

NORMS FOR RECRUITMENT and SCALE OF PAY**For Scientific and Technical Staff**

Sr. No.	NAME OF POST	Corresponding pay Bands Scales and Grade Pay	QUALIFICATIONS & EXPERIENCE REQUIRED
1.	SCIENTIST/ ENGINEER– SE	PB-3 15600-39100 with GP of Rs.7600/-	Ph.D. + 4 years' experience OR M.Sc. (First Class) + 8 years' experience B.E./B.Tech. or equivalent (First Class) + 8 years' experience OR M.E./ M.Tech. (First Class) + 6 years' experience.
2.	SCIENTIST / ENGINEER– SD	PB-3 15600-39100 with GP of Rs.6600/-	Ph.D. fresh OR M.Sc. (First Class) + 4 years' experience. B.E./B.Tech. (First Class) + 4 years' experience OR M.E. / M.Tech. (First Class) + 2 years' experience.
3.	SCIENTIST/ ENGINEER– SC	PB-3 15600-39100 with GP of Rs.5400	M.Sc. (First Class) + 1 Year experience (preferable) B.E./B.Tech./B.Sc. (Engg.) (First Class) or equivalent degree + 1 year experience (preferable).
4.	SCIENTIFIC/ TECHNICAL ASSISTANT– C	PB-2 9300-34800 with GP of Rs.4600	B.Sc. (First Class) or equivalent degree + 4 years' experience. Or Diploma in Engineering or equivalent (First Class) + 4 years' experience.
5.	SCIENTIFIC/ TECHNICAL ASSISTANT– B	PB-2 9300-34800 with GP of Rs.4200	B.Sc. (First Class) or equivalent degree fresh. Or Diploma in Engineering (First Class) or equivalent Fresh.

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ADMINISTRATION

Post with number of posts	Minimum Qualification & Experience	Age limit
<p><u>Chief of Accounts & Financial Adviser</u> (1 post) (This post will be filled at Senior Officer level, if suitable candidates are not found)</p> <p>Grade: PB-3 Rs.15600-39100 with GP Rs.7600/-</p>	<p>Essential Qualification: Graduate/Post Graduate with PG Diploma in Business/Finance Management from a reputed institute OR Graduate/Post Graduate with ACA/SAS/ICWA qualification.</p> <p>Experience: Should have at least 6 years' experience in a supervisory capacity in the immediate lower grade (in PB-3 with Grade Pay of Rs.6600) OR should have at least 6 years' experience in senior level management of a large industrial organization.</p> <p>The applicant must have extensive experience in handling financial matters and accounts in a large industrial/Govt. organization.</p> <p>Desirable: Knowledge of Cost Accounting, Govt. of India rules and regulations, procedures and accounting system would be an advantage. Should be able to handle the responsibilities independently and be conversant with use of computerized accounting system.</p>	Not below 30 years and not over 45 years
<p><u>Senior Officer (Accounts)</u> (1 post) (in lieu of Post Code. I)</p> <p>Grade: PB-3 Rs.15600-39100 with GP Rs.6600/-</p>	<p>Essential Qualification: Graduate/Post Graduate with PG Diploma in Business/Finance Management OR Graduate/Post Graduate with ACA/SAS/ICWA qualification.</p> <p>Min. Experience: Should have 6 years' experience in a supervisory capacity in the immediate lower grade of (PB-3 with Grade Pay of Rs.5400) OR should have at least 6 years' experience in middle level management of a large industrial organization.</p> <p>The applicant must have sufficient experience in handling financial matters and accounts in a large industrial/Govt. organization.</p> <p>Desirable: Knowledge of Cost Accounting, Govt. of India rules and regulations, procedures and accounting system. Should be able to handle the responsibilities independently and be conversant with use of computerized accounting system.</p>	Not below 30 years and not over 45 years
<p><u>Senior Officer (Administration)</u> (1 post) (This post may be filled at level of Officer-I, if suitable candidates are not found)</p> <p>Grade: PB-3 Rs.15600-39100 with GP Rs.6600/-</p>	<p>Essential Qualification: Graduate with Post Graduate Diploma/Degree in Business/Personnel Management from a reputed institute</p> <p>Min. Experience: : Should have 6 years' experience in a supervisory capacity in the immediate lower grade of (PB-3 with Grade Pay of Rs.5400) OR should have at least 6 years' experience in middle level management of a large industrial organization.</p> <p>The applicant must have sufficient experience of handling Personnel and General Administration in a large industrial/Govt. organization.</p> <p>Desirable: Familiarity with law, legal and court related procedures, knowledge of Govt. of India rules and regulations and procedures. Should be conversant with the use of computers.</p>	Not below 30 years and not over 45 years (applicable age relaxation as per Govt. of India orders)

<p><u>Officer-I (Administration)</u> (1 post) (in lieu of Post Code. III)</p> <p>Grade: PB-3 – Rs.15600-39100 with GP of Rs.5400/-</p>	<p>Essential Qualification: Graduate/Post Graduate</p> <p>Min. Experience: A Post Graduate with 2 years' experience in supervisory capacity in the immediate lower grade (in PB-2 with Grade Pay of Rs.4600/-) OR a Graduate with a total of 10 years' experience out of which, 5 years should be in supervisory capacity in the immediate lower grade (in PB-2 with Grade Pay of Rs.4200/-) or in equivalent experience in a large industrial establishment.</p> <p>Should be capable of managing the operations of the section with minimal supervision.</p> <p>Desirable: Familiarity with law, legal and court related procedures, knowledge of Govt. of India rules, regulations and procedures and familiarity with Gujarati language & working knowledge in Hindi. Should be conversant with the use of computers.</p>	<p>Not below 30 years and not over 45 years (applicable age relaxation as per Govt. of India orders)</p>
<p><u>Senior Officer (Purchase & Stores)</u> (1 post) (This post may be filled at the level of Officer-I, if suitable candidates are not found)</p> <p>Grade: PB-3 Rs 15600-39100 with GP Rs.6600/-</p>	<p>Essential Qualification: Graduate/Post Graduate with PG Diploma/Degree in Materials Management from a reputed institute.</p> <p>Min. Experience: Should have 6 years' experience in a supervisory capacity in the immediate lower grade of (PB-3 with Grade Pay of Rs.5400) OR should have at least 6 years' experience in middle level management of a large industrial organization.</p> <p>The applicant must have sufficient experience in purchase and stores, handling contracts/procurement involving engineering (and preferably technical/scientific equipment) in a large industrial/Govt. organization.</p> <p>Desirable: Knowledge of procedures related to customs, excise, sales tax, shipping, insurance, Govt. of India rules and regulations, procedures related to indigenous and foreign procurement. Should be conversant with the use of computers.</p>	<p>Not below 30 years and not over 45 years (applicable age relaxation as per Govt. of India orders)</p>
<p><u>Officer-I (Purchase & Stores)</u> (1 post) (in lieu of Post Code. V)</p> <p>Grade: PB-3-Rs.15600-39100 with GP of Rs.5400/-</p>	<p>Essential Qualification: Graduate/ Post Graduate</p> <p>Min. Experience: A Post Graduate with 2 years' experience in supervisory capacity in the immediate lower grade (in PB-2 with Grade Pay of Rs.4600/-) OR a Graduate with a total of 10 years' experience out of which, 5 years should be in supervisory capacity in the immediate lower grade (in PB-2 with Grade Pay of Rs.4600/) or equivalent experience in large industrial establishment.</p> <p>The applicant must have experience in purchase and stores, handling contracts/procurement involving engineering (and preferably technical/scientific equipment) in a large industrial/Govt. organization. Should be capable of managing the operations of the section with minimal supervision.</p> <p>Desirable: Knowledge of procedures related to customs clearance, excise, sales tax, shipping, insurance, audit, disposal, inventory control, stock verification, Govt. of India rules and regulations, procedures related to indigenous and foreign procurement. Should be conversant with the use of computers.</p>	<p>Not below 30 years and not over 45 years (applicable age relaxation as per Govt. of India orders)</p>

<p><u>Asst. Officer (Accounts)</u> (1 post)</p> <p>Grade: PB2- Rs.9300-34800 with GP of Rs.4600/-</p>	<p>Essential Qualification: A Commerce Graduate/Post Graduate Min. Experience: Post Graduate with 3 years' experience in the immediate lower grade OR a Graduate with minimum 7 years' experience out of which 3 years' experience in immediate lower grade.</p> <p>Should be capable of handling the responsibilities with minimal supervision.</p> <p>Desirable: Familiarity with Govt. of India's rules, regulations and acts, Govt. accounting systems, cost accountancy. Should be conversant with the use of computers.</p>	<p>Not above 35 years (applicable age relaxation as per Govt. of India orders)</p>
<p><u>Asst. Officer (Purchase & Stores)</u> (1 post)</p> <p>Grade: PB2- Rs.9300-34800 with GP of Rs.4600/-</p>	<p>Essential Qualification: Graduate Min. Experience: A minimum 7 years' experience out of which 3 years' experience in material procurement in reputed industrial establishment/Govt. Organisation.</p> <p>Should be capable of managing the responsibilities with minimal supervision.</p> <p>Desirable: Familiarity with Govt. of India's rules, regulations and acts, procurement of scientific/engineering equipments; familiarity with statutory procedures for Customs, Excise, Sales Tax, etc., would be an advantage. Should be conversant with the use of computers.</p>	<p>Not above 35 years (applicable age relaxation as per Govt. of India orders)</p>
<p><u>Assistants (Admn + Accts + Purchase & Stores (1 post each)</u></p> <p>Grade: PB2- Rs.9300-34800 with GP of Rs.4200/-</p>	<p>Graduate + 5 years' experience, out of which 3 years combined service as UDC / Clerk – B</p> <p>Possessing Diploma in computer applications will be desirable</p> <p>Familiarity with using computers for office works is mandatory.</p>	<p>26 years (31 years in case of SC/ST candidates and 29 years for OBC candidates. Ex-Serviceman and Persons with Disabilities are eligible for age relaxation as per Govt. of India orders.)</p>