Instructions for filling up Self Assessment Form

1. Self assessment form is to be filled by each faculty member once annually covering the period from 1st July of previous year to 30th June of current year and has to be submitted to HoD latest by 20th July every year, with exception for this year, to be submitted by 30 September 2015.

2. HoD will complete their part on the form and forward the same to Dean (Academics & Research) by 31st July every year, with exception for this year to be submitted by 10th October 2015.

3. Dean (Academics & Research) will put his observation on each Form and forward to VC by 14th August of every year, with exception for this year, to be submitted by 15th October 2015.

4. VC will review each faculty's performance put his remarks and in case of undesirable or below par performance the faculty will be suitably, advised by VC personally and intimated the same in writing.

Instructions for Faculty

1. Faculty may maintain a record of all their academic and co-curricular activities throughout the year, so that the data and information is readily available while filling up the Self Assessment Form. This is also an opportunity for self introspection and corrective action for the benefit of one self and the University.

2. **Item 1 to 10** - fill the data required.

3. **Item 11** - in column attended / organized fill as applicable, in case organized then indicate position in organizing committee/setup. In case attended award 1, 3 or 5 API points for less than one week, one week and two or more than two weeks programs respectively. In case of programs organized award 5, 10, 20 API points for programs of less than one week, one week and two or more than two weeks duration and add 5 API points in case of Chief/Principal Organizer.

4. **Item 12** -

> 12.1. (A) & (B) Maximum API score for each will be 30 which will be broken into two components of 25 and 5. 25 Score is to be allotted if 95% or more classes are engaged, 15 if 80% classes are engaged and 0 if less than 80% classes are engaged. In case classes engaged are between 80% & 95% then API score may linearly vary between 15 and 25. API score of 5 be allowed if classes engaged are in excess of norms / schedule.

> 12.2 – API score out of 10 be allotted for each of the sub-components viz. knowledge resources consulted, prescribed, additional resources based on participative decision making, proposals for modification resulting in coverage

beyond syllabus. However, maximum total API score for this component (12.2) will be limited to 35.

12.3 & 12.4 – API score for 12.3 and each subcomponent of 12.4 shall be 10. However, API score for 12.3 & 12.4 combined will be limited to 30.

5. **Item 13** – Total API score for this Item will be clipped at 60.

13(A) – 5 API points for each activity, 10 API points instead of 5 if played a lead role, subject to a maximum of 20.

13(B) – 5 API points for each activity in the capacity of In charge/Chairman, 3 API points in the capacity of member, subject to a maximum of 20 API points.

13(C) – 10 API points for each position Director, Dean, HOD, Time Table In charge, In charge Training & Placement, Chairman of Institution Level Committee, any other Similar level position. 5 API points for each Membership of Institution Level Committee or Individual Responsibility Assigned at Institutional Level, Subject to a maximum of 20 API points.

13(D) – 10 API points each for outside Institute, 5 API points each for within Institute, subject to a maximum of 20 API points.

13(E) – 1/2/3 API points each based on level, quality and effort involved, subject to a maximum of 10 API points.

6. **Item 14** –

Pub. Code	IJ	NJ	OJ	IC	NC	LC	PN	OA
API Points for Each	15	10	7 if ISBN/ISSN Number 3 Otherwise	10	08	06	04	02

(a) Augment above scores as under:

Indexed Journals – 5 points, Impact Factor between 1 & 2 – 10 points, Impact Factor between 2 & 5 – 15 points, Impact Factor >5 – 25 points.

(b) For Joint Publications distribute API points as under:

First/Principal Author and Corresponding Author/Supervisor/Mentor would share equally 60% points and remaining 40% points would be shared equally by all other authors.

7. **Item 15** -

Published by International Publisher after Peer Review	50 per book
Published by National Publisher with ISBN/ISSN number	25 per book
Published by Local Publisher with ISBN/ISSN number	15 per book
Chapter in any of the above categories	20% of the category per chapter

In case of jointly authored books:

(a) Two Authors – 60% to First/Principal Author and remaining 40% to the other author.

(b) More than Two Authors - 40% to First/Principal Author and remaining 60% to be shared equally all the other authors.

8. **Item 16** –

(a) Sponsored Research Projects with grants of Rs. 10 lakhs or more, Rs. 3 lakhs in case of HSS & Management, 20 API points for each project.

(b) Sponsored Research Projects with grants between Rs. 4 to 10 lakhs, Rs. 1 to 3 lakhs in case of HSS & Management, 15 API points for each project.

(c) Sponsored Research Projects with grants between Rs. 0.5 to 4 lakhs, Rs. 0.25 to 1 lakhs in case of HSS & Management, 10 API points for each project.

(d) For Consultancy Projects apply (a), (b) & (c) above with amount and API points reduced to 50% level.

(e) In case of Joint projects share API points as in case of jointly authored books.

9. **Item 17** –

(a) M.Tech./M.Phil./D.D./M.S. degree awarded only – 5 API points per candidate.

(b) Ph.D. degree awarded – 10 API points per candidate.

(c) Ph.D. Thesis submitted – 7 API points per candidate.

(d) On going Ph.D. for more than six months – 3 API points per candidate.

(e) In case of joint guidance share API points as in case of jointly authored books.

10. **Item 18** – 7 API points for each membership, 10 API points for each Chairmanship, subject to a maximum of 20 API points.

11. **Item 19** – API points may be awarded keeping in view importance, novelty, effort, uniqueness etc. up to a maximum of 30 API points. However, if a Patent/Technology Transfer/ Product/ Process has been obtained/ developed then 30 API points for each National level output or 50 API points for each International level output be awarded.

Instructions for HoD:

HoD will verify the API scores as per API scheme given above and the activity, change self assessed API scores if deemed fit and put their remarks on each item. The overall remarks of HoD should include comments on ability, willingness and efforts to keep abreast of advancements and diversifications and student handling and satisfaction level as also initiatives for development and advancement of department, active participation in departmental activities.

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY, WAKNAGHAT
Annual Self Assessment - Faculty
For Academic Year ....

1. Name: **2. Department:**

3. Qualifications: **4. Present Designation:**

5. University Joining Date: **6. First Designation:**

7. Present Pay Scale & Pay: AGP: Total pay:

8. Areas of Specialization:

   Current Interest:

9. Additional Qualification acquired during the year (Give full details):

10. Pursuing Higher Studies (Give full details):

11. Orientation/Refresher Courses, Summer/ Winter Schools, Faculty Development Programmes, Seminars/Conferences/Workshops Attended/ Organized:

S. No.	Title	Dates/ Duration	Sponsoring Agency and Organisation & Place held	Attended/ Organized	Self Assessed API Score	Remarks by the HoD

Total API for 11:

12. Teaching, Learning and Evaluation Activities:

12.1 Lectures/Tutorials/Practical's/Projects/Seminars Conducted:

(A) ODD SEMESTER

S. No.	Course Code	Course Title	Contact Hours/ Week	Total No. of Hours Classes in Semester		Self Assessed API Score	Remarks by the HoD
				Scheduled	Engaged		

	TOTAL						
	Classes Allotted/ Scheduled and Engaged in excess of norms						

(B) EVEN SEMESTER

S. No.	Course Code	Course Title	Contact Hours/ Week	Total No. of Hours Classes in Semester		Self Assessed API Score	Remarks by the HoD
				Scheduled	Engaged		
TOTAL							
Classes Allotted/ Scheduled and Engaged in excess of norms							

12.2 Reading / Instructional Material Consulted and additional Knowledge Resources provided to Students:

S. No.	Course Code	Knowledge Resources		Additional Resources Provided	Self Assessed API Score	Remarks by the HoD
		Consulted	Prescribed			
1						
2						
3						
4						
5	Participatory/Innovative Teaching Learning Methodologies used (give brief details)					
6	Any Modification/ Addition to syllabus (give brief details)					
7	Any Coverage/ Introduction beyond syllabus (give brief details)					

12.3 Project Guidance at UG level:

		Self Assessed API Score	Remarks by the HoD
Number of Projects Guided			
Number of Students Guided			

12.4 Examination and Evaluation Duties:

S. No.	Activity	Class	T1	T2	T3	
1	No. of Q. Papers Set	UG				
		PG				
2	No. of A/ B Evaluated	UG				
		PG				
3	No. Of Students Examined through Practical/ Seminar/ Project Examination	UG				
		PG				
4	No. of Examination Invigilation Duties	Allotted				
		Performed				
	Self Assessed API Score					**30** for (12.3 & 12.4)
	Remarks by the HoD					

Total API for 12:

13. (A) Contribution/ Participation in Students Extra & Co-Curricular activities:

(B) Contribution/ Participation in Departmental Activities & Development:

(C) Contribution/ Participation in Institute Activities & Development:

(D) Special/ Extension/ Expert/Invited Lectures Delivered, Give Details:

(E) Articles, Monographs, Technical Reports, Reviews Written, Give Details:

Total API for 13:

14. Research Papers Published/ Presented:

S. No.	Names of All Authors in Order as in Publication	Title and Complete Reference in IEEE Style	Type of Publication/ Conference etc.*
1			
2			
3			
4			
Self Assessed API Score		Remarks by the HoD	

* Use following Code:- **IJ**- International Journal, **NJ**- National Journal, **OJ**- Neither Int. nor National Journal, **IC**- Proc. Of International Conference/Seminar etc., **NC**- Proc. of National Conference/Seminar etc., **LC**- Proc. of Regional/Local/Other Conference/Seminar etc., **PN**- Presented but NOT Published, **OA**– only Abstract Published.

Total API for 14:

15. Books, Chapters in Books Written:

S. No.	Names of All Authors in Order as in Publication	Title and Complete Reference in IEEE Style	Type of Publication (B- Book C-Chapter)
Self Assessed API Score		Remarks by the HoD	

Total API for 15: 0

16. Research Projects and Consultancy Works:

S. No.	Title of Research Project/ Consultancy Work	Details of Sponsoring Agency	Duration, Sanction Date & Status	Amount Sanctioned	Chief or Co Investigator Specify
Self Assessed API Score		Remarks by the HoD			

Total API for 16: 0

17. Research Guidance:

S. No.	Enrol. No. & Name of the Student	Title of Thesis/Dissertation/Project	Names of Joint Supervisors	Level (PhD/DD/ M Tech/ M Phil /MS)	Status (Completed/ Ongoing)
1					
2					
3					
Self Assessed API Score		Remarks by the HoD			

Total API for 17:

18. Membership of Professional Bodies/ National/ International Committees:

Total API for 18:

19. Any Other Information:

20. List of Enclosures:

Total API score (Self assessed):

Certified that the above data is correct and I shall be responsible for any inaccurate/incorrect data and shall be liable for suitable action for the same, as decided by the authorities.

Signature of Faculty with Date

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY, WAKNAGHAT
Annual Self Assessment - Faculty
For Academic Year ....

Name: **Department:**

Designation:

Overall Remarks of HoD: Total API Score as verified by me is _____.

(Signature of HoD with Date)

Overall Remarks of Dean Academic & Research, including students Feedback:

(Signature of Dean (A & R))

Remarks of Vice Chancellor:

(Signature of VC)

PERFORMANCE APPRAISAL
(For Grades NT-1 to NT-2)
Period of assessment (from DD/MM/YYYY to DD/MM/YYYY)

PART I

1. Name of the Institute :	9. Total Experience :
2. Name of Employee :	10. (a) Last date of promotion :
3. Date of Joining :	if any
4. Grade :	(b) Last date of special :
5. Pay (Excl. allowances):	increment if any
6. Date of Joining :	11. Qualifications :
7. Experience outside :	(a) Academic :
the Institute	(b) Professional
8. Experience within :	(indicate year of passing)
the Institute	
(Up to 30th June of current	
Year)	

_____

Signature of the Employee

PART II
Self Appraisal by the Employee covering the role and performance not exceeding 1000 words.(Attach separate sheet if required)

PART III (Assessment by the Initiating Officer)

Please award marks from 1 to 5 with 1 being minimum and 5 being maximum:

1. Poor	2. Average	3. Good	4.Very Good	5.Excellent

i. Personal Qualities

S.No	Attributes	Initiating Officer
01	Physical Attributes (Appearance, Dress etiquettes, Body Language etc.)	
02	Drive, Determination & Decisiveness	
03	Dependability	
05	Moral Courage	
06	Integrity	
07	Loyalty	
08	Ingenuity	
09	Maturity	
10	Tenacity	
11	Communication Skills	
Overall Performance rating		

ii. Demonstrative Performance

S.No	Attributes	Initiating Officer
01	Foresight and Planning	
02	Delegation and Responsibility	
03	Vision & Conceptual ability	
05	Tolerance for ambiguity	
06	Competency for handling higher responsibility	
07	Job Knowledge and skills	
08	Management ability (includes planning organizing, controlling ability and leadership)	
09	Application (Team Work, Training of subordinates, communication up/down, relation with colleagues)	
10	Demonstrated Performance in Achievement of objective, innovation, initiative, cost control and optimal utilization of resources	
Overall Performance rating		

Description - Special qualities, traits, achievements, weaknesses and points for improvements Grading & Comments.

Recommendations / Review (Initiating Officer)

Signature
Name
Designation (Concerned Head / Director / VC if he reviewed officer is directly under the VC)

PART IV

Final Remarks of the Vice Chancellor (In case not a initiating officer)

Date:_____   Signature_____
                                                        (Name)_____

Instructions
1. Part I & II to be filled by the Employee
2. Part III & IV to be filled by Initiating Officers and Reviewing Officers.
3. All Reports shall be handled as confidential documents.
4. Recommendations for promotions in PART II , indicate **'Out of Turn'**,**' In Turn'** , **'Not Yet'** or **' Not Recommended'** as applicable

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CONFIDENTIAL
PERFORMANCE APPRAISAL
(For Grades NT-3 to NT-8)
Period of assessment (from DD/MM/YYYY to DD/MM/YYYY)

</div>

PART I

1. Name of the Institute :	9. Total Experience :
2. Name of Employee :	10. (a) Last date of promotion :
3. Date of Joining :	if any
4. Grade :	(b) Last date of special :
5. Pay (Excl. allowances):	increment if any
6. Date of Joining :	11. Qualifications :
7. Experience outside :	(a) Academic :
the Institute	(b) Professional
8. Experience within :	(indicate year of passing)
the Institute	
(Up to 30th June of current	
Year)	

_____

Signature of the Employee

PART II
**Self Appraisal by the Employee covering the role and performance not
exceeding 500 words. .(Attach separate sheet if required)**

PART III (Assessment by the Initiating Officer)

Please award marks from 1 to 5 with 1 being minimum and 5 being maximum:

1. Poor	2. Average	3. Good	4.Very Good	5.Excellent

i.   Personal Qualities

S.No	Attributes	Initiating Officer
01	Physical Attributes (Appearance, Dress etiquettes, Body Language etc.)	
02	Drive, Determination, Decisiveness & Dependability	
03	Integrity, Loyalty	
05	Ingenuity, Maturity	
06	Communication Skills	
Overall Performance rating		

ii.   Demonstrative Performance

S.No	Attributes	Initiating Officer
01	Foresight and Planning	
02	Job Knowledge and skills	
03	Management ability (includes planning organizing, controlling ability and leadership)	
04	Application (Team Work, Training of subordinates, communication up/down, relation with colleagues)	
05	Demonstrated Performance in Achievement of objective, innovation, initiative, cost control and optimal utilization of resources	
06	Competency for handling higher responsibility	
Overall Performance rating		

Initiating Officer	:	Reviewing Officer
Description- Special qualities traits, achievements, weaknesses and points for improvements	: : :	
	:	
	:	
	:	
	:	
	:	

Recommendations   :

(a)	For promotion in Routine	:
(b)	For out of turn promotion	:
(c)	Additional increments only	:
	(in case (b) is not applicable)	:

Note: between (a) and (b) one to be filled
        and between (b) & (c) one to be filled   :

Signature	:
Name	:
Designation	:

PART IV – Reviewing Officer's Remarks (Dean / Director if not IO)

Date:_____   Signature_____
                                                (Name)_____

PART V – Final Remarks by the VC

Date:_____   Signature_____
                                                (Name)_____

Instructions
1. Part I & II to be filled by the Employee
2. Part III and IV to be filled by Initiating Officers and Reviewing Officers.
3. All Reports shall be handled as confidential documents.
4. Recommendations for promotions in PART III , indicate **'Out of Turn',' In Turn'** , **'Not Yet'** or **' Not Recommended'** as applicable

Note: For employees in NT-8 category appraisal form need not be filled. However, the initiating officer must submit a one page note listing the overall performance in the designated trade / Job and recommendations if any.

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY

(Established by H.P. State Legislature vide Act No. 14 of 2002)
P.O. Waknaghat, Teh. Kandaghat, Distt. Solan - 173234 (H.P.) INDIA
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Jan 2020

Minimum Eligibility Criteria for consideration for promotions to different positions

under CAS for teachers

Professor

1. PhD with first division in the preceding degree and throughout a good academic record.
2. Teaching/Research experience of 12 years, out of which, a minimum of 5 years experience as Associate Professor at University level.
3. At least seven quality research papers either as first author or second author after becoming Associate Professor.
4. Should have guided at least two PhDs (in case of joint supervision, weightage for each PhD will be equally divided among supervisors) after becoming Associate Professor.
5. (a) Sponsored Research Project (s) completed/in progress as Principal Investigator of Rs. 30 lakh or more in case of Biotech and PMSE Departments and of Rs. 15 lakh or more in case of other departments.
   (b) In case, even after sufficient efforts were made in obtaining the Sponsored Research Project and success could not be achieved, then five SCI/SCIE/SSCI Indexed quality research papers as sole (single) author in lieu of the sponsored research project (s) requirement. This provision of 5 (b) will be for other Departments and not for Biotech and PMSE Departments.

6. (a) Average API score of 250 or above of the last three years at Associate Professor level.
   (b) Report of the Head of Department on working, conduct, behaviour and contributions beyond normal teaching assignments in the Department/ Institute will be given due consideration.

Associate Professor

1. PhD with first division in the preceding degree and throughout a good academic record.
2. Teaching/Research experience of 8 years, out of which, a minimum of 4 years experience as Assistant Professor (Sr. Grade) at University level.
3. At least five quality research papers either as first and second author after becoming Assistant Professor (Sr. Grade).
4. Should have guided at least one PhD (in case of joint supervision, weightage for each PhD will be equally divided among supervisors) after becoming Assistant Professor (Sr. Grade).
5. (a) Sponsored Research Project(s) completed/ in progress as Principal Investigator of Rs. 20 lakh or more in case of Biotech and PMSE Departments and of Rs. 10 lakh or more in case of other departments.

   (b) In case, even after sufficient efforts were made in obtaining the Sponsored Research Project and success could not be achieved, then four SCI/SCIE/SSCI Indexed quality research papers as sole (single) author in lieu of the sponsored research project(s) requirement. This provision of 5(b) will be for other Departments and not for Biotech and PMSE Departments.

6. (a) Average API score of 200 or above of the last three years at Assistant Professor (Sr. Grade) level.
   (b) Report of the Head of Department on working, conduct, behaviour and contributions beyond normal teaching assignments in the Department/Institute will be given due consideration.

15/9/22

Dean (A&R)

For Engineering & Technology and Management

1. **Assistant Professor (Grade-I)**

   M. Tech/MBA or equivalent with first division and throughout good academic record.

2. **Assistant Professor (Grade-II)**

   (i)   M. Tech/MBA or equivalent with first division and throughout good academic record +2 years experience at University level.

   Or

   (ii) M.Tech/MBA or equivalent with first division and throughout good academic record +1 year experience at University level and at least 2 years prior experience elsewhere.

   (iii) Report of the Head of Department on working, conduct, behaviour and contributions beyond normal teaching assignments in the Department/Institute will be given due consideration.

3. **Assistant Professor (Senior Grade)**

   (i)   Ph.D degree, with first division in preceding degree and throughout good academic record + at least 2 years post PhD experience at University level. Publication requirement is essential. Should be an active researcher and published at least 3 quality research papers.

   (ii) Average API score of 180 or above of the last two years at Assistant Professor (Grade-II).

   (iii) Report of the Head of Department on working, conduct, behaviour and contributions beyond normal teaching assignments in the Department/Institute will be given due consideration.

For Sciences, Humanities & Social Science, Biotechnology, Pharmacy and For the Faculty in Management of Non MBA Stream

1. **Assistant Professor (Grade-I)**

   Ph.D degree, with first division in preceding degree and throughout good academic record.

2. **Assistant Professor (Grade-II)**

   (i)   Ph.D degree, with first division in preceding degree and throughout good academic record +2 years teaching/ research experience at University level after PhD degree and after becoming Assistant Professor (Grade-I)

   (ii) Active researcher and published at least 2 quality research papers at Assistant Professor (Grade-I) level after PhD degree.

   (iii) Report of the Head of Department on working, conduct, behaviour and contributions beyond normal teaching assignments in the Department/Institute will be given due consideration.

3. **Assistant Professor (Senior Grade)**

   (i)   Ph.D. degree, with first division in preceding degree and throughout good academic record.

   (ii) At least 4 years post PhD teaching/research experience at University level.

   (iii) Should be active researcher and published at least 4 quality research papers after PhD degree.

   (iv) Average API score of 180 or above of the last two years at Assistant Professor (Grade-II).

   (v)   Report of the Head of Department on working, conduct, behaviour and contributions beyond normal teaching assignments in the Department/Institute will be given due consideration.

NOTE

(i)   Research Papers Published in SCI/SCIE/SSCI/Scopus Indexed Journals, will only be considered as Quality Research Papers for consideration in this document.

(ii) One Patent will be considered equivalent to three SCI/SCIE/SSCI Indexed Research Papers.

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY

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Fax : +91-01792-245362

NON-TEACHING CAREER GROWTH CHART

Appendix 'II'

(a) Progression thereafter shall be at the discretion of the management in terms of incentive/further designation

CAREER GROWTH - ADMINISTRATION / REGISTRY

S.No.	Qualifications	NT-8	NT-7	NT-6	NT-5	NT-4	NT-3	NT-2	NT-1
	Pay Scale	4500-250-9500	5200-375-12700	8000-500-18000	11000-700-25000	15000-1000-35000	20000-1250-45000	30000-2500-55000	40000-4000-80000
1	Non Graduate (Min 12th pass)	Office Boy/Jr. Supervisor (Min 10 Years at this post)	Office Boy-I/Supervisor (Min 15 Years at this post)	Sr. Office Boy@/Sr. Supervisor@					
3	Valid Driving License	Driver (Min 10 Years at this post)	Driver-I (Min 15 Years at this post)	Sr. Driver @					
4	Graduate + Proficiency in Computer Applications	Jr. Assistant (Min 3 Years at this post)	Assistant (Min 5 Years at this post)	Jr. Co-ordinator (Min 5 Years at this post)	Co-ordinator (Min 5 Yrs. At this post)	Asstt. Administrative Officer / Assistant Assistant Registrar (Min 10 Yrs. At this post)	Administrative Officer / Assistant Registrar @		
5	Graduate (With 4 yrs exp. in Educational Sector) + Proficiency in Computer Applications		Assistant (Min 5 Years at this post)	Jr. Co-ordinator (Min 5 Years at this post)	Co-ordinator (Min 5 Yrs. At this post)	Asstt.Administrative Officer / Assistant Assistant Registrar (Min 10 Yrs. At this post)	Administrative Officer / Assistant Registrar @		
6	Graduate (With 10 yrs exp. in Educational Sector) + Proficiency in Computer Applications OR Post Graduate (With 7 yrs exp. in Educational Sector) + Proficiency in Computer Applications			Jr. Co-ordinator (Min 5 Years at this post)	Co-ordinator (Min 5 Yrs. At this post)	Asstt. Administrative Officer / Assistant Assistant Registrar (Min 7 Yrs at this post)	Administrative Officer / Assistant Registrar @		
7	Post Graduate (With 18 yrs exp. in Educational Sector including 10 yrs in supervisory cadre/Industrial relation/PR) + Proficiency in Computer Applications						Administrative Officer / Assistant Registrar /T&P Officer (Min 10 Yrs at this post)	Dy. Registrar / Chief Administrative Officer/T&P Officer (Min 10 Yrs at this post)	Registrar/OSD/T&P Officer/Chief Administrative Manager
8	Post Graduate (With 25 yrs exp. in Educational Sector including 10 yrs in supervisory cadre/Industrial relation/PR) + Proficiency in Computer Applications							Dy. Registrar / Chief Administrative Officer/T&P Officer (Min 10 Yrs at this post)	Registrar/OSD/T&P Officer/Chief Administrative Manager

CAREER GROWTH – Finance & Accounts

Grade		NT-8	NT-7	NT-6	NT-5	NT-4	NT-3	NT-2	NT-1
Pay Scale		4500-250-9500	5200-375-12700	8000-500-18000	11000-700-25000	15000-1000-35000	20000-1250-45000	30000-2500-55000	40000-4000-80000
S.No.	Qualifications								
1	Graduate (Commerce) + Proficiency in Computer Applications	Jr. Assistant (Min 3 Years at this post)	Assistant (Min 5 Years at this post)	Jr. Co-ordinator (Finance) (Min 5 Years at this post)	Co-ordinator (Finance) (Min 5 Yrs. At this post)	Assistant Finance Officer (Min 10 Yrs. At this post)	Finance Officer @	-	-
2	Graduate (Commerce) with 4 yrs exp. + Proficiency in Computer Applications		Assistant (Min 5 Years at this post)	Jr. Co-ordinator (Finance) (Min 5 Years at this post)	Co-ordinator (Finance) (Min 5 Yrs. At this post)	Assistant Finance Officer (Min 10 Yrs. At this post)	Finance Officer @	-	-
3	Graduate (Commerce) with 10 yrs exp. + Proficiency in Computer Applications OR MBA (Finance) (With 3 yrs exp.)	-	-	Jr. Co-ordinator (Finance) (Min 5 Years at this post)	Co-ordinator (Finance) (Min 5 Yrs. At this post)	Assistant Finance Officer (Min 10 Yrs. At this post)	Finance Officer @	-	-
4	ICWA / CA					Assistant Finance Officer (Min 7 Yrs. At this post)	Finance Officer (Min 10 Yrs. At this post)	Chief Finance Officer (Min 10 Yrs. At this post)	Chief Finance Controller
5	ICWA / CA+ 10 yrs. Experience						Finance Officer (Min 10 Yrs. At this post)	Chief Finance Officer (Min 10 Yrs. At this post)	Chief Finance Controller

CAREER GROWTH – Stenographer/ Personal Assistant

Grade		NT-8	NT-7	NT-6	NT-5	NT-4	NT-3	NT-2	NT-1
Pay Scale		4500-250-9500	5200-375-12700	8000-500-18000	11000-700-25000	15000-1000-35000	20000-1250-45000	30000-2500-55000	40000-4000-80000
S.No.	Qualifications								
1	Non Graduate (12th) +Proficiency in Computer Applications+ Shorthand Knowledge+5 years of experience	Stenographer (Min 5 yrs at this post)	Sr. Stenographer	Personal Assistant	Personal Assistant-I (Min 5 yrs at this post)	Personal Assistant-II / Assistant Private Secretary (Min 10 yrs at this post)	Private Secretary @	-	-
2	Graduate / Diploma in Stenography + Proficiency in Computer Applications	-	Sr. Stenographer (Min 5 yrs at this post)	Personal Assistant (Min 5 yrs at this post)	Personal Assistant-I (Min 5 yrs at this post)				

REGISTRAR & DEAN STUDENS' WELFARE
Jaypee University Of Information Technology
Waknaghat, Distt. Solan (HP) 173234 India

IQAC

CAREER GROWTH – SEMI TECHNICAL / TECHNICAL CADRE for LAB

Grade	NT-8	NT-7	NT-6	NT-5	NT-4	NT-3	NT-2	NT-1	
Pay Scale	4500-250-9500	5200-375-12700	8000-500-18000	11000-700-25000	15000-1000-35000	20000-1250-45000	30000-2500-55000	40000-4000-80000	Qualifications
S.No.									
1	Jr. Lab. Assistant (Min 3 Years at this post)	Lab. Assistant (Min 5 Years at this post)	Lab. Technician (Min 5 Years at this post)	Sr. Lab. Technician (Min 5 Years at this post)	Lab Engineer (Min 10 Years at this post)	Senior Lab Engineer @			Graduate (Science) /Diploma In Engineering +Proficiency in Computer Applications
2		Lab Assistant (Min 5 Years at this post)	Lab. Technician (Min 5 Years at this post)	Sr. Lab. Technician (Min 5 Years at this post)	Lab Engineer (Min 10 Years at this post)	Senior Lab Engineer @			Graduate (Science) /Diploma In Engineering with 4 yrs exp.+ Proficiency in Computer Applications
3			Lab. Technician (Min 5 Years at this post)	Sr. Lab. Technician (Min 5 Years at this post)	Lab Engineer (Min 10 Yrs. At this post)	Senior Lab Engineer @			Graduate (Science) /Diploma In Engineering with 10 yrs exp. Proficiency in Computer Applications OR Post Graduate (Science) (With 7 yrs exp. in Educational Sector) + Proficiency in Computer Applications

CAREER GROWTH – SEMI TECHNICAL / TECHNICAL CADRE for LRC

Grade	NT-8	NT-7	NT-6	NT-5	NT-4	NT-3	NT-2	NT-1	
Pay Scale	4500-250-9500	5200-375-12700	8000-500-18000	11000-700-25000	15000-1000-35000	20000-1250-45000	30000-2500-55000	40000-4000-80000	Qualifications
S.No.									
1	Jr. Assistant (Min 3 Years at this post)	Assistant (Min 5 Years at this post)	Jr. Professional Assistant (Min 5 Years at this post)	Professional Assistant (Min 5 Years at this post)	Sr. Professional Assistant (Min 10 Yrs. At this post)	Assistant Librarian @			Graduate (B.Lib +Proficiency in Computer Applications
2		Assistant (Min 5 Years at this post)	Jr. Professional Assistant (Min 5 Years at this post)	Professional Assistant (Min 5 Years at this post)	Sr. Professional Assistant (Min 10 Yrs. At this post)	Assistant Librarian @			Graduate (B.Lib) with 4 yrs exp.+ Proficiency in Computer Applications
3			Jr. Professional Assistant (Min 5 Years at this post)	Professional Assistant (Min 5 Years at this post)	Sr. Professional Assistant (Min 10 Yrs. At this post)	Assistant Librarian @			Graduate (B.Lib.)with 10 yrs exp. Proficiency in Computer Applications OR Post Graduate (M.Lib./M.Phil) (With 7 yrs exp. in Educational Sector) + Proficiency in Computer Applications
4						Assistant Librarian (Min 10 Yrs. At this post)	Dy. LRC Manager (Min 10 Yrs. At this post)	LRC Manager	Post Graduate (M.Lib./M.Phil) (With 20 yrs exp. in Educational Sector including 10 yrs in supervisory cadre) + Proficiency in Computer Applications
5							Dy. LRC Manager (Min 10 Yrs. At this post)	LRC Manager	Post Graduate (With 25 yrs exp. in Educational Sector including 10 yrs in supervisory cadre) + Proficiency in Computer Applications

Note:
1. Suffix Personnel/ Administration /Finance & Accounts /Mess as applicable.
2. The Growth chart for the positions indicated as above
3. Admissibility of CCA/ Conveyance would be decided on case to case basis

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