IIT MADRAS
RECRUITMENT AND PROMOTION NORMS (RPN) 2019
FOR NON-ACADEMIC POSTS

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PART I – INTRODUCTION AND FEATURES

1. INTRODUCTION:

The Non-Academic Employees of IIT Madras are integral to achieving the Institute's goals of excellence in Academics & Research. They perform multiple roles across Departments, Centres and Administrative sections and therefore have to be competent and up-to-date in their knowledge and skills.

The Ministry of HRD has recognized the above and conveyed its approval vide letter dtd. 05.07.2010 "*to consider amending the Recruitment Rules for various categories of posts to provide for vacancy based promotions. Recruitment Rules for each category of post providing for promotion at each level may be got approved by respective Boards*." Further, MHRD vide letter No.F.32-14/2013/TS-I dtd.10.06.2013 has conveyed that *"IITs are allowed to design their administrative/management/technical staff structure as per requirement after due approval from their BoG"*. Accordingly, a draft Recruitment and Promotion Norms (RPN) was proposed and approved by the Board of Governors of IIT Madras (219thBoG, Resolution No. 49/2013 dtd. 10.12.2013). The existing RPN 2013 was reviewed and amended as RPN 2019 and approved by the Board (240th BoG, Resolution No.4/2019 dtd. 15.03.2019).

2. OBJECTIVE:

The main aim of Recruitment & Promotion Norms (henceforth called IITM RPN) is

- To appoint the best-suited candidate for a post by identifying appropriate eligibility norms and following a proper method of recruitment.
- To ensure a fair process of selection in accordance with the Act & Statutes of the Institute along with the guidelines/directions issued by the Government of India from time to time.
- To provide a career path to employees that will encourage consistent high performance and motivate employees to achieve excellence in their work, thereby attaining their career goals.
- To strike a healthy balance between the functional requirements of the Institute and the career progression of the non-academic employees.

3. CADERISATION:

Under these rules, the non-academic posts of IITM have been classified into two categories viz., Non-technical and Technical. The Non-Technical posts comprise of Administrative Cadre, Hindi Cadre, Security Cadre, Attendant cadre, Driver cadre, and Canteen Cadre. The Technical posts comprise of Technical Cadre, Institute Maintenance Cadre, Specialist Cadre, Institute Telephones Maintenance Cadre, Horticulture Cadre, Library Cadre, Health Services Cadre, Computational & Information Systems Cadre, Sports Cadre, and other miscellaneous categories. The details of cadres and levels therein are provided in **Part II.**

4. SANCTIONED STRENGTH:

The Sanctioned Strength is the total number of employees cadre wise determined by the Director of this Institute and subsequently authorized by the Board of Governors as per the instructions of the MHRD vide letter no. F.32-14/2013/TS-I dtd.10.06.2013. The number of employees operated shall be equal to or less than the sanctioned strength. This shall be termed as the operating strength.

The present sanctioned strength has been arrived at based on the student strength of 2018-19. This is subject to periodic review as envisaged in the para 7(iv) below.

5. METHODS OF SELECTION:

The methods of filling up of the post in each level have been prescribed for each cadre.

Two types of selection have been adopted under IITM RPN viz., (i) Open selection through direct recruitment, and (ii) Internal selection by promotion. These will be called Recruitment and Promotion, respectively.

a) **Recruitment** is recruitment by an open advertisement which is open to all candidates based on prescribed age, educational qualification, experience, etc. as indicated in the IITM RPN i.e. recruitment from the open market. The minimum educational qualification, percentage of posts in a level in each cadre to be filled up by recruitment and experience required for direct recruitment are indicated in the Avenue Chart and Recruitment Rules enclosed in Part II & III.

b) **Promotion** is a selection from identified feeder grades from among IITM employees to a higher post in the avenue prescribed in the IITM RPN. This will be as per the prescribed qualification, number of years of qualifying service, percentage of posts to be filled up by promotion etc. These criteria have been evolved to ensure that the employee has ample opportunity to demonstrate his/her competence for holding the higher post as indicated in the Avenue Chart & Recruitment Rules enclosed in Part II & III.

In addition, the Institute may go in for other modes of filling up of posts, as provided for in the statutes and DoP&T guidelines including deputation, contract, etc.

6. Appointing Authority:

In accordance with Section 25 of the Act, all appointments of the Non-Academic posts of the Institute, except that of the Director, shall be made by:

a) The Board, if the appointment is made to the non-academic posts carrying Pay Matrix Level 10 (Pre-revised PB-3: GP 5400) and above as per 7th Central Pay Commission (CPC) and categorized under the Group 'A'.

b) The Director, if the appointment is made to the non-academic posts carrying Pay Matrix level less than Level 10 (Pre-revised PB-3: GP 5400) as per 7th CPC and categorized under the Groups 'B' and 'C'.

7. Basic Principles of RPN:-

i) RPN provides for merit-based career advancement in a given cadre based on the vacancies in the cadre.

ii) All posts will be filled up as per the methods prescribed in the IITM RPN in force at the time of occurrence of vacancies. This is in addition to the operation of MACPS, which assures a time-bound financial upgrading.

iii) If any decision is taken to create a new post or re-structure any service, the IITM RPN shall suitably be amended for that particular post with the approval of the Board.

iv) The Director shall propose the number of posts in each level within the total posts sanctioned for IITM for the Board's approval as per MHRD norms. The present sanctioned strength is arrived at based on the student and staff ratio of 10:1.1 (on student strength of 10100). This will be reviewed every five years or whenever the

students' strength increases by 1000. The details of sanctioned posts under each category are given in **Annexure 1** of this part.

v) Nothing in these rules shall affect the provisions regarding reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes and other categories in accordance with the orders issued by the Government of India from time to time. Accordingly, the rosters shall be recast as per Government of India guidelines.

vi) The compassionate appointment shall be made as per current Government of India provisions i.e., maximum of 5% of vacancies at the entry-level post of Group-C category, in general, and technical category if qualified suitably, based on the requirement and availability of positions.

vii) Subject to the powers specified in these norms, any amendment to the basic provisions in the RPN can be done only with the approval of the BoG.

viii) Certain posts may require specific skills, experience or expertise which may be filled up through contract or deputation for a fixed period or tenure. The decision to fill these posts by contract or deputation will be made as per the statutes by the competent authority.

A cadre-wise avenue chart containing details of the post(s) along with the method of recruitment and eligibility criteria are given in Part-II. Detailed Recruitment Rules (RRs) for each of the posts are given in Part-III.

RPN 2019 - DETAILS OF SANCTIONED POSTS

I. Cadre-wise number of sanctioned posts:

S.No	Cadre	Sanctioned posts
1.	Administrative Cadre	314
2.	Technical Cadre	351
3.	Institute Maintenance Cadre	68
4.	Specialist Cadre	3
5.	Hindi (Official Language) Cadre	2
6.	Institute Telephones Maintenance Cadre	2
7.	Horticulture Cadre	2
8.	Library Cadre	18
9.	Health Services Cadre	33
10.	Computational & Information Systems (CIS)	14
11.	Security Cadre	73+16*
12.	Sports Cadre	7
13.	Attendant Cadre (Sunset cadre)	102
14.	Driver Cadre	8
15.	Canteen Staff Cadre	5
16.	Other Miscellaneous Categories	8
Total		**1010+16***

*** Supernumerary posts**

II. Detailed Cadre-wise Sanctioned Posts

1. ADMINISTRATIVE CADRE:

Sl.No	Category of posts	Group	Pay Matrix Level	Pre-revised Grade Pay	No. of sanctioned posts
1.	Registrar	A	L-14	10000	1
2.	Deputy Registrar	A	L-12	7600	10
3.	Assistant Registrar	A	L-10	5400	14*
4.	Superintendent	B	L-7	4600	38
5.	Junior Superintendent	B	L-6	4200	56
6.	Senior Assistant	C	L-5	2800	75
7.	Junior Assistant	C	L-3	2000	120
				Total	**314**

*includes 1 post of AR (OL)

2. TECHNICAL CADRE:

Sl.No	Category of posts	Group	Pay Matrix Level	Pre-revised Grade Pay	No. of sanctioned posts
1.	Senior Technical Officer	A	L-12	7600	14
2.	Technical Officer (SS)	A	L-11	6600	32
3.	Technical Officer	A	L-10	5400	
4.	Technical Superintendent / Sr.Tech Superintendent#	B	L-7	4600	45
5.	Jr. Technical Superintendent	B	L-6	4200	60
6.	Senior Technician*	C	L-5	2800	80
7.	Junior Technician*	C	L-3	2000	120
				Total	**351**

*including Hospital
#The designation of Sr.Tech Supdt. will be abolished as and when the incumbent vacates the post.

3. INSTITUTE MAINTENANCE CADRE:

Sl.No	Category of posts	Group	Pay Matrix Level	Pre-revised Grade Pay	No. of sanctioned posts
1.	Superintending Engineer	A	L-12	7600	1
2.	Executive Engineer	A	L-11	6600	5
3.	Assistant Executive Engineer	A	L-10	5400	10
4.	Assistant Engineer	B	L-7	4600	10
5.	Junior Engineer	B	L-6	4200	12
6.	Senior Technician	C	L-5	2800	12
7.	Junior Technician	C	L-3	2000	18
				Total	**68**

In addition to 68 posts, 2 posts (1 – JT/ST; 1 – AE) with electrical background will be operated in CIS cadre.

4. SPECIALIST CADRE:

Sl.No	Category of posts	Group	Pay Matrix Level	Pre-revised Grade Pay	No. of sanctioned posts
1.	Fire Officer	A	L-11	6600	1
2.	Safety Officer	A	L-11	6600	1
3.	HVAC Officer	A	L-11	6600	1
				Total	**3**

5. HINDI (OFFICIAL LANGUAGE) CADRE:

Sl.No	Category of posts	Group	Pay Matrix Level	Pre-revised Grade Pay	No. of sanctioned posts
1.	Assistant Registrar (OL)	A	L-10	5400	1*
2.	Sr. Hindi Translator	B	L-7	4600	2
3.	Jr. Hindi Translator	B	L-6	4200	
4.	Jr. Hindi Assistant Gr.I	C	L-5	2800	
				Total	**2**

*1 post for AR (OL) included in Administrative cadre against the AR post.

6. INSTITUTE TELEPHONES MAINTENANCE CADRE:

Sl.No	Category of posts	Group	Pay Matrix Level	Pre-revised Grade Pay	No. of sanctioned posts
1.	Executive Engineer (Telephones)	A	L-11	6600	1
2.	Assistant Executive Engineer (Telephones)	A	L-10	5400	
3.	Assistant Engineer (Telephones)	B	L-7	4600	1
4.	Junior Engineer (Telephones)	B	L-6	4200	
5.	Senior Technician (Telephones)	C	L-5	2800	
6.	Junior Technician (Telephones)	C	L-3	2000	
				Total	**2**

7. HORTICULTURE CADRE:

Sl.No	Category of posts	Group	Pay Matrix Level	Pre-revised Grade Pay	No. of sanctioned posts
1.	Senior Horticulture Officer	A	L-11	6600	1
2.	Horticulture Officer	A	L-10	5400	
3.	Horticulture Superintendent	B	L-7	4600	1
4.	Horticulture Assistant	B	L-6	4200	
				Total	**2**

8. LIBRARY CADRE:

Sl.No	Category of posts	Group	Pay Matrix Level	Pre-revised Grade Pay	No. of sanctioned posts
1.	Librarian	A	AL-14	10000	1
2.	Deputy Librarian	A	AL-12	8000	1
3.	Assistant Librarian	A	AL-10	6000	2
4.	Library Superintendent	B	L-7	4600	3
5.	Junior Library Superintendent	B	L-6	4200	3
6.	Senior Library Technician	C	L-5	2800	4
7.	Junior Library Technician	C	L-3	2000	4
				Total	**18**

9. HEALTH SERVICES CADRE:

Sl.No	Category of posts	Group	Pay Matrix Level	Pre-revised Grade Pay	No. of sanctioned posts
1.	Chief Medical Officer	A	L-12	7600	1
2.	Senior Medical Officer	A	L-11	6600	3
3.	Medical Officer	A	L-10	5400	8
4.	Matron	B	L-9	5400	1
5.	Assistant Matron	B	L-8	4800	3
6.	Senior Staff Nurse	B	L-7	4600	6
7.	Staff Nurse	B	L-6	4200	11
				Total	**33**

10. COMPUTATIONAL AND INFORMATION SYSTEMS (CIS):

Sl.No	Category of posts	Group	Pay Matrix Level	Pre-revised Grade Pay	No. of sanctioned posts
1.	Senior Technical Officer (Systems)	A	L-12	7600	1
2.	Technical Officer SS (Systems)	A	L-11	6600	4
3.	Technical Officer (Systems)	A	L-10	5400	
4.	Technical Superintendent (Systems)	B	L-7	4600	3+1*
5.	Junior Technical Superintendent (Systems)	B	L-6	4200	3
6.	Senior Technician (Systems)	C	L-5	2800	1+1*
7.	Junior Technician (Systems)	C	L-3	2000	
				Total	**14**

*** 2 staff (with electrical background) to be deputed from Maintenance cadre for BMS/UPS/AC/ Generator– operations, Service & Procurement.**

11. SECURITY STAFF CADRE:

Sl.No	Category of posts	Group	Pay Matrix Level	Pre-revised Grade Pay	No. of sanctioned posts
1.	Chief Security Officer	A	L-12	7600	1
2.	Security Officer (SS)	A	L-11	6600	2
3.	Security Officer	A	L-10	5400	
4.	Deputy Security Officer	B	L-7	4600	4
5.	Assistant Security Officer	B	L-6	4200	8
6.	Senior Security Inspector	C	L-5	2800	16+16*
7.	Security Inspector	C	L-3	2000	20
8.	Security Guard	C	L-1	1800	22
				Total	**73+16**

*** 16 Supernumerary posts will be abolished as and when incumbent vacates the post on promotion/retirement.**

12. SPORTS CADRE:

Sl.No	Category of posts	Group	Pay Matrix Level	Pre-revised Grade Pay	No. of sanctioned posts
1.	Senior Sports Officer	A	L-12	7600	3
2.	Sports Officer (SS)	A	L-11	6600	
3.	Sports Officer	A	L-10	5400	
4.	Physical Training Instructor Gr.I	B	L-7	4600	4
5.	Physical Training Instructor	B	L-6	4200	
				Total	**7**

13. ATTENDANT CADRE:

Sl.No	Category of posts	Group	Pay Matrix Level	Pre-revised Grade Pay	No. of sanctioned posts
1.	Office / Lab Assistant	C	L-5	2800	15
2.	Senior Attendant	C	L-4	2400	30
3.	Attendant (SS)	C	L-3	2000	25
4.	Attendant	C	L-2	1900	32
5.	Junior Attendant*	C	L-1	1800	
				Total	**102**

* No Direct Recruitment at this level, except Compassionate appointment.

14. DRIVER CADRE:

Sl.No	Category of posts	Group	Pay Matrix Level	Pre-revised Grade Pay	No. of sanctioned posts
1.	Chief Driver	B	L-7	4600	2
2.	Senior Driver	B	L-6	4200	2
3.	Driver (SG)	C	L-5	2800	2
4.	Driver	C	L-3	2000	2
				Total	**8**

15. CANTEEN STAFF CADRE:

Sl.No	Category of posts	Group	Pay Matrix Level	Pre-revised Grade Pay	No. of sanctioned posts
1.	Chief Cook	B	L-6	4200	1
2.	Senior Cook	B	L-5	2800	2
3.	Cook	C	L-3	2000	2
				Total	**5**

16. OTHER CATEGORIES (to be abolished):**

Sl.No	Category of posts	Group	Pay Matrix Level	Pre-revised Grade Pay	No. of sanctioned posts
1.	Instrumentation Engineer	A	L-10	5400	2
2.	Senior Techno Economic Officer	A	L-11	6600	1
3.	Sanitary Inspector Gr.I	B	L-7	4600	1
4.	Pharmacist	B	L-6	4200	2
5.	Supervisor Lab	B	L-7	4600	1
6.	Coach	C	L-5	2800	1
				Total	**8**

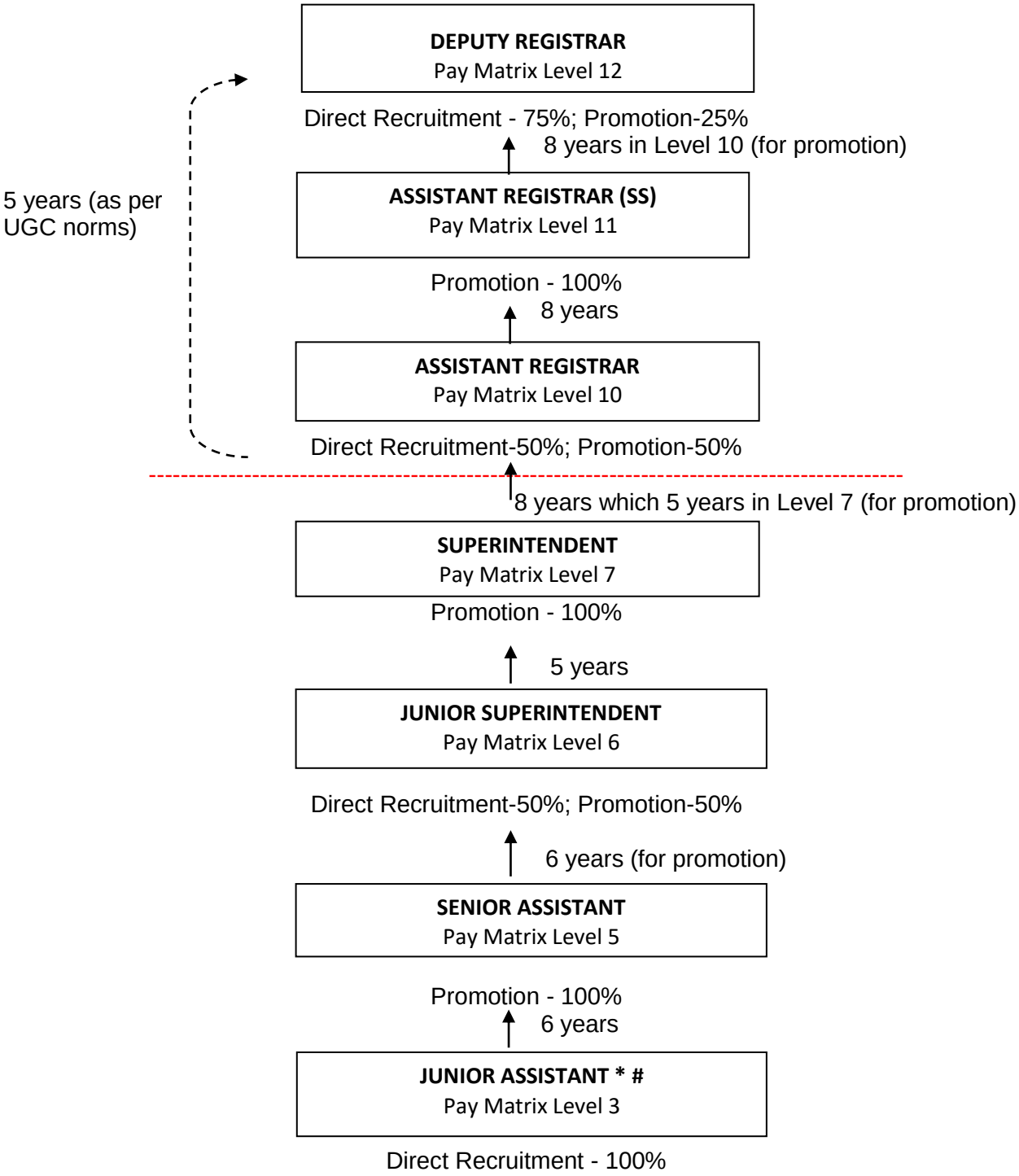
** To be abolished as and when the incumbent vacates the post on superannuation.

RECRUITMENT AND PROMOTION NORMS 2019

PART II – CAREER AVENUE CHART FOR NON-ACADEMIC POSTS

Note: The details of qualifications and experience for the posts mentioned in the Avenue Chart are given in the Recruitment Rules of the relevant posts in Part III.

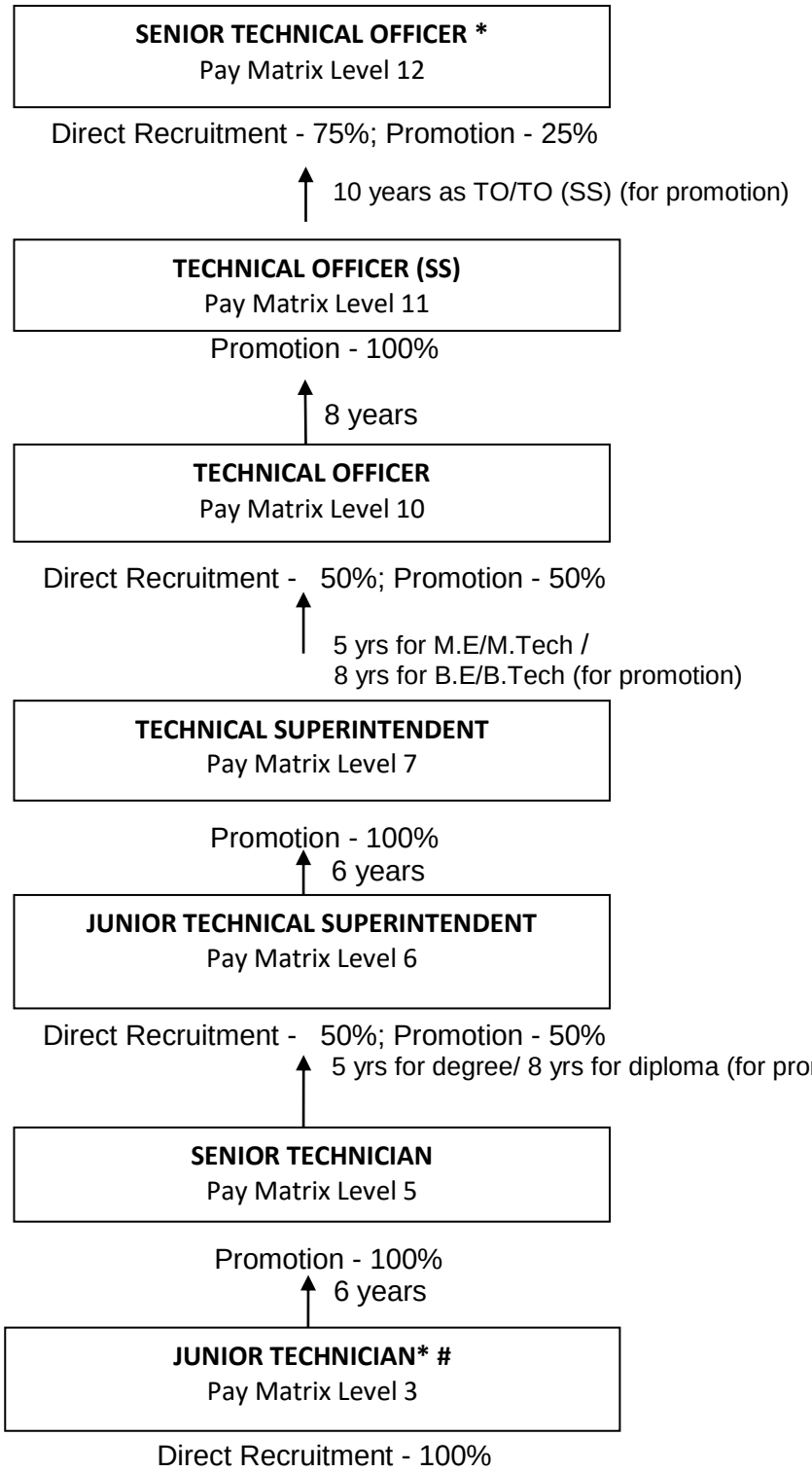
ADMINISTRATIVE CADRE



** Recruitment Cadre*

#(Upto 20% can be by selection from qualified candidates in Pay Matrix Level 1 and 2)

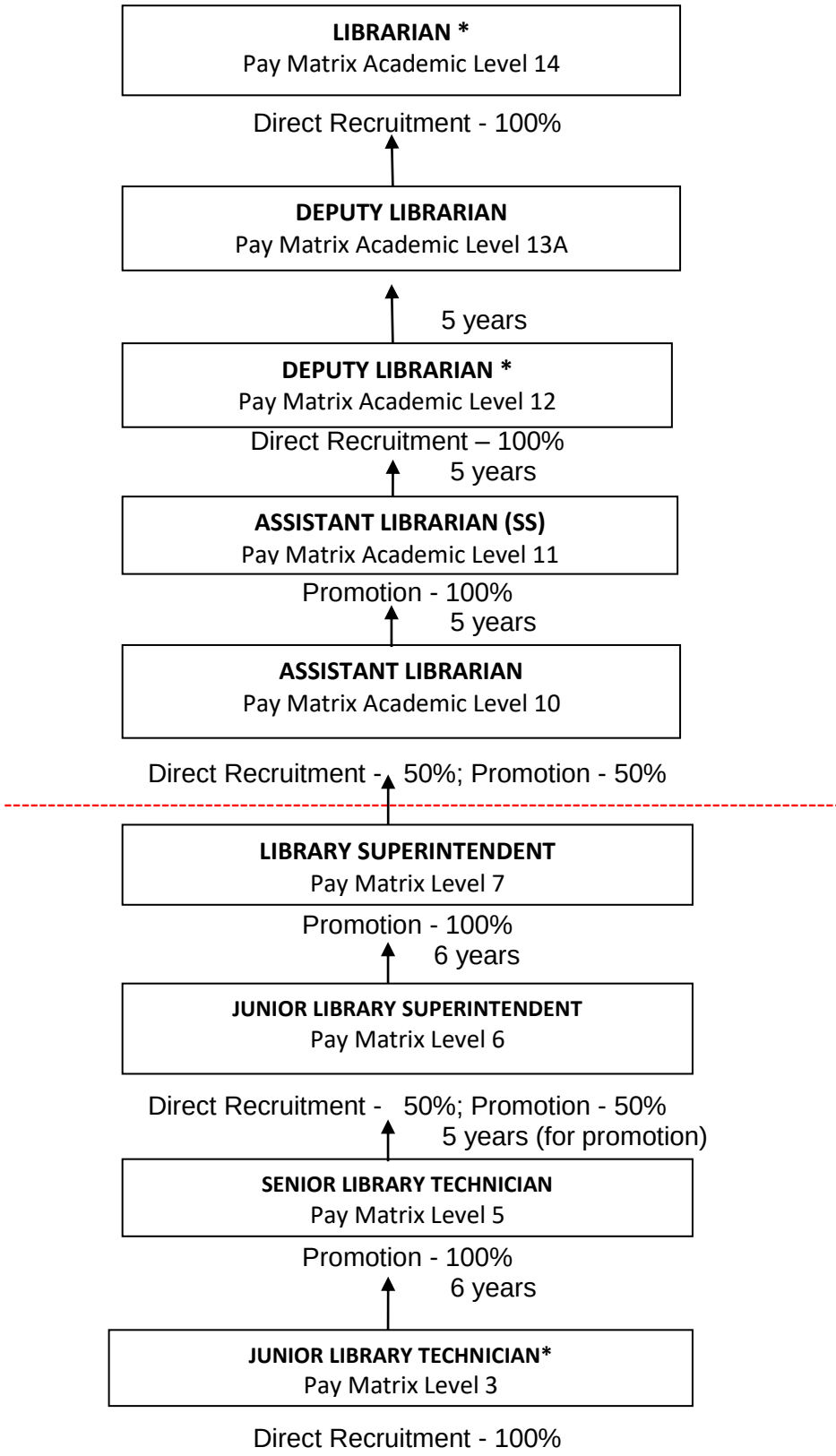
TECHNICAL CADRE



* *Recruitment Cadre*

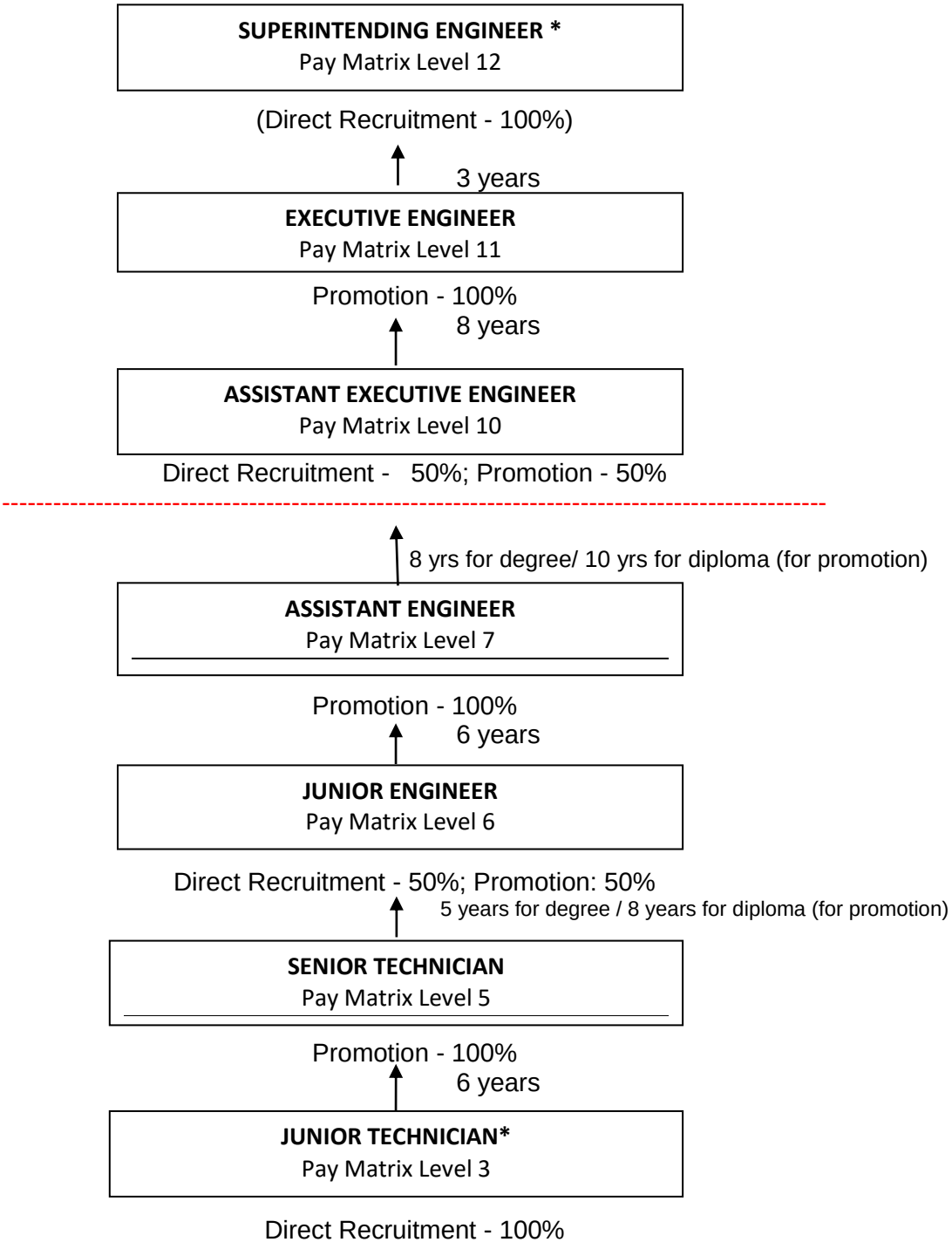
(Upto 20% can be by selection from qualified candidates in Pay Matrix Level 1 and 2)

LIBRARY CADRE



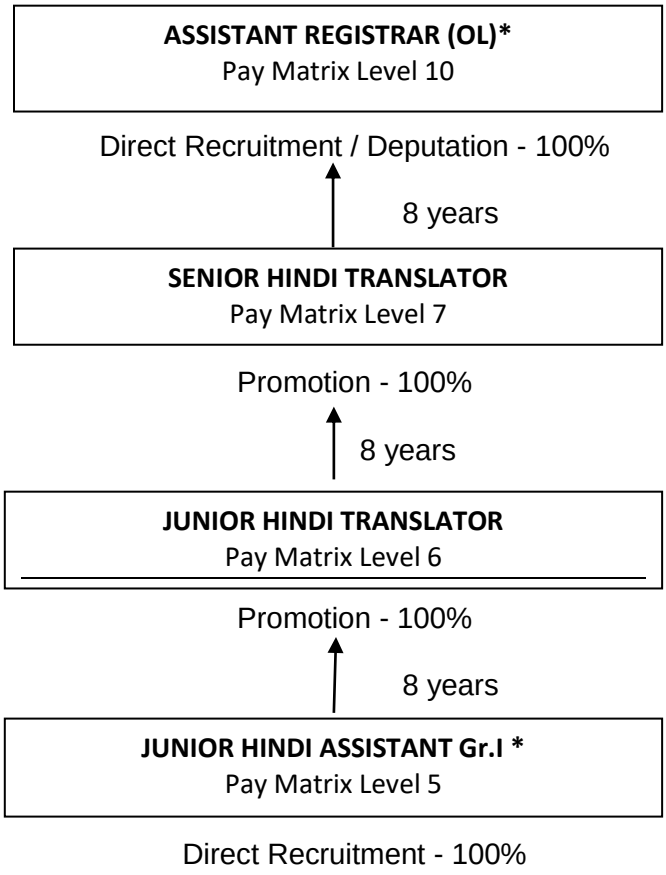
** Recruitment Cadre*

INSTITUTE MAINTENANCE CADRE



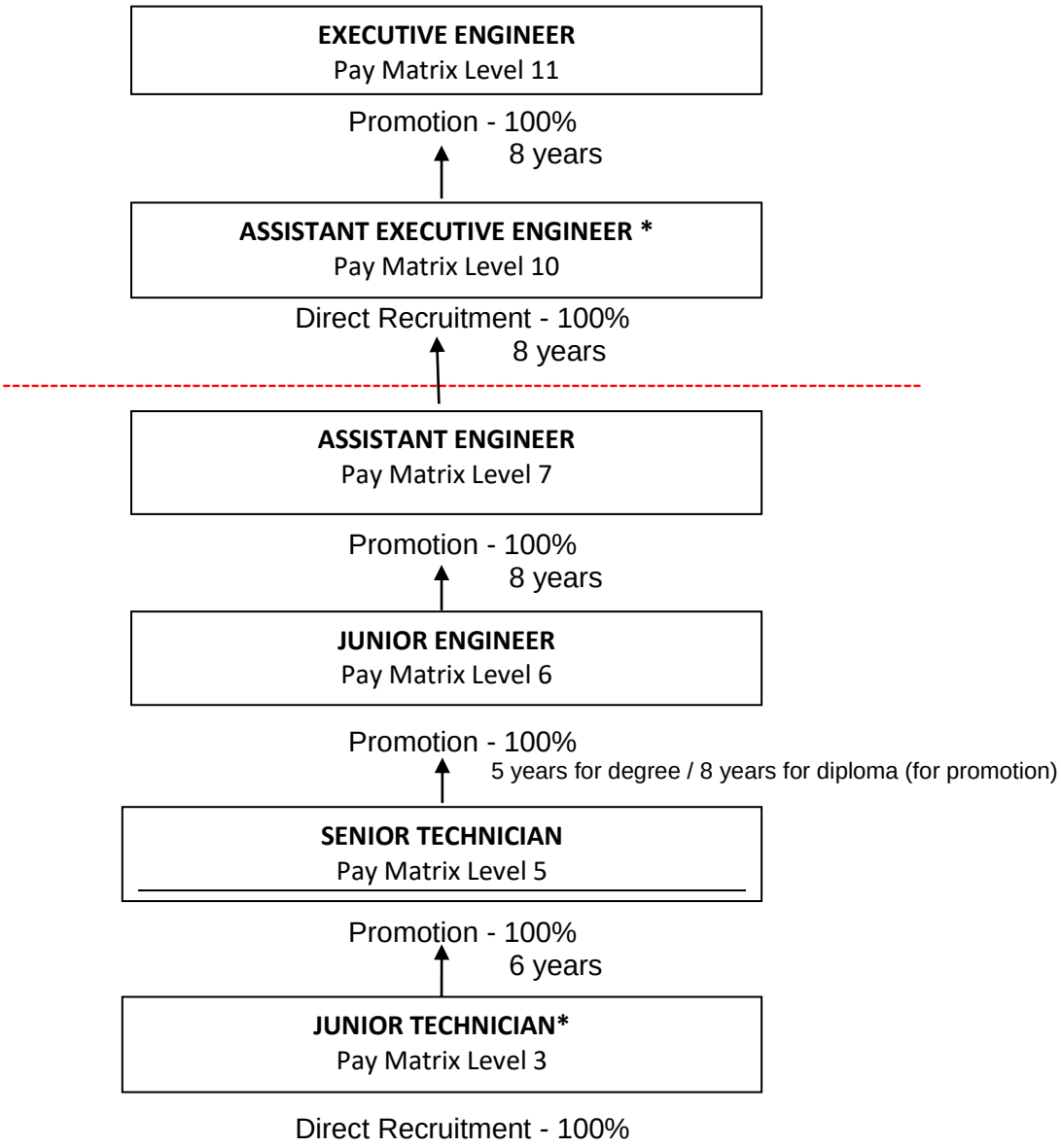
** Recruitment Cadre*

HINDI (OFFICIAL LANGUAGE) CADRE



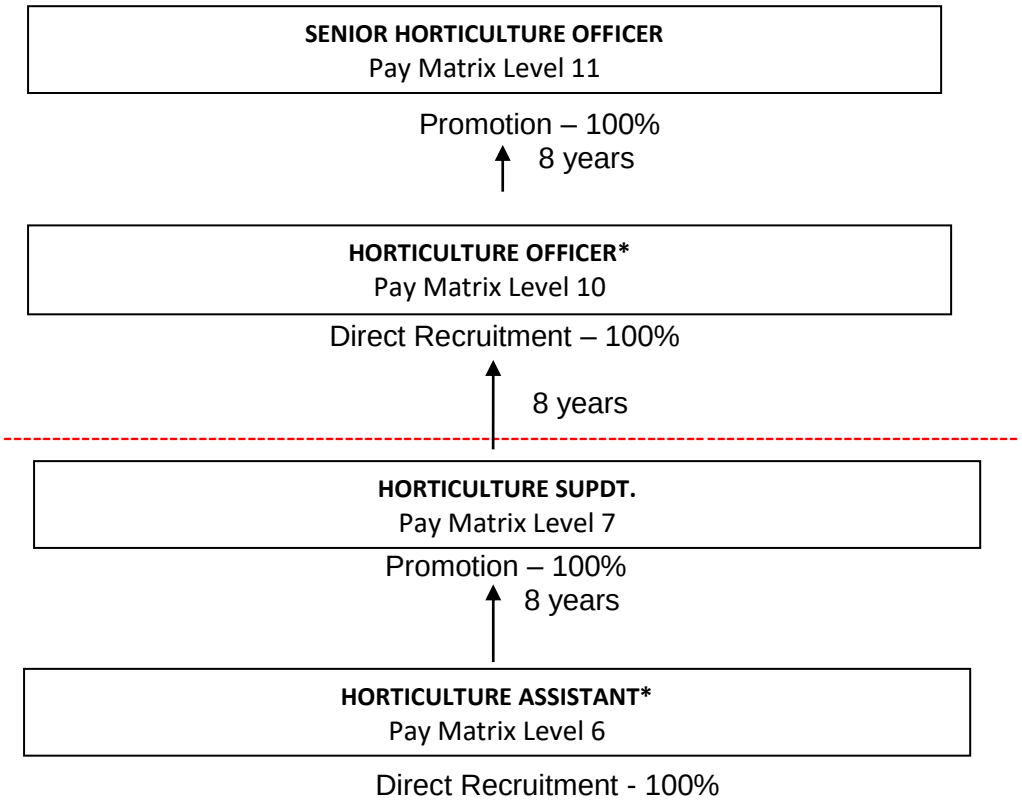
** Recruitment Cadre*

INSTITUTE TELEPHONES MAINTENANCE CADRE



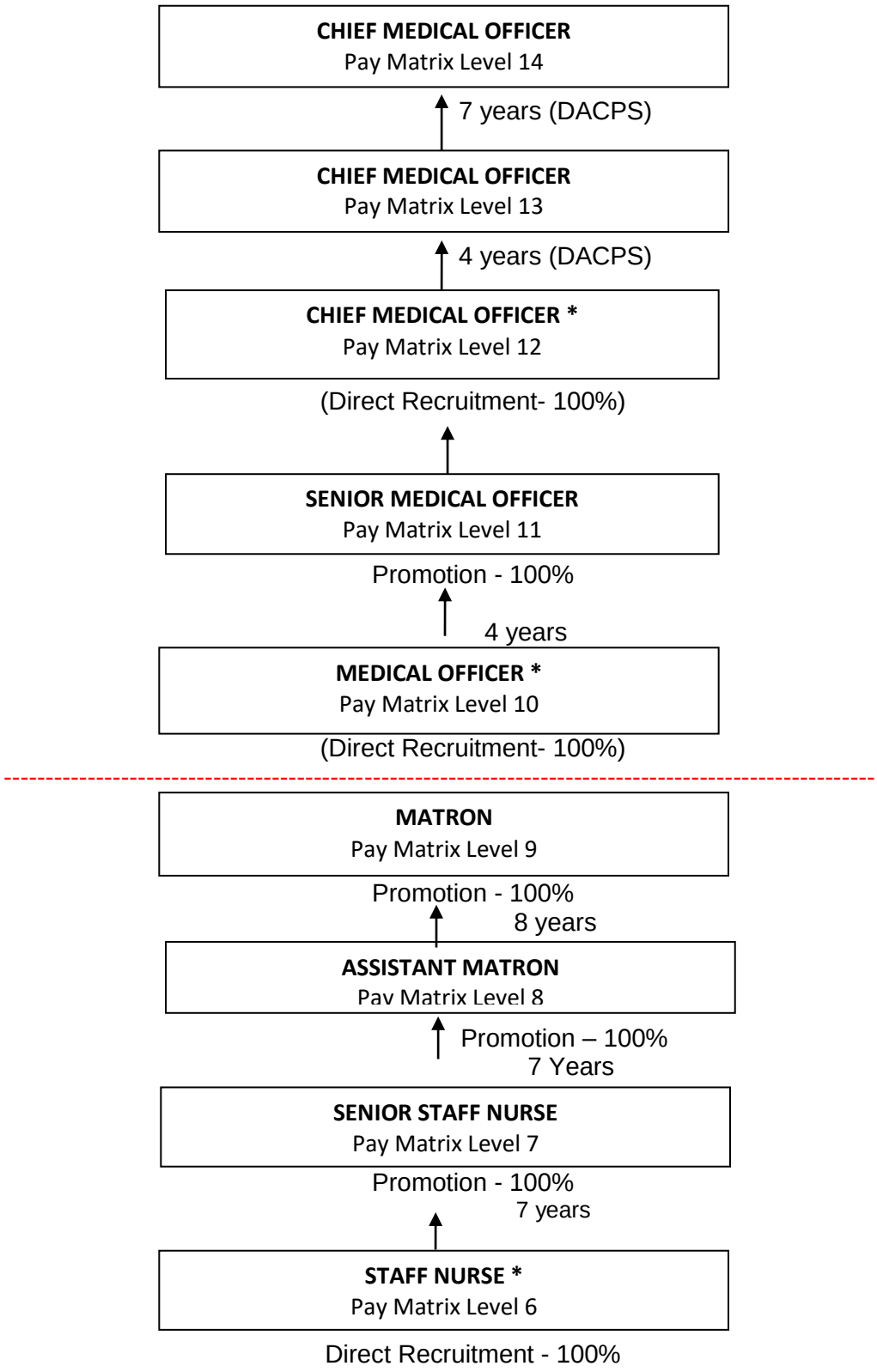
** Recruitment Cadre*

HORTICULTURE CADRE



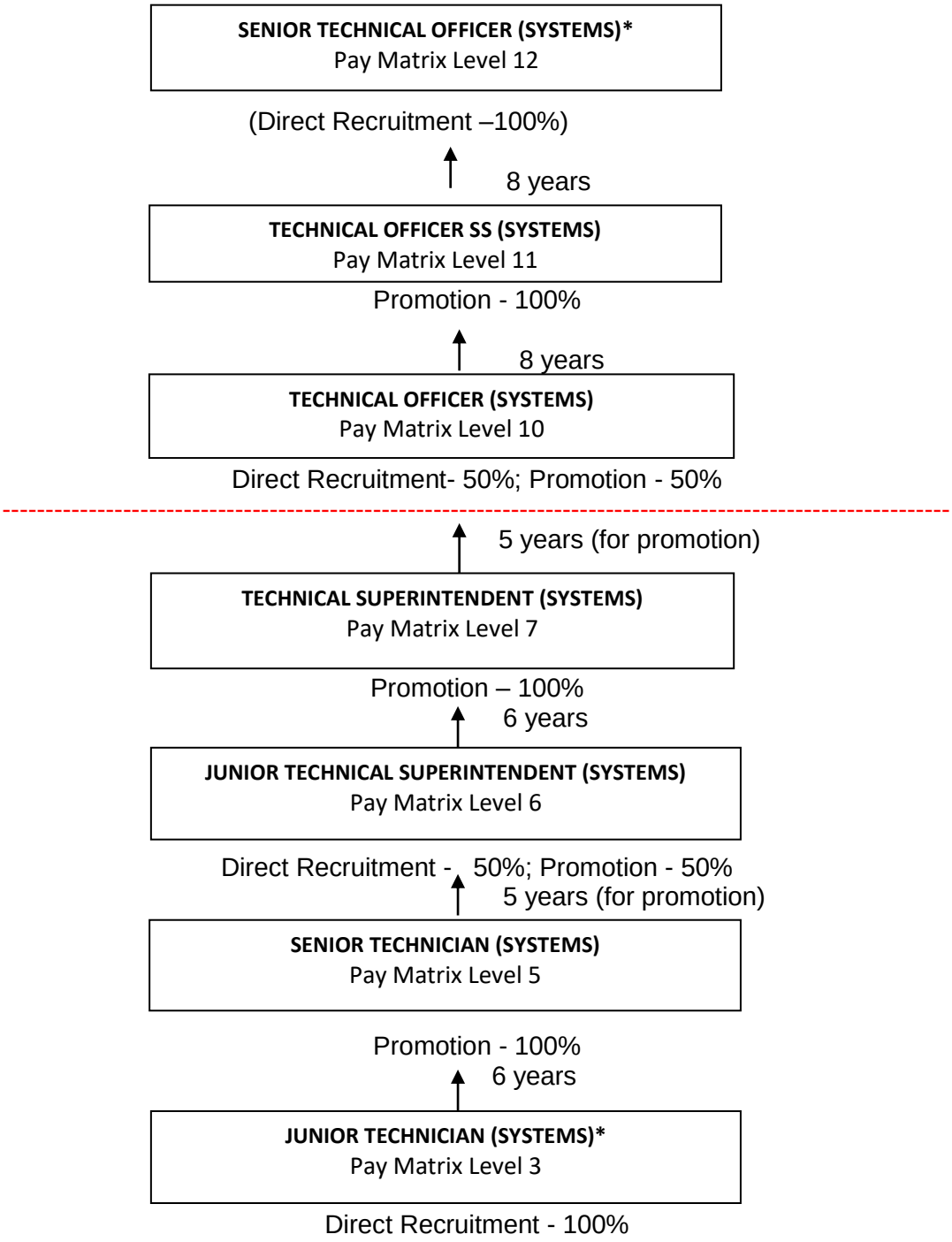
** Recruitment Cadre*

HEALTH SERVICES CADRE



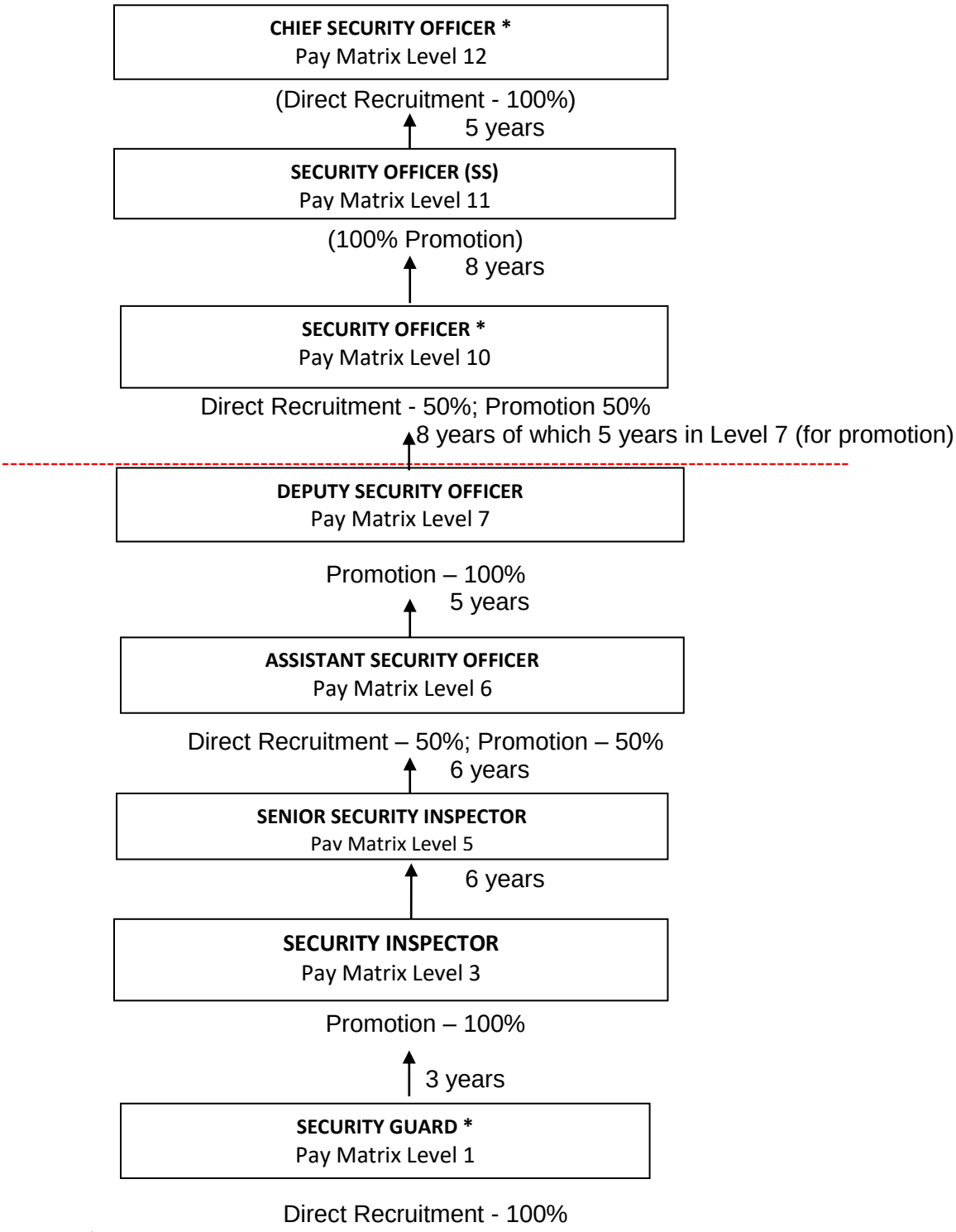
** Direct Recruitment Cadre*
DACPS – Dynamic Assured Career Progression Scheme as applicable to Medical Officers.

COMPUTATIONAL AND INFORMATION SYSTEMS (CIS) CADRE



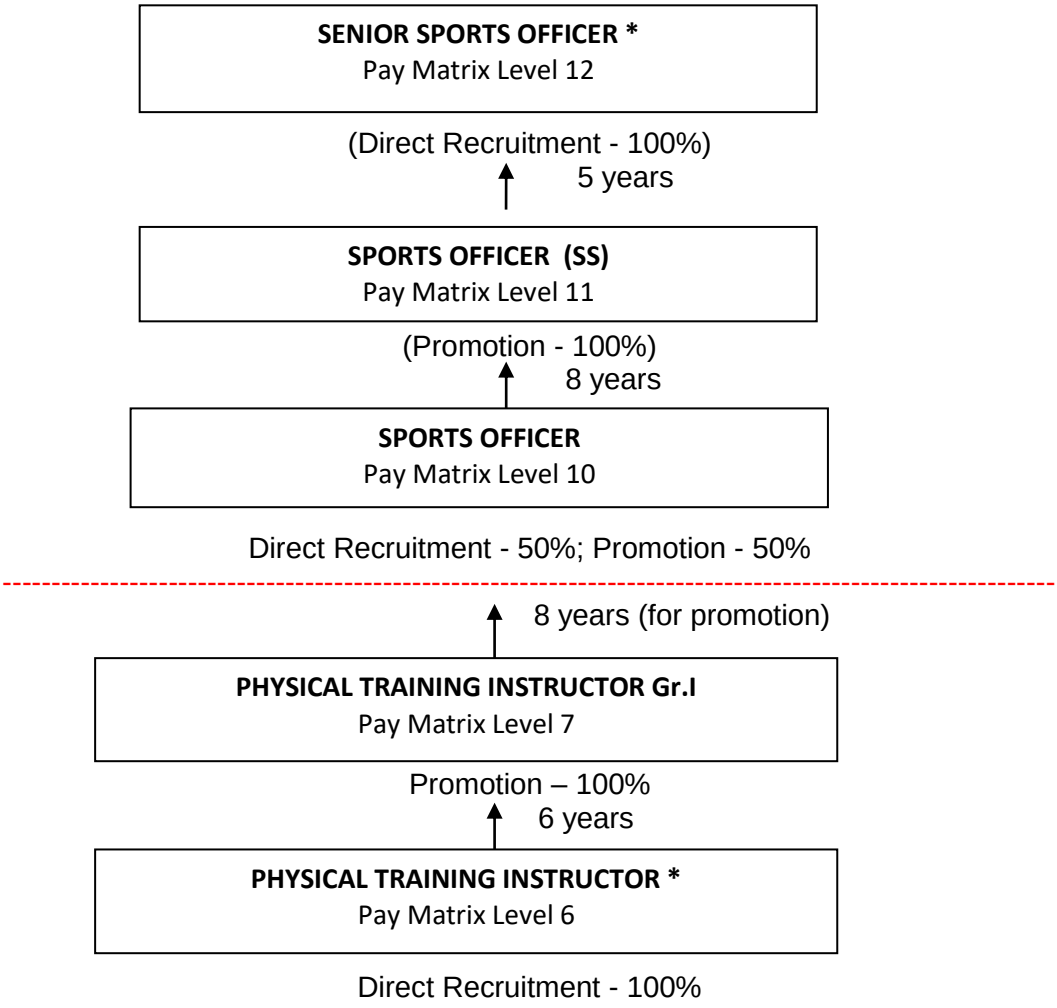
** Recruitment Cadre*

SECURITY CADRE



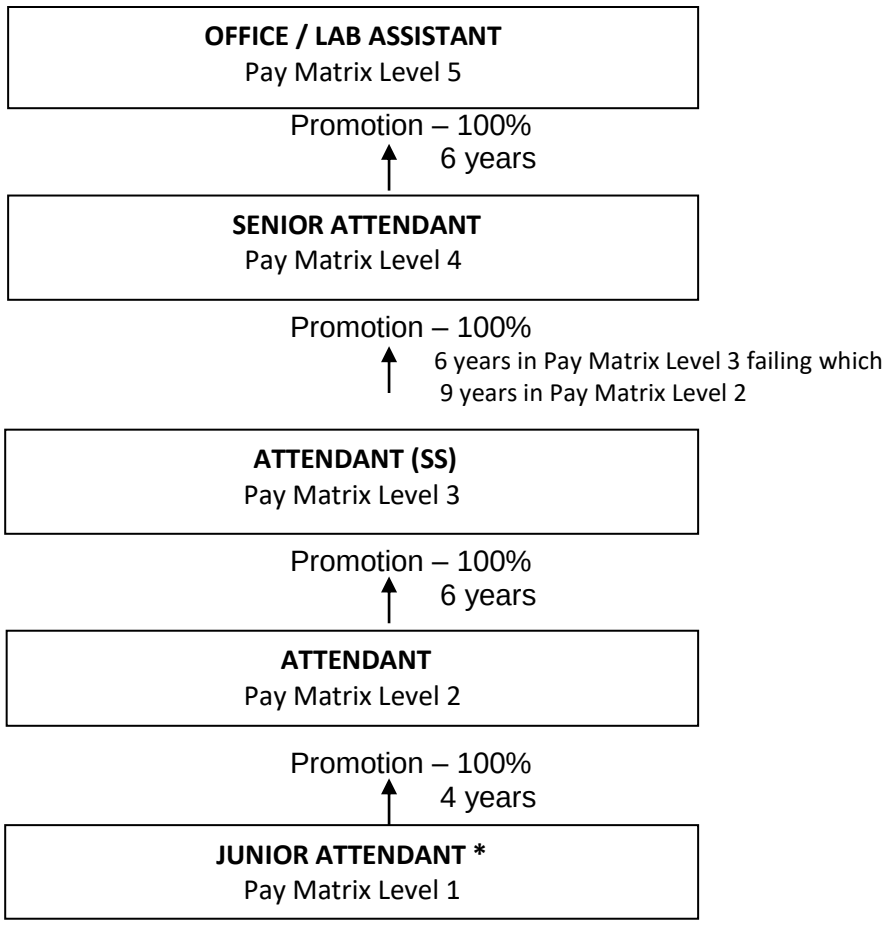
** Recruitment Cadre*

SPORTS CADRE



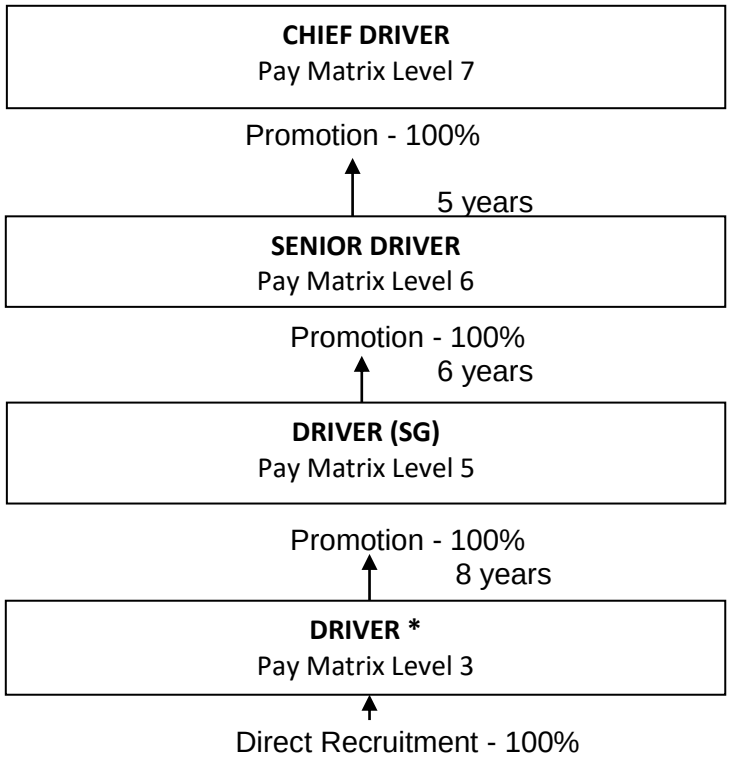
* *Recruitment Cadre*

ATTENDANTS' CADRE



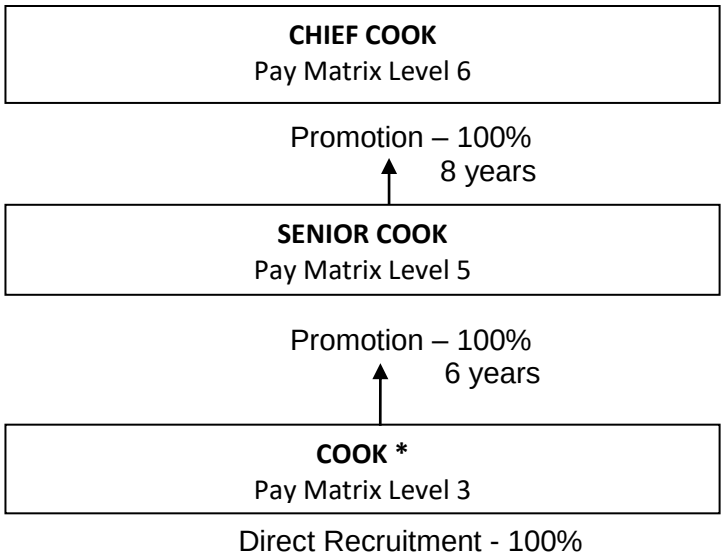
** No more recruitment, except compassionate appointment*

DRIVERS' CADRE



** Recruitment Cadre*

CANTEEN STAFF CADRE



** Recruitment Cadre*

RECRUITMENT AND PROMOTION NORMS

PART III - RECRUITMENT RULES (NON-ACADEMIC POSTS)

RECRUITMENT RULES (NON-ACADEMIC POSTS) 2019

PART – III

1. These Rules may be called IIT Madras Recruitment Norms (Non-Academic Posts).
2. They apply to all posts mentioned in Part-I of RPN.
3. Any relaxation /amendment in these rules shall need the approval of the BoG.
4. The posts specified in each category are as approved by competent authority based on the sanctioned strength for Non-Academic posts as per MHRD norms.
5. All posts will be filled by selection through direct recruitment or by promotion from among eligible employees of IIT Madras.
6. Group 'A' single posts will be filled by direct recruitment only.
7. Reservation will be as per Government of India norms.
8. General Age limit recommended for direct recruitment :

   Group 'A' – 50 years for the post with Pay Matrix Level 12 & above;
   45 years for other posts
   Group 'B' – 32 years
   Group 'C' – 27 years

   The Director may, however, consider extraordinary circumstances for modifying the age limits. Age limits prescribed for the posts are not applicable for regular employees of the Institute.
9. The duly constituted committee will make all selections as per section 12 of IITM Statutes.
10. The Director has the right to set norms for shortlisting/screening and the number of candidates to be called for the Test/Interview based on the recommendation of the screening committee.

ADMINISTRATIVE CADRE

1.	Name of the Post	**:**	**Registrar**
2.	Number of posts	:	01
3.	Classification	:	Group A
4.	Pay Matrix	:	Level 14 (Pre-revised PB-4: GP 10000)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Upper age limit : 50 years
7.	Educational and other qualifications required for direct recruitment	:	**Qualification:** Master's degree with at least 55% marks or an equivalent grade in a point scale and; **Experience:** At least 15 years' experience as Assistant Professor in Pay Matrix Academic Level 11 (or equivalent VI CPC Scale) and above or 8 years of service in the Pay Matrix Academic Level 12 (or equivalent VI CPC Scale) and above including as Associate Professor along with experience in educational administration; or 15 years of administrative experience, of which 8 years as Deputy Registrar in Pay Matrix Level 12 or equivalent post in Government/ Government Research Establishments/ Universities/Statutory Organizations/ Government Organizations of high repute.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable.
9.	Period of probation, if any	:	Not Applicable
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment OR Deputation OR contract basis for a tenure of up to 5 years or till attaining the age of 62 years whichever is earlier or as fixed by GoI by orders issued in this regard from time to time.
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	For Deputation: As in direct recruitment.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	:	**Deputy Registrar**
2.	Number of posts	:	10
3.	Classification	:	Group A
4.	Pay Matrix	:	Level 12 (Pre-revised PB-3: GP 7600) After 5 years of service as Deputy Registrar, the incumbent will be moved to Pay Matrix Level 13 and will be re-designated as Joint Registrar.
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Upper age limit : 50 years
7.	Educational and other qualifications required for direct recruitment	:	Master's degree with at least 55% marks or an equivalent grade in a point scale and; 5 years administrative experience as Assistant Registrar in Pay Matrix Level 10 (Pre-revised PB-3: GP 5400) or equivalent post in Government/ Government Research Establishments/ Universities/ Statutory Organizations/ Government Organization of high repute.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Relaxation as per UGC/MHRD norms.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment / Deputation- 75% Promotion - 25%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	**Promotion:** 8 years of administrative experience as Assistant Registrar in Pay Matrix Level 10 (Pre-revised PB-3: GP 5400). **Deputation**: As in direct recruitment.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	:	**Assistant Registrar**
2.	Number of posts	:	14 (includes 1 post of AR (OL))
3.	Classification	:	Group A
4.	Pay Matrix	:	Level 10 (Pre-revised PB-3: GP 5400) After 8 years of service as Assistant Registrar, the incumbent will be moved to in Pay Matrix Level 11 as per MHRD/UGC norms and designated as Asst. Registrar (SS).
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Upper age limit: 45 years
7.	Educational and other qualifications required for direct recruitment	:	**Essential:** Master's degree with at least 55% marks or an equivalent grade on a point scale with excellent Academic record. **Desirable:** i) Professional qualification in area of Management / Finance & Accounts. ii) At least 8 years of relevant experience at supervisory level or equivalent post in Government/Government Research Establishments/ Universities/Statutory Organizations/ Government Organizations of high repute iii) Knowledge in Computer Applications and Office Automation. iv) Experience in handling Administrative/ Finance & Accounting / Academic / Legal / Audit / Stores & Purchase / Establishment matters.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment / Deputation - 50% Promotion - 50%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	**Promotion**: Degree with 8 years of administrative supervisory experience of which at least 5 years experience in Pay Matrix Level 7 (Pre-revised PB-2: GP 4600) in the relevant cadre. **Deputation**: As in direct recruitment.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Superintendent**
2.	Number of posts	:	38
3.	Classification	:	Group B
4.	Pay Matrix	:	Level 7 (Pre-revised PB-2: GP 4600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not Applicable
7.	Educational and other qualifications required for direct recruitment	:	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	5 years of experience as Jr. Superintendent in Pay Matrix Level 6 (Pre-revised PB-2: GP 4200) or 5 years of experience in Pay Matrix Level 6 (Pre-revised PB-2: GP 4200) in the relevant cadre.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Junior Superintendent**
2.	Number of posts	:	56
3.	Classification	:	Group B
4.	Pay Matrix	:	Level 6 (Pre-revised PB-2: GP 4200)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	32 years
7.	Educational and other qualifications required for direct recruitment	:	Bachelor's degree in Arts/Science or Humanities including Commerce with at least 60% marks or equivalent CGPA from a recognized university with 6 years of administrative experience. **Desirable:** Proficiency in use of computer office applications such as MS Word, MS Excel, etc.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 50% Promotion: 50%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Bachelor's degree with 6 years of experience as a Senior Assistant in Pay Matrix Level 5 (Pre-revised PB-1: GP 2800) or Bachelor's degree with 6 years of experience in Pay Matrix Level 5 (Pre-revised PB-1: GP 2800) in the relevant cadre.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Senior Assistant**
2.	Number of posts	:	75
3.	Classification	:	Group C
4.	Pay Matrix	:	Level 5 (Pre-revised PB-1: GP 2800)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable
7.	Educational and other qualifications required for direct recruitment	:	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	6 years of experience as Junior Assistant in Pay Matrix Level 3 (Pre-revised PB-1: GP 2000).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Junior Assistant**
2.	Number of posts	:	120
3.	Classification	:	Group C
4.	Pay Matrix	:	Level 3 (Pre-revised PB-1: GP 2000)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	27 years
7.	Educational and other qualifications required for direct recruitment	:	Bachelor's degree in Arts/Science or Humanities including Commerce with at least 60% marks or equivalent CGPA from a recognized University/Institute with knowledge of computer operations.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100% (upto 20% by selection from qualified internal candidates in Pay Matrix Level 1 and 2 (Pre-revised PB-1: GP 1800 and GP 1900) as per the decision of the competent authority).
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	H.Sc or Intermediate or 10+2 with knowledge of computer operations with 8 years of administrative experience as Jr.Attendant / Attendant in Pay Matrix Level 1 and 2 (Pre-revised PB-1: GP 1800 and GP 1900).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

TECHNICAL CADRE

1.	Name of the Post	**:**	**Senior Technical Officer**
2.	Number of posts	:	14
3.	Classification	:	Group A
4.	Pay Matrix	:	Level 12 (Pre-revised PB-3: GP 7600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	50
7.	Educational and other qualifications required for direct recruitment	:	M.E/M.Tech in relevant branch with at least 55% marks or equivalent CGPA from a recognized University/Institute with 5 years of experience at the level of Technical Officer in Pay Matrix Level 10 (Pre-revised PB-3: GP 5400) or equivalent. **or** B.E/B.Tech/M.Sc./MCA in relevant branch with at least 55% marks or equivalent CGPA from a recognized University/Institute with 8 years of experience at the level of Technical Officer in Pay Matrix Level 10 (Pre-revised PB-3: GP 5400) or equivalent
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 75% Promotion: 25%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	10 years of experience as Technical Officer/Technical Officer (SS) in the Pay Matrix Level 10/Level 11 (Pre-revised PB-3: GP 5400/ GP 6600).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Technical Officer (SS)**
2.	Number of posts	:	Technical Officer/Technical Officer(SS) - 32
3.	Classification	:	Group A
4.	Pay Matrix	:	Level 11 (Pre-revised PB-3: GP 6600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year.
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	**Promotion:** B.E/B.Tech/M.Sc/MCA in relevant branch with 8 years of experience as Technical Officer in Pay Matrix Level 10 (Pre-revised PB-3: GP 5400). or B.E/B.Tech/M.Sc/MCA in relevant branch with 8 years of experience in Pay Matrix Level 10 (Pre-revised PB-3: GP 5400) in the relevant cadre.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Technical Officer**
2.	Number of posts	:	Technical Officer/Technical Officer(SS) - 32
3.	Classification	:	Group A
4.	Pay Matrix	:	Level 10 (Pre-revised PB-3: GP 5400)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Upper age limit : 45 years
7.	Educational and other qualifications required for direct recruitment	:	M.E/M.Tech in relevant branch with at least 55% marks or equivalent CGPA from a recognized University/Institute with 5 years of relevant experience. or B.E/B.Tech/M.Sc/MCA in relevant branch with at least 55% marks or equivalent CGPA from a recognized University/Institute with 8 years of relevant experience.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 50% Promotion: 50%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	B.E / B.Tech / M.Sc. / MCA in relevant branch with 8 years of experience as Technical Superintendent in Pay Matrix Level 7 (Pre-revised PB-2: GP 4600) or B.E / B.Tech / M.Sc. / MCA in relevant branch with 8 years of experience in Pay Matrix Level 7 (Pre-revised PB-2: GP 4600) in the relevant cadre.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Technical Superintendent**
2.	Number of posts	:	45
3.	Classification	:	Group B
4.	Pay Matrix	:	Level 7 (Pre-revised PB-2: GP 4600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable
7.	Educational and other qualifications required for direct recruitment	:	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	B.E / B.Tech / M.Sc. / MCA in relevant branch with 6 years of experience as Junior Technical Superintendent in Pay Matrix Level 6 (Pre-revised PB-2: GP 4200). or B.Sc./3-year Diploma in Engineering in relevant branch with 8 years of experience as Junior Technical Superintendent in Pay Matrix Level 6 (Pre-revised PB-2: GP 4200). or B.E / B.Tech / M.Sc. / MCA in relevant branch with 6 years of experience in Pay Matrix Level 6 (Pre-revised PB-2: GP 4200) in the relevant cadre. or B.Sc./3-year Diploma in Engineering in relevant branch with 8 years of experience in Pay Matrix Level 6 (Pre-revised PB-2: GP 4200) in the relevant cadre.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Junior Technical Superintendent**
2.	Number of posts	:	60
3.	Classification	:	Group B
4.	Pay Matrix	:	Level 6 (Pre-revised PB-2: GP 4200)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	32 years
7.	Educational and other qualifications required for direct recruitment	:	B.E/B.Tech/M.Sc/MCA in relevant branch with at least 60% marks or equivalent CGPA from a recognized University/Institution with 5 years of relevant experience.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 50% Promotion: 50%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	BE/B.Tech/M.Sc./MCA in relevant branch with 5 years of experience as Senior Technician in Pay Matrix Level 5 (Pre-revised PB-1: GP 2800) **or** Diploma / B.Sc with 8 years of experience as Senior Technician in Pay Matrix Level 5 (Pre-revised PB-1: GP 2800) **or** Post SSLC plus 2 year ITI with 10 years of experience as Senior Technician in Pay Matrix Level 5 (Pre-revised PB-1: GP 2800) or BE/B.Tech/M.Sc./MCA in relevant branch with 5 years of experience in Pay Matrix Level 5 (Pre-revised PB-1: GP 2800) **or** Diploma / B.Sc with 8 years of experience in Pay Matrix Level 5 (Pre-revised PB-1: GP 2800) **or** Post SSLC plus 2 year ITI with 10 years of experience in Pay Matrix Level 5 (Pre-revised PB-1: GP 2800) in the relevant cadre.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Senior Technician**
2.	Number of posts	:	80 (including Hospital)
3.	Classification	:	Group C
4.	Pay Matrix	:	Level 5 (Pre-revised PB-1: GP 2800)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	6 years of experience as Junior Technician in Pay Matrix Level 3 (Pre-revised PB-1: GP 2000).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Junior Technician**
2.	Number of posts	:	120 (including Hospital)
3.	Classification	:	Group C
4.	Pay Matrix	:	Level 3 (Pre-revised PB-1: GP 2000)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	27 years
7.	Educational and other qualifications required for direct recruitment	:	Three-year Diploma in Engineering/Bachelor's Degree in Science as required in relevant branch with at least 60% marks or equivalent CGPA from a recognized University/Institution or Post SSLC with 2 year ITI with 60% marks or equivalent CGPA from a recognized Board/University/Institute with 2 years of relevant experience.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100% (up to 20% by selection from qualified internal candidates in Level 1 and 2 (Pre-revised PB-1: GP 1800 and GP 1900)).
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Diploma in Engg./Bachelor's degree in Arts/ Science as required or Post SSLC with 1 year ITI course with 8 years of relevant lab experience as Jr. Attendant / Attendant in Pay Matrix Level 1 and 2 (Pre-revised PB-1: GP 1800 and GP 1900)
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

INSTITUTE MAINTENANCE CADRE

1.	Name of the Post	**:**	**Superintending Engineer**
2.	Number of posts	:	1
3.	Classification	:	Group A
4.	Pay Matrix	:	Level 12 (Pre-revised PB-3: GP 7600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	50 years
7.	Educational and other qualifications required for direct recruitment	:	M.E/M.Tech in relevant branch with at least 55% marks or equivalent CGPA from a recognized University / Institution with 8 years of regular service in Group 'A' post of which at least 3 years of regular service as Executive Engineer in Pay Matrix in Level 11 (Pre-revised PB-3: GP 6600) or B.E/B.Tech in relevant branch with at least 55% marks or equivalent CGPA from a recognized University / Institution with 10 years of regular service in Group 'A' post of which at least 3 years of regular service as Executive Engineer in Pay Matrix in Level 11 (Pre-revised PB-3: GP 6600).
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not applicable.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Executive Engineer**
2.	Number of posts	:	5
3.	Classification	:	Group A
4.	Pay Matrix	:	Level 11 (Pre-revised PB-3: GP 6600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	B.E/B.Tech in relevant branch with 8 years of experience as Assistant Executive Engineer in Pay Matrix Level 10 (Pre-revised PB-3: GP 5400).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Assistant Executive Engineer**
2.	Number of posts	:	10
3.	Classification	:	Group A
4.	Pay Matrix	:	Level 10 (Pre-revised PB-3: GP 5400)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	45 years
7.	Educational and other qualifications required for direct recruitment	:	M.E/M.Tech in the relevant branch with at least 55% marks or equivalent CGPA from a recognized University/Institute with 5 years of relevant experience or B.E/B.Tech in the relevant branch with at least 55% marks or equivalent CGPA from a recognized University/Institute with 8 years of relevant experience.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 50% Promotion: 50%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Degree in Engineering in relevant branch with 8 years of experience as an Assistant Engineer in Pay Matrix Level 7 (Pre-revised PB-2: GP 4600).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Assistant Engineer**
2.	Number of posts	:	10
3.	Classification	:	Group B
4.	Pay Matrix	:	Level 7 (Pre-revised PB-2: GP 4600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Degree/Diploma in Engineering in relevant branch with 6 years of experience as a Junior Engineer in Pay Matrix Level 6 (Pre-revised PB-2: GP 4200) **or** Degree/Diploma in Engineering in relevant branch with 6 years of experience in Pay Matrix Level 6 (Pre-revised PB-2: GP 4200) in the relevant cadre.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Junior Engineer**
2.	Number of posts	:	12
3.	Classification	:	Group B
4.	Pay Matrix	:	Level 6 (Pre-revised PB-2: GP 4200)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	32 years
7.	Educational and other qualifications required for direct recruitment	:	Bachelor's Degree in Engineering in relevant branch with at least 60% marks or equivalent CGPA from a recognized University / Institution with 2 years of relevant experience; or Three-year Diploma in Engineering in relevant branch with 60% marks or equivalent CGPA from a recognized University / Institution with 5 years of relevant experience.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 50% Promotion: 50%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	B.E./ B.Tech. in relevant branch with 5 years of relevant experience as Sr.Technician in Pay Matrix Level 5 (Pre-revised PB-1: GP 2800) **or** Diploma in Engineering with 8 years of relevant experience as Senior Technician in Pay Matrix Level 5 (Pre-revised PB-1: GP 2800) or B.E./ B.Tech. in relevant branch with 5 years of relevant experience in Pay Matrix Level 5 (Pre-revised PB-1: GP 2800) in the relevant cadre **or** Diploma in Engineering with 8 years of relevant experience in Pay Matrix Level 5 (Pre-revised PB-1: GP 2800) in the relevant cadre.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Senior Technician**
2.	Number of posts	:	12
3.	Classification	:	Group C
4.	Pay Matrix	:	Level 5 (Pre-revised PB-1: GP 2800)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	6 years of relevant experience as Junior Technician in Pay Matrix Level 3 (Pre-revised PB-1: GP 2000).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Junior Technician**
2.	Number of posts	:	18
3.	Classification	:	Group C
4.	Pay Matrix	:	Level 3 (Pre-revised PB-1: GP 2000)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	27 years
7.	Educational and other qualifications required for direct recruitment	:	Three-year Diploma in Engineering / Bachelor's degree in Science as required in relevant branch with at least 60% marks or an equivalent CGPA from a recognized University/Institution or Post SSLC with 2 year ITI course with at least 60% marks or an equivalent CGPA from a recognized Board/University/Institution with 2 years of relevant experience.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not applicable.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

SPECIALIST CADRE

1.	Name of the Post	**:**	**Fire Officer**
2.	Number of posts	:	1
3.	Classification	:	Group A
4.	Pay Matrix	:	Level 11 (Pre-revised PB-3: GP 6600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	45 years
7.	Educational and other qualifications required for direct recruitment	:	B.E./B.Tech in Fire & Safety Engineering or equivalent with at least 60% marks or equivalent CGPA from a recognized University/Institute with 15 years of service in the relevant field in any State/Central Government organizations/ organization of high repute. **Desirable:**Experience in Fire Fighting operations & system maintenance & operation of firefighting vehicles, handling safety-related jobs like incident/ accident reporting/ investigation analysis, safety inspection, job safety analysis, shutdown safety, construction safety, conducting safety meetings/ audits, conducting mock-drills, fire & safety training in a Petroleum Refinery/ upstream/ downstream industries/ fertilizers/ chemical plants/fire & rescue services.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment / Deputation / Contract :100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not applicable.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Safety Officer**
2.	Number of posts	:	1
3.	Classification	:	Group A
4.	Pay Matrix	:	Level 11 (Pre-revised PB-3: GP 6600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	45 years
7.	Educational and other qualifications required for direct recruitment	:	Degree or Higher in Safety Engineering with at least 60% marks or equivalent CGPA from a recognized University/Institute and Advanced Diploma in Occupational Safety, Health and Environment, with 15 years of service in the relevant field in any State/Central Government organizations/ organization of high repute. **Desirable:** Multi-disciplinary experience of 15 years as Safety officer in handling workplace safety and accident prevention in large industry or research organization, with expertise in handling hazardous chemicals, electrical safety. Knowledge of safety standards and ISO regulations as applicable to safety and compliance with safety regulations.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment / Deputation / Contract :100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not applicable.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**HVAC Officer**
2.	Number of posts	:	1
3.	Classification	:	Group A
4.	Pay Matrix	:	Level 11 (Pre-revised PB-3: GP 6600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	45 years
7.	Educational and other qualifications required for direct recruitment	:	B.E/B.Tech in ME/EE with minimum 60% marks or equivalent from a recognized University / Institute with 15 years of service in the relevant field in any State/Central Government organizations/organization of high repute.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment / Deputation / Contract :100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not applicable.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

HINDI (OFFICIAL LANGUAGE) CADRE

1.	Name of the Post	**:**	**Assistant Registrar (Official Language)**
2.	Number of posts	:	1
3.	Classification	:	Group A
4.	Pay Matrix	:	Level 10 (Pre-revised PB-3: GP 5400)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	45 years
7.	Educational and other qualifications required for direct recruitment	:	Master's degree in Hindi/English with English/Hindi as a subject at degree level with at least 55% marks from a recognized University / Institute **or** Master's degree or equivalent in any subject with Hindi and English as a subject at the degree level with at least 55% marks from a recognized University / Institute; and 8 years of experience as Sr. Hindi Translator in Pay Matrix Level 7 or equivalent with experience of terminological work in Hindi and /or translation work from English to Hindi or vice-versa in any University / Government/Government organizations.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment / Deputation: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not applicable.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Senior Hindi Translator**
2.	Number of posts	:	2 [Jr.Hindi Asst. Gr.I /Jr. Hindi Tran./ Sr.Hindi Tran]
3.	Classification	:	Group B
4.	Pay Matrix	:	Level 7 (Pre-revised PB-2: GP 4600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	8 years of experience as Jr.Hindi Translator in Pay Matrix Level 6 (Pre-revised PB-2: GP 4200).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Junior Hindi Translator**
2.	Number of posts	:	2 [Jr.Hindi Asst. Gr.I /Jr. Hindi Tran./ Sr.Hindi Tran]
3.	Classification	:	Group B
4.	Pay Matrix	:	Level 6 (Pre-revised PB-2: GP 4200)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	8 years of experience as Jr. Hindi Assistant Gr.I in Pay Matrix Level 5 (Pre-revised PB-2: GP 2800).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Junior Hindi Assistant Gr.I**
2.	Number of posts	:	2 [Jr.Hindi Asst. Gr.I /Jr. Hindi Tran./ Sr.Hindi Tran]
3.	Classification	:	Group C
4.	Pay Matrix	:	Level 5 (Pre-revised PB-2: GP 2800)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	27 years
7.	Educational and other qualifications required for direct recruitment	:	Bachelor's degree in Hindi with English as a compulsory or elective subject or as a medium of examination at Degree level with at least 60% marks or equivalent CGPA and at least 3 years of relevant translation experience from Hindi to English and vice-versa in any University/Government/Government organizations.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not applicable.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

INSTITUTE TELEPHONES MAINTENANCE CADRE

1.	Name of the Post	**:**	**Executive Engineer (Telephones)**
2.	Number of posts	:	EE (Telephones) / AEE (Telephones) - 1
3.	Classification	:	Group A
4.	Pay Matrix	:	Level 11 (Pre-revised PB-3: GP 6600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	8 years of experience as Assistant Executive Engineer (Telephones) in Pay Matrix Level 10 (Pre-revised PB-3: GP 5400).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Assistant Executive Engineer (Telephones)**
2.	Number of posts	:	EE (Telephones) / AEE (Telephones) - 1
3.	Classification	:	Group A
4.	Pay Matrix	:	Level 10 (Pre-revised PB-3: GP 5400)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	45 years
7.	Educational and other qualifications required for direct recruitment	:	B.E / B.Tech in ECE/CSE or equivalent with at least 55% marks or equivalent CGPA from a recognized University/Institute with 8 years of relevant experience. or M.E /M.Tech in ECE/CSE or equivalent with at least 55% marks or equivalent CGPA from a recognized University/Institute with 5 years of relevant experience.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not applicable.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Assistant Engineer (Telephones)**
2.	Number of posts	:	1 [JT/ST/JE/AE]
3.	Classification	:	Group B
4.	Pay Matrix	:	Level 7 (Pre-revised PB-2: GP 4600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	8 years of experience as Junior Engineer (Telephones) in Pay Matrix Level 6 (Pre-revised PB-2: GP 4200).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Junior Engineer (Telephones)**
2.	Number of posts	:	1 [JT/ST/JE/AE]
3.	Classification	:	Group B
4.	Pay Matrix	:	Level 6 (Pre-revised PB-2: GP 4200)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	32 years
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	B.E/B.Tech in ECE/CSE or equivalent with 5 years of relevant experience as Sr. Technician (Telephones) in Pay Matrix Level 5 (Pre-revised PB-2: GP 2800) or Diploma in ECE/CSE or equivalent with 8 years of relevant experience as Sr.Technician (Telephones) in Pay Matrix Level 5 (Pre-revised PB-2: GP 2800).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Senior Technician (Telephones)**
2.	Number of posts	:	1 [JT/ST/JE/AE]
3.	Classification	:	Group C
4.	Pay Matrix	:	Level 5 (Pre-revised PB-1: GP 2800)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	6 years of experience as Junior Technician (Telephones) in Pay Matrix Level 3 (Pre-revised PB-1: GP 2000).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Junior Technician (Telephones)**
2.	Number of posts	:	1 [JT/ST/JE/AE]
3.	Classification	:	Group C
4.	Pay Matrix	:	Level 3 (Pre-revised PB-1: GP 2000)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	27 years
7.	Educational and other qualifications required for direct recruitment	:	Three-year Diploma in ECE/CSE or equivalent with at least 60% marks or an equivalent CGPA from a recognized University/Institute
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not applicable.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

HORTICULTURE CADRE

1.	Name of the Post	**:**	**Senior Horticulture Officer**
2.	Number of posts	:	1 [SHO / HO]
3.	Classification	:	Group A
4.	Pay Matrix	:	Level 11 (Pre-revised PB-3: GP 6600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	8 years of relevant experience as Horticulture Officer in Pay Matrix Level 10 (Pre-revised PB-3: GP 5400).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Horticulture Officer**
2.	Number of posts	:	1 [SHO / HO]
3.	Classification	:	Group A
4.	Pay Matrix	:	Level 10 (Pre-revised PB-3: GP 5400)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	45 years
7.	Educational and other qualifications required for direct recruitment	:	B.Sc (4 years) / B.Tech in Horticulture with at least 55% marks or equivalent CGPA from a recognized University/Institute with 8 years of relevant experience or M.Sc in Horticulture with at least 55% marks or equivalent CGPA from a recognized University/Institute with 5 years of relevant experience.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not applicable.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Horticulture Superintendent**
2.	Number of posts	:	1 [HS / HA]
3.	Classification	:	Group B
4.	Pay Matrix	:	Level 7 (Pre-revised PB-2: GP 4600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	8 years of experience as Horticulture Assistant in Pay Matrix Level 6 (Pre-revised PB-2: GP 4200).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Horticulture Assistant**
2.	Number of posts	:	1 [HS / HA]
3.	Classification	:	Group B
4.	Pay Matrix	:	Level 6 (Pre-revised PB-2: GP 4200)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	32 years
7.	Educational and other qualifications required for direct recruitment	:	B.Sc (4 years) / B.Tech in Horticulture with at least 60% marks or equivalent CGPA from a recognized University/Institute with 2 years of relevant experience.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not applicable
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

LIBRARY CADRE

1.	Name of the Post	**:**	**Librarian**
2.	Number of posts	:	1
3.	Classification	:	Group A
4.	Pay Matrix	:	Academic Level 14 (Pre-revised PB-4: GP 10000)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Upper Age Limit: 50 years
7.	Educational and other qualifications required for direct recruitment	:	Bachelor's degree in any discipline with Master's degree in Library Science/Information Science/ Documentation with at least 55% marks or an equivalent CGPA and a Ph.D. degree in the above discipline with a consistently good academic record and; At least 15 years of experience as Librarian of which 5 years as Deputy Librarian in a University Library or 10 years as Assistant Librarian in University or Educational Institute of national importance and; Evidence of innovative library service and organization of published work and ICT modernization of Library.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not applicable.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Deputy Librarian**
2.	Number of posts	:	1
3.	Classification	:	Group A
4.	Pay Matrix	:	Academic Level 12 (Pre-revised PB-3: GP 8000) (The incumbent will be moved to Academic Level 13A (Pre-revised PB-4: GP 9000) after 5 years as per UGC norms)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Upper Age Limit: 50 years
7.	Educational and other qualifications required for direct recruitment	:	Bachelor's degree in any discipline with Master's degree in Library Science/Information Science/Documentation with at least 55% marks or an equivalent grade with a consistently good academic record and; 8 years of experience as Assistant University Librarian / College Librarian and Evidence of innovative library service and organization of published work and professional commitment.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not applicable.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Assistant Librarian**
2.	Number of posts	:	2
3.	Classification	:	Group A
4.	Pay Matrix	:	Academic Level 10 (Pre-revised PB-3: GP 6000) (The incumbent will be moved to Academic Level 11 (Pre-revised PB-3: GP 7000) after 5 years as per UGC norms and designated as Assistant Librarian (SS))
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Upper Age Limit : 45 years
7.	Educational and other qualifications required for direct recruitment	:	Bachelor's degree in any discipline with Master's degree in Library Science/Information Science/Documentation with at least 55% marks or an equivalent CGPA and a consistently good academic record with knowledge of computerization of library and; Qualifying in the National Level Test conducted for the purpose by UGC or any other agency approved by UGC. However, candidates with a Ph.D degree in Library Science shall be exempted from the eligibility condition of NET/SLET/SET.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 50% Promotion: 50%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Master's degree in Library Science / Information/ Documentation with 8 years of experience as Library Superintendent in Pay Matrix Level 7 (Pre-revised PB-2: GP 4600).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Library Superintendent**
2.	Number of posts	:	3
3.	Classification	:	Group B
4.	Pay Matrix	:	Level 7 (Pre-revised PB-2: GP 4600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	6 years of experience as Jr. Library Superintendent in Pay Matrix Level 6 (Pre-revised PB-2: GP 4200). or 6 years of experience in Pay Matrix Level 6 (Pre-revised PB-2: GP 4200) in the relevant cadre.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Junior Library Superintendent**
2.	Number of posts	:	3
3.	Classification	:	Group B
4.	Pay Matrix	:	Level 6 (Pre-revised PB-2: GP 4200)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Upper age limit: 32 years
7.	Educational and other qualifications required for direct recruitment	:	Bachelor degree in any discipline with M.Lib.Sc/MLIS with 60% marks or equivalent CGPA from a recognized University / Institute with 6 years of relevant library experience in a reputed library. **Desirable:** • Proficiency in use of computer applications, MS Word, Excel, PowerPoint, etc. • Knowledge in Library Automation activities.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 33% Promotion: 67%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Bachelor's degree in any discipline with M.Lib.Sc/MLIS with 5 years of experience as Sr. Library Technician in Pay Matrix Level 5 (Pre-revised PB-1: GP 2800). **or** Bachelor's degree in any discipline with M.Lib.Sc/MLIS with 5 years of experience in Pay Matrix Level 5 (Pre-revised PB-1: GP 2800) in the relevant cadre.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Senior Library Technician**
2.	Number of posts	:	4
3.	Classification	:	Group C
4.	Pay Matrix	:	Level 5 (Pre-revised PB-1: GP 2800)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	6 years of experience as Jr. Library Technician in Pay Matrix Level 3 (Pre-revised PB-1: GP 2000). or 6 years of library experience in Pay Matrix Level 3 (Pre-revised PB-1: GP 2000) and holding designation as Jr. Library Technician at present.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Junior Library Technician**
2.	Number of posts	:	4
3.	Classification	:	Group C
4.	Pay Matrix	:	Level 3 (Pre-revised PB-1: GP 2000)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	27 years
7.	Educational and other qualifications required for direct recruitment	:	Bachelor's Degree in any discipline with M.Lib.Sc/M.L.I.S with 60% marks or equivalent CGPA from a recognized University/Institute. **Desirable:** Proficiency in use of computer applications, MS Word, Excel, PowerPoint, etc.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not applicable.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

HEALTH SERVICES CADRE

1.	Name of the Post	**:**	**Chief Medical Officer**
2.	Number of posts	:	1
3.	Classification	:	Group A
4.	Pay Matrix	:	Level 12 (Pre-revised PB-3: GP 7600) (The incumbent will be moved to higher Level as per DACPS)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	50 years
7.	Educational and other qualifications required for direct recruitment	:	MS/MD in clinical disciplines (Gen. Medicine, Gen. Surgery, Pediatrics, Ob & Gyn, Orthopedics, Anesthesia, etc.) or equivalent degree recognized by IMC and; 8 years of experience as Medical Officer in Level 10 (Pre-revised PB-3: GP 5400) in the reputed recognized hospital with not less than 20 beds. **Pay protection will be given to internal candidates who are already at Level 13 (Pre-revised GP 8700) or above.**
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not applicable.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Senior Medical Officer**
2.	Number of posts	:	3
3.	Classification	:	Group A
4.	Pay Matrix	:	Level 11 (Pre-revised PB-3: GP 6600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	MBBS with 4 years of experience as Medical Officer in Pay Matrix Level 10 (Pre-revised PB-3: GP 5400).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Medical Officer**
2.	Number of posts	:	8
3.	Classification	:	Group A
4.	Pay Matrix	:	Level 10 (Pre-revised PB-3: GP 5400)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	45 years
7.	Educational and other qualifications required for direct recruitment	:	MBBS degree from a University recognized by IMC including completion of Compulsory Rotary Internship (CRRI) with at least 55% marks or equivalent grade and at least 3 years working experience after the degree in the reputed recognized hospital with not less than 20 beds (Specialization as per requirement). **Desirable:** MD or MS in an appropriate branch of Medicine with at least 1 year working experience after the degree in the reputed recognized hospitals with not less than 20 beds.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not applicable.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Matron**
2.	Number of posts	:	1
3.	Classification	:	Group B
4.	Pay Matrix	:	Level 9 (Pre-revised PB-2: GP 5400)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable
7.	Educational and other qualifications required for direct recruitment	:	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	B.Sc / Diploma in Nursing with 8 years of experience as Assistant Matron in Pay Matrix Level 8 (GP 4800) or 20 years of experience as Staff Nurse/Sr.Staff Nurse with at least 2 years experience as Assistant Matron in Pay Matrix Level 8 (GP 4800).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Assistant Matron**
2.	Number of posts	:	3
3.	Classification	:	Group B
4.	Pay Matrix	:	Level 8 (Pre-revised PB-2: GP 4800)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable
7.	Educational and other qualifications required for direct recruitment	:	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	7 years of experience as Senior Staff Nurse in Pay Matrix Level 7 (Pre-revised PB-2: GP 4600); or 7 years of experience in Pay Matrix Level 7 (Pre-revised PB-2: GP 4600).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Senior Staff Nurse**
2.	Number of posts	:	6
3.	Classification	:	Group B
4.	Pay Matrix	:	Level 7 (Pre-revised PB-2: GP 4600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	37 years
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	7 years of experience as Staff Nurse in Pay Matrix Level 6 (Pre-revised PB-2: GP 4200).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Staff Nurse**
2.	Number of posts	:	11
3.	Classification	:	Group B
4.	Pay Matrix	:	Level 6 (Pre-revised PB-2: GP 4200)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	32 years
7.	Educational and other qualifications required for direct recruitment	:	B.Sc in Nursing with 60% marks or equivalent CGPA with 2 years of relevant experience or 3-year Diploma in Nursing & Midwifery with 60% marks or equivalent CGPA with 5 years of relevant experience.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not applicable
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

COMPUTATIONAL & INFORMATION SYSTEMS (CIS)

1.	Name of the Post	**:**	**Senior Technical Officer (Systems)**
2.	Number of posts	:	1
3.	Classification	:	Group. A
4.	Pay Matrix	:	Level 12 (Pre-revised PB-3: GP 7600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	50 years
7.	Educational and other qualifications required for direct recruitment	:	M.E./M.Tech. in CSE/ECE/IT/Software Sciences or equivalent degree with 60% marks and above or an equivalent CGPA with 8 years of experience or B.E/B.Tech/M.Sc in CSE/ECE/IT/Software Sciences/MCA or equivalent degree with 60% marks and above or an equivalent CGPA with 10 years of experience in Senior Position in reputed Computer Organization.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not Applicable.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Technical Officer (Systems)**
2.	Number of posts	:	4 [TO (SS) / TO]
3.	Classification	:	Group. A
4.	Pay Matrix	:	Level 11 (Pre-revised PB-3: GP 6600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	B.E/B.Tech/M.Sc in CSE/ECE/IT/Software Sciences/MCA or equivalent degree with 8 years of experience as Technical Officer (Sytems) in Pay Matrix Level 10 (Pre-revised PB-3: GP 5400).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Technical Officer (Systems)**
2.	Number of posts	:	4 [TO (SS) / TO]
3.	Classification	:	Group. A
4.	Pay Matrix	:	Level 10 (Pre-revised PB-3: GP 5400)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	45 years
7.	Educational and other qualifications required for direct recruitment	:	B.E/B.Tech/M.Sc in CSE/ECE/IT/Software Sciences/MCA or equivalent degree with 60% marks and above or an equivalent CGPA with 3 years of relevant experience.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 50% Promotion: 50%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	B.E/B.Tech/M.Sc in CSE/ECE/IT/Software Sciences/MCA or equivalent degree with 5 years of experience as Technical Superintendent (Systems) in Pay Matrix Level 7 (Pre-revised PB-2: GP 4600)
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Technical Superintendent (Systems)**
2.	Number of posts	:	3 + 1*
3.	Classification	:	Group B
4.	Pay Matrix	:	Level 7 (Pre-revised PB-2: GP 4600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	6 years of experience as Jr. Technical Supdt. (Systems) in Pay Matrix Level 6 (Pre-revised PB-2: GP 4200).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

*1 post of TS in CIS is reserved for staff (with electrical background) from maintenance cadre for BMS/UPS/AC/Generator – operations, service & procurement.

1.	Name of the Post	**:**	**Junior Technical Superintendent (Systems)**
2.	Number of posts	:	3
3.	Classification	:	Group B
4.	Pay Matrix	:	Level 6 (Pre-revised PB-2: GP 4200)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	32 years
7.	Educational and other qualifications required for direct recruitment	:	B.E/B.Tech/M.Sc in CSE/ECE/IT/Software Sciences or MCA or equivalent degree with 60% marks or an equivalent CGPA with 2 years of relevant experience.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 50% Promotion: 50%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	B.E/B.Tech/M.Sc in CSE/ECE/IT/Software or MCA or Diploma in CSE/ECE with 5 years of relevant experience as Sr.Technician (Systems) in Pay Matrix Level 5 (Pre-revised PB-2: GP 2800)
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Senior Technician (Systems)**
2.	Number of posts	:	1+1* [Jr.Tech (Sys.) / Sr.Tech.(Sys)]
3.	Classification	:	Group C
4.	Pay Matrix	:	Level 5 (Pre-revised PB-1: GP 2800)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	6 years of relevant experience as Junior Technician (Systems) in Pay Matrix Level 3 (Pre-revised PB-1:GP 2000).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

*1 post of JT/ST in CIS is reserved for staff (with electrical background) from maintenance cadre for BMS/UPS/AC/Generator – operations, service & procurement.

1.	Name of the Post	**:**	**Junior Technician (Systems)**
2.	Number of posts	:	1+1* [Jr.Tech (Sys.) / Sr.Tech.(Sys)]
3.	Classification	:	Group C
4.	Pay Matrix	:	Level 3 (Pre-revised PB-1: GP 2000)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	27 years
7.	Educational and other qualifications required for direct recruitment	:	B.Sc (CS) / BCA / Diploma in Computer Engineering/Computer Network Technology/ Information Technology with at least 60% marks or equivalent CGPA from a recognized University/Institute with 2 years of relevant experience.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not applicable.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

*1 post of JT/ST in CIS is reserved for staff (with electrical background) from maintenance cadre for BMS/UPS/AC/Generator – operations, service & procurement.

SECURITY CADRE

1.	Name of the Post	**:**	**Chief Security Officer**
2.	Number of posts	:	1
3.	Classification	:	Group A
4.	Pay Matrix	:	Level 12 (Pre-revised PB-3: GP 7600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	50 years
7.	Educational and other qualifications required for direct recruitment	:	Master's Degree from a recognized University with at least 55% marks or equivalent CGPA from a recognized University / Institute with at least 15 years of relevant experience of which at least 5 years experience in the Supervisory capacity in the Pay Matrix Level-11 (Pre-revised PB-3: GP 6600) in Central /State Govt. or Major of the Army or equivalent rank in Navy/Air Force or its equivalent in the Police/Security cadre of Government organizations/PSUs.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not applicable.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Security Officer (SS)**
2.	Number of posts	:	2 [SO / SO (SS)]
3.	Classification	:	Group A
4.	Pay Matrix	:	Level 11 (Pre-revised PB-3: GP 6600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion : 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Graduate with 8 years of experience as Security Officer in Pay Matrix Level 10 (Pre-revised PB-3: GP 5400).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Security Officer**
2.	Number of posts	:	2 [SO / SO (SS)]
3.	Classification	:	Group A
4.	Pay Matrix	:	Level 10 (Pre-revised PB-3: GP 5400)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	45 years
7.	Educational and other qualifications required for direct recruitment	:	Graduate in any discipline with at least 55% marks or equivalent CGPA from a recognized University/Institute with 8 years of experience in Supervisory grade plus Fire Fighting training and able to ride light vehicle/Motorcycle. ***Desirable:*** *Officers at the level of Deputy Superintendent of Police / Assistant Commandant or equivalent and Divisional Officer's Course from NFSC/CISF or Central / State training centers or from reputed Institute/University.*
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment : 50% Promotion: 50%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Degree with 8 years of supervisory experience of which at least 5 years experience in Pay Matrix Level 7 (Pre-revised PB-2: GP 4600) in the relevant cadre.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Deputy Security Officer**
2.	Number of posts	:	4
3.	Classification	:	Group B
4.	Pay Matrix	:	Level 7 (Pre-revised PB-2: GP 4600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable
7.	Educational and other qualifications required for direct recruitment	:	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion : 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	10+2 with 5 years of experience as Assistant Security Officer in Pay Matrix Level 6 (Pre-revised PB-2: GP 4200) or 10+2 with 5 years of experience in Pay Matrix Level 6 (Pre-revised PB-2: GP 4200) in the relevant cadre.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Assistant Security Officer**
2.	Number of posts	:	8
3.	Classification	:	Group B
4.	Pay Matrix	:	Level 6 (Pre-revised PB-2: GP 4200)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	32 years
7.	Educational and other qualifications required for direct recruitment	:	Bachelor's degree with at least 60% marks or equivalent CGPA from a recognized University/Institute with Military/Police/NCC/ Fire Fighting training and; 6 years of relevant experience and able to ride light vehicle/Motorcycle.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 50% Promotion: 50%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	10+2 with 6 years of experience as Senior Security Inspector in Pay Matrix Level 5 (Pre-revised PB-1: GP 2800). or 10+2 with 6 years of experience in Pay Matrix Level 5 (Pre-revised PB-1: GP 2800) in the relevant cadre.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Senior Security Inspector**
2.	Number of posts	:	16 + 16* Supernumerary posts (16 supernumerary posts will lapse as and when incumbents vacate the posts on retirement/promotion)
3.	Classification	:	Group C
4.	Pay Matrix	:	*Level 5 (Pre-revised PB-1: GP 2800)*
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable
7.	Educational and other qualifications required for direct recruitment	:	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion : 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	6 years of experience as Security Inspector in Pay Matrix Level 3 (Pre-revised PB-1: GP 2000).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

* The existing Security Inspector Gr.I (Pay matrix Level 4) will cease to exist. The incumbents will be placed in the post of Sr. Security Inspector (Pay Matrix Level 5).

1.	Name of the Post	**:**	**Security Inspector**
2.	Number of posts	:	20
3.	Classification	:	Group C
4.	Pay Matrix	:	Level 3 (Pre-revised PB-1: GP 2000)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	27 years
7.	Educational and other qualifications required for direct recruitment	:	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	3 years of experience as Security Guard in Pay Matrix Level 1 (Pre-revised PB-1: GP 1800).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Security Guard**
2.	Number of posts	:	22
3.	Classification	:	Group C
4.	Pay Matrix	:	Level 1 (Pre-revised PB-1: GP 1800)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	27 years
7.	Educational and other qualifications required for direct recruitment	:	SSLC with Physical fitness standards. Desirable NCC certificate
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not applicable.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

SPORTS CADRE

1.	Name of the Post	**:**	**Senior Sports Officer**
2.	Number of posts	:	3 [Sr. SO / SO(SS) / SO]
3.	Classification	:	Group A
4.	Pay Matrix	:	Level 12 (Pre-revised PB-3: GP 7600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	50 years
7.	Educational and other qualifications required for direct recruitment	:	Graduate with Master's degree in Physical Education/Sports Science (2 years course) from a recognized University/Institute with at least 55% marks and with 5 years of experience in the rank of Sports Officer (SS) in Level 11 (Pre-revised PB-3: GP 6600) or in equivalent Level and should have represented University/Institute at State/National level and; Should have specialization in at least one sport such as Hockey, Athletics, Swimming, Football, Basketball, Badminton, etc.,
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not applicable.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Sports Officer (SS)**
2.	Number of posts	:	3 [Sr. SO / SO(SS) / SO]
3.	Classification	:	Group A
4.	Pay Matrix	:	Level 11 (Pre-revised PB-3: GP 6600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion : 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Graduate with Master's degree in Physical Education / Sports Science with 8 years of experience as Sports Officer in Pay Matrix Level 10 (Pre-revised PB-3: GP 5400).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Sports Officer**
2.	Number of posts	:	3 [Sr. SO / SO(SS) / SO]
3.	Classification	:	Group A
4.	Pay Matrix	:	Level 10 (Pre-revised PB-3: GP 5400)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	45 years
7.	Educational and other qualifications required for direct recruitment	:	Graduate with Master's degree in Physical education/ Sports Science with at least 55% marks and with 5 years of relevant experience and should have represented University/Institute at State/National level and; Should have Specialization in at least one sport such as Hockey, Athletics, Swimming, Football, Basketball, Badminton, etc.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment – 50% Promotion – 50%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Graduate with B.PEd. with 8 years of experience as PTI Gr.I in Pay Matrix Level 7 (Pre-revised PB-2: GP 4600)
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Physical Training Instructor Gr.I**
2.	Number of posts	:	4 [PTI / PTI Gr.I]
3.	Classification	:	Group B
4.	Pay Matrix	:	Level 7 (Pre-revised PB-2: GP 4600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion : 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Graduate with B.PEd with 6 years of experience as PTI in Pay Matrix Level 6 (Pre-revised PB-2: GP 4200).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Physical Training Instructor**
2.	Number of posts	:	4 [PTI / PTI Gr.I]
3.	Classification	:	Group B
4.	Pay Matrix	:	Level 6 (Pre-revised PB-2: GP 4200)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Upper Age limit : 32 years
7.	Educational and other qualifications required for direct recruitment	:	Graduate with Bachelor of Physical Education (B.P.Ed) or equivalent with at least 60% marks with 3 years of relevant experience in any recognized Institutions and should have represented University/Institute at State/National level and; Should have specialization in at least one sport such as Hockey, Athletics, Swimming, Football, Basketball, Badminton, etc.,
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not applicable.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

ATTENDANT CADRE

1.	Name of the Post	**:**	**Office / Lab Assistant**
2.	Number of posts	:	15
3.	Classification	:	Group C
4.	Pay Matrix	:	Level 5 (Pre-revised PB-1: GP 2800)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	6 years of experience as Sr. Attendant in Pay Matrix Level 4 (Pre-revised PB-1: GP 2400). or 6 years of experience in Pay Matrix Level 4 (Pre-revised PB-1: GP 2400) in the relevant cadre.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Senior Attendant**
2.	Number of posts	:	30
3.	Classification	:	Group C
4.	Pay Matrix	:	Level 4 (Pre-revised PB-1: GP 2400)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	6 years of experience as Attendant (SS) in Pay Matrix Level 3 (Pre-revised PB-1: GP 2000) failing which 9 years of experience as Attendant in Pay Matrix Level 2 (Pre-revised PB-1: GP 1900) or 6 years of experience in Pay Matrix Level 3 (Pre-revised PB-1: GP 2000) in the relevant cadre failing which 9 years of experience in Pay Matrix Level 2 (Pre-revised PB-1: GP 1900) in the relevant cadre.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Attendant (SS)**
2.	Number of posts	:	25
3.	Classification	:	Group C
4.	Pay Matrix	:	Level 3 (Pre-revised PB-1: GP 2000)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable
7.	Educational and other qualifications required for direct recruitment	:	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	6 years of experience as Attendant in Pay Matrix Level 2 (Pre-revised PB-1: GP 1900) or 6 years of experience in Pay Matrix Level 2 (Pre-revised PB-1: GP 1900) in the relevant cadre.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Attendant**
2.	Number of posts	:	32 [Attendant / Jr.Attdt.]
3.	Classification	:	Group C
4.	Pay Matrix	:	Level 2 (Pre-revised PB-1: GP 1900)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	4 years of experience as Jr. Attendant in Pay Matrix Level 1 (Pre-revised PB-1: GP 1800).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Junior Attendant ***
2.	Number of posts	:	32 [Attendant / Jr.Attdt.]
3.	Classification	:	Group C
4.	Pay Matrix	:	Level 1 (Pre-revised PB-1: GP 1800)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	27 years
7.	Educational and other qualifications required for direct recruitment	:	Matric / SSLC
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment: 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not applicable
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

* No more recruitment in this cadre, except compassionate appointment.

DRIVER CADRE

1.	Name of the Post	**:**	**Chief Driver**
2.	Number of posts	:	2
3.	Classification	:	Group B
4.	Pay Matrix	:	Level 7 (Pre-revised PB-2: GP 4600)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion : 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	5 years of experience as Senior Driver in Pay Matrix Level 6 (Pre-revised PB-2: GP 4200) or 5 years of experience in Pay Matrix Level 6 (Pre-revised PB-2: GP 4200) in the relevant cadre.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Senior Driver**
2.	Number of posts	:	2
3.	Classification	:	Group B
4.	Pay Matrix	:	Level 6 (Pre-revised PB-2: GP 4200)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion : 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	6 years of experience as Driver (SG) in Pay Matrix Level 5 (Pre-revised PB-1: GP 2800). or 6 years of experience in Pay Matrix Level 5 (Pre-revised PB-1: GP 2800) in the relevant cadre.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Driver (SG)**
2.	Number of posts	:	2
3.	Classification	:	Group C
4.	Pay Matrix	:	Level 5 (Pre-revised PB-1: GP 2800)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion : 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	8 years of experience as Driver in Pay Matrix Level 3 (Pre-revised PB-1: GP 2000). or 8 years of experience in Pay Matrix Level 3 (Pre-revised PB-1: GP 2000) in the relevant cadre
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Driver**
2.	Number of posts	:	2
3.	Classification	:	Group C
4.	Pay Matrix	:	Level 3 (Pre-revised PB-1: GP 2000)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	27 years
7.	Educational and other qualifications required for direct recruitment	:	10+2 with light & heavy duty driving license with badge plus 2 years experience
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment : 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not applicable.
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

CANTEEN STAFF CADRE

1.	Name of the Post	**:**	**Chief Cook**
2.	Number of posts	:	1
3.	Classification	:	Group B
4.	Pay Matrix	:	Level 6 (Pre-revised PB-2: GP 4200)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion : 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	8 years of experience as Senior Cook in Pay Matrix Level 5 (Pre-revised PB-1: GP 2800). or 8 years of experience in Pay Matrix Level 5 (Pre-revised PB-1: GP 2800).
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Senior Cook**
2.	Number of posts	:	2
3.	Classification	:	Group C
4.	Pay Matrix	:	Level 5 (Pre-revised PB-1: GP 2800)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	Not applicable.
7.	Educational and other qualifications required for direct recruitment	:	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Promotion : 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	6 years of experience as Cook in Pay Matrix Level 3 (Pre-revised PB-1: GP 2000)
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

1.	Name of the Post	**:**	**Cook**
2.	Number of posts	:	2
3.	Classification	:	Group C
4.	Pay Matrix	:	Level 3 (Pre-revised PB-1: GP 2000)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment	:	27 years
7.	Educational and other qualifications required for direct recruitment	:	B.Sc in Hotel Management & Catering Technology with at least 60% marks or an equivalent CGPA from a recognized University / Institute with 3 years of relevant experience or Three year Diploma in Hotel Management & Catering Technology with at least 60% marks or an equivalent CGPA from a recognized University / Institute with 5 years of relevant experience.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not applicable.
9.	Period of probation, if any	:	One year
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment : 100%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not applicable
12.	If a Departmental Promotion committee exists what is its composition	:	Selection by the committee constituted as per section 12 of Statutes of IIT Madras.

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