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**उन्नत प्रौद्योगिकी रक्षा संस्थान**

(सम विश्वविद्यालय), गिरिनगर, पुणे - 411025

**Defence Institute of Advanced Technology**

(Deemed University), **Girinagar, Pune-25**

(रक्षा अनुसंधान एवं विकास संगठन से पूर्णवित्तीय पोषित  
स्वायत्त संस्थान, रक्षा मंत्रालय)

(An Autonomous Organisation fully funded by  
Deptt of Defence R&D, Ministry of Defence)

उत्तर "कुलपती" को भेजे जाएं।  
Replies are to be addressed  
To "The Vice Chancellor"

No. DIAT/F/ADM/38<sup>th</sup> BoM/2025

Dated: 25<sup>th</sup> April, 2025

**All Members of the Board of Management  
Defence Institute of Advanced Technology  
(Deemed to be University), Pune**

**Subject: Minutes of the 38<sup>th</sup> meeting of the Board of Management held on  
09/04/2025**

Dear Sir / Madam,

The Minutes of the 38<sup>th</sup> BoM meeting held on 09/04/2025, approved by the Chairman, BoM is attached herewith for your perusal and comments please.

2. It is requested that comments, if any, on these minutes may please be communicated to the undersigned by email ([registrar@diat.ac.in](mailto:registrar@diat.ac.in)) within one week. If no comments are received, it would be presumed that minutes as recorded are in order and further action on the implementation of the decision shall be taken accordingly.

Thanking you.

Yours faithfully,

Encl: As above.

(Kamal Kumar Bajre)

Registrar & Secretary-BoM

Ph: 020-24604408

**To,  
DRDO Members**

1. Smt. U. Jeya Santhi, OS & DG (HR), DRDO, DRDO Bhawan, Rajaji Marg, New Delhi 110011, Telephone - 011-23016163, Fax: 011-23016127
2. Shri Vedveer Arya, Addl. FA & JS - DRDO, DRDO Bhawan, Rajaji Marg, New Delhi - 110011, Telephone: 011-23010159, Fax: 011-23013944
3. Prof. Prateek Kishore, DS & Director General (ACE), ARDE Campus, Dr. Homi Bhabha Road, Armament Post, Pune, Pune 411 021

**External Members**

1. Prof. B. S. Murthy, Director, Indian Institute of Technology, Hyderabad, Kandi, Sangareddy, Telangana - 502284, Email:- [office.director@iith.ac.in](mailto:office.director@iith.ac.in), [director@iith.ac.in](mailto:director@iith.ac.in)
2. Prof. Madhavan Mukund, Director, Chennai Mathematical Institute, Siruseri, Kelambakkam, Tamilnadu - 603103, Email:- [madhavan@cmi.ac.in](mailto:madhavan@cmi.ac.in)

..2..

3. Prof. Devang Khakkar, Former Director & Professor, Department of Chemical Engg, Indian Institute of Technology Bombay, Powai, Mumbai - 400076, Email:- [khakkar@iitb.ac.in](mailto:khakkar@iitb.ac.in)

### **Internal Members**

1. Prof. Balasubramanian K, Dean (Academics), DIAT
2. Prof. Sangeeta Kale, Dean (Sponsored Research), DIAT
3. Dr. Shaibal Banerjee, Professor, Deptt. of Applied Chemistry, DIAT
4. Dr. Ganapati Joshi, Associate Prof & HoD, Dept of Aerospace Engg., DIAT

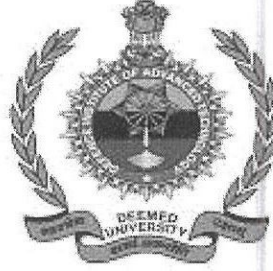
### **Copy to:**

VC Sectt. DIAT (DU) Pune - for info pls.

प्रबंधन बोर्ड की अड़तीसवीं बैठक का कार्यवृत्त

**MINUTES OF THE 38<sup>th</sup> MEETING OF THE  
BOARD OF MANAGEMENT**

**9<sup>TH</sup> APRIL 2025**



**उन्त प्रौद्योगिकी रक्षा संस्थान**  
(सम-विश्वविद्यालय)  
गिरीनगर, पुणे - 411025

**Defence Institute of Advanced Technology**  
**Pune- 411025, Maharashtra**

**DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY  
PUNE, MAHARASHTRA**



**MINUTES OF THE 38<sup>th</sup> MEETING OF THE BOARD OF MANAGEMENT  
WEDNESDAY, APRIL 9, 2025**

ITEM NO.	AGENDA ITEMS	Remarks
38.1	Opening Remarks by Vice Chancellor & Chairman, Board of Management	VC
38.2	Action taken report on the decisions taken during the 37 <sup>th</sup> Meeting of BoM held on 27/12/2024	Registrar
38.3	Confirmation of the Minutes of the 37 <sup>th</sup> Meeting of BoM	
38.4	<b><u>REPORTING ITEMS</u></b>	
38.5	<b><u>AGENDA ITEMS FOR DISCUSSION</u></b>	
38.5.1	Recognition of Dr. B. H. V. S. Narayana Murthy, Vice Chancellor, DIAT as Professor in Department of Electronics Engineering.	HoD, EE
38.5.2	Adoption of revised Recruitment Rules for Non-Teaching Staff (Appendix-C of Rules and Regulations Governing Service Conditions 2009).	Registrar
38.5.3	Revision in fee structure for M.Tech, MSC, PhD and MS (by research) Programme of DIAT (DU).	Joint Registrar (Acad)
38.6	<b>Any other item with the permission of the Chair.</b>	

**DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY**

Minutes of 38<sup>th</sup> Meeting of the Board of Management held on 9<sup>th</sup> April 2025 from 1200 hrs in the 4<sup>th</sup> Floor Conference Room, DIAT, Pune.

The following were present:

1)	Dr. B. H. V. S. Narayana Murthy Chairperson, BoM, DIAT (DU)	Chairperson
2)	Smt. U. Jeya Santhi DG, HR, DRDO	Member
3)	Prof. Devang Khakkar Former Director & Professor, IIT Bombay	Member
4)	Prof. Madhavan Mukund Director, CMI, Siruseri	Member
5)	Prof. Prateek Kishore DS & DG (ACE), ARDE Pune	Member
6)	Prof. Sangeeta Kale, Dean (Sponsored Research), DIAT (DU)	Member
7)	Prof. Balasubramanian K, Dean (Academics), DIAT (DU)	Member
8)	Prof. Shaibal Banerjee Professor & HoD, AC, DIAT (DU)	Member
9)	Dr. Ganapati Joshi, HoD, Aerospace Engg, DIAT (DU)	Member
10)	Shri Kamal Kumar Bajre Registrar, DIAT (DU)	Secretary

Leave of absence was granted to Prof. B. S. Murthy, Director, IIT Hyderabad and Shri Vedveer Arya, Addl. FA (R&D) & JS, DRDO, who could not attend the meeting due to their pre-occupation.

The Chairperson welcomed all present at the meeting.

**Item No. 38.1: Opening Remarks by Vice Chancellor & Chairman, Board of Management.**

At the outset, the Chairman, BoM welcomed all the members and invitees. He also introduced and thanked Prof. Prateek Kishor, DG (ACE) DRDO HQ who attended the BoM meeting for the first time after being a member of the BoM. Further, the Chairman briefed to the Board following updates, taken place since last BoM:

- Appointment of Distinguished, Adjunct and Visiting Professors at DIAT
- MoU with George Mason University, USA
- Constitution of Committee to review of Recruitment Rules for Teaching Staff of DIAT

Thereafter, the agenda items were taken up as follows:

**Item No. 38.2 Action taken report on the decisions taken during the 37<sup>th</sup> Meeting of BoM held on 27/12/2024.**

Agenda Items	Agenda items discussed	Decision	Progress / Action taken
37.5.1	To consider and approve Budget Estimates for the year 2025-26 and Review of the Actual Expenditure (GIA) and Internal Resource generation of DIAT (DU) for the F.Y. 2024-25 (upto 17.12.2024).	The BoM after detailed discussion <b>RESOLVED</b> to approve the budget for Rs. 85.03 Crore for the financial year 2025-26.	The proposal for the Forecast Budget Estimate for FY 2025-26 has been sent to DRDO HQ.
37.5.2	To consider and approve appointment of Statutory Auditors for DIAT (DU) for the financial year 2024-25 to 2026-27.	The BoM <b>RESOLVED</b> to approve the appointment of M/s Mantri Dang and Associates, Chartered Accountants, the Statutory Auditors for DIAT (DU).	The appointment letter has been issued to M/s Mantri Dang & Associates, Chartered Accountants as Statutory Auditors for DIAT (DU) for the financial year 2024-25 to 2026-27.

**Item No. 38.3 To confirm the minutes of the 37<sup>th</sup> meeting of the Board of Management held on 27/12/2024**

It was noted that the minutes of 37<sup>th</sup> meeting of the Board of Management (BoM) held on 27/12/2024 have been circulated and no comments have been received. Therefore, the minutes of 37<sup>th</sup> meeting of the Board of Management (BoM) meeting held on 27/12/2024 was **confirmed**, as circulated.

**Item No.38.4: Reporting Items:**

Following reporting items were presented before the BoM:

**I. APPROVALS / APPOINTMENTS / PROMOTIONS / CONTRACT EXTENSION ETC.**

**A. Appointments:**

Sr. No	Name	Designation	Date of Appt	Dept / School	Remarks
1.	Vice Admiral Kishor Thakare (Retd.)	Distinguished Visiting Professor	27/12/2024	Technology Management	1 year
2.	Dr. Sumit Goswami	Adjunct Professor	27/12/2024	Technology Management	1 year
3.	Dr. J. John Rozario Jagaraj	Adjunct Professor	29/12/2024	Metallurgical & Materials Engg.	1 year
4.	Dr. Dhruva J. Biswas	Adjunct Professor	30/12/2024	Applied Physics	1 year

5.	Dr. Sudhakar Krishnarao	Distinguished Visiting Professor	10/01/2025	Mechanical Engineering	1 year
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**B. Contract Extensions:**

Sr. No.	Name of Contractual Faculty	Extension Granted	
		From	To
1.	Dr. Mhetre Bhushan Bhagwan- Part time Psychiatrist	27/03/2025	26/03/2026

**II. ACHIEVEMENTS / AWARDS / RECOGNITIONS**

- Prof. K. P. Ray, HoD, Electronics Engineering elected as Fellow by Maharashtra Academy of Science.

**III. WORKSHOPS / CONFERENCE / SEMINARS / INVITED EXPERT / LECTURE ETC.**

- The Department of Electronics Engineering has organized two-week workshop under AICTE ATAL Sponsored Advanced Faculty Development programme on "Innovations and Challenges of Wearable Electronics especially in Sensors/Antennas Domain" from 13th Jan – 17th Jan, 2025.
- The Department of Applied Mathematics has organized one-week international workshop on "Computational Fluid Dynamics and Applications (IWCFDA-2025) from 13th Jan – 17th Jan, 2025.
- The Department of Electronics Engineering has organized a workshop titled "High-end Radar Technologies - 2025 (HERTZ-25)" during the period of 17 - 28 Feb. 2025.
- A prototype "GAN Wideband (C-Ku Band) - 8×1 Array Network for ESM Application was presented in the AERO INDIA 2025 held at the Yelahanka Air Force Station in Bengaluru from February 10th to 14th. It was a joint development effort between the Electronics Department, DIAT Pune, SSPL New Delhi, and GAETEC Hyderabad.
- The Department of Mechanical Engg and Wilo Mather and Platt Pumps Pvt. Ltd., Pune has organized 2 days' workshop entitled "Pumps and Pumping System for Defence Applications" w.e.f. 11th March, 2025 to 12th March 2025.
- The Institute Innovation Council (IIC-DIAT) & IEEE Student Branch has organized a talk by Dr. Archana Sharma, FNAE, FNASc, FIE, FIET(UK), Distinguished Professor, IIIT-Naya Raipur, on "Radiation Technology for Food, Water, and National Security" on 05/03/2025

**IV. OTHERS****(a) Investments of DIAT Funds in Term Deposit:**

DIAT has invested the surplus funds in Term Deposit amounting to Rs. 17.58 Crores as per details mentioned below:

(Amount In Crore)

Date of Investment	Name of the Bank	Amount	Period (Days)	Rate of Interest % (per annum)
29/11/2024	Yes Bank	5.50	303	7.65
30/12/2024	Yes Bank	2.99	540	7.75
30/12/2024	Yes bank	1.59	540	7.75
29/01/2024	Yes bank	3.00	271	7.60
29/01/2024	State Bank of India	3.00	46	6.25
29/01/2024	State Bank of India	1.50	55	5.50
<b>TOTAL</b>		<b>17.58</b>		

**(b) Opening of a New Bank Account (s):**

- DIAT has opened a new Bank Account (Zero Balance Saving Account) in Union Bank of India under Public Financial Management Scheme (PFMS) for DST Sponsored Projects/Fellowships under VIGYAN DHARA scheme.
- DIAT has opened a new Savings Bank Account in Yes Bank to take advantage of the competitive interest rates offered by the bank. This proactive financial decision aligns with our strategic goals, enabling us to maximize returns on idle funds, enhance liquidity management, and optimize overall financial efficiency.
- The meeting of the 33<sup>rd</sup> Finance Committee of DIAT held on 13/03/2025. The Finance Officer briefed about the items presented in the 33<sup>rd</sup> FC meeting.

**(c) Signing of MoUs:**

DIAT has entered into MoUs with the following institutions / agency for strengthening academic and research collaboration. The Dean (SR) presented the details of MoU signed since last BoM:

S. No.	Institutions / Agency	Date of MoU	Department
1.	The Pennsylvania State University	09.12.2024	Academic and Sponsored Research
2.	Abu Dhabi School of Management, UAE	01.02.2025	Technology Management
3.	CEMILAC- AeSi- DIAT	11.02.2025	School of Robotics
4.	Hindustan Aeronautics Ltd (HAL)	19.02.2025	Aerospace Engineering
5.	George Mason University, USA	03.04.2025	Computer Science & Engineering

**38.5**            **AGENDA FOR DISCUSSION:****38.5.1**           **Recognition of Dr. B. H. V. S. Narayana Murthy, Vice Chancellor, DIAT as Professor in Department of Electronics Engineering**

Before the item was considered, Dr. B. H. V. S. Narayana Murthy recused himself from the meeting. On the request of BoM Members, Prof. Devang Khakkar, Former Director & Professor, IIT Bombay agreed to chair the session while this item is being considered.

The item was presented by Prof. K. P. Ray, HoD, EE before the BoM.

The BoM appreciated the proposal and **RESOLVED** to recognize Dr. B. H. V. S. Narayana Murthy, Vice-Chancellor, DIAT as a 'Professor' in the Department of Electronics Engineering and participate in academic activities. BoM also suggested that in future such clause may be included in the contract agreement signed by Vice-Chancellor at the time of assumption of charge.

[Action: Registrar]

**38.5.2**           **Adoption of revised Recruitment Rules for Non-Teaching Staff (Appendix-C of Rules and Regulations Governing Service Conditions 2009)**

The Registrar and Secretary-BoM presented the item No. 38.5.2 before the BoM as per Annexure 38.5.2-II. The BoM noted that a committee was constituted to review the recruitment rules for non-teaching staff (NTS) (Appendix 'C' of Rules and Regulations Governing Service Conditions, 2009). The committee comprehensively reviewed the recruitment rules for NTS by holding detailed discussions and deliberation from time to time.

The BoM further noted that while considering proposed revised Recruitment Rules for Non-Teaching Staff in the 34<sup>th</sup> BoM, it was directed to share the draft with stakeholders and empowered the same committee to look into representations. Accordingly, the committee reviewed the feedback received from all the stakeholders and recommended to incorporate some changes in the draft recruitment rules which were presented in the 35<sup>th</sup> BoM meeting 11<sup>th</sup> September 2024. The 35<sup>th</sup> BoM noted the action on the decision taken and advised that finalized draft RRs may be put up for approval in the next BoM meeting. While confirming that the minutes of the 35<sup>th</sup> BoM in the 36<sup>th</sup> BoM, the Board decided that the revised draft RRs of NTS to be put up to the designated committee before presenting to the next BoM.

Accordingly, a final meeting to review revised recruitment rules was held on 11<sup>th</sup> Feb 2025. After deliberation few amendments were made in the draft recruitment rules (Annexure-38.5.2-I). The BoM further noted the final revised draft of RRs for NTS of DIAT (Annexure-38.5.2-II).

The BoM after going through the presentation and brief discussion, **RESOLVED** to approve revised Recruitment Rules for Non-Teaching Staff of DIAT, for further processing.

[Action: Registrar]


**38.5.3 Revision in fee structure for M.Tech, MSc., PhD and MS (By Research) Programme of DIAT (DU)**

The Joint Registrar (Acad) presented the item before the BoM. The BoM noted that DIAT has not revised fee structure for last five years and thus there is a need to review. A committee was constituted by the Vice-Chancellor DIAT, to look into the modalities of various other institutions like IITs, NITs, IISC and bring uniformity in fee structure in order to revise the fee structure of DIAT. The BoM noted the recommended fee structure (Annexure 38.5.3).

After detailed deliberations, the BoM **RESOLVED** to approve the revised fee structure for various M.Tech, MSc, PhD and MS (By Research) from the Academic Year 2025-26 onwards, as per the Annexure-38.5.3.

[Action: JR (Acad)]

There being no other agenda items, the Secretary- BoM extended vote of thanks to members of Board for their active participation and attending the meeting. The meeting concluded with vote of thanks to the Chair.



(Kamal Kumar Bajre)  
Registrar & Secretary-BoM

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CONFIDENTIALMINUTES OF MEETING OF THE COMMITTEE FOR REVIEWING  
RECRUITMENT RULES FOR NON-TEACHING STAFF OF THE INSTITUTEHELD ON 11/02/2025PRESENT

- |  |                    |
|--|--------------------|
| i) Prof. Balasubramanian K<br>Dean (Academics), DIAT                       | - Chairperson      |
| ii) Dr. Shailesh Kumar Singh, Director, DHRD,<br>DRDO HQrs (through DRONA) | - Member           |
| iii) Shri Vijay Shankar V, Assoc. Dir/RR, DHRD<br>(Through DRONA)          | - Member           |
| iv) Shri Kamal Kumar Bajre<br>Registrar, DIAT                              | - Member           |
| v) Shri S Prakash<br>Dy. Registrar (Admin), DIAT                           | - Member Secretary |

1. The committee met on 11th February 2025 at 4<sup>th</sup> floor conference room, Main Building, DIAT at 16:00 Hrs. Shri R. K. Jain, Sc. 'G', DHRD, Rep. of DG-HR, DRDO HQrs could not attend the meeting as he has been relieved as Assoc. Director, DHRD, DRDO HQrs.

2. The Committee reviewed the draft recruitment rules for non-teaching staff of the Institute in detail and suggested following few amendments:

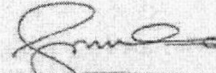
Sr.	Amendment(s) suggested	Remarks (if any)
A	Inclusion of position of Controller of Examination (CoE)	Changes proposed by Dr. S K Singh, Director, DHRD, DRDO HQrs vide email dated 17 <sup>th</sup> October, 2024
B	No. of positions of Deputy Registrar to be 02 (two)	
C	Method of recruitment for the position of Deputy Registrar to be 50% by Direct Recruitment AND 50% by promotion, failing which by deputation.	Necessitated due to B above
D	2 <sup>nd</sup> advancement through CAS to be given to the position of Dy. Registrar as 'Jt. Registrar (Selection Grade)' in Level-13A	Accordingly, 1. The sentence 'as per UGC/MoE guidelines' w.r.t. movement through CAS for Dy. Registrar to be removed. 2. Para 24.6 to be suitably modified

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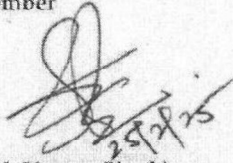
3. After incorporating these suggestions, the committee recommends the finalized draft recruitment rules (enclosed as 'Appendix') for further process and approval. The committee also resolved that any further changes or amendments be reviewed by a newly constituted committee after at least one year of operation of present scheme.



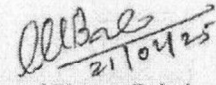
(Shri Vijay Shankar V)  
Assoc. Dir/RR, DHRD,  
DRDO HQrs  
Member



~~(Shri S. Prakash)~~  
Dy. Registrar (Admin)  
DIAT (DU) Pune  
Member Secretary



(Dr. Shailesh Kumar Singh)  
Director, DHRD, DRDO HQ  
Member



(Shri Kamal Kumar Bajre)  
Registrar, DIAT (DU) Pune  
Member



(Prof. Balasubramanian K)  
Dean (Academics), DIAT (DU) Pune  
Chairperson

**RECRUITMENT RULES  
FOR NON-TEACHING STAFF  
2024**



**DEFENCE INSTITUTE OF ADVANCED  
TECHNOLOGY**

*(Deemed to be University U/S 3 of UGC Act, 1956)*

**Girinagar, Pune - 411 025**

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DR – Direct Recruitment

## **RECRUITMENT RULES FOR NON-TEACHING STAFF 2024 - GENERAL RULES**

The Executive Council (EC)/ Board of Management (BoM) of the Defence Institute of Advanced Technology (DIAT) in supersession of the Recruitment Rules for Non-teaching Staff specified in Appendix C of 'DIAT Rules & regulations governing service conditions 2009', hereby frames the following rules for regulating the recruitment to the Non-Teaching Posts in DIAT Pune.

### **1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 These Rules shall be called Recruitment Rules for Non-Teaching Staff - 2024 of "DIAT".
- 1.2 These Rules shall have prospective effect and shall come into force with effect from the date of approval by the competent authority.

### **2. DEFINITIONS:**

In these Rules, unless the context otherwise requires:

- 2.1 'Executive Council' shall mean the Executive Council of DIAT Pune.
- 2.2 'Appointing Authority' in relation to any post in the Institute shall imply the authority competent to make appointment to that post under the Statute / Rules & Regulations of the Institute as amended from time to time.
- 2.3 'Institute' shall mean the Defence Institute of Advanced Technology (DIAT).
- 2.4 'Cadre' shall mean the strength of service or a part of service sanctioned as a separate unit.
- 2.5 'Departmental Candidate' shall mean the employee working on regular basis against a substantive post in the Institute but does not include an employee working on ad-hoc, daily wage, contract or temporary basis.
- 2.6 'Direct Recruitment' shall mean the recruitment made other than by promotion, deputation or absorption.
- 2.7 'Government' shall mean the Government of India.
- 2.8 'Non-Teaching Employee' shall mean an employee of the Institute other than Faculty of the Institute.
- 2.9 'Regular Service' shall mean the service rendered by an employee in the cadre on regular basis and shall not include the service on contract/daily wage/temporary/ad-hoc basis
- 2.10 'Schedule' shall mean the Schedule(s) appended to these Rules.
- 2.11 'Screening Committee' shall mean the committee constituted by the competent authority of the Institute to screen applications received for non-teaching positions.
- 2.12 'Selection Committee' shall mean a composition of members of Selection as defined in the Schedule II.
- 2.13 'Departmental Promotion Committee' and 'Departmental Confirmation Committee' shall mean departmental Promotion Committee and Departmental Confirmation Committee respectively, as defined in the Schedule II.
- 2.14 'Statutes' and 'Rules & Regulations' shall mean, respectively, the 'Statute' and 'Rules & Regulations' of the Institute for the time being in force and as amended from time to time.
- 2.15 'SC' shall mean Scheduled Caste, 'ST' shall mean Scheduled Tribe, 'OBC' shall mean Other Backward Class, 'PwBD' shall mean Persons with Benchmark Disability, 'EWS' shall mean Economically Weaker Sections.
- 2.16 'On Probation' with relation to a person shall mean a person appointed to any post on probation as specified in these rules.

- 2.17 'Substantive appointment' shall mean appointment on a substantive post on regular basis including on probation followed by confirmation.
- 2.18 (a) 'Service or Experience' wherever prescribed under these rules for direct recruitment shall mean a condition for appointment to any post shall include the period which the person has worked on such lower post.  
 (b) 'Service or Experience' wherever prescribed under these rules for promotion shall mean a condition for promotion to any higher post, shall include the period which the person has continuously worked on such lower post on regular basis.
- 2.19 'Competent Authority' shall mean the authority competent to exercise different powers and functions under these Rules.
- 2.20 All other words and expressions, used herein, but not defined in these Rules, unless the context otherwise requires, shall have the same meaning as they have been assigned in the Statutes, Rules & Regulations made thereunder or in the relevant rules framed by the Government of India as amended from time to time.

### 3. EXTENT OF APPLICATION:

- 3.1 These Rules shall apply to all appointments of non-teaching posts on regular/ deputation/promotion basis by the Institute as the case may be.
- 3.2 Instructions issued by the Govt. of India regarding appointment, conditions of service and admissible emoluments etc. of the non-teaching employees from time to time shall apply mutatis mutandis on approval of Executive Council / Board of Management.

### 4. CLASSIFICATION OF POSTS:

- 4.1 Group 'A' (Pay Level 10 and above)
- 4.2 Group 'B' (Pay Level 6 to 9)
- 4.3 Group 'C' (Pay Level 1 to 5)

### 5. APPOINTING AUTHORITY:

The Appointing Authority in respect of non-teaching posts in the Institute shall be as under:

Sr.	Posts	Appointing Authority
1	Permanent appointment to all Group 'A' posts	Executive Council / Board of Management
2	(i) Permanent appointment to all Group 'B' posts (ii) Temporary appointment to all Group 'A' / Group 'B' posts	Vice-Chancellor
3	(i) Permanent appointment to all Group 'C' posts. (ii) Temporary appointment to all Group 'C' posts.	Registrar

### 6. METHODS OF RECRUITMENT

The recruitment to various posts shall be made by the Appointing Authority by the following methods:

- 6.1 Direct Recruitment
- 6.2 Promotion
- 6.3 'Deputation / Absorption' against DR quota in Gr. 'A'
- 6.4 Tenure Appointment

## **7. AUTHORISED SANCTIONED STRENGTH OF POSTS UNDER VARIOUS CADRES:**

- 7.1 The authorized sanctioned strength of the posts under each of the cadres as on the date of notification, with classification, Pay-Matrix, details of qualification, experience, method of recruitment, age limit, number of career advancement grades etc. for various posts and any other information relevant to these posts are specified under Schedule-I.
- 7.2 After notification of these rules, any new post sanctioned from time to time shall be added to the authorized sanctioned strength of posts under respective cadres with approval of the Executive Council / Board of Management of the Institute.

## **8. FUTURE MAINTENANCE OF THE CADRE/POSTS:**

- 8.1 All the appointments made through the method of recruitment, mentioned under Rule-6 above, in the Institute after notification of these rules, shall be made only in accordance with the provisions of these rules. The Executive Council / Board of Management may add any other posts and/or Cadre as and when needed. In case of sanction of new post(s) by EC / BoM, necessary procedural formalities such as framing of recruitment rules of such posts (wherever necessary) have to be made with due approval of the EC/BoM. The EC / BoM may abolish any post or convert / utilize it for a different sanctioned post in equivalent pay scale.
- 8.2 The seniority of the employees borne in each cadre/post specified in these rules shall be maintained by the Registrar of the Institute and/or other officer authorized for the purpose by the Competent Authority. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof may be placed in any of the offices or establishments, as the case may be, by general or specific order(s) of the Vice-Chancellor or the Registrar.

## **9. INITIAL CONSTITUTION:**

- 9.1 The employees holding the posts on regular basis in accordance with the prevailing rules i.e., prior to the commencement of these rules shall be deemed to have been appointed in accordance with the provisions of these rules and shall be mapped in the revised cadre suitably.
- 9.2 The regular continuous service of the personnel mentioned under sub-rule (1) prior to the initial constitution shall count for the purpose of probation period, qualifying service for promotion & confirmation as applicable in the service.

## **10. PROCEDURE TO BE ADOPTED FOR RECRUITMENT:**

- 10.1 **ISSUE OF AN ADVERTISEMENT:**

The vacant posts of permanent nature, posts approved under specific schemes of permanent nature, the posts of temporary nature likely to continue, tenure/deputation posts, etc. shall be advertised at an appropriate time, giving at least one insertion in any of the national dailies; one insertion in the Institute website and on National Career Service (NCS) Portal. The candidates may fill up the prescribed application forms along with the details of qualifications, experience and other requirements as per the procedures to be prescribed by the institute and submit the applications duly completed in all respects along with the prescribed application fees, if any, within the stipulated time.

Note: In order to reduce the cost of advertisement, only essential details of the recruitment including the closing date of the application shall be indicated in the advertisement. The closing date may be extended at the discretion of the Vice-Chancellor depending on the exigency of the situation, by notifying on the website only, for which the interested candidates have to be in constant touch with the website of the Institute.

## 10.2 TIME LIMIT FOR RECRUITMENT PROCESS

The Institute may ensure that the entire recruitment process including and starting from advertisement, conducting written examination or holding the interview (as the case may be) may be completed within six months.

Provided that, if in the opinion of the Vice-Chancellor, the circumstances so warrant, he/she may extend the time limit for the recruitment process by a maximum period of six months.

## 10.3 APPLICATION FORM

- (a) Candidates shall be required to download the application forms from the website of the Institute or submit the applications in the prescribed format online as decided by the Institute.
- (b) Applications for all the posts shall be entertained only in the prescribed format (Online/Offline), along with the prescribed fee, payable in favour of the “The Vice Chancellor, Defence Institute of Advanced Technology, Pune” through online payment as may be prescribed.
- (c) The schedule of charges for the application form and the prescribed fee shall be determined by the Vice-Chancellor, from time to time. Concessions in application/processing fee, wherever provided, shall be as per Govt. of India norms.
- (d) Receipt of applications after the closing date:
  - The closing date for receipt of applications shall ordinarily be 30 days from the date of release of advertisement on the Institute website. However, the Vice Chancellor may, at his discretion, decide the extension of the closing date for receipt of applications, keeping in view the exigency of the situation before the closing date is over. Incomplete applications and the applications received after the due date, shall not be entertained.
  - In the case of receipt of applications through offline mode, if closing date is a holiday, the next working day shall be treated as the closing date. Incomplete applications and applications not submitted in the prescribed format, not with the prescribed fee, self-certified enclosures, etc. shall be summarily rejected.
- (e) The application should be addressed to “The Registrar, DIAT Pune” in a closed cover super-scribing “Application for the post of .....”.
- (f) Holding of Written/Skill Tests:
  - While filling up the posts under direct recruitment, the Institute shall hold the written and/or Skill tests for all Group “B” and “C” Non-Teaching posts.

- The syllabus and format of written test shall be based on the job requirements which will be decided by the competent authority of the Institute.
  - The Institute at its' discretion may hold single written test (Objective and / or Descriptive Test) and skill test, wherever applicable, depending upon the number of candidates, job requirements (such as posts under administrative / Technical / Library services etc.)
- (g) The competent authority to frame the syllabi for the tests, skill tests, modalities for carrying out the tests, evaluation, etc., shall be the Vice-Chancellor.
- (h) Relaxation in qualifying marks or any other relaxation in the test, if any for the reserved categories shall be extended as per the Govt. of India guidelines as amended from time to time.
- (i) The Institute may at its discretion adopt appropriate procedures for recruitment to Group 'A' non-teaching posts on similar lines as given above.

## 11. COMPOSITION AND FUNCTIONS OF THE SELECTION COMMITTEE:

- 11.1 The Composition of Selection Committee shall be as prescribed in the Schedule-II of these Rules. The Selection Committee shall make recommendations to the appointing authority for appointment to any of the posts being filled by method of recruitment specified under para 6 other than by Promotion. Selection Committee shall also make recommendations regarding upgradations being proposed under CAS.
- 11.2 The recommendations of the Selection Committee shall be submitted to the Appointing Authority for consideration and approval.
- 11.3 If two or more candidates are recommended by the Selection Committee, the recommendations shall be made in order of merit.
- 11.4 No recommendation shall be made by the selection committee with any condition attached to it.

## 12. QUALIFICATION AND EXPERIENCE:

The qualification (essential and desirable) and experience required shall be as indicated in the Schedule-I of these rules. The qualification prescribed in the schedule for each of the post shall be the minimum qualification.

## 13. AGE LIMIT:

- 13.1 The upper age limit for appointment to various posts shall be as specified in the Schedule. The crucial date for determining the age shall be the closing date of the application.
- 13.2 To provide broader opportunity, there shall be NO age limit for regular employees of the Institute for applying to any non-teaching positions at DIAT. However, there will be no relaxation in essential and desirable educational qualifications and / or experience.

#### 14. RESERVATION OF POSTS:

- 14.1 The Institute shall follow the instructions of the Government of India in respect of reservation / relaxation / concessions to SC / ST / OBC / EWS / PwBD in recruitment / promotions, etc., pertaining to age, qualifying marks, experience/fees, etc. as amended from time to time. The candidate belonging to the reserved categories shall enclose self-attested copies of the caste/class certificate and/or medical certificate (pertaining to the determination of degrees of disability in case of PwBD candidates) from the competent authority in the format prescribed by the Government of India (subject to verification at a later date), failing which the application shall be rejected.
- 14.2 A candidate belonging to SC/ST/OBC who has been selected on the same standard as applied to the General candidates and who appears in the general merit list is to be treated as own merit candidate. Such candidate will be adjusted against unreserved point of the reservation roster. In other words, a candidate applying against the unreserved vacancy cannot be considered for any relaxation.
- 14.3 When a relaxed standard is applied in selecting an SC/ST/OBC candidate, for example in the age limit, experience, qualification, extended zone of consideration larger than what is provided for un-reserved candidates etc., the SC/ST/OBC/PwBD candidates are to be counted against reserved vacancies. Such candidates would be deemed as un-available for the consideration against un-reserved vacancies. However, age relaxation given to PwBD candidates will not be considered as relaxed standard for the above purpose.

*Note:* Nothing in these Rules shall affect the reservations, relaxation of age limit and other concessions required to be provided to the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the instructions issued by the Central Government from time to time.

- 14.4 Payment of TA: A candidate shall attend the interview at the designated place and time at his own expenses. However, the outstation candidates belonging to the SC & ST categories shall be reimbursed to and fro rail fare (sleeper class) for self only by the shortest route. In case any station is not connected by rail, ordinary bus fare shall be paid by the shortest route on production of ticket. The above-mentioned concessions shall not be admissible to those SC/ST candidates who are already in Central/State Government Service/ or holding any other employment under PSUs/Local Governments/Panchayats.

#### 15. CONSTITUTION AND ROLE OF SCREENING COMMITTEE:

- 15.1 The Vice-Chancellor may constitute a Screening Committee with a Member-Secretary. It shall be the duty of the Member-Secretary to place the relevant documents / rules / guidelines, etc., relating to the selection before the Screening Committee.
- 15.2 The Screening Committee shall screen the applications and shortlist the candidates in accordance with the eligibility criteria, prescribed in the advertisement and as per recruitment rules. Except for the posts of Registrar, Finance Officer, Librarian, it must be ensured that the ratio of the number of vacant posts to be filled and the number of candidates to be called for interview does not exceed 1:15. In order to comply with this requirement of maximum ratio, the Screening committee may fix higher criteria at its discretion for the candidates.

- 15.3 If minimum three eligible applicants are not available for any vacancy to appear for the written test/interview, the post shall be re-advertised at-least twice after which the Institute may take appropriate action with regard to the selection.
- 15.4 This condition shall not be insisted upon in case of selection on deputation (without absorption). In case of posts in which there is a provision for holding a common written test, all the eligible candidates, subject to the minimum 3, may be called for the written test notwithstanding the maximum prescribed ratio. However, the successful candidates in the written test may be called for interview, wherever required in order of merit subject to maximum ratio of 1:15.

## **16. CONSTITUTION OF SELECTION COMMITTEES / DEPARTMENTAL PROMOTION COMMITTEES / DEPARTMENTAL CONFIRMATION COMMITTEES**

The Constitution of the Selection Committees and Departmental Promotion Committees (DPC) / Departmental Confirmation Committees are specified in the Schedule-II. The Vice-Chancellor, at his discretion, may include any other senior member in the Selection Committee/Departmental Promotion Committee at the time of selection/promotion to any post in the Institute.

A person shall be disqualified for sitting as a member of any Selection/Departmental Promotion Committee and Departmental Confirmation Committee and from taking part in any selection/promotion process under these Rules, if he is related to any candidate or there would be any conflict of interest in case of his association with the selection process. For this purpose, the Institute shall obtain an undertaking to this effect from the member concerned prior to the commencement of the selection process as per Govt. of India norms.

## **17. QUORUM:**

- 17.1 The Quorum for the Selection Committee/Departmental Promotion Committee/Departmental Confirmation Committee prescribed under the Statutes / Rules and Regulations of the Institute shall be applicable mutatis mutandis as amended from time to time.
- 17.2 For other posts, two-thirds of the members present shall form the quorum for the meeting of a Selection Committee, which shall include the Chairperson, at least one external expert out of the two Experts or at least two external experts out of three Experts and one representative from the respective prescribed category as per GOI norms.

## **18. DIRECT RECRUITMENT BY OPEN SELECTION:**

- 18.1 Recruitment to any regular post in the Institute shall be made on the recommendations of a duly-constituted Selection Committee, as prescribed under these rules.
- 18.2 The Chairman shall be entitled to vote at the Selection Committee meeting and, in case of a tie, shall have a casting vote.
- 18.3 In case two or more candidates are recommended for appointment, the recommendation shall be in order of merit.
- 18.4 The recommendations of the Selection Committee shall be placed before the competent authority as prescribed under these rules for consideration and approval. In case the recommendations of the Selection Committee are not accepted, the reason(s) for non-acceptance of such recommendations shall be recorded and submitted to Executive

Council. The power to reject the recommendations of the Selection Committee shall rest with the Executive Council and the decision of the Executive Council shall be final.

#### **19. SENIORITY:**

The seniority of each candidate in the respective cadre shall be determined on the basis of his/her position in the merit list recommended by the Selection Committee and in accordance with the relevant rules of the Govt. of India.

#### **20. APPOINTMENT AND JOINING TIME:**

- 20.1 The appointment of a candidate shall be subject to the verification of character & antecedents, educational qualifications, experience and medical fitness.
- 20.2 An offer of appointment issued by the Institute should clearly specify the period (which shall not normally exceed one month) after which the offer would lapse automatically if the candidate did not join within the specified period.
- 20.3 If, however, within the specified period, a request is received from the candidate for extension of time, it may be considered by the Institute but extension beyond three months shall not be ordinarily granted. It may however be granted by the competent authority only as an exception where facts and circumstances so warrant. In any case extension may be given only up to a maximum of six months from the date of issue of the original offer of appointment. An offer of appointment would lapse automatically after expiry of six months from the date of issue of the original offer of appointment. The candidate who joins within the above-mentioned period of six months shall have his seniority fixed under the seniority rules applicable to the service/post concerned to which he/she is appointed, without any depression of seniority.

#### **21. GENERAL TERMS AND CONDITIONS OF RECRUITMENT:**

- 21.1 Candidate who is already in service shall submit his application through proper channel along with vigilance clearance certificate from the competent authority. However, he may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she, should produce a "No Objection Certificate along with the Vigilance Clearance Certificate in a sealed cover" from the employer.
- 21.2 The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ACR for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.
- 21.3 It shall be the responsibility of the candidate to ascertain his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his appointment shall be liable to termination forthwith as per this clause. This must be mentioned in the letter of offer of appointment clearly.
- 21.4 Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the employment. If any document is found to be false/fake/incorrect either before or after appointment, the

- document shall be summarily rejected or action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.
- 21.5 The person appointed against any post shall be governed by the Statutes / Rules & regulations of the Institute and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council / Board of Management of the Institute.
- 21.6 The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents' reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled/terminated forthwith.
- 21.7 Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.
- 21.8 As per DoPT OM No. 39020/01/2013-Estt (B) dated 9<sup>th</sup> October 2015, No. 39020/01/2013-Estt (B)-Part dated 29<sup>th</sup> December 2015 and MHRD (Now MoE) Letter No. 19-50/2015-Desk-U, dated 22.12.2015, there shall be no interview for appointment to the Group 'C' and 'B' posts. Accordingly, no interview shall be held for appointment to the Group 'C' and Group 'B' posts.
- 21.9 The selected candidate shall produce a medical fitness certificate issued by a Govt. Hospital or Institute MI Room for Group A, B and C posts prior to his / her joining or at the time of joining as the case may be.
- 21.10 The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
- 21.11 The selected candidates shall be required to perform duties as per the Rules of the Institute, as amended from time to time. The Institute shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours / holidays which the employee shall have to perform without fail. Failure to follow orders of the competent authority shall be liable for disciplinary action.
- 21.12 The candidate shall bring all original certificates relating to age, qualifications, experience, etc. at the time of tests or interview wherever applicable. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he may not be allowed to appear at the tests/interview and his candidature may be treated as cancelled without any further communication in this regard.
- 21.13
- (i) The details of the vacancies shall be indicated in the advertisement. The Institute may also include the details with regard to anticipated vacancies arising due to retirement of employee(s) of that particular year or any case of voluntary retirement or resignation for which the employee has served notice prior to the issue of advertisement shall be included in the instant advertisement. The Institute reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever.
  - (ii) The Institute may draw a reserved panel to fill up a post. In case a candidate on higher merit regrets to join within a period of six months or resigns/dies after

joining, within a period of one year, the offer shall be made to the next candidate in the merit list, (if otherwise in order), to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy.

- (iii) The Institute reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.
- (iv) If any advertisement for any post is withdrawn by the Institute, the application fee collected from the candidates shall be refunded within a reasonable period of time.
- (v) In case of any ambiguity pertaining to the eligibility criteria for any post, the decision of the Executive Council shall be final.

## 22. PROMOTION:

- 22.1 The candidates to be considered for promotion must comply with the prescribed eligibility criteria as mentioned under these rules.
- 22.2 Promotion is earned by dint of hard work, good conduct, and result-oriented performance, as reflected in the APARs. Only performance reported "Good (Grade Point 5)" up to Pay Level 11, consistently for the preceding five years shall be taken into consideration by the DPC. In case of Group 'A' post carrying Pay Level 12 or above, persons reported "Very Good" (Grade Point 7) shall only be considered. Those with "Average Performance", which is not an adverse remark, shall not be considered for promotion by the DPC. The Institute may hold the written/skill tests at the time of promotion of the employees of the Institute, in addition to the screening the Annual Performance Appraisal Reports (APAR) for preceding years, depending upon the length of Qualifying Service. While screening the Annual Performance Appraisal Reports, the Institute may also fix any other criteria for consideration of the DPC and make a merit list for the purpose of promotion.
- 22.3 The DPC should assess the suitability of the employees for promotion on the basis of their service records and the APARs for the preceding five years, as specified at clause 22.2.
- 22.4 In case of any adverse entry or shortfall in the prescribed score in APAR, the case of promotion shall not be considered. If the competent authority does not expunge the adverse entry or does not increase the score after review of performance as per procedures, the employee concerned may have to wait for the required number of reports carrying the prescribed benchmarks as required for the post under these Rules.
- 22.5 The eligibility criteria, Vigilance Clearance Reports and APAR dossiers, duly completed in all respects along with the seniority list and results of the written test (if conducted by the Institute) of the eligible employees to be considered for promotion, with details of the number of vacancies, number of posts reserved for SCs/STs/PwBDs, etc. shall be provided to the DPC for consideration as per GoI rules.
- 22.6 In the case of "Selection", the zone of consideration of eligible officers and extended zone for SCs/STs/PwBDs to ensure the promotional chances against the reserved quota, shall be decided by the DPC on the basis of the service records of the officers. The normal zone and the extended zone will be as per the Govt. of India rules.
- 22.7 The DPC shall make its own assessment of the officers and shall determine the merit of those being assessed for promotion with reference to the benchmark "Good" i.e., minimum score 5 for all officers up to the Pay Level 11 and "Very Good", i.e., a minimum score of 7 for all Group 'A' posts in the Pay Level 12 and above, accordingly, grade the officers as

'fit' or 'unfit' only (Ref.: DoPT OM No. DOPT-1680082140634 dated 27<sup>th</sup> March 2023 and as amended from time to time).

The grading and score are quoted below:

<b>Sr.</b>	<b>Grading System and Score in APAR</b>
(i)	Grade "between 8-10" shall be rated as 'outstanding' and shall be given a score of 9 for the purpose of calculating average scores for appointment/promotion.
(ii)	Grade "between 6 and short of 8" shall be rated as 'very good' and will be given a score of 7 for the purpose of calculating average scores for appointment/promotion.
(iii)	Grade "between 4 and short of 6" shall be rated as 'good' and shall be given a score of 5 for the purpose of calculating Average scores for appointment/promotion.
(iv)	Below 4 shall be given a score of 'zero'.

- (a) The meeting of the Departmental Promotion Committee (DPC) shall ordinarily be convened at least once a year, which shall depend upon the availability of vacancy.
- (b) The administrative authorities shall ordinarily ensure that the information furnished to the DPC are accurate and in proper order in all cases and a certificate to this effect duly signed by the officer designated for the purpose shall form a part of the note for the DPC.
- (c) Penalties of any kind (major) shall constitute a bar to one's eligibility for promotion or confirmation as per DoPT guidelines. However, minor penalty of "censure" would not constitute a bar on the eligibility and consideration for the purpose of promotion/confirmation unless otherwise mentioned specifically in the order about such a bar on the eligibility.
- (d) The following cases shall be brought to the notice of the DPC:
- (i) Employees under suspension;
  - (ii) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and
  - (iii) In respect of whom prosecution for a criminal charge has been pending in the Court of Law.

The DPC shall assess their suitability without regard to the disciplinary aspect. The findings of the DPC shall be kept in a sealed cover as per the fact recorded in the proceedings of the DPC. The same procedures shall be followed by subsequent DPCs till the disciplinary/criminal cases are concluded. On conclusion of the case, the sealed cover will be opened. In case the officer is completely exonerated, the due date of his promotion shall be determined and he will be promoted notionally with reference to the date of promotion of his junior and if necessary, by reverting the junior-most officiating person. If not exonerated, the recommendations of the DPC in sealed cover shall not be acted upon.

- (e) The cases of officers under cloud after clearance by the DPC shall be settled in accordance with the Government of India rules.

### 23. FUNCTIONS OF THE DPC:

- 23.1 The Departmental Promotion Committee (DPC) shall consider and make recommendations in all cases of Group A, B and C employees. The constitution of DPC for various categories of posts shall be as prescribed under the Recruitment Rules of the Institute.
- 23.2 While considering the promotional cases, the Departmental Promotion Committee shall consider the following:
- (i) Provisions of the Statutes/ Institute Rules & Regulations and GOI Rules as applicable from time to time.
  - (ii) Eligibility criteria and relaxations/concessions applicable to the SC/ST/PwBD categories.
  - (iii) Work and Conduct Reports
  - (iv) The Annual Performance Appraisal Reports (APARs) for the preceding five years along with the Annual Property Returns (APRs) as available with the competent authority. While screening the Annual Performance Appraisal Reports (APARs), the DPC may also adopt the criteria with regard to the benchmarks as mentioned in the Statutes/ Institute Rules & Regulations and GOI Rules.
  - (v) Vigilance Clearance Report
  - (vi) Roster points of the cadre(s) as per the reservation policy of the Govt. of India.
  - (vii) Performance in the interview/skill test/written test, if conducted by the Institute as per rules.
  - (viii) The DPC is expected to screen the cases and decide the eligibility based on the aforementioned documents like APARs, Vigilance Clearance Report, Roster, Recruitment Rules etc.

*Note:* In case APAR(s) for any particular period has not been written/endorsed by the designated authority despite the fact that the employee concerned produces the proof of submission of self-appraisal report(s) duly filled-in for that particular period(s) to the concerned section, the DPC/Screening Committee shall ignore the report(s) of that particular period(s) and shall take into account the report(s) of the immediately preceding period(s). It is mandatory on the part of the designated officer to make entry in the relevant register to be maintained for this purpose and issue proper receipt to the employee concerned as a proof of submission of the appraisal reports. There shall be proper entry in the relevant register with regard to each movement of the APAR till the completion of its process.

### 24. MODE OF PROMOTION:

- 24.1 The Institute should strictly adhere to the quota prescribed for Promotion of the eligible internal candidates as per the Recruitment Rules. In case candidates are not available under the internal quota and the posts are filled up through direct recruitment in the interest of the Institute, future vacancy may be shifted proportionately to the Promotion quota and filled up out of the eligible internal candidates from the feeder cadre. In the light of the above, the DPC shall be required to ensure the number of available vacancies under the promotion quota.

- 24.2 In addition to the conditions for promotion for the posts, as specified at 23 above, Institute may decide the method and procedure to be followed for promotion in respect of any category of posts. For this purpose, the Institute, at its discretion, may opt the seniority-cum-fitness or hold written test or other trade/professional tests and fix qualifying marks for any post to assess the competence in an objective manner. In such cases, association of at least one external expert shall be mandatory.
- 24.3 Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his eligibility. After completion of formalities such as Annual Performance Appraisal Reports (APARs)/ACRs, Vigilance Clearance Report, the Departmental Promotion Committee may be constituted to evaluate and assess the eligibility of the employees. The employees shall be considered for promotion based on the recommendations of the DPC duly approved by the Competent Authority of the Institute.
- 24.4 All promotions of the non-teaching staff belonging to Group 'A', 'B' and Group 'C' shall take effect from the date of joining.
- 24.5 Only regular service rendered in the Institute shall be counted as qualifying service for the purpose of Promotion. The contract / ad-hoc services (on consolidated pay) shall not be taken into account for consideration of eligibility for promotion.
- 24.6 The scheme envisages minimum 2 promotions under CAS for staff recruited up to Pay Level-12 as detailed in Schedule-III. However, any staff appointed prior to these rules and doesn't have such avenue then they would be allowed 2 upgradations as a special case, only for employees existing on the day of adoption of these rules.

## 25. PANEL:

The panel drawn for promotion/direct recruitment shall be valid for a period of one year from the date of the meeting of the DPC/date of approval of the recommendations, respectively.

## 26. MODIFIED ASSURED CAREER PROGRESSION (MACP):

The financial up-gradation under the Career Advancement Schemes such as MACP Scheme in respect of non-teaching staff of the Institute shall be allowed as per the provisions of the Statutes/ Rules & regulations of the Institute and orders/guidelines of Government of India (as amended from time to time) duly adopted by the Institute.

- (a) The Modified Assured Career Progression Scheme (MACPs) of the Govt. of India, duly communicated for implementation by the MoD in respect of non-teaching employees, shall be effective from 01.09.2008, or as per the eligibility criteria prescribed by the GoI from time to time, whichever is later.
- (b) In case of up-gradation of pay scale, up to the level of Joint Registrar or equivalent, the Registrar shall chair the meeting of the Screening Committee.
- (c) All posts shall be filled as per the procedure and methods prescribed in Institute Recruitment Rules, in force at the time of occurrence of vacancy. In addition to promotion

/ advancement, operation of Modified Assured Career Progression (MACP) scheme will also run concurrently to assure a time bound financial upgradation to the employees as per the applicability. The condition of MACP shall be applicable to all levels as per DoPT guidelines for addressing the issue of career progression.

## **27. DEPUTATION:**

- 27.1 The Institute may fill up any post on deputation by drawing officers from Govt. of India/Autonomous Bodies/PSUs as per GOI Rules. The officer to be considered for deputation against any post below Pay Level-14 must be less than 56 years of age and Pay Level-14 and above must be less than 58 years of age. In case the appointment is made on deputation by following the due process of selection prescribed for the post under these Rules, the incumbent may be allowed to continue for the period as prescribed by the Govt. of India from time to time or till he attains the age of superannuation prescribed for that particular cadre, whichever is earlier. An appointment on deputation may be made initially for a period of three years (except statutory posts) which may be extended further at the discretion of the Competent Authority subject to satisfactory performance. The Institute however, shall have the right to repatriate all incumbents, including the incumbents holding the statutory posts, at any time even before the prescribed period in case his performance, integrity or conduct are found to be unsatisfactory at any stage, in the opinion of the competent authority.
- 27.2 Ordinarily, no person working on deputation shall be absorbed in any post of the Institute after expiry of his period of deputation. In case, it is decided in the interest of the Institute to absorb any such person, then the Institute may take up the matter with his parent organisation for concurrence after obtaining the option of the employee concerned subject to the condition that the matter of absorption is specifically mentioned in the advertisement. After obtaining the consent of the parent department, the case shall be placed before the Competent Authority for a final decision. In case he is absorbed in the Institute, he shall be assigned the bottom seniority of that particular cadre as per the Govt. of India rules.
- 27.3 Deputation shall be subject to vigilance clearance.
- 27.4 Vacancies caused by any incumbent being away on deputation, long illness, study leave or under other circumstances for a duration of one year or more, may also be filled by the way of recruitment on Deputation.

## **28. PROBATION:**

- 28.1 In case of direct recruitment, the selected candidate shall be kept on probation for a period as specified in these rules. The date from which confirmation should be given effect is the date following the date of satisfactory completion of the prescribed period of probation or the extended period of probation, as the case may be. The decision to confirm the probationer or to extend the period of probation as the case may be should be communicated to the probationer normally within 6 to 8 weeks prior to the completion of Probation period. Probation should not be extended for more than a year and, in no circumstances, an employee should be kept on probation for more than double the normal prescribed period of probation. The officer will be deemed to have successfully completed

the probation period if no order confirming, discharging or reverting the officer is issued within eight weeks after expiry of double the normal period of prescribed probation. On completion of the probation period or any extension thereof, employees shall, if considered fit for permanent appointment, be retained in the appointments on regular basis and be confirmed against the available substantive vacancies as the case may be. In case there is no perceivable improvement despite all this, his/her services shall be discharged by giving him/her one month's notice in advance or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his/her option to resign by giving one month's notice.

As regards other matters relating to probation, the employee will be governed by the instructions issued by the Government of India in this regard from time to time.

- 28.2 In the case of promotion to the next higher group, the employee(s) shall be kept on probation for a period of one year from the date of joining. The appointing authority may at its discretion, extend the period of probation by one year on ground of non-performance, misconduct or misbehaviour or if he/she fails to comply with the terms and conditions of the appointment to the post to which he/she was promoted. In case there is no perceivable improvement despite all this, he shall be reverted to his parent post, with immediate effect, and consequently all the employees promoted against the consequential vacancies due to the promotion of this employee shall be reverted to their respective parent posts, in case they cannot be adjusted in any other similar vacant posts. However, there shall not be any probation for promotion within the same group.

Note:

- i If an employee who has been recruited/promoted to any post, avail himself of leave on a piecemeal basis, or at a time for a period of two months or more during the period of probation, his probation shall be extended proportionately, i.e., equal to the total period of leave availed by the employee concerned.
- ii In order to avoid any anomalous situation, all cases of probation of the officials should be reviewed every six months. In case, the result of review of performance of an official is found to be unsatisfactory, or not up to the mark, he shall be apprised of the consequences of unsatisfactory performance during the period of probation. Such an appraisal should be issued in advance after which the performance of the official concerned should be continuously kept under observation.
- iii Notwithstanding anything contained in the above-mentioned provision, if a probationer is placed under suspension during the period of probation, the period of probation may be extended till such period as the appointing authority deems fit in the circumstances.
- iv As for temporary Government servants they should, as a matter of rule, be asked to resign from the parent department/office at the time of release from the parent department/office. An undertaking to the effect that he/she will resign from the parent department/office, in the event of his/her selection and appointment to the post applied for, may be taken from his/her at the time of forwarding the application. This procedure is to be followed even in case of a temporary Government servant applying as a direct recruit for a post in the same organisation.
- v An employee of the Institute shall be confirmed through Departmental Confirmation Committee.

- vi There shall be no probation in the case of an employee appointed to a post on deputation, tenure or on re-employment after superannuation.
- vii The appointing authority shall record the reasons in writing while terminating the appointment of a probationer or extension of the normal period of probation.

#### **29. APPLICATION OF GOVT. OF INDIA RULES:**

If any particular provision concerning the qualifications for recruitment and promotion or seniority under these Rules is silent, the corresponding rules operating in the Govt. of India, or the qualifications prescribed by the Govt. of India shall apply mutatis mutandis.

Further, the Pay Matrix contained in the Schedules for various posts shall be revised as per the GOI guidelines as amended from time to time.

#### **30. POWER TO RELAX:**

Wherever, it is considered necessary or expedient to do so, the Chairperson, Governing Council, DIAT, on the recommendation of the Executive Council/ Board of Management, may by order, for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any class or category of persons.

#### **31. DISQUALIFICATION:**

The following categories of persons shall not be eligible to apply for any position in the Institute:

- 31.1 Who has been convicted by any Court of Law or any criminal proceedings are pending against him;
- 31.2 Who is a person of unsound mind and questionable conduct or not medically fit;
- 31.3 Who has entered into or contracted a marriage with a person having a living spouse;
- 31.4 Provided that the Competent Authority of the Institute may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;
- 31.5 Who is not a citizen of India; and
- 31.6 Any other category of person disqualified for appointment by the Govt. of India/State Govt. from time to time.

#### **32. VIGILANCE CLEARANCE:**

- 32.1 Candidate who is already in service shall submit the Vigilance Clearance Certificate from the employer or his authorised officer, to the effect that no disciplinary/criminal proceedings are pending or contemplated against him. It shall be directly sent by the parent department or be handed over to the employee concerned in sealed cover at the time of written/skill test/interview as applicable or along with the application.
- 32.2 Wilful suppression of factual information or any document relating to the eligibility or otherwise as a candidate, followed by supply of fake documents or misleading statement or information in the application or tampering with the documents or providing such information relating to the achievements, caste, educational qualifications, experience or domicile, etc., the Vigilance Officer of the Institute shall have the powers to investigate/inquire into the matter and submit his report to the Vice-Chancellor for further

action at any stage of recruitment process or employment. If any of these acts is found to be true, the candidate shall be disqualified for appointment to the post or if already appointed, his/her services shall be liable to be terminated, with immediate effect after adhering to the procedures.

32.3 Wherever there is only one sanctioned post in any cadre, the post shall be filled through direct recruitment / deputation only as given in Schedule I.

### **33. REMOVAL OF DIFFICULTIES:**

If any difficulty arises in the implementation or operation of any of the provisions of these rules, the Vice-Chancellor may, from time-to-time issue with the approval of the Board of Management / Executive Council, such general or specific directions but not inconsistent with the provisions of the Statutes, Rules and Regulations of the Institute, directives of the Government of India & Ministry of Defence, which appear to be necessary for the purpose of removing such difficulty.

### **34. INTERPRETATION:**

Any ambiguity or lack of clarity with regard to any clause of the Rules, the matter may be referred to the Executive Council / Board of Management for clarification.

### **35. RESIDUARY MATTERS:**

In regard to the matters not specified or referred to in these rules, the corresponding provisions as prescribed by the Govt. of India relating to its employees, as amended from time to time, shall be followed. In case any particular provision in these Rules is in conflict with any guidelines of Govt. of India Orders, the provisions of the Govt. of India Orders shall prevail.

### **36. TERRITORIAL JURISDICTION:**

In case of any dispute, the territorial jurisdiction for adjudication shall be Courts located in Pune / Maharashtra.

### **37. REPEAL:**

All the existing rules and orders in relation to the matters covered under these rules shall stand repealed but any action already taken pursuant to such existing rules and orders shall be deemed to have been taken under these rules.

### **38. AMENDMENTS:**

The recruitment rules may be reviewed from time to time by the Institute. Amendment, modification, changes, withdrawal and suspension of any or all provisions of these Rules shall be done with prior approval of the Executive Council / Board of Management and will be subject to change of guidelines and instructions issued by the Govt. of India from time to time.

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## Schedule-I

### STRENGTH OF NON-TEACHING STAFF

Sr.	Post	Number of Posts	Method of Recruitment	Scale of Pay	No. of Advancements
<b>Administrative officers</b>					
1	Registrar	1	DR / Deputation	Level 14	NA
2	Finance Officer	1	DR / Deputation	Level 14	NA
3	Controller of Examination	1	DR / Deputation	Level 14	NA
4	Librarian	1	DR / Deputation	Level 14	NA
5	Deputy Registrar	2	50% Direct Recruitment & 50% Promotion	Level 12	2
6	Assistant Librarian	1	Direct Recruitment	Level 10	2
7	Assistant Registrar	6	50% Direct Recruitment & 50% Promotion	Level 10	2
<b>Technical</b>					
8	Technical Officer	6	50% Direct Recruitment & 50% Promotion	Level 10	2
9	Laboratory Officer	12	50% Direct Recruitment & 50% Promotion	Level 7	2
10	Laboratory Assistant	60	DR	Level 4	2
<b>Administrative / allied Staff</b>					
11	Superintendent	12	50% Direct Recruitment & 50% Promotion	Level 7	2
12	Assistant	60*	DR	Level 4	2
<b>Library Staff</b>					
13	Library Superintendent	2	50% Direct Recruitment & 50% Promotion	Level 7	2
14	Library Assistant	6	DR	Level 4	2
	<b>TOTAL</b>	<b>171</b>			

\* Includes 5 Driver Cadre posts which on their vacation may be merged with 'Assistant'.

DR – Direct Recruitment

## Schedule-I Contd.

### RECRUITMENT RULES FOR THE POST OF REGISTRAR

1	Name of Post	Registrar
2	Number of Post	1 (One)
3	Classification	Group 'A'
4	Scale of Pay (as per 7 <sup>th</sup> CPC pay matrix)	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p>OR</p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p>OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p><b>Preferable:</b> Ph. D / Degree in Law obtained after Graduation / MBA in HR / MPM or equivalent from recognized University or Institutions</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment	Direct recruitment failing which by Deputation. The tenure of appointment through Direct Recruitment / Deputation shall be five years or till attaining the age of superannuation i.e., 62 years, whichever is earlier and shall be eligible for re-appointment for a second term by following the procedure prescribed.
11	In case of recruitment by deputation, grades from which deputation to be made	<p>Deputation:</p> <p>Qualifications &amp; Experience: As indicated at col. 7.</p> <p>Grade: Holding analogous post or eight years' experience at Pay Level-12</p>
12	Composition of Selection Committee	As per Schedule-II (1) (a)

**RECRUITMENT RULES FOR THE POST OF FINANCE OFFICER**

1	Name of Post	Finance Officer
2	Number of Post	1 (One)
3	Classification	Group 'A'
4	Scale of Pay (as per 7th CPC pay matrix)	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration OR Comparable experience in research establishment and/ or other institutions of higher education. OR 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p><b>Preferable:</b> MBA (Finance) / Chartered Accountant / ICAI</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment	Direct recruitment failing which by Deputation. The tenure of appointment through Direct Recruitment / Deputation shall be five years or till attaining the age of superannuation i.e., 62 years, whichever is earlier and shall be eligible for re-appointment for a second term by following the procedure prescribed.
11	In case of recruitment by deputation, grades from which deputation to be made	Appointment preferably by officers drawing not below the Level 12 belonging to the Indian Audit and Accounts services or other similar organized Services in Central/ State Govt. or University System/ Other organisation subject to fulfilment of qualification as indicated under col. 7 on Deputation for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier.
12	Composition of Selection Committee	As per Schedule-II (1) (a)

**RECRUITMENT RULES FOR THE POST OF CONTROLLER OF EXAMINATION**

1	Name of Post	Controller of Examination (CoE)
2	Number of Post	1 (One)
3	Classification	Group 'A'
4	Scale of Pay (as per 7 <sup>th</sup> CPC pay matrix)	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p>OR</p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p>OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p><b>Preferable:</b> Ph. D. / Degree in Law obtained after graduation / MBA in HR or Systems / MCM, MCS, MCA / M.ED. / MPM or equivalent (Awarded by University recognized by UGC or AICTE). Adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment	Direct / Deputation for a tenure of five years or till attaining the age of superannuation i.e., 62 years, whichever is earlier. (Eligible for reappointment after observance of due selection process).
11	In case of recruitment by deputation, grades from which deputation to be made	<b>Deputation:</b> Qualifications & Experience: As indicated at col. 7. Grade: Holding analogous post or eight years' experience at Pay Level-12
12	Composition of Selection Committee	As per Schedule-II (1) (a)

**RECRUITMENT RULES FOR THE POST OF LIBRARIAN**

1	Name of Post	Librarian
2	Number of Post	1 (One)
3	Classification	Group – A
4	Scale of Pay (as per 7th CPC pay matrix)	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 Years
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>i) Master’s Degree in Library Science/ Information Science/ Documentation Science with at least 55% of marks or an equivalent grade in a point scale wherever the grading system is followed.</p> <p>ii) At least 10 years as a Librarian at any level in University Library OR 10 years of teaching as Assistant / Associate Professor in Library Science or 10 years’ experience as a College Librarian</p> <p>iii) Evidence of innovative Library services, including the integration of ICT in a library.</p> <p>iv) A Ph.D. Degree in library science/ documentation/ archives and manuscript keeping.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	One Year
10	Method of recruitment	Direct recruitment failing which by Deputation.
11	In case of recruitment by deputation, grades from which deputation to be made	Deputation: Officers of Central/ State Governments, Universities and other Autonomous Organizations holding analogous posts on regular basis subject to possessing educational qualification and experience as prescribed in column 07.
12	Composition of DPC or Selection Committee	As per Schedule-II (1) (a)

RECRUITMENT RULES FOR THE POST OF DEPUTY REGISTRAR

1	Name of Post	Deputy Registrar
2	Number of Post (s)	02
3	Classification	Group – A
4	Scale of Pay (as per 7th CPC pay matrix)	Level 12
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	50 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii. Five years of experience as Assistant Registrar or in equivalent post in the Pay Level 10 and above.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Must possess at least Bachelor's degree from a recognized University.
9	Period of probation, if any	One year
10	Method of recruitment	50% by Direct Recruitment 50% by promotion, failing which by deputation.
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<b>Promotion:</b> Ten (10) years regular service as Assistant Registrar (Pay Level 10 & above). <b>Deputation:</b> Officers holding analogous posts on regular basis or with five years regular service in Pay Level 11 or with eight years regular service in Pay Level 10 in the Central/State Government, Universities and other autonomous organisations.
12	Composition of DPC or Selection Committee	As per i. Schedule-II (1) (a) (Selection committee for DR) ii. Schedule-II (2) (a) (DPC for Promotion)

**RECRUITMENT RULES FOR THE POST OF ASSISTANT LIBRARIAN**

1	Name of Post	Assistant Librarian
2	Number of Post (s)	1 (One)
3	Classification	Group – A
4	Scale of Pay (as per 7th CPC pay matrix)	Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>i) Master’s degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed)</p> <p>ii) 5 years of relevant experience with knowledge of computerization of library</p> <p>Preferable: Qualifying in the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by UGC like SLET/SET OR who are or have been awarded a Ph.D. degree in accordance with the UGC regulations</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	One Year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment failing which by Deputation
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Schedule-II (1) (a)

**RECRUITMENT RULES FOR THE POST OF ASSISTANT REGISTRAR**

1	Name of Post	Assistant Registrar
2	Number of Post (s)	06
3	Classification	Group – A
4	Scale of Pay (as per 7th CPC pay matrix)	Level 10
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct Recruits	Essential Qualifications: i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii) Five years of relevant experience in Pay Level 7 & above or equivalent post in Central/State Government, Universities and other autonomous organizations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: Must possess at least Bachelor's degree from a recognized University/Institute.
9	Period of probation, if any	Two Years for Direct Recruits & one year for promotees
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by Direct recruitment 50% by Promotion
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<b>Promotion:</b> Six years of regular service as Superintendent (Pay level 7 & above). Based on merit from among the eligible candidates having requisite experience from feeder cadres on the basis of a written test and / or interview.
12	Composition of DPC or Selection Committee	As per i. Schedule-II (1) (a) (Selection committee for DR) ii. Schedule-II (2) (a) (DPC for Promotion)

**RECRUITMENT RULES FOR THE POST OF TECHNICAL OFFICER**

1	Name of Post	Technical Officer
2	Number of Post(s)	06
3	Classification	Group 'A'
4	Scale of Pay (as per 7th CPC pay matrix)	Level 10
5	Whether selection or non-selection post	Selection Not applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b>  Master's Degree with 55% marks in the relevant subject.  The relevant subject will be as decided by the Institute as per the functional requirement of the department concerned.  <b>AND</b>  5 years' experience of maintenance / operation of sophisticated scientific Instruments in the post carrying Pay Level-7 or equivalent.  <b>OR</b>  Researchers having 5 years' experience of operation of Sophisticated scientific Instruments in the Laboratory at Post-Doctoral Level will also be eligible.</p> <p>The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or reputed registered Private organization.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: Must possess at least Bachelor's degree from a recognized University/Institute.
9	Period of probation, if any	Two Years for Direct Recruits & one year for promotees
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by Direct recruitment 50% by Promotion
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<b>Promotion:</b> Six years of regular service as Lab Officer (Pay level 7 & above). Based on merit from among the eligible candidates having requisite experience from feeder cadres on the basis of a written test and / or interview.
12	Composition of DPC or Selection Committee	As per i. Schedule-II (1) (a) (Selection committee for DR) ii. Schedule-II (2) (a) (DPC for Promotion)

**RECRUITMENT RULES FOR THE POST OF LABORATORY OFFICER**

1	Name of Post	Laboratory Officer
2	Number of Post (s)	12
3	Classification	Group – B
4	Scale of Pay (as per 7th CPC pay matrix)	Level 7
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i) First Class Bachelor's Degree in Science or Engineering / Technology from a recognised Institute / University or equivalent. The relevant subject will be as decided by the Institute as per the functional requirement of the department concerned.</p> <p>ii) Three Years' relevant experience in Level 6 or eight years' relevant experience in Level-5 and above in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent position in reputed registered private organization.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	<p>Age: No</p> <p>Qualification: Must possess Bachelors' Degree in Science or Engineering/Technology OR Diploma in Engineering / Technology</p>
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<p>50% by Direct Recruitment</p> <p>50% by Promotion</p>
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>Promotion:</b></p> <p>Five years of service in the grade of Laboratory Superintendent (Pay Level-6). Based on merit from among the eligible candidates having requisite experience on the basis of a written test and/or Skill/trade test.</p>
12	Composition of DPC or Selection Committee	<p>As per</p> <p>i. Schedule-II (1) (b) (Selection committee for DR)</p> <p>ii. Schedule-II (2) (b) (DPC for Promotion)</p>

**RECRUITMENT RULES FOR THE POST OF LABORATORY ASSISTANT**

1	Name of Post	Laboratory Assistant
2	Number of Post (s)	60
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	28 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: Bachelor's degree in science with at least first class or its equivalent grade from a recognised Institute/ University.  OR Diploma in Engineering / Technology in required discipline with at least first class or its equivalent grade, duly recognized by AICTE / Board of Technical Education.  However, the relevant subject will be as decided by the Institute as per the functional requirement of the department concerned.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Schedule-II (1) (c)

**RECRUITMENT RULES FOR THE POST OF SUPERINTENDENT**

1	Name of Post	Superintendent
2	Number of Post (s)	12
3	Classification	Group – B
4	Scale of Pay (as per 7th CPC pay matrix)	Level 7
5	Whether Selection or non-selection post	Selection Not Applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i) A Bachelor's Degree in any discipline with at least first division or its equivalent from any recognised Institute/ University. ii) Three years' experience of administration / Accounts / Secretarial work in Level 6 OR eight years' experience of administration / Accounts / Secretarial work in Level 5 & above in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent position in reputed registered private organization.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Must possess a Bachelor's Degree in any discipline
9	Period of probation, if any	Two Years for Direct Recruits and one year for promotees
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by Direct Recruitment 50% by Promotion
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion / deputation / absorption to be made	<b>Promotion:</b> Five years of service in the grade of Junior Superintendent (Pay level 6). Based on merit from among the eligible candidates having requisite experience on the basis of a written test and/or Skill test.
12	Composition of DPC or Selection Committee	As per i. Schedule-II (1) (b) (Selection committee for DR) ii. Schedule-II (2) (b) (DPC for Promotion)

**RECRUITMENT RULES FOR THE POST OF ASSISTANT**

1	Name of Post	Assistant
2	Number of Post (s)	60*
3	Classification	Group – C
4	Scale of Pay (as per 7th CPC pay matrix)	Level 4
5	Whether Selection or non-selection post	Not applicable
6	Age Limit for Direct Recruits	28 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i) A Bachelor's Degree with first division or its equivalent from a recognized Institute/ University. ii) Knowledge of Computer Operations with typing speed of 35 words per minutes (Time allowed for Skill Test-10 minutes.) (35 words per minutes correspond to 10500 KDPH on an average of 5 key depressions for each word).
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
12	Composition of DPC or Selection Committee	As per Schedule-II (1) (c)

\* Includes 5 Driver Cadre posts which on their vacation shall be merged with 'Assistant'

**RECRUITMENT RULES FOR THE POST OF LIBRARY SUPERINTENDENT**

1	Name of Post	Library Superintendent
2	Number of Post (s)	2
3	Classification	Group – B
4	Scale of Pay (as per 7th CPC pay matrix)	Level 7
5	Whether Selection or non-selection post	Selection Not Applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i) Master's Degree in Library Information Science with at least 55% or its equivalent grade from recognised Institute/ University. ii) Three years of relevant experience in Level 6 OR eight years' relevant experience in Level 5 & above in a University / Research Establishment / Central / State Govt./ PSU / Autonomous Institutions.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Must possess a Bachelor's Degree in Library & Information Science or equivalent qualification in relevant specialization
9	Period of probation, if any	Two Years for Direct Recruits and one year for promotees
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by Direct Recruitment 50% by Promotion
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion / deputation / absorption to be made	<b>Promotion:</b> Five years of service in the grade of Junior Library Superintendent (Pay level 6). Based on merit from among the eligible candidates having requisite experience on the basis of a written test and/or Skill test.
12	Composition of DPC or Selection Committee	As per i. Schedule-II (1) (b) (Selection committee for DR) ii. Schedule-II (2) (b) (DPC for Promotion)

## RECRUITMENT RULES FOR THE POST OF LIBRARY ASSISTANT

1	Name of Post	Library Assistant
2	Number of Post (s)	6
3	Classification	Group – C
4	Scale of Pay (as per 7th CPC pay matrix)	Level 4
5	Whether Selection or non-selection post	Not applicable
6	Age Limit for Direct Recruits	28 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i) Bachelor's degree in Library & Information Science or equivalent qualification in relevant specialization from a recognized University with at least second division or its equivalent grade. ii) Proficiency and knowledge of Computer Applications and operations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per Schedule-II (1) (c)

## SCHEDULE-II

### Composition of Selection Committee, Departmental Promotion Committee (DPC) & Departmental Confirmation Committee

(1) Following shall be the constitution of the **Selection Committees**:

(a) For Group 'A' posts (other than statutory posts):

1.	Vice-Chancellor	:	Chairperson
2.	Two experts, not in service of the Institute, nominated by the Vice-Chancellor	:	Member
3.	Head of the Unit/Department	:	Member
4.	One member of the EC	:	Member
5.	A representative of SC/ST/OBC, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
6.	Registrar	:	Member

(b) For Group 'B' posts:

1.	Registrar	:	Chairperson
2.	Two experts, not in the service of the Institute, nominated by the Vice-Chancellor	:	Member
3.	Head of the Unit/ Department	:	Member
4.	A representative of SC/ST/OBC, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5.	Joint Registrar/Deputy Registrar	:	Member

(c) For Group 'C' posts:

1.	Registrar or Professor nominated by Vice Chancellor	:	Chairperson
2.	Two experts, not in service of the Institute, nominated by the Vice-Chancellor	:	Member
3.	Head of the Unit/Department	:	Member
4.	A representative of SC/ST/OBC, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5.	Joint Registrar / Deputy Registrar	:	Member

(2) Following shall be the constitution of the **Departmental Promotion Committee (DPC)**:

(a) For Group 'A' posts:

1.	Vice-Chancellor	:	Chairperson
2.	One expert, not in service of the Institute, nominated by the Vice-Chancellor	:	Member
3.	Head of the concerned Unit/Department	:	Member
4.	A representative of SC/ST/OBC, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5.	Registrar	:	Member

(b) For Group 'B':

1.	Registrar	:	Chairperson
2.	One expert, not in service of the Institute, nominated by the Vice-Chancellor	:	Member
3.	Head of the concerned Unit/Department	:	Member
4.	A representative of SC/ST/OBC, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5.	Joint Registrar/Deputy Registrar	:	Member

(c) For Group 'C':

1.	Registrar or Professor nominated by Vice Chancellor	:	Chairperson
2.	One expert, not in service of the Institute, nominated by the Vice-Chancellor	:	Member
3.	Head of the concerned Unit/Department	:	Member
4.	A representative of SC/ST/OBC, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5.	Joint Registrar/Deputy Registrar	:	Member

(3) Following shall be the constitution of the **Departmental Confirmation Committee**:

(a) For Group 'A' posts:

1.	Vice-Chancellor	:	Chairperson
2.	Head of the concerned Unit/Department	:	Member
3.	A representative of SC/ST/OBC, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
4.	Registrar (except for the post of Registrar)	:	Member

(b) For Group 'B' posts:

1.	Registrar	:	Chairperson
2.	Head of the concerned Unit/Department	:	Member
3.	A representative of SC/ST/OBC, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
4.	Joint Registrar/Deputy Registrar	:	Member

(c) For Group 'C' posts:

1.	Registrar or Professor nominated by Vice Chancellor	:	Chairperson
2.	Head of the concerned Unit/Department	:	Member
3.	A representative of SC/ST/OBC, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
4.	Joint Registrar/Deputy Registrar of the unit concerned	:	Member

**Quorum:**

Two-thirds of the members shall form the quorum for the meeting of a Selection Committee, which shall include the Chairperson, the Vice-Chancellor's nominee (wherever applicable), at least one external expert out of the two experts and one representative from the respective reserved category as per requirement.

Two-thirds of the members shall form the quorum for the meeting of a Departmental Promotion Committee/Departmental Confirmation Committee.

## SCHEDULE-III

### CAREER ADVANCEMENT SCHEME (CAS) FOR NON-TEACHING STAFF

- A) On completion of the **minimum residency period of 6 years in the grade / Pay Level**, the incumbent shall be considered for advancement to the next grade / Pay Level through performance record (APAR) and performance in the assessment as mentioned in Career Advancement Scheme (CAS) below.
- B) These advancements shall be personal to an individual and shall not be vacancy based.
- C) Once these rules shall be effective, incumbents holding positions at Level-5 (Sr. Assistant, Sr. Lab Assistant) / Level-6 (Junior Superintendent, Lab Superintendent) shall be placed at that Level. This would be one time exercise on adoption of these rules.
- D) The crucial date for determining eligibility for advancement through CAS shall be 1<sup>st</sup> January for cases maturing up to 31<sup>st</sup> December of the previous year and 1<sup>st</sup> July for cases maturing up to 30<sup>th</sup> June of the same year.
- E) The detailed 'Career Advancement Scheme' is as follows:

**a. Technical Cadre Posts:**

<b>Laboratory Assistant</b> (Cadre Strength: 60; Mode of Recruitment: 100% Direct Recruitment):				
Sr.	Group	Entry Level	1 <sup>st</sup> Advancement*	2 <sup>nd</sup> advancement*
1	C	Laboratory Assistant (Level-4)	Sr. Laboratory Assistant (Level-5)	Lab Superintendent (Level-6)
*Through performance record (APAR) and performance in the assessment				
<b>Laboratory Officer</b> (Cadre Strength: 12); (Mode of Recruitment: 50% Direct Recruitment & 50% Promotion):				
Sr.	Group	Entry Level	1 <sup>st</sup> Advancement*	2 <sup>nd</sup> advancement*
2	B	Laboratory Officer (Level-7)	Sr. Laboratory Officer (Level-8)	Junior Technical Officer (Level-9)
*Through performance record (APAR) and performance in the assessment				
<b>Technical Officer</b> (Cadre Strength: 6); (Mode of Recruitment: 50% Direct Recruitment & 50% Promotion failing which by deputation):				
Sr.	Group	Entry Level	1 <sup>st</sup> Advancement*	2 <sup>nd</sup> advancement*
3	A	Technical Officer (Level-10)	Senior Technical Officer (Level-11)	Principal Technical Officer (Level-12)
*Through performance record (APAR) and performance in the assessment				

**b. Administrative Cadre Posts:**

<b>Assistant</b> (Cadre Strength: 60 <sup>#</sup> ); (Mode of Recruitment: 100% Direct Recruitment):				
Sr.	Group	Entry Level	1 <sup>st</sup> Advancement*	2 <sup>nd</sup> advancement*
1	C	Assistant (Level-4)	Senior Assistant (Level-5)	Junior Superintendent (Level-6)
*Through performance record (APAR) and performance in the assessment				
#Includes 5 Driver Cadre posts which on their vacation may be merged with 'Assistant'				

<b>Superintendent</b> (Cadre Strength: 12); (Mode of Recruitment: 50% Direct Recruitment and 50% Promotion)				
Sr.	Group	Entry Level	1 <sup>st</sup> Advancement*	2 <sup>nd</sup> advancement*
2	B	Superintendent (Level-7)	Section Officer (Level-8)	Administrative Officer (Level-9)
*Through performance record (APAR) and performance in the assessment				
<b>Asst. Registrar</b> (Cadre Strength: 06); (Mode of Recruitment: 50% Direct Recruitment and 50% Promotion):				
Sr.	Group	Entry Level	1 <sup>st</sup> Advancement*	2 <sup>nd</sup> advancement*
3	A	Asst. Registrar (Level-10)	Sr. Asst. Registrar (Level-11)	Joint Deputy Registrar (Level-12)
*Through performance record (APAR) and performance in the assessment				
<b>Dy. Registrar</b> (Cadre Strength: 02); (Mode of Recruitment: 50% Direct Recruitment and 50% Promotion failing which by deputation):				
Sr.	Group	Entry Level	1 <sup>st</sup> Advancement*	2 <sup>nd</sup> advancement*
4	A	Dy. Registrar (Level-12)	Joint Registrar (Level-13)	Jt. Registrar (Selection Grade) (Level-13A)
*Through performance record (APAR) and performance in the assessment				

**c. Library Cadre Posts:**

<b>Library Assistant</b> (Cadre Strength: 06); (Mode of Recruitment: 100% Direct Recruitment):				
Sr.	Group	Entry Level	1 <sup>st</sup> Advancement*	2 <sup>nd</sup> advancement*
1	C	Library Assistant (Level-4)	Sr. Library Assistant (Level-5)	Junior Library Superintendent (Level-6)
*Through performance record (APAR) and performance in the assessment				
<b>Library Superintendent</b> (Cadre Strength: 2); (Mode of Recruitment: 50% Direct Recruitment and 50% Promotion):				
Sr.	Group	Entry Level	1 <sup>st</sup> Advancement*	2 <sup>nd</sup> advancement*
2	B	Library Superintendent (Level-7)	Senior Library Superintendent (Level-8)	Junior Library Officer (Level-9)
*Through performance record (APAR) and performance in the assessment				
<b>Asst. Librarian</b> (Cadre Strength: 1); (Mode of Recruitment: 100% Direct Recruitment failing which by deputation):				
Sr.	Group	Entry Level	1 <sup>st</sup> Advancement*	2 <sup>nd</sup> advancement*
3	A	Assistant Librarian (Level-10)	Senior Assistant Librarian (Level-11)	Deputy Librarian (Level-12)
*Through performance record (APAR) and performance in the assessment				

**d. Motor Transport@**

<b>Driver</b> (Cadre Strength: 05); (Mode of Recruitment: 100% Direct Recruitment):				
Sr.	Group	Entry Level	1 <sup>st</sup> Advancement*	2 <sup>nd</sup> advancement*
1	C	Driver Grade 'B' (Level-4)	Sr. Driver (Level-5)	Driver SG <sup>#</sup> (Level-6)
*Through performance record (APAR) and performance in the assessment @ Till incumbents exist in the cadre. # Selection Grade				

**DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY**  
**(DEEMED TO BE UNIVERSITY, GIRINAGAR, PUNE-411025)**

**ACADEMIC SECTION**

No. DIAT/Acad/Fee Structure/2025

Dated 03<sup>rd</sup> April 2025

**MINUTES OF THE MEETING, REVISION OF FEE STRUCTURE FOR VARIOUS M. TECH, M.SC PH. D AND MS (BY RESEARCH) PROGRAMME OF DIAT (DU), HELD ON 28<sup>TH</sup> MARCH 2025 AT 15:30 HRS AT ACADEMIC SECTION CONFERENCE HALL**

The following were present:

- |  |                    |
|--|--------------------|
| a) Prof. Sangeeta Kale, Dean (SR)            | : Chairperson      |
| b) Dr. Vidya Gargote, Finance Officer        | : Member           |
| c) Prof. Balasubramanian K, Dean (Academics) | : Member           |
| d) Prof. A A Bazil Raj                       | : Member           |
| e) Joint Registrar (Acad) I/c                | : Member Secretary |

At the outset, the Chairperson welcomed all the members and informed to meeting proceedings. The member secretary of the committee has presented the agenda items of the fee revision meeting. He informed the committee members regarding fee structure of DIAT, which was not revised for last five years. He also informed to bring uniformity in fee structure and to avoid audit objections.

The following agenda items were discussed:

S.No	Agenda items
1	Comparing/verifying of DIAT fees structure with other high ranked universities / colleges all over India
2	Need to bring in uniformity in fee structure of various PG, PhD and MS (By Research) programs and DIAT not revised the fee structure for last five years
3	Motto to avoid the Audit Objections
4	Refund of Caution Deposit - to keep time frame for refund process, Donation towards Alumni Association and to convert into non-refundable
5	One-time fees – may be increased and it may be applicable to categories of students
6	Proposed new fee structure and to be implemented from the Academic Year 2025-26 and applicable to new entrants

The committee looked into fee structures of various premier Institution's and compared them with DIATs current fee structure. The Committee took into consideration of various institutions/colleges viz. IIT-Bombay, IIT-Madras, NIT-Delhi, NIT-Calicut, NIT-Patna, IIT-Roorkee IISc-Bangalore & CoEP-Pune.

(contd...)

*swal*  
4/4/25

*16. Kale*

*ADMMBUNP*  
4/4/25

*Vidya Gargote*  
4/4/25

After deliberate discussions, the committee had comparison of every component of fee structure for various categories like CCMT, CCMN, MoD/DRDO sponsored, self-sponsored, self-financed category, industry sponsored etc., and resolved to have finest fee structure, is given at Annexures. (M.Tech – Annexure-I, PhD & MS(By research) – Annexure-II and M.Sc.-Annexure-III).


The committee recommended to increase the caution deposit and one-time fee from Rs. 10,000/- & Rs. 4000/- to Rs. 20,000/- & Rs. 6000/- respectively. The caution deposit should be claimed within one year of completion of program and thereafter no refund of caution deposit will be entertained. The committee resolved to give an option for students to donate the caution deposit to Alumni association.

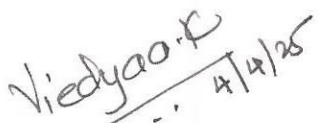
The fee structure for MoD sponsored - Armed Forces (Tri-services including Coast Guard) and DRDO & DGQA sponsored students is remained unchanged.


Exclusive Master of Science programs like Master of Science in Defence Technology, Master of Science in Information Technology and Master of Science in Tank Technology will remain unchanged and shall be revised with the revision of MoU.

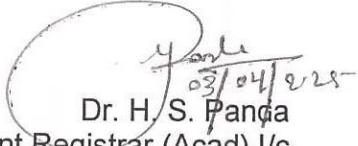
The revised fee will be applicable to the students of fresh batches (new entrants) from the Academic Year 2025-26 onwards and not applicable to the ongoing students pursuing various PG, Ph.D & MS (by research) programs at DIAT (DU).

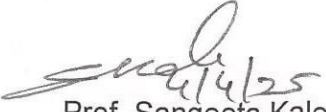
The Chairperson extended his gratitude to all the members for their valuable suggestions. The meeting concluded with a vote of thanks to the Chairman and members for their participation.

  
Prof. A A Bazil Raj  
(Member)

  
Dr. Vidya Gargote  
Finance Officer  
(Member)

  
Prof. K Balasubramanian,  
Dean (Acad)  
(Member)

  
Dr. H. S. Panda  
Joint Registrar (Acad) I/c  
Member Secretary

  
Prof. Sangeeta Kale  
Dean (SR), (Chairperson)

Approved / Not Approved

  
Vice Chancellor

PROPOSED FEE STRUCTURE FOR MASTER OF TECHNOLOGY– AY 2025-26												
CCMT/ SCHOLARSHIP CATEGORY		ARMED FORCES (TRI SERVICES) & COAST GUARD MOD SPONOSRED		DRDO, DGQA SPONSORED STUDENTS & ARMED FORCES (TRI SERVICES & COAST GUARD) SELF-SPONSORED STUDENTS		DPSU/PSU/INDUSTRY/ANOTHER INSTITUTE SPONSORED		SELF FINANCED CATEGORY		STUDENTS FROM THE SAARC COUNTRIES AND FROM THE LEAST DEVELOPED NATIONS (LDCS) / DEVELOPING NATIONS AS PER IMF CLASSIFICATION (NON -SAARC) [ IN USD ]		
Admission Fee (One Time Fee to be paid at time of Admission)		6000		6000		6000		6000		\$ 700		
Semester Fees												
Per semester fee	All other M.Tech Programs		M.Tech in i) VLSI & Embedded Systems ii)Semi-Conductor and Chip Design		All M.Tech program including M.Tech in VLSI & Embedded Systems and M.Tech in Semi-Conductor and Chip Design			M.Tech in i) VLSI & Embedded Systems ii)Semi-Conductor and Chip Design		All other M.Tech Programs	All M.Tech program including M.Tech in VLSI & Embedded Systems and M.Tech in Semi-Conductor and Chip Design	
	Gen/OBC/EWS	SC/ST	SC/ST	Gen/OBC/EWS				All category students				
AMOUNT IN INDIAN RUPEES										Amount in USD		
Tuition	15000	0	0	35000	0	37000	56000	30000	37000	1000	2000	
Library	2000	2000	2000	2000	1000	2000	2000	2000	2000	40	40	
Miscellaneous	18000	18000	38000	38000	5000	11000	17000	48000	11000	460	460	
Total (Payable in each Semester)	35000	20000	40000	75000	6000	50000	75000	80000	50000	\$1500	\$2500	

- Caution Deposit of Rs. 20,000/- to be paid at the time of admission and students need to claim refund within one year of completion of program. After one-year caution deposit will not be refunded.

4/4/25  
03/04/25  
4/4

Admission  
3/4/25

H. G. ...  
Vidya ...  
4/4/25

PROPOSED FEE STRUCTURE FOR PhD & MS (By Research) - AY 2025-26									
INSTITUTIONAL SCHOLARSHIP, NATIONAL FELLOWSHIP, INTERNAL PART TIME, PROJECT STAFF [JRF/SRF/RA] WORKING UNDER SPONSORED PROJECT of All DRDO Labs & DIAT				SERVICE OFFICERS, INDIAN COAST GUARD DRDO, DGQA ORGANISATION SPONSORED AND SELF SPONSORED		INDUSTRY SPONSORED/OTHER GOVT. ORGANISATIONS/AUTONOMOUS BODIES/DPSUs/PSU/ENGINEERING COLLEGES [GOVT. & PRIVATE], GOVT. INDUSTRY ETC.		STUDENTS FROM THE SAARC COUNTRIES AND FROM THE LEAST DEVELOPED NATIONS (LDCS) / DEVELOPING NATIONS AS PER IMF CLASSIFICATION. [IN USD]	DEVELOPED NATIONS AS PER THE IMF CLASSIFICATION NON-SAARC [ IN USD]
Fee Details	FOR 1&2 YEAR		3 YEAR ONWARDS [Up to thesis submission]		Per Semester [Up to thesis submission]	Per Semester [Up to thesis submission]	US \$ 1500 (Excluding Boarding & Lodging)	US \$ 2500 (Excluding Boarding & Lodging)	
	GEN, OBC & EWS	SC & ST	GEN, OBC & EWS	SC & ST	ALL CATEGORY	ALL CATEGORY			
AMOUNT IN INDIAN RUPEES						AMOUNT IN USD			
Admission Fee (One Time Fee to be paid at time of Admission)	6000	6000	0	0	6000	6000	\$ 700	\$ 700	
<b>Semester Fees</b>									
Tuition	15000	0	15000	0	37000	47000	1000	2000	
Library	2000	2000	2000	2000	1500	1500	40	40	
Miscellaneous	20000	20000	25000	25000	11500	16500	460	460	
<b>Total (Payable in each Semester)</b>	<b>37000</b>	<b>22000</b>	<b>42000</b>	<b>27000</b>	<b>50000</b>	<b>65000</b>	<b>\$1500</b>	<b>\$2500</b>	

- Caution Deposit of Rs. 20,000/- to be paid at the time of admission and students need to claim refund within one year of completion of program. After one-year caution deposit will not be refunded.

Yone  
03/04/25

Admission  
25/4/25

12.0000

Viedyana K  
4/4/25  
SK  
4/4

PROPOSED FEE STRUCTURE FOR MASTER OF SCIENCE- AY 2025-26											
CCMN	ARMED FORCES (TRI SERVICES) & COAST GUARD MOD SPONOSRED			DRDO, DGQA SPONSORED STUDENTS & SELF-SPONSORED STUDENTS ARMED FORCES (TRI SERVICES & COAST GUARD)		DPSU/PSU/ INDUSTRY/ ANY OTHER INSTITUTE SPONSORED		SELF FINANCED CATEGORY	STUDENTS FROM THE SAARC COUNTRIES AND FROM THE LEAST DEVELOPED NATIONS (LDCS) / DEVELOPING NATIONS AS PER IMF CLASSIFICATION. [IN USD]		DEVELOPED NATIONS AS PER THE IMF CLASSIFICATION (NON -SAARC) [ IN USD]
Admission Fee (One Time Fee to be paid at time of Admission)	6000			6000		6000		6000	6000	\$ 700	
Semester Fees											
Per semester fee	Gen/OBC /EWS	SC/ST	All Other M.Sc.	M.Sc. Food Technology	All Other M.Sc.	M.Sc. Food Technology	All other M.Sc.s. including M.Sc. Food Technology				
	All other M.Sc. programs including M.Sc. Food Technology										
	AMOUNT IN INDIAN RUPEES						AMOUNT IN USD				
Tuition	5500	0	0	39000	18500	39000	54000	25000	200	500	
Library	2000	2000	1000	2000	2000	2000	2000	2000	40	40	
Miscellaneous	13000	13000	5000	9000	14500	9000	9000	18000	460	460	
<b>Total (Payable in each Semester)</b>	<b>20500</b>	<b>15000</b>	<b>6000</b>	<b>50000</b>	<b>35000</b>	<b>50000</b>	<b>65000</b>	<b>45000</b>	<b>\$700</b>	<b>\$1000</b>	

- Caution Deposit of Rs. 20,000/- to be paid at the time of admission and students need to claim refund within one year of completion of program. After one-year year caution deposit will not be refunded.

#### MASTER OF SCIENCE PROGRAMS (under MoU)

Fee structure for M.Sc in Defence Technology, M.Sc in Information Technology and M.Sc in Tank Technology will remain unchanged and will be revised with the modification of MoU with respective institutes/organizations.

4/1  
4/1  
03/04/2025

ADmission Team  
3/4/25

11. Bell  
Viedyao-K  
4/1/25

NOTE SHEET

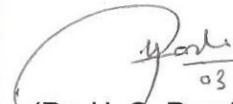
Date: 03<sup>rd</sup> Apr 2025

File No. DIAT/F/Acad/Revision of Fee Structure

NOTE-2

Sub: - MINUTES OF THE MEETING, CONSTITUTED BY THE VICE CHANCELLOR TO WORK OUT THE REVISION OF FEE STRUCTURE FOR VARIOUS M.TECH, PH.D, MS (BY RESEARCH) & M.SC PROGRAMME AT DIAT (DU).

1. Ref. to Note-1 ante
2. Placed opposite the minutes of meeting to work out the revision of fee structure for various M.Tech, Ph.D, MS (by research) & various M.Sc programme.
3. Put up for approval and signature please.

  
03/04/2025  
(Dr. H. S. Panda)  
Joint Registrar (Acad) I/c

Dean (Academics):



Vice Chancellor:

  
14/4/25

pl brief me on 7/4/25

JR (Acad)

Discussed. B put up in next BOM on 9th

  
7/4/25

Ex-lro VS Proposed Fee Str.

DRAFT

# DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY

(Deemed to be University), Girinagar, Pune- 411025

No. DIAT/F/Acad/Revision of Fee structure/ PG/Phd/MS (By research) Dated 09<sup>th</sup> Jan 2025

## NOTE-1

### Sub: CONSTITUION OF COMMITTEE FOR REVISION OF FEE STRUCTURE

1. Placed opposite are the current fee structures pertaining to various PG, PhD & Ms (by Research) <sup>and M.Sc</sup> programmes of DIAT(DU).
2. DIAT has not revised the fee structure from last five years. It is proposed to revise the fee structure for the above-mentioned programmes from the Academic Year 2025-26, as the auditors of DIAT raised objections every year regarding non uniformity in M.Tech fee structure and mentioning in the audit note that DIAT fee structure is lower than other IITs.
3. In view of the above, it is proposed to constitute a committee to look into the modalities of various other institutions like IITs, NITs, IISc in order to revise the fee structure of DIAT.
4. The constitution is as under:

S.No	Name	Designation
1.	Dean (Sponsored Research)	Chairman
2.	Finance Officer	Member
3.	Dean (Acad)	Member
4.	Prof A A Bazil Raj	Member
5.	Joint Registrar (Acad) I/c	Member Secretary

5. The committee has to meet and submit the report on or before April 3<sup>rd</sup> 2025.
6. Submitted please. On approval an OM to this effect will be circulated to the committee members for further necessary action.

*Yash*  
 90/03/2025  
 (Dr. H. S. Panda)  
 Joint Registrar (Acad) I/c

Dean (Acad)

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Vice Chancellor

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20/01/25