

# **BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES LUCKNOW**

(An Autonomous Institution under the Department of  
Science and Technology, Government of India)



## **BYE-LAWS**

May 2016

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**BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES**

**BYE-LAWS**

**(FRAMED UNDER RULE 19 OF THE RULES & REGULATIONS OF THE INSTITUTE)**

(Approved by the Department of Science and Technology, Government of India Letter No.AI/BSIP/010/96 dated January 28, 1997)

**1. SHORT TITLE AND COMMENCEMENT :**

- 1.1. These Bye-laws shall be called the Bye-laws of the Birbal Sahni Institute of Palaeosciences.
- 1.2. These Bye-laws may be read in conjunction with the Rules and Regulations of the Birbal Sahni Institute of Palaeosciences.

**2. DEFINITIONS :**

2.1. In these Bye-laws, unless the context otherwise requires :

- (i) "Institute" shall mean the Birbal Sahni Institute of Palaeosciences (hereinafter referred to as the Institute) ;
- (ii) "Governing Body" shall mean the body which is constituted under Rule 4 as the Governing Body of the Institute ;
- (iii) "Chairman" shall mean the Chairman of the Governing Body ;
- (iv) "Director" shall mean the Director of the Institute appointed under the Rules ;
- (v) "Registrar" shall mean the Registrar of the Institute appointed under the Rules ;
- (vi) "Accounts Officer" shall mean the Accounts Officer of the Institute appointed under the Rules ;
- (vii) "Government of India" shall mean the Administrative Ministry/Department of the Government of India concerned with Science and Technology ;
- (viii) "Rules" shall mean and include the Rules and Regulations of the Institute ; and
- (ix) "Bye-laws" shall mean these Bye-laws, framed under Rule 19 of the Rules of the Institute.

### **3. PREPARATION OF BUDGET ESTIMATES :**

3.1. Not later than the 1st July of each year the Director will cause the preparation of the detailed estimates of the receipts and expenditures, and the anticipated opening and closing balances of the Institute for the ensuing financial year. These estimates shall be prepared in two parts - NON-PLAN and PLAN expenditures.

### **4. APPROVAL OF BUDGET ESTIMATES :**

4.1. The budget estimates shall first be placed before the Finance and Building Committee for consideration and then with its remarks and recommendations before the Governing Body for approval. The estimates shall thereafter be submitted to the Government of India for final approval.

4.2. One copy of the approved estimates shall be supplied to the Registrar and Accounts Officer. All variations arising out of the reappropriations of funds approved by the Governing Body/Director during the year shall also be similarly communicated.

### **5. APPROPRIATION :**

5.1. The funds of the Institute shall normally be appropriated for expenditure only on items which have been approved by the Governing Body under these Bye-laws.

5.2. The Institute shall constitute a separate pension fund for payment of retirement benefits to the employees of the Institute. In this fund, an annual subscription of not less than 10% of the total basic salary of the employees of the Institute shall be credited by the Institute every year.

5.3. A reserve fund, to the extent as may be decided by the Governing Body from time to time, will be held by the Institute to meet any emergent expenditure.

5.4. The funds provided in the approved estimates shall be deemed to be at the disposal of the Governing Body and the Director will have full powers to appropriate sums there from to meet expenditure on each item which has been approved by the Governing Body.

### **6. REAPPROPRIATION :**

6.1. The Director shall have the power to reappropriate funds from one unit of appropriation to another subject to conditions laid down in Rule 16.1. of the Rules. All such reappropriations shall be reported to Governing Body at its next meeting.

### **7. EXPENDITURE SANCTION :**

7.1. No expenditure by the Institute shall be incurred without the sanction of the competent authority.

7.2. The Director shall have full powers to sanction the details of expenditure on any item included in the budget up to the budget limit.

## **8. CONTRACTS :**

8.1. Save as otherwise provided, all contracts shall be executed by the Director on behalf of the Institute as authorized by the Governing Body.

8.2. The drafts of all contracts shall be carefully drawn up under proper legal advice wherever necessary.

## **9. LEGAL ACTION :**

9.1. The Director or his nominee shall have the power to file and defend suits and other proceedings on behalf of the Institute and shall have the power to compromise, settle or refer to arbitration any dispute relating to the Institute.

## **10. INVESTMENT :**

10.1. The funds of the Institute shall be invested in the name of the Institute and shall be as per the provisions laid down in Rule 13.2. of the Rules.

10.2. All purchases, sales or alterations in investments shall be effected on the authority of the Governing Body and all contracts, transfer deeds or other documents necessary for purchasing, selling or altering the investments of the Institute funds shall be executed by the Director. The safe custody of receipts will remain in the personal charge of the Registrar and will be verified once in six months in the Register of Securities to be maintained by an Officer to be nominated by the Director, and a certificate of verification will be recorded by the Registrar in the register.

## **11. DRAWING OF FUNDS :**

11.1. The Bankers of the Institute shall be any Indian Nationalized Bank. All funds shall be paid into the Institute's accounts with the Bankers and shall not be withdrawn except on cheque or transferred through a document signed by such officer as may be duly empowered in this behalf by the Governing Body and countersigned by an officer authorized by the Governing Body in this behalf. All payments to outside parties by or on behalf of the Institute exceeding Rs.5,000/- shall ordinarily be made by cheques. Cheque books will remain in the personal custody of the Accounts Officer.

11.2. The Accounts of the Institute shall be maintained by the Registrar in such forms as may be prescribed by the Governing Body from time to time.

11.3. Such members of staff of the Institute as may be so authorized by the Director, shall be allowed to draw and keep at their disposal permanent advances considered necessary,

from time to time, to meet petty expenditures. The permanent advances will be recouped as and when required.

11.4. The Accounts Officer shall apply a check, of the nature of preaudit, on all payments from the funds of the Institute and will record objections, if any. Such objections will be submitted with the comments of the Registrar thereon to the Director for consideration and final orders.

11.5. On the written requisition of the person appointed by the Comptroller and Auditor General of India for the purpose, the Director shall produce for his inspection or for the inspection of any officer deputed by the person concerned in his behalf any books, accounts, connected vouchers and other related documents and papers pertaining to the Institute.

## **12. ANNUAL ACCOUNTS AND RESULTS OF AUDIT :**

12.1. As soon as practicable after the accounts of a financial year are closed, the Annual accounts of the year of the Institute will be compiled. An intimation will be sent to the person appointed by the Comptroller and Auditor General of India for the purpose of auditing the accounts. The person concerned will thereupon arrange for the audit of the accounts of the Institute. He will record his certificate of audit at the foot of the Annual accounts.

## **13. FINANCE AND BUILDING COMMITTEE :**

13.1. The meetings of the Finance and Building Committee constituted according to Rule 11 shall normally be held twice a financial year, preferably during September and February. The functions of the Finance and Building Committee shall be as laid down under Rule 11.4 of the Rules.

13.2. For a meeting of the Finance and Building Committee at least fifteen days' written notice shall be given to its members, provided that the Chairman, for reasons to be recorded in writing, may call a meeting at such shorter notice as he may think fit.

13.3. All matters shall be decided by the Committee by a majority vote of the members present. Each member including the Chairman shall have one vote and in the event of a tie the Chairman, in addition, shall have a casting vote.

13.4. The Registrar shall keep the minutes of the meeting and send a copy of the minutes to all members as early as possible.

13.5. Any business which in the opinion of the Chairman of the Finance and Building Committee could be performed by circulation, may be carried out by circulation amongst all the members and any resolution so circulated and approved by the majority of members signing, shall be as effectual and binding as if such resolution had been passed at a meeting of the Finance and Building Committee, provided that at least three members of the Finance and Building Committee including Financial Adviser, Government of India have recorded their views on the resolution. Such resolution may be placed in the next meeting of the Finance and Building Committee for noting.

13.6. The Finance and Building Committee may also frame rules for the conduct of its own business, subject to the approval of the Governing Body.

#### **14. RESEARCH ADVISORY COUNCIL :**

14.1. The Research Advisory Council of the Institute shall be constituted as under :

(i) Chairman, to be nominated by the Governing Body, who shall not be an employee of the Institute. His term of office shall be three years ;

(ii) Nine Experts as Members, representing various aspects of palaeosciences and related disciplines, to be nominated by the Governing Body, who shall not be employees of the Institute. Their terms of office shall be three years ;

(iii) Director (Ex-officio) as Member - Convener ;

(iv) Deputy Director General Incharge Northern Region, Geological Survey of India (Ex-officio) as Member.

14.2. Any casual vacancy in the Research Advisory Council may be filled by the Governing Body for the residual term.

14.3. The functions of the Research Advisory Council shall be :

(i) to consider and recommend projects of research and related scientific activities to be undertaken by the Institute including their financial aspects ;

(ii) to scrutinize the recommendations of the Director on new projects and make recommendations thereon ;

(iii) to review, evaluate and monitor research work carried out at the Institute and make recommendations thereon to the Governing Body. In this connection, all members of the scientific staff will be required to present their work for evaluation and discussion ;

(iv) to recommend expansion or modification of existing research projects and related scientific activities of the Institute ;

(v) to consider and recommend the field programmes of the Institute ;

(vi) to consider and recommend purchase of high cost equipment needed for the scientific work of the Institute ; and

(vii) to make such other recommendations as may be deemed necessary for promotion of scientific research at the Institute.



14.4 As and when necessary, the Research Advisory Council may also constitute small panels including experts who are not employees of the Institute.

14.5. The Chairman of the Research Advisory Council shall preside at the meetings of the Council. In his absence, the members present shall elect a member to preside at the meeting.

14.6. The Convener of the Research Advisory Council shall be responsible for calling the meetings in consultation with the Chairman of the Council, and coordinating the working of the Council.

14.7. Six members of the Research Advisory Council shall constitute the quorum.

14.8. Meetings of the Research Advisory Council shall be convened twice a financial year preferably during July and January.

14.9. Fifteen days' notice in writing for every meeting of the Research Advisory Council shall be given to its members.

14.10. In case of difference of opinion among the members of the Research Advisory Council, the opinion of the majority shall prevail, provided that the dissenting members shall have the right to record their views of dissent. In case of equality of votes on any matter, the Chairman shall, in addition, have a casting vote.

## **15. DIRECTOR :**

15.1 Subject to the budget provisions made for the specific purpose, the Director shall have powers to incur expenditure in accordance with the procedures, guidelines and directions as may be issued by the Governing Body from time to time and also in accordance with General Financial Rules, Delegation of Financial Powers Rules other instructions/orders in force and/or to be amended/issued by the Government of India.

15.2. (i) The Director shall have the power to write off irrecoverable losses of stores or of public money (including loss of stamps) up to the value of Rs. 10,000/- in each case provided (a) the loss does not disclose a defect in rules or procedures, the amendments of which require the orders of higher authority or of Government of India, and (b) there has not been any fraud or serious negligence on the part of any employee which may call for disciplinary action by a higher authority.

(ii) The Director shall have the power to declare obsolete surplus or unserviceable stores as such up to Rs. 50,000/- in each case and dispose off the same in an authorized manner according to para 124 of the General Financial Rules, 1963 of the Government of India as amended from time to time.

All such matters shall be reported to the Governing Body at its next meeting.

15.3. The Director shall have the power to employ technical, administrative and others persons for short-periods for work of temporary nature paid from contingencies involving emoluments at rates prevailing as approved by the Government from time to time.

15.4. The Director shall have the power to send members of the staff to Symposia/Seminars/Conferences/Workshops/Training Courses/Meetings and Consultations within the country.

15.5. Subject to the availability of funds by valid appropriation or reappropriation from within the existing budget provision of the Institute, the Director shall have the power to create Scientific/Technical/Administrative and others post on purely temporary basis for a period not exceeding one year in a grade pay maximum of which does not exceed Rs. 4200/- p.m. subject to the condition that the scale of pay of the post so created conforms with the scale of pay approved for a similar post in the Institute. Action so taken by the Director will be reported to the Governing Body and further continuance of such personnel shall have to be with the approval of the Governing Body.

15.6. For the purpose of rules in the Accounts Code, the Fundamental and Supplementary Rules and other Rules of the Government of India in so far as they are applicable or made applicable to the conduct of the business of the Institute, Director shall exercise all the powers of the Head of the Department as prescribed by the Government of India from time to time.

15.7. The Director may during his absence from head-quarters authorize the Seniormost Scientist to sanction advances for travelling allowance, contingencies and to sign and countersign bills on his behalf. In emergent cases, the Officer so authorized may also exercise the powers of the Director and appraise the latter of the action taken by him.

## **16. REGISTRAR :**

16.1. The Registrar shall be in-charge of Administration including Accounts and shall be responsible for Director for proper discharge of his duties and functions in accordance with the Rules, Bye-laws and Staff Rules of the Institute and also in accordance with General Financial Rules, Delegation of Financial Powers Rules other instructions/orders in force and/or to be amended/issued by the Government of India.

16.2. The Registrar shall be in-charge of the correspondence relating to the Institute.

16.3. The Registrar shall be responsible for the maintenance and upkeep of the premises and the property of the Institute.

16.4. The Registrar shall be the custodian of records and the common seal of the Institute and such other property of the Institute as the Governing Body and/or the Director shall commit to his charge.

16.5. The Registrar shall be responsible for proper maintenance of the funds and accounts of the Institute. He shall see that all moneys received by the Institute through grants, donations, gifts, etc. are deposited in the bank accounts of the Institute and he shall arrange payments on behalf of the Institute therefrom.

16.6. The Registrar shall exercise such other powers and perform such other functions as may be assigned to him under the Rules, Bye-laws and Staff Rules of the Institute or by the Governing Body or the Director.

16.7. For the purpose of rules in Account Code, the Fundamental and Supplementary Rules and other Rules of the Government of India in so far as they are applicable or made applicable to the conduct of the business of the Institute, the Registrar shall exercise all the powers of the Head of the Office as prescribed by the Government of India from time to time.

16.8. If for any reason, the Registrar is temporarily absent, the Director may take over himself or assign to any member of staff of the Institute, any of the functions and duties of the Registrar as he deems fit.

## **17. CLASSIFICATION OF MEMBERS OF STAFF OF THE INSTITUTE :**

17.1. Except in case of those paid from contingencies, the members of staff of the Institute shall be classified as :

(i) Scientific - which term shall include Director, Scientist 'G', Scientist 'F', Scientist 'E', Scientist 'D', Scientist 'C', Scientist 'B' and such other scientific posts as may be decided by the Governing Body from time to time.

(ii) Technical - which term shall include Technical Officer 'D', Technical Officer 'C', Technical Officer 'B', Technical Officer 'A', Technical Assistant 'E', Technical Assistant 'D', Technical Assistant 'B', Technical Assistant 'A' and such other posts as may be decided by the Governing Body from time to time.

(iii) Administrative and others - which terms shall include Registrar, Accounts Officer, Section Officer, Personal Secretary, Hindi Officer, Accountant, Assistant, Personal Assistant, Stenographer, Guest House Manager, Hindi Translator, Junior Stenographer, Upper Division Clerk, Lower Division Clerk, Driver III, Driver II, Driver I, Multi-Tasking Staff IV, Multi-Tasking Staff III, Multi-Tasking Staff II, Multi-Tasking Staff I and such other administrative and others staff as may be decided by the Governing Body from time to time.

## **18. APPOINTMENTS :**

18.1. The creation, upgradation, abolition and redesignation of all posts shall be finalized by the Governing Body with the approval of the Government of India. The regular posts may be filled in accordance with the Government's Rules, Regulations and Instructions issued from time to time.

18.2. All scientific and technical posts at the Institute shall normally be filled by direct recruitment through an open advertisement. However, the competent appointing authority shall have the power to fill a particular post by invitation or on deputation or on contract or re-employment.

18.3. The Governing Body shall have the power to appoint, on the recommendation of the appropriate Selection Committee as set-up under Bye-law 18.7., all categories of staff carrying a grade pay maximum of which exceeds Rs. 4200/- p.m. The Governing Body may, however, by a resolution delegate these powers to the Chairman of the Governing Body except for appointment to those posts for which the Chairman himself is the Convener in the Selection Committee under Bye-law 18.7.

18.4. The Governing Body shall have the power to fix, on the recommendation of the appropriate Selection Committee as set-up under Bye-law 18.7., the pay at the time of initial appointment of an incumbent at a stage higher than the minimum of the scale but not involving more than five increments in any case in respect of the posts to which appointments can be made by the Governing Body. The Chairman of the Governing Body shall exercise these powers in

respect of the posts for which the Chairman may be the appointing authority under powers delegated to him under Bye-law 18.3.

18.5. The Director shall have the power to appoint, on the recommendation of the appropriate Selection Committee as set up under Bye-law 18.7., all categories of staff carrying a grade pay maximum of which does not exceed Rs. 4200/- p.m.

18.6. The Director shall have the power to fix, on the recommendation of the appropriate Selection Committee, as set-up under Bye-law 18.7., the initial pay of an incumbent at a stage higher than the minimum of the scale but not involving more than five increments in respect of post to which appointment can be made by him under the powers vested in him by the Governing Body under Bye-law 18.5.

18.7. Selection Committees for filling of posts by direct recruitment/deputation/contract, or wherever provided for, by promotion from amongst the members of staff of the Institute, shall be constituted in the manner laid down below :

(a) For the post of Director, the strength of the Search-cum-Selection Committee inclusive of the Chairman shall not normally be more than five. The Chairman of the Search Committee would either be Secretary, Department of Science & Technology or an eminent Scientist/ Technologist (to be nominated by the DST). However, in the event of Secretary, DST not being Chairman, he/she will be a Member. The other Members of the Committee would be experts of eminence preferably from the fields of specialization relevant for the Institute (to be nominated by the DST).

The composition of the Search-cum-Selection Committee will be approved by the Department of Science & Technology and/or Department of Personnel & Training or the Competent Authority as per the extant Government of India instructions.

(b) For the posts of Scientist 'G', Scientist 'F', Scientist 'E' and Scientist 'D', the Selection Committee shall consist of :

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|--|----------|
| (i) Chairman or his nominee  | Convener |
| (ii) Two Representative Members of the Governing Body, one of which will be Director       | Members  |
| (iii) Two Experts nominated by the Governing Body, who are not in service of the Institute | Members  |

(c) For the posts of Scientist 'C' and Scientist 'B', the Selection Committee shall consist of :

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|-------|---|----------|
| (i)   | Chairman or an Eminent Scientist nominated by him, who is not in service of the Institute | Convener |
| (ii)  | Director  | Member   |
| (iii) | One Senior Scientist of appropriate status of the Institute nominated by the Chairman     | Member   |
| (iv)  | Two Experts nominated by the Chairman, who are not in service of the Institute            | Members  |

(d) (1) In the case of the Birbal Sahni Research Scholars and Birbal Sahni Associates, the Selection Committee shall consist of : Research

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|-------|--|----------|
| (i)   | Director or the Seniormost Scientist           | Convener |
| (ii)  | Nominee of the Chairman, GB                    | Member   |
| (iii) | Two External Experts nominated by the Director | Members  |

(d) (2) In the case of the Scientific Personnel of Sponsored Projects tenable at the Institute, the Selection Committee shall consist of:

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|-------|--|----------|
| (i)   | Director or the Seniormost Scientist   | Convener |
| (ii)  | Principal Investigator   | Member   |
| (iii) | Nominee of the Funding Agency, if required                                   | Member   |
| (iv)  | One Expert nominated by the Director, who is not in service of the Institute | Member   |

(e) For the post of Registrar, the Selection Committee shall consist of :

- |       |  |          |
|-------|--|----------|
| (i)   | Chairman   | Convener |
| (ii)  | Director   | Member   |
| (iii) | Three Experts nominated by the Governing Body, who are not in service of the Institute | Members  |

(f) For all Technical and Administrative posts other than the Registrar and Multi-Tasking Staff IV, Multi-Tasking Staff III, Multi-Tasking Staff II and Multi-Tasking Staff I, the Selection Committee shall consist of :

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|---|----------|
| (i) Director or his nominee   | Convener |
| (ii) Two Senior Officers of appropriate status of the Institute nominated by the Director | Members  |
| (iii) Two Experts nominated by the Director, who are not in service of the Institute      | Members  |

(g) For the posts of Multi-Tasking Staff IV, Multi-Tasking Staff III, Multi-Tasking Staff II and Multi-Tasking Staff I, the Selection Committee shall consist of :

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|--|----------|
| (i) Nominee of the Director  | Convener |
| (ii) Registrar   | Member   |
| (iii) One Officer of the Institute nominated by the Director   | Member   |
| (iv) One Expert nominated by the Director  | Member   |
| (v) One Officer of SC/ST/OBC category, who is not in service of the Institute, nominated by the Director | Member   |

18.8. The recruitment rules for the post of Director, Birbal Sahni Institute of Palaeosciences, Lucknow in the scale of pay of Scientist 'H' (HAG) will be applicable as provided in Schedule 'A'.

18.9. Except for the post of Director, the essential qualifications for filling all other posts by direct recruitment or by deputation or on contract, shall be prescribed as laid down in the relevant recruitment rules. The desirable qualifications/ specializations and/or job requirements for scientific posts except that of Director shall be prescribed by the Director and approved by the Chairman. In the case of technical, administrative and others, the desirable qualifications/specializations and/or job requirements shall be prescribed by the Director.

18.10. In the case of posts to be filled by direct recruitment or by deputation or on contract, the terms and conditions of posts shall be advertised/circulated by the Registrar and all applications received within the date specified in the advertisement shall be considered for short-listing by a Screening Committee consisting of two Members nominated by the Convener of the Selection Committee. The Screening Committee will adopt and record its own criteria for short-listing the candidates to be called for relevant tests, if required and/or interview.

The recommendations of the Screening Committee shall be referred to the Convener of the Selection Committee alongwith the credentials of all persons who have applied, for his approval.

18.11. The Selection Committee will consider the candidates recommended by the Screening Committee and approved by the Convener. The Selection Committee shall conduct process of selection by causing tests and/or interview of such candidates in accordance with the provisions of the relevant recruitment rules and shall make its recommendations to the appointing authority, the names of the selected candidates being arranged in order of merit which will determine their seniority on appointment.

18.12. The Registrar shall give notice of the meeting in writing to all the members of the Selection Committee at least a fortnight before the date of the meeting. No act or proceedings of any Selection Committee shall be invalidated on the ground merely of the absence of any member or members of the Selection Committee, provided that the Convener and at least 50% of the members including one Expert are present.

18.13. All appointments made at the Institute shall be reported to the Governing Body at its next meeting.

#### **19. RECRUITMENT AND ASSESSMENT FOR PROMOTION OF SCIENTIFIC AND TECHNICAL STAFF :**

19.1. Notwithstanding anything contained in the Bye-laws, the Scheme for Recruitment and Assessment for Promotion of Scientific will be applicable to these categories of staff as provided in Schedule 'B'.

19.2 Notwithstanding anything contained in the Bye-laws, the Scheme for Recruitment and Assessment for Promotion of Technical Staff will be applicable to these categories of staff as provided in Schedule 'C'.

19.3. The Assessment Committees for assessment for promotion for scientific and technical staff shall be constituted in the same manner as the Selection Committees for respective grades/posts under Bye-law 18.7.

19.4 An Institute employee who retires from a service or post after March 31, 1960 shall be eligible to add to his qualifying service for superannuation pension (but not for any other class of pension) the actual period not exceeding one fourth of the length of his service or the actual period by which his age at the time of recruitment exceeds 25 years or a period of 5 years, if the service whichever is less, if the service or post to which the Institute employee is appointed is one:

- (a) For which post-graduate research, or specialist qualification or experience in scientific, technological or professional fields, is essential ; and
- (b) To which candidates of more than twenty-five years of age are normally recruited ;



Provided that this concession shall not be admissible to a Institute employee unless his actual qualifying service at the time he quits Institute's is not less than ten years;

Provided also that this concession shall not be admissible to those who are eligible for counting their past service for superannuation pension unless they opt before the date of their retirement, which option once exercised shall be final, for the weightage of service under this sub-rule forgoing the counting of the past service

## **20. RECRUITMENT AND PROMOTION SCHEME FOR ADMINISTRATIVE STAFF AND OTHERS :**

20.1. Notwithstanding anything contained in the Bye-laws, the Scheme for Recruitment and Promotion of Administrative Staff and Others will be applicable to these categories of staff as provided in Schedule 'D'.

20.2. All the posts in the Grade Pay maximum of which does not exceed Rs.4200/- p.m. and which are filled by direct recruitment, will also be notified to the Employment Exchange.

20.3 An Institute employee who retires from a service or post after March 31, 1960 shall be eligible to add to his qualifying service for superannuation pension (but not for any other class of pension) the actual period not exceeding one fourth of the length of his service or the actual period by which his age at the time of recruitment exceeds 25 years or a period of 5 years, if the service whichever is less, if the service or post to which the Institute employee is appointed is one:

- (a) For which post-graduate research, or specialist qualification or experience in scientific, technological or professional fields, is essential ; and
- (b) To which candidates of more than twenty-five years of age are normally recruited ;

Provided that this concession shall not be admissible to a Institute employee unless his actual qualifying service at the time he quits Institute's is not less than ten years;

Provided also that this concession shall not be admissible to those who are eligible for counting their past service for superannuation pension unless they opt before the date of their retirement, which option once exercised shall be final, for the weightage of service under this sub-rule forgoing the counting of the past service

## **21. STANDING PROMOTIONS GRIEVANCE COMMITTEE :**

21.1. There shall be a Standing Promotions Grievance Committee to consider the grievances of the staff members of the Institute on procedural aspects of promotions, as under :

(i) Chairman	Convener
(ii) Director	Member
(iii) Chairman, Research Advisory Council	Member

21.2. The Standing Promotions Grievance Committee may meet at least once in six months depending upon the number of grievances made by the employees of the Institute on the procedural aspects of promotions.

21.3. The Standing Promotions Grievance Committee will report to the Governing Body.

## **22. RESEARCH PROJECTS :**

22.1. To cover the diverse aspects of palaeosciences, the research activities in the Institute shall in general be organized and carried-out on Projects' basis.

22.2. Each Project shall have for its day-to-day functioning a Project Leader. The Project Leader shall be nominated by the Director.

22.3. The post of a Project Leader may not necessarily be confined to a senior scientific staff member only.

## **23. UNITS :**

23.1. The research and scientific activities which are not covered under any project may be organized in units as may be decided by the Director from time to time.

23.2. The Director may if he deems fit, organize a unit to assist him in planning and co-ordination of the scientific activities as well as a cell for human resource development subject to the Rules and the Bye-laws of the Institute.

23.3. The Director may nominate a person incharge of a unit, as he deems proper.

## **24. TECHNICAL SUPPORT :**

24.1. The technical support in the Institute shall be organized as may be decided by the Director from time to time.

24.2. The technical staff members may be assigned to projects/units or organized into separate units or assigned to the administration division, as may be decided by the Director on the recommendations of the Registrar from time to time.

## **25. ADMINISTRATIVE SUPPORT :**

25.1. The administrative division of the Institute may be organized into sections/units as may be approved by the Director on the recommendations of the Registrar from time to time.

25.2. The Accounts Officer shall be incharge of the accounts section subject to general control of the Registrar. He shall perform functions as assigned to him under the Rules and the Bye-laws and such others assigned to him by the authorities of the Institute.

25.3. The assignments of Multi-Tasking Staff to projects/units or administration division shall be made by the Director on the recommendations of the Registrar from time to time.

## **26. BIRBAL SAHNI PROFESSORSHIP SCHEME :**

26.1. The Birbal Sahni Professorship shall be awarded to an outstanding scientist with specialization in palaeosciences or some allied discipline. The terms and conditions of the Birbal Sahni Professorship Scheme shall be as laid down in Schedule 'E'.

## **27. EMERITUS SCIENTIST SCHEME :**

27.1. There shall be an Emeritus Scientist Scheme operative in the Institute to avail of the expertise of senior retired scientists of the Institute and other scientists of repute who are acknowledged leaders/experts of their fields or specializations. The terms and conditions of the Emeritus Scientist Scheme shall be as laid down in Schedule 'F'.

## **28. VISITING SCIENTIST SCHEME :**

28.1. There shall be a Visiting Scientist Scheme operative in the Institute to invite visiting scientists from other Institutions of higher learning, R&D Laboratories and Scientific Organizations in India and abroad with a view to promote national and international cooperation in research and training in palaeosciences and allied disciplines and for bringing new ideas and techniques into the Institute. The terms and conditions of the Visiting Scientist Scheme shall be as laid down in Schedule 'G'.

## **29. BIRBAL SAHNI RESEARCH SCHOLARSHIP SCHEME AND BIRBAL SAHNI RESEARCH ASSOCIATESHIP SCHEME :**

29.1. There shall be a Birbal Sahni Research Scholarship Scheme and a Birbal Sahni Research Associateship Scheme operative in the Institute to provide opportunities to bright young persons for research and training in the field of palaeosciences and allied sciences. The terms and conditions of the Birbal Sahni Research Scholarship Scheme and Birbal Sahni Research Associateship Scheme shall be as laid down in Schedule 'H1' and 'H2'.

### **30. MEDALS, AWARDS AND PRIZES :**

30.1. In order to motivate and recognize excellence in research by the scientists of the Institute as well as from outside, there shall be medals/awards/prizes instituted from time to time in the Institute. The guidelines for the existing medals/awards/prizes shall be as laid down in Schedule 'I'.

### **31. CONSULTANCY, CONTRACT RESEARCH AND CONTRACT TRAINING :**

31.1. The scientific, technical and other staff members of the Institute shall be required to undertake consultancy, contract research and contract training assignments as and when required and approved by the Director. The guidelines for undertaking such consultancy, contract research and contract training work shall be as laid down in Schedule 'J'.

### **32. STAFF RULES :**

32.1. The employees of the Institute shall be governed by the Staff Rules framed by the Governing Body in respect of their emoluments, allowances, conditions of service and other related matters. They shall be further subject to any standing orders which may be issued by the authorities of the Institute from time to time.

### **33. SPONSORING THE VISITS OF STAFF MEMBERS ABROAD :**

33.1. Visits of the staff members abroad may be sponsored with full or partial financial assistance as the case may be in the interest of the Institute subject to availability of funds and exigencies of work in the Institute.

33.2. All cases of foreign visits of staff members shall be governed by the Institute's Bye-laws and leave rules in force.

33.3. No staff member will be deputed abroad with full or partial financial assistance again for Congresses/Conferences/Workshops/Seminars/Symposia etc. until he has put in three years service at the Institute after his last visit abroad with full or partial financial assistance from the Institute. However, important assignments which would enhance the prestige of the Institute, would be appropriate for special consideration.

33.4. All cases of deputations requiring partial or full financial support by the Institute for Congresses/Conferences/Workshops/Seminars/Symposia etc. shall be considered by a Deputation Committee constituted for the purpose by the Director. The Committee will consist of the Director as Convener and two experts, of which at least one should be from outside the Institute. The Committee shall scrutinize carefully the cases including the contributions proposed to be made in a particular Congress/Conference/Workshop/Seminar/Symposium etc. by the applicant. The recommendations of the Deputation Committee including the financial assistance, if any,

recommended by the Committee for an applicant shall be put up to the Chairman for approval.

33.5. The proposal for deputation of Director to Congresses/Conferences/Workshops/Seminars/Symposia etc. abroad or for pursuing any other matter with the purpose of promoting the objectives of the Institute shall be put up to the Chairman for approval.

33.6. The proposals relating to staff members going abroad for scholarship, fellowship, study or training under any scientific programme of Government and other agencies requiring financial assistance from the Institute for the staff member shall be put up by the Director to the Chairman for approval. Proposals for study/training of staff members abroad which do not require any financial assistance from the Institute shall be approved by the Director.

33.7. When a staff member of the Institute is sponsored for higher studies or training abroad under various programmes or on scholarship or fellowship granted by any Government/Scientific Agency, the terms of such visits will be regulated according to Government of India rules in force.

33.8. The following conditions should generally be satisfied for grant of permission to a staff member of the Institute sponsored with full or partial financial assistance by the Institute under Bye-law 33.6. except for attending Congresses/Conferences/Workshops/Seminars/ Symposia, etc. :

(i) He should have completed a minimum of five years regular and continuous service. The limit may, however, be relaxed in cases where the very nature of study/training is such that it is not feasible to have such a restriction.

(ii) He should have at least three years to serve after the conclusion of the study/training and is not expected to retire within that period. He should be required to give an undertaking in writing that he would serve the Institute for a period of at least three years after the conclusion of the study/training.

33.9. After his return from abroad, every staff member should submit a comprehensive report of the trip including visits to Research Institutes, if any, within one month from the date of return. Such staff members will also be required to deliver seminars under the Chairmanship of the Director about their activities during the trip abroad.

33.10. All cases of visits abroad with full or partial financial assistance from the Institute or without any financial assistance from the Institute shall be reported to the Research Advisory Council in case of Scientific and Technical staff and to the Governing Body for all the staff members.

**34. TRAVELLING ALLOWANCE/DAILY ALLOWANCE/HONORARIA FOR CHAIRMAN/CONVENER AND MEMBERS OF THE GOVERNING BODY AND OTHER COMMITTEES CONSTITUTED BY THE GOVERNING BODY/AUTHORITIES :**

34.1. Travelling allowance and daily allowance for Chairman/ Convener and other non-official members of the Governing Body and other committees constituted by the Governing Body/Authorities shall be regulated in accordance with the provisions of Supplementary Rule 190 as amended from time to time and instructions issued thereunder from time to time. For this purpose, they shall be treated as equivalent to Group 'A' Officers of the highest status of the Government of India.

34.2. Members of the Governing Body and other committees constituted by the Governing Body/Authorities who are Government employees shall receive travelling allowance and daily allowance from the source from which they draw their salary at the rate admissible to them. The Institute shall reimburse the same to the concerned Organisation/Department.

34.3. The Chairman and Members of the Governing Body and other committees constituted by the Governing Body/Authorities shall be paid Rs.2000/- per day in the case of non-official members. The Government employees and also the Institute's employees included in these committees will not be eligible for any honorarium.

**35. ACCOMMODATION AT THE GUEST HOUSE :**

35.1. Accommodation at the Guest House of the Institute shall be available to visiting scientists and others. The category-wise rates shall be fixed and notified by the Director on the recommendations of the Registrar from time to time.

**RECRUITMENT RULES FOR THE POST OF DIRECTOR, BIRBAL SAHNI  
INSTITUTE OF PALAEOSCIENCES, LUCKNOW IN THE GRADE OF SCIENTIST 'H'  
(HAG)**

**Name of the Institute: Birbal Sahni Institute of Palaeosciences, Lucknow**

**1. Short Title and Commencement :**

These Rules may be called Birbal Sahni Institute of Palaeosciences, Lucknow Recruitment Rules, 2011 for the post of Director.

These Rules shall come into force from the date of approval by the Government of India and would supersede earlier recruitment rules for the post of Director, Birbal Sahni Institute of Palaeosciences, Lucknow.

**2. Definitions :**

- a) Institute means the Birbal Sahni Institute of Palaeosciences, Lucknow
- b) Director means Director of the Birbal Sahni Institute of Palaeosciences, Lucknow.
- c) Central Government means Government of India in the Department of Science & Technology.
- d) Search-cum-Selection Committee means a Committee constituted by the Central Government for considering appointment/extension to the post of Director, Birbal Sahni Institute of Palaeosciences, Lucknow.
- e) Governing Body means the body which is constituted under Rule 4 as the Governing Body of the Institute.
- f) Chairman means the Chairman of the Governing Body of the Institute.
- g) Rules and Regulations mean the Rules of the Birbal Sahni Institute of Palaeosciences, Lucknow.
- h) Bye-Laws mean Bye-Laws of the Birbal Sahni Institute of Palaeosciences, Lucknow framed under Rule 19.

**3. Number of posts, classifications, job description and scale of pay :**

The number of posts, its classification, the scale of pay, job description attached thereto shall be as specified in columns 1 to 6 of the Schedule A – 1 annexed to these Rules.

**4. Method of recruitment, age limit and qualification, age of superannuation and probation period:**

The method of recruitment for the said post, age-limit, qualifications and other matters relating thereto shall be as specified in columns 7 to 14 of the Schedule A-1 aforesaid.

**5. Disqualifications :** No person –

- a) Who is not an Indian citizen or has given up the Indian citizenship  
or
- b) Who is of unsound mind  
or
- c) Has done any concealment/misrepresentation of material facts/information  
or
- d) Who, has entered into or contracted a marriage with a person having a spouse living,  
or
- e) Who, having a spouse living, has entered into or contracted a marriage with any person,  
shall be eligible for appointment to the said post :

Provided that the Government of India may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**6. Removal/Termination of appointment:** Government of India, on the recommendation of the Governing Body of the Institute, will have the power to remove the Director or terminate the appointment of Director in cases of proven misconduct or fraud or major financial irregularities/misappropriations, criminal proceedings, etc; after following the due process and keeping in view the extant Government of India instructions.

**7. Other terms and conditions of the service:** The Director shall hold office on such terms and conditions as may be decided by the Governing Body with the approval of Government of India. Further, the appointment and continuation of the Director will be governed by instructions issued by the Government of India from time to time.

**8. Miscellaneous :**

a) Wherever the instructions of Government of India require obtaining approval of a specific authority (like ACC, etc), approval of Government of India would be subject to obtaining approval (s) of such authorities.

**9. Power to relax:** The Government of India on its own, or on the recommendations of the Search-cum-Selection Committee or the Governing Body of the Institute may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules.



## SCHEDULE A-1

- 1. Name of post** : Director
- 2. Number of post** : 1 (One)
- 3. Classification** : Scientific
- 4. Scale of Pay** : Rs.67,000 (annual increment @ 3%)-Rs.79000/-
- 5. Whether Selection post or non-selection post** : Selection post
- 6. Job Description** : The Director will have the overall administrative control of the Institute and will provide high-level leadership to the Institute in identification of research programmes and projects of national and international relevance in various specialized fields of research undertaken by the Institute. He/She will enthuse and motivate scientists of the Institute; promote creativity and excellence and create an atmosphere conducive to harmonious functioning of the Institute. He/She will interact and establish rapport with national and international, academic and professional institutions and specialists dealing with the research undertaken by the Institute in Palaeosciences or allied disciplines and will ensure multi-disciplinary and multi-institutional cooperation towards fulfillment of the objectives of the Institute.
- He/She should be a palaeobotanist with research experience and publications in both basic and applied aspects of palaeosciences so as to be able to lead the Institute from the front.
- 7. Age limit** : Not exceeding 56 years. The crucial date for determining the age limit shall be 1<sup>st</sup> January of the calendar year if the post is advertised in the 1<sup>st</sup> half of the calendar year or 1<sup>st</sup> July of the calendar year if the post is advertised in the 2<sup>nd</sup> half of the calendar year.
- 8. Mode of recruitment** : Recruitment for the post of Director shall be made by any of the following method (s)
- i) By direct recruitment
  - ii) By deputation, including short-term contract
  - iii) Re-employment

**Notes:**

- i) The Search-cum-Selection Committee referred to in Column 11 shall also consider the applications and nominations received from Fellows of Academies, Directors of National Laboratories and Vice Chancellors of Universities, etc.
- ii) The Committee can consider those who may not have applied for the post after considering all the applications and nominations and finding that no candidate is suitable.
- iii) The Search-cum-Selection Committee can also invite a person of high repute for appointment.
- iv) The Ministry//Search-cum-Selection Committee would formulate transparent criteria for short-listing of candidates and for subsequent selection.
- v) On the recommendations of the Search-cum-Selection Committee, the appointment of the candidate shall be made by the Governing Body with the approval/concurrence of Government of India (Department of Science & Technology) and Appointments Committee of the Cabinet (ACC), wherever applicable.

**9. Educational and other qualifications** : **Essential:** Doctorate in Geology or Botany on Palaeobotanical aspects

**Desirable:**

- i) Post-Doctoral research
- ii) Original published work of high standard
- iii) Evidence of high professional eminence by way of recognitions like fellowship of academies, national/international awards in science, etc.
- iv) Knowledge of botany (if geologist) or geology (if botanist) through some professional course/training (supported by relevant documents) from a recognized University.

## 10. Experience

: **For Direct Recruitment:**

### **Essential:**

- a) At least 20 years of experience in R&D in industrial and academic institutions and/or Science and Technology Organizations or as faculty/ scientist of recognized national/ international universities/research institutes/ corporate R&D Labs, etc. ,out of which atleast 4 years should be in managerial/administrative capacity for science & technology programmes, planning and development, budget and finance, coordination and such organizational matters.
- b) Experience of handling international collaborative programmes or projects; organizing conferences/ training programmes in Palaeosciences; and experience in both basic and applied aspects of palaeobotanical research.

### **For Deputation/Contract:**

In case of Recruitment by Deputation/Contract-Scientists or Technologists working in the Central/ State Governments/ Universities/ Recognized Research Institutions/Semi-Government, Statutory or Autonomous Organizations in India :

- a) i) holding analogous post ; or  
ii) 5 years regular service in the post carrying pay in the payband of Rs. 37400-67000 + Grade Pay of Rs.10,000/- or equivalent. ;
- b) Possessing the essential educational qualifications mentioned in column 9 and essential experience in column 10.

## **11. Search-cum-Selection Committee and its composition, etc:**

a) The Department of Science and Technology, Government of India will constitute a Search-cum-Selection Committee in accordance with instructions issued by Department of Personnel & Training/Government of India from time to time.

b) The strength of the Search-cum-Selection Committee inclusive of the Chairman shall not normally be more than five. The Chairman of the Search Committee would either be Secretary, Department of Science &

Technology or an eminent Scientist/ Technologist (to be nominated by the DST). However, in the event of Secretary, DST not being Chairman,, he/she will be a Member. The other Members of the Committee would be experts of eminence preferably from the fields of specialization relevant for the Institute (to be nominated by the DST).

b) The composition of the Search-cum-Selection Committee will be approved by the Department of Science & Technology and/or Department of Personnel & Training or the Competent Authority as per the extant Government of India instructions.

**12. Tenure/Period of Deputation/  
Contract**

**: For Direct Recruitment & Deputation/Short-term  
Contract**

3 to 5 years or on attaining the age of superannuation as per extant Government instructions (60 years at present), whichever is earlier.

**Extension in tenure/deputation/contract period**

The tenure/deputation/contract period can be extended, on recommendations of the Governing Body by Government of India as per the extant instruction/procedure laid down by Department of Personnel & Training.

However, extensions beyond the age of 60 years can be granted only by Government of India on the recommendations of the Governing Body and as per the Government of India instructions issued from time to time.

**13. Age of superannuation** : 60 years or as laid down by Government of India from time to time.

**14. Probation Period** : One year

**Note 1:** Pay scales/grades mentioned are as per VIth Pay Commission, as accepted by the Government of India. For determining eligibility etc. corresponding scales of earlier pay commissions, as accepted by Government of India will be taken into account e.g. the corresponding earlier pay slab of Rs. 67,000-79,000/- is Rs. 22,400-24500.

**BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES, LUCKNOW**

**SCHEME FOR RECRUITMENT AND ASSESSMENT FOR PROMOTION OF  
SCIENTIFIC STAFF**

**1. SHORT TITLE:**

- 1.1 These rules shall be called the "Scheme for Recruitment and Assessment for Promotion of Scientific Staff".
- 1.2 These rules shall be effective from January 01, 2011.
- 1.3 These rules may be read in conjunction with the Rules and Regulations and Bye-Laws of the Birbal Sahni Institute of Palaeosciences.
- 1.4 The existing orders relating to Recruitment and Assessment for Promotion of Scientific Staff will stand modified to the extent indicated in the Scheme.
- 1.5 All Scientific Staff excluding the Director have been classified into six Groups as detailed below :

Scientist 'B'	-	PB-3 Rs.15600-39100 + GP Rs.5400
Scientist 'C'	-	PB-3 Rs.15600-39100 + GP Rs.6600
Scientist 'D'	-	PB-3 Rs.15600-39100 + GP Rs.7600
Scientist 'E'	-	PB-4 Rs.37400-67000 + GP Rs.8700
Scientist 'F'	-	PB-4 Rs.37400-67000 + GP Rs.8900
Scientist 'G'	-	PB-4 Rs.37400-67000 + GP Rs.10000

**2. RECRUITMENT OF SCIENTIFIC STAFF:**

- 2.1 The designation, pay band along with grade pay, minimum qualifications, experience and the age limit shall be as specified in Table I for Scientific posts.
- 2.2 The reservation of posts for Scheduled Castes, Scheduled Tribes and Other Backward Classes for direct recruitments shall be as per the general reservation orders of the Government of India, as applicable to Autonomous Bodies and as amended from time to time. The exemption granted to the Institute by the Government of India for direct recruitment for scientific posts above certain level shall also be taken into account as applicable in appropriate categories.
- 2.3 The entry point under scientific category shall normally be at Scientist 'B' stage. However, depending upon the needs, there shall be flexibility in filling up of Scientific posts at any stage subject to prior recommendation of the Research Advisory Council and the approval of

the Governing Body and Government of India thereon if it is proposed to fill up any scientific post above the entry stage. This provision will not apply in case there are sanctioned strengths at Scientist 'C', Scientist 'D', Scientist 'E', Scientist 'F' and Scientist 'G' stages.

- 2.4 The crucial date for determination of the age limit shall be the closing date for receipt of applications from candidates;

Provided that the age limit in respect of candidates belonging to reserved categories are subject to relaxation to the extent admissible under the orders of the Government of India, as applicable to Autonomous Bodies and as amended from time to time, and that the age limit shall not apply to the candidates appointed on contract/tenure basis,

Provided that in case of applicants already in service in any of the funded Institutions under the Department of Science & Technology, Government of India, the relaxation of age limit upto a maximum of 5 years shall be admissible.

- 2.5 Qualifications and other requirements for any post may be relaxed at the discretion of the appointing authority in respect of candidates otherwise well qualified.
- 2.6 The desirable qualifications/specializations and/or job requirements shall be prescribed by the Director in the case of scientific posts and approved by the Chairman.
- 2.7 The Convener of the Selection Committee may decide to cause competitive test (s) in addition to the trade test (s), if applicable and interview. In such cases, the Convener of the Selection Committee shall appoint examiner (s) and prescribe syllabi and cut-off marks for the competitive test (s).
- 2.8 The Selection Committees for the posts of Scientist 'G', Scientist 'F', Scientist 'E' and Scientist 'D' shall be constituted as laid down under Bye-Law 18.7 (b).
- 2.9 The Selection Committees for the posts of Scientist 'C' and Scientist 'B' shall be constituted as laid down under Bye-Law 18.7 (c).
- 2.10 It shall be the primary responsibility of the Registrar of the Institute to ensure that these rules are strictly followed.
- 2.11 The Governing Body shall have the right to make exceptions to these rules if it is convinced that there are unusual or special situations warranting such exceptions. The Governing Body shall also have the right to interpret or clarify the orders if need be.

**3. ASSESSMENT PROMOTION UNDER FLEXIBLE COMPLEMENTING SCHEME**  
:

- 3.1 All Scientists shall be eligible to be considered for up gradation under the Flexible Complementing Scheme (FCS).
- 3.2 To compute the total number of residency period for fulfilling the condition of minimum number of years for assessment, the following service shall be taken into account:
  - 3.2.1 The entire service rendered from the date of appointment to the regular grade in the pay-band along with grade-pay, and
  - 3.2.2 All periods of leave, including extraordinary leave, to the extent it counts for increments and the periods spent on deputation during the currency of appointment.
- 3.3 The residency period of service required in each grade for eligibility for assessment for promotion, number of chances provided for assessment in each grade for promotion to the next higher grade and Modified Assured Career Progression Scheme (MACPS) for each grade as applicable shall be laid down in Table II.
- 3.4 The assessment under Flexible Complimenting Scheme (FCS) for next grade would only be three times and thereafter the Scientist would be covered under Modified Assured Career Progression Scheme (MACPS) according to provisions of that scheme.
- 3.5 The Scientist who has been granted any grade under MACPS can be considered for next grade under FCS according to the eligibility and other provisions of FCS.
- 3.6 Total eligible candidates in a grade for assessment for promotion to the next higher grade within the same Group shall be worked out based on the number of years of service upto 31<sup>st</sup> December or 30<sup>th</sup> June of the year.
- 3.7 The scientific staff members shall be required to fill the approved respective proformae for annual performance appraisal report on calendar year basis.
- 3.8 The Registrar with the approval of the Director will notify the Reporting and Reviewing Officers. The Reporting Officer should be atleast one grade higher than that of the assessee. The Reviewing Officer should be, wherever possible of a grade higher than that of the Reporting Officer.
- 3.9 The Director will be the Designated Authority for all scientific staff.

3.10 The grading of the assessee by the Reporting and Reviewing Officers and the Designated Authority shall be made on a five-point scale as under :

Outstanding	: 90-100 marks
Very good	: 80- below 90 marks
Good	: 70- below 80 marks
Average	: 40- below 70 marks
Poor	: below 40 marks

3.11 Annual Performance Appraisal marks will be worked out by the Registrar based on the gradings of the Reporting Officer, Reviewing Officer and the Designated Authority with 40%, 30% and 30% weightages respectively and recorded in the APAR.

### **3.12 Screening Committee:**

3.12.1 All Scientists eligible according to the provisions of FCS and who meet the benchmark of 'Good' for Scientist 'B' and 'C' and 'Very Good' for Scientist 'D' and above would be screened in.

3.12.2 A Screening Committee shall be constituted by the Director for evaluation of annual work reports vis-a-vis the criteria for up-gradation under FCS. An external GB scientific member/RAC member may be co-opted in the selection process of the Screening Committee.

3.12.3 The Screening Committee would report on the scientific content of work done by the Scientist as in APAR format and the same would be made available to the respective assessment committee.

### **3.13 Peer Review :**

3.13.1 Peer review shall be applicable for assessment for promotion of Scientist 'E' to 'F' and Scientist 'F' to 'G'.

3.13.2 Three external peer reviews shall be got done for each scientists for the respective grade.

3.13.3 The Director with the approval of the Chairman shall appoint the peer reviewers.

3.13.4 The report of the peer reviews shall be made available to the assessment committees.

3.13.5 Approved proforma will be used for obtaining Peer Review reports from three external experts.



### **3.14 Assessment Committee :**

- 3.14.1** After Screening Committee, the lists of those being considered for assessment will be prepared and placed before the Assessment Committee in an alphabetical order along with resume and the work carried out by the assesses in approved proformae.
- 3.14.2 The Assessment Committees shall be constituted in the same manner as the Selection Committees for respective posts.
- 3.14.3 The Convener of the Assessment Committee may decide to cause trade test (s) even if the same is not prescribed in the relevant rules in addition to interview and peer review wherever applicable. In such cases, the Convener of the Assessment Committee shall appoint examiner (s) for the trade test (s).
- 3.14.3 The Assessment Committee would have characteristic of independent peer group for the assessment of the scientific content of the work. The Assessment Committee shall document specifically through one page summary, the specific content of the work done justifying the merit for consideration under FCS.
- 3.14.4 The proceedings of the Assessment Committee will be prepared in alphabetical order and handed over to the Registrar.
- 3.15 The Registrar will put up the proceedings of the Assessment Committee before the Competent Authority for approval.
- 3.16 The assessees, whether promoted or not, will be informed.
- 3.17 The Institute shall initiate action in advance and complete the assessment process for all those with requisite length of service by preceding December 31 or June 30 of the year.
- 3.18 The benefits of assessment promotion to the next higher grades shall be applicable from January 01 or July 01 of the year. The Competent Authority shall ensure that no promotion is granted with retrospective effect.
- 3.19 The pay of scientific staff on assessment promotion shall be fixed as per C.C.S. (R.P.) Rules, 2008 and as amended from time to time.
- 3.20 On assessment promotion, it will be obligatory on the part of the individual to continue to perform the same duties if so stipulated by the Competent Authority, and to perform such other and higher duties as may be assigned.
- 3.21 On assessment promotion to the higher grade, the post would be carried with the incumbent and the post held by him/her would revert to the original post to which he/she belongs, on his/her vacating the post.

3.22 The Governing Body shall have the right to make exceptions to these rules if it is convinced that there are unusual or special situations warranting such exceptions. The Governing Body shall have the right to interpret or clarify the orders if need be.

**TABLE I**

<b>Designation</b>	<b>Pay Band and Grade Pay</b>	<b>Minimum qualifications for direct recruitment</b>	<b>Age limit for direct recruitment</b>
Scientist 'B'	PB-3 Rs.15600-39100 + GP Rs.5400	M Sc or recognized equivalent qualification with a first division in Biosciences /Geology/ Physics/Chemistry or an allied discipline in Earth Science. 3 years research experience in relevant discipline.  OR  Ph D in relevant discipline.	35 years
Scientist 'C'	PB-3 Rs.15600-39100 + GP Rs.6600	M Sc or recognized equivalent qualification with a first division in Biosciences /Geology/ Physics/Chemistry or an allied discipline in Earth Science. 7 years research experience in relevant discipline.  OR  Ph D in relevant discipline. 4 years post-doctoral research experience in relevant discipline.	40 years
Scientist 'D'	PB-3 Rs.15600-39100 + GP Rs.7600	M Sc or recognized equivalent qualification with a first division in Biosciences /Geology/ Physics/Chemistry or an allied discipline in Earth Science. 10 years research experience in relevant discipline.  OR  Ph D in relevant discipline. 7 years post-doctoral research experience in relevant discipline. Adequate evidence of original work and leadership.	45 years

Scientist 'E'	PB-4 Rs.37400-67000 + GP Rs.8700	M Sc or recognized equivalent qualification with a first division in Biosciences /Geology/ Physics/Chemistry or an allied discipline in Earth Science. 13 years research experience in relevant discipline.  OR  Ph D in relevant discipline. 10 years post-doctoral research experience in relevant discipline. Adequate evidence of original work and leadership.	50 years
Scientist 'F'	PB-4 Rs.37400-67000 + GP Rs.8900	M Sc or recognized equivalent qualification with a first division in Biosciences /Geology/ Physics/Chemistry or an allied discipline in Earth Science. 15 years research experience in relevant discipline.  OR  Ph D in relevant discipline. 12 years post-doctoral research experience in relevant discipline. Adequate evidence of original work and leadership.	55 years
Scientist 'G'	PB-4 Rs.37400-67000 + GP Rs.10000	M Sc or recognized equivalent qualification with a first division in Biosciences /Geology/ Physics/Chemistry or an allied discipline in Earth Science. 18 years research experience in relevant discipline.  OR  Ph D in relevant discipline. 15 years post-doctoral research experience in relevant discipline. Adequate evidence of outstanding scientific contributions and proven leadership.	55 years

**TABLE II**

<b>Designation</b>	<b>Minimum residency period linked to performance for assessment for promotion to the next higher grade</b>	<b>Whether Screening/ Assessment Committee and Peer Review applicable</b>	<b>Eligible Grading for Screening Process FCS</b>
Scientist 'B'	3, 4, 5 years  If not promoted under FCS, MACPS is applicable as per rules of FCS.	Both Screening/ Assessment Committee applicable for FCS. Assessment Committee applicable for MACPS.	Good and above
Scientist 'C'	4, 5, 6 years.  If not promoted under FCS, MACPS is applicable as per rules of FCS.	Both Screening/ Assessment Committee applicable for FCS. Assessment Committee applicable for MACPS.	Good and above
Scientist 'D'	4, 5, 6 years.  If not promoted under FCS, MACPS is applicable as per rules of FCS.	Both Screening/ Assessment Committee applicable for FCS. Assessment Committee applicable for MACPS.	Very Good and above
Scientist 'E'	5, 6, 7 years  If not promoted under FCS, MACPS is applicable as per rules of FCS.	Both Screening/ Assessment Committee applicable for FCS. Peer Review also applicable for FCS. Assessment Committee applicable for MACPS.	Very Good and above
Scientist 'F'	5, 6, 7 years  If not promoted under FCS, MACPS is applicable as per rules of FCS.	Both Screening/ Assessment Committee applicable for FCS. Peer Review also applicable for FCS. Assessment Committee applicable for MACPS.	Very Good and above

**BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES, LUCKNOW**

**REVISED SCHEME FOR RECRUITMENT AND ASSESSMENT FOR PROMOTION  
OF TECHNICAL STAFF**

**1. SHORT TITLE:**

- 1.1 These rules shall be called the "Scheme for Recruitment and Assessment for Promotion of Technical Staff".
- 1.2 These rules shall be effective from April 01, 2012.
- 1.3 These rules may be read in conjunction with the Rules and Regulations and Bye-Laws of the Birbal Sahni Institute of Palaeosciences.
- 1.4 The existing orders relating to Recruitment and Assessment for Promotion of Technical Staff will stand modified to the extent indicated in the Scheme.
- 1.5 The Grades of all Technical Staff have been classified into two Groups as detailed below :

**GROUP I (FOR TECHNICAL POSTS)**

- Grade-I (1) PB-1 Rs.5200-20200 + GP Rs.1900  
Grade-I (2) PB-1 Rs.5200-20200 + GP Rs. 2400  
Grade-I (3) PB-1 Rs.5200-20200 + GP Rs.2800  
Grade-I (4) PB-2 Rs.9300-34800 + GP Rs.4200

**GROUP II (FOR TECHNICAL POSTS)**

- Grade-II (1) PB-1 Rs.5200-20200 + GP Rs.2800  
Grade-II (2) PB-2 Rs. 9300-34800 + GP Rs.4200  
Grade-II (3) PB-2 Rs.9300-34800 + GP Rs.4600  
Grade-II (4) PB-2 Rs.9300-34800 + GP Rs.5400  
Grade-II (5) PB-3 Rs.15600-39100 + GP Rs.6600  
Grade-II (6) PB-3 Rs.15600-39100 + GP Rs. 7600

In the above two Groups, the Roman numeral refer to the Group and the Arabic Numerals refer to the Grade.

## **2. RECRUITMENT OF TECHNICAL STAFF:**

- 2.1 The Group and Grade, designation, scale of pay, minimum qualifications, experience and the age limit shall be as specified in Table I for Technical posts of Group – I, and Table II for Technical posts of Group – II.
- 2.2 The reservation of posts for Scheduled Castes, Scheduled Tribes and other backward classes for direct recruitments shall be as per the general reservation orders of the Government of India, as applicable to Autonomous Bodies and as amended from time to time.
- 2.3 The direct recruitment under Group I shall as much as possible be made at I (1) stage. In only very special circumstances, direct recruitment may also be made at I (2) stage with prior approval of the Research Advisory Council and the Governing Body. No direct recruitment at I (3) and I (4) stage shall be made under Group I.
- 2.4 The direct recruitment under Group II shall as much as possible be made at II (1) stage. In only very special circumstances, direct recruitment may also be made at II (2), II (3), II (4) and II (5) stages with the prior approval of the Research Advisory Council and Governing Body. No direct recruitment at II (6) shall be made.
- 2.5 The crucial date for determination of the age limit shall be the closing date for receipt of applications from candidates,
- Provided that the age limit in respect of candidates belonging to reserved categories are subject to relaxation to the extent admissible under the orders of the Government of India, as applicable to Autonomous Bodies and as amended from time to time, and that the age limit shall not apply to the candidates appointed on contract/tenure basis,
- Provided that in case of applicants already in service in any of the funded Institutions under the Department of Science & Technology, Government of India, the relaxation of age limit upto a maximum of 5 years shall be admissible.
- 2.6 Qualifications and other requirements for any post may be relaxed at the discretion of the appointing authority in respect of candidates otherwise well qualified.
- 2.7 The desirable qualifications/specializations and/or job requirements shall be prescribed by the Director.
- 2.8 The Convener of the Selection Committee may decide to cause competitive test (s) in addition to the trade test (s), if applicable and interview. In such cases, the Convener of the Selection Committee shall appoint examiner (s) and prescribe syllabi and cut-off marks for the competitive test (s).
- 2.9 The Selection Committees for all technical posts shall be constituted as laid down under Bye-Law 18.7 (f).

- 2.10 It shall be the primary responsibility of the Registrar of the Institute to ensure that these rules are strictly followed.
- 2.11 The Governing Body shall have the right to make exceptions to these rules if it is convinced that there are unusual or special situations warranting such exceptions. The Governing Body shall also have the right to interpret or clarify the orders if need be.

### **3. ASSESSMENT FOR PROMOTION OF TECHNICAL STAFF:**

- 3.1 The technical staff members of the Institute will be eligible for assessment for promotion for their career advancement.
- 3.2 The number of years of service required in each grade for eligibility for assessment within that Group, number of chances provided for assessment in each grade for promotion to the next higher grade and threshold i.e. minimum marks required shall be as laid down in Table I for Technical posts of Group – I and Table II for Technical posts of Group – II.
- 3.3 To compute the total number of years for fulfilling the condition of minimum number of years for assessment, the following service shall be taken into account :
- 3.3.1 The entire service rendered from the date of appointment to the regular grade in the Group, and
- 3.3.2 All periods of leave, including extraordinary leave, to the extent it counts for increments and the periods spent on deputation during the currency of appointment.
- 3.4 Total eligible candidates in a grade for assessment for promotion to the next higher grade within the same Group shall be worked out based on the number of years of service upto 31<sup>st</sup> March preceding the assessment year. The assessment year shall be the financial year.
- 3.5 The technical staff recruited in one Group shall not be shifted to another Group on assessment promotion.
- 3.6 **APAR :**
- 3.6.1 The technical staff members of various groups shall be required to fill the approved respective proformae for annual performance appraisal report on financial year basis.
- 3.6.2 Total APAR marks in a year will be 100.



3.6.3 The grading of the assessee by the Reporting and Reviewing Officers and the Designated Authority shall be made on a nine-point scale as under :

Exceptional	: 90 marks
Outstanding	: 80 marks
Excellent	: 75 marks
Very Good	: 70 marks
Good	: 60 marks
Satisfactory	: 50 marks
Fair	: 40 marks
Poor	: 25 marks
Very Poor	: 10 marks

3.6.4 APAR marks will be worked out by the Registrar based on the gradings of the Reporting Officer, Reviewing Officer and the Designated Authority with 40%, 30% and 30% weightages respectively and recorded in the APAR.

3.6.5 The Registrar with the approval of the Director will notify the Reporting and Reviewing Officers. The Reporting Officer should be atleast one grade higher than that of the assessee. The Reviewing Officer should be wherever possible of a grade higher than that of the Reporting Officer.

3.6.6 The Director will be the Designated Authority for all technical staff of Group II and I. The Registrar will be the Reporting and the Reviewing Officer for the technical staff assigned to Administrative Division.

3.6.7 A weightage of 40% shall be given for APAR in respect of assessments of technical staff of Group II. This weightage of APAR for technical staff of Group I shall be 50%.

3.8 The Assessment Committees shall be constituted in the same manner as the Selection Committees for respective grades/posts.

3.9 The Convener of the Assessment Committee may decide to cause trade test (s) even if the same is not prescribed in the relevant rules in addition to interview and peer review wherever applicable. In such cases, the Convener of the Assessment Committee shall appoint examiner (s) for the trade test (s).

### **3.10 PEER REVIEW:**

- 3.10.1 For assessments for promotion from II (3) to II (4), II (4) to II (5) and II (5) to II (6) in Group II peer review of the work of the candidates by three Experts shall also be got done.
- 3.10.2 The assessee will give names and addresses of a minimum of three Experts to his/her specialisation from which the Convener of the Assessment Committee will select one for Peer Review. The remaining two Experts for Peer Review shall be appointed by the Convener of the Assessment Committee.
- 3.10.3 If an assessee fails to furnish the names and addresses of Experts as required under 3.10.2, within a period of a fortnight from the date of notification, the Convener of the Assessment Committee will be empowered to appoint the third Expert as well for Peer Review.
- 3.10.4 Provision of Alternate Experts may also be kept while selecting/appointing the Experts for Peer Review, so that if any Expert is not available or does not send his/her Peer Review Report by the specified date, another Expert among the Alternate Experts may be appointed.
- 3.10.5 The technical staff members will be required to submit their resume and the work carried out by them in the approved proformae of their respective Group for placing before the Assessment Committee and also for sending the same to the Experts for Peer Review, wherever applicable.
- 3.10.6 Approved proforma will be used for obtaining Peer Review reports from three Experts.
- 3.10.7 The reports of the Peer Review Experts shall remain with the Registrar and shall be made available to the Assessment Committee in order to make an objective assessment.

### **3.11 ASSESSMENT:**

- 3.11.1 Lists of those being considered for assessment will be prepared and placed before the Assessment Committee in an alphabetical order along with resume and the work carried out by the assessee in approved proformae.
- 3.11.2 For assessments, marks will be apportioned as follows:

a) **For Groups I :**

	Marks (Weightage - %)
i) Annual Performance Appraisal Reports	- 50
ii) Interview (Performance in interview including trade test (s) if any)	- 50

**b) For Group II :**

- |   |   |    |
|---|---|----|
| i) Annual Performance Appraisal Reports   | - | 40 |
| ii) Interview (Performance in interview including Peer Review reports, if applicable and trade Test (s) if any) | - | 60 |

- 3.11.3 The reports of the Peer Review Experts wherever applicable will be placed before the Assessment Committee by the Registrar.
- 3.11.4 Marks will be awarded by the Committee for each assessee after interview in an approved proforma. The Assessment Committee shall exercise a measure of judgment to maintain a high standard in the assessment of the work of the assessee and awarding marks as per the weightage indicated above taking into consideration the reports of the Peer Review Experts wherever applicable and the marks obtained by the assessee in the trade test (s), if any.
- 3.11.5 The APARs weightage marks will then be put up to the Assessment Committee by the Registrar and the weightage marks of APARs will be added in the interview marks. The Assessment Committee will make the recommendations based on the total marks scored by the candidates and the respective threshold marks for the respective grades.
- 3.12 Advance increments upto a maximum of five can be granted in very exceptional cases by the appointing authority on the recommendations of the assessment committee for reasons to be recorded by the Committee. The thrust of the grant of advance increments shall be towards building a scientific and technical temper in the Institute and excellence in technical work.
- 3.13 The proceedings of the Assessment Committee will be prepared in alphabetical order and handed over to the Registrar.
- 3.14 The Registrar will put up the proceedings of the Assessment Committee before the Competent Authority for approval.
- 3.15 The assessee, whether promoted or not, will be informed.
- 3.16 The Institute shall initiate action in advance and complete the assessment process for all those with requisite length of service by preceding March 31 of the assessment year, as much as possible by March 31 of the assessment year.
- 3.17 The benefits of assessment promotion to the next higher grades shall be applicable from April 01 of the assessment year.

- 3.18 The pay of technical staff on assessment promotion shall be fixed as per C.C.S. (R.P.) Rules, 2008 and as amended from time to time.
- 3.19 On assessment promotion, it will be obligatory on the part of the individual to continue to perform the same duties if so stipulated by the Competent Authority, and to perform such other and higher duties as may be assigned.
- 3.20 On assessment promotion to the higher grade, the post would be carried with the incumbent and the post held by him/her would revert to the original post to which he/she belongs, on his/her vacating the post.
- 3.21 It shall be the primary responsibility of the Registrar of the Institute to ensure that these rules are strictly followed.
- 3.22 The Governing Body shall have the right to make exceptions to these rules if it is convinced that there are unusual or special situations warranting such exceptions. The Governing Body shall have the right to interpret or clarify the orders if need be.

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**TABLE I****RECRUITMENT AND ASSESSMENT FOR PROMOTION OF TECHNICAL STAFF IN  
GROUP I GRADES**

Group & Grade	Scale of Pay	Designation	Minimum qualifications for direct recruitment*	Age limit for direct recruitment	Minimum Number of years needed for 1st, 2nd, 3rd, 4th and final assessment for promotion to the next higher grade	Whether Peer Review is also required for assessment for the next higher grade	Threshold i.e. minimum marks required for promotion to the next higher grade
I (1)	PB-1 Rs.5200-20200 + GP Rs.1900 (Pre-revised Rs.3050-75- 3950-80-4590)	Technical Assistant 'A'	High School with Science with 50% marks or equivalent recognised qualification with 50% marks in the aggregate. ITI certificate of 2 years duration in relevant trade. OR 10+2 with Science with 50% marks or equivalent recognised qualification with relevant technical subjects with 50% marks in aggregate.	28 years	7, 8, 9, 11 and after remaining for one year at the maximum of the scale	No	60.00
I (2)	PB-1 Rs.5200-20200 + GP Rs.2400 (Pre-revised Rs.4000-100- 6000)	Technical Assistant 'B'	High School with Science with 50% marks or equivalent recognised qualification with 50% marks in the aggregate. ITI certificate of 2 years duration in relevant trade. 3 years relevant experience. <b>OR</b> 10 + 2 with Science with 50% marks or equivalent recognised qualification with relevant technical subjects with 50% marks in aggregate. 3 years relevant experience	30 years	7, 8, 9, 11 and after remaining for one year at the maximum of the scale	No	65.00
I (3)	PB-1 Rs.5200-20200 + GP Rs.2800 (Pre-revised Rs.4500-125- 7000)	Technical Assistant 'D'	**	**	7, 8, 9, 11 and after remaining for one year at the maximum of the scale	No	70.00
I (4)	PB-2 Rs.9300-34800 + GP Rs.4200 (Pre-revised Rs.5500-175- 9000)	Technical Assistant 'E'	**	**	Not applicable	Not applicable	Not applicable

**Note:**

- \*The desirable qualifications/specializations and/or job requirements for these posts shall be prescribed by the Director.
- \*\*Direct recruitment of Technical Assistant 'D' and Technical Assistant 'E' shall be made in Group III as laid down in Table II.

**TABLE II****RECRUITMENT AND ASSESSMENT FOR PROMOTION OF TECHNICAL STAFF IN  
GROUP II GRADES**

Group & Grade	Scale of Pay	Designation	Minimum qualifications for direct recruitment*	Age limit for direct recruitment	Minimum Number of years needed for 1st, 2nd, 3rd, 4th and final assessment for promotion to the next higher grade	Whether Peer Review is also required for assessment for the next higher grade	Threshold i.e. minimum marks required for promotion to the next higher grade
II (1)	PB-1 Rs.5200- 20200 + GP Rs.2800	Technical Assistant 'D'	1 <sup>st</sup> class B Sc/B Lib or recognised equivalent qualification.  1 <sup>st</sup> class Diploma in Engineering/ Technology of 3 years full time duration or recognised equivalent qualification.	28 years	5, 6, 7, 9 and after remaining for one year at the maximum of the scale	No	60.00
II (2)	PB-2 Rs.9300- 34800 + GP Rs.4200	Technical Assistant 'E'	1 <sup>st</sup> class B Sc/B Lib or recognised equivalent qualification. 4 years relevant experience.  1 <sup>st</sup> class Diploma in Engineering/ Technology of three years full time duration or recognised equivalent qualification. 5 years relevant experience.  M Sc with 55% marks or recognised equivalent qualification with 55% marks. 2 years relevant experience.	33 years	5, 6, 7, 9 and after remaining for one year at the maximum of the scale	No	65.00
II (3)	PB-2 Rs.9300- 34800 + GP Rs.4600	Technical Officer 'A'	M Sc with 55% marks or recognised equivalent qualification with 55% marks. 4 years relevant experience.  B E/B Tech or recognised equivalent qualification. 3 years relevant experience.	35 years	5,6,7,9 and after remaining for one year at the maximum of the grade	Yes	70.00

II (4)	PB-2 Rs.9300- 34800 + GP Rs.5400	Technical Officer 'B'**	M Sc with 55% marks or recognised equivalent qualification with 55% marks. 6 years relevant experience.  B E/B Tech or recognised equivalent qualification. 6 years relevant experience.	40 years	5, 6, 7, 9 and after remaining for one year at the maximum of the grade	Yes	75.00
II (5)	PB-3 Rs.15600- 39100 + GP Rs.6600	Technical Officer 'C'	M Sc with 55% marks or recognised equivalent qualification with 55% marks. 10 years relevant experience  B E/B Tech or recognised equivalent qualification. 10 years relevant experience.	45 years	5, 6 , 7, 9 and after remaining for one year at the maximum of the scale	Yes	75.00
II (6)	PB-3 Rs.15600- 39100 + GP Rs.7600	Technical Officer 'D'	***	***	Not applicable	Not applicable	Not applicable

**Note:**

1. \*The desirable qualifications/specializations and/or job requirements for these posts shall be prescribed by the Director.
2. \*\*The direct recruitment for the post of Technical Officer 'B' will be in PB – 3.
3. \*\*\*No direct recruitment for the posts of Technical Officer 'D'.
4. Only 30% of the eligible Technical Officer 'C' will be assessed for promotion to Technical Officer 'D' in a particular assessment year.

**BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES**

**SCHEME FOR RECRUITMENT AND PROMOTION**  
**FOR ADMINISTRATIVE STAFF AND OTHERS**

**1. SHORT TITLE :**

1.1. This Scheme shall be called the “Scheme for Recruitment and Promotion for Administrative Staff and Others”.

1.2. This Scheme may be read in conjunction with the Rules and Regulations and the Bye-laws of the Birbal Sahni Institute of Palaeosciences.

**2. PRINCIPLE, NUMBER OF POSTS AND SCALE OF PAY :**

2.1. The name of the post, number of posts, classification and scale of pay shall be specified in columns 1 to 4 of the attached appendices to this Scheme for various posts under Administrative and Others category.

**3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATIONS :**

3.1. The method of recruitment, age limit, qualifications and other matters relating to the posts shall be specified in columns 5 to 11 of the attached appendices to this Scheme for various posts under Administrative and Others category.

3.2. The reservation of posts for Scheduled Castes, Scheduled Tribes, Other Backward Classes and other categories for direct recruitments shall be as per the general reservation orders of the Government of India, as applicable to Autonomous Bodies and as amended from time to time.

3.3. The crucial date for determining the age limit shall be the closing date for the receipt of applications from the candidates ;

Provided that the age limit in respect of candidates belonging to reserved categories are subject to relaxation to the extent admissible under the orders of the Government of India, as applicable to Autonomous Bodies and as amended from time to time, and that the age limit shall not apply to the candidates appointed on deputation/ contract basis ;

Provided that in case of applicants already in service (including on contingent basis) in the Institute, the age restrictions shall not apply.



3.4. In the case of direct recruitment, age limit, qualifications and other requirements for any post may be relaxed at the discretion of the appointing authority in respect of candidates otherwise well qualified.

3.5. In the case of direct recruitment, the desirable qualifications/specialisations and/or job requirements shall be prescribed by the Director.

3.6. In the case of direct recruitment, the Convener of the Selection Committee may decide to cause competitive test (s) in addition to the proficiency/trade test (s) and interview. In such cases, the Convener of the Selection Committee shall appoint examiner (s) and prescribe syllabi and cut-off marks for the competitive test (s) .

#### **4. PRINCIPLE OF PROMOTION :**

4.1. Whereas promotion of an incumbent to a higher post/grade which is classified as “Non-selection” in column 5 of the attached appendices, will be made according to the normal rule of seniority, subject to the rejection of the unfit, promotion to all other posts/grades will be determined according to the principle of merit which will determine the seniority on appointment ;

Provided that there shall be no automatic promotion and that promotions will be strictly limited within the clear vacancies occurring.

4.2. In the case of examination as prescribed in attached appendices, the Convener of the Selection Committee shall appoint examiner (s) and prescribe syllabi and cut-off marks for the examination.

#### **5. SELECTION COMMITTEE :**

5.1. The Selection Committee for the post of Registrar shall be constituted as laid down under Bye-law 18.7. (e).

5.2. The Selection Committee for all posts of Administrative and Others category except the Registrar and Multi-Tasking Staff IV, Multi-Tasking Staff III, Multi-Tasking Staff II and Multi-Tasking Staff I, shall be constituted as laid down under Bye-law 18.7. (f).

5.3. The Selection Committee for the posts of Multi-Tasking Staff IV, Multi-Tasking Staff III, Multi-Tasking Staff II and Multi-Tasking Staff I, shall be constituted as laid down under Bye-law 18.7. (g).

#### **6. POWER TO RELAX :**

6.1. Where the Governing Body is of opinion that it is necessary or expedient to do so, it may for reasons to be recorded in writing, relax any of the provisions of this Scheme with respect to any post or category of persons.

<b>RECRUITMENT RULES FOR THE POST OF REGISTRAR</b>		
1.	Name of the Post	Registrar
2.	Number of Post	One
3.	Classification	Administrative
4.	Scale of Pay	Rs.15,600-39,100 + GP Rs.6,600/-
5.	Whether Selection or Non-Selection	Not applicable
6.	Age Limit for direct recruitment	Below 50 years
7.	Educational qualifications and other qualifications for direct recruitment	<p><u>Essential</u></p> <p>(i) Graduate degree of a recognized University with minimum 55% marks or equivalent.</p> <p>(ii) At least eight years administrative experience in supervisory capacity in Government Department/Scientific Institution/University, of which at least four years of experience in the pay scale of Rs. 15,600-39,100 (PB-03) with Grade Pay Rs. 5,400/- (as per 6<sup>th</sup> Central Pay Commission) or equivalent scale and having thorough knowledge of Government of India's rules and regulations.</p> <p><u>Desirable</u></p> <p>(i) Degree or Diploma in Management/Public Administration/Law.</p> <p>(ii) Conversant with use of computers for office automation.</p>
8.	Whether age and educational qualifications for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by transfer/on deputation and % age of the vacancies to be filled by various methods	By direct recruitment
11.	In case of recruitment by promotion/deputation / transfer, grades from which promotion/deputation/transfer to be made	Not applicable



**APPENDIX II**

<b>RECRUITMENT RULES FOR THE POST OF ACCOUNTS OFFICER</b>		
1.	Name of the Post	Accounts Officer
2.	Number of Post	One
3.	Classification	Administrative
4.	Scale of Pay	Rs.15,600-39,100 + GP Rs.5,400/-
5.	Whether Selection or Non-Selection	Not applicable
6.	Age Limit for direct recruitment	Below 40 years
7.	Educational qualifications and other qualifications for direct recruitment	<p><u>Essential</u></p> <p>i. Graduate preferably in Commerce of a recognized University.</p> <p>ii. 8 years experience in supervisory position in Finance and Accounts in Government/Scientific/reputed organization with thorough knowledge of Government of India's rules and regulations, budgeting, auditing and planning.</p> <p><u>Desirable</u></p> <p>Experience of works Accounts in Research/Scientific Organization.</p>
8.	Whether age and educational qualifications for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by transfer/on deputation and % age of the vacancies to be filled by various methods	By direct recruitment
11.	In case of recruitment by promotion/ deputation / transfer, grades from which promotion/deputation/transfer to be made	Not applicable

**APPENDIX III**

<b>RECRUITMENT RULES FOR THE POST OF SECTION OFFICER</b>		
1.	Name of the Post	Section Officer
2.	Number of Post	Five
3.	Classification	Administrative
4.	Scale of Pay	Rs.9,300-34,800 + GP Rs.4,600/-
5.	Whether Selection or Non-Selection	Selection
6.	Age Limit for direct recruitment	Below 35 years
7.	Educational qualifications and other qualifications for direct recruitment	<u>Essential</u> Graduate of a recognized University. 8 years working experience in Research and Scientific Organisation of repute.  <u>Desirable</u> Thorough knowledge of rules and regulations connected with the work to be assigned.
8.	Whether age and educational qualifications for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by transfer/on deputation and % age of the vacancies to be filled by various methods	50% by promotion, 50% by departmental exam failing these by direct recruitment.
11.	In case of recruitment by promotion/ deputation / transfer, grades from which promotion/deputation/transfer to be made	<u>Promotion :</u> Assistants with 8 years regular service. Accountant with 8 years combined service as Assistant plus Accountant.  <u>Exam :</u> Assistants with 5 years regular service or Assistant + Accountant with 5 years of regular service.

APPENDIX IV

<b>RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY</b>		
1.	Name of the Post	Private Secretary
2.	Number of Post	One
3.	Classification	Administrative
4.	Scale of Pay	Rs.9,300-34,800 + GP Rs.4,600/-
5.	Whether Selection or Non-Selection	Selection
6.	Age Limit for direct recruitment	Below 35 years
7.	Educational qualifications and other qualifications for direct recruitment	<p><u>Essential</u> Graduate of a recognized University and possessing a speed of 120 wpm in shorthand and 40 wpm in typing.</p> <p>Experience in stenography work : 5 years in the pre-revised scale of pay Rs.5000-8000 or 3 years in the pre-revised scale of pay Rs.5500-9000 or equivalent.</p> <p><u>Desirable</u> Experience of handling correspondence independently Preparation of briefs/records/minutes of meetings.</p>
8.	Whether age and educational qualifications for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by transfer/on deputation and % age of the vacancies to be filled by various methods	By promotion failing which by exam, failing which by direct recruitment
11.	In case of recruitment by promotion/ deputation / transfer, grades from which promotion/deputation/transfer to be made	<p><u>Promotion :</u> Stenographers with 8 years regular service.</p> <p><u>Exam :</u> Stenographers with 5 years regular service.</p>

**APPENDIX V**

<b>RECRUITMENT RULES FOR THE POST OF ACCOUNTANT</b>		
1.	Name of the Post	Accountant
2.	Number of Post	One
3.	Classification	Administrative
4.	Scale of pay	Rs.9,300-34,800 + GP Rs.4200/-
5.	Whether selection or non-selection	Selection
6.	Age-limit for direct recruitment	Not applicable
7.	Educational qualifications and other qualifications for direct recruitment	Not applicable
8.	Whether age and educational qualifications for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Two Years in case of promotion
10.	Method of recruitment whether by direct recruitment or by promotion or by transfer/on deputation and %age of the vacancies to be filled by various methods	By promotion failing which by deputation
11.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	<p>a) <u>Promotion</u> : Assistant with 5 years regular service in the grade or 10 years combined service in the grade of Assistant/UDC having adequate knowledge of Finance &amp; Accounts procedures of the Government of India.</p> <p>b) <u>Deputation</u> : Officer from the organised Accounts Department holding analogous post or SAS Accountants or SAS passed clerks (Period of deputation shall not exceed 3 years).</p>

**APPENDIX VI**

<b>RECRUITMENT RULES FOR THE POST OF ASSISTANT</b>		
1.	Name of the Post	Assistant
2.	Number of Posts	Seven
3.	Classification	Administrative
4.	Scale of pay	Rs. 9,300-34,800 + GP Rs.4,200/-
5.	Whether selection or non-selection	Non-Selection
6.	Age-limit for direct recruitment	Between 18-25 years. Relaxable up to 35 years for Government employees and employees of scientific organisations.
7.	Educational qualifications and other qualifications for direct recruitment	<u>Essential</u> : Graduate of a recognised University.  <u>Desirable</u> : Experience of working in Government/Scientific Organisations.
8.	Whether age and educational qualifications for direct recruitment will apply in the case of promotes	No
9.	Period of probation, if any	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by transfer/on deputation and age of the vacancies to be filled by various methods	By promotion failing which by direct recruitment.
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer to be made	Promotion from UDCs having 8 years of, regular service.



**APPENDIX VII**

<b>RECRUITMENT RULES FOR THE POST OF STENOGRAPHER</b>		
1.	Name of the Post	Stenographer
2.	Number of Posts	One
3.	Classification	Administrative
4.	Scale of pay	Rs.9300-34800 + GP Rs. 4200/-
5.	Whether selection or non-selection	Not applicable
6.	Age-limit for direct recruitment	Between 18-25 years. Relaxable up to 35 years for Government employees and employees of scientific organizations.
7.	Educational qualifications and other qualifications for direct recruitment	<u>Essential :</u> Graduate of a recognised University or equivalent and possessing a speed of 100 wpm in English Shorthand and 40 wpm in English Typing.  <u>Desirable :</u> Experience of working in Government/Scientific/Reputed Organisations.
8.	Whether age and educational qualifications for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by transfer/on deputation and %age of the vacancies to be filled by various methods	By direct recruitment
11.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/ Deputation / transfer to be made	Not applicable

**APPENDIX VIII**

<b>RECRUITMENT RULES FOR THE POST OF HINDI TRANSLATOR</b>		
1.	Name of the Post	Hindi Translator
2.	Number of Post	One
3.	Classification	Administrative
4.	Scale of pay	Rs.9300-34800 + GP Rs. 4200/-
5.	Whether selection or non-selection	Not applicable
6.	Age-limit for direct recruitment	28 years
7.	Educational qualifications and other qualifications for direct recruitment	<p><u>Essential :</u></p> <p>i) Postgraduate of a recognized University in Hindi or English with English or Hindi respectively as a Main Subject at Graduation level.</p> <p>ii) 2 years experience of translation from English to Hindi and vice versa.</p> <p><u>Desirable :</u></p> <p>Diploma in Hindi/English translation from a recognized Institution.</p>
8.	Whether age and educational qualifications for direct recruitments will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by by promotion or by transfer/ on deputation and %age of the vacancies to be filled by various methods	By direct recruitment.
11.	In case of recruitment by promotion /deputation /transfer, grades from which promotion/ deputation/transfer to be made	Not applicable.

**APPENDIX IX**

<b>RECRUITMENT RULES FOR THE POST OF UPPER DIVISION CLERK</b>		
1.	Name of the Post	Upper Division Clerk
2.	Number of Posts	Eleven
3.	Classification	Administrative
4.	Scale of pay	Rs.5200-20200 + GP Rs. 2400/-
5.	Whether selection or non-selection	Non-selection
6.	Age-limit for direct recruitment	Between 18-25 years. Relaxable up to 35 years in case of Government employees and employees of scientific organisations.
7.	Educational qualifications and other qualifications for direct recruitment	Graduate of a recognised University and typing speed of 35 wpm in English and/or 30 wpm in Hindi on computer (35 wpm and 30 wpm correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)'. '.
8.	Whether age and educational qualifications for direct recruitment will apply in the case of promotees	No
9.	Period of probation, if any	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by transfer on deputation and %age of the vacancies to be filled by various methods	50% by promotion and 50% by departmental exam, failing these by direct recruitment
11.	In case of recruitment by promotion/deputation /transfer, grades from which promotion / deputation/transfer to be made	i) <u>Promotion</u> - LDCs with 8 years regular service. ii) <u>Exam</u> - LDCs with 5 years regular service.

**APPENDIX X**

<b>RECRUITMENT RULES FOR THE POST OF LOWER DIVISION CLERK</b>		
1.	Name of the Post	Lower Division Clerk
2.	Number of Posts	Eleven
3.	Classification	Administrative
4.	Scale of pay	Rs.5200-20200 + GP Rs. 1900/-
5.	Whether selection or non-selection	Not applicable
6.	Age-limit for recruitment	Between 18-25 years
7.	Educational qualifications and other qualifications for direct recruitment	‘12 <sup>th</sup> Class or equivalent qualification from a recognized Board or University and a typing speed of 35 wpm in English and/or 30 wpm in Hindi on computer (35 wpm and 30 wpm correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)’.
8.	Whether age and educational qualifications for direct recruitment will apply in the case of promotees	Educational qualification only
9.	Period of probation, if any	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by transfer/ deputation and %age of the vacancies to be filled by various methods	90% by direct recruitment, 10% by promotion from qualified Group ‘D’ staff, failing which by direct recruitment.
11.	In case of recruitment by promotion/deputation /transfer, grades from which promotion/ deputation/transfer to be made	5 years service in Group ‘D’ scale of pay.

**APPENDIX XI**

<b>RECRUITMENT RULES FOR THE POST OF DRIVER - IV</b>		
1.	Name of the Post	Driver - IV
2.	Number of Post	One
3.	Classification	Administrative
4.	Scale of pay	Rs. 9300-34800 + GP Rs. 4200/-
5.	Whether selection or non-selection	Non-selection, subject to passing of trade appropriate standard, as appropriate standard, as provided by Government of India Institutes from time to time.
6.	Age-limit for direct recruitment	Not applicable
7.	Educational qualifications and other qualifications for direct recruitment	Not applicable
8.	Whether age and educational qualifications for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by transfer/ on deputation and %age of the vacancies to be filled by various methods	By promotion
11.	Period of probation, if any	Two Years

<b>RECRUITMENT RULES FOR THE POST OF DRIVER - III</b>		
1.	Name of the Post	Driver - III
2.	Number of Post	Two
3.	Classification	Administrative
4.	Scale of pay	Rs.5200-20200 + GP Rs. 2800/-
5.	Whether selection or non selection	Non-selection, subject to passing of trade test of appropriate standard, as provided by Government of India Institutes from time to time.
6.	Age-limit for direct recruitment	Not applicable
7.	Educational qualifications and other qualifications for direct recruitment	Not applicable
8.	Whether age and educational qualifications for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by transfer/ on deputation and %age of the vacancies to be filled by various methods	By promotion
11.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	6 years regular service in the grade of Driver – II, or 15 years combined service put together as Driver I and Driver II.

**APPENDIX XIII**

<b>RECRUITMENT RULES FOR THE POST OF DRIVER - II</b>	
Name of the Post	Driver - II
Number of Post	One
Classification	Administrative
Scale of pay	Rs.5200-20200 + GP Rs. 2400/-
Whether selection or non-selection	Non-selection, subject to passing of trade test of appropriate standard, as provided by Government of India Institutes from time to time.
Age-limit for direct recruitment	Not applicable
Educational qualifications and other qualifications for direct recruitment	Not applicable
Whether age and educational qualifications for direct recruitment will apply in the case of promotees	Not applicable
Period of probation, if any	Two Years
Method of recruitment whether by direct recruitment or by promotion or by transfer/on deputation and %age of the vacancies to be filled by various methods	By promotion
In case of recruitment by promotion /deputation/transfer /grades from which promotion/deputation/transfer to be made	9 years regular service in the grade of Driver - I

APPENDIX XIV

<b>RECRUITMENT RULES FOR THE POST OF DRIVER - I</b>	
Name of the Post	Driver - I
Number of Posts	One
Classification	Administrative
Scale of pay	Rs.5200-20200 + GP Rs. 1900/-
Whether selection or non-selection	Not applicable
Age-limit for direct recruitment	Between 23-30 years
Educational qualifications and other qualifications for direct recruitment	<u>Essential :</u> Possession of valid driving license for motor vehicles, knowledge of motor machines and experience of driving motor vehicles for at least 3 years.  <u>Desirable :</u> 8th standard pass
Whether age and educational qualifications for direct recruitment will apply in the case of promotees	Not applicable
Period of probation, if any	Two Years
Method of recruitment whether by direct recruitment or by promotion or by transfer/on deputation and %age of the vacancies to be filled by various methods	By direct recruitment
In case of recruitment by promotion /deputation /transfer, grades from which promotion /deputation/transfer to be made	Not applicable



<b>RECRUITMENT RULES FOR THE POST OF MULTI-TASKING STAFF – IV</b>		
1.	Name of the Post	Multi-Tasking Staff – IV
2.	Number of Post	Six
3.	Classification	General
4.	Scale of Pay	PB – 1, Rs.5200-20200 + GP Rs. 2400/-
5.	Whether Selection or Non-Selection	Non-Selection subject to passing of trade test of appropriate standard
6.	Age Limit for direct recruitment	Not applicable
7.	Educational qualifications and other qualifications for direct recruitment	Not applicable
8.	Whether age and educational qualifications for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by transfer/on deputation and % age of the vacancies to be filled by various methods	By promotion
11.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	Five years regular service in the grade of Multi-Tasking Staff – III

<b>RECRUITMENT RULES FOR THE POST OF MULTI-TASKING STAFF – III</b>		
1.	Name of the Post	Multi-Tasking Staff – III
2.	Number of Post	Eight
3.	Classification	General
4.	Scale of Pay	PB – 1, Rs.5200-20200 + GP Rs. 2000/-
5.	Whether Selection or Non-Selection	Non-Selection subject to passing of trade test of appropriate standard
6.	Age Limit for direct recruitment	Not applicable
7.	Educational qualifications and other qualifications for direct recruitment	Not applicable
8.	Whether age and educational qualifications for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by transfer/on deputation and % age of the vacancies to be filled by various methods	By promotion
11.	In case of recruitment by promotion/ deputation / transfer, grades from which promotion/deputation/transfer to be made	Five years regular service in the grade of Multi-Tasking Staff – II

<b>RECRUITMENT RULES FOR THE POST OF MULTI-TASKING STAFF – II</b>		
1.	Name of the Post	Multi-Tasking Staff – II
2.	Number of Post	Ten
3.	Classification	General
4.	Scale of Pay	PB – 1, Rs.5200-20200 + GP Rs. 1900/-
5.	Whether Selection or Non-Selection	Non-Selection subject to passing of trade test of appropriate standard
6.	Age Limit for direct recruitment	Not applicable
7.	Educational qualifications and other qualifications for direct recruitment	Not applicable
8.	Whether age and educational qualifications for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by transfer/on deputation and % age of the vacancies to be filled by various methods	By promotion
11.	In case of recruitment by promotion/ deputation / transfer, grades from which promotion/deputation/transfer to be made	Five years regular service in the grade of Multi-Tasking Staff – I

**Appendix – XVIII**

<b>RECRUITMENT RULES FOR THE POST OF MULTI-TASKING STAFF – I</b>		
1.	Name of the Post	Multi-Tasking Staff – I
2.	Number of Post	Twelve
3.	Classification	General
4.	Scale of Pay	PB – 1, Rs.5200-20200 + GP Rs. 1800/-
5.	Whether Selection or Non-Selection	Not applicable
6.	Age Limit for direct recruitment	18-25 years, Upper age limit relaxable upto 35 years for departmental candidates
7.	Educational qualifications and other qualifications for direct recruitment	10 <sup>th</sup> class or ITI or equivalent, specific qualification/experience may be prescribed by the Institute wherever some special skills are required
8.	Whether age and educational qualifications for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by transfer/on deputation and % age of the vacancies to be filled by various methods	By direct recruitment
11.	In case of recruitment by promotion/ deputation / transfer, grades from which promotion/deputation/transfer to be made	Not applicable

**REVISED FOR CONSIDERATION OF GOVERNING BODY**

**SCHEDULE 'E' (Under Bye-law 26.1.)**

**BIRBAL SAHNI INSTITUTE OF PALAEOBOTANY**

**BIRBAL SAHNI PROFESSORSHIP SCHEME**

1. The Birbal Sahni Chair Professorship may be awarded to an outstanding scientist from India or abroad with specialization in Palaeobotany or a closely allied discipline relevant to the mandate of the Birbal Sahni Institute of Paleobotany (BSIP) to enable him / her to continue creative work. Scientists considered for this Chair Professorship are expected to have an impressive track record of publications and (in case of scientists from India), to be recipients of fellowships of national science academies and national awards.
2. The main activities under this award will include research work, preparation of monographs or treatises and lectures for mentoring of young students and scientists. Some of the outstanding work carried out by the awardee may be published in the Institute journal or in a special publication of the BSIP.
3. Research work will be carried out by the awardee at the Institute where suitable office accommodation will be made available. However, the awardee may undertake visits to the field/other institutions in connection with his/her research requirements.
4. The duration of the Birbal Sahni Chair Professorship will be:
  - 4.1. A period of two years for an awardee from India, which may be extended by the Governing Body by one more year based on the recommendation of the Director. However, the award shall not continue after the awardee has attained the age of 70 years.
  - 4.2. A period of three to six months for an awardee from abroad. His/her travel expenditure including round trip economy class air travel to Lucknow, India will be reimbursed by the Institute.
5. The Birbal Sahni Chair Professorship will carry a fixed honorarium of Rs.60, 000/- per month and a maximum of Rs.75, 000/- per annum for travel in connection with research work. Part-time secretarial assistance, as and when required, will also be made available. In case of awardee from abroad, appropriate local hospitality and a token allowance of INR equivalent to USD 2000 per month will be provided by BSIP.
6. The Governing Body shall appoint an Advisory Committee consisting of three experts including the Director as Convener. The Committee will consider the applications, including the candidate's resume and an outline of proposed research work, received in response to the advertisement made by the Institute. The Committee shall evolve suitable criteria to identify the outstanding scientists among the applications received, and may

recommend up to two names to the Governing Body for final consideration.

7. During the tenure of the Birbal Sahni Professorship, the awardee from India shall not hold any other appointment in India. The awardee may, if necessary, continue to interact academically with any other Institution.
8. For administrative and financial matters, the awardee shall interact with the Director, BSIP.
9. The termination of the award before the completion of the tenure, for any valid reason (either from the awardee or from the Institute), shall require the approval of the Chairman, Governing Body.
10. The awardee shall submit a detailed report of the work on completion of the tenure. These reports shall be accessible to all through BSIP web portal.
11. On completion of the tenure, the awardee shall hand over all materials including fossil collections, non-perishable items, equipment purchased with the funds of the Institute to the Director.
12. At any given time, the total number of Birbal Sahni Professorship shall not exceed one.
13. This Scheme may be revised or amended by the Governing Body as and when necessary.

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**SCHEDULE 'F'**  
**(Under Bye-law 27.1.)**

**BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES**

**EMERITUS SCIENTIST SCHEME**

1. The objective of the Emeritus Scientist Scheme is to avail of the expertise of the Senior Retired Scientists of the Birbal Sahni Institute of Palaeosciences and other Scientists of repute who are acknowledged leaders/experts in their specialisations, still active in work and physically fit, by providing for their association with the Institute in their respective fields of research, without encumbering them with administrative and other responsibilities.

2. The Director shall place before the Governing Body the following particulars of the Scientists whom he or any other Member of the Governing Body proposes for consideration for the Emeritus Scientistships :

- i. Bio-data,
- ii. Main contributions to the field of specialisation including new areas developed,
- iii. The names of research scholars supervised,
- iv. List of important research publications,
- v. A detailed research proposal with a summary, including work to be completed.

The Director will also place before the Governing Body, the particulars of other Scientists who have retired during that period from the Institute.

The Director will also place before the Governing Body, the names of Scientists of the Institute who have earned Category I award atleast once or Category II awards atleast twice or Category III award atleast thrice for the position of Emeritus Scientistship to pursue his/her research interest.

3. Selection of an Emeritus Scientist will be made by the Governing Body either directly or on the recommendation of a Committee appointed by it.

4. The tenure of appointment under the Scheme will be for two years or until the person attains the age of sixtytwo years. An Emeritus Scientist is expected to submit a report of work done during each year for consideration of the Governing Body.

5. The grants to an Emeritus Scientist will consist of an honorarium of Rs.20,000/- per month for the duration of the tenure and scientific assistance in the form of a research fellow/associate, besides the usual necessary facilities of work, i.e. Office and Laboratory space, equipment,

secretarial assistance, furniture, stationery, field work, approved tours, etc. He will not be associated in any Committee in the Institute for making recommendations/decisions.

6. The research work done by the Scientist under the Scheme can be published only with the approval of the authorities of the Institute. The Emeritus Scientist cannot make any commercial use of the research work nor can he have any patents on its basis without obtaining express permission for the same.

7. The Governing Body reserves the right to terminate the grant any time during its tenure.

8. This Scheme may be revised or amended by the Governing Body as and when necessary.



**SCHEDULE 'G'**  
**(Under Bye-law 28.1.)**

**BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES**

**VISITING SCIENTIST SCHEME**

1. The Birbal Sahni Institute of Palaeosciences shall invite Visiting Scientists from other Institutions of higher learning, R and D Laboratories and Scientific Organisations in India and abroad with a view to promote national and international cooperation in research and training in palaeosciences and allied disciplines and for bringing new ideas and techniques into the Institute.
2. Only distinguished scientists of recognised eminence in the field of palaeosciences and allied disciplines shall be invited as Visiting Scientists.
3. A Visiting Scientist shall be invited normally for a period of two to three months but this period can be curtailed or extended upto a maximum of one year at the discretion of the Director, as per the requirements.
4. The Visiting Scientist shall be expected to carry-out research and impart training to the personnel of the Institute in a clearly defined field in palaeosciences or allied discipline. The area and topic of research should be clearly set-forth in the proposal along with a statement of special requirements, if any, required by the Scientist in pursuance of the research programme. The Scientist is required to deliver one or more lectures in his special field at the Institute.
5. The formal invitation to the Visiting Scientist shall be sent by the Director with the approval of the Chairman and necessary clearance from the Government of India, in the case of Scientist from abroad. Invitations sent to the Visiting Scientists and the reports of the Visiting Scientists after their assignments shall be reported to the Research Advisory Council and the Governing Body.
6. Wherever feasible and desirable, the Visiting Scientist shall impart training in his area of specialisation to members of the staff of the Institute especially chosen by the Director.
7. Facilities and suitable funds shall be made available for field work, if any, relating to the research work. The field work shall be done alongwith some members of the staff of the Institute especially deputed for this purpose by the Director. All materials collected shall remain the property of the Institute and a report of the field work shall be submitted to the Director.
8. At the end of the assignment, the Visiting Scientist shall submit a comprehensive report to the Director.
9. The Visiting Scientist shall be given the following :

9.1. An honorarium of a consolidated amount of Rs.5000/- to Rs.10000/- per month as approved by the Chairman on the recommendation of the Director, based on the eminence and experience of the Visiting Scientist.

9.2. Travelling allowance from the place of work of the Visiting Scientist to the Institute for joining and return at the completion of the assignment, in the case of a Scientist in India .

OR

Travelling allowance from the international airport/seaport to the Institute for joining and return to the international airport/seaport on completion of the assignment, in case of a Scientist coming from abroad.

9.3. Daily allowance during the tenure of a Visiting Scientist.

9.4. Free boarding at the Guest House of the Institute during the tenure of a Visiting Scientist as far as possible.

9.5. Free transport facility for all official assignments during the tenure of a Visiting Scientist as far as possible.

10. Visiting Scientists coming from abroad should be advised to seek the funding for international travel cost from other sources. In special circumstances, where the Birbal Sahni Institute of Palaeosciences has to provide any funding for international fare, the same shall require the approval of the Governing Body.

11. Normally not more than four Visiting Scientists shall be visiting the Birbal Sahni Institute of Palaeosciences in one financial year.

12. This Scheme may be revised or amended by the Governing Body as and when necessary.

**SCHEDULE 'H -1'**  
**(Under Bye-law 29.1.)**

**BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES**

**BIRBAL SAHNI RESEARCH SCHOLARSHIP SCHEME**

1. The Birbal Sahni Research Scholarship (BSRS) Scheme has been instituted to provide opportunities to bright young persons for research and training in the field of palaeosciences and allied disciplines such as Precambrian Palaeobiology, Palaeozoic Palaeosciences/Palynology, Mesozoic Palaeosciences/Palynology, Cenozoic Palaeosciences/ Palynology, Quaternary Palynology/Palaeoclimate, Marine Micropalaeontology/ Micropalaeosciences, Coal Petrology/Source Rock Evaluation, Industrial Palynology (Hydrocarbon Exploration) and Archaeobotany/ Dendrochronology.
2. There will be a maximum of 20 scholarships operating at a time under this Scheme.
3. All the scholarships will be tenable at the Birbal Sahni Institute of Palaeosciences.
4. Only Indian citizens normally residents of India are eligible for research scholarship.
5. The award of scholarship shall not imply any assurance or guarantee for subsequent employment at the Birbal Sahni Institute of Palaeosciences.
6. All vacancies of Birbal Sahni Research Scholarships shall be advertised by the Registrar after approval of the Director giving terms and conditions thereof. All applications received within the date specified shall be considered by a Selection Committee constituted as laid down under Bye-law 18.7. (d) (1).  
  
The Convener of the Selection Committee shall appoint a Screening Committee for screening of candidates for Interview. However, if required, the Convener may decide to hold competitive test (s) for the purpose of screening. In such case, the Convener of the Selection Committee shall appoint Examiner (s) and prescribe syllabi for the competitive test (s).
7. The educational qualifications prescribed for the award of Birbal Sahni Research Scholarship shall be M.Sc. in Botany/Geology/related discipline with high academic attainments both at graduate and postgraduate levels.
8. The upper age limit for a Birbal Sahni Research Scholar shall be twentyeight years as on 1st April of the year in which the application is made. A relaxation in age limit upto three years may be considered in the case of applicants who are suitably qualified and have research training/teaching experience on the recommendations of the Selection Committee. In the case of applicants of Scheduled Caste/Scheduled Tribe/Other Backward Classes, age relaxation upto five years may be allowed.

9. The tenure of the Birbal Sahni Research Scholarship is two years. The Research Scholars shall be entitled to a scholarship amount of Rs.16,000/- p.m. during the first and second year. After the period of two years, the progress report of the Research Scholars will be assessed alongwith publications/accepted research papers, research reports, etc. by a Committee constituted by the Director. If found satisfactory, the Research Scholars will be allowed to continue for the third year with the scholarship amount of Rs.18,000/- p.m.

10. An awardee should normally register himself/herself for a higher research degree at the earliest possible after joining as Birbal Sahni Research Scholar. The tuition and other fees to undertake higher research degree by the awardee will be reimbursable by the Institute.

11. The Birbal Sahni Research Scholars will not be entitled to Dearness Allowance and City Compensatory Allowance. House Rent Allowance and Medical benefits may be allowed to the Birbal Sahni Research Scholars as per the Staff Rules of the Institute. For this purpose, the fellowship amount for the Birbal Sahni Research Scholars will be taken as basic pay. No bonus and Leave Travel Concession facility will be admissible to the Birbal Sahni Research Scholars.

12. Usual infrastructural facilities for research purpose and higher research degree will be provided by the Institute.

13. The Birbal Sahni Research Scholar may avail only Casual leave as per the rules of the Institute.

For women Scholars, the maternity leave rules as applicable in the Institute shall apply.

14. The nomination of the Supervisor and the Co-supervisor (If need be) and placement of BSRS in various projects/departments will be made by the Director.

15. The following are the obligations that a Birbal Sahni Research Scholar is expected to meet under the scholarship award :

15.1. He/She must be a full-time researcher and submit himself/herself to disciplinary regulations of the Institute. Regular attendance of the Scholars may be ensured by keeping attendance registers.

15.2. Each Research Scholar shall be required to submit to the Director an annual report on the progress of his/her work through his/her Supervisor/Co-Supervisor, if any, in the prescribed proforma.

15.3. Once a Research Scholar accepts the scholarship and joins, it is incumbent on his/her part to continue the scholarship for the normal tenure or for such lesser duration by which the original objectives of the research problem have been achieved.

15.4. No Scholar shall discontinue his/her scholarship without the prior approval of the Institute. In case, he/she wants to discontinue his/her scholarship prior to completion of the tenure or the attainment of original objectives of research, he/she must submit his/her resignation to the Institute atleast one month in advance, indicating specific reasons for not continuing the

scholarship. The scholarship shall cease from the date the Institute accepts the resignation of the Scholar.

15.5. Before termination or resignation from scholarship, a Scholar must submit two copies of detailed final consolidated report of the research work done during the entire tenure through his/her Supervisor/Co-Supervisor to the Director in the prescribed proforma.

16. If a Scholar is found to be lacking in research aptitude or negligent in his/her research assignments, his/her scholarship may be terminated by the Director.

17. If a Scholar leaves without permission, the scholarship due at any time shall not be paid to him/her by the Institute and he/she will be liable to pay the entire scholarship amount received till then.

18. The results of a Research Scholar may be published in standard refereed journals at the discretion of the Supervisor/ Co-Supervisor duly acknowledging the assistance provided by the Institute. Commercial exploitation of results and patent rights arising out of the investigations will, however, rest exclusively with the Institute.

19. This Scheme may be revised or amended by the Governing Body as and when necessary.

**SCHEDULE 'H-2'**  
**(Under Bye-law 29.1.)**

**BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES**

**BIRBAL SAHNI RESEARCH ASSOCIATESHIP SCHEME**

1. The Birbal Sahni Research Associateship (BSRA) Scheme has been instituted to provide opportunities to bright young researchers in the field of palaeosciences and allied disciplines such as Precambrian Palaeobiology, Palaeozoic Palaeosciences/Palynology, Mesozoic Palaeosciences/Palynology, Cenozoic Palaeosciences/ Palynology, Quaternary Palynology/Palaeoclimate, Marine Micropalaeontology/ Micropalaeosciences, Coal Petrology/Source Rock Evaluation, Industrial Palynology (Hydrocarbon Exploration) and Archaeobotany/ Dendrochronology.
  2. There will be a maximum of 10 associateships operating at a time under this Scheme.
  3. All the associateships will be tenable at the Birbal Sahni Institute of Palaeosciences.
  4. Only Indian citizens normally residents of India are eligible for research associateship.
  5. The award of associateship shall not imply any assurance or guarantee for subsequent employment at the Birbal Sahni Institute of Palaeosciences.
  6. All vacancies of Birbal Sahni Research Associateships shall be advertised by the Registrar after approval of the Director giving terms and conditions thereof. All applications received within the date specified shall be considered by a Selection Committee constituted as laid down under Bye-law 18.7. (d) (1).
- The Convener of the Selection Committee shall appoint a Screening Committee for screening of candidates for Interview. However, if required, the Convener may decide to hold competitive test (s) for the purpose of screening. In such case, the Convener of the Selection Committee shall appoint Examiner (s) and prescribe syllabi for the competitive test (s).
7. The educational qualifications prescribed for the award of Birbal Sahni Research Associateship shall be M.Sc. in Botany/Geology/relevant discipline with high academic attainments both at graduate and postgraduate levels and three years research experience in appropriate discipline or Ph. D. in appropriate discipline.
  8. The upper age limit for a Birbal Sahni Research Associate shall be thirtytwo years as on 1st April of the year in which the application is made. A relaxation in age limit upto three years may be considered in the case of applicants who are suitably qualified and have research training/teaching experience on the recommendations of the Selection Committee. In the case of applicants of Scheduled Caste/Scheduled Tribe/Other Backward Classes, age relaxation upto five years may be allowed.

9. The tenure of the Birbal Sahni Research Associateship is three years. The Research Associates shall be entitled to a sum of Rs.22,000/- p.m. during first year, a sum of Rs. 23,000/- p.m. during second year and Rs.24,000/- p.m. during third year after reviewing his/her performance for the preceding two years by a Committee constituted by the Director.

10. The Birbal Sahni Research Associates will not be entitled to Dearness Allowance and City Compensatory Allowance. House Rent Allowance and Medical benefits may be allowed to the Birbal Sahni Research Associates as per the Staff Rules of the Institute. For this purpose, the Associateship amount for the Birbal Sahni Research Associates will be taken as basic pay. No bonus and Leave Travel Concession facility will be admissible to the Birbal Sahni Research Associates.

11. Usual infrastructural facilities for research purpose will be provided by the Institute.

12. The Birbal Sahni Research Associate may avail leave as per the rules of the Institute.

For women associates, the maternity leave rules as applicable in the Institute shall apply.

13. The placement of the Associate in various projects/departments will be made by the Director.

14. The following are the obligations that a Birbal Sahni Research Associate is expected to meet under the associateship award :

14.1. He/She must be a full-time researcher and submit himself/herself to disciplinary regulations of the Institute. Regular attendance of the Associates may be ensured by keeping attendance registers.

14.2. Each Research Associate shall be required to submit to the Director an annual report on the progress of his/her work in the prescribed proforma.

14.3. Once a Research Associate accepts the associateship and joins, it is incumbent on his/her part to continue the associateship for the normal tenure or for such lesser duration by which the original objectives of the research problem have been achieved.

14.4. No Associate shall discontinue his/her associateship without the prior approval of the Institute. In case, he/she wants to discontinue his/her associateship prior to completion of the tenure or the attainment of original objectives of research, he/she must submit his/her resignation to the Institute atleast one month in advance, indicating specific reasons for not continuing the associateship. The associateship shall cease from the date the Institute accepts the resignation of the Associate.

14.5. Before termination or resignation from associateship, an Associate must submit two copies of detailed final consolidated report of the research work done during the entire tenure in the prescribed proforma.

15. If an Associate is found to be lacking in research aptitude or negligent in his/her research assignments, his/her associateship may be terminated by the Director.

16. If an Associate leaves without permission, the associateship due at any time shall not be paid to him/her by the Institute and he/she shall be liable to refund the Associateship amount received till then.

17. The results of a Research Associate may be published in standard refereed journals at the discretion of the Director. Commercial exploitation of results and patent rights arising out of the investigations will, however, rest exclusively with the Institute.

18. This Scheme may be revised or amended by the Governing Body as and when necessary.



**BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES**

**GUIDELINES FOR AWARD OF MEDALS**

1. In order to motivate and recognise excellence in research by the Scientists of the Institute as well as from outside, the following medals have been instituted in the Birbal Sahni Institute of Palaeosciences :

- 1.1. Dr Pratul Chandra Bhandari Medal - The Medal was established from an endowment of Rs.1300/- in 1949 by Dr Pratul Chandra Bhandari.
- 1.2. Dr Chunnilal Khatiyal Medal - The Medal was established from an endowment of Rs.1400/- in 1952 by Dr Chunnilal Khatiyal.
- 1.3. Shri Chandra Dutt Pant Medal - The Medal was established from an endowment of Rs.1000/- in 1952 by Pandit Lakshmi Dutt Pant in memory of his late son Shri Chandra Dutt Pant.
- 1.4. Dr P N Srivastava Medal - The Medal was established from an endowment of Rs.2000/- in 1971 by Mrs P K Srivastava in memory of her late husband Dr P N Srivastava.
- 1.5. Team Medal
- 1.6. Diamond Jubilee Medal
- 1.7. Scientific Output Medal
- 1.8. External Budgetary Resource Medal
- 1.9. Iyengar-Sahni Medal - The Medal was instituted from an endowment of Rs.15,000/- in 1979 by Professor T S Sadasivan.
- 1.10. Prof T M Harris Medal - The Medal was established from an endowment of Rs.7000/- in 1984 by Professor T M Harris and his friends and well-wishers.
- 1.11. Efficient Administrative Staff Medal
- 1.12. BSIP Employee Medal (Two))

## **2. DR PRATUL CHANDRA BHANDARI MEDAL :**

2.1. The selection of the Candidate shall be made from amongst Birbal Sahni Research Scholars for the best piece of research work done in the Institute during the three years preceding the year of the award. The selection shall be made on the recommendations of an Expert Committee constituted by the Director.

2.2. The award shall carry a medal and a citation.

2.3. The award shall be made every three years, starting from 1997.

## **3. DR CHUNNILAL KHATIYAL MEDAL :**

3.1. The selection of the Candidate shall be made from amongst Scientists of the Institute for the best piece of research work done in the Institute during the three years preceding the year of the award as Scientist 'A'. The selection shall be made on the recommendations of an Expert Committee constituted by the Chairman.

3.2. The award will carry a medal and a citation.

4.1. The award shall be made every three years, starting from 1998.

## **4. SHRI CHANDRA DUTT PANT MEDAL :**

4.1. The selection of the Candidate shall be made from amongst the Scientists of the Institute for the best piece of research work done in the Institute during the three years preceding the year of the award as Scientist 'C'. The selection shall be made on the recommendations of an Expert Committee constituted by the Chairman.

4.2. The award shall carry a medal and a citation.

4.3. The award shall be made every three years, starting from 1999.

## **5. DR P N SRIVASTAVA MEDAL :**

5.1. The selection of the Candidate shall be made amongst the Scientists of the Institute for the best piece of research work done in the Institute during the two years preceding the year of the award as Scientist 'D'. The selection shall be made on the recommendations of an Expert Committee constituted by the Chairman.

5.2. The award shall carry a medal and a citation.

5.3. The award shall be made every alternate year, starting from 1997.

## **6. TEAM MEDAL:**

- 6.1 The selection of the team shall be made among the scientists of the Institute who have excelled to inculcate team spirit and collaborative integrated work within the Institute or in collaboration with other Institution (s) during the two years preceding the year of award. This work may not necessarily be a published record. This award will be open to all Scientists, including Birbal Sahni Research Associates and Birbal Sahni Research Scholars.
- 6.2 The Award shall carry a Medal and a Citation to each member of team of Scientists.
- 6.3 The award shall be made every alternate year, starting from 2006.

## **7. DIAMOND JUBILEE MEDAL:**

- 7.1 The selection of candidate shall be made among the Scientists of the Institute who have published papers of high quality in refereed journals during the two years preceding the year of award, individually or as member of a team. This may be based on the quality of research papers and their impact during the two years preceding the year of award.
- 7.2 The Award shall carry a Medal and a Citation.
- 7.3 The award shall be made every alternate year, starting from 2006.

## **7. SCIENTIFIC OUT PUT MEDAL:**

- 8.1 The selection of a candidate shall be made amongst the Scientists E, F and G for the best piece of research work done in the Institute during the two years preceding the year of award.
- 8.2 The Award shall carry a Medal and a Citation.
- 8.3 The award shall be made every alternate year, starting from 2006.

## **8. EXTERNAL BUDGETORY RESOURCE MEDAL:**

- 9.1 The selection of the candidate shall be made among the Scientific/Technical personnel of the Institute who have excelled in providing external budgetary resource to the Institute by bringing Sponsored projects tenable at the Institute, Consultancy services, Contract research and Contract training in the Institute during the two years preceding the year of award.
- 9.2 The Award shall carry a Medal and a Citation.
- 9.3 The award shall be made every alternate year, starting from 2006.

## **9. IYENGAR-SAHNI MEDAL :**

10.1 The selection of the Candidate (s) shall be made for the best paper published in The Palaeobotanist during the two years preceding the year of the award. The papers published in The Palaeobotanist released during the period shall be evaluated by an Expert Committee constituted by the Chairman. The author/authors can be from the Institute or from outside including foreign countries or both. In the case of multiple authorship, all the authors shall receive the award.

10.2 The award shall carry a medal and a citation. The awardee (s) from within India shall be paid economy class airfare or AC 1st class rail fare from residence to the Institute and return. The awardee (s) from foreign countries shall be paid economy class airfare or AC 1st class rail fare from the international airport/seaport and return.

10.3 The award shall be made every alternate year, starting from 1997.

## **10. PROFESSOR T M HARRIS MEDAL :**

11.1 The selection of the candidate shall be made on the basis of life time achievement in Palaeosciences or any allied discipline. The name of the candidate should come from a Proposer with the consent of the candidate and candidate's bio-data. The selection of the candidate shall be done by an Expert Committee. The candidate can be from the Institute or from outside including foreign countries.

11.2 The award shall carry a Medal and a Citation. The awardee within India shall be paid economy class airfare or AC 1<sup>st</sup> class rail fare from the residence to the Institute and return. The awardee from foreign countries shall be paid economy class airfare or AC 1<sup>st</sup> class rail fare from the International airport/seaport within India and return to International airport/seaport.

11.3 The award shall be made every alternate year, starting from 1998.

## **11. EFFICIENT ADMINISTRATIVE STAFF MEDAL:**

12.1 The selection of candidate shall be made from the Administrative and Others Staff of Group B and C based upon the votes received in achieving administrative and scientific goals by discharging his/her services with utmost promptness and efficiency. The Scientific, Technical and Administrative and Others staff (excluding Group D) shall vote for selection of the candidate for services rendered during the two years preceding the year of award.

12.2 The Award shall carry a Medal and a Citation.

12.4 The award shall be made every alternate year, starting from 2006.

12.4 A staff member who gets the award twice in six years shall also be given cash award of Rs. 5000/-

## **12. BSIP EMPLOYEE MEDAL S (TWO):**

13.1 The selection of the candidates shall be made each from the Technical staff of Group I and II and Group D staff of Administrative and Others who have worked diligently and efficiently and have shown extra efforts in discharging their duties. The nominations shall be invited from the Project Coordinators/Sectional/Unit Heads for services rendered by the employee during the two years preceding the year of award.

13.2 Each Award shall carry a Medal and a Citation. The Award shall also carry cash prize of Rs. 1000/- each.

13.3 The award shall be given every year, starting from 2006.

## **14. PROCEDURE FOR SELECTION :**

14.1 In the first week of April of the year in which the award is to be made, a notice will be issued by the Registrar inviting applications for the award.

14.2 Applications in the prescribed proforma and in 6 copies should be submitted latest by May 31 of the year.

14.3 The composition of the Expert Committee for the selection of the awardee (s), to be appointed by the Chairman/Director shall be :

- |       |   |   |                 |
|-------|---|---|-----------------|
| (i)   | A Member of the Governing Body                            | - | Chairman        |
| (ii)  | Director (Ex-officio)                                     | - | Convener-Member |
| (iii) | Three Experts who are not in the service of the Institute | - | Members         |

14.4 None of the Members of the Expert Committee shall be a candidate for the award.

14.5 The recommendations of the Expert Committee shall be final and not challengeable.

14.6 The presentation of the awards will be made during the Founder's Day function of the year.

15. The Chairmen/Members of the Expert Committees will be entitled for TA/DA and honoraria for attending meetings of the Expert Committees as per Rules and Regulations and Bye-laws of the Institute.

16. In giving the medals, the original intentions of the donors will be respected to the extent possible.

17. In the event of non-availability of any suitable candidate in a particular year, the medal will not be awarded and the money available will be added to the capital of that award.
18. These guidelines may be revised or amended by the Governing Body as and when necessary.

**BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES**

**GUIDELINES FOR CONSULTANCY, CONTRACT RESEARCH AND CONTRACT  
TRAINING**  
**(Effective from April 01, 2001)**

**1. DEFINITION AND SCOPE :**

1.1. Consultancy Services shall comprise scientific, technical and other professional advice/assistance based on available knowledge/ expertise/facilities/resources of the Institute. Consultancy is normally not expected to involve generation of intellectual property/ or substantial experimental work.

1.2. Contract Research shall comprise all R and D undertaken through specific contractual arrangement agreed upon for the purpose. The projects to be undertaken should fall within the purview of approved research areas of the Institute.

Contract research shall cover :

1.2.1. Contract projects :

Projects fully funded by the client having specified R and D objectives, and well-defined expected project output results, generally culminating in generation of intellectual property. Contract projects could be multi-client, with the sponsors sharing the project funding and research results. Contract projects shall have full funding from the client and may not necessarily be tenable at the Institute.

1.2.2. Sponsored projects :

Projects fully funded by the Ministries/Departments/Autonomous Councils/Public Sector Undertakings of the Government of India/State Governments, tenable at the Institute and having specified R and D objectives, and well-defined expected project output/results, generally culminating in generation of intellectual property. The sponsored projects could be multi-client also, with the sponsors sharing the project funding and research results.

1.2.3. Collaborative projects :

Projects partially funded by the collaborating organisation/institution, and supplemented by provision of inputs such as expert manpower, laboratory and other infrastructural facilities etc. Like sponsored projects, the expected project output/results are well-defined.

1.3. Contract training shall comprise of all training given to clients and/or students nominated by the clients through specific contractual arrangement agreed upon for the

purpose. The training to be imparted should fall within the purview of approved research areas of the Institute or the areas in which adequate instrumentation, laboratory and training facilities are available in the Institute.

1.4. While providing consultancy services/contract research/contract training to prospective clients, it should be ensured by the Director that attention is not diverted from the approved research projects of the Institute and other activities to consultancy services/contract research/contract training only. A proper balance of the manpower and other resources to be deployed to Institute's research projects, consultancy services/contract research/contract training and technical services should be decided by the Director.

## **2. CONSULTANCY, CONTRACT PROJECTS AND CONTRACT TRAINING :**

### 2.1. Approvals :

#### 2.1.1. For Projects/Proposals :

##### Competent Authority      Projects/Proposals

Director                      Upto Rs.10 Lacs and not involving the Director as one of the Scientist in the Team of Scientists.

Chairman                      Outside the powers of the Director.

Department of Science      Projects/proposals involving foreign clients.  
and Technology,  
Government of India

#### 2.1.2. For Contracts :

##### Competent Authority      Contracts

Director                      All contracts except the ones which involve foreign clients.

Chairman                      Contracts with foreign clients.

### 2.2. Authorised Signatory to Contracts :

The Registrar will be the authorised signatory to all contracts of the Institute.

### 2.3. Financial Aspects :

#### 2.3.1. Costing of consultancy/contract projects and contract training :

The charges for consultancy/contract projects and contract training will include :



(i) Expenses

- (a) Cost of physical inputs/services/utilities/consumables raw materials/components (if any) with 25% overheads.
- (b) Equipment usage cost.
- (c) External payments envisaged e.g. to outside Scientists, for obtaining data, hiring of infrastructural facilities etc.
- (d) TA/DA.
- (e) Contingencies.

Total expenses = sum of [ i (a) to i (e) ]

(ii) Intellectual fee

To be decided by the authority competent to approve the project/proposal based on the cost of the man-days of the staff deployed (minimum equal to total expenses).

Project charges = Total expenses + intellectual fee  
i.e. [ (i) + (ii) ]

2.4. Terms of payment :

The Institute will endeavour to obtain total project charges as advance on or before signing the agreement.

2.5. Multi-institutional projects/proposals :

The terms and conditions and the contracts for Multi-institutional consultancy/contract projects and contract training will be decided on case-to-case basis.

2.6. Projects/proposals involving foreign clients :

The terms and conditions and the contracts for consultancy/contract projects and contract training involving foreign clients will be decided on case-to-case basis in consultation with the Department of Science and Technology, Government of India.

## 2.7. General aspects :

2.7.1. Every care should be taken to avoid any legal complication involving the Institute as a result of the consultancy service/contract project/contract training.

2.7.2. Contractual obligations of a consultancy service/contract project/contract training shall be that of the Institute. Agreements with clients will thus be executed on behalf of the Institute and not by an individual staff member or team of staff members.

2.7.3. In case of consultancy service/contract project/contract training rendered to Government Departments/Agencies, Public Sector Undertakings, Universities and other Institutions of higher learning, the terms and conditions may be settled through exchange of letters. In such cases, formal agreement on non-judicial paper may not be necessary.

2.7.4. The Institute may be called upon to carry-out investigational jobs by Government Agencies, Courts of Law, Statutory Authorities etc. These jobs may need to be undertaken on an urgent basis and in such cases other terms and conditions may be relaxed by the competent authority.

2.7.5. In case of consultancy services/contract project/contract training provided to another sister organisation on mutual science support basis, such services may not be charged. The terms and conditions for providing such services will be discussed by the Director with the sister organisation and suitable acknowledgements will be made by the Institute and the sister organisation. The Director may as well decide not to charge short-term training or lectures geared towards dispersal of knowledge and popularisation of palaeosciences and allied disciplines to students/research scholars etc.

2.7.6. The Institute should as much as possible ensure a fair distribution of consultancy/contract project/contract training work among the eligible staff at all levels and see that it is not confined to specific individuals/groups/levels of staff.

2.7.7. The total number of days devoted by an individual to consultancy/contract project/contract training work should not normally exceed sixty man-days in a financial year.

2.7.8. A copy of the project report for all consultancy/contract/ project/contract training jobs undertaken will be retained for record purposes with the Registrar.

2.7.9. The Director's Report which is presented to every meeting of the Governing Body will incorporate in brief the activities of the Institute in providing consultancy services/contract projects/contract trainings.

2.7.10. A list of consultancy services/contract training programmes available at the Institute and their Indian/Foreign charges based on the present total expenses and other overheads are given in Annexure of these guidelines. The list of services available are

subject to modifications/amendments depending upon the research activities of the Institute and the facilities available. The Indian/Foreign charges may be revised from time to time depending on the rise in the cost of inputs and other overheads etc. Such modifications/amendments are to be approved by the Chairman on behalf of the Governing Body on the recommendations of the Director.

2.7.11. In the case of contract project, the client will be consulted prior to publishing any research work arising from the contract project. The publications will duly acknowledge the inputs of the client. The ownership of any other intellectual property generated from the contract project will be as may be agreed by the Director and the client.

2.8. Honorarium for consultancy/contract project/contract training :

2.8.1. The intellectual fee charged in a consultancy/contract project/contract training job shall be partially distributed as honorarium payable only to the staff providing inputs to the specific consultancy/contract project/contract training assignment. The component of intellectual fee in the charges of services available at the Institute as given in Annexure of these guidelines is 50% of the total charges indicated against each service. This component may be modified/amended from time to time depending upon the rise in the cost of intellectual fee etc. Such modifications/amendments are to be approved by the Chairman on behalf of the Governing Body on the recommendations of the Director.

2.8.2. Pattern of distribution of honorarium out of the intellectual fee will be :

Team of scientists	- 25%
Technical staff	- 15%
Supporting staff	- 10%

2.8.3. The “Team of scientists” shall comprise only such scientific staff members to provide intellectual inputs to the specific consultancy/contract project/contract training work as approved by the Director. On the completion of consultancy/contract project/contract training, the Director in consultation with the team of scientists, will decide the share of honorarium to each member of the team of scientists, commensurate with the inputs of each individual member.

2.8.4. Technical staff shall generally include the technical staff members to provide all technical assistance for carrying-out the consultancy/contract project/contract training work, as recommended by the team of scientists approved by the Director. On completion of the consultancy/contract project/contract training, the Director in consultation with the team of scientists will decide the share of honorarium to each member of the team of technical staff members, commensurate with the inputs of each individual member.

2.8.5. The supporting staff shall comprise those persons to assist with other general/contingent inputs for the specific consultancy/contract project/contract training work as recommended by the Registrar and approved by the Director. On the completion of the consultancy/contract project/contract training, the Director in consultation with the

Registrar will decide the share of honorarium to each member of the team of supporting staff, commensurate with the inputs of each individual member.

2.8.6. The consultancy/contract project/contract training will be deemed as completed only when the obligations envisaged in the assignment have been fulfilled and all the payment due from the client has been received.

2.8.7. Any dispute/objection/representation to the distribution of honorarium will be discussed in a Committee set-up by the Director for the purpose. The recommendations of the Committee could then be placed for consideration/decision of the Director. The decision of the Director will be final and shall be intimated to all concerned staff.

2.8.8. A member of the consultancy/contract project/contract training team will have the option to forego his share of honorarium, which shall then lapse to the Institute's fund.

2.8.9. The maximum amount of honorarium from consultancy/contract project/contract training receivable by an individual in a financial year shall be Rs.20,000/- (Rupees Twenty thousand only). For this purpose, the amount of consultancy/contract project/contract training fee receivable shall be computed for the projects/services completed during the particular financial year and the amount so receivable shall not be allowed to be carried forward to any other financial year. Any amount above Rs.20,000/- of an individual's share of honorarium will be credited to the Institute's fund. The honorarium will be payable only when project/assignment has been satisfactorily completed and all the money due from the client has been received. All payments of honorarium will be subject to the income-tax rules as applicable.

### **3. SPONSORED PROJECTS :**

3.1. The Institute will encourage its scientific staff to submit project proposals which will be tenable at the Institute, to various funding agencies under the Government of India/State Governments for sponsoring these proposals. However, such encouragement should not affect the approved research projects and other activities of the Institute.

3.2. Preference will be given to project proposals involving multi-disciplinary approach and which are in the thrust areas of palaeosciences and allied disciplines.

3.3. The Institute will provide the infrastructural facilities for carrying-out the work of the sponsored projects at the Institute. These facilities may include instrumentation, laboratory services, library, computer facilities and other administrative support facilities.

3.4. The Director will be the competent authority for forwarding such project proposals to the funding agencies. All sanctioned sponsored projects tenable at the Institute will be reported to the Research Advisory Council and the Governing Body.

3.5. The expenditure for the sponsored project will be as per the sanctioned budget estimates and release of funds by the sponsoring agency. The Institute will not charge for

any consultancy or contract training work done for the sponsored project tenable at the Institute. However, the overhead charges as sanctioned by the sponsoring agency may be utilised by the Institute as may be decided by the Director on the recommendations of the Registrar.

3.6. The use of intellectual property culminating out of the sponsored projects tenable at the Institute will be as per the terms and conditions of the funding agency.

#### **4. COLLABORATIVE PROJECTS :**

4.1. The Institute will encourage its scientific staff members to undertake collaborative research projects with their counterparts in other scientific organisations having defined R and D objectives, especially in the areas where adequate knowhow/facilities are not available within the Institute. However, such encouragement should not affect the approved research projects and other activities of the Institute.

4.2. The collaborative projects will be as much as possible, multi-disciplinary and may have multi-collaborators.

4.3. The terms and conditions of the collaborative projects will be as mutually agreed by the Director with the collaborators. The consultancy or contract training services to be provided by the Institute for the execution of a collaborative project may be charged by the Institute or otherwise, as may be decided by the Director.

4.4. All the collaborative projects with Indian collaborative organisations will require the approval of the Director. The collaborative projects with foreign collaborators will require the approval of the Chairman and the Department of Science and Technology, Government of India, if considered necessary. All collaborative projects will be reported to the Research Advisory Council and the Governing Body.

4.5 The intellectual property culminating out of a collaborative project will be utilised as per the terms and conditions agreed by the Director.

**BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES**

**PRESENT INDIAN/FOREIGN CHARGES FOR PROVIDING VARIOUS  
CONSULTANCY SERVICES AND CONTRACT TRAININGS**

**Details of Consultancy Service/Contract Training Indian/Foreign Rate**

- A. Consultancy rates for palynological analysis of Pre-Quaternary sediments :
- i. Palynological dating and age connotations, palynological correlation of coal and lignite-bearing strata, analysis of palyno-assemblages, demarcation of inter-formational boundaries through geological time. Rs.2,500/- or US\$ 200 per sample
- B. Consultancy rates for palynological analysis of Quaternary sediments :
- i. Pollen analysis and interpretation of data Rs.2,500/- or US\$ 200 per sample
- C. Consultancy rates of dating through dendrochronological techniques :
- i. Dating of trees in Himalayan Region through tree-ring techniques Rs.2,500/- or US\$ 200 per sample
- ii. Dating of timbers used in old buildings through tree-ring techniques Rs.2,500/- or US\$ 200 per sample
- iii. Dating of geomorphological events which affect tree growth in the Himalayan Region Rs.5,000/- or US\$ 500 per case

D. Consultancy rates for Petrology :	
i. Maceral counting/analysis, including preparation of sample/pellet and associated mineral matter assessment under normal incident (reflected) light	Rs.2,000/- or US\$ 150 per sample/ pellet
ii. Only rank determination by reflectance measurement	Rs.1,500/- or US\$ 120 per sample/ pellet
iii. Maceral analysis and rank determination measurement (i + ii) as above	Rs.3,000/- or US\$ 250 per sample/ pellet
iv. Maceral analysis under normal light and under blue light excitation (fluorescence mode)	Rs.2,000/- or US\$ 200 per sample/ pellet
v. Maceral analysis and rank determination measurement (iv + ii) as above	Rs.3,000/- or US\$ 220 per sample/ pellet
E. Consultancy rates for Megafossils :	
i. Identification and age connotation megafossils	Rs.1,500/- or US\$ 120 per sample
F. Consultancy rates for Wood identification :	
i. Identification of extant wood	Rs.1,500/- or US\$ 120 per sample

G. Consultancy rates for Botanical remains from Archaeological sites :		
i.	Identification of wood charcoal from Archaeological sites	Rs.2,000/- or US\$ 150 per piece
ii.	Identification of seeds and fruits from Archaeological sites	Rs.1,500/- or US\$ 120 per species
H. Consultancy rates for Radiocarbon Dating :		
i.	Radiocarbon Dating of samples	Rs.3,500/- or US\$ 250 per sample
I. Scanning Electron Microscopy facilities :		
i. For Research Scholars working independently		
(a)	Gold Palladium coating per stub	Rs.50/-+      Rs.10/- for stub
(b)	Sample examination and photography per exposure	Rs. 50/-
ii. For Scientist/Institutions		
(a)	Gold Palladium coating per stub	Rs. 300/- + Rs.10/- for stub
(b)	Sample examination and photography per exposure	Rs. 300/-
J. Consultancy rates for Section Cutting and Preparation of thin slides :		
i.	Section cutting, grinding, polishing if needed and preparation of thin slides for microscopic examination	Rs.1,500/- per sample



- K. Contract training rates in Palynology :  
(for 4 weeks with 5 working days per week)
- i. Chemical processing of rock samples for palynological studies Rs.5,000/- per trainee
  - ii. Techniques for palynological studies such as use of Microscope etc. Rs.5,000/- per trainee
  - iii. Palynological studies Rs.5,000/- per trainee
  - iv. For additional period (more than 4 weeks) Rs.2,500/- per week per trainee
- L. Contract training rates in coal and/or lignite petrography :  
(for 4 weeks with 5 working days per week)
- i. Contract training in coal and/or lignite petrography Rs.8,000/- per trainee
  - ii. For additional period (more than 4 weeks) Rs.3,000/- per week per trainee