

STANDARD OPERATING PROCEDURE

(1. Establishment-I: Faculty, 2. Recruitment: Non-Teaching, 3. Establishment-II: Non-Teaching)

1. ESTABLISHMENT-I: FACULTY

A. FACULTY RECRUITMENT		
S.NO.	ACTIVITY	TIMELINE
1.	Compilation of requirement of faculty (with areas of specialization and number of faculty required: HoD in consultation with the department faculty will compile the requirement of faculty with areas of specialisation and submit the same to Dean, FA&A for consideration in the enclosed Proforma-1).	-
2.	Dean, FA&A will compile all such requests / requisitions from different departments and submit it to the Director for consideration and approval in the enclosed Proforma-2.	-
3.	Once the requirement of faculty is approved by the Director, Dean, FA&A will forward it to DR / AR (Establishment-I) for drafting advertisement.	-
4.	DR / AR (Establishment) will draft the advertisement, get it designed from the advertising agency and put up to the Director through Dean, FA&A for approval of the advertisement, deciding newspapers for publication and other terms & conditions of recruitment. Once the advertisement is approved, DR / AR (Establishment-I) will get it published in the newspapers and uploaded on the institute website. All applications to be received online.	7 working days from the receipt of duly approved requirement of faculty from Dean, FA&A
5.	Once the advertisement is published in the newspapers and uploaded on the institute website, Dean, FA&A will decide the tentative dates of seminar / interviews in consultation with the Director.	-
6.	IT Section will download the applications on the date next to the last date of receipt of applications or as and when decided by the Dean, FA&A in case of Rolling Advertisement and forward the same to the Establishment Section with excel sheet containing all particulars of all the candidates. Establishment Section will put up a note for constitution of shortlisting committees for shortlisting the candidates to the Director through Dean, FA&A for approval.	7 working days from the date of receipt of applications from IT Section
7.	Establishment Section will forward the file alongwith soft copy of the excel sheet containing particulars of the candidates who have applied to the HoD concerned for the purpose of shortlisting. HoD will get the shortlisting criteria approved from the Director through Dean, FA&A and the same will be followed for shortlisting the candidates.	3 working days
8.	The duly constituted shortlisting committee will shortlist the candidates on the basis of shortlisting criteria approved by the Director and submit the list of shortlisted and non-shortlisted candidates clearly indicating the reasons of non-shortlisting against the non-shortlisted	15 working days

	candidates to the Director through Dean, FA&A for approval and fix up the dates of seminar for the shortlisted candidates. Once the list of shortlisted candidates is approved by the Director, seminars will be conducted by the concerned department, keeping Dean, FA&A and DR / AR (E-I) in loop.	
9.	The office of the HoD / Establishment Section will issue the letters to the shortlisted candidates inviting them for seminars on the scheduled dates and time. TA forms of the candidates and experts if any will be got filled by the office of the HoD of the concerned department and after verification, the same will be forwarded to the Accounts Section for transfer of payment.	5 working days from the date of approval
10.	The concerned department will prepare the minutes of the meeting of the committee for evaluating the candidates on the basis of seminars and submit the same alongwith feedback of all the committee members in case of external candidates and teaching feedback in case of internal candidates to the Director through Dean, FA&A for consideration and approval. Such feedback should be compiled in one page for consideration of the Director.	5 working days from the last date of seminar of the last candidate.
11.	Dean, FA&A will forward the approved minutes alongwith complete file to the Establishment Section for further processing.	2 working days
12.	Establishment Section will prepare a note for constitution of Selection Committee and nomination of experts alongwith dates of interviews to be decided by the Director through Dean, FA&A.	2 working days
13.	Establishment Section will issue letters to the experts and candidates for interviews. Summary Sheet will be collected by the Establishment Section whereas the reference letters will be collected by the Dean, FA&A and the same will be forwarded to the Establishment Section for placing in the concerned files.	3 working days
14.	Establishment Section will conduct the Selection Committee Meetings including booking of air / train tickets / other guest house & transport arrangements for the experts. Establishment Section will make necessary stay arrangements for the candidates. Payment of TA & Honorarium to the candidates as well as experts will also be taken care by the Establishment Section.	-
15.	Minutes of the Selection Committee Meetings will be drafted by the Establishment Section and the same will be forwarded to the Chairperson, BoG for approval. Minutes of the Selection Committee Meetings will be got ratified from the Board by the Registrar Office	-
16.	After obtaining the approval of the Chairperson, BoG, Establishment Section will prepare the offer(s) of appointment and issue the same to the candidates and look after the formalities (Medical, Transport & Stay) till the joining of the selected candidates.	5 working days
17.	Office of the HoD concerned will allocate the office space and make necessary arrangement of furniture & stationary items etc.	Before joining of the faculty
	B. JOINING FORMALITIES	
1.	Issue of letter to the candidate for medical examination. In case the	Same day of

	candidate is already in Govt. service, this service is not required.	reporting
2.	(i) Verification of documents to obtain joining report from the candidate. (ii) Scrutiny of duly filled joining forms as mentioned in offer letter.	Joining Day
	(iii) Joining report verification and issuance of joining circular.	3 working days
3.	Proposal for fixation of pay in respect of employees already in civil service.	07 Working Days
4.	Issuance of Joining Office Order with pay	02 Days after approval
5.	Forwarding of completed NPS form to Accts Section	02 Days after submission by the concerned
6.	Preparation of Service Book alongwith Service Book part-II & Medical Booklets	Within 01 month
7.	Sending letter for Police verification to the home town alongwith two Attestation Forms of the concerned staff	21 days of Joining
C. ANNUAL INCREMENT		
1.	Preparation of list of staff eligible for Annual Increment as on 1 st Jan / 1 st Jul.	Last week of Jun/Dec
2.	Audit of the list of staff indicating their present pay and the pay after Annual increment	03 Days
3.	Issue of office order for Annual increment	02 Days after approval of audited list
4.	Making entries in Service Book of all the concerned staff	2 nd Week of Feb/Aug
D. LEAVE TRAVEL CONCESSION		
1.	Submitting application for LTC by the employee	At least 01 month before
2.	After receiving application, checking entitlement of the concerned faculty by the Establishment Section i.e. nature of LTC applied, dependency details, leave balance, leave encashment etc. and put up for further processing.	Within 02 working days
3.	After receiving application, Audit will check the eligibility criteria and forward the same to the Accounts	Refer of SoPs of Audit
4.	Accounts will calculate admissibility of advance and forward it to the Registrar / Dean, FA&A	Refer SoPs of Accounts
5.	Dean, FA&A will approve the LTC application and forward to the Establishment Section	-
6.	Establishment will prepare and issue the office order for the same consisting of nature of LTC, leave, advance etc.	02 working days after the approval
7.	After availing LTC, submission of reimbursement bill by the concerned employee to the Establishment Section	Within 01 month
8.	Making entries in Service Book of the concerned by the Establishment Section and send the same to the Accounts for payment.	02 working days
E. APPLICATIONS FOR VACATION / EL ETC.		

1.	Applying by the concerned employee and forwarding the same to the Establishment Section	15 days in advance
2.	Checking remaining balance of the leave by the Establishment and put up the same for approval to Dean, FA&A.	01 day
3.	Dean, FA&A will approve the leave application and forward to the Establishment Section	-
4.	Entry in Google sheet for sanction of leave	01 day after the approval
5.	Submission of joining report to the Establishment Section by the concerned employee after availing leave	Immediately after availing leave
F. APPLICATION FOR CPDA		
1.	Submission of application by the concerned employee to Accounts Section for calculating advance	15 days before the date of journey
2.	Accounts Section will check balance in CPDA account and calculate advance and forward to Establishment Section	Refer SoPs of Accounts
3.	Establishment Section will check balance of leave and forward the same to Dean, FA&A for approval.	02 days
4.	Dean, FA&A office will approve and send the file to Establishment	-
5.	Establishment Section will prepare office order and issue the same	02 days after the approval
G. ADDRESS PROOF, EXPERIENCE CERTIFICATE, NOCS FOR VISA		
1.	Submission of request by the concerned employee in prescribed format as available on institute website to Establishment Section enclosing approval from the competent authority in case of No objection Certificate	-
2.	Establishment Section will prepare and issue the certificate	02 working days
H. FORWARDING OF APPLICATION / ISSUANCE OF NO OBJECTION CERTIFICATE FOR APPLYING OUTSIDE		
1.	Submission of application by the concerned employee to the Establishment Section through Dean, FA&A	15 days before due days
2.	Establishment Section will verify eligibility of the concerned faculty i.e. should not be more than 4 times in a calendar year, put up on personal file of the concerned to Dean, FA&A	02 working days
3.	Dean, FA&A will forward the same to the Director for approval	-
4.	After getting approval of the competent authority, preparation letter for forwarding the application and dispatching the letter through post by Establishment Section	02 days
I. POST DOCTORAL FELLOW		
1.	Forwarding the attendance of the PDFs by the concerned department to Establishment Section	16 th of every month
2.	Processing the fellowship by the Establishment Section after compiling the attendance received from all the department	17 th of every month
3.	Checking the fellowship by the Audit Section	-
4.	Processing the fellowship for payment to the PDFs by the Accounts	-

	Section	
5.	Submitting the request regarding extension / enhancement of fellowship / resignation by the concerned PDFs to his / her mentor.	One month before the expiry of tenure
6.	Mentor will forward the request alongwith the recommendation of the PPAC to Establishment Section	-
7.	Establishment Section will process the request and put up the Dean, FAA / Dean, Research	02 working days from the receiving of doc
8.	Establishment Section will issue the office order	02 working day from the approval
	J. ISIRD PROJECT PROPOSAL	
1.	Submission of ISIRD Project Phase-I Proposal by the faculty to Dean, FAA through HoD. Budget limit for Phase-I should not be more than `10.00 lakhs.	-
2.	Dean, FAA office will forward the proposal to the Director for approval	-
3.	After the approval of the Director, Establishment Section will issue the office order	02 working days
4.	Submission of ISIRD project Phase-II proposal by the faculty through HoD to Dean, FAA which will be reviewed by the external expert.	02 weeks for the feedback by the expert
5.	After receiving the review report by the external expert, a meeting will be organized by the Dean, FAA office with the Director, HoD of the concerned department and the concerned faculty to present his/her proposal through a presentation to brief about his / her proposal and estimated budget	05 working days
6.	After approval by the Director, Establishment Section will issue the office order	02 working days from the approval
7.	Submission of request by the faculty to Dean, FAA through HoD for extension in period of ISIRD project or any addition / change in the project (Phase I or II)	-
8.	Dean, FAA will forward the same to the Director for approval	-
9.	Establishment Section will issue the office order after the approval	02 working days from the approval

2. RECRUITMENT: NON-TEACHING

A. PUBLICATION OF ADVERTISEMENT FOR NON-TEACHING POSTS		
S.NO.	DUTY	TIMELINE
1.	On the Instructions of the Competent Authority, Deputy Registrar (Estb) will request all the departments / sections to submit their non teaching staff requirement with specification of post, no. of staff (admin, technical, academic and services) required as per the post mentioned in the Recruitment Rules and Promotion Policy of IIT Ropar with proper justification.	1 week from the day of sending the request email
2.	Recruitment cell will compile the requirement received from different departments alongwith the department wise detail of present staff and details of sanctioned strength, staff in position and vacant posts available in different mode of recruitment i.e. Direct, LDE & DPC with reservation roster.	7 working days from receiving the requirement
3.	DR / AR (Establishment) will submit the compiled information to the Director through Registrar for consideration and approval. (Allocation of posts will also be required at this stage as requirements may be more than the available posts)	7 working days
4.	Once the requirement of non teaching staff is approved by the Director, Registrar will forward it to DR / AR (Establishment) for drafting advertisement	Within 7 working days
5.	DR / AR (Establishment) will draft the advertisement, get it designed from the advertising agency and put up to the Director through Registrar for approval of the advertisement, deciding newspapers for publication, mode of calling application i.e online or offline and other terms & conditions of recruitment. Once the advertisement is approved, DR / AR (Establishment) will get it published in the newspapers and upload it on the Institute website. All applications to be received online / offline as per the mode approved.	15 working days from the receipt of duly approved requirement of non teaching staff from Registrar
B. RECRUITMENT FOR NON-TEACHING POSTS		
1.	Once the advertisement is published in the newspapers and uploaded on the Institute website, the applications will be received through dairy dispatch section in case of offline application and by agency to whom the work awarded for receiving the online application till the last date of receiving the applications.	As advertisement in the newspaper/ website
2.	Agency will provide data / applications / excel sheet containing all particulars of all the candidates etc. received till last date to the DR / AR / Recruitment Cell. Recruitment Cell will put up a note for constitution of shortlisting committees for shortlisting the candidates to the Director through Joint Registrar / Registrar for approval.	4 weeks from last date of receiving the applications
3.	DR / AR (Estb) will issue the nomination letter to all shortlisting committee members nominated by the Director and forward the file containing copy of advertisement, summary sheet of all candidates etc. to the Chairman, Shortlisting Committee through Registrar for the purpose of shortlisting.	7 working days
4.	The duly constituted shortlisting committee will shortlist the candidates on the basis of shortlisting criteria mentioned in advertisement and submit the minutes / list of shortlisted and non-shortlisted candidates clearly indicating the reasons of non-shortlisting against the non-shortlisted candidates DR (Estb)	-

5.	Recruitment Cell will prepare the list of Shortlisted, Non Shortlisted and Provisionally Shortlisted candidates and submit the same along with minutes of the meeting of Shortlisting Committee for approval of competent authority through Deputy Registrar (Estb) after due approval the list will be uploaded on the Institute website for the information of the candidates and raise any claim, objection or representation for not being shortlisted.	5 working days from receiving the approved minutes.
6.	Representations claim and objection, if any, received within the given time will be compiled by the Recruitment Cell and forward to the Chairman, Shortlisting Committee through DR / AR (Estb) / Registrar for consideration of same.	5 working days from last date of receiving the representations
7.	The Shortlisting Committee will consider the representations received and send the recommendations/ minutes with clearly specifying the reason for their recommendation.	
8.	The final list of Shortlisted candidates after including the candidates declared eligible on the basis of documents submitted by the candidates in support of their representation, objection and claim will be prepared by recruitment cell and same will be uploaded on Institute website after approval from the competent authority for the information of candidates.	2 working days from receipt of approved minutes
9.	Recruitment Cell will prepare a note for constitution of Selection Committee and DR (Estb) will put up the file to Director, IIT Ropar through Registrar.	2 working days
10.	Recruitment Cell will prepare the office order for nominated Selection Committee member with Term of Reference and ask for the syllabus for written test, trade test, presentation.	
11.	DR / AR (Estb) will issue letters to the experts and candidates for written test, trade test, presentation & interview as applicable for the post.	10 working days
12.	Selection Committee will decide the syllabus, date, venue to conduct the written test, trade test, presentation & interview as applicable for the post with assistance of Establishment Staff or any other staff.	
13.	Result of Written test, trade test will be prepared and displayed on Institute notice board by HoD of concerned department / Registrar for the information of candidates after approval of Selection Committee. Minutes of the Selection Committee Meetings will be drafted by the Recruitment Cell and the same will be forwarded to the Chairperson, BoG (for Group A posts)/ Director, IIT Ropar for approval. Minutes of the Selection Committee Meetings will get ratified from the Board by the Registrar Office in very next meeting.	-
14.	After obtaining the approval of the Chairperson, BoG / Director, IIT Ropar Recruitment Cell will prepare the offer(s) of appointment and put up for approval and issue the same to the candidates.	3 working days from the day of approval

3. ESTABLISHMENT – II: NON-TEACHING

S.NO.	ACTIVITY	TIMELINE
A. JOINING FORMALITIES		
1.	Issue of letter to the candidate for medical examination. In case the candidate is already in Govt. service, this service is not required.	Same day of reporting
2.	(i) Verification of documents To obtain joining report from the candidate.	Joining Day
	(ii) Scrutiny of duly filled joining forms as mentioned in offer letter.	
	(iii) Joining report verification and issuance of joining circular.	3 working days
3.	Proposal for fixation of pay in respect of employees already in civil service.	08 Working Days
4.	Issuance of Joining Office Order with pay	02 Days after approval
5.	Forwarding of completed NPS form to Accts Section	02 Days after submission by the concerned
6.	Preparation of Service Book alongwith Service Book part-II & Medical Booklets	Within 01 month
7.	Sending letter for Police verification to the home town alongwith two Attestation Forms of the concerned staff	21Days of Joining
B. ANNUAL INCREMENT		
1.	Preparation of list of staff eligible for Annual Increment as on 1 st Jan / 1 st Jul.	Last week of Jun/Dec
2.	Audit of the list of staff indicating their present pay and the pay after Annual increment	03 Days
3.	Issue of office order for Annual increment	02 Days after approval of audited list
4.	Making entries in Service Book of all the concerned staff	2 nd Week of Feb/Aug
C. CONFIRMATION ON COMPLETION OF PROBATION PERIOD		
1.	Forwarding of Special APAR to the staff for the period not covered under regular APAR	30 Days prior to the due date of confirmation
2.	Receipt of duly filled APAR from the staff (Regular APAR + Special APAR)	15 Days prior to the due date of confirmation
3.	Processing of case for confirmation alongwith APAR and Character & Antecedent certificate	10 Days prior to the due date of confirmation
4.	Issuance of Office Order as approved by the competent authority	The day next to the due date of confirmation/after approval, whichever is later
5.	Entry of Confirmation in Service Book	02 Days of Confirmation
D. LEAVE TRAVEL CONCESSION		

1.	Submitting application for LTC by the employee	At least 01 month before the start of journey
2.	After receiving application, checking entitlement of the concerned staff by the Establishment Section i.e. nature of LTC applied, dependency details, leave balance, leave encashment etc. and put up for further processing.	Within 02 working days
3.	Pre-audit of the applications	Please refer Audit & Accounts SoPs
4.	Accounts will calculate admissibility of advance and forward to the Registrar	
5.	Checking admissibility of advance by the Accounts and forward to the Registrar	
6.	Issue of Office Order after approval	02 working day
7.	After availing LTC, submission of reimbursement bill by the concerned employee to the Establishment Section	Within 01 month
8.	Making entries in Service Book of the concerned by the Establishment Section and send the same to the Accounts for payment.	02 working days
E. APPLICATIONS FOR EARNED LEAVE ETC.		
1.	Submission of application for Earned Leave etc	15 days in advance
2.	Checking remaining balance of the leave by the Establishment and put up the same for approval to the Registrar.	01 day
3.	Approval of Leave Application by the Registrar and forward to the Establishment Section.	
4.	Entry in the Google Sheet for sanction of Leave	01 day
5.	Submission of joining report to the Establishment Section by the employee after availing leave	Immediately after availing leave
F. ADDRESS PROOF, EXPERIENCE CERTIFICATE, NOCs FOR VISA		
3.	Submission of request by the concerned employee in prescribed format as available on website to Establishment Section (enclosing approval from the competent authority in case of No objection Certificate)	-
4.	Issue of required certificate	02 working day
G. FORWARDING OF APPLICATION / ISSUANCE OF NO OBJECTION CERTIFICATE FOR APPLYING OUTSIDE		
5.	Submission of application by the concerned employee to the Establishment Section through HoD.	15 days before the last date of submission
6.	Establishment Section will verify eligibility of the concerned staff i.e. it should not be more than 4 times in a calendar year and put up on personal file of the concerned for approval of the Registrar.	02 working days
7.	Forwarding of application to the concerned organization or issuance of NOC to the concerned staff after approval of the Registrar	02 working days



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

रूपनगर, पंजाब-140001 / Rupnagar, Punjab-140001

No. / Deptt. / Year / Faculty Recruitment /

Date:

Subject: Requirement of Faculty for the Department / Centre / School.

Present student Strength:

UG :
 PG :
 Ph. D :

Present Faculty Strength:

Professor :
 Associate Professor :
 Assistant Professor :

Following is the requirement of faculty for the academic year _____ is required in the areas of specialization given as under:

S.No	Area of specialization	No. of Faculty Required			Justification
		Professor	Associate Professor	Assistant Professor	

May consider and approve the additional requirement of faculty.

Head of Department

Dean, FA&A

CONSOLIDATED REQUIREMENT OF FACULTY

Placed below is the requirement of faculty received from different departments / centres / schools:

S.No.	Name of the Deptt. / Centre / School	No. of students			Existing Faculty			Faculty likely to join to whom the offers have already been issued			Total Faculty (Existing and likely to join)			PRESENT REQUIREMENT OF FACULTY					
														Area of specialisa- tion	No. of faculty required				
		B.Tech.	M.Tech.	Ph.D.	Professor (including Visiting)	Associate Professor	Asstt. Professor (including Visiting)	Professor (including Visiting)	Associate Professor	Asstt. Professor (including Visiting)	Professor (including Visiting)	Associate Professor	Asstt. Professor (including Visiting)		Professor	Associate Professor	Asstt. Professor		

Director may kindly consider and approve the above requirement of faculty and allow to advertise the vacancies as rolling advertisement / advertisement with last date. Sanctioned faculty strength as on date is