

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Department of Electronics and Information Technology (DeitY)
Ministry of Communications and Information Technology, Government of India

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CIRCULAR

The issue of streamlining and bringing in transparency in the matter of conduct of interviews as a part of promotion process has been under active consideration of the Competent Authority for quite some time. Making presentations before the Selection Committee/DPC by the employee being interviewed for promotion was considered to be a good preposition as the same would not only facilitate the employee to present his functions, etc. in a better manner but would also enable the members of the Selection Committee to assess the employee in a more meaningful manner.

2. Accordingly, after careful consideration of the subject, it has been decided that at the time of interview as a part of promotion process, each employee will be required to make a presentation before the Selection Committee/DPC. The duration of the presentation shall be as indicated against different levels of employees in the table below:

Level of Officers	Duration of presentation	Areas to be covered
S&T Officers Scientist B & Scientist C	25 minutes	Different topics like activities taken up by the Officer, future plans, achievements, changing/emerging needs of industry
S&T Officers of the level of Scientist D and above	30 minutes	
Non-S&T employees in GP of Rs.4600/- and above in Administrative Cadres	30 minutes	Different topics like activities taken up by the Officer, future plans, achievements, emerging trends in HR Management & Procurement of Goods & Services
Non-S&T employees in GP of Rs.4600/- and above in Finance Cadres	30 minutes	Different topics like activities taken up by the Officer, future plans, achievements, emerging trends in Financial Management/Accounting procedures as also taxation.

All the Directors / Directors-in-Charge of NIELIT Centres and the Heads of Wings in NIELIT Headquarters are requested to give a wide publicity to the above instructions amongst the employees so as to enable them to prepare appropriately which being considered for promotion. Compliance of the circulation amongst all employees may be reported to the undersigned.

Circulate to all non S&T employees in HR.
31/8/15

B.N. Choudhury
(B.N. Choudhury)
Addl. Director (P&A)

- All Directors/Directors-in-charge
- HOWs in NIELIT

✓ Website NIELIT

for updation in website
NIELIT
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Date In...31/8/15
Date Out...31/8/15

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था

An Autonomous Scientific Society under DeitY

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