induction at the E(SE) grade would require specialized experience; induction at this level would normally not be done without such specialized experience.

EXTRACT FROM THE MINUTES OF THE 78TH MEETING OF THE GOVERNING COUNCIL OF SAHA INSTITUTE OF NUCLEAR PHYSICS HELD ON WEDNESDAY, THE 4TH AUGUST, 2004 AT 1200 HRS. IN THE CONFERENCE ROOM OF BIDHANNAGAR CAMPUS, SINP, KOLKATA

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ITEM NO. 10 : REVISION OF NORMS FOR RECRUITMENT OF SCIENTIFIC AND TECHNICAL CATEGORY

The report on the Revised Norms for Recruitment of Scientific and Technical category had been reviewed and minor modifications had been incorporated as suggested in the meeting held on 29.3.2003 and the revised document was placed before the Council for approval in the last meeting held on 1st Nov. 2003. As the revised report was to be studied by the members, it was decided that the item would be taken up in the next meeting of the Governing Council.

In view of the very recent renormalisation of the norms for academic employees in various DAE institutions, and also of the receipt of "Comparative Statement of Recruitment Norms between TIFR/BARC and SINP" from the Joint Secretary (R&D), DAE, the norms of recruitment for academic and technical employees of the Institute were revised again and placed for approval by the Council.

After due deliberations, Council approved the Revised Norms for Recruitment of Academic and Technical categories on similar lines with those of TIFR. The implementation is to be made after completion of substantial internal exercises within a certain time frame of 4 or 5 years but not in one stroke. It was also mentioned that the number of years indicated is only a guideline and meant for the best quality of candidates only and not for all."

EXTRACT FROM THE MINUTES OF THE 81ST MEETING OF THE GOVERNING COUNCIL OF SAHA INSTITUTE OF NUCLEAR PHYSICS HELD ON THURSDAY, THE 18TH AUGUST, 2005 AT 1530 HRS. IN THE CONFERENCE ROOM OF CHAIRMAN'S OFFICE, ANUSHAKTI BHAVAN, DAE, MUMBAI

Supplementary Agenda : Discussion on revision of norms of recruitment and promotion as per TIFR norms
Item No. 2

Governing Council at its 78th meeting held on 4th August, 2004 approved the Revised Norms for Recruitment of Academic and Technical categories on similar lines with those of TIFR and suggested that the implementation is to be made after completion of substantial internal exercises within a certain time frame of 4 or 5 years but not in one stroke. It was also mentioned that the number of years indicated is only a guideline and meant for the best quality of candidates only and not for all.

Council noted that the Institute is now facing problems, in view of the present recruitment policy of recruiting faculty members preferably at 'E' level. Council also noted that there are about 14 faculty members existing at 'D' level at present.

Director has been advised to form a special screening committee with senior faculty members of SINP and some members of the Governing Council.

EXTRACT FROM THE MINUTES OF THE 90TH MEETING OF THE GOVERNING COUNCIL OF SAHA INSTITUTE OF NUCLEAR PHYSICS HELD ON TUESDAY, THE 23RD SEPTEMBER, 2008 AT 1100 HRS. IN THE CONFERENCE ROOM OF CHAIRMAN'S OFFICE, DAE, ANUSHAKTI BHAVAN, MUMBAI

ITEM NO. 4 : AMENDMENT OF RECRUITMENT NORMS OF FACULTY MEMBERS

The draft Amendment of Recruitment Norms of faculty members was placed before the Council (**Annexure-III**).

After due deliberations, the Governing Council approved the proposal with the following modification :

- i) New recruitment at Associate Professor-E level (instead of the proposed designation of Reader E).
- ii) The new and existing faculty members also will get the new designations at the first opportunity of recruitment/promotion.
- iii) The process of renormalization having been completed except for two or three cases, henceforth the recruitment/promotion will follow new norms.