

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE, NAGPUR**

**RECRUITMENT RULES
AND
ASSESSMENT PROMOTION RULES 1999**

**With subsequent amendments.
(Amendments listed at the end of this chapter)**



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**Jawaharlal Nehru Aluminium Research Development & Design Centre
(An Autonomous Body under Ministry of Mines, Govt. of India)
Amravati Road, Wadi, Nagpur – 440023**

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE, NAGPUR**

Recruitment and Assessment Rules, 1999

1.0 SCOPE

- 1.1 These rules shall be called the Jawaharlal Nehru Aluminium Research Development and Design Centre Recruitment and Assessment Rules, 1999. They shall come in to force with effect from July 1, 1999 and shall supersede all previous Recruitment and Assessment Rules.
- 1.2 These rules shall apply to appointment to the regular posts and to the employees appointed against the regular posts of Jawaharlal Nehru Aluminium Research Development and Design Centre.

2.0 AIM

- 2.1 To effectively plan and administer manpower requirements consistent with the desirable levels of skill and competence that are necessary for sustained growth of the organization as a Centre of Excellence.
- 2.2 To match reasonable aspirations of employees in the matter of career advancement consistent with the requirements of the Centre.

3.0 PAY SCALES

- 3.1 The different posts in the Centre shall carry the following scales of pay

(Pay scales amended as per 7th Pay commission – Ref. page 105-C)
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- 1. Rs. 2550 - 55 - 2660 - 60 - 3200
- 2. Rs. 3050 - 75 - 3950 - 80 - 4590
- 3. Rs. 4000 - 100 - 6000
- 4. Rs. 4500 - 125 - 7000
- 5. Rs. 5500 - 175 - 9000
- 6. Rs. 6500 - 200 - 10500
- 7. Rs. 8000 - 275 - 13500
- 8. Rs. 10000 - 325 - 15200
- 9. Rs. 12000 - 375 - 16500
- 10. Rs. 14300 - 400 - 18300
- 11. Rs. 16400 - 450 - 20000
- 12. Rs. 18400 - 500 - 22400

- 3.2 The scales of pay may be revised from time to time by the Governing Body. Dearness allowance, House Rent allowance and City Compensatory allowance would be as per the orders issued by the Central Government from time to time and as applicable to their employees at Nagpur. All other allowances and perquisites, if any, would be as decided by the Governing Body from time to time.

4.0 **DEFINITIONS**

4.1 **Appointing Authority**

Appointing Authority in relation to a post means the authority delegated with powers to make appointment to that post. The Director will be the Appointing Authority for the posts with pay scales up to and including Rs. 14300-18300. (upto Grade Pay : 8700 / Level-13). For direct recruitment for the post of Deputy Director in the pay scale Rs. 16400-20000, (Grade Pay : 8900/ Level-13A) the Chairman will be the Appointing Authority. The RAC would constitute the selection committee for the position of Deputy Director. The recommendation of the selection committee would be approved by the competent authority (Director of the Centre for positions up to Level-13 and the Chairman of the governing body for the position of Deputy Director). The Appointing Authority for the Director of the Centre will be the General Body. (**Amended as below**) :

The Director of the Centre shall be a distinguished Scientist, and shall be appointed by a Search-cum-Selection Committee constituted by the Ministry/Department with concurrence of DoP&T. Appointment of Director shall be under the purview of ACC. (Appointments Committee of the Cabinet).

4.2(a) **Governing Body**

The term Governing Body refers to the Governing Body of the Centre.

4.2(b) **General Body**

The term General Body refers to the General Body of the Centre

4.3 **Director**

The term Director means the Director of the Centre.

4.4 **Recruitment**

The sources of recruitment shall include:

- (i) Assessment of deserving internal candidates
- (ii) Selection from open market through employment exchange, advertisements in local and national dailies as the case may be
- (iii) Appointment of persons from Central Government, State Government, Educational Institutions and other Public Sector organizations on deputation.
- (iv) Absorption of deputationists, Research Fellows/Associates, appointment of Scientists registered in the National Register or pool officers from the CSIR, appointment by inviting names of suitable candidates from established organizations, eminent persons and by personal contact.

4.5 **Age of Superannuation**

The age of Superannuation shall be sixty years for all employees of the Centre.

5.0 RECRUITMENT

5.1 Classification of Posts

In line with the Organization Chart approved by the Governing Body in its VII Meeting the distribution of Scientific, Technical and Administrative Posts, groupwise, is given in Annexure A.

The officers and staff of the Centre are grouped into the following four categories (as detailed in Annexure A):

1	Scientists	Group IV
	Scientific &	Group III(a) &
2	Technical Supporting Staff	Group III(b)
3	Administrative Staff	Group II
4	Supporting Staff	Group I

Each employee will be designated by group and grade.

5.2 Procedure for Recruitment

5.2.1 Advertisements for vacancies in the salary scale up to and below Rs. 4500-7000 (**Grade Pay : 2800/ Level-5**) to be filled by open recruitment will be through employment exchange and if required through advertisements in local or regional newspapers.

5.2.2 For grades Rs. 5500 - 9000 (**Grade Pay : 4200/ Level-6**) and above, the recruitment will be by advertisement in National Dailies/Employment News.

5.2.3 For every vacancy not more than 10 candidates may be called for Interview and / or tests as the case may be subject to their satisfying the eligibility criteria. However, the Appointing Authority may invite less or more number of candidates for reasons to be recorded in writing.

5.3 Age Limit

5.3.1 The age limit for various posts is specified in Annexures B1 to B5. However, age relaxation for Scheduled Caste/Scheduled Tribes, Physically Handicapped and Ex-Serviceman will be made in line with the Government of India Orders. The minimum age for induction shall be eighteen years. Higher age limit is also relaxable at the discretion of the Appointing Authority in the event of persons having higher qualifications/experience and the reasons for such relaxation should be recorded in writing.

5.4 **Basic Qualifications for Various Posts**

- 5.4.1 Qualifications and experience for recruitment to scientists, technical and administrative posts at Induction Level are given in Annexures B1 to B5 against each category of posts. These may be varied by the Appointing Authority under very special circumstances and with the approval of the Governing Body.

5.5 **Reservation of Positions**

- 5.5.1 Reservation rules of the Central Government will be followed while making the initial appointment in each category of post. However for scientific and technical posts carrying pay scale of Rs. 10000 – 15200 (**Grade Pay : 6600/ Level-11**) and above, reservation rules will not apply, as followed by the CSIR.

5.6 **Constitution of the Selection Committee**

- 5.6.1 The constitution of Departmental Assessment Committee (DAC) and Selection Committee for various categories of posts in the Centre is given in ANNEXURE-D. There shall be a Member of SC/ST category in each Selection/Assessment Committee in which reserved category employees are being considered for Selection/Assessment.

6.0 **SELECTION PROCEDURE**

- 6.1.1 For Group-B (Non-Gazetted) and Group-C posts, the recruitment of external candidates would be through the method of short listing of applications, ~~interviews~~ skill test and tests wherever considered necessary. (Refer DoPT OM No. 39020/01/2013-Estt(B) Part dated 09.12.2015 regarding discontinuance of interview)
- 6.1.2 Candidates called for interview for the posts carrying pay scales Rs. 6500 - 10500 (**Grade Pay : 4600/ Level-7**) and below will be reimbursed II class sleeper (railway)/road fare by the shortest route. The candidates called for interview for the posts carrying pay scales Rs. 8000-13500 (**Grade Pay : 5400 / Level-10**) and above will be paid I class / AC II tier railway fare by the shortest route.

6.2 **Suitability of Candidates**

The Selection Committee shall assess the comparative merits of the candidates on the basis of their qualifications, previous experience, tests/interviews and all other material information with reference to the suitability of the candidates for the post.

6.3 **Panel for Selected Candidates**

The Selection Committee shall prepare a panel of candidates considered suitable for employment in order of merit and submit the same to the Appointing Authority. The panel will be subject to the approval of the Appointing Authority. The panel will be valid for a period of one year, from the date it is approved. The Appointing Authority may extend the validity of the panel by a period not exceeding six months for reasons to be recorded in writing.

6.4 Extra Increment

The pay of candidate selected for the post shall normally be fixed at the minimum of the pay scale attached to the post. However, advance increments, if any, should be recommended only in exceptional cases keeping in view the merit of the candidate. While doing so, details of the achievements / exceptionally outstanding performance/ work of the candidate should be specifically mentioned in the proceedings of the Selection Committee. The proceedings should unambiguously establish and convince anyone of the high quality of the candidate's work / performance / achievements for whom the advance increments have been recommended.

A maximum of five increments can be granted to a candidate on the recommendations of the Selection Committee by the Director.

6.5 Issue of Offer of Appointment

Offers of appointment will be issued in order of merit from the approved panel.

6.6 Medical Examination on First appointment

Medical fitness certificate is required to be furnished from a duly constituted Medical Board for persons appointed in the scale of Rs. 6500-10500 **(Grade Pay : 4600 / Level-7)** and above. As regards appointment in the scale of Rs. 5500-9000 **(Grade Pay : 4200 / Level-6)** and below, a Civil Surgeon, or District Medical Officer or a Medical Officer of equivalent status shall be the competent authority to issue certificate for their medical fitness.

6.7 Character and Antecedents

Verification of character and antecedents is to be made in line with the Government of India orders for each and every employee.

6.8 Deputationists

Persons may be appointed on deputation basis for a specific period. The terms of deputation may be varied by the Appointing Authority in special cases and the reasons are to be recorded in writing.

6.9 Appointments on Temporary and Contract Basis

Notwithstanding the provisions herein before, the appropriate Appointing Authority (as defined in Section 4.1) shall have powers to fill any vacancy by appointing persons on purely temporary basis for a period not exceeding six months at a time whenever such appointment is considered essential in the interest of the Centre.

Appointments on contract for a period not exceeding two years can be offered on any of the approved pay scales for scientists against approved projects and vacant posts of the Centre. Such appointments shall be made by the appropriate Appointing Authority through a Selection Committee. The period of such temporary as well as Contract appointments may be extended at the discretion of the appropriate Appointing Authority.

7.0 ASSESSMENT

In view of the limited strength of employees in the Centre and with a view to affording them opportunity for career progression, the process of assessment has been adopted. The procedure of assessment and guidelines are as under.

7.1 Guidelines for Assessment

7.1.1 Assessment of the Scientists (Group IV) would be carried out by the Assessment Committee constituted as given in Annexure D.

7.1.2 Assessment of other groups (I, II, III) will be through Departmental Assessment Committees constituted as given in Annexure D.

7.1.3 (i) Minimum years of service required for qualifying for assessment to the next higher scale is given against each post in Annexures C1 to C4. Eligibility for consideration for assessment will be determined with reference to completion of required length of service in the grade as given in Annexures C1 to C4.

(ii) The assessment of employees to the next higher scale will be irrespective of the availability of vacancies in the higher scale and that in all such cases a person carries the post with him and when he vacates, the post that falls vacant is the one at the entry level. The number of posts sanctioned shall relate to the total number in the Group of Grades as a whole, and not to each individual grade.

7.1.4 Scientists, Administrative and other scientific and supporting technical staff (Groups I - IV) successfully assessed for the next higher scale will be required to fulfill the job requirements of their previous posts with additional responsibilities of new grades.

7.1.5 A person will carry a post with him. When he vacates, the post that falls vacant will be the one at the entry level grade. However, if there is a need to fill the vacancy at the level at which it has become available or at any other level due to any special reason, specific approval of the Governing Body should be taken to create the position at the required level for lateral entry. When the Governing Body gives its approval, the entry level position shall stand abolished.

- 7.1.6 The Assessment of candidates for next higher scale by the Assessment Committee shall be based on the Financial year. Number of persons to be considered for assessment every year will be on the basis of total eligible employees in the grade during the year up to 31st March & 30th September every year instead of paying arrears

8.0 THRESHOLD LIMITS

- 8.1 Assessment will be subject to obtaining minimum threshold marks as explained below:

8.2 Explanations

- i) Threshold marks for successful assessment are given against each grade of the respective groups in Annexures C1 to C4 respectively.
- ii) The threshold marks for assessment of SC/ST candidates will be 10% less than those given in Annexures C1 to C4.
- iii) Assessment will be based on the following constituents : ACR's, Peer Review (for Scientist - Group IV posts only), Work Report / Performance Report (for posts in all other Groups) and interview (for all posts). Apportioning of marks amongst these different constituents of assessment will be as per the CSIR norms in force at the time of the interview.

9.0 INDUCTION OF NON-TECHNICAL STAFF INTO SCIENTIFIC / TECHNICAL GROUPS

- 9.1 Non-technical departmental staff members acquiring skill and found fit, through a suitable trade test, for entry into Scientific/Technical groups may be considered for induction provided vacancy exists at the lowest grade. If found fit, he/she shall be placed in that particular grade and group which is close to his/her present salary grade. Such induction should be justified and approved by the Appointing Authority.

10.0 PROBATION

- 10.1 All employees recruited or assessed to a higher scale of pay post shall be on probation for a period of one year from the date of joining the duty. The period of probation may be extended by the Appointing Authority wherever necessary but the total period of probation shall not exceed two years.
- 10.2 If the performance of an employee recruited or assessed is not found satisfactory during the probation period he/she would be reverted to the original post or grade. If the performance of an employee, recruited to a post from outside source, during the probation period, (including the extended period, if any) is not found satisfactory, his/her services may be terminated.

11.0 CONFIRMATION

An employees who has been assessed or recruited to a post shall be confirmed in that post after successful completion of the period of probation.

12.0 SENIORITY LIST

- 12.1 Seniority list of employees shall be maintained in each category of posts.
- 12.2 Seniority shall be determined as per the order of merit recommended by the Selection/Assessment committee at the time of recruitment /assessment. The order of merit would be maintained if the employee recruited joins within three months. However, if a request is received for extension of joining time and if it is genuine, the extension may be granted for a maximum period of nine months.
- 12.3 Seniority is retained if a candidate is successful in the first assessment with the date of placement in the next higher grade coinciding with the date of eligibility. However for candidates assessed in subsequent assessment committee meetings, the date of placement in the next higher grade will coincide with the date of successful assessment. The date of placement in the next higher grade on assessment will be deferred by one year for each unsuccessful attempt. And if a candidate does not appear in the assessment meeting it will be treated as an unsuccessful attempt.

13.0 GENERAL CONDITIONS

- 13.1 Assessments based on threshold limits are delinked from the availability of vacancies and movement from one group to another is not permissible.
- 13.2 No advance increments are permissible on assessment.
- 13.3 The assessment will be made effective from the date of eligibility of the candidate provided he/she is found successful in the first assessment, but actual pay in the scale to which the candidate has been successfully assessed would be available from the date of successful assessment only and not from the date of eligibility. However, increment benefits in the new scale would be available from the date of eligibility. In all other cases the pay and increment benefits in the assessed scale would be available from the date of successful assessment.
- 13.4 If on the date of meeting of the Assessment Committee an employee is:
 - (a) under suspension (b) against whom disciplinary proceedings are pending (c) a decision has been taken by the disciplinary authority to initiate disciplinary proceedings against him/her or (d) against whom prosecution has been launched / sanctioned, the findings of the assessment committee may be kept in sealed cover irrespective of the fact that the assessment is due from the date when none of these contingencies was in existence. If the employee is exonerated or suspension is held unjustified, recommendations in the sealed cover be acted upon and the employee allowed the benefit of assessment from the due date. In case, disciplinary

proceedings / court cases result in imposition of any of the minor or major penalties under Rule 11 of CCS (CCA) Rules, the effective date of assessment will be from the date immediately after the completion of the period of penalty. If the minor penalty of “censure” or “recovery from pay of the whole or part of any pecuniary loss caused to the Centre by negligence or breach of orders” is imposed, the due date of assessment will be immediately after the issue of orders imposing any of these penalties. However, where the employee is neither completely exonerated nor the disciplinary proceedings result in imposition of any of the recognized penalty, the recommendations in the sealed cover may be placed before the same Assessment Committee for deciding on whether the sealed cover is to be opened and, if so deciding the due date of his/her assessment. If any employee is convicted in Court proceedings against him the findings in a sealed cover shall not be acted up on. The employee’s case for assessment may be considered by the next assessment Committee in the normal course and having regard to the penalty imposed on him.

14.0 INTERPRETATION, APPLICABILITY AND AMENDMENTS

- 14.1 If any doubt arises as to the application or interpretation of any of these rules, the matter shall be referred to the Governing Body whose decision shall be final. Under special consideration and if warranted by exigency of situations, the Governing Body may relax any of the provisions of these rules.
- 14.2 The Governing Body may recommend amendment, modification or addition to these rules from time to time and all such amendments, modifications or additions shall take effect from the date of approval by the General Body.
- 14.3 These rules will come into force with effect from the date approved by the General Body.

ANNEXURE A

Distribution of Staff Members in Various Groups as on June, 1999

Group	Designation	Scale of Pay (Rs.)	Total strength of the Cadre
Group-IV (Scientists)	Director / Scientist-VI	18400-500-22400	1
	Dy. Director / Scientist-V	16400-450-20000	2
	HOD / Scientist-IV	14300-400-18300	5
	Scientist-III	12000-375-16500	6
	Scientist-II	10000-325-15200	8
	Scientist-I	8000-275-13500	16
		SUB-TOTAL	38
Group-III (Scientific / Technical Staff)	Scientific / Technical Officer	8000-275-13500	-*
	Scientific/Technical Asst. IV	6500-200-10500	-*
	Scientific / Technical Asst. III	5500-175-9000	3
	Scientific / Technical Asst. II	4500-125-7000	7
	Scientific / Technical Asst. I	4000-100-6000	6
	Laboratory Asst.	3050-75-3950-80-4590	5
		SUB-TOTAL	21
Group-II (Administrative Staff)	Secretary cum Senior Administrative Officer	12000-375-16500	-*
	Secretary-cum-Administrative Officer	10000-325-15200	1
	Asst. Admin. Officer / Personnel Officer /Asst. Accounts Officer	8000-275-13500	3
	Section Officer (Accts /Admn) / Personnel Secretary	6500-200-10500	2
	Ex. Asst. to Director / Personal Asst. / Sr. Accountant / Chief Cashier	5500-175-9000	2
	Sr. Stenographer - Sr.Asst. / Sr. Acctn. / Cashier / Purchase-cum- Store Asst.	4500-125-7000	2
	Stenographer -Asst. / Acctn. Asst. / Asst.(Cash)	4000-100-6000	5
	Junior Assistant	3050-75-3950-80-4590	1
		SUB-TOTAL	16
Group-I (Supporting Staff)	Driver Grade - II	4000-100-6000	1
	Driver Grade - I	3050-75-3950-80-4590	2
	Technical Helper	3050-75-3950-80-4590	2
	Attendant / Peon-messengers	2550-55-2660-60-3200	5
		SUB-TOTAL	10
TOTAL SANCTIONED STRENGTH			85

(-*) : Post meant for assessment promotion only. The number of posts sanctioned shall relate to the total number in the Group of Grades as a whole, and not to each individual grade.

**Distribution of Staff strength in various groups
(Under sixth pay scales and after 22 post cut by ERC in 2004)**

Group	Designation	Scale of Pay (Rs.)	Total strength of Cadre
Group-IV (Scientists)	Director / Scientist-VI	(PB-4) 37400-67000 + 10000	1
	Dy. Director / Scientist-V	(PB-4) 37400-67000 + 8900	2
	HOD / Scientist-IV	(PB-4) 37400-67000 + 8700	4
	Scientist-III	(PB-3) 15600-39100 + 7600	4
	Scientist-II	(PB-3) 15600-39100 + 6600	6
	Scientist-I	(PB-3) 15600-39100 + 5400	10
SUB-TOTAL			27
Group-III (Scientific / Technical Staff)	Sr. Scientific Officer Grade-II	(PB-3) 15600-39100 + 7600	-*
	Sr. Scientific Officer Grade-I	(PB-3) 15600-39100 + 6600	-*
	Scientific / Technical Officer	(PB-2) 9300-34800 + 5400	-*
	Scientific/Technical Asst. IV	(PB-2) 9300-34800 + 4600	-*
	Scientific Asst. III / Technical Asst. III	(PB-2) 9300-34800 + 4200	3
	Scientific Asst. II / Technical Asst. II	(PB-1)5200-20200 + 2800	7
	Scientific Asst. I / Technical Asst. I	(PB-1)5200-20200 + 2400	6
	Laboratory Asst.	(PB-1)5200-20200 + 1900	4
SUB-TOTAL			20
Group-II (Administrative Staff)	Secretary cum Sr. Admin. Officer	(PB-3) 15600-39100 + 7600	-*
	Secretary-cum-Administrative Officer	(PB-3) 15600-39100 + 6600	1
	Asst. Admin. Officer / Per. Officer / Asst. Accounts Officer (Group-A Entry)	(PB-3) 15600-39100 + 5400	1
	Asst. Admin. Officer / Per. Officer / Asst. Accounts Officer	(PB-2) 9300-34800 + 5400	-*
	Section Officer (A/C & Admin) / Personnel Secretary	(PB-2) 9300-34800 + 4600	2
	Ex. Asst. to Director / Personal Asst. Sr. Accountant-cum-Chief Cashier	(PB-2) 9300-34800 + 4200	2
	Sr. Stenographer - Sr.Asst. / Sr. Acctn.-Cum-Cashier / Sr. Purchase-Cum- Store Asst.	(PB-1)5200-20200 + 2800	2
	Steno-Asst./Acctn. Asst. /Asst.(Cash)	(PB-1)5200-20200 + 2400	3
	Junior Assistant	(PB-1)5200-20200 + 1900	1
	SUB-TOTAL		
Group-I (Supporting Staff)	Driver-cum-Lab. Attendant (Spl. Grade)	(PB-2) 9300-34800 + 4200	-*
	Driver-cum-Lab. Attendant (Grade-II)	(PB-1)5200-20200 + 2800	-*
	Driver-cum-Lab. Attendant (Grade-I)	(PB-1)5200-20200 + 2400	1
	Driver-cum-Lab. Attendant (Ordinary Gr.)	(PB-1)5200-20200 + 1900	2
	Sr. Technical Helper	(PB-1)5200-20200 + 2800	-*
	Technical Helper - I	(PB-1)5200-20200 + 2400	-*
	Technical Helper	(PB-1)5200-20200 + 1900	-*
	Attendant / Peon messengers	(-1S)4440-7440 + 1300	1
SUB-TOTAL			4
TOTAL SANCTIONED STRENGTH			63

(-*) : Post meant for assessment promotion only. *The number of posts sanctioned shall relate to the total number in the Group of Grades as a whole, and not to each individual grade*

ANNEXURE A (Revised)

**Distribution of Staff strength in various groups
(Under seventh pay scales : 7 cpc)**

SN	Post / Designation	Pay Matrix	Sanctioned
1.	Director	Level-14 (144200)	1
2.	Sr Principal Scientist / Dy Director	Level-13A (131100)	2
3.	Principal Scientist / HoD	Level-13 (118500)	4
4.	Senior Scientist	Level-12 (78800)	4
5.	Scientist	Level-11 (67700)	6
6.	Junior Scientist	Level-10 (56100)	10
SUB-TOTAL Group- IV Scientists 			27
1.	Sr. Scientific Officer Grade-II	Level-12 (78800)	-*
2.	Sr. Scientific Officer Grade-I	Level-11 (67700)	-*
3.	Scientific / Technical Officer	Level-9 (53100)	-*
4.	Scientific/Technical Asst. IV	Level-7 (44900)	-*
5.	Scientific Asst. III / Technical Asst. III	Level-6 (35400)	3
6.	Scientific Asst. II / Technical Asst. II	Level-5 (29200)	7
7.	Scientific Asst. I / Technical Asst. I	Level-4 (25500)	6
8.	Laboratory Asst.	Level-2 (19900)	4
SUB-TOTAL Group-III : Scientific / Technical Staff 			20
1.	Secretary cum Sr. Admin. Officer	Level-12 (78800)	-*
2.	Secretary-cum-Administrative Officer	Level-11 (67700)	1
3.	Asst. Admin. Officer / Per. Officer / Asst. Accounts Officer (Group-A Entry)	Level-10 (56100)	1
4.	Asst. Admin. Officer / Personnel Officer / Asst. Accounts Officer	Level-9 (53100)	-*
5.	Section Officer (A/C & Admin) / Personnel Secretary	Level-7 (44900)	2
6.	Ex. Asst. to Director / Personal Asst. / Translator cum Hindi Typist Sr. Accountant-cum-Chief Cashier	Level-6 (35400)	2
7.	Sr. Stenographer -Sr.Asst. / Sr.Acctn.-Cum-Cashier / Sr. Purchase-Cum- Store Asst.	Level-5 (29200)	2
8.	Steno-Asst./Acctn. Asst. /Asst.(Cash)	Level-4 (25500)	3
9.	Junior Assistant	Level-2 (19900)	1
SUB-TOTAL Group-II Administrative Staff 			12
1.	Driver-cum-Lab. Attendant (Spl. Grade)	Level-6 (35400)	-*
2.	Driver-cum-Lab. Attendant (Grade-II)	Level-5 (29200)	-*
3.	Driver-cum-Lab. Attendant (Grade-I)	Level-4 (25500)	1
4.	Driver-cum-Lab. Attendant (Ordinary Gr.)	Level-2 (19900)	2
5.	Sr. Technical Helper	Level-5 (29200)	-*
6.	Technical Helper – I	Level-4 (25500)	-*
7.	Attnd. / Peon-messengers Tech. Helper	Level-2 (19900)	1
SUB-TOTAL Group-I Supporting Staff 			4
GRAND TOTAL			63

(-) : Post meant for assessment promotion only. The number of posts sanctioned shall relate to the total number in the Group of Grades as a whole, and not to each individual grade*

Annexure B

Entry Level, Minimum Qualifications and Age Limit

B 1. Group IV - Scientists

SN	Designation & Pay scale	Age	Minimum qualifications
1.	<p>Scientist V</p> <p>Dy. Director / Sr Principal Scientist</p> <p>Level-13A (131100)</p>	50 years	<p>1) 1st class degree in Engineering in Chemical / Metallurgy / Mechanical / Material Science / Electrical / Environmental / Instrumentation or equivalent or 1st class Masters degree in Physics, Chemistry or Geology or equivalent or M.Tech (Mineral Processing).</p> <p>2) 13 years experience out of which 7 years would be in a responsible supervisory capacity in guiding research in a well equipped laboratory or pilot plant; must be familiar with research & development in bauxite resources evaluation/ alumina/aluminium production/downstream processing and related fields.</p> <p>Desirable : Master's Engg. Or Doctorate Degree in the subject concerned. Experience would be relaxed by two years for Master in Engg/Technology degree holders, 3 years for Ph.D. in Science and 4 years for Ph.D. in Engineering.</p>
2.	<p>Scientist IV</p> <p>Head of Department/ Principal Scientist</p> <p>Level-13 (118500)</p>	45 years	<p>1) 1st class degree in Engineering in Chemical / Metallurgy / Mechanical / Material Science / Electrical / Environmental / Instrumentation or equivalent or 1st class Masters degree in Physics, Chemistry or Geology or equivalent or M.Tech (Mineral Processing).</p> <p>2) 10 years experience out of which 5 years would be in a responsible supervisory capacity in the relevant area i.e. bauxite evaluation/alumina production research/aluminium electrolysis downstream processing/analytical research or general services, instrumentation and control in a reputed aluminium industry or laboratory/university of repute.</p> <p>Desirable : Master's in Engg. or Doctorate degree in the subject concerned. Experience would be relaxed by two years for Master in Engg/Technology degree holders, 3 years for Ph.D. in Science and 4 years for Ph.D. in Engineering.</p>

Entry Level, Minimum Qualifications and Age Limit**B 1. Group IV – Scientists (Contd...)**

SN	Designation & Pay scale	Age	Minimum qualifications
3.	Scientist III Senior Scientist Level-12 (78800)	40 years	<p>1) 1st class degree in Engineering in Chemical / Metallurgy / Mechanical / Material Science / Electrical / Environmental / Instrumentation or equivalent or 1st class Masters degree in Physics, Chemistry or Geology or equivalent or M.Tech (Mineral Processing).</p> <p>2) 7 years experience out of which 3 years would be in a responsible supervisory capacity.</p> <p>Desirable : Master's in Engg. or Doctorate Degree in the subject concerned. Experience would be relaxed by two years for Master in Engg/Technology degree holders, 3 years for Ph.D. in Science and 4 years for Ph.D. in Engineering.</p>
4.	Scientist II Scientist Level-11 (67700)	35 years	<p>1) 1st class degree in Engineering in Chemical / Metallurgy / Mechanical / Material Science / Electrical / Environmental / Instrumentation or equivalent or 1st class Masters degree in Physics, Chemistry or Geology or equivalent or M.Tech (Mineral Processing) with 4 years experience.</p> <p>Desirable : Master's in Engg. or Doctorate Degree in the subject concerned. Experience would be relaxed by two years for Master in Engg/Technology degree holders, 3 years for Ph.D. in Science. Fresh Ph.D. in Engineering are eligible for induction.</p>
5.	Scientist I Junior Scientist Level-10 (56100)	30 years 35 yrs	<p>1) 1st class degree in Engineering in Chemical / Metallurgy / Mechanical / Material Science / Electrical / Environmental / Instrumentation or equivalent or 1st class Masters degree in Physics, Chemistry or Geology or equivalent or M.Tech (Mineral Processing).</p> <p>Desirable : Master's in Engg./Technology or Ph.D. in the subject concerned</p>

Annexure B (contd.)**B-2. GROUP III (a) - SCIENTIFIC SUPPORTING STAFF**

SN	Designation & Pay scale	Age	Minimum qualifications
1.	Sr. Scientific Officer Grade-II Level-12 (78800)	---	***
2.	Sr. Scientific Officer Grade-I Level-11 (67700)	---	***
3.	Scientific Officer Level-9 (53100)	---	***
4.	Scientific Asst. IV Level-7 (44900)	---	***
5.	Scientific Asst. III Level-6 (35400)	35 years	BSc./Dip. in Engineering/Tech of 3 years Or MSc / BE or equivalent [in relevant discipline]# plus 6 years relevant experience
3	Scientific Asst. II Level-5 (29200)	30 years	BSc./Dip. in Engineering/Tech of 3 years Or MSc / BE or equivalent [in relevant discipline]# plus 3 years relevant experience
7.	Scientific Asst. I Level-4 (25500)	25 years	BSc./Dip. in Engineering/Tech of 3 years Or MSc / BE or equivalent [in relevant discipline]#

#— The relevant discipline to be advertised shall be approved by the appointing authority depending upon the functional requirements of the Lab. e.g. Geology / Physics / Chemistry/ Computers/ Statistics / Maths / Electrical etc.

*** These posts are essentially meant to provide opportunity for assessment promotion to Scientific Assistant-III and above grade employees.

B-3. Group III (B) - Technical Supporting Staff

SN	Desig & Pay scale	Age	Minimum qualifications
1.	Technical Officer Level-9 (53100)	---	***
2.	Technical Asst. IV Level-7 (44900)	---	***
3.	Technical Asst. III Level-6 (35400)	35 years	SSC with ITI Trade Certificate OR National Apprenticeship Certificate OR HSC (12th) Science * And 10 years experience
4.	Technical Asst. II Level-5 (29200)	35 years	SSC with ITI Trade Certificate OR National Apprenticeship Certificate OR HSC (12th) Science * And 7 years experience
5.	Technical Asst. I Level-4 (25500)	28 years	SSC with ITI Trade Certificate OR National Apprenticeship Certificate OR HSC (12th) Science * And 4 years experience
6.	Laboratory Asst. Level-2 (19900)	28 years	SSC with ITI Trade Certificate OR National Apprenticeship Certificate OR HSC (12th) Science *

* : Physics / Chemistry / Maths should be one of the main subjects in 12th Science.

*** These Grades are meant only to provide promotional opportunities to Technical Assistant-III and above grade employees.

Annexure B (contd.)**B-4. GROUP II - ADMINISTRATIVE STAFF**

Sl. No.	Designation & Pay scale	Age	Minimum qualifications	Remarks
1.	Senior Admin Officer Level-12 (78800)	---	***	Assessment
2.	Admin Officer Level-11 (67700)	40 years	Essential : 1) IInd class degree of recognized University or equivalent and PG. Diploma in Business Mgt./Admn./Personnel Mgt./HRD/LLB with 12 years experience OR CS/CA/ICWA with 5 years experience 2) Experience should be at supervisory level in reputed research organization	Assessment and direct recruitment
3.	Asstt. Admn. Officer (Personnel) Level-10 (56100) -Direct recruitment Or Level-9 (53100) For promotes	40 years	Essential : 1) IInd class degree of recognized University or equivalent 2) 10 years experience at supervisory / executive level in human resources management Desirable : Diploma in Personnel Mgt. Industrial relations/HRD/Behavioral Science	Assessment and Direct recruitment
4.	Asstt. Admn. Officer (Accounts) Level-10 (56100) -Direct recruitment Or Level-9 (53100) For promotes	40 years	Essential : 1) M.Com. 2) 6 years experience in Accounts / Financial management in a Govt. Dept. or organization of repute in a supervisory capacity Desirable : 1) ACA/AICWA/ACS/MBA (Fin.) 2) Knowledge of Govt. Rules / procedures	--do--
5.	Asstt. Admn. Officer Level-10 (56100) -Direct recruitment Or Level-9 (53100) For promotes	40 years	Essential : 1) IInd class degree of recognized University 2) 10 years experience of work relating to establishment, administration in organization of repute in a supervisory category preferably in a research institution Desirable : Diploma in Business Management / Personnel Mgt./LLB	--do--

Annexure B 4 (contd.)

6.	Section Officer (Accts/Admn)/ Personal Secretary Level-7 (44900)	35 years	At least II class degree of a recognized university, with 8 years experience relating to establishment/ administration/accounts in reputed organizations (preferably in a research institute) in supervisory capacity; preference to persons with Diploma in Business Mgt/Personnel Mgt.	--do--
7.	Exec. Asstt. to Director/ PA/ Translator cum Hindi Typist Sr. Accountant/ Chief Cashier Level-6 (35400)	40 years	Educational qualifications as in 6 above Experience : 6 years of service in respective discipline	--do--
8.	Sr. Stenographer or Accountant/Cashier or Sr. Purchase cum Store Assistant Level-5 (29200)	28 years	Graduate with 3 years of service as stenographer/SSC with 7 years of service as stenographer or graduate preferably B.Com. with 3 years of service in respective discipline	--do--
9.	A) Stenographer cum Asst. Level-4 (25500)	28 Years	Graduate with typing speed of 40 wpm and 80 wpm in shorthand or SSC with 40 words per minute in typing and 80 words per minute in shorthand with 5 years experience. Preferably computer proficiency	--do--
	B) Accounts Asst/Asst. (Cash) Level-4 (25500)	28 years	B.Com. with 3 years experience in accounts	--do--
10.	Junior Assistant Level-2 (19900)	28 years	Graduate with typing speed of 40 wpm / Certificate in computers	Direct recruitment

*** This post is essentially meant to provide an opportunity for assessment promotion of Admin Officer and above grade employees.

B-5. GROUP I - SUPPORTING STAFF

SN	Designation & Pay scale	Age	Minimum qualifications	Remarks
1.	Driver-cum-Lab. Attendant (Spl. Grade) Level-6 (35400)	---	***	Assessment
2.	Driver-cum-Lab. Attendant (Grade-II) Level-5 (29200)	---	***	Assessment
3.	Driver-cum-Lab. Attendant (Grade-I) Level-4 (25500)	---	***	Assessment
4.	Driver-cum-Lab. Attendant (Ordinary Gr.) Level-2 (19900)	28 years	Class VIII pass with driving License plus 2 years experience	Direct recruitment

SN	Designation & Pay scale	Age	Minimum qualifications	Remarks
5.	Sr. Technical Helper Level-5 (29200)	---	***	Assessment
6.	Technical Helper - I Level-4 (25500)	---	***	Assessment
7.	Attendant / Peon-messengers Tech. Helper Level-2 (19900)	28 years	SSC with 1 year experience	Direct recruitment

*** This post is essentially meant to provide an opportunity for assessment promotion.

ANNEXURE C

ASSESSMENT SCHEME

C 1. GROUP IV – SCIENTISTS

Sl. No	Designation	Pay Scale	Min. No. of years of service required for Assessment	Whether age and edn. Qualifications prescribed for direct recruitment will also apply in the case of assessment		Minimum Threshold marks	Remarks
				Edn. Qual.	Age		
1.	Dy Director/ Sr Principal Scientist /	Level-13A (131100)	5 years	Yes	No	75	
2.	Principal Scientist / HoD	Level-13 (118500)	5 Years	Yes	No	75	
3.	Senior Scientist	Level-12 (78800)	5 Years	Yes	No	70	
4.	Scientist	Level-11 (67700)	5 Years	Yes	No	60	
5.	Junior Scientist	Level-10 (56100)	5 Years	Yes	No	60	

C 2. GROUP III(a) - SCIENTIFIC SUPPORTING STAFF

Sl. No	Designation	Pay Scale	Min. No. of years of service required for Assessment	Whether age and edn. Qualifications prescribed for direct recruitment will also apply in the case of assessment		Minimum Threshold marks	Remarks
				Edn. Qual.	Age		
1.	Sr. Scientific Officer Grade-II	Level-12 (78800)	---	---	---	---	(Post meant for assessment only)
2.	Sr. Scientific Officer Grade-I	Level-11 (67700)	5 Years	M.Sc. / BE	No	75	- do -
3.	Scientific Officer	Level-9 (53100)	5 Years	M.Sc. / BE	No	75	- do -
4.	Scientific Asst. IV	Level-7 (44900)	5 Years	Yes	No	70	- do -
5.	Scientific Asst. III	Level-6 (35400)	5 years	Yes	No	70	---
6.	Scientific Asst. II	Level-5 (29200)	5 years	Yes	No	65	---
7.	Scientific Asst. I	Level-4 (25500)	5 years	Yes	No	60	---

ANNEXURE C (contd)

C 2. GROUP III(b) - TECHNICAL SUPPORTING STAFF

Sl. No	Designation	Pay Scale	Min. No. of years of service required for Assessment	Whether age and edn. Qualifications prescribed for direct recruitment will also apply in the case of assessment		Minimum Threshold marks	Remarks
				Edn Qual.	Age		
1.	Technical Officer	Level-9 (53100)	--	--	--	--	(Post meant for assessment only)
2.	Technical Asst.IV	Level-7 (44900)	7 Years	Yes	No	70	- do -
3.	Technical Asst. III	Level-6 (35400)	7 years	Yes	No	70	---
4.	Technical Asst. II	Level-5 (29200)	7 years	Yes	No	70	---
5.	Technical Asst. I	Level-4 (25500)	7 years	Yes	No	65	---
6.	Laboratory Asst.	Level-2 (19900)	7 years	Yes	No	60	---

ANNEXURE C (contd)

C 3. GROUP II - ADMINISTRATIVE STAFF

Sl. No	Designation	Pay Scale	Min. No. of years of service required for Assessment	Whether age and edn. Qualifications prescribed for direct recruitment will also apply in the case of assessment		Minimum Threshold marks	Remarks
				Edn. Qual.	Age		
1.	Sr. Admin. Officer	Level-12 (78800)	---	---	---	---	** <i>(Post meant for assessment only)</i>
2.	Admin Officer	Level-11 (67700)	5 years	Yes	No	80	---
3.	Asst. Admin. Officer / Personnel Officer /Asst. Accounts Officer	Level-10 (56100) or Level-9 (53100)	5 years	Yes	No	75	---
4.	Section Officer (A/C & Admin) / Personnel Secretary	Level-7 (44900)	6 years	Yes	No	60	---
5.	Ex. Asst. to Director / Personal Asst. / Translator cum Hindi Typist Sr. Accountant-cum-Chief Cashier	Level-6 (35400)	6 years	Yes	No	60	---
6.	Sr. Stenographer -Sr.Asst. / Sr.Acctn.-Cum-Cashier / Sr. Purchase-Cum- Store Asst.	Level-5 (29200)	6 years	Yes	No	60	---
7.	Steno-Asst. /Acctn.Asst. /Asst.(Cash)	Level-4 (25500)	6 years	Yes	No	60	---
8.	Junior Assistant	Level-2 (19900)	6 years	Yes	No	60	---

**** This is meant only for providing assessment opportunity to Admin. Officer**

ANNEXURE C (contd)

C 4. GROUP I - SUPPORTING STAFF

Sl. No	Designation	Pay Scale	Min. No. of years of service required for Assessment	Whether age and edn. Qualifications prescribed for direct recruitment will also apply in the case of assessment		Minimum Threshold marks	Remarks
				Edn. Qual.	Age		
1	Driver-cum-Lab. Attendant (Spl. Grade)	Level-6 (35400)	---	---	---	---	(Post meant for assessment only)
2	Driver-cum-Lab. Attendant (Grade-II)	Level-5 (29200)	7 years	Yes	No	70	- do -
3	Driver-cum-Lab. Attendant (Grade-I)	Level-4 (25500)	7 years	Yes	No	60	---
4	Driver-cum-Lab. Attendant (Ordinary Gr.)	Level-2 (19900)	7 years	Yes	No	60	---
5	Sr. Technical Helper	Level-5 (29200)	---	---	---	---	(Post meant for assessment only)
6	Technical Helper – I	Level-4 (25500)	7 Years	Yes	No	70	- do -
7.	Attendant / Peon-messengers Tech. Helper	Level-2 (19900)	7 Years	Yes	No	60	---

ANNEXURE – D**COMPOSITION OF SELECTION / ASSESSMENT AND DEPARTMENTAL ASSESMENT COMMITTEES**

POSITION	COMPOSITION	QUORUM FOR CONDUCTING PROCEEDING
Dy. Director	1.Chairman Chairman of the Governing Body or his nominee. Members 2 & 3 Experts from the aluminum industry. 4 & 5 Experts from R&D laboratories / Academic institutions. 6. Director of the Centre	Chairman / Alternate Chairman, at least one expert from industries and one from R & D labs / academic institutions; Director of the Centre (total 4)
Group-IV Jr Scientist Scientist Sr Scientist Pr Scientist Sr Pr Scientist	1Chairman: Nominee of RAC Members 2. Director 3. & 4 Experts from aluminum industry 5 & 6 Experts from R & D Laboratories / Academic institutions 7. One SC or ST officer of equal status wherever applicable	Chairman, Director, at least one expert from aluminum industry and one from R & D lab / academic institution and SC/ST officer of equal status (Total 5).
Group III (a) and Group III (b) Scientific supporting and Technical supporting staff	1 Chairman (*) Deputy Director / Head of Dept. Members 2 One Sr Scientist, JNARDDC 3.One SC/ST Member in pay level-11 4 One from Administration in pay level-11	ALL
Group II Administrative Staff	As for Group III (*) except for Sr Admin Officer in whose case the composition as for Group IV above with addition of an officer of administration in pay level-13 and above	ALL
Group I Supporting staff	1 Chairman (*) Sr Scientist, JNARDDC Members 2. Scientist, JNARDDC or the officer of equivalent status from other Govt. Department 3 Admin Officer from JNARDDC or from other Central Govt. Dept. equivalent to pay level-11 cadre 4 An officer belonging to SC/ ST category equivalent to pay level-11 cadre.	ALL

* Chairman / Members for Group – III, II & I posts may, (if necessary, be a person of **HIGHER** rank, as per the discretion of the Appointing authority

**List of Amendments made in RR (Recruitment Rules)
of JNARDDC, Nagpur**

The RR (Recruitment Rules) of JNARDDC was approved by the 22nd Governing Body on 19th March, 1997 and subsequently adopted and approved in the 27th Governing Body and 11th General Body in its meeting held on 25th June, 1999.

The following amendments were subsequently made and approved by the Governing Body.

SN	Amendments made in RR	Approving authority
1	<p align="center">Rule 12.3</p> <p>[Effective date of assessment for candidates failing in their assessment]</p> <p>The date of placement in the next higher grade on assessment will be deferred by one year for each unsuccessful attempt. And if a candidate does not appear in the assessment meeting it will be treated as an unsuccessful attempt.</p>	Governing Body in its 36 th meeting held on 31.01.2006
2	<p>Rule – 7.1.6</p> <p>[Payment of arrears for backdated assessment]</p> <p>The Assessment Meetings will be held twice a year for employees eligible as on 31st March and 30th September every year instead of paying arrears.</p>	Governing Body in its 37 th meeting held on 21.02.2007
3	<p>Annexure- B-3</p> <p>[Augmenting educational qualification of Group III(B) Technical supporting staff]</p> <p>The educational qualification of Group III(B) Technical supporting staff was augmented to include HSC (12th) Science with Physics / Chemistry / Maths as one of the main subjects.</p>	Governing Body in its 37 th meeting held on 21.02.2007
4	<p>Annexure : B-1</p> <p>[Increase in age limit of Scientist-I]</p> <p>The age limit for direct recruitment of Scientist-I was enhanced from 30 years to 35 years.</p>	Governing Body in its 39 th meeting held on 22.05.2008
5	<p>Annexure- C-4</p> <p>[Promotional Avenues for Driver / Tech. Helper]</p> <p>They were provided scope for assessment to next two higher grades.</p>	Governing Body in its 40 th meeting held on 25.11.2008
6	<p>Rule 4.1</p> <p>[RR for the post of Director]</p> <p>Ministry modified the qualification and desirable criteria and tenure of appointment of Director.</p>	Governing Body in its 47 th meeting held on 14.05.2013
7	<p>Annexure- C-2</p> <p>[Promotional Avenues for Group III(A) Scientific supporting staff]</p> <p>They were provided scope for assessment to next two higher grades. Min. Qualification:-M.Sc. / BE / B.Tech</p>	Governing Body in its 48 th meeting held on 18.11.2013

SN	Amendments made in RR	Approving authority												
8	<p>[Re-designation of the post of Scientists] The posts of scientists were re-designated.</p> <table border="1" data-bbox="310 453 967 627"> <thead> <tr> <th>Existing</th> <th>Revised</th> </tr> </thead> <tbody> <tr> <td>Dy. Director / Scientist-V</td> <td>Senior Principal Scientist</td> </tr> <tr> <td>HOD / Scientist-IV</td> <td>Principal Scientist</td> </tr> <tr> <td>Scientist-III</td> <td>Senior Scientist</td> </tr> <tr> <td>Scientist-II</td> <td>Scientist</td> </tr> <tr> <td>Scientist-I</td> <td>Jr Scientist</td> </tr> </tbody> </table>	Existing	Revised	Dy. Director / Scientist-V	Senior Principal Scientist	HOD / Scientist-IV	Principal Scientist	Scientist-III	Senior Scientist	Scientist-II	Scientist	Scientist-I	Jr Scientist	<p>Governing Body in its 50th meeting held on 28.08.2015 & MoM vetting.</p>
Existing	Revised													
Dy. Director / Scientist-V	Senior Principal Scientist													
HOD / Scientist-IV	Principal Scientist													
Scientist-III	Senior Scientist													
Scientist-II	Scientist													
Scientist-I	Jr Scientist													
9	<p>Annexure : B-1 [Essential qualification for recruitment of all Scientist posts amended as below] 1st class degree in Engineering in Chemical / Metallurgy / Mechanical / Material Science / Electrical / Environmental / Instrumentation or equivalent or 1st class Masters degree in Physics, Chemistry or Geology or equivalent or M.Tech (Mineral Processing). The essential qualification to be advertised shall be decided by the appointing authority based on the requirement of the particular department / division of JNARDDC.</p>	<p>Governing Body in its 50th meeting held on 28.08.2015.</p>												
10	<p>Annexure- B-3 [Amendment to the education qualification of Technical supporting Staff] Lab Assistant /Technical Assistants :</p> <table border="1" data-bbox="310 1188 1122 1331"> <thead> <tr> <th>Existing qualification</th> <th>Amended qualification</th> </tr> </thead> <tbody> <tr> <td>SSC with ITI Trade Certificate OR HSC (12TH) Science</td> <td>SSC with ITI Trade Certificate Or National Apprenticeship Certificate (NAC) OR HSC (12TH) Science</td> </tr> </tbody> </table> <p>N.B. Physics/Chemistry/Maths should be one of the main subjects in 12th Science.</p>	Existing qualification	Amended qualification	SSC with ITI Trade Certificate OR HSC (12 TH) Science	SSC with ITI Trade Certificate Or National Apprenticeship Certificate (NAC) OR HSC (12TH) Science	<p>Governing Body in its 51st meeting held on 22.03.2016.</p>								
Existing qualification	Amended qualification													
SSC with ITI Trade Certificate OR HSC (12 TH) Science	SSC with ITI Trade Certificate Or National Apprenticeship Certificate (NAC) OR HSC (12TH) Science													
11	<p>[Dis-continuance of interview] DoPT OM No. 39020/01/2013-Estt(B) Part dated 09.12.2015</p> <p>6.1.1 For Group-B (Non-Gazetted) and Group-C posts, the recruitment of external candidates would be through the method of short listing of applications, interviews skill test and tests wherever considered necessary.</p>	<p>Governing Body in its 51st meeting held on 22.03.2016.</p>												

SN	Amendments made in RR	Approving authority															
12	<p>[Amendment to the Assessment Rule of Administration cadre]</p> <table border="1" data-bbox="310 407 1143 646"> <thead> <tr> <th>Designation</th> <th>Pay scale</th> <th>Revised residency period</th> </tr> </thead> <tbody> <tr> <td>Secretary cum Sr. Admin. Officer</td> <td>(PB-3) 15600-39100 + 7600</td> <td>----</td> </tr> <tr> <td>Secretary-cum-Admi Officer</td> <td>(PB-3) 15600-39100 + 6600</td> <td>5 years</td> </tr> <tr> <td>Asst. Admin. Officer / Personnel Officer / Asst. Accounts Officer</td> <td>(PB-3) 15600-39100 + 5400 (*) Or (PB-2) 9300-34800 + 5400</td> <td>5 years</td> </tr> </tbody> </table>	Designation	Pay scale	Revised residency period	Secretary cum Sr. Admin. Officer	(PB-3) 15600-39100 + 7600	----	Secretary-cum-Admi Officer	(PB-3) 15600-39100 + 6600	5 years	Asst. Admin. Officer / Personnel Officer / Asst. Accounts Officer	(PB-3) 15600-39100 + 5400 (*) Or (PB-2) 9300-34800 + 5400	5 years	<p>Governing Body in its 51st meeting held on 22.03.2016 & MoM vetting</p>			
Designation	Pay scale	Revised residency period															
Secretary cum Sr. Admin. Officer	(PB-3) 15600-39100 + 7600	----															
Secretary-cum-Admi Officer	(PB-3) 15600-39100 + 6600	5 years															
Asst. Admin. Officer / Personnel Officer / Asst. Accounts Officer	(PB-3) 15600-39100 + 5400 (*) Or (PB-2) 9300-34800 + 5400	5 years															
13	<p>[Modifications in Assessment/ Promotion Policy of Scientist]</p> <table border="1" data-bbox="329 770 1214 1079"> <thead> <tr> <th>Designation</th> <th>Pay Scale</th> <th>Minimum criteria in self appraisal report of last 5 years for being eligible for assessment to next higher grade</th> </tr> </thead> <tbody> <tr> <td>Principal Scientist to Sr. Principal Scientist</td> <td>(PB-4) 37400-67000 + 8700</td> <td>3 Excellent</td> </tr> <tr> <td>Sr. Scientist to Principal Scientist</td> <td>(PB-3) 15600-39100 + 7600</td> <td>2 Excellent & 1 Very Good</td> </tr> <tr> <td>Scientist-II to Senior Scientist</td> <td>(PB-3) 15600-39100 + 6600</td> <td>2 Very Good & 1 Excellent</td> </tr> <tr> <td>Scientist-I to Scientist-II</td> <td>(PB-3) 15600-39100 + 5400</td> <td>2 Good & 1 Very Good</td> </tr> </tbody> </table> <p><i>"Only Scientists who fulfil the above criteria in their qualifying period of assessment shall be called interview."</i></p>	Designation	Pay Scale	Minimum criteria in self appraisal report of last 5 years for being eligible for assessment to next higher grade	Principal Scientist to Sr. Principal Scientist	(PB-4) 37400-67000 + 8700	3 Excellent	Sr. Scientist to Principal Scientist	(PB-3) 15600-39100 + 7600	2 Excellent & 1 Very Good	Scientist-II to Senior Scientist	(PB-3) 15600-39100 + 6600	2 Very Good & 1 Excellent	Scientist-I to Scientist-II	(PB-3) 15600-39100 + 5400	2 Good & 1 Very Good	<p>Governing Body in its 53rd meeting held on 13.07.2017</p>
Designation	Pay Scale	Minimum criteria in self appraisal report of last 5 years for being eligible for assessment to next higher grade															
Principal Scientist to Sr. Principal Scientist	(PB-4) 37400-67000 + 8700	3 Excellent															
Sr. Scientist to Principal Scientist	(PB-3) 15600-39100 + 7600	2 Excellent & 1 Very Good															
Scientist-II to Senior Scientist	(PB-3) 15600-39100 + 6600	2 Very Good & 1 Excellent															
Scientist-I to Scientist-II	(PB-3) 15600-39100 + 5400	2 Good & 1 Very Good															
14	<p>[Re-Designation of Existing Administrative Post into Translator Cum Hindi Typist Post]</p> <table border="1" data-bbox="310 1297 1016 1400"> <thead> <tr> <th>Post / Designation</th> <th>Scale of Pay</th> </tr> </thead> <tbody> <tr> <td>Personal Asst. (Existing) Translator cum Hindi Typist (re-designated)</td> <td>(PB-2) 9300-34800 + 4200</td> </tr> </tbody> </table>	Post / Designation	Scale of Pay	Personal Asst. (Existing) Translator cum Hindi Typist (re-designated)	(PB-2) 9300-34800 + 4200	<p>Governing Body in its 53rd meeting held on 13.07.2017</p>											
Post / Designation	Scale of Pay																
Personal Asst. (Existing) Translator cum Hindi Typist (re-designated)	(PB-2) 9300-34800 + 4200																
15	<p>[Re-designation of senior posts in Administration]</p> <table border="1" data-bbox="310 1524 1029 1652"> <thead> <tr> <th>Existing Designation</th> <th>Revised Designation</th> </tr> </thead> <tbody> <tr> <td>Secretary cum Sr. Admin. Officer 12000-375-16500 / Level-12</td> <td>Sr. Administrative Officer 12000-375-16500 / Level-12</td> </tr> <tr> <td>Secretary-cum-Administrative Officer 10000-325-15200 / Level-11</td> <td>Administrative Officer 10000-325-15200 / Level-11</td> </tr> </tbody> </table>	Existing Designation	Revised Designation	Secretary cum Sr. Admin. Officer 12000-375-16500 / Level-12	Sr. Administrative Officer 12000-375-16500 / Level-12	Secretary-cum-Administrative Officer 10000-325-15200 / Level-11	Administrative Officer 10000-325-15200 / Level-11	<p>Governing Body in its 54th meeting held on 03.08.2018</p>									
Existing Designation	Revised Designation																
Secretary cum Sr. Admin. Officer 12000-375-16500 / Level-12	Sr. Administrative Officer 12000-375-16500 / Level-12																
Secretary-cum-Administrative Officer 10000-325-15200 / Level-11	Administrative Officer 10000-325-15200 / Level-11																
16	<p>[Amendment in essential qualification of Scientific Supporting Staff]</p> <p>BSc./Dip. in Engineering/Tech of 3 years Or MSc / BE or equivalent [in relevant discipline]* plus relevant experience as applicable for the post. (*) – <i>The relevant discipline to be advertised shall be approved by the appointing authority depending upon the functional requirements of the Lab. e.g. Geology / Physics / Chemistry/ Computers/ Statistics / Maths / Electrical etc</i></p>	<p>Governing Body in its 62nd meeting held on 25.11.2025</p>															

17	[RR for the post of Director] The age limit, terms of appointment etc was amended.	Governing Body in its 62nd meeting held on 25.11.2025
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Notification of Amended RR for post of Director, JNARDDC approved on 25.11.2025



जवाहर लाल नेहरू एल्युमिनियम अनुसंधान विकास और अभिकल्प केंद्र,
स्वायत्त निकाय (खान मंत्रालय), भारत सरकार, अमरावती रोड, वाडी, नागपुर -440023

Jawaharlal Nehru Aluminium Research Development & Design Centre,
Autonomous Body (Ministry of Mines), Gol, Amravati Road, Wadi, Nagpur-440023

संख्या : 184 /जे.एन.ए.आर.डी.डी.सी/एडमिन-RV/2025

दिनांक : 02.12.2025

परिपत्र / CIRCULAR

विषय : Revised Recruitment Rules for the post of Director, JNARDDC

The revised Recruitment Rules for the post of Director, JNARDDC approved by the Competent Authority is attached herewith for your kind information.

सक्षम प्राधिकारी द्वारा अनुमोदित जेएनएआरडीडीसी के निदेशक पद के लिए संशोधित भर्ती नियम संलग्न हैं।

(आर विशाखा)

वरिष्ठ प्रशासनिक अधिकारी

प्रतिलिपि : सूचना और आवश्यक कार्रवाई के लिए

- निदेशक महोदय
- HoDs (MTN / RNC / US / PGB / AM / RS)
- Section Officer, Metal-IV, Ministry of Mines

आर विशाखा/R Vishakha
वरिष्ठ प्रशासनिक अधिकारी/Senior Admin Officer
जवाहरलाल नेहरू एल्युमिनियम अनुसंधान विकास और अभिकल्प केंद्र,
Jawaharlal Nehru Aluminium Research Development & Design Centre
Autonomous Body (Ministry of Mines), Amravati Road, Wadi, Nagpur-440023

Amended Recruitment Rule (RR) for post of Director, JNARDDC approved on 25.11.2025

Item	Description
1. Name of the Post	... DIRECTOR
2. No. of posts	... One
3. Scale of Pay	... Pay Level -14 (₹ 144200-218200) (7th CPC)
4. Whether selection or non-selection post	... Selection Post
5. Age limit	... Up to 58 years (as on the closing date of applications)
6. Educational and other qualifications required for appointment:	<p><u>A- Essential :</u> 1st Class BE/ME in Metallurgical / Chemical Engineering of a recognized university.</p> <p><u>B- Experience</u> At least 20 years of experience out of which 10 years should be in a leadership role in a research / academic institution / organization or Non-ferrous sector/ recycling sector / critical minerals. The applicant should be holding an analogous position, or a position at Pay Level-13A or equivalent with minimum five years of service.</p> <p><u>C- Desirable</u> Knowledge of nonferrous technology including downstream processing and waste utilization</p>
7. Whether age and educational qualification prescribed for direct recruit will apply for internal candidates	... Yes
8. Period of probation, if any	... One year
9. Method of recruitment whether by direct recruitment or by promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	... Direct recruitment / Deputation / Short-term Contract through the process of advertisement in newspapers/employment news.
10. Nature of appointment	... The offer of appointment shall be on contract, initially for a period of five years (from the date of assumption of charge), or till superannuation upon attaining the age of 60 years, whichever is earlier. The contract can be renewed for next 5 years or till superannuation upon attaining the age of 60 years, whichever is earlier on approval from the Governing Body.

11. Selection Procedure	...	<p>Ministry of Mines shall constitute a Search-cum-Selection Committee, with the concurrence of the Department of Personnel and Training. The Committee should consist of not more than five Members including the Chairperson. The composition of the Committee should be well balanced. At least one Expert Member should be nominated having acknowledged expertise in the field of specialization relevant to the post for which the Committee shall be constituted. At least half the number of Members should be from outside the Ministry of Mines, including organizations under its administrative control. The Chairperson of the Search-cum-Selection Committee shall be the Secretary (Ministry of Mines).</p>
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Recruitment Rule (RR) for post of Director, JNARDDC approved in May 2013

(This RR stands amended in Nov 2025)

Government of India
Ministry of Mines

No. 4/6/2012-Met.IV

New Delhi dated the 6th May, 2013

To

The Director,
Jawaharlal Nehru Aluminium
Research Development & Design Centre,
Amravati Road,
Wadi, Nagpur-440023.

Subject- Advertisement for the post of Director, JNARDDC-

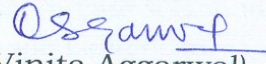
Sir,

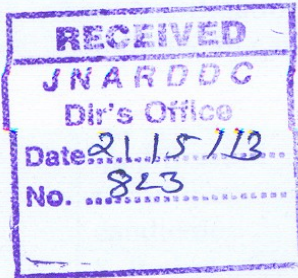
I am directed to forward herewith a copy of the Recruitment Rule for the post of Director, JNARDDC, duly approved by the Secretary (Mines)/Chairman Governing Body and request you to take immediate action for getting it published for wide circulation as per DOP&T guidelines.

2. Further, you are also requested to include the matter in the Agenda of ensuing Governing Body meeting scheduled to be held on 14.5.2013 for approval of the Governing Body.

This may be treated as Most Immediate

Yours faithfully,


(Dr. Vinita Aggarwal)
Economic Adviser



Recruitment Rule (RR) for appointment of Director, JNARDDC
(Approved by the 47th Governing Body on 14th May, 2013)

Jawaharlal Nehru Aluminium Research Development & Design Centre (JNARDDC)		
1. Name of the Post	...	DIRECTOR
2. No. of posts	...	One
3. Scale of Pay	...	Level-14 (144200)
4. Whether selection or non-selection post	...	Selection Post
5. Age limit	...	Not exceeding 55 years
6. Educational and other qualifications required for appointment :		
<p><u>A- Essential</u> Degree in Metallurgical Engineering / Chemical Engineering of a recognized university.</p> <p><u>B- Experience :</u> a) At least 20 years of professional experience of which 10 years should be in a leadership role in a research / academic institution / consulting organization or aluminum industry, with experience in guiding and training research and / or design works. b) A distinguished Scientist with demonstrable ability to manage multidisciplinary R&D teams and capacity to build a conducive environment for nurturing high research, consultancy and development and other S&T activities.</p> <p><u>C- Desirable :</u> Knowledge of alumina / aluminium technology including downstream processing and waste utilization.</p> <p>Age, qualification and experience may be relaxed by the Search-cum-Selection Committee in case of candidates found otherwise deserving and competent.</p>		
7. Whether age and education qualification prescribed for direct recruitment will apply for internal candidates.	...	Yes
8. Period of probation, if any	...	One year
9. Method of recruitment whether by direct recruitment or by promotion or deputation/ transfer and percentage of the vacancies to be filled by various methods	...	Direct recruitment.
10. Nature of appointment	...	The offer of appointment shall be for a period of five years or till the age of 60 years whichever is earlier. In deserving cases, the tenure period can be extended by another term upto five years or till the age of 60 years whichever is earlier.
11. SEARCH-CUM-SELECTION COMMITTEE :		
<p>The Director of the Centre shall be a distinguished Scientist, and shall be appointed by a Search-cum-Selection Committee constituted by the Ministry/Department with concurrence of DoP&T. The Search-cum-Selection Committee would mandatorily include at least one outside expert of eminence from the relevant field.</p> <p>All the relevant DoP&T guidelines for autonomous bodies w.r.t above shall be applicable to JNARDDC as issued and amended by DoP&T from time to time.</p>		