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22nd May 2019

CADRE RE-STRUCTURING AND PROMOTION POLICY OF NON-TEACHING STAFF

Preamble: The Sikkim Manipal University believes it is essential to safeguard the career interests of all employees. To ensure timely up-gradation and career advancement of eligible employees, uniform procedures, rules and regulations are required to be defined. While the existing policy was redefined in the year July-2011 keeping in mind the above factors. However, for the last 8 years, the same policy has been in vogue despite changes in market dynamics, rules, regulations, new set of qualification, new skill sets, etc. In view of the above, the entire Non-Teaching Staff has been re-structured by ensuring compliance to parity, cost impact and also removing the biases.

While re-structuring, the University ensured smooth functioning of the institutions. By virtue of getting promotion on the basis of length of service, currently there is no change in the basic charter of duties of an individual employee. On being promoted, an employee, in addition to his/her routine duties, should, in organizational interest, willingly shoulder additional responsibilities assigned to him/her. However, in certain Group/Cohorts, briefly, the change in role and expected outcome has been defined in each new grades especially like Nurses, Pharmacist and also Technicians. Also, in the current re-structuring, the normal length of the service of 25 to 30 years of service have been considered. Beyond certain levels, wherein when it calls for more deliverables and heading a small function, cadres strength will defined subsequently.

Coverage: This policy will be applicable to all non-teaching staff of SMU and its constituent units who are on the structured scales of the University. Grant of annual increment, up-gradation, Promotion and Re-designation of all employees, will, henceforth be governed by this policy. The procedure with regard to grant of annual increment, up-gradation, promotion and change of designation has been explained in the succeeding paragraphs. This policy will not cover for employees who are on Open-Ended Pay Zone. However, equivalent designation can be given based on the department where they serve.

This policy will be termed as “Non-Teaching Staff Cadre Structure and Promotion Policy” and will be effective 1st April 2019.

The past settled cases, if any, on which decisions have been taken prior to 31st March 2019, will not be reopened on the basis of provisions contained in this Policy as while fitting employees to respective cadres/levels, all anomalies have been considered. Also, fitment has been done purely based on the data available (both digital and hard copy documents) in the University as on 31st March 2019. Previous decisions, settlement of cases, orders and instructions issued from time to time with regard to annual increment, promotion and change of designation etc., will not be considered as precedence in implementation of this policy.



the University as on 31st March 2019. Previous decisions, settlement of cases, orders and instructions issued from time to time with regard to annual increment, promotion and change of designation etc., will not be considered as precedence in implementation of this policy. However, while implementing the new policy, all the anomalies have been considered, corrected and fitted accordingly as per new structure.

ANNUAL INCREMENT

1. **General:** Annual increment as laid down in the respective Group/Scales will be applicable to all employees who are on the pay-scale/pay-roll of the University/Institution. The annual increment is normally granted to an employee on his/her completion of every year's service satisfactorily. The yearly increment together with applicable allowances thereon, will be granted based on recommendation of competent authority and also based on a minimum level of satisfactory performance in appraisals. A detailed rules and regulations of annual appraisal is stated in succeeding paras.
2. Employees will be entitled to get annual increment till 5th year in the same scale in the same grade.
3. In case of stagnation, after 5th year, they will continue getting same increment of the existing pay scale till they are considered in the next higher pay scale/grade

Performance of Employees being Average or Below Average Level: In case of any employee has performed average or below average during the year, the annual increment of the employee will withheld and the employee concerned informed in writing by the HOI. Such cases will be reviewed every year. The annual increment will be granted to the employee on his/her achieving satisfactory performance in appraisal report of the past year (review period) and suitable recommendations from his/her HOD/Reporting Manager. In deserving cases, the HOI may overrule the remarks/recommendations of HOD/RM in order to grant justice to the employee. Alternatively, if the HODs/RMs have recommended positively despite the shortcomings of the employees, HOI can take appropriate decisions to revert.

Documents required to be examined: Prior to grant of annual increment to an employee, his/her eligibility for increment will be examined along with the following documents:

- a) Annual Appraisal Report
- b) Disciplinary award during the year, if any.
- c) Attendance Discipline for the entire review period considering late comings, availing leave without prior permission, etc.

Mode of Sanction/Communication: Letter of sanction of annual increment together with consequential increase in allowance, duly signed by the HOI, will be given to the concerned employee with a copy to Heac-Finance and personal file. The following information will be incorporated in the letter:

- Revised Basic Pay and Allowances along with effective date.
- Next date of increment


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Stagnation Increment: Employees on completion of 30 years or more service may reach a stagnation stage where no further increment is authorized. Such employees will get a stagnation increment once in every two years of service till their retirement. The stagnation increment will be equal to the last increment sanctioned for the concerned employee.

Revised Pay Scale:

To provide some relief against the rising cost of living, the management has approved revision of salaries for non-teaching staff with effect from **1st April 2019**. Revised pay scales Group/Cohorts-wise are given in Appendix-A attached.

REVISED CADRE STRUCTURE WITH REVISED DESIGNATIONS, PRESCRIBED QUALIFICATIONS, EXPERIENCE AND APPLICABLE SCALES/GROUP/COHORTS:

1. In order to provide an opportunity for promotion/up-gradation, once in every five years, for every non-teaching employee of the University and its constituent units, a revised cadre structure has been introduced. The revised cadre structure with revised designations, prescribed qualifications and experience and applicable pay scales is given as under:
 - a) Group-B with Cohorts - Annexure-B attached
 - b) Group-C with Cohorts - Annexure-C attached
 - c) Group-D with Cohorts - Annexure-D attached
2. The new cadre structure provides for an up gradation/promotion once in every five years and for a Level Change every fifteen years for the employees.
3. An employee on joining at the lowest level will be in the initial level (L1) for fifteen years. However, on completion of first five years, he will be due for his first up gradation/promotion within the initial level subject to laid down conditions. There will be another up gradation/promotion within the initial level on completion of another five years (cumulative ten years' service) subject to laid down conditions. On completion of another five years (total 15 years of cumulative services) the employee will be eligible for promotion to the next level (L2) subject to the laid down conditions, selection by the annual selection board ordered for the purpose by the University/Institute and the availability of vacancies in the next higher level.
4. Once the employee moves to the next level (L2), there will once again be up gradation/promotion within the level after five and ten years (i.e. on completion of 20 and 25 years' service).
5. On completion of 30 years of service (15 years in entry level (L1) and 15 years in next level (L2), the employee will be eligible for promotion to next higher level (L3) wherever it is designed in each group/category based on eligibility, selection and availability of vacancies in the higher level (L3).


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6. Thus, there shall be generally three levels in each cadre. The entry level (L1), the middle level (L2) and the next higher level (L3). Within each level, there shall be different designations in each cohorts. There shall be no limit of vacancies for up gradation/promotion from one designation to another designation in the respective group/cohort except wherever it is mentioned as Vacancy based or vacancy strength in that particular position/designation is defined. The up gradation will depend ONLY upon satisfactory performance and no disciplinary action, etc., as laid down.
7. From Promotion from one level to another (higher) level, there shall be a Selection Board held every year. Those recommended for promotion will be promoted based on recommendation of selection board and availability of vacancies in the next higher level.
8. The fitment cap in the Levels will be as follows:
 - a) In case a cadre has three levels, the fitment cap will be 40% in the lowest level, 30% in the middle level and 30% in the highest level in a specified/particular cohort defined under the Group.
 - b) In case where cohorts has 2 levels, the fitment cap will be 60% in the lower level and 40% in the higher level.

Rules for Promotion to Higher Grade within the Same Level

1. There shall be different designations defined in each cohort under different Groups for completion of every 5 years and there shall be no limit of vacancies for moving up to new designations in each level subject to wherever designation level strength is designed or mentioned vacancy based.
2. The criteria for promotion to next higher designation in the same cohort after completing 5 years within the same level are as follows:
 - a) The employee must have three above average or higher reports in the past five years.
 - b) He/She should not have been awarded any punishment in the past three years, debarring his/her promotion.
 - c) Employees who are not promoted or not given any increment due to poor appraisal or disciplinary action will continue to get the increment of their existing scale. They will be considered for up gradation/promotion once they meet the laid down criteria.
 - d) On meeting the laid down criteria and being due for up gradation/promotion, their case will be considered by a DPC constituted for the purpose and headed by HOI. The outcome of the DPC will decide their movement upwards to the new designation as per respective cohorts in a particular level.
 - e) Discipline with respect to attendance, number of days present, late comings, if any, etc.


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Rules for Promotion to Higher Level

Promotion from lower to higher levels for any cohort under each Group will be made as per cap fitment as under:

- a) If there are two levels in any cohort, the fitment of lower and higher level will be in the ratio of 60:40 (60% in lower level and 40% in higher level).
- b) If there are three levels in the respective cohort in any Group, then the fitment of lower, middle and higher level will be in the ratio of 40:30:30 (40% in the lowest level, 30% in the middle level and 30% in highest level).

Criteria for promotion to higher level will be as follows:

An employee will be considered for promotion to the next higher level only on meeting the laid down minimum academic qualification, experience, skill sets and job requirements for each level.

- a) There will be an Annual Promotion Board.
- b) A merit list of successful employees will be drawn up. The list will be valid for one year only. Thereafter a fresh promotion board will be held and fresh merit list prepared.
- c) Employees will be promoted to higher level as and when vacancies occur based on existing seniority.

Miscellaneous:

Employee being Absent from Duty or Loss of Pay: Annual increment/up-gradation/promotion of employees who are either continuously absent from duty or those running on loss of pay (LOP) without information, will be withheld till it is cleared by the investigation committee and the HOD certifies that they have re-joined duty and their absence period regularized under the orders of competent authority.

Regulatory/Legal and other designation/appointment Compliances:

Any appointment or designation compliances towards Regulatory, Labour Department, Boards, etc., the unit shall identify the position and call for applications from the employees from that particular cohort, if available and if not available from other cohorts/groups as well with defined criteria upon approval from HOI. The selected employees will be selected and appointed as per the desired designation of the respective regulatory agencies/boards in their current equivalent designation and scale of pay.

For example:

1] **Section Officer** is required to be appointed in one of the Unit as per Regulation. Then the person who has been selected based on the above criteria comes from a Senior Clerk. Then his/her designation would be "Section Officer equivalent to Senior Clerk". His salary would continue as per his scale and pay of Senior Clerk.


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2] **Blood Bank Supervisor** is required to be appointed in the Hospital as per the Regulation of Blood Bank. Then the person who has been selected based on the above criteria comes from Senior Technician. Then his/her designation would be "Blood Bank Supervisor equivalent to Senior Technician". His salary would continue as per his scale and pay of Senior Technician.



Removal of Discrepancy, if any: Upon receipt of the letter for annual increment and promotion/up-gradation, it will be the responsibility of the employee concerned to check his/her entitlement and satisfy himself/herself with the provisions for grant of next increment. Discrepancy in remuneration, if any, will be resolved under the directions of HOI.

Employees who acquire higher qualification while in service will not be entitled to any monetary benefit or seniority or promotion to a higher post just by virtue of acquiring the higher qualification as a matter of right. On acquiring higher qualification, even if the employees becomes eligible for a higher post in the cadre or any other cadre, they will have to apply for the higher post whenever vacancies are advertised or applications are invited in-house from employees and then qualify in the test/interview as per selection process purely on MERIT.

Relaxation of Qualification and experience of existing employees: Existing employees who are not having requisite qualification and experience as per revised cadre structure will continue in their existing appointment and will be fitted as per new cadre structure.

Supersession: This promotion policy supersedes all previous orders on the subject.

Approval: This has the approval of the Vice Chancellor.



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- CC:
- 1] Dean-SMIMS
 - 2] Director-SMIT
 - 3] Medical Superintendent-CRH
 - 4] Head-General Services
 - 5] Senior Finance Officer, SMU
 - 6] Head-HR, SMU
 - 7] Principal, College of Nursing & Physiotherapy

MANAGEMENT EXECUTIVE CADRE

The Management Executive Cadre which was in vogue as per policy dtd. 1st July 2011 but not implemented till date will be terminated with effect from **1st April 2019**. However, certain critical areas at CRH like Operations, Pharmacy, Marketing, IT and Purchase are out of structure and they are put on open-ended pay zone. As this is the superior structure compared to ME Cadre, this structure will be followed. Their career progression is as given below:

1. Executive
2. Senior Executive
3. Assistant Manager
4. Deputy Manager
5. Manager

The desired qualification, experience, skills, competencies and salary range are as per the standard Job Description which is in vogue.

The Head Count at CRH in this category is limited to only 13 employees as on 1st April 2019. Any further addition in this category, the respective MS/HCI shall obtain prior approval from VC and Competent Authority.

In order to provide competitive edge to meet the current market demands, each unit viz. SMIT, SMIMS and SMU has authorization for 2 positions in open ended pay zone under similar structure. If these units are already having filled people under this category, there will be no further scope for appointment.

Career Progression: In each level, an employee has to compulsorily work for a minimum period of 5 years to move to next level/higher designations. An employee will not have any right just because of his/her length of service but any promotion to next level shall consist of consistent performance, impactful outcomes and strong recommendation from the HOI substantiated with strong data points.



Non-Teaching Staff Pay & Promotion Policy

Revised Structure: Non-Teaching Staff wef 01.04.2019

1. For the purpose of Pay Scales, Non-Teaching Staff employees will be divided into three groups, as under –
 - (a) Group – B
 - (b) Group – C
 - (c) Group – D

2. Group-wise details are as given below –

- (a) **Group – B:** This group will comprise of the following four cohorts, as under –

- (i) **Cohort BA:** Medical Services (Technicians – Biochemistry, Microbiology, Pathology, CSSD)
- (ii) **Cohort BB:** Nursing
- (iii) **Cohort BC:** Technicians (Radiology, Anesthesia (O.T), Blood Bank, Cardiology, Dental, Dialysis, Diagnostic Services, Ophthalmology)
- (iv) **Cohort BD:** Other Medical Services (Pharmacy, MRD, Medical Transcriptionist)

Any other similar category of employees, depending on their qualifications, will be placed in the above-mentioned sub-groups, as may be decided in future.


- (b) **Group – C:** This group will comprise of the following cohorts, as under –

(A) **Cohort CA:**

- (i) Infrastructure & Facilities (Hostel / Site / Security / Mess)
- (ii) Library
- (iii) Medical Social Worker
- (iv) Clerical (Office) / Purchase / Billing / Stores - (includes Assistants, Storekeepers)
- (v) Personal Secretary
- (vi) Public Relations
- (vii) Sports
- (viii) Any other similar category of employees, as may be decided in future.

(B) **Cohort CB:**

- (i) Engineers (Academic/Lab)
- (ii) Engineers (Service & Maintenance)
- (iii) I.T (Software / Hardware / Network / System)
- (iv) Any other similar category of employees, as may be decided in future.


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(c) **Group – D:** This group will comprise of the following categories, as under –

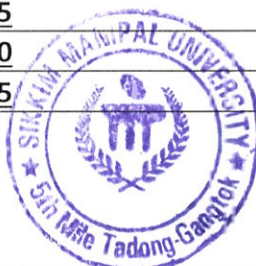
- (i) General Duty Worker
- (ii) Carpenter
- (iii) Cook
- (iv) Data Entry Operator
- (v) Driver
- (vi) Electrician
- (vii) Fitter
- (viii) Assistant (MRD)
- (ix) Photographer
- (x) Plumber
- (xi) Telephone Operator
- (xii) Any other similar category of employees, as may be decided in future.

3. **Restructured Pay Scale (group-wise) will be as under -**

<u>Group BA</u>	<u>0 yrs</u>	<u>Inc Val (A)</u>	<u>5 Years</u>
<u>BA-12</u>	<u>5250</u>	<u>125</u>	<u>5750</u>
<u>BA-11</u>	<u>6125</u>	<u>150</u>	<u>6725</u>
<u>BA-10</u>	<u>7175</u>	<u>175</u>	<u>7875</u>
<u>BA-9</u>	<u>8400</u>	<u>210</u>	<u>9240</u>
<u>BA-8</u>	<u>9870</u>	<u>245</u>	<u>10850</u>
<u>BA-7</u>	<u>11585</u>	<u>280</u>	<u>12705</u>
<u>BA-6</u>	<u>13545</u>	<u>325</u>	<u>14845</u>
<u>BA-5</u>	<u>15820</u>	<u>370</u>	<u>17300</u>
<u>BA-4</u>	<u>18410</u>	<u>415</u>	<u>20070</u>
<u>BA-3</u>	<u>21315</u>	<u>470</u>	<u>23195</u>
<u>BA-2</u>	<u>24605</u>	<u>525</u>	<u>26705</u>

<u>Group BB</u>	<u>0 yrs</u>	<u>Inc Val (A)</u>	<u>5 Years</u>
<u>BB-12</u>	<u>5250</u>	<u>125</u>	<u>5750</u>
<u>BB-11</u>	<u>6125</u>	<u>150</u>	<u>6725</u>
<u>BB-10</u>	<u>7175</u>	<u>175</u>	<u>7875</u>
<u>BB-9</u>	<u>8400</u>	<u>210</u>	<u>9240</u>
<u>BB-8</u>	<u>9870</u>	<u>245</u>	<u>10850</u>
<u>BB-7</u>	<u>11585</u>	<u>280</u>	<u>12705</u>
<u>BB-6</u>	<u>13545</u>	<u>325</u>	<u>14845</u>
<u>BB-5</u>	<u>15820</u>	<u>370</u>	<u>17300</u>
<u>BB-4</u>	<u>18410</u>	<u>415</u>	<u>20070</u>
<u>BB-3</u>	<u>21315</u>	<u>470</u>	<u>23195</u>
<u>BB-2</u>	<u>24605</u>	<u>525</u>	<u>26705</u>

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<u>Group BC</u>	<u>0 yrs</u>	<u>Inc Val (A)</u>	<u>5 Years</u>
<u>BC-12</u>	5250	125	5750
<u>BC-11</u>	6125	150	6725
<u>BC-10</u>	7175	175	7875
<u>BC-9</u>	8400	210	9240
<u>BC-8</u>	9870	245	10850
<u>BC-7</u>	11585	280	12705
<u>BC-6</u>	13545	325	14845

<u>Group BD</u>	<u>0 yrs</u>	<u>Inc Val (A)</u>	<u>5 Years</u>
<u>BD-12</u>	5250	125	5750
<u>BD-11</u>	6125	150	6725
<u>BD-10</u>	7175	175	7875
<u>BD-9</u>	8400	210	9240
<u>BD-8</u>	9870	245	10850
<u>BD-7</u>	11585	280	12705
<u>BD-6</u>	13545	325	14845
<u>BD-5</u>	15820	370	17300

<u>Group CA</u>	<u>0 yrs</u>	<u>Inc Val (A)</u>	<u>5 Years</u>
<u>CA-8</u>	6000	150	6600
<u>CA-7</u>	7050	180	7770
<u>CA-6</u>	8310	210	9150
<u>CA-5</u>	9780	250	10780
<u>CA-4</u>	11530	290	12690
<u>CA-3</u>	13560	330	14880
<u>CA-2</u>	15870	380	17390
<u>CA-1</u>	18530	430	20250

<u>Group CB</u>	<u>0 yrs</u>	<u>Inc Val (A)</u>	<u>5 Years</u>
<u>CB-12</u>	5250	125	5750
<u>CB-11</u>	6125	150	6725
<u>CB-10</u>	7175	175	7875
<u>CB-9</u>	8400	210	9240
<u>CB-8</u>	9870	245	10850
<u>CB-7</u>	11585	280	12705
<u>CB-6</u>	13545	325	14845
<u>CB-5</u>	15820	370	17300
<u>CB-4</u>	18410	415	20070
<u>CB-3</u>	21315	470	23195
<u>CB-2</u>	24605	525	26705


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<u>Group D</u>	<u>0 yrs</u>	<u>Inc Val (A)</u>	<u>5 Years</u>
<u>D-8</u>	4500	100	4900
<u>D-7</u>	5200	120	5680
<u>D-6</u>	6040	140	6600
<u>D-5</u>	7020	170	7700
<u>D-4</u>	8210	200	9010
<u>D-3</u>	9610	230	10530
<u>D-2</u>	11220	270	12300
<u>D-1</u>	<u>13110</u>	<u>310</u>	<u>14350</u>


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Revised NTS Pay & Promotion Policy W.E.F. 01.04.2019

Scale of Pay for Non-Teaching Staff (Group - B)

Designation	Level	Pay Band	Pay Scale			Eligibility	Length of Service (in yrs)	Remarks (as per the policy)	Additional Remarks
			Start	Inc	End				
Hospital Auxillary - III	1	BB-12	5,250	125	5,750	Aux Course / 10+ANM Course	0		NO CHANGES
Hospital Auxillary - II	1	BB-11	6,125	150	6,725	Aux Course / 10+ANM Course	5		
Hospital Auxillary - I	1	BB-10	7,125	175	7,875	Aux Course / 10+ANM Course	10		
Senior Hospital Auxillary - II	2	BB-9	8,400	210	9,240	Aux Course / 10+ANM Course	15		
Senior Hospital Auxillary - I	2	BB-8	9,870	245	10,850	Aux Course / 10+ANM Course	20		
Staff Nurse	1	BB-9	8,400	210	9,240	B.Sc. Nursing / GNM	0		1. Re-Designation 2. Nursing Supervisor (previously Nursing Sister - I) will be a part of the mainstream progression in the nursing career ladder.
Senior Staff Nurse	1	BB-8	9,870	245	10,850	B.Sc. Nursing / GNM	5		
Nursing Sister	1	BB-7	11,585	280	12,705	B.Sc. Nursing / GNM	10		
Nursing Supervisor	2	BB-6	13,545	325	14,845	B.Sc. Nursing / GNM	15		
Assistant Nursing Superintendent - II	2	BB-5	15,820	370	17,300	B.Sc. Nursing / GNM	20	Vacancy Post	
Assistant Nursing Superintendent - I	2	BB-4	18,410	415	20,070	B.Sc. Nursing / GNM	25	Vacancy Post (Stagnation for GNM)	
Deputy Nursing Superintendent	3	BB-3	21,315	470	23,195	B.Sc. Nursing	30	Vacancy Post	
Nursing Superintendent	4	BB-2	24,605	525	26,705	B.Sc. Nursing	35	Vacancy Post	
Junior Technician	1	BA/BC-12	5,250	125	5,750	Diploma in relevant field or B.Sc./BMLT	0		1. Re-Designation 2. Diploma holders can move upto Technical Supervisor role (B-7)
Assistant Technician	1	BA/BC-11	6,125	150	6,725	Diploma in relevant field or B.Sc./BMLT	5		
Technician	1	BA/BC-10	7,125	175	7,875	Diploma in relevant field or B.Sc./BMLT	10		
Senior Technician	2	BA/BC-9	8,400	210	9,240	Diploma in relevant field or B.Sc./BMLT	15		
Master Technician	2	BA/BC-8	9,870	245	10,850	Diploma in relevant field or B.Sc./BMLT	20	Vacancy Post	
Technical Supervisor	2	BA/BC-7	11,585	280	12,705	Diploma in relevant field or B.Sc./BMLT	25	Vacancy Post (Stagnation for Diploma)	
Technical Officer	3	BA/BC-6	13,545	325	14,845	B.Sc./BMLT	30	Vacancy Post	

Revised NTS Pay & Promotion Policy W.E.F. 01.04.2019

Scale of Pay for Non-Teaching Staff (Group - B)

Designation	Level	Pay Band	Pay Scale			Eligibility	Length of Service (in yrs)	Remarks (as per the policy)	Additional Remarks
			Start	Inc	End				
Junior Pharmacist II	1	BD-11	6125	150	6725	D.Pharm	0		1. Re-Designation 2. Diploma holders can move upto Principal Pharmacist role (B-5)
Junior Pharmacist I	1	BD-10	7,125	175	7,875	D.Pharm / B.Pharm	5		
Assistant Pharmacist	1	BD-9	8,400	210	9,240	D.Pharm / B.Pharm	10		
Pharmacist	2	BD-8	9,870	245	10,850	D.Pharm / B.Pharm	15		
Senior Pharmacist	2	BD-7	11,585	280	12,705	D.Pharm / B.Pharm	20		
Master Pharmacist	2	BD-6	13,545	325	14,845	D.Pharm / B.Pharm	25	Vacancy Post	
Principal Pharmacist	3	BD-5	15,820	370	17,300	D.Pharm / B.Pharm	30	Vacancy Post (Stagnation for Diploma)	
Chief Pharmacist	3	BD-4	18,410	415	20,070	B.Pharm	35	Vacancy Post	
Junior Dietician	1	BD-11	6,125	150	6,725	B.Sc. in Home Science (Food & Nutrition)	0		1. Re-Designation 2. Moved from Group-C to Group-B
Assistant Dietician	1	BD-10	7,125	175	7,875	B.Sc. in Home Science (Food & Nutrition)	5		
						M.Sc. in Home Science (Food & Nutrition)	0		
Dietician	1	BD-9	8,310	210	9,150	B.Sc. in Home Science (Food & Nutrition)	10		
						M.Sc. in Home Science (Food & Nutrition)	5		
Senior Dietician	1	BD-8	9,780	250	10,780	B.Sc. in Home Science (Food & Nutrition)	15		
						M.Sc. in Home Science (Food & Nutrition)	10		
Coordinator (Food & Nutrition)	2	BD-7	11,530	290	12,690	B.Sc. in Home Science (Food & Nutrition)	20	Vacancy Post	
						M.Sc. in Home Science (Food & Nutrition)	15		
Specialist (Food & Nutrition)	2	BD-6	13,560	330	14,880	B.Sc. in Home Science (Food & Nutrition)	25	Vacancy Post	
						M.Sc. in Home Science (Food & Nutrition)	20		
Master (Food & Nutrition)	2	BD-5	15,870	380	17,390	B.Sc. in Home Science (Food & Nutrition)	30	Vacancy Post	
						M.Sc. in Home Science (Food & Nutrition)	25		
Junior Technician (Medical Records)	1	BD-11	6,000	150	6,600	Certificate course in Medical Record Sciences Diploma in Medical Records Technology	0 0		
Technician (Medical Records)	1	BD-10	7,050	180	7,770	Certificate course in Medical Record Sciences Diploma in Medical Records Technology	5 5		
						B.Sc. in Medical Records Technology	0		



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Revised NTS Pay & Promotion Policy W.E.F. 01.04.2019

Scale of Pay for Non-Teaching Staff (Group - B)

Designation	Level	Pay Band	Pay Scale			Eligibility	Length of Service (in yrs)	Remarks (as per the policy)	Additional Remarks
			Start	Inc	End				
Senior Technician (Medical Records)	1	BD-9	8,310	210	9,150	Certificate course in Medical Record Sciences Diploma in Medical Records Technology B.Sc. in Medical Records Technology	10 10 5		1. Re-Designation 2. Moved from Group-C to Group-B
Supervisor (Medical Records)	2	BD-8	9,780	250	10,780	Certificate course in Medical Record Sciences Diploma in Medical Records Technology B.Sc. in Medical Records Technology M.Sc. in Hospital & Health Information Administration	15 15 10 0		
Manager (Medical Records)	2	BD-7	11,530	290	12,690	Certificate course in Medical Record Sciences Diploma in Medical Records Technology B.Sc. in Medical Records Technology M.Sc. in Hospital & Health Information Administration	20 20 15 5		
Medical Records Officer	2	BD-6	13,560	330	14,880	B.Sc. in Medical Records Technology M.Sc. in Hospital & Health Information Administration	20 10		
Senior Medical Records Officer	3	BD-5	15,870	380	17,390	B.Sc. in Medical Records Technology M.Sc. in Hospital & Health Information Administration	25 15		
Officer-In-Charge (MRD)	3	BD-4	15,870	380	17,390	B.Sc. in Medical Records Technology M.Sc. in Hospital & Health Information Administration	30 20		
Junior Medical Transcriptionist - II	1	BD-12	5,200	120	5,680	Class X with Certificate Course	0		
Junior Medical Transcriptionist - I	1	BD-11	6,040	140	6,600	Class X with Certificate Course	5		
Assistant Medical Transcriptionist	1	BD-10	7,020	170	7,700	Class X with Certificate Course	10		
Medical Transcriptionist	2	BD-9	8,210	200	9,010	Class X with Certificate Course	15		
Senior Medical Transcriptionist	2	BD-8	9,610	230	10,530	Class X with Certificate Course	20		
Master Medical Transcriptionist	2	BD-7	11,220	270	12,300	Class X with Certificate Course	25		
In-charge Medical Transcriptionist	3	BD-6	13,110	310	14,350	Class X with Certificate Course	30	Vacancy Post	



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Revised NTS Pay & Promotion Policy W.E.F. 01.04.2019

Scale of Pay for Non-Teaching Staff (Group - B)

Designation	Level	Pay Band	Pay Scale			Eligibility	Length of Service (in yrs)	Remarks (as per the policy)	Additional Remarks
			Start	Inc	End				
Junior Audiologist	1	B-12	5,200	120	5,680	Diploma in Hearing Aid & Earmould Technology	0		New Designation
Assistant Audiologist	1	B-11	6,040	140	6,600	Diploma in Hearing Aid & Earmould Technology B.Sc. in Speech & Hearing (Audiology)	5		
Audiologist	1	B-10	7,020	170	7,700	Diploma in Hearing Aid & Earmould Technology B.Sc. in Speech & Hearing (Audiology)	10		
Senior Audiologist	2	B-9	8,210	200	9,010	Diploma in Hearing Aid & Earmould Technology B.Sc. in Speech & Hearing (Audiology)	15		
Master Audiologist	2	B-8	9,610	230	10,530	Diploma in Hearing Aid & Earmould Technology B.Sc. in Speech & Hearing (Audiology)	20		
Technical Superintendent (Audiology)	2	B-7	11,220	270	12,300	Diploma in Hearing Aid & Earmould Technology B.Sc. in Speech & Hearing (Audiology)	25		
Technical Officer (Audiology)	3	B-6	13,110	310	14,350	B.Sc. in Speech & Hearing (Audiology)	30	Vacancy Post	



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Revised NTS Pay & Promotion Policy W.E.F. 01.04.2019

Scale of Pay for Non-Teaching Staff (Group - C)

Designation	Level	Pay Band	Pay Scale			Eligibility	Length of Service (in yrs)	Remarks (as per the policy)	Additional Remarks
			Start	Inc	End				
Junior Engineer - II (Service & Maintenance)	1	CB-10	7,125	175	7,875	Class X + 3 yrs Diploma	0		1. Re-Designation 2. Moved from Group-B to Group-C (CB)
Junior Engineer - I (Service & Maintenance)	1	CB-9	8,400	210	9,240	Class X + 3 yrs Diploma B.Sc / B.E / B.Tech with prior experience (2-3 yrs)	5 0		
Assistant Engineer (Service & Maintenance)	1	CB-8	9,870	245	10,850	Class X + 3 yrs Diploma B.Sc. / B.E / B.Tech with prior experience	10 5		
Assistant Executive Engineer (Service & Maintenance)	2	CB-7	11,585	280	12,705	Class X + 3 yrs Diploma B.Sc. / B.E / B.Tech with prior experience	15 10		
Executive Engineer (Service & Maintenance)	2	CB-6	13,545	325	14,845	Class X + 3 yrs Diploma B.Sc. / B.E / B.Tech with prior experience	20 15		
Senior Executive Engineer (Service & Maintenance)	2	CB-5	15,820	370	17,300	Class X + 3 yrs Diploma B.Sc. / B.E / B.Tech with prior experience	25 20		
Superintending Engineer (Service & Maintenance)	3	CB-4	18,410	415	20,070	Class X + 3 yrs Diploma B.Sc. / B.E / B.Tech with prior experience	30 25	Vacancy Post	
Deputy Chief Engineer (Service & Maintenance)	3	CB-3	21,315	470	23,195	Class X + 3 yrs Diploma B.Sc. / B.E / B.Tech with prior experience	35 30	Vacancy Post	
Chief Engineer (Service & Maintenance)	3	CB-2	24,605	525	26,705	B.Sc. / B.E / B.Tech with prior experience	35	Vacancy Post	
Junior Engineer - II (Lab)	1	CB-10	7,125	175	7,875	Class X + 3 yrs Diploma	0		
Junior Engineer - I (Lab)	1	CB-9	8,400	210	9,240	Class X + 3 yrs Diploma B.Sc / B.E / B.Tech with prior experience (2-3 yrs)	5 0		
Assistant Engineer (Lab)	1	CB-8	9,870	245	10,850	Class X + 3 yrs Diploma B.Sc. / B.E / B.Tech with prior experience	10 5		
Assistant Executive Engineer (Lab)	2	CB-7	11,585	280	12,705	Class X + 3 yrs Diploma B.Sc. / B.E / B.Tech with prior experience	15 10		
Executive Engineer (Lab)	2	CB-6	13,545	325	14,845	Class X + 3 yrs Diploma B.Sc. / B.E / B.Tech with prior experience	20 15		
Senior Executive Engineer (Lab)	2	CB-5	15,820	370	17,300	Class X + 3 yrs Diploma B.Sc. / B.E / B.Tech with prior experience	25 20		
Superintending Engineer (Lab)	3	CB-4	18,410	415	20,070	Class X + 3 yrs Diploma B.Sc. / B.E / B.Tech with prior experience	30 25	Vacancy Post	
Deputy Chief Engineer (Lab)	3	CB-3	21,315	470	23,195	Class X + 3 yrs Diploma B.Sc. / B.E / B.Tech with prior experience	35 30	Vacancy Post	
Chief Engineer (Lab)	3	CB-2	24,605	525	26,705	B.Sc. / B.E / B.Tech with prior experience	35	Vacancy Post	



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Revised NTS Pay & Promotion Policy W.E.F. 01.04.2019

Scale of Pay for Non-Teaching Staff (Group - C)

Designation	Level	Pay Band	Pay Scale			Eligibility	Length of Service (in yrs)	Remarks (as per the policy)	Additional Remarks
			Start	Inc	End				
Junior Programmer	1	CB-9	8,400	210	9,240	Class X + ITI with 3 yrs exp / Diploma	0		1. Re-Designation 2. Moved from Group-B to Group-C (CB)
Assistant Programmer	1	CB-8	9,870	245	10,850	Class X + ITI with 3 yrs exp / Diploma P.G.D.C.A / B.Sc. Comp / B.C.A / B.I.T	5		
Programmer	1	CB-7	11,585	280	12,705	Class X + ITI with 3 yrs exp / Diploma P.G.D.C.A / B.Sc. Comp / B.C.A / B.I.T	10		
Software Specialist	2	CB-6	13,545	325	14,845	Class X + ITI with 3 yrs exp / Diploma P.G.D.C.A / B.Sc. Comp / B.C.A / B.I.T	5		
Senior Software Specialist	2	CB-5	15,820	370	17,300	Class X + ITI with 3 yrs exp / Diploma P.G.D.C.A / B.Sc. Comp / B.C.A / B.I.T	15		
Assistant Software Executive	2	CB-4	18,410	415	20,070	Class X + ITI with 3 yrs exp / Diploma P.G.D.C.A / B.Sc. Comp / B.C.A / B.I.T	10		
Software Executive	3	CB-3	21,315	470	23,195	Class X + ITI with 3 yrs exp / Diploma P.G.D.C.A / B.Sc. Comp / B.C.A / B.I.T	20		
Senior Software Executive	3	CB-2	24,605	525	26,705	Class X + ITI with 3 yrs exp / Diploma P.G.D.C.A / B.Sc. Comp / B.C.A / B.I.T B.Tech (Comp. Sc. or I.T) M.Tech / M.Sc (Comp. Sc.) / M.Sc. (I.T)	25	Vacancy Post	
Senior Software Executive	3	CB-2	24,605	525	26,705	M.Tech / M.Sc (Comp. Sc.) / M.Sc. (I.T)	20		
Junior Network / Hardware / System Assistant	1	CB-11	6,125	150	6,725	Class X + ITI with 3 yrs exp / Diploma	0		1. Re-Designation 2. Moved from Group-B to Group-C (CB)
Network / Hardware / System Assistant	1	CB-10	7,125	175	7,875	Class X + ITI with 3 yrs exp / Diploma P.G.D.C.A / B.Sc. Comp / B.C.A / B.I.T	5		
Senior Network / Hardware / System Assistant	1	CB-9	8,400	210	9,240	Class X + ITI with 3 yrs exp / Diploma P.G.D.C.A / B.Sc. Comp / B.C.A / B.I.T	0		
Junior Network / Hardware / System Associate	1	CB-8	9,870	245	10,850	Class X + ITI with 3 yrs exp / Diploma P.G.D.C.A / B.Sc. Comp / B.C.A / B.I.T	10		
Network / Hardware / System Associate/Engineer	1	CB-7	11,585	280	12,705	Class X + ITI with 3 yrs exp / Diploma P.G.D.C.A / B.Sc. Comp / B.C.A / B.I.T	5		
Senior Network / Hardware / System Associate/Engineer	2	CB-6	13,545	325	14,845	Class X + ITI with 3 yrs exp / Diploma P.G.D.C.A / B.Sc. Comp / B.C.A / B.I.T	15		
Assistant Network / System Executive	2	CB-5	15,820	370	17,300	Class X + ITI with 3 yrs exp / Diploma P.G.D.C.A / B.Sc. Comp / B.C.A / B.I.T	10		
Network / System Executive	2	CB-4	18,410	415	20,070	Class X + ITI with 3 yrs exp / Diploma P.G.D.C.A / B.Sc. Comp / B.C.A / B.I.T	20		
Senior Network / System Executive	3	CB-3	21,315	470	23,195	Class X + ITI with 3 yrs exp / Diploma P.G.D.C.A / B.Sc. Comp / B.C.A / B.I.T	15		
Master Network / System Executive	3	CB-2	24,605	525	26,705	Class X + ITI with 3 yrs exp / Diploma P.G.D.C.A / B.Sc. Comp / B.C.A / B.I.T B.Tech (Comp. Sc. or I.T) M.Tech / M.Sc (Comp. Sc.) / M.Sc. (I.T)	25	Vacancy Post	



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Revised NTS Pay & Promotion Policy W.E.F. 01.04.2019									
Scale of Pay for Non-Teaching Staff (Group - C)									
Designation	Level	Pay Band	Pay Scale			Eligibility	Length of Service (in yrs)	Remarks (as per the policy)	Additional Remarks
			Start	Inc	End				
Junior Assistant (Office / Stores / Purchase / Billing)	1	CA-8	6,000	150	6,600	Graduation & 1 yr Computer Course	0		1. Re-Designation 2. Moved from Group-C to Group-C (CA)
Administrative Assistant (Office / Stores / Purchase / Billing)	1	CA-7	7,050	180	7,770	Graduation & 1 yr Computer Course	5		
Executive Assistant (Office / Stores / Purchase / Billing)	1	CA-6	8,310	210	9,150	Graduation & 1 yr Computer Course	10		
Senior Executive Assistant (Office / Stores / Purchase / Billing)	2	CA-5	9,780	250	10,780	Graduation & 1 yr Computer Course	15		
Section Officer (Office / Stores / Purchase / Billing)	2	CA-4	11,530	290	12,690	Graduation & 1 yr Computer Course	20		
Senior Section Officer (Office / Stores / Purchase / Billing)	2	CA-3	13,560	330	14,880	Graduation & 1 yr Computer Course	25		
Deputy Manager (Office / Stores / Purchase / Billing) / DS	3	CA-2	15,870	380	17,390	Graduation & 1 yr Computer Course	30	Vacancy Post	
Manager (Office / Stores / Purchase / Billing)	4	CA-1	18,530	430	20,250	Graduation & 1 yr Computer Course	35	Vacancy Post	
Junior Personal Assistant	1	CA-7	7,050	180	7,770	Graduation + Dip. in Computers & Short Hand + Dip. in Secretarial Practice with 6 months exp	0		NO CHANGES
Personal Assistant	1	CA-6	8,310	210	9,150	Graduation + Dip. in Computers & Short Hand + Dip. in Secretarial Practice with 6 months exp	5		
Senior Personal Assistant	1	CA-5	9,780	250	10,780	Graduation + Dip. in Computers & Short Hand + Dip. in Secretarial Practice with 6 months exp	10		
Junior Personal Secretary	2	CA-4	11,530	290	12,690	Graduation + Dip. in Computers & Short Hand + Dip. in Secretarial Practice with 6 months exp	15		
Personal Secretary	2	CA-3	13,560	330	14,880	Graduation + Dip. in Computers & Short Hand + Dip. in Secretarial Practice with 6 months exp	20		
Senior Personal Secretary/Office Superintendent	3	CA-2	15,870	380	17,390	Graduation + Dip. in Computers & Short Hand + Dip. in Secretarial Practice with 6 months exp	25	Vacancy Post	
Office Manager	4	CA-1	18,530	430	20,250	Graduation + Dip. in Computers & Short Hand + Dip. in Secretarial Practice with 6 months exp	30	Vacancy Post	



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Revised NTS Pay & Promotion Policy W.E.F. 01.04.2019									
Scale of Pay for Non-Teaching Staff (Group - C)									
Designation	Level	Pay Band	Pay Scale			Eligibility	Length of Service (in yrs)	Remarks (as per the policy)	Additional Remarks
			Start	Inc	End				
Medical Social Worker - II	1	CA-7	7,050	180	7,770	Masters in Medical Social Work/M.A Sociology	0		1. Re-Designation 2. New Level (C-2) has been added
Medical Social Worker - I	1	CA-6	8,310	210	9,150	Masters in Medical Social Work/M.A Sociology	5		
						M.Phil/Ph.D in related field with 2 yrs exp	0		
Senior Medical Social Worker	2	CA-5	9,780	250	10,780	Masters in Medical Social Work/M.A Sociology	10		
						M.Phil/Ph.D in related field with 2 yrs exp	5		
Master Medical Social Worker	2	CA-4	11,530	290	12,690	Masters in Medical Social Work/M.A Sociology	15		
						M.Phil/Ph.D in related field with 2 yrs exp	10		
Principal Medical Social Worker	2	CA-3	13,560	330	14,880	Masters in Medical Social Work/M.A Sociology	20	Vacancy Post	
						M.Phil/Ph.D in related field with 2 yrs exp	15		
Chief Medical Social Worker	3	CA-2	15,870	380	17,390	Masters in Medical Social Work/M.A Sociology	25	Vacancy Post	
						M.Phil/Ph.D in related field with 2 yrs exp	20		
Junior Supervisor (Hostel/Mess/Site/Security)	1	CA-8	6,000	150	6,600	Graduation/Ex-Serviceman retired with pension	0		Re-Designation
Assistant Supervisor (Hostel/Mess/Site/Security)	1	CA-7	7,050	180	7,770	Graduation/Ex-Serviceman retired with pension	5		
Supervisor (Hostel/Mess/Site/Security)	1	CA-6	8,310	210	9,150	Graduation/Ex-Serviceman retired with pension	10		
Senior Supervisor (Hostel/Mess/Site/Security)	2	CA-5	9,780	250	10,780	Graduation/Ex-Serviceman retired with pension	15		
Superintendent (Hostel/Mess/Site/Security) / Assistant Manager (Admin)	2	CA-4	11,530	290	12,690	Graduation/Ex-Serviceman retired with pension	20	Vacancy Post	
Dy.Superintendent (Hostel/Mess/Site/Security) / Dy.Manager (Admin)	2	CA-3	13,560	330	14,880	Graduation/Ex-Serviceman retired with pension	25	Vacancy Post	
Chief Superintendent (Hostel/Mess/Site/Security) / Manager (Admin)	3	CA-2	15,870	380	17,390	Graduation	30	Vacancy Post	



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Revised NTS Pay & Promotion Policy W.E.F. 01.04.2019

Scale of Pay for Non-Teaching Staff (Group - C)

Designation	Level	Pay Band	Pay Scale			Eligibility	Length of Service (in yrs)	Remarks (as per the policy)	Additional Remarks
			Start	Inc	End				
Library Assistant	1	CA-7	7,050	180	7,770	BA/B.Sc/B.Com with B.Lib	0		Re-Designation
Assistant Documentalist/Cataloguer/Classifier	1	CA-6	8,310	210	9,150	BA/B.Sc/B.Com with B.Lib	5		
Documentalist/Cataloguer/Classifier	1	CA-5	9,780	250	10,780	BA/B.Sc/B.Com with B.Lib	10		
Assistant Librarian	2	CA-4	11,530	290	12,690	BA/B.Sc/B.Com with B.Lib	15		
Librarian	2	CA-6	8,310	210	9,150	BA/B.Sc/B.Com with B.Lib	20		
Senior Librarian	2	CA-5	9,780	250	10,780	BA/B.Sc/B.Com with B.Lib	25	Vacancy Post	
Junior Assistant - II (Sports)	1	CA-8	6,000	150	6,600	Bachelor in Physical Education	0		New Designation
Junior Assistant - I (Sports)	1	CA-7	7,050	180	7,770	Bachelor in Physical Education	5		
Sports Assistant	1	CA-6	8,310	210	9,150	Bachelor in Physical Education	10		
Senior Sports Assistant	2	CA-5	9,780	250	10,780	Bachelor in Physical Education	15		
Executive (Sports)	2	CA-4	11,530	290	12,690	Bachelor in Physical Education	20		
Senior Executive Sports	2	CA-3	13,560	330	14,880	Bachelor in Physical Education	25		
Deputy Officer (Sports)	3	CA-2	15,870	380	17,390	Bachelor in Physical Education	30	Vacancy Post	
Officer (Sports)	4	CA-1	18,530	430	20,250	Bachelor in Physical Education	35	Vacancy Post	



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Revised NTS Pay & Promotion Policy W.E.F. 01.04.2019									
Scale of Pay for Non-Teaching Staff (Group - C)									
Designation	Level	Pay Band	Pay Scale			Eligibility	Length of Service (in yrs)	Remarks (as per the policy)	Additional Remarks
			Start	Inc	End				
Junior Representative (Public Relations)	1	CA-7	7,050	180	7,770	Bachelor's degree in P.R, Journalism, Marketing or Related Field	0		New Designation
Representative (Public Relations)	1	CA-6	8,310	210	9,150	Bachelor's degree in P.R, Journalism, Marketing or Related Field	5		
Senior Representative (Public Relations)	1	CA-5	9,780	250	10,780	Bachelor's degree in P.R, Journalism, Marketing or Related Field	10		
Executive (Public Relations)	2	CA-4	11,530	290	12,690	Bachelor's degree in P.R, Journalism, Marketing or Related Field	15		
Senior Executive (Public Relations)	2	CA-3	13,560	330	14,880	Bachelor's degree in P.R, Journalism, Marketing or Related Field	20		
Deputy Manager (Public Relations)	2	CA-2	15,870	380	17,390	Bachelor's degree in P.R, Journalism, Marketing or Related Field	25	Vacancy Post	
Manager (Public Relations)	3	CA-1	18,530	430	20,250	Bachelor's degree in P.R, Journalism, Marketing or Related Field	30	Vacancy Post	



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Scale of Pay for Non-Teaching Staff (Group - D) wef 01.04.2019

Designation	Level	Pay Band	Pay Scale			Eligibility	Length of Service (in yrs)	Remarks (as per the policy)	Additional Remarks
			Start	Inc	End				
Junior General Duty Worker - III	1	D-8	4,500	100	4,900	Class VIII with basic language skills	0		NO CHANGES
Junior General Duty Worker - II	1	D-7	5,200	120	5,680	Class VIII with basic language skills	5		
Junior General Duty Worker - I	1	D-6	6,040	140	6,600	Class VIII with basic language skills	10		
Senior General Duty Worker - III	2	D-5	7,020	170	7,700	Class X with basic language skills	15		
Senior General Duty Worker - II	2	D-4	8,210	200	9,010	Class X with basic language skills	20		
Senior General Duty Worker - I	2	D-3	9,610	230	10,530	Class X with basic language skills	25		
Junior Carpenter - II / Plumber - II / Electrician - II	1	D-7	5,200	120	5,680	Class X with relevant knowledge/experience/aptitude	0		Re-Designation
Junior Carpenter - I / Plumber - I / Electrician - I	1	D-6	6,040	140	6,600	Class X with relevant knowledge/experience/aptitude	5		
						Class X with ITI	0		
Assistant Carpenter / Plumber / Electrician	1	D-5	7,020	170	7,700	Class X with relevant knowledge/experience/aptitude	10		
						Class X with ITI	5		
Carpenter / Plumber / Electrician	1	D-4	8,210	200	9,010	Class X with relevant knowledge/experience/aptitude	15		
						Class X with ITI	10		
						Class X with relevant knowledge/experience/aptitude + Passed in Competency Exam	20		
Senior Carpenter / Plumber / Electrician	2	D-3	9,610	230	10,530	Class X with ITI	15		
						Class X with relevant knowledge/experience/aptitude + Passed in Competency Exam	25		
Master Carpenter / Plumber / Electrician	2	D-2	11,220	270	12,300	Class X with ITI	20		
						Class X with relevant knowledge/experience/aptitude + Passed in Competency Exam	30		
Carpenter / Plumber / Electrician In-Charge	2	D-1	13,110	310	14,350	Class X with ITI	25		
						Class X with relevant knowledge/experience/aptitude + Passed in Competency Exam	30		



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Scale of Pay for Non-Teaching Staff (Group - D) wef 01.04.2019

Designation	Level	Pay Band	Pay Scale			Eligibility	Length of Service (in yrs)	Remarks (as per the policy)	Additional Remarks
			Start	Inc	End				
Junior Artist / Photographer	1	D-7	5,200	120	5,680	Class X + 3 to 6 months relevant certificate course	0		Re Designation
Assistant Artist/Photographer	1	D-6	6,040	140	6,600	Class X + 3 to 6 months relevant certificate course	5		
						Class XII + Diploma	0		
Artist/Photographer	1	D-5	7,020	170	7,700	Class X + 3 to 6 months relevant certificate course	10		
						Class XII + Diploma	5		
Senior Artist / Photographer	2	D-4	8,210	200	9,010	Class X + 3 to 6 months relevant certificate course	15		
						Class XII + Diploma	10		
Master Artist/Photographer	2	D-3	9,610	230	10,530	Class X + 3 to 6 months relevant certificate course	20		
						Class XII + Diploma	15		
Artist/Photographer In-Charge	2	D-2	11,220	270	12,300	Class X + 3 to 6 months relevant certificate course	25		
						Class XII + Diploma	20		
Junior Cook	1	D-7	5,200	120	5,680	Class VIII with 2 yrs experience	0		
Assistant Cook	1	D-6	6,040	140	6,600	Class VIII with 2 yrs experience	5		
Cook	1	D-5	7,020	170	7,700	Class VIII with 2 yrs experience	10		
Senior Cook	2	D-4	8,210	200	9,010	Class VIII with 2 yrs experience	15		
Master Cook	2	D-3	9,610	230	10,530	Class VIII with 2 yrs experience	20		
Cook In-Charge	2	D-2	11,220	270	12,300	Class VIII with 2 yrs experience	25		



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Scale of Pay for Non-Teaching Staff (Group - D) wef 01.04.2019

Designation	Level	Pay Band	Pay Scale			Eligibility	Length of Service (in yrs)	Remarks (as per the policy)	Additional Remarks
			Start	Inc	End				
Driver - II	1	D-7	5,200	120	5,680	Class VIII with 2 yrs experience	0		Re-Designation
Driver - I	1	D-6	6,040	140	6,600	Class VIII with 2 yrs experience	5		
Senior Driver - II	1	D-5	7,020	170	7,700	Class VIII with 2 yrs experience	10		
Senior Driver - I	2	D-4	8,210	200	9,010	Class VIII with 2 yrs experience	15		
Master Driver - II	2	D-3	9,610	230	10,530	Class VIII with 2 yrs experience	20		
Master Driver - I	2	D-2	11,220	270	12,300	Class VIII with 2 yrs experience	25		
Junior Assistant - II (MRD)	1	D-7	5,200	120	5,680	Class X with 6 months Computer Course	0		Re-Designation
Junior Assistant - I (MRD)	1	D-6	6,040	140	6,600	Class X with 6 months Computer Course	5		
Assistant (MRD)	1	D-5	7,020	170	7,700	Class X with 6 months Computer Course	10		
Senior Assistant (MRD)	2	D-4	8,210	200	9,010	Class X with 6 months Computer Course	15		
Administrative Assistant (MRD)	2	D-3	9,610	230	10,530	Class X with 6 months Computer Course	20		
Master Assistant (MRD)	2	D-2	11,220	270	12,300	Class X with 6 months Computer Course	25		



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Scale of Pay for Non-Teaching Staff (Group - D) wef 01.04.2019

Designation	Level	Pay Band	Pay Scale			Eligibility	Length of Service (in yrs)	Remarks (as per the policy)	Additional Remarks
			Start	Inc	End				
Junior Telephone Operator - II / Junior Data Entry Operator - II	1	D-7	5,200	120	5,680	Class X with Certificate Course	0		
Junior Telephone Operator - I / Junior Data Entry Operator - I	1	D-6	6,040	140	6,600	Class X with Certificate Course	5		
Assistant Telephone Operator / Assistant Data Entry Operator	1	D-5	7,020	170	7,700	Class X with Certificate Course	10	Separation from Entry Operator	
Telephone Operator / Data Entry Operator	2	D-4	8,210	200	9,010	Class X with Certificate Course	15		
Senior Telephone Operator / Senior Data Entry Operator	2	D-3	9,610	230	10,530	Class X with Certificate Course	20		
Master Telephone Operator / Master Data Entry Operator	2	D-2	11,220	270	12,300	Class X with Certificate Course	25		
Telephone Operator In-Charge / Data Entry Operator In-Charge	3	D-1	13,110	310	14,350	Class X with Certificate Course	30	Vacancy Post	

Note : Categories under Junior General Duty Worker - Cleaner/Sweeper/Attender/Gardener/Lift Operator/Chowkidar/Handy Boy/Social Work Aid/Peon/Multi-purpose Worker



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