



AMRITA VISHWA VIDYAPEETHAM

Norms for  
Recruitment  
and  
Career Advancement  
(Teaching & Non  
Teaching)

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# **AMRITA VISHVA VIDYAPEETHAM UNIVERSITY**

Estd u/s 3 of the UGC Act 1956  
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## **Teaching Staff norms for Recruitment and Career Advancement**

### 1. From Associate Professor to Professor (Both Engineering & Non Engineering)

- PhD degree in relevant area
  - Total experience of 11 years of which atleast 2 years must be as Associate Professor
  - Publication in refereed journals atleast 4 papers
  - PhD guidance atleast one
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### 2. From Assistant Professor (SG) to Associate Professor (Both Engineering & Non Engineering)

- PhD degree in relevant area
  - Relevant experience of 7 years of which atleast 3 years should have been as Assistant Professor (SG)
  - Research work as evidenced from published papers in refereed journals atleast 3 papers
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### 3. From Assistant Professor (Sr. Gr.) to Assistant Professor (SG) (Both Engineering & Non Engineering)

- PhD degree in relevant area
  - 3 years experience
  - Proven research capability as evidenced from published papers in refereed journals atleast 2 papers
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### 4. From Assistant Professor to Assistant Professor (Sr. Gr.)

#### Engineering:

- M.Tech / ME
- 3 years experience as Assistant Professor + 1 journal publication

Non Engineering:

- PhD + 1 year experience as Assistant Professor

(Or)

- MA / M.Sc / M.Com / MCA by first class plus pass in NET conducted by UGC and Total 5 years experience as Assistant Professor of which atleast 2 years must be in AMRITA

(Or)

- MA / M.Sc / M.Com / MCA by first class + Total 7 years experience in teaching of which atleast 2 years must be in AMRITA
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5. Assistant Professors

Engineering:

- ME / M.Tech + Preferably 1 year experience after PG degree

Non Engineering:

- PhD + 1 year experience as Assistant Professor

(Or)

- MA / M.Sc / M.Com / MCA by first class plus pass in NET conducted by UGC and Total 5 years experience as Assistant Professor of which atleast 2 years must be in AMRITA

(Or)

- MA / M.Sc / M.Com / MCA by first class + Total 7 years experience in teaching of which atleast 2 years must be in AMRITA
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5. Assistant Professors

Engineering:

- ME / M.Tech + Preferably 1 year experience after PG degree

Non Engineering:

- PhD degree in relevant area

(Or)

- MA / M.Com / M.Sc / MCA by first class + Pass in NET conducted by UGC

(Or)

- MA / M.Com / M.Sc / MCA by first class + Total experience of 5 years of which atleast 2 years must be in AMRITA

## LIBRARY – Norms for Appointment of Staff

S.No.	Designation & Scale of pay	Qualification
I	Librarian	
i.	Grade I (Rs. 18400 – 500 – 22400)	Promotion from Gr. II Or PhD in Library and information science + 17 years total experience of which atleast 7 years must be as Deputy Librarian
ii.	Grade II (Rs. 16400 – 450 – 20000)	PhD in Library and Information science + 15 years total experience of which atleast 5 years must be as Deputy Librarian
II	Deputy Librarian	
i.	Grade I (Rs. 12000 – 420 – 18300)	Promotion from Grade II or PhD in Library and Information science + 12 years experience as Assistant Librarian
ii.	Grade II (Rs. 10000 – 325 – 15200)	PhD in Library and Information science + 10 years experience as Assistant Librarian
	<u>Note</u> Appointments (including Promotion) to both the posts of Librarian and Deputy Librarian will be by interview and selection	

## **Department of Physical Education – Norms for Recruitment**

S.No.	Designation	Qualification
1.	Director – Physical Education	<ul style="list-style-type: none"><li>- PhD in Physical Education</li><li>- Experience for atleast 15 yrs in ranks not below Asst. Director of Physical Education</li><li>- Record of:-<ul style="list-style-type: none"><li>i) Organising competitions.</li><li>ii) Conducting coaching camps.</li><li>iii) Producing good performance team &amp; other activities in sports and games.</li></ul></li></ul>
2.	Assistant Director – Physical Education	<ul style="list-style-type: none"><li>- A master's degree in physical education by first class.</li><li>- Pass in UGC NET.</li><li>- Experience as physical education teacher at a degree level institution</li></ul> <p style="text-align: center;">(Or)</p> <p>Masters degree in physical education by first class &amp; experience as Physical Education Instructor for a period of not less than five years.</p>

**Norms for Career advancement of Technical staff (Non - Teaching) in the Workshops and Labs**

S.No.	Name of the Post	Qualification
1.	Skilled Assistant – Grade II Or Lab Assistant (Rs. 4800 – 150 – 9000)	Diploma (fresh) Or ITI + 3 years experience
2.	Skilled Assistant – Grade I Or Senior Lab Assistant (Rs. 6000 – 180 – 9600)	Diploma + 3 years experience as Skilled Assistant – grade II / Lab Assistant or ITI + 5 years experience as Skilled Assistant – grade II / Lab Assistant
3.	Instructor (Rs. 7950 – 250 – 12950)	BE (fresh) Or Diploma + 3 years experience as Skilled Assistant – grade I / Sr. Lab Assistant Or ITI + 5 years experience as Skilled Assistant – grade I / Sr. Lab Assistant
4.	Senior Instructor (Rs. 8250 – 270 – 13650)	BE + atleast 1 year experience as Instructor Or Diploma + 5 years experience as Instructor
5.	Foreman Instructor (Rs. 9750 – 320 – 16150)	BE + 2 years experience as Sr. Instructor Or Diploma + 5 years experience as Sr. Instructor

**Note:**

The designation of Skilled Assistants – S.No.1 & 2 will be applicable to the workshops and Labs in Mechanical Engineering department only.

**Library - Lower Categories of posts (supporting staff)**

S.No.	Name of post & salary	Method of recruitment	Qualification
1.	Trainee (Rs. 7200 consolidated)	Direct	Fresh graduates – BLISc or MLISc (regular) – period of training – 1 year
2.	Library Assistant Grade II (Rs. 4800 – 150 – 9000)  Minimum gross Rs. 8280	Direct  Promotion	BLISc or MLISc (regular) and at least 1 year experience – Training period also in AMRITA can be considered  Service as Library Attender for at least 2 years with BLISc degree (by distance education)
3.	Library Assistant Grade I (Rs. 6000 – 180 – 9600)  Minimum gross Rs. 10400	Direct  Promotion	MLISc (regular) and 2 years experience in a College Library  Service as Library Attender for not less than 3 years with BLISc / MLISc degree (by Distance Education)
4.	Reference Assistant  New category introduced (Rs. 7950 – 250 – 12950)  Minimum gross Rs. 13720	Direct  Promotion	MLISc (regular) with 3 years experience in a College Library preferably Engineering College  Service as Library Assistant for a period of not less than 3 years and MLISc degree (Distance Education)

5.	Assistant Librarian Grade III (Rs. 8250 – 270 – 13650) Minimum gross Rs. 14200	Direct  Promotion	MLISc (regular) and 3 years experience in a responsible position in an Engineering College Library  MLISc (Distance Education) + 2 years service as Reference Assistant or equivalent
6.	Assistant Librarian Grade II (Rs. 9750 – 320 – 16150) Minimum gross Rs. 17100	Direct  Promotion	MLISc (regular) and 4 years experience in a responsible position in an Engineering College  MLISc (Distance Education) and 3 years service as Reference Assistant or equivalent
7.	Assistant Librarian Grade I (Rs. 8000 – 275 – 13500) Pre revised scale  Minimum gross Rs. 27600 UGC:PB:15600-39100+AGP 6000	Direct  Promotion	MLISc (regular) and 7 years experience in a responsible position in an Engineering College Library  10 years service in different capacities in the Library with MLISc degree

Note:

1. Subordinate staff working in the Library can be considered for appointment by promotion upto and inclusive of the post of Assistant Librarian Grade III
2. Appointment (including promotion) to S.No.6&7 will be by interview and selection only.



### **Administrative staff – Norms for career advancement**

Admin Assistant (Rs. 4800 – 150 – 9000)	Pass in +2 and atleast 3 years experience graduates preferred
Executive Assistant (Rs. 6000 – 180 – 9600)	2 - 3 years of experience as Admin Assistant
Executive (Rs. 7950 – 250 – 12950)	3 years of experience as Executive Assistant
Sr. Executive (8250 – 270 – 13650)	4 years of experience as Executive
Assistant Administrative officer (9750 – 270 – 13650)	3 years experience as Sr. Executive. At this level, a candidate is expected to posses total experience of 15 – 16 years in office administration.
Administrative Officer (12000 – 500 – 22000)	5 years of experience as Assistant Administrative Officer

Note:

Just completion of the prescribed period of service will not entitle one for promotion to the next higher cadre. It is dependent on performance evaluation and necessary feed backs.

NEW (REVISED) SCALE w.e.f. 01.07.2011	DESIGNATIONS
4800 – 150 - 9000	Administrative Assistants
6000 – 180 - 9600	Executive Assistants
7950 – 250 - 12950	Executives
8250 – 270 - 13650	Senior Executives
9750 – 320 - 16150	Assistant Manager/ Assistant Admin Officer/ Executive secretary Gr. III
Level – 1 Officers – 12000 – 500 - 22000	Dy. Manager/ Administrative officer/ Executive secretary Gr. II
Level – 2 Officers – 15000 – 600 – 27000	Manager, Co-ordinator/ Senior Administrative officer/ Executive secretary Gr. I

## **Administration & Accounts department – Norms for recruitment**

S.No.	Designation & Scale of pay	Qualification
I.	Executive secretaries/ Officers	
1	Administrative Officer Executive secretary Gr. I Accounts Executive Accountant	Appointment by promotion from among the department staff. Promotion will be based on (i) Merit (ii) Experience (iii) Quality of work (iv) Satisfactory record of service
2	Assistant Administrative officer Executive secretary Gr. II	Degree + not less than 12 years experience in the case of S.No. 1 and 10 years experience in the case of S.NO. 2 in the office management
II.	Executive Sr. Assistant Accounts Assistant Gr. I Project Assistant	Considerable experience and good work Or Degree with not less than 8 years experience
III.	Executive Executive Assistant Admin Assistant/ Accounts Assistant/ Data entry operator	Sufficient experience and good work Or Degree + 5 years
IV.	Office Assistant Telephone Operator	Pass in +2 examination and atleast 3 years office experience

**Note:**

1. Computer awareness is a must for all the above said posts in this section.
2. For appointment in specialized areas like Accounts, working experience in the said area in addition to a degree in the relevant discipline is required.
3. For appointment in the reception wing, experience as telephone operator is required in addition to minimum general educational qualification prescribed.

## ICTS Department – Norms for Recruitment

S.No.	Designation & Scale of pay	Qualification
1.	Assistant Manager – System support ( Rs. 15000 – 600 – 27000 )	<p>A degree or diploma (3 years course – 10 + 3) with adequate computer education for the concerned post and sufficient practical experience in carrying out the jobs involved.</p> <p>Having recruited to a post initially further movement to the higher scale or grade in the hierarchy will be based on the evaluation of performance of the individual concerned and good record of service.</p>
2.	System Administrator Sr. Academy Instructor Web Master & Content Manager ( Rs. 9750 – 320 – 16150 )	
3.	Sr. Lab Administrator Sr. System Support Technician Sr. Multimedia Developer ( Rs. 8250 – 270 – 13650 )	
4.	Lab Administrator System Support Technician Academy Instructor Web Developer Multimedia Developer ( Rs. 7950 – 250 – 12950 )	
5.	Jr. Lab Administrator Jr. System Support Technician Sound Technician ( Rs. 6000 – 180 – 9600 )	