

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An ISO 9001: 2015 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Electronics and Information Technology, Government of India

File No. I-11013/1/2023-O/o DG(NIELIT) 784

Dated: 29th September 2023

OFFICE MEMORANDUM

With the approval of Hon'ble MEIT and Chairperson, Governing Council, NIELIT, the Person Oriented Promotion (POP) Policy of NIELIT is hereby modified and notified along with this OM as at Annexure-I.

2. The Annexed policy shall be applicable with immediate effect in NIELIT for its Group 'A', 'B' & 'C' Non-S&T employees and Below Group 'A' S&T employees.

The modified POP Policy is for information and compliance by all concerned.


(Rajneesh Kumar Asthana)
Registrar

To,

- i) The Executive Director / Director / DICs, HQ and all NIELIT Centres
- ii) All HoWs at HQ
- iii) IT IS Section, NIELIT – for uploading on NIELIT website

Copy for information to:

- i) Director General, NIELIT
- ii) CVO, NIELIT
- iii) Director, ABC Division, MeitY

"Modified Person Oriented Promotion Policy" for Group 'A', 'B' & 'C' Non-S&T employees and Below Group 'A' S&T employees in NIELIT

I. The NIELIT will have a "Modified Person Oriented Promotion Policy" for its Group 'A', 'B' & 'C' Non-S&T employees and Below Group 'A' S&T employees who are appointed on graded scale of pay against sanctioned post. The employees appointed on short-term contract against the project-based vacancies shall not be covered under this policy. The persons promoted will hold the higher post till he/she continues in the services of NIELIT against the sanctioned lower post against which he/she was initially recruited. On his/her in-situ promotion to the higher grades, his/her lower initially appointed post shall be non-operative till the incumbents holds any higher grade in NIELIT by virtue of promotion under this policy and accordingly the said post will fall vacant only in case of his/her resignation/retirement etc. from his present post in NIELIT.

II. Annual Performance Appraisal Reports- Rating Scale

APARs shall be maintained for each employee by APARs Section. The APARs will be assessed on a 10 point- scale as under:

Outstanding	Marks awarded between 8 to 10 - Weightage to be given - 09
Very Good	Marks awarded between 6 and short of 8 - Weightage to be given -07
Good	Marks awarded between 4 and short of 6 - Weightage to be given-05
Average	Below 4 - Weightage to be given -0

III. Residency Period

All the posts covered under this PoP Scheme of NIELIT shall carry the following uniform scales of pay and the minimum residency period for considering the candidature of an officer to next defined upto the level 12 of 7th CPC is as below:

S.No.	Level (From)	Level (To)	Minimum Residency period	Process of Assessment	Essential Qualification (s)
01	Level 1	Level 2	03 Years	APARs + Written /Trade Test (wherever applicable) Minimum Bench Mark Grading 'Very Good'	Person having qualification 10th
02	Level 2	Level 4	06 Years	APARs + Written /Trade Test (wherever applicable) Minimum Bench Mark Grading 'Very Good'	Person having qualification 10th
03	Level 4	Level 6	07 Years	APARs + Written /Trade Test (wherever applicable) Minimum Bench Mark Grading 'Very Good'	Bachelor's Degree
04	Level 6	Level 7	05 Years	APARs + Written / Trade Test (wherever applicable) Minimum Bench Mark Grading 'Very Good'	Bachelor's Degree
05	Level 7	Level 9	04 Years	APARs + Written /Trade Test (wherever applicable) Minimum Bench Mark Grading 'Very Good'	Bachelor's Degree
06	Level 9	Level 10	03 Years	APAR + Interview Minimum Bench Mark Grading 'Very Good'	Bachelor's Degrees
07	Level 10	Level 11	04 Years	APAR + Interview Minimum Bench Mark Grading 'Very Good'	Master's Degree in any discipline
08	Level 11	Level 12	05 Years	APAR + Interview Minimum Bench Mark Grading 'Very Good'	Master's Degree in any discipline

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IV. Screening Criteria

Minimum benchmarks grading for considering promotion from one Level to another Level shall be "Very Good" in all Levels for every year during the minimum residency period. In case the actual residency period attained by the employee is higher than the minimum prescribed in the policy i.e 9 months and above for the next level of promotion, the residency period starting from last so completed calendar year is to be taken into consideration for count of residency period.

V. Reckoning of length of service

Minimum Benchmark grading for considering promotion from one level to another level shall be "Very Good" in all Level for every year during the minimum residency period. In case the actual residency period attended by the employee is higher than minimum prescribed in the policy for next level promotion, the residency period starting from the last so completed calendar year is to be taken into consideration for count of residency period. The period 09 months and above shall be treated as whole completed year for calculating the residency period. Non-qualifying service like EOL without medical certificate will not be counted towards regular and continuous service.

VI. Weightage of APARs, Written Test and Interview

a. For promotion from Level-1 to Level-2 , Level-2 to Level-4 , Level-4 to Level-6, Level-6 to Level-7 and Level-7 to Level-9, following weightage will be taken in the process of assessment.

APARs	= 30%
Written /Trade Test (wherever applicable)	= 70%

b. For promotion from Level 9 to Level 10, Level-10 to Level-11 and Level-11 to Level-12 following weightage will be taken in the process of assessment:

APARs	= 30%
Interview	= 70%

In confirmation to the above weightage, the employee has to secure a minimum of 70 (Seventy) percent marks in overall assessment for qualifying to the next grade of promotion subject to scoring minimum 50% marks in each subject of the written examination (wherever applicable) as qualifying marks.

VII. Following guidelines shall be followed under the revised Person Oriented Promotion Policy for Non S&T employees in NIELIT:

- Number of promotions during the entire service career of an employee shall be restricted to maximum number of 05 (Five); However, if any employee of NIELIT got reappointed on Direct Recruitment through open competitive process, his/her count of promotion will be taken from such reappointment.
- For incumbents appointed against isolated ex-cadre posts in NIELIT like Registrar, Chief Finance Officer, Controller of examinations, etc. shall be granted non-functional financial upgradation to the next level of pay, upto the Pay Level 13A of 7th CPC Pay Matrix (i.e. pre-revised Grade Pay of Rs. 8900/-); on completion of 5 years regular service in the scale / level of pay so held by the official due to appointment or financial upgradation.
- For all Non-S&T cadre Officers and below Group 'A' S&T employees, this policy provisions for promotion upto the level 12 of 7th CPC only subject to the provisions under MACP as notified by DoPT, GoI.
- The employees appointed to posts like Stenographer, Drivers, Typists, Junior Secretariat Assistants etc. shall be required to undergo fresh skill test when considered for promotion to the next higher grade.

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VIII. Cut-off date for assessment:

The cut-off date for determining eligibility of the employee for consideration for promotion shall be 1st January of the year in which the promotion is proposed to be made. For determining crucial date for calculating residency period, whole period of regular and continuous service in the existing grade every year shall be taken into account for consideration for promotion to the next higher grade. However, relaxation of 90 days during the period of residency for consideration for promotion to the higher grade is allowed subject to fulfilling all other provisions of the policy. Period towards the Non-qualifying service like EOL, etc. as per standard government orders will not be counted towards regular and continuous service. Due care should be made to process the promotion of all eligible officer in a time bound manner and to be completed within a period of 03 months from the date of eligibility of officers. However, all the promotions shall be made effective from the prospective date i.e. the date on which the promotion is approved by respective Competent Authority.

IX. All employees, assessed under this policy will be considered for maximum of three consecutive occasions for upgradation to the next higher grade and if not found fit under provisions of policy in all the three occasions, the employee thereafter would be considered under MACP scheme notified by DoPT, GoI. However, the employee being granted upgradation under MACP can be considered for next grade under this policy according to the eligibility and other provisions as contained in this policy.

X. Composition of Screening/Selection Committee:

The following composition of Screening and Selection Committee will be as per this policy:

Screening Committee (At Head Quarter)

1.	Director General or his representative	Chairman
2.	Registrar or his representative	Member
3.	An Officer of appropriate level from Meity/Govt Organizations (having domain knowledge)	Member

Screening Committee (At NIELIT Centres):


1.	Executive Director/ Director of the Centre OR an Officer nominated by DG where Centre is being headed by DIC	Chairman
2.	Any Officer of appropriate level at Centre to be nominated by Executive Director / Director of the Centre/ DG where Centre is being headed by DIC	Member
3.	Representative of HQ	Member

Selection Committee (At Head Quarter):

1.	Director General or his nominee.	Chairman
2.	An Officer of appropriate level from MeitY / Govt Organizations (Non S&T having experience in personnel matters)	Member
3.	An expert of appropriate level from relevant field (S&T / Non-S&T) from outside NIELIT(Govt. Organizations / Reputed Industry/Academic institution of repute)	Member
4.	Registrar or his representative	Member

Selection Committee (At NIELIT Centres):

1.	Executive Director/Director of the Centre OR an Officer nominated by DG where Centre is being headed by DIC	Chairman
2.	An Officer of appropriate level from MeitY / Govt Organizations (Non S&T having experience in personnel matters)	Member
3.	An expert of appropriate level from relevant field (S&T / Non-S&T) from outside NIELIT (Govt. Organizations / Reputed Industry/Academic institution of repute)	Member
4.	An Officer to be nominated by ED/ Director of the Centre OR an Officer nominated by DG where Centre is being headed by DIC	Member


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