

BYE-LAWS



RIS

**Research and Information System
for Developing Countries**

विकासशील देशों की अनुसन्धान एवं सूचना प्रणाली

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BYE LAWS

Research and Information System for Developing Countries (RIS)

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BYE LAWS

Research and Information System for Developing Countries (RIS)

In exercise of the powers conferred by the Rules and regulations of the Research and Information System for Developing Countries, hereafter referred as RIS, the Governing Council hereby makes the following bye-laws:

1. SHORT TITLE

- i) These bye-laws be called the Bye-laws of the Research and Information System for Developing Countries.
- ii) They shall be deemed to have come into force on the 10th January 2013.

SECTION-I GENERAL BYE-LAWS

2. DEFINITION - In these bye-laws,

- a) “Appointing Authority” in relation to any post under RIS means the authority competent to make appointments to that post;
- b) “Controlling Authority” means:-
 - i) In relation to a post in Group A, the Chairman of the Governing Council;
 - ii) In relation to posts in Group B & C, the Director-General of the RIS; and
 - iii) In relation to posts in Group D, the Director (Finance and Administration) of the RIS.
- c) “Director-General” means the Director-General of RIS;
- d) “Employee” means a person serving in the RIS in any post;
- e) “Rules” means the Rules and Regulations of RIS;
- f) “Schedule” means a Schedule to these bye-laws;
- g) “Standing” and “*ad-hoc*” Committees mean respectively committee and sub-committees which may be constituted, as deemed necessary from time to time;
- h) “Secretary” means the Member-Secretary of the Governing Council and the General Body of RIS as per Rule, as the case may be;

- i) “RIS” means “Research and Information System for Developing Countries”, herein after referred RIS;
- j) “Director (Finance and Administration)” means the Director (Finance and Administration) of the RIS;
- k) “Deputationist” means an employee of any other organisation whose services are obtained by the RIS for a particular period;
- l) “General Body” means the General Body of the members of the RIS;
- m) The “Governing Council” means the Committee of the RIS constituted under Rule 17 of the Rules of the RIS by whatever name it may be called from time to time, and entrusted with affairs of the RIS;
- n) “Group” means the group to which each post is assigned as contained in the First Schedule to these rules;
- o) “Employee” means any person serving the RIS in any post specified in the First Schedule, as amended from time to time;
- p) “Government” means the Government of India;
- q) “Director-General” means the Director-General of the RIS;
- r) “Pay” means the pay admissible on the relevant date and includes special pay, personal pay, deputation duty allowance, dearness pay or part of other dearness allowance deemed as pay, but shall not include any other allowances, fee or honorarium;
- s) “Sanctioning Authority” means :-
 - i) In relation to the posts in Group A, the Chairman of the General Body;
 - ii) In relation to the posts in Group B & C, the Director-General of the RIS; and
 - iii) In relation to the posts in Group D, the Director (Finance and Administration) of the RIS.

3. General

- i) These bye-laws define the Administrative and Financial Powers of the Governing Council, Chairman, Vice-Chairman, Director-General and other officers of RIS.
- ii) Wherever bye-laws of RIS is silent with regard to any Administrative, Financial Service matters, Rules/Conditions as applicable to the Central Government Employees shall apply *mutatis mutandis* to RIS.

iii) General Financial Rules 2006 as amended from time to time.

4. **Powers and Functions of the President of the General Body**

The President of the General Body (Chairman of the Governing Council) is the Head of the Institute and shall exercise such powers and discharge such functions as are laid down in the Rules and these Bye-Laws (Schedule-I).

5. **Powers and Functions of the Chairman of the Governing Council**

The Chairman of the Governing Council (President of the General Body) is the Head of the Institute and shall exercise such powers and discharge such functions as are laid down in the Rules and these Bye-Laws (Schedule-I).

6. **Meetings of the General Body**

- i) Any member desirous of moving any resolution at the annual general meeting of the General Body shall give notice thereof in writing to the Member Secretary so as to reach him not less than 14 days before the date of the meeting. When such notice has been given, the proposed resolution shall be circulated immediately by the Member Secretary, to the members and be included in the Agenda.
- ii) No subject disposed by the General Body at a meeting shall be brought up again for consideration until after the expiry of one year, except in a case where the President or Government certifies that, the subject required further consideration in the interest of RIS.

7. **Powers and Functions of the Governing Council**

The Governing Council shall exercise such Executive powers and discharge such functions as are laid down in the Rules and these Bye-Laws (Schedule-I).

8. **Meetings of the Governing Council**

- i) Any member or members desirous of moving any resolution at an ordinary meeting of the Governing Council shall give notice thereof in writing to the Member Secretary so as to reach him not less than 7 days before the date of such meeting. Such notice, when received shall be circulated immediately by the Member Secretary to the members and be included in the Agenda of the meeting.
- ii) Any matter not included in the Agenda and of which the notice mentioned in Sub-Bye-Law (i) above has not been given, may be considered at a meeting of the Governing Council with the permission of the Chairman.

- iii) An extra-ordinary meeting of the Governing Council shall be called on a written requisition made by at least four members of the Governing Council, indicating the need and agenda for the meeting.

9. **Allowances to the Chairman, members of the Governing Council, Standing Committee and Ad-hoc Committee**

- i) The Chairman and the members of the Governing Council, of the Standing Committees (if formed/exists) and of the ad-hoc Committees shall not receive any pay, fee, remuneration or other Allowances except sitting allowance of Rs. 2,000/- per day in case of non-official members residing in NCR and Rs. 3,500/- per day to non-official outstation members.
- ii) The Chairman may exercise the powers of Governing Council as she/he may consider it reasonable for the conduct of business of the RIS. The Chairman may in turn vest these or such other powers as he considers appropriate in Director General.
- iii) For journeys undertaken by the Vice-Chairperson or a member of the Governing Council for RIS work based on a tour programme approved by Chairperson, Governing Council, traveling allowance and daily allowance be paid on the **scale admissible** for attending meetings of the Governing Council provided the actual journey performed is in accordance with the approved tour programme. The Traveling Allowance (TA) bill would be countersigned by an officer of the RIS of the **rank of Director (Finance & Administration) or above**. Non-official members of the Standing or Adhoc Committees are not permitted to undertake any journey except to attend meeting of the Committee.
- iv) The local Members of Committees/*Ad-hoc* Committees of the RIS coming to attend the meetings of the RIS would be entitled to claim actual conveyance charges subject to a maximum of Rs. 1,000/- per day.
- v) The entitlement of traveling allowance of officials of non- governmental organization attending the various programmes of the RIS as per details given below:

The RIS will pay 'traveling grant' to non-official participants as under:

- a) Non-Officials outstation participants attending national/ regional workshops / conferences / seminars /meets organized by RIS may be paid travel grant equivalent to Economy Class Airfare via shortest route or AC2Tier fare if traveling by rail via direct route.
- b) Non-Official outstation participants attending training courses may be paid travel grant equivalent to AC-III tier fare including reservation charges.

- c) Journey by road to nearest railhead may be paid on the basis of actual expenditure incurred.
- d) The official participants may, however, be continued to be paid traveling allowance by their Departments as per rules applicable to the Government officials.

Within the framework of the general guidelines as given above, the Director-General is authorized to decide the rates of traveling expenses to be paid to non-official participants of a particular orientation course /Workshop /Seminar depending on the nature and level of the programme and composition of its participants.

- vi) In the case of non-official outstation Vice-Presidents, representatives of other Institutes working in close collaboration with RIS and nominees of President of General Body from other Institutes in the area of operational interest of RIS, Academician and Researchers, TA & DA will be paid at the rates prescribed from time to time by the Government of India under SR 190 and executive decisions and orders there under will apply for attending the Governing Council Meetings.
- vii) Where any Non-official member of the General Body / Governing Council, Chairperson or member of Adhoc committee has to travel to attend as an invited participant/resource person of a programme of RIS, TA/DA will be paid to him/her in the same manner as to other non-official participant or resource person.

10. Powers and Duties of the Director-General

The Director-General shall exercise the powers and discharge the duties as delegated by the Chairman of the Governing Council and the President of the General Body as mentioned below:

- i) The Director-General, as Principal Executive Officer, would remain in-charge of academic and administrative matters of RIS.
- ii) He shall allocate duties to officers and employees of RIS and shall exercise such supervision and execute control as may be necessary subject to the Rules and these Bye- Laws.
- iii) He shall also exercise the powers specified in the Schedule-I.
- iv) **The Director-General is further empowered to delegate his powers with the approval of the Governing Council**
- v) Except for the power to create new posts, which would remain with the Government of India, Director-General shall exercise all other administrative / financial powers of the Head of the Department in respect

of staff in Group A, B, C & D including all aspects of discipline, recruitment and selection of all categories of posts.

- vi) The Director-General with the approval of Chairman, RIS is authorized to appoint full or part-time Consultants for not exceeding a period of one year on an honorarium/remuneration as per Government of India Rules within the approved budget allocations, for preparing training materials, research studies, and such other specific projects on the basis of approved guidelines.
- vii) Director-General is authorized to fill up the short term vacancies in the RIS as under:
 - a) Vacancy upto 45 days will not be filled but the work will be carried out by adjustment from among the existing persons.
 - b) Vacancies over 45 days and upto three months may be filled in by internal adjustment, wherever that is possible and in the interest of work. ;
 - c) Vacancies beyond three months but upto six months should be filled up by contract or promotion and wherever that is possible and in the interest of work.

The RIS will maintain a register of suitable persons who may be inducted by contract employment, soon after a vacancy arises.

11. Standing Committees

- i) The Governing Council may constitute such Standing Committees and Sub-Committees as it deems necessary. The Director-General shall be the ex-officio Member Secretary of each such Committee.
- ii) A casual vacancy in a standing committee may be filled by the Chairman by nomination.

12. Ad-hoc Committees

- i) Ad-hoc Committees may be constituted by the Governing Council for such purposes as it may deem necessary.
- ii) The terms of office of members of an ad-hoc Committee shall terminate as soon as the specific function for which the Committee was constituted is completed.
- iii) Any casual vacancy in an Ad-hoc Committee shall be filled by nomination by the Chairman of the Governing Council.

SECTION II SERVICE BYE-LAWS

13. Employees to be Whole-time Servants

Unless in any case it be otherwise distinctly provided, the whole time of an employee of RIS shall be at the disposal of the RIS and he may be employed in any manner required by the proper authority of RIS without claim for additional remuneration.

14. Permanent and Temporary Posts

A post in the service of RIS shall be either a "Permanent Post", that is, a post carrying a definite rate of pay sanctioned without any limit of time or a "temporary post", that is a post carrying a definite rate of pay sanctioned for a limited time.

15. Creation and Classification of Posts

The posts under RIS shall be of groups and categories specified in Schedule-II.

The Governing Council may direct:

- i) The creation of any new group or category of posts;
- ii) The abolition of any group or category of posts; or
- iii) The transfer of any category of posts from one group to another.

Adoption of pay scales, allowances and revision thereof shall be made by the Governing Council with the prior approval of the Government of India. The Governing Council shall have the power to determine the category/classification of posts and to determine whether a post shall be temporary or permanent; and to specify the period for which these posts are required.

16. Appointing Authorities

Appointing authority to a post under the RIS shall be as under:

- i) The General Council in case of Group A (Director-General only);
- ii) The Chairman in the case of a post in Group A (except Director-General);
- iii) The Director General in the case of a post in Group B provided that the appointments shall be made with the prior approval of Chairman/Governing Council;
- iv) The Director (Finance and Administration) in the case of a post in Group C and Group D provided that the appointments shall be made with the prior approval of the Director General.

17. **Qualifications for Appointments**

The method and qualifications for recruitment to the various posts in the matter of age, academic standards, experience and other relevant matters shall be prescribed by the Governing Council and will be indicated in the respective recruitment rules of the post.

18. **Methods of Recruitment**

Recruitment to a post in RIS may be made:

- i) by direct recruitment:
 - a) from amongst candidates recommended by the employment exchange on requisition: or
 - b) from amongst candidates applying in response to an advertisement: or
- ii) by promotion; or
- iii) by appointment on deputation: or
- iv) on contract for specified period with the approval of Governing Council.

19. **Recruitment by Promotion**

Appointment to a post in any grade by promotion in the next higher grade shall be made from amongst employees serving in the feeder grade by selection on the basis of merit and performance as assessed in the Annual Confidential Reports of the preceding required number of years with due regard to seniority, and on the recommendations of Departmental Promotion Committee as per Schedule - IV.

20. **Direct Recruitment**

Appointment by direct recruitment to any post shall be made on the recommendation of a Selection Committee:

- i) From amongst candidates applying in responses to any advertisement; or
- ii) From amongst candidates recommended by the Employment Exchange on requisition; or
- iii) From amongst candidates employed in other Government, Autonomous or Statutory organizations, who apply in response to any circular; or
- iv) From amongst candidates who have been recommended by other institutions or such other persons or authorities from whom recommendation would have been called for;

- v) From amongst candidates registered for a period not exceeding one year in the live register to be maintained by the RIS for the purpose, in respect of applications received from time to time.

21. Appointment on Deputation

Appointment on deputation may be made to a post with the approval of Selection Committee on such terms and conditions as prescribed in the Fundamental Rules.

22. Recruitment Rules

Recruitment Rules for all the posts in Research and Information System for Developing Countries are at Schedule-V. (Pg 40 to108)

23. Medical Fitness on initial appointment

Except as provided by this rule, no person shall be appointed to a post in the service of RIS without a medical certificate of health.

23-A A medical certificate of fitness for service in RIS shall be in the following form:

“I hereby certify that I have examineda candidate for employment in the Research and information System for Developing Countries (RIS) and cannot discover that has any disease (communicable or bodily) infirmity except I do not consider this is a disqualification for employment, in the Research and information System for Developing Countries (RIS).

23-B The certificate as provided under the above Bye-law shall be signed by a Medical Board in the case of Group A posts and by a Civil Surgeon or a District Medical Officer or Medical Officer of equivalent status in the case of Group B, C and D Posts.

i) In the case of a female candidate appointed to a Group A Post, the medical certificate shall be signed by a Medical Board consisting of a female doctor possessing medical qualifications included in one of the Schedules to the Indian Medical Council Act 1956 (102 of 1956) as one of its members; and

ii) In the case of a female candidate appointed to a Group B or C post in Delhi, the medical certificate shall be signed by a Civil Surgeon (Female) or an Assistant Surgeon Gr-1 (Female) and at any other place by a registered female medical practitioner possessing medical qualifications included in one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) Indian Medical Central Act. 1970 and Homeopathy Central Council Act, 1973.

- iii) In the case of Group D posts, the medical certificate shall be signed by the Authorized Medical Attendant possessing a medical qualification included in one of the schedules to the Indian Medical Council Act, 1956 (102 of 1956) and when there is no such Authorized Medical Attendant by a Government Medical Officer of the nearest dispensary or hospital possessing such qualifications.
- iv) A candidate who is likely to be employed in a temporary capacity continuously for a period exceeding three months, shall produce either before or within a week from the date of employment, the certificate from the competent authority as prescribed in this rule. When, however, a Government servant initially employed in a temporary capacity for a period of three months is subsequently retained and the total period of continuous service under RIS is expected to last for a period exceeding three months he shall produce such a certificate within a week from the date of the orders sanctioning his retention in that office or joining the new office.

24. Period of Probation

Unless otherwise decided by the Appointing Authority in a given case, all direct recruits shall be on probation for at least two years. The Appointing Authority may, at his/her discretion extend the period of probation as per rules.

25. Scales of Pay

The scales of pay for the posts under RIS shall be as specified in the Schedule-II, subject to such revision as may from time to time be decided by the Governing Body.

26. Initial Pay

An employee on his appointment to a post on a pay band, draw pay at the lowest stage of the pay band unless the Selection Committee recommends any higher stage by way of recommending advanced increments

Provided that when such appointment is made by promotion, the initial pay in the pay band of the higher post shall be fixed with reference to the provisions of Fundamental Rules.

27. Increment

- i) The increment shall ordinarily be drawn as a matter of course unless withheld by the Competent Authority.

- ii) The Sanctioning Authority may grant advance increment to an employee for adopting small family norms in accordance with instructions issued by the Government of India from time to time.

28. **Service for Increments**

Following service will count for increments in the time scale of the post:

- i) Duty in that post or in any other post of the same or higher grade, whether Continuous or not;
- ii) Duty in an equivalent or higher post in foreign service; and
- iii) Leave other than extra ordinary leave.

Provided that the Appointing Authority may direct that extra-ordinary leave shall count for increments if it is satisfied that such leave was taken on account of illness or for any other cause beyond the control of the employee.

29. **Drawal of Pay**

- i) An employee shall be entitled to the pay of the post to which he is appointed from the date on which he assumes charge of the post.
- ii) Pay in respect of any month shall become payable on the last working day of the month. The Director-General may allow the drawal of pay on any day prior to the last working day, in special circumstances.

30. **Kinds of Allowances**

Following allowances shall be admissible to an employee of the RIS:

- i) Dearness Allowance – Dearness Allowance will be admissible to the employees at the rates sanctioned by the Government of India for its employees from time to time and on the same terms and conditions.
- ii) City Compensatory Allowance – City Compensatory Allowance will be admissible to the employees on the same rates and conditions as are admissible to the Central Government employees.
- iii) House Rent Allowance – House Rent Allowance will be admissible to the employees on the same rates and conditions as are admissible to the Central Government employees.
- iv) Washing Allowance – Washing Allowance will be admissible to the liveried employees on the same rates and terms as admissible to the Central Government employees.

- v) Overtime Allowance – The rates and other conditions will be the same as applicable to Central Government employees.
- vi) Children’s Education Allowance – Children’s Education Allowance will be admissible to the employees as may be sanctioned by the Government of India for its employees.
- vii) Traveling and Daily Allowance
 - a) Traveling and daily allowance for journeys on duty within India will be regulated as per instructions issued by the Government of India from time to time.
 - b) Director-General may sanction the provision of boarding and lodging at the expense of the RIS to an employee in a hotel appropriate to his status.
 - c) Director-General may permit hiring of cars during tours and for Seminars/Workshop/Conferences.
 - d) The General Body may review the traveling allowances rules and may revise the rates of daily allowance when the Government of India rates increase by 2.5%.
 - e) Local conveyance for official journeys will be admissible as per the present pay band and Rules as applicable to Central Government Employees.
 - f) Members of General Body/Governing Council, Research Advisory Council, other Committees and Consultants will be allowed traveling allowance as admissible to the Director-General.
 - g) The traveling, per diem, hotel and other expenses for journeys undertaken by RIS officers outside India will be regulated as per rules and instructions of Ministry of External Affairs for its Officers deputed abroad.
- viii) Leave Travel Concession – Leave Travel Concession will be admissible to an employee as may be sanctioned by the Government of India to its employees from time to time.
- ix) Bonus – Bonus will be admissible to RIS employees on the same terms and conditions as is admissible to the Central Government employees.

31. **Leave**

- i) Temporary and permanent employees of RIS shall be entitled to such leave and leave salary as are admissible to the corresponding categories of Central Government Servants under the Central Civil Services (Leave) Rules, 1972 as amended from time to time, provided that, incumbents on deputation to posts in RIS on foreign service, shall be governed by leave rules as may be stipulated in the conditions of their deputation.
- ii) Female employees appointed under long term projects may henceforth be given maternity leave after they complete **two years** of service continuously. This benefit may be restricted to two occasions in their entire service as project staff in RIS.

32. **Procedure for Grant of Leave**

- i) An employee shall, before proceeding on leave make an application in writing and also state his address during leave and keep RIS informed of any subsequent change in address.
- ii) No employee shall proceed on leave unless it has been sanctioned.
- iii) An application for leave, other than the Study Leave shall be considered and disposed off by the Controlling Authority.
- iv) An application for study leave shall be considered by the Director-General and disposed off by the Chairman/Governing Body on the recommendations of the Director-General.
- v) The RIS shall maintain a leave account in respect of every employee.
- vi) Every employee, on return from leave shall submit a joining report.

33. **Lien**

- i) RIS should give only one year's leave without pay to its faculty for retaining lien on the substantive post.
- ii) Not more than two members should be on leave with lien at any particular point of time.

34. **Contributory Provident Fund**

Employees of RIS, except those on deputation on foreign service, shall be eligible, on completion of one year continuous service in RIS, to join the

Research and information System for Developing Countries (RIS) Contributory Provident Fund as notified in the Gazette of India No. 10 dated 9th March 1991 under the provisions of Provident Fund Act, 1925, provided that no contribution shall be payable by RIS where an employee has not completed 5 years continuous service in RIS at the time of leaving its service.

35. **Death-cum-Retirement Gratuity**

- i) On retirement (superannuation) or termination of service a permanent employee who has completed five years of qualifying service in RIS shall be granted Gratuity equal to Death-cum-Retirement Gratuity as provided under the Central Civil Service (Pension) Rule, 1972.
- ii) If an employee dies while in service after completing five years or qualifying service in RIS his family shall be paid Death Gratuity equal to the entitlement of Death- cum-Retirement Gratuity under Central Civil Services (Pension) Rule 1972.
- iii) Payment of Gratuity will be governed as per Government of India Rules applicable to Central Government employees.
- iv) For the purpose of these Rules, qualifying service of an employee of RIS shall commence from the date he takes charge of the post to which he is first appointed either substantively or in an officiating capacity or in an officiating or temporary capacity: Provided that officiating or temporary service is followed without interruption substantive appointment in the same or another post.

Provided further that:

- Service on contract, part-time service as well as ad-hoc service on **consolidated salary** shall not count.
- v) These rules will not apply to any such employee who is on Foreign Service from Central/State Government or any other organization.
 - vi) a) The Director-General shall be the sanctioning authority for the purpose of this Bye-Law. In case of Director-General the sanctioning authority will be Chairman, Governing Council.
b) In respect of matters not specified for in this Bye-Law, e.g. scale of Gratuity, various terms and conditions and procedure etc., the orders issued by the Central Government in regard to Death-cum-Retirement Gratuity benefit to Central Government employees under Central Civil Service (Pension) Rule, 1972, as amended from time to time shall apply *mutatis-mutandis* to the employees of the Institute.

36. **Group Insurance Scheme**

Employees of RIS shall be eligible for Group Insurance Scheme of Life Insurance Corporation of India.

37. **New Pension Scheme**

RIS does not have a pension scheme. It has CPF provision and all appointees joining RIS on or after 01 January, 2004 shall be covered under the New Pension Scheme which RIS has adopted. Staff appointed prior to 01 January, 2004 shall have an option of switching over to the **New Pension Scheme**.

38. **Ex-gratia payment to Families of Deceased Retirees CPF beneficiaries**

Widows and dependent children of the deceased CPF beneficiaries who had retired from service of RIS prior to 1.1.1986 shall be granted ex- gratia payment, as per provisions of Ministry of Personnel, Public Grievances and Pensions (Department of Pension and Pensioner's Welfare) O.M.No.4/1/87-P&PW- (P'IC) dated 13 June, 1988 as amended from time to time.

39. **Termination of Service**

- i) The services of a temporary employee, may be terminated by the Appointing Authority without assigning any reason thereof:
 - a) during the period of probation following the first appointment, at any time without notice and;
 - b) after such period of probation, at any time by a notice of one month in writing or on payment of one month's pay and admissible allowances.
- ii) Without prejudice to the provisions of Bye-Laws 40(i) the services of a temporary employee shall terminate;
 - a) if the appointment is for a specific period on the expiry of such period; or
 - b) if the appointment is against a temporary post, on the abolition of that post, or on the expiry of the period; for which the post is created.
- iii) The services of a permanent employee may be terminated by a notice of three months, or on payment of pay and admissible allowances for such period as the notice falls short of three months, or without notice on payment of three months pay and admissible allowances.

- iv) An employee, who is given notice of termination of service, may be granted during the period of notice such earned leave as may be admissible to him provided that this would not apply to an employee on probation, or a temporary employee appointed for a specified period or against a post sanctioned for a specified period.

40. **Resignation**

An employee may resign from the service of RIS by giving the Appointing Authority a notice in writing. The period of notice shall be three months in the case of permanent employee and one month in the case of others, provided that in special circumstances, the Appointing Authority may reduce or waive the period of such notice. The resignation shall be deemed to be operative only after it has been accepted by the Appointing Authority.

41. **Discipline, Penalties, Appeal and Review**

- i) In matters of discipline the Central Civil Service (Conduct) Rules, 1964 and in matters of appeal the Central Civil Services (Classification, Control and Appeal) Rules, 1965 as amended from time to time and applicable to the Central Government employees shall apply *mutatis mutandis* to the employees of RIS.
- ii) The Central Vigilance Commission will have the jurisdiction over the Research and Information System for Developing Countries.
- iii) Where the appellate authority is the **Chairperson** of RIS, orders of the appellate authority on appeals preferred before it may be communicated on behalf of the appellate authority under the signature of an officer of RIS other than the disciplinary authority, who has been duly authorized in this regard by the appellate authority.
- iv) Wherever in CCS (CCA) Rules or related orders of Government a reference is made to the President of India, for the purposes of application of the said rules to the employees of RIS, the reference will be deemed to be to the **President of the General Body of RIS**.

42. **Medical Facilities for Employees**

- i) Medical facilities will be available to all employees of the RIS and their families. The term “family” will have the same meaning as defined in Central Government Medical Attendance Rules.

- ii) All medical expenses duly certified by registered medical practitioner will be reimbursed subject to the ceilings of Rs. 15,000/- per annum on production of vouchers/proof of actual expenditure.
- iii) The expenditure incurred on hospitalization in hospitals and nursing homes run by Government (Central and State Government), Municipal Corporation, Public Trusts, Private Bodies will be reimbursed after scrutiny.
- iv) Reimbursement of expenses on treatment of Tuberculosis, Cancer, Heart ailment or any such disease as an outdoor patient, including cost of investigation, medicines etc. may be permitted by the Director-General in addition to the ceilings mentioned above.
- v) As part of RIS employee's health insurance scheme, RIS has taken mediclaim health insurance policies (Arogyadaan) for all its employees and their dependents from United India Insurance Co. Ltd. The existing coverage for each employee is for Rs. 1.5 Lakh which covers the employee, his spouse and two dependent children. RIS pays the annual premium

43. **Superannuation**

- i) An employee shall retire from the service of the RIS
 - a) On his attaining the age of superannuation which shall be sixty years;
 - b) On the imposition of the penalty of compulsory retirement;
 - c) On his being declared medically unfit for service by a Medical Board to be designated by the Director-General in this behalf;

Provided that in exceptional cases, the employee may, at the discretion of the Governing Body, be retained in service after attaining the age of superannuation till he has attained the age of 65 years, in case of academic staff and 62 years in the case of others.

- ii) Notwithstanding anything contained in Clause (i) above, the Appointing Authority shall, if it is of the opinion that it is in the interest of RIS so to do, have the absolute right to retire any employee by giving him notice of not less than three months in writing or three months pay and allowances in lieu of such notice, after he has attained the age of 55 years.
- iii) Any employee may, by giving notice of not less than three months in writing to the Appointing Authority retire from service after he has attained the age of 55 years. The provisions under Central Government regarding voluntary retirement as amended from time to time will be applicable to the employees of RIS. Provided that it shall be open to the Appointing Authority to withhold permission to an employee under

suspension or where disciplinary proceedings are in progress, who seeks to retire under this clause.

44. Retirement and Other Benefits

- i) The RIS employees other than a borrowed employee or an employee on contract will get the benefits of RIS Employee's Group Gratuity Scheme as provided under the Group Gratuity-cum-Life Insurance Scheme administered by LIC.
- ii) Alternatively, such an employee may opt to join, in lieu of the pension scheme, the provident Fund Scheme of the RIS with the benefit of the RIS contribution, subject to and in accordance with the provisions of the RIS Provident Fund Rules. He shall also have the option to get the benefits of the Death-cum-Retirement Gratuity as admissible to the employees of the Central Government from time to time.
- iii) The option shall be exercised after the satisfactory completion of the probation and shall have retrospective effect from the date the employee joined the RIS; the option once exercised shall be final and cannot be changed.

45. General Conditions of Service

- i) All employees of the RIS would remain governed by the Government Rules in regard to all their service Conditions including the Civil Service (Conduct) Rules, 1964 and Central Civil Service (Classification Control & Appeal) Rules 1965, as amended from time to time.
- ii) Whole-time Employment
 - a) The whole time of an employee shall be at the disposal of the RIS and may be employed by the RIS for performance of such duties as may be assigned to him.
 - b) Without prejudice to the generality of Clause (i)
 - a) An employee may be required to undergo a course of study or instructions within or outside India.
 - b) An employee may be required to serve the RIS at any place and in any post not lower than the post to which he is substantively appointed.
 - c) An employee may be transferred to Foreign Service or sent on deputation, whether within or outside India.

iii) Training and Fellowship

Where an employee is sponsored for training and is awarded fellowship, it shall be subject to following terms and conditions:-

- i) The employee shall be deemed to be on the strength of the RIS.
- ii) He shall be entitled to draw pay and allowances in the RIS, in addition to the amount of fellowship that he may get on award of the fellowship.
- iii) He shall execute a bond to serve the RIS on his return for the period as indicated below:-

If the period of fellowship is for three months and below - 2 years

- a) If the period of fellowship is between three and six months – 3 years
- b) If the period of fellowship is more than six months – 4 years

46. **Other Conditions of Service**

In respect of matters not provided for in these Bye-Laws, the rules as applicable to Central Government Servants regarding the general conditions of service, pay, allowances including traveling and daily allowances, leave salary, joining time, foreign service terms, leave travel concessions, etc. and other orders and decisions issued in this regard by the Central Government from time to time shall apply *mutatis mutandis* to the employees of RIS.

The Director-General is authorized to give Daily Allowance to the Staff members who remain out of Headquarters even beyond 30 days. He is also authorized to sanction actual conveyance charges for the same period in addition to Daily Allowance.

Provisions of Government of India, Ministry of Finance O.M No. 19030/5/86-E-IV dated 12 December, 1986 as amended from time to time regarding admissibility of Daily Allowance at a place outside Government Servant's Headquarters shall be applicable to the employees of RIS.

The Director-General is authorized to sanction actual expenditure on conveyance in addition to Daily Allowance where he is satisfied that not doing so will cause hardship to a member of the staff of RIS.

The Director-General is authorized to sanction actual expenditure on conveyance in relaxation of the prescribed limit of Rs.150/- per month under SR 89 where he

is satisfied that non- payment of such actual will cause hardship to a member of the staff of RIS.

The Director-General is authorized to sanction in deserving cases non-recurring payment in the form of honorarium to any members of staff in consideration of the special and arduous nature of work performed and extra hours of duty put in by him. The payment of such honoraria would be subject to ceiling within the powers of the Director General.

47. Discipline

- i) Every employee shall at all times maintain absolute integrity and devotion to duty.
- ii) Every employee shall abide by and comply with the rules and bye-laws of the RIS and all orders and directions of his superior authorities.
- iii) Every employee shall extend utmost courtesy and attention to all the persons with whom he has to deal in the course of his duties.
- iv) Every employee shall endeavour to promote the interests of the RIS and shall not act in any manner prejudicial thereto.
- v) The provisions contained in Central Government Services Classification, Control and Appeal Rules 1965 of the Government of India as amended from time to time in relation to suspension, disciplinary action, penalties and appeals, will apply.

48. Miscellaneous

- i) Holidays
The RIS shall observe such holidays as are observed by the Secretariat of the Government of India located in Delhi and such holidays as may be determined by the Governing Council.
- ii) Service Books
 - a. The RIS shall maintain a Service Book and Character Roll of each employee in such form and setting out such particulars as may be prescribed by the Director General.
 - b. The entries in the Service Book of an employee shall be made by the Controlling Authority.
 - c. The entries in the Character Roll of an employee shall be made by the authority to whom such employee is immediately subordinate and shall be countersigned by the Controlling Authority with his remarks.

- iii) Residuary Conditions of Service
Any matter relating to the condition of service of an employee for which no provision is made in these regulations, shall be determined by the Director General/Chairman subject to approval of the General Body.
- iv) Powers to Relax
The General Body may in the case of any employee, relax any of the provisions of these rules to relieve him of any undue hardship, or in the interest of the RIS. In case the hardship can be relieved by application of Government Rules, orders, decisions, the same shall be applied.
- v) Removal of Doubts
Where a doubt arises as to whether any authority of RIS is superior to any other authority or as to the interpretation or application of any of the provisions of these regulations, the matter shall be referred to the General Body for decision and its decision shall be final.

SECTION III FINANCIAL BYE-LAWS

49. General

General Financial Rules of the Government of India will apply to Research and Information System for Developing Countries (RIS) *mutatis mutandis* wherever applicable.

50. Preparation of Budget Estimates

Not later than 1st September each year, the Director-General shall have prepared detailed budget estimates of receipts and expenditure for the ensuing financial year, which shall be considered by the Governing Council and General Body. Budget Estimates as finally accepted by the Governing Council will be forwarded to the Government of India for sanction of funds.

51. Form of the Budget Estimates

The Estimates shall depict the annual income and expenditure of RIS under various heads of accounts and shall include:

- i) actual receipt and expenditure of the preceding year;
- ii) the initial budget estimates for the current year;

- iii) revised budget estimates for the current year rounded to the nearest hundred rupees;
- iv) budget estimates proposed for the ensuing year; and
- v) in case of any variation between the budget and the revised estimates .

52. **Appropriation, Re-appropriation and Sanction of Expenditure**

The Director-General will ensure that expenditure does not exceed the budget Allocations. The competent authorities for Appropriation, Re-appropriation and sanction of expenditure have been specified in Schedule-I.

53. **Contracts**

All contracts for, and on behalf of the RIS exceeding Rs.3.00 lakhs shall be executed by the Director-General provided that contracts involving a financial consideration of Rs.10.00 lakhs or more shall be executed by the Director General after obtaining legal advice from an Advocate.

54. **Investment of Funds**

- i) Subject to such general or special directions as the Governing Council may give, the funds of RIS may be invested in the following manner:
 - a) securities of the Government of India or any State Government;
 - b) stocks / shares of such companies whose interest / payment of dividends have been guaranteed by the Government of India.
 - c) in the form of fixed/call deposits with the Bank of India or any Nationalized Bank in India;
 - d) any other manner as the Governing Council may approve / decide.
- ii) Investments of all funds of RIS shall be the responsibility of and be executed by the Director-General and a record of such investments shall be maintained in a register to be called the **Register of Securities**, by an officer of RIS authorized by the Director-General. Director-General shall personally verify this register once every quarter.

55. **Permanent advance**

To meet day to day petty expenditure of RIS a permanent advance of Rs. 10,000/- shall be placed at the disposal of the Drawing and Disbursing Officer (**DDO**) or any other officer of RIS authorized by the Director-General. The expenditure shall be recouped as and when required.

Payment on account of petty contingent expenditure may be made in case out of permanent advance. All such transactions shall be entered in the Petty Cash Register and the actual cash on hand verified by the Director-General, or an officer authorized by him, at the end of each calendar month, and at the time of recoupment of imprest, as the case may be.

56. Receipts and Payments

- i) All moneys shall be received in the name of Research and Information System for Developing Countries and shall without delay be credited in full, to the account of the Institute with the Bank of India or any other Nationalized Bank.
- ii) Payment by, and on behalf of, RIS shall be made by cheques, and shall be entered in a cash book and shall be verified by Director-General, or an officer authorized by him for the purpose. The Cash Book shall be closed everyday at the close of RIS but not later than 4.30 P.M. every day and be signed by the Deputy Director (Finance & Accounts).
- iii) Counterfoils of the used cheque books shall be kept in the safe custody of an officer authorized for the purpose.
- iv) All payment by RIS shall be made on bills or other documents duly prepared and passed for payment by the Director General or by such other officers as may be authorized by the Director General for the purpose. ***The paid vouchers shall be stamped "Paid and Cancelled" so that they cannot be used second time.*** They should then be serially numbered and kept in safe custody for production at the time to audit.
- v) A statement or reconciliation of receipts and payments as entered in the RIS Cash Book, and as shown in the fortnightly or monthly statement received from the bank, shall be prepared every month.
- vi) Receipts shall be issued for money received by RIS. The Officer authorized to issue these receipts shall satisfy himself at the time of signing the receipt and initiating its counterfoil that the amount has been properly entered in the cash book.
- vii) The blank receipt books shall be kept under lock and key under the personal custody of the Deputy Director (Finance & Accounts). A register of blank receipt books shall be maintained by the Administrative / Accounts Officer and Counterfoils of the used Receipt books shall also be kept by him.

57. Accounts and Audit

The accounts of the RIS shall be maintained on accrual basis. The records of the receipts and expenditure will be maintained under broad Head, of Accounts indicated in the Schedule-III.

- i) RIS shall maintain appropriate registers like the following:
 - a) Cash Book
 - b) Petty Cash Book
 - c) Ledger
 - d) Provident Fund Contribution Register
 - e) General Provident Fund/Contributory Provident Fund Accounts of Employees
 - f) New Pension Scheme Contribution Register
 - g) Securities and other capital investments
 - h) Cheque Books -Receipt Books
 - i) Stock Register of Furniture and other office equipments
 - j) Stock Register of Stationary
 - k) Stock Register of consumable articles
 - l) Stock Register of Publications
 - m) Buildings and other immovable property register
 - n) Library Accession Register
 - o) Miscellaneous Stocks Register.
 - p) Pension Accounts of Employees and Pension Fund
 - q) Other registers prescribed from time to time.
- ii) At the close of every financial year, not later than May, Director-General shall arrange to compile the annual accounts of the closed financial year. The accounts will thereafter be audited by the Auditors appointed by RIS and the expenditure incurred on audit of accounts will be met from out of the funds of RIS.
- iii) The Auditors will prepare an Annual Audit Report on the accounts of RIS which will contain such comments, general or special as they may consider necessary on the financial position of RIS and on the results of their audit, they shall submit this audit report to the Director General for acceptance of facts.
- iv) On receipt of the Audit Report together with the audited accounts and the balance sheet, the Director-General will place the same before the Governing Council, which in its turn will submit it to the General Body. The Audit Report and balance sheet, together with the

observations of the Governing Body will be communicated to the Ministry of External Affairs, Government of India.

58. Security Deposits

- i) A private person or firm contracting with RIS to supply stores, render services or to execute a work may, at the discretion of the Director-General and provided that the non-compliance of the contract may cause embarrassment of financial loss to RIS, be required to furnish security for the due fulfillment of the contract. A suitable provision shall be incorporated in the agreement. The security shall be in the form of:
 - a) Cash
 - b) Post Office Cash Certificates
 - c) National Savings Certificates
 - National Plan Savings Certificates
 - Promissory notes/stock certificates of Government
 - d) Post Office Savings Bank Pass Books
 - e) Deposit receipts of Schedule Banks
 - f) Fidelity bond from Insurance Companies in form prescribed by Government (in case of Government Servants only).
- ii) The security deposits shall be deposited with the tender documents and pledged in favour of the Director-General. The custody of securities and other bonds shall be with the Director General or any other officer authorized by him in this behalf. Security deposits taken from an employee of RIS shall be retained for six months from the date he vacates his post but a security bond shall be retained permanently or until it is certain that there is not further necessity for keeping it.
- iii) No security deposit shall be repaid or retransferred to the Depositor or otherwise disposed of except in accordance with the terms of his security bond or agreement. While returning any security to the depositor, the Director-General or the officer authorized by him shall invariably obtain the depositor's acknowledgment duly signed and witnessed.
- iv) The Cashier and the Store- Keeper shall furnish such security deposit either in the form of "Fixed Deposit Receipt" drawn on any Scheduled Bank of India, or National Savings Certificates or National Plan Bonds pledged in favour of the Director-General or fidelity bond from

Insurance Company for such sum as may be decided by the Director General. The security deposits shall remain with RIS and be released on the expiry of six months from the day of the Cashier/Storekeeper ceases to be so employed unless it is withheld by the order of the Director General.

59. Loans and Advances

- i) Subject to the availability of funds and budget provision, loans for the purchase of motor cars, motorcycles, scooters and bicycles may be sanctioned by the Director General or any other authority to whom powers have been delegated to a permanent or temporary employee who has completed five years service in RIS under the same, terms and conditions as those applicable to the Central Government Servants.

The authority delegated with powers for sanction of advances will also accept the mortgage Bond etc. as stipulated under the General Financial Rules.

- ii) "Subject to availability of budget provision, advances for House Building may be sanctioned by the Director-General to the permanent employees of RIS on the same terms and conditions as are applicable to the Central Government employees. However, the security for the advance sanctioned, in respect of provisions of Rule 5 of Rules for Sanction of House Building Advance, the properties may be mortgaged in the form of Equitable Mortgage Deed as prescribed by Section 58(f) of Transfer of Property Act 1982.

In the case of Director General, the competent authority to sanction the advance will be Chairman.

**SECTION IV
PURCHASE AND ACQUISITION OF STORES**

All purchases shall be made in accordance with the provisions of General Financial Rules, 2006, as amended from time to time.

60. Competent Authority

An authority which is competent to incur contingent expenditure may sanction the purchase of stores required for use in RIS in accordance with the provisions contained in the following rules and subject to the limitation set out in **Schedule I**.

61. Purchase

- i) Purchase shall be made in the most economical manner in accordance with the definite requirements of RIS. As far as possible periodical indents shall be prepared and as many articles as possible obtained by means of such indents. At the same time care shall be taken not to purchase stores much in advance of actual requirements if such purchase is likely to prove unprofitable. Also, purchase order shall not be split up to avoid the necessity for obtaining the sanction of the higher authority required with reference to total amount of orders.
- ii) All materials received shall be examined, counted, measured or weighed, as the case may be, when delivery is taken, and they shall be taken in charge of responsible officer who shall see that the quantity is correct, their quality is good and that they are according to the approved specifications where prescribed. A certificate that the materials received have been entered in the appropriate stock register should also be recorded.

62. Issue of Stores

- i) When materials are issued from stock for departmental use, the officer incharge of the store shall see that the indent in the prescribed form has been made by a duly authorized indenting officer, examine it carefully with reference to the orders or instructions for the issue of stores, if any, and order the issue of stores.
- ii) In case the transfers, the officer- incharge of stores shall see the stores in his custody are made over correctly to the successor and an appropriate receipt taken from him.

63. Safety of Stores

The officer entrusted with stores of any kind shall take special care for arranging for their safe custody, for providing suitable accommodation, more particularly for valuable and combustible stores for keeping them in good and efficient condition and for protecting them from loss, damage or deterioration. He shall also maintain suitable accounts and inventories in respect of the stores in his charge with a view to preventing loss through theft, accident, fraud or otherwise and to make it possible at any time to check the actual balances with the book balances and the payment to suppliers etc., separate account shall be kept of :

- i) "Dead Stock" such as plant machinery, furniture etc.
- ii) Other stores"

64. **Inventory**

An inventory of the dead stock shall be maintained showing the number received, the number disposed of and the balance in hand for each kind of article. Articles of dead stock shall be verified at least once every year and the result of verification recorded on the inventory. All discrepancies noticed shall be properly investigated and brought to account immediately so that the inventory may represent the true account.

65. **Physical Verification**

- i) A physical verification of stores shall be made at least once a year subject to the condition that the verification is not entrusted to a person who is the custodian, the ledger keeper or the accountant of stores to be verified or who is not conversant with the classification, nomenclature and technique of the particular stores to be verified.
- ii) The verification shall not be left to low grade subordinates and in the case of large and important stores, it shall be as far as possible entrusted to a responsible officer who is independent of the subordinate authority incharge of the stores.
- iii) In making physical verification, the following instructions shall invariably be observed:
 - a) Verification will be always made in the presence of the subordinate authority responsible for the custody of the stores;
 - b) All discrepancies noticed shall be brought to account immediately so that the stores account may represent true state of the stores; and
 - c) Shortages and damages as well as unserviceable stores shall be reported immediately to the authority competent to write off the loss.

66. **Sanction to write off**

The prior sanction of the competent Authority shall be obtained to the writing off all losses, deficiencies or depreciation in the value of stores and for their disposal/sale thereof.

Research and Information System for Developing Countries
SCHEDULE I (To Bye-laws)

POWERS OF THE DIRECTOR-GENERAL, CHAIRMAN AND THE GOVERNING COUNCIL
Extent of Powers

Sl.No.	Nature of Powers	Director-General	Chairman	Governing Council
1.	Powers of appropriation and re-appropriation			
2.	a) Write off of loss of irrecoverable value of stores (including Library Books) or public money due to fraud, theft, etc.	Rs. 20,000/- in each case	Full Powers	Full Powers
	b) Loss of revenue or of irrecoverable advance	Rs. 10,000/-	Full Powers	Full Powers
	c) Deficiencies and depreciation in value of stores	Rs. 20,000/-	Full Powers	Full Powers
	d) Condemning of unserviceable or obsolete / surplus store items	Rs. 25,000/- in each case	Full Powers	Full Powers
	e) Condemning of vehicles	-	Full Powers	Full Powers
3.	To Incur			
	a) Contingent Expenditure	Rs. 30,000/- in each case	Full Powers	Full Powers
	b) Expenditure on purchase of stores	Rs. 1,00,000/- in each case	Full Powers	Full Powers
	c) Printing and Stationery	Rs. 1,00,000/- in each case	Full Powers	Full Powers
	d) Expenditure on Programmes	Full Powers	Full Powers	Full Powers
	e) Hiring of vehicle	Full Powers	Full Powers	Full Powers
4.	Original Works and Special repairs (including Hostels)	Rs. 2,00,000/- in each case	Full Powers	Full Powers
5.	Repairs and Maintenance of land and Building (including Hostels)	Rs. 1,50,000/- in each case	Full Powers	Full Powers
6.	Power to sanction excess expenditure from R&D Fund over and above Grant in Aid	-	Rs. 10,00,000/-	Full Powers
7.	Powers to sanction advances			
	i) for the purchase of conveyance; and	Full Powers	Full Powers	Full Powers
	ii) for TA and LTC	Full Powers except for himself	Full powers	Full Powers
8.	Powers to sanction advance / final withdrawal out of the contributory Provident Fund / General Provident Fund	Full Powers except for himself	Full Powers	Full Powers

8-A	Powers to sanction amount due under Pension Scheme and final payment of Provident Fund and Ex-gratia to CPF Retirees	Full Powers except for himself	Full Powers	Full Powers
9.	Powers to direct the payment of pay and allowances on the day preceding the last working day of a month in case of public / Bank Holidays	As per Govt. of India Rules	Full Powers	Full Powers
10.	Powers to order the retention of undisbursed pay and allowances of establishment for any period exceeding three months	Full Powers	Full Powers	Full Powers
11.	To allow mileage allowances by a route other than the shortest or cheapest	Full Powers provided selection of Route is in Institute's interest.	Full Powers	Full Powers
12.	To decide whether a particular absence is on duty	Full Powers up to one month	Full Powers	Full Powers
13.	To countersign his own travelling LTC allowance, bill and those of other officers	Full Powers	Full Powers	Full Powers
14.	i) Grant of Casual leave	Full Powers except for himself	Full Powers	Full Powers
	ii) Grant of Leave (except Special disability leave)	Full Powers except for himself	Full Powers	Full Powers
15.	Powers to make appointment to posts	Proposed GP 'B', 'C', 'D' posts	Proposed GP 'A' posts	Proposed GP 'A' posts
16.	Powers to suspend an employee	Proposed GP 'B', 'C', 'D' posts	Proposed GP 'A' posts	Proposed GP 'A' posts
17.	Powers to impose penalties	Proposed GP 'B', 'C', 'D' posts	Proposed GP 'A' posts	Proposed GP 'A' posts
18.	Appellate Authority	As per provisions of Central Civil Service (CCA) Rules 1965	Proposed GP 'B', 'C', 'D' posts	Proposed GP 'A' posts
19.	Power to declare posts & employees Permanent (As per Criteria approved)	Full Powers	Full Powers	Full Powers
	Recurring	Full Powers	Full Powers	Full Powers
20.	To incur expenditure on water and electricity	Full Powers	Full Powers	Full Powers
21.	Telephone charges	Full Powers	Full Powers	Full Powers
22.	Postage and Telegram charges	Full Powers	Full Powers	Full Powers
23.	Stationery	Full Powers	Full Powers	Full Powers
24.	Printing and Publicity	Full Powers	Full Powers	Full Powers

25.	POL and maintenance of vehicles	Full Powers	Full Powers	Full Powers
26.	Maintenance of equipment	Full Powers	Full Powers	Full Powers
26-A	Repairs and maintenance of furniture, furnishing and fixtures	Full Powers	Full Powers	Full Powers
27.	Hot and cold weather charges	Rs. 15,000 in each case	Full Powers	Full Powers
28.	Supply of liveries badges and other articles of clothing etc. and washing allowances.	Full Powers	Full Powers	Full Powers
29.	Rent of building	Full Powers	Full Powers	Full Powers
30.	Journals and periodicals	Full Powers	Full Powers	Full Powers
31.	Annual ground rent and terms on properties	Full Powers	Full Powers	Full Powers
32.	Hospitability charges	Rs. 10,000/- in each case	Full Powers	Full Powers
33.	Maintenance and Bicycles	Full Powers	Full Powers	Full Powers
34.	Payment of freight and demurrage	Full Powers	Full Powers	Full Powers
	i) Freight			
	ii) Demurrage	Full Powers	Full Powers	Full Powers
35.	Hire of office furniture and machines	Full Powers	Full Powers	Full Powers
36.	Rewards, fees, honorarium etc.	Rs. 2,500/- in each case	Full Powers	Full Powers
36-A	Bonus	Full Powers	Full Powers	Full Powers
37.	Staff paid from contingencies	Full Powers	Full Powers	Full Powers
37-A	Audit Fee	Full Powers	Full Powers	Full Powers
38.	Miscellaneous expenditure	Rs. 20,000/- in each case	Full Powers	Full Powers
39.	Furniture and furnishing	Rs. 1,00,000/- in each case	Full Powers	Full Powers
40.	Books	Rs. 2,00,000/- in each case	Full Powers	Full Powers
41.	Installation of telephones	Full Powers	Full Powers	Full Powers
42.	Purchase of equipment (including bicycles etc.)	Rs. 2,00,000/- in each case	Full Powers	Full Powers
43.	Purchase of teaching aids	Full Powers	Full Powers	Full Powers
44.	Purchase of motor vehicles	-	Full Powers	Full Powers
45.	Printing of Publication	Full Powers	Full Powers	Full Powers
GENERAL FINANCIAL RULES				
46.	Rule 264 (3)	Investigation of Claims	As per GOI Rules	As per GOI Rules
47.	Rule 196	Condemning and Disposal of unserviceable or obsolete / surplus store Items	Rs. 50,000/- in each case	As per GOI Rules
48.	Rule 39 of Part II	Advance of Pay and TA on transfer	Full Powers as per GOI except for himself	As per GOI Rules
49.	Rule 52 (1) of Part II	Advance in connection with leave travel concession	Full Powers as per GOI except for himself	As per GOI Rules

50.	Rule 53 of Part II	Advance in connection with festivals and visits of Institute's Officers Parties to Hill Stations	Full Powers as per GOI except for himself	As per GOI Rules	As per GOI Rules
51.	Rule 64 of Part II	Advance in connection with natural calamities	Full Powers as per GOI except for himself	As per GOI Rules	As per GOI Rules
52.	Rule 293	Advances for Law Suits to which Institute is a party	Full Powers	Full Powers	Full Powers
53.	Rule 76 of Part II	Leave Salary Advances	Full Powers except for himself	Full Powers	Full Powers
54.	Rule 79 of Part II	Advances to the families of members who die while in service	Full Powers	Full Powers	Full Powers
55.	Rule 85 (1) of Part II	Advances of TA to non-officials	Full Powers	Full Powers	Full Powers
56.	Rule 275	To fix the amount of security in case of Cashier / Store-Keeper	Full Powers	Full Powers	Full Powers
57.	Rule 277	Custody of Security documents	Full Powers	Full Powers	Full Powers
58.	Rule 277	Release of Security Documents	Full Powers	Full Powers	Full Powers
FUNDAMENTAL RULES					
59.	F.R. 10	To dispense with medical certificate of fitness before appointment (individual cases)	As per GOI Rules	As per GOI Rules	As per GOI Rules
60.	F.R. 14	Suspension of Lien / transfer of lien	As per GOI Rules	As per GOI Rules	As per GOI Rules
61.	F.R. 15.	To transfer an employee of the Institute from one post to another	Proposed GP 'B', 'C', 'D'	Full Powers	Full Powers
62.	F.R. 24	Powers to withhold increment	As per GOI Rules	As per GOI Rules	As per GOI Rules
63.	F.R. 26	Counting of extraordinary leave for increment on medical grounds only	As per GOI Rules	As per GOI Rules	As per GOI Rules
64.	F.R. 27	Grant of higher initial pay on appointment	Proposed GP 'B', 'C', 'A'	As per GOI Rules	As per GOI Rules
65.	F.R. 35	Reduction of pay of an officiating employee	As per GOI Rules	As per GOI Rules	As per GOI Rules

66.	F.R. 49	To appoint an employee of the Institute to combined charge and fix emolument	As per GOI Rules	As per GOI Rules	As per GOI Rules
67	F.R. 56 Note 6	Alteration of date of Birth	As per GOI Rules	As per GOI Rules	As per GOI Rules
68.	F.R. 71	Requiring a medical Certificate of fitness in case of leave granted for health reasons	Full Powers for Proposed GP 'A','B','C','D' except for himself.	Full Powers	Full Powers
69.	F.R. 73	Extension of Leave over-stay	Full Powers except for himself	Full Powers	Full Powers
SUPPLEMENTARY RULES					
70.	S.R. 11	Permission to undertake work for which fee is offered and acceptance of fee	Full Powers except for himself	Full Powers	Full Powers
71.	S.R. 30(b)	To decide the shortest of two or more routes	Full Powers	Full Powers	Full Powers
72.	S.R. 48(b)(ii)	To authorize travel by air of officers	Full Powers	Full Powers	Full Powers
		(i) not normally entitled to it (ii) to non-official members			
73.	S.R. 59	To prescribe Headquarters for an Officer	Full Powers	Full Powers	Full Powers
74	S.R. 60	To define the limits of an employees sphere of duty	Full Powers	Full Powers	Full Powers
75	S.R. 73	Drawal of Daily Allowance for halts on tour exceeding 30 days	Full Powers except for himself	Full Powers	Full Powers
76	S.R. 76 & 77	To impose restriction on exchange of daily allowance for mileage allowance	As per GOI Rules	As per GOI Rules	As per GOI Rules
77	S.R. 116 (b) (iii)	To extend the prescribed time limit within which the members of the family of the employee may be treated as accompanying him	As per GOI Rules	As per GOI Rules	As per GOI Rules
78	S.R. 132	To allow TA to attend examination or interview in certain circumstances	As per GOI Rules	As per GOI Rules	As per GOI Rules

SCHEDULE – II

CLASSIFICATION AND SCALES OF PAY OF POSTS IN THE INSTITUTE
(w.e.f)

NAME OF THE POST	PAY BAND OF (Rs.) & GRADE PAY	
I. GROUP A		
1. Director-General	75500 – 80000	-
2. Sr. Fellow	37400 – 67000	10000
3. Fellow	15600 – 39100	7600
4. Director (Finance & Administration)	15600 – 39100	7600
II. GROUP B		
5. Research Associate	9300 – 34800	5400
6. Research Analyst	9300 - 34800	-
7. Research Assistant	9300 - 34800	4200
8. Publication Officer	15600 – 39100	6600
9. Desk Officer	15600-39100	6600
10. Documentation Officer	15600-39100	6600
11. Accounts Officer	15600-39100	6600
12. Computer Programmer	15600-39100	6600
13. Private Secretary	15600-39100	6600
III. GROUP C		
14. Assistant/Account Assistant	9300 – 34800	4200
15. Stenographer PA (Group B)	9300 – 34800	4200
16. Assistant Librarian/Library Assistant	9300 – 34800	4200
17. Assistant Publication Officer	9300 – 34800	4200
17. UDC/Data Entry Operator/Computer Operator/ Stenographer (Group C)	5200 – 20200	2400
18. LDC/Typist/Receptionist	5200 – 20200	1900
19. Car Driver	5200 – 20200	1900
20. Library Attendant	5200 – 20200	1900
21. Peon/Messenger/Chowkidar	4440 – 7440	1600
22. Safai Karamchari	4440 – 7440	1800

Schedule III

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

Heads of Accounts and Primary Units of Appropriation

A.	Receipts (Non-Plan / Plan)
1.	Grant-in-Aid made by, or through the Central Government
2.	Donations and Contributions from other sources
3.	Fees / Subscriptions (i) Membership fees / Annual fees (ii) Seminar / course / Programme fees (iii) Assignment related fees
4.	Income from investment from: (i) Earmarked / Endowment Funds (ii) Own funds
5.	Interest received (i) On bank deposits (ii) Loan and Advances etc.
6.	Other Incomes and Receipts (i) Sale of Publications (ii) Receipts from Disposal of Assets (iii) License Fee (iv) Water Charges (v) Class room and Hostel Charges (vi) Fees received for services
7.	Any other receipt
B.	Expenditure (Non-Plan / Plan)
1.	Training / Seminar /Workshop & Research / Evaluation / Consultancy, etc (i) Training (ii) Seminar / Workshops / Meetings (iii) Research / Evaluation (iv) Consultancy (v) Publication (vi) Documentation (vii) Training development and capacity building of staff and associates (viii) Dissemination of information through Websites, etc
2.	Establishment Expenses (i) Salary and Wages (ii) Allowances and Bonus (a) Leave Travel Concession

	<ul style="list-style-type: none"> (b) Travelling / Daily Allowance (c) Overtime Allowance (d) Children Education Allowance (e) Reimbursement of Medical Expenses (f) Leave Salary Contribution (g) Payment of house rent to the Estate Office of Govt. of India in respect of staff on deputation. (h) Bonus (iii) Institute's contribution towards C.P.F. (iv) Interest on C.P.F. (v) Interest on G.P.F. (vi) Contribution to other Funds: <ul style="list-style-type: none"> (a) Pension Fund (b) Leave Salary Fund (c) Gratuity Fund (vii) Expenses on Employees Retirement and Terminal Benefits
3.	<p>Loan and Advances to Staff</p> <ul style="list-style-type: none"> (i) Motor Car / Cycle Advance (ii) Computer Advance (iii) Bicycle Advance (iv) Festival Advance (v) Housing Building Advance (vi) Pay / TA / Medical Advance (vii) Other Advances
4.	<p>Other Administrative Expenses</p> <ul style="list-style-type: none"> (i) Electricity and Water Charges (ii) Hot and Cold Weather Expenses (iii) Postage, Telephone and Communication Charges (iv) Printing and Stationary (v) Advertisement and Publicity (vi) Vehicle Running and Maintenance (vii) Liveries (viii) Contingencies (Miscellaneous) (ix) Annual Ground Rent and Taxes on Property (x) Hiring of Vehicle (xi) Hospitality Expenses (xii) Maintenance of Equipments (xiii) Audit Fee (xiv) Hiring of Furniture and Equipment (xv) Rent of Buildings (xvi) Repairs and Maintenance of Institute Building and Campus (xvii) Repairs and Maintenance of Furniture, Furnishing and Fixture (xviii) Insurance (xix) Depreciation on Fixed Assets

	(xx) Periodicals
5.	CAPITAL EXPENDITURE <ol style="list-style-type: none"> 1. Land <ol style="list-style-type: none"> (a) Freehold (b) Leasehold 2. Building <ol style="list-style-type: none"> (a) On Freehold Land (b) On lease hold Land (c) Ownership Flat / premises (d) Superstructure on land not belonging to the Institute 3. Plant Machinery and Equipment 4. Vehicles 5. Furniture, Fixture 6. Office Equipment 7. Computers / Peripherals 8. Electric Installation 9. Other Fixed Assets 10. Library Books & Journals 11. Capital work in progress
C.	Investment <ol style="list-style-type: none"> (a) Earmarked / Endowment Funds (b) Others

Composition of Selection/Departmental Promotion Committee

1. Posts in the scale of Rs. 15600 – 39100 and above
 1. Director General
 2. Two experts in the relevant field
 3. One member of Governing Body

2. Posts in the scale of Rs. 9300 – 34800
 1. Director General
 2. One Senior Fellow
 3. Two experts in the relevant field

3. Posts in the scale of Rs. 9300 – 34800 and above but below Rs. 15600 – 39100
 1. Director General
 2. One Senior Fellow / Fellow
 3. One expert in the relevant field
 4. Director (Finance and Administration)

4. Posts in the scale of Rs. 5200 – 20200 and below
 1. Director General and/or Senior Fellow
 2. Fellow
 3. Director (Finance and Administration)

5. For ad-hoc and short term vacancies of Consultants for projects/assignments on fixed emoluments
 1. Director General
 2. Senior Fellow/Fellow

In addition, two recommendations from referees to get their views about the candidate.

The Selection Committee shall have powers to recommend a maximum of five increments on the minimum of the pay scale in deserving cases.

Notwithstanding anything contained in above the Chairman/Governing Council shall have powers to fix the salary of the selected candidates at any level within the scale pertaining to the post.

Promotion of the candidates who are on deputation to their next higher grades shall be governed by the rules in vogue in their cadres/institutions from where they were borrowed.

RIS Recruitment Rules

The Recruitment Rules for the following posts in RIS.

S.No.	Name of the Post	Page No.
1.	Director General	40-42
2.	Professor (earlier Senior Fellows)	43-45
3.	Associate Professor (earlier Fellows)	46-48
4.	Director (Finance & Administration) earlier F&AO	49-50
5.	Assistant Professor (earlier Associate Fellows)	51-52
6.	Deputy Director (Estt. & Admn.)	53-54
7.	Deputy Director (Finance & Accounts)	55-56
8.	Computer Programmer	57-59
9.	Section Officer (Finance) earlier Accounts Officer	60-61
10.	Section Officer (Estt. & Admn.) earlier Desk Officer	62-63
11.	Librarian cum Documentation Officer	64-66
12.	Library Assistant	67-69
13.	Assistant Librarian	70-72
14.	Stenographer Grade-I	73-74
15.	Research Assistant	75-76
16.	Publication Assistant (Designing & Website)	77-78
17.	Publication Assistant (Editorial Team)	79-81
18.	Assistant (Programme)	82-84
19.	Assistant	85-86
20.	Accountant	87-88
21.	Library Attendant	89-90
22.	Stenographer Grade-II	91-92
23.	Stenographer Grade-III	93-94
24.	Accounts Clerk	95-96
25.	Data Entry Operator	97-98
26.	Upper Division Clerk	99-100
27.	Lower Division Clerk/Typist	101-103
28.	Staff Car Driver	104-105
29.	Multi-Task Staff	106-107

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

1. Name of the Post : Director General
2. No. of Posts : 01 (One)
3. Classification : Group 'A'
4. Pay Band : Rs. 75,500 – 80,000
5. Whether selection post or non-selection post : Selection
6. Age limit for direct recruitment : 55 Years
7. Whether the benefit of added years of service is admissible under Rule 30 of the CCS (Pension) Rules 1972. : --
8. Educational and other qualification required for direct recruits :
 - i) A high second class Post Graduate degree in Economics / Public Administration, from a recognized university.
 - ii) A doctoral degree in the relevant discipline
 - iii) 12 years experience in research and training in the Economics / Public Administration out of which at least five years should be in a senior supervisory level including guiding research studies, in an Institute of repute / university.
9. Whether age & educational qualification prescribed for the direct recruit will apply in case of promotees :
 - a) Age – No
 - b) Qualification – Yes
10. Period of probation, if any : --
11. Method of recruitment-whether by direct : By Direct Recruitment/Promotion/Transfer on contract for a specified period but not

recruitment or by promotion or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.

exceeding five years with the approval of the Governing Council

12. Grade from which recruitment by promotion / deputation / transfer / short-terms contract re-employment is to be made. :
- (i) For short term contracts, the Governing Council will constitute a search committee which shall invite applications from reputed universities, of persons of the level of Professors having a doctor degree in the relevant field and a proven track record. Senior Fellows in RIS will also be considered by the Selection Committee. Clause 8 (iii) will apply.
 - (ii) The MEA may constitute a Committee under the Chairmanship of Secretary having two persons of eminence in the relevant field to be nominated by Secretary, as Members. The concerned Joint Secretary in the MEA will be the Member-Secretary of this Committee.
13. Whether the appointment needs Government of India approval : Yes

Note:

- (a) “The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour in a candidate of exceptional merit on the basis of recommendations made by the Selection Committee”.
- (b) “Noting in these rules shall affect reservations relaxation and other concessions required to be provided for the scheduled castes and scheduled tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard”.
- (c) “Where the RIS is of the opinion that it is necessary or expedient so to do, it may, by order for reasons to be recorded in writing, and in consultation, with the Government of India, relax any of the provisions of these rules with respect to any class or category of persons. This ‘power to relax’ clause will apply in case of Group ‘A’ and ‘B’ posts.
- (d) A disqualification clause:

No person

- (i) Who has entered into or contracted a marriage with a person who has a spouse living or
- (ii) Who having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the Institute may, if satisfied that such marriage is permitted under the Personal Law applicable to such person and other party to the marriage and that there are other grounds for so doing, except any person from the operation of this rule”.

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

1. Name of the Post : Professor (Earlier Senior Fellows)
2. No. of Posts : 02 (Two)
3. Classification : Group 'A'
4. Pay Band : Rs. 37,400 – 67,000 + GP Rs. 10,000
5. Whether selection post or non-selection post : Selection
6. Age limit for direct recruitment : 50 Years
7. Whether the benefit of added years of service is admissible under Rule 30 of the CCS (Pension) Rules 1972. : --
8. Educational and other qualification required for direct recruits :
 - i) A high second class Post Graduate degree in Economics, from a recognized university.
 - ii) A doctoral degree in the relevant discipline
9. Whether age & educational qualification prescribed for the direct recruit will apply in case of promotes : --
10. Period of probation, if any : --
11. Method of recruitment- whether by direct recruitment or by promotion or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods. : Direct recruitment/Fellows of RIS on promotion, failing which by transfer on deputation.

12. Grade from which recruitment by promotion / deputation / transfer / short-terms contract re-employment is to be made. : i) Promotion: From Associate Professors with 5 (five) years regular service in the grade. Failing which by Direct Recruitment
- ii) Transfer on Deputation: From amongst officers holding analogous posts or in the Pay Band of Rs. 15,600 – 39,100 (PB-3) + Grade Pay of Rs. 7600 belonging to autonomous bodies involved in Research and Training or Universities of repute, and having a consistently good academic record possessing a
- (i) Master’s degree in Economics and a Ph.D in Economics or a related discipline
- (ii) Fifteen years experience in research and/or training in the field of international economics and, peer reviewed publications in developmental policies.
13. Does a Selection Committee/Departmental Promotion Committee exists and if so, What is its composition : As per Schedule IV (DPC Group A)
14. Whether the appointment needs Government of India approval : Yes

Note:

- (a) “The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour in a candidate of exceptional merit on the basis of recommendations made by the Selection Committee”.
- (b) “Noting in these rules shall affect reservations relaxation and other concessions required to be provided for the scheduled castes and scheduled tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard”.
- (c) “Where the RIS is of the opinion that it is necessary or expedient so to do, it may, by order for reasons to be recorded in writing, and in consultation, with the Government of India, relax any of the provisions of these rules with respect to any class or category of persons. This ‘power to relax’ clause will apply in case of Group ‘A’ and ‘B’ posts.

(d) A disqualification clause:

No person

- (i) Who has entered into or contracted a marriage with a person who has a spouse living or
- (ii) Who having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the Institute may, if satisfied that such marriage is permitted under the Personal Law applicable to such person and other party to the marriage and that there are other grounds for so doing, except any person from the operation of this rule”.

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

1. Name of the Post : Associate Professor (Earlier Fellows)
2. No. of Posts : 03 (Three)
3. Classification : Group 'A'
4. Pay Band : Rs. 15,600 – 39,100 + GP Rs. 7,600
5. Whether selection post or non-selection post : Selection
6. Age limit for direct recruitment : 50
7. Whether the benefit of added years of service is admissible under Rule 30 of the CCS (Pension) Rules 1972. : --
8. Educational and other qualification required for direct recruits : Essential: (i) Master' degree in Economics; or a related discipline/operational research/Social Science
(ii) A Ph.D degree in Economics or a related discipline;
(iii) Ten years experience of relevant research in international economic issues, out of which five years should be at a senior supervisory level.
9. Whether age & educational qualification prescribed for the direct recruit will apply in case of promotes :
10. Period of probation, if any : Two years
11. Method of recruitment-whether by direct recruitment or by promotion or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various : a) Direct Recruitment : 75%
b) Promotion : 25% failing which By Deputation

- methods.
12. Grade from which recruitment by promotion / deputation / transfer / short-terms contract re-employment is to be made. : a) Promotion” From Assistant Prof. with five years regular service in the grade.
b) Transfer on deputation: Officers holding analogous posts or officers in the Central / State Govt.’s, Universities, autonomous bodies or in the pay scale of Rs. 10,000-15,200 with 5 years service experience possession the qualifications in Col. 8.
13. Does a Selection Committee/Departmental Promotion Committee exists and if so, What is its composition : As per Schedule IV (DPC Group A)
14. Whether the appointment needs Government of India approval : Yes

Note:

- (a) “The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour in a candidate of exceptional merit on the basis of recommendations made by the Selection Committee”.
- (b) “Noting in these rules shall affect reservations relaxation and other concessions required to be provided for the scheduled castes and scheduled tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard”.
- (c) “Where the RIS is of the opinion that it is necessary or expedient so to do, it may, by order for reasons to be recorded in writing, and in consultation, with the Government of India, relax any of the provisions of these rules with respect to any class or category of persons. This ‘power to relax’ clause will apply in case of Group ‘A’ and ‘B’ posts.
- (d) A disqualification clause:
No person
(i) Who has entered into or contracted a marriage with a person who has a spouse living or

- (ii) Who having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the Institute may, if satisfied that such marriage is permitted under the Personal Law applicable to such person and other party to the marriage and that there are other grounds for so doing, except any person from the operation of this rule”.

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

1. Name of the Post : Director (Finance and Admn.) earlier F&AO
2. No. of Posts : 1 (One)
3. Classification : Group 'A'
4. Scale of Pay : Pay Band : Rs. 15600-39100 (PB-3) + Grade Pay of Rs. 7600/-
5. Whether selection post or non-selection post : Selection
6. Whether the benefit of added years of service is admissible under Rule 30 of the CCS (Pension) Rules, 1972. : Not applicable
7. Age for direct recruits : Not applicable
8. Educational and other qualification required for direct recruits. : Graduation with Second Division
9. Experience : 5 years in Administration/Finance or both in a Government or Semi Government Autonomous Organization.
10. Whether age & educational qualification prescribed for the direct recruit will apply in case of promotees : Age & Educational Qualification – No
Experience - Yes
11. Period of probation, if any : Two years
12. Method of recruitment-whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods. : (i) By promotion
(ii) Failing which by transfer on deputation
(iii) Direct recruitment

13. Grade from which recruitment by promotion/deputation/transfer/short-term contract re-employment is to be made.
- By Promotion: From Deputy Director (Estt. & Admn.) and , Deputy Director (Finance & Accounts) in the Pay Band of Rs. 15600-39100 (PB-3) + Grade Pay of Rs. 6600/- with 5 years regular service in the grade.
- Transfer on deputation: Officers holding analogous posts in the Central / State Governments, universities, autonomous bodies or officers in the Pay Band of Rs. 15600-39100 (PB-3) + Grade Pay of Rs. 6600/- with 5 years service in the grade.
14. If a DPC exists, what is its composition : As per Schedule IV(DPC-Group-A)

Note:

- (a) “The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour in a candidate of exceptional merit on the basis of recommendations made by the Selection Committee”.
- (b) “Noting in these rules shall affect reservations relaxation and other concessions required to be provided for the scheduled castes and scheduled tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard”.
- (c) “Where the RIS is of the opinion that it is necessary or expedient so to do, it may, by order for reasons to be recorded in writing, and in consultation, with the Government of India, relax any of the provisions of these rules with respect to any class or category of persons. This ‘power to relax’ clause will apply in case of Group ‘A’ and ‘B’ posts.
- (d) A disqualification clause:

No person

- (i) Who has entered into or contracted a marriage with a person who has a spouse living or
- (ii) Who having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the Institute may, if satisfied that such marriage is permitted under the Personal Law applicable to such person and other party to the marriage and that there are other grounds for so doing, except any person from the operation of this rule”.

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

1. Name of the Post : Assistant Professor (earlier Associate Fellows)
2. No. of Posts : 01 (One)
3. Classification : Group 'A'
4. Scale of Pay : Pay Band : Rs. 15600-39100 (PB-3) + Grade Pay of Rs. 6600/-
5. Whether selection post or non-selection post : Selection
6. Age for direct recruits : 45 years (relaxable for SC/ST and others as per Government of India Rules)
7. Educational and other qualification required for direct recruits : **Essential:**
 - i) Post Graduate degree in relevant discipline i.e. Economics/Public Administration/Statistics depending upon the field relevant to the post.
 - ii) Five years experience in teaching/research/project formulation/monitoring and supervision in the relevant fields.
 - iii) Doctoral degree in the relevant discipline. (Economics)
8. Whether age and education qualification prescribed for direct recruits will apply in the case of promotees. : No
9. Period of probation, if any : Two years
10. Method of recruitment whether by direct recruitment or by promotion : Promotion: 80%
Direct Recruitment: 20%

or by deputation /transfer
and percentage of the
vacancies to be filled by
various methods.

11. Grade from which recruitment by promotion/deputation/transfer/short-term contracts re-employment is to be made. By Promotion: From Research Associates with 5 years regular service in the grade.
12. If a DPC exists, what is its composition : As per Schedule IV(DPC-Group A)
-

Note:

- (a) “The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of a candidate of exceptional merit on the basis of recommendations made by the Selection Committee”.
- (b) “Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the scheduled castes and scheduled tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard”.
- (c) “Where the RIS is of the opinion that it is necessary or expedient so to do, it may, by order for reasons to be recorded in writing, and in consultation with the Government of India, relax any of the provisions of these rules with respect to any class or category or persons. This ‘power to relax’ clause will apply in case of Group ‘A’ and ‘B’ posts”.
- (d) No person
- (i) Who has entered into, or contracted a marriage with a person who has a spouse living; or
 - (ii) Who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the Central Government may, if satisfied that such marriage is permissible under the Personal Law applicable to such person and other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

1. Name of the Post : Deputy Director (Estt. and Admn.)
2. No. of Posts : 01 (One)
3. Classification : Group 'A'
4. Scale of Pay : Pay Band : Rs. 15600-39100 (PB-3) + Grade Pay of Rs. 6600/-
5. Whether selection post or non-selection post : Selection
6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972) : --
7. Age for direct recruits : --
8. Educational and other qualification required for direct recruits : --
9. Whether age & educational qualification prescribed for the direct recruit will apply in case of promotees. : --
10. Period of probation, if any : Two years
11. Method of recruitment whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods. : * i) By promotion from Section Officer (Esst. And Admn,) with eight years of regular service.
ii) Failing which by transfer on deputation.
12. Grade from which recruitment by promotion/deputation/ : By promotion: From Section Officer (Estt. and Admin) with 8 years of regular service in the grade.

transfer/short-term contract, re-employment is to be made.

Transfer on deputation: Officers holding analogous posts in the Central/State Govt. Universities, autonomous bodies or officers in the Pay Band of Rs. 15600-39100 (PB-3) + Grade Pay of Rs. 5400/-/- with five years regular service or in the Pay Band of Rs. 9300-34800 (PB-2) + Grade Pay of Rs. 4200/- with 8 years of regular service.

13. If a DPC exists, what is its composition : As per Schedule IV(DPC Group-A)

Note:

- a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of a candidate of exceptional merit on the basis of recommendations made by the Selection Committee".
- b) "Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the scheduled castes and scheduled tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- c) "Where the RIS is of the opinion that it is necessary or expedient so to do, it may, by order for reasons to be recorded in writing, and in consultation with the Government of India, relax any of the provisions of these rules with respect to any class or category or persons. This 'power to relax' clause will apply in case of Group 'A' and 'B' posts".
- d) No person
 - (i) Who has entered into, or contracted a marriage with a person who has a spouse living; or
 - (ii) Who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the Central Government may, if satisfied that such marriage is permissible under the Personal Law applicable to such person and other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule".

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

1. Name of the Post : Deputy Director (Finance & Accounts)
2. No. of Posts : 01 (One)
3. Classification : Group 'A'
4. Scale of Pay : Pay Band : Rs. 15600-39100 (PB-3) + Grade Pay of Rs. 6600/-
5. Whether selection post or non-selection post : Selection
6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S.(Pension Rules 1972) : --
7. Age for direct recruits : --
8. Educational and other qualification required for direct recruits. : --
9. Whether age & educational qualification prescribed for the direct recruit will apply in case of promotes : --
10. Period of probation, if any : Two years
11. Method of recruitment whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods. : * i) By promotion from Section Officer (Finance) with eight years of regular service.
ii) Failing which by transfer on deputation.

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

1. Name of the Post : Computer Programmer
2. No. of Posts : 01 (One)
3. Classification : Group 'B'
4. Scale of Pay : Pay Band : Rs. 15600-39100 + Grade Pay of Rs. 6600/-
5. Whether selection post or non-selection post : Non-Selection
6. Whether the benefit of added years of service is admissible under Rule 30 of the CCS (Pension) Rules, 1972. :
7. Age for direct recruits : 45 years
8. Educational and other qualification required for direct recruits :
 - (a) Essential
 - (i) Masters degree with atleast 50% marks in Statistics or Mathematics (with statistics) or Operation research or Computer Science or Computer applications or in any subject with Statistics as optional subject from a recognized university or equivalent thereof.
 - (ii) 3 years experience in statistical analysis/research/data processing including at least 2 years experience of actual programming on an electronic computers. Candidates with one year experience may also be considered.
 - (b) Desirable
 - (i) On job experience in programming on micro/personal computer in a recognized institution/university.
9. Whether age and education : Age – No

qualification prescribed for direct recruits will apply in the case of promotees.

Qualification – Yes

10. Period of probation, if any : 2 years
11. Method of recruitment whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods. : Direct recruitment or Deputation 50%
Promotion failing which by deputation 50%
12. Grade from which recruitment by promotion/deputation/transfer/short-term contracts re-employment is to be made.
13. If a DPC exists, what is its composition : As per Schedule IV (DPC- Group A)
-

Note:

- a) “The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of a candidate of exceptional merit on the basis of recommendations made by the Selection Committee”.
- b) “Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the scheduled castes and scheduled tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard”.
- c) “Where the RIS is of the opinion that it is necessary or expedient so to do, it may, by order for reasons to be recorded in writing, and in consultation with the Government of India, relax any of the provisions of these rules with respect to any class or category or persons. This ‘power to relax’ clause will apply in case of Group ‘A’ and ‘B’ posts”.
- d) No person
- (i) Who has entered into, or contracted a marriage with a person who has a spouse living; or
- (ii) Who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the Central Government may, if satisfied that such marriage is permissible under the Personal Law applicable to such person and other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule”

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

1. Name of Post : Section Officer (Finance) earlier Accounts Officer
2. No. of Posts : 01 (One)
3. Classification : Group 'B'
4. Scale or Pay : Pay Band : Rs. 9300-34800 + Grade Pay of Rs. 4200/-
5. Whether Selection post or non-selection post : Selection
6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972) : N.A.
7. Age for direct recruits : 30 years (relaxable upto 5 years for SC/ST and others as per Govt. of India's Rules).
8. Educational and other qualification required for direct recruits : **Essential:**
 - i. Degree in Commerce from a recognized University.
 - ii. Five years experience of handling accounts in Govt. /Autonomous bodies of which 2 years should be in handling accounts on mercantile system or completion of subordinate accounts service examination with two years experience of handling accounts/ establishment matters.
 - iii. Knowledge of Government rules governing finance and establishment matters.
9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees. : N.A.
10. Period of probation, if any : Two Year
11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods. : *(i) By promotion
* (ii) failing which by deputation.

12. Grade from which recruitment by Promotion or by deputation/transfer /short-term contract re-employment is to be made. : * **Promotion:** From amongst Assistant Accountant with five years regular service failing which by direct recruitment.
13. If a DPC exists, what is its composition : As per Schedule IV (DPC- Group B).

Note:

- a) “The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of a candidate of exceptional merit on the basis of recommendations made by the Selection Committee”.
- b) “Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard”.
- c) “Where the RIS is of the opinion that it is necessary or expedient so to do, it may, by order for reasons to be recorded in writing, and in consultation with the Government of India, relax any of the provisions of these rules with respect to any class or category or persons. This ‘power to relax’ clause will apply in case of Group ‘A’ and ‘B’ posts”.
- d) “No person;
- (i) Who has entered into, or contracted a marriage with a person who has a spouse living; or
- (ii) Who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the Central Government may, if satisfied that such marriage is permitted under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule”.

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

1. Name of Post : Section Officer (Estt. and Admn.) earlier Desk Officer
2. No. of Posts : 01 (One)
3. Classification : Group 'B' (Ministerial)
4. Scale or Pay : Pay Band : Rs. 9300-34800 + Grade Pay of Rs. 4200/-
5. Whether Selection post or non-selection post : Selection
6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972) : N. A.
7. Age for direct recruits : N. A.
8. Educational and other qualification required for direct recruits : N. A.
9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees. : N. A.
10. Period of probation, if any : As per rules
11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods. : By promotion failing which by deputation
12. Grade from which recruitment by Promotion or by deputation/transfer /short-term contract /re-employment is to be made. : ***Promotion:** From amongst Assistant with five years regular service in the grade.
Transfer on deputation: In case of transfer on deputation/ selection from amongst the officers under the Central/State Governments and other recognized Institutions holding analogous posts or officers having

experience of work for a period of 5 years in the pay band of Rs. 9300-34800 + Grade Pay of Rs. 4200/- in all Establishment and General Administrative matters. This condition is essential for both those who are holding analogous posts and the post in the pay band of Rs. 9300-34800 + Grade Pay of Rs. 4200/-.

13. If a DPC exists, what is its composition : As per Schedule IV (DPC Group B)

Note:

- a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of a candidate of exceptional merit on the basis of recommendations made by the Selection Committee".
- b) "Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- c) "Where the RIS is of the opinion that it is necessary or expedient so to do, it may, by order for reasons to be recorded in writing, and in consultation with the Government of India, relax any of the provisions of these rules with respect to any class or category or persons. This 'power to relax' clause will apply in case of Group 'A' and 'B' posts".
- d) "No person ;
- (i) Who has entered into, or contracted a marriage with a person who has a spouse living; or
 - (ii) Who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the Central Government may, if satisfied that such marriage is permitted under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule".

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

1. Name of Post : Librarian cum Documentation Officer
2. No. of Posts : 1 (One)
3. Classification : Group 'A'
4. Scale or Pay : Pay Band of Rs. 9300-34800 + Grade Pay Rs. 4200/-
5. Whether Selection post or non-selection post : Non-Selection
6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972) : Not Applicable
7. Age for direct recruits : 35 years (relaxable for SC/ST and other as per Government of India Rules)
8. Educational and other qualification required for direct recruits : **Essential:**
Master's degree in Economics / Political Science / Public Administration
Recognized degree in Library Science.
Five (5) years experience of Library/Documentation work in Government or other reputed organisation or recognised Diploma in Library Science with about 5 years experience of Library/ Documentation work.

Desirable

Master's degree in Library and Information Science.

Experience of working in Information/ Documentation Centre, with special reference to information storage and Retrieval Systems.

9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No
Qualifications - Yes, as prescribed for and experience direct recruits.
10. Period of probation, if any : 2 years
11. Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods. : By promotion, failing which by Direct Recruitment.
12. Grade from which recruitment by Promotion/ deputation/transfer/short-term contract, re-employment is to be made. : By promotion from Technical Assistants in the pay scale of Rs. 4500-7000 with 8 years regular service in the grade, or from Library Assistant in the pay scale of Rs. 5500-9000/- with 5 years regular service in the grade with qualification prescribed in col. 8.
13. If a DPC exists, what is DPC Group 'B' its composition : As per Schedule IV (DPC- Group B)

Note:

- (a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of a candidate of exceptional merit on the basis of recommendations made by the Selection Committee".
- (b) "Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- (c) "Where the RIS is of the opinion that it is necessary or expedient so to do, it may, by order for reasons to be recorded in writing, and in consultation with the Government of India, relax any of the provisions of these rules with respect to any class or category or persons. This 'power to relax' clause will apply in case of Group 'A' and 'B' posts".
- (d) "No person ;
 - (i) Who has entered into, or contracted a marriage with a person who has a spouse living; or
 - (ii) Who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the Central Government may, if satisfied that such marriage is permitted under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule".

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

1. Name of Post : Library Assistant
2. No. of Posts : 01 (One)
3. Classification : Group 'B'
4. Scale or Pay : Pay Band of Rs. 9300-34800 + Grade Pay of Rs. 4200/-
5. Whether Selection post or non-selection post : Selection
6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules, 1972) : N.A.
7. Age for direct recruits : 35 years (relaxable for SC/ST and other as per Govt. of India Rules)
8. Educational and other qualification required for direct recruits :
 - 1) Bachelor's degree in Social Sciences/Public Administration
 - 2) Degree (Recognized) in Library Science
 - 3) 3 years for Degree holder experience in an educational institution/ Government Department / autonomous bodies.
9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees. : N.A.

10. Period of probation, if any : Two years
11. Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods. : By promotion failing which by Direct Recruitment.
12. Grade from which recruitment by Promotion/ deputation /transfer/short-term contract, re-employment is to be made. : By promotion from Assistant Librarian with five years service in the grade.
13. If a DPC exists, what is its composition : As per Schedule IV (DPC-Group B)

Note:

- (a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of a candidate of exceptional merit on the basis of recommendations made by the Selection Committee".
- (b) "Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- (c) "Where the RIS is of the opinion that it is necessary or expedient so to do, it may, by order for reasons to be recorded in writing, and in consultation with the Government of India, relax any of the provisions of these rules with respect to any class or category or persons. This 'power to relax' clause will apply in case of Group 'A' and 'B' posts".
- (d) "No person;
- (i) Who has entered into, or contracted a marriage with a person who has a spouse living; or

- (ii) Who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the Central Government may, if satisfied that such marriage is permitted under the Personal Law applicable to such person and other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule”.

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

1. Name of Post : Assistant Librarian
2. No. of Posts : 01 (One)
3. Classification : Group 'B'
4. Scale or Pay : Pay Band of Rs. 9300-34800 + Grade Pay of Rs. 4200/-
5. Whether Selection post or non-selection post : Selection
6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules, 1972) : N.A.
7. Age for direct recruits : 35 years (relaxable for SC/ST and other as per Govt. of India Rules)
8. Educational and other qualification required for direct recruits :
 - 1) Bachelor's degree in Social Sciences/Public Administration
 - 2) Degree (Recognized) in Library Science
 - 3) 3 years for Degree holder experience in an educational institution/ Government Department / autonomous bodies.
9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees. : N.A.

10. Period of probation, if any : Two years
11. Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods. : By promotion failing which by Direct Recruitment.
12. Grade from which recruitment by Promotion/ deputation /transfer/short-term contract, re-employment is to be made. : By promotion from Assistant Librarian with five years service in the grade.
13. If a DPC exists, what is its composition : As per Schedule IV (DPC-Group B)

Note:

- (a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of a candidate of exceptional merit on the basis of recommendations made by the Selection Committee".
- (b) "Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- (c) "Where the RIS is of the opinion that it is necessary or expedient so to do, it may, by order for reasons to be recorded in writing, and in consultation with the Government of India, relax any of the provisions of these rules with respect to any class or category or persons. This 'power to relax' clause will apply in case of Group 'A' and 'B' posts".
- (d) "No person;
- (i) Who has entered into, or contracted a marriage with a person who has a spouse living; or

- (ii) Who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the Central Government may, if satisfied that such marriage is permitted under the Personal Law applicable to such person and other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule”.

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

1. Name of Post : Stenographer Grade I
2. No. of Posts : 05 (Five)
3. Classification : Group 'B'
Scale or Pay : Pay Band of Rs. 9300-34800 + Grade Pay of Rs. 4200/-
5. Whether Selection post or non-selection post : Selection
6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972) : Not Applicable
7. Age for direct recruits : 30 years (relaxable upto 35 years in case of Government servants in accordance with the instructions or order issued by the Central Govt.)
8. Educational and other qualification required for direct recruits : **Essential:**
 - (i) Graduate from a recognized University.
 - (ii) A speed of 100 w.p.m. in Stenography in English or Hindi.
 - (iii) Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi.
 - (iv) Knowledge of working on computer using MS office.
9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotions. : Not Applicable
10. Period of probation, if any : Two years

11. Method of recruitment whether : (i) 50% by promotion
by direct recruitment or by (ii) 50% by direct recruitment
promotion or by
deputation/transfer and
percentage of the vacancies to
be filled by various methods.
12. Grade from which recruitment : Promotion from Stenographer Grade-III in
by Promotion/ deputation/ the Pay Band of Rs. 5200-20200 + Grade
transfer /short-term contract re- Pay of Rs. 2400/- with five years regular
employment is to be made. service in the grade
13. If a DPC exists, what is its : As per Schedule IV (DPC-Group B)
composition

Note:

- a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- c) "No person:
- (i) Who has entered into, or contracted a marriage with a person who has a spouse living: or
- (ii) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Central Government may if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule".

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

1. Name of the Post : Research Assistant
2. No. of Posts : 2
3. Classification : Group 'B'
4. Scale of Pay :
Pay Band : Rs. 9300-34800 + Grade Pay of Rs. 4200/-
5. Whether selection post or non-selection post : Non-Selection
6. Whether the benefit of added years of service is admissible under Rule 30 of the CCS (Pension) Rules, 1972. : -
7. Age for direct recruits : Minimum – 23
Maximum - 28
8. Educational and other qualification required for direct recruits : (a) Essential
(i) M.A. with at least 50% marks in any branch of the social sciences.

(ii) At least two years research experience involving conducting field interviews, coding of the survey and aggregate data and statistical processing of social science data.

(b) Desirable
(i) Experience of working on Unit Record Equipment.

(ii) Experience of processing data through computer programmer packages.
9. Whether age and education qualification prescribed for direct recruits will apply in the case of promotees. : -
10. Period of probation, if any : 2 years

11. Method of recruitment : Direct recruitment or Deputation whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.
12. Grade from which recruitment by promotion/deputation/transfer/short-term contracts re-employment is to be made. -
13. If a DPC exists, what is its composition : -
-

Note:

- a) “The appointing authority may at its discretion relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard”.
- c) “No person:
- (i) Who has entered into, or contracted a marriage with a person who has a spouse living: or
 - (ii) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Central Government may if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule”.

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

1. Name of Post : Publication Assistant (Designing & Website)
2. No. of Posts : 01 (One)
3. Classification : Group 'C' (Ministerial)
4. Scale or Pay : Pay Band : Rs. 9300-34800 + Grade Pay of Rs. 4200/-
5. Whether Selection post or non-selection post : Non-Selection
6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972). : N.A.
7. Age for direct recruits : 30 years (relaxable upto 5 years for SC/ST and others as per Government of India's Rules.)
8. Educational and other qualification required for direct recruits : Graduate from a recognized university with experience of working in a Central/State Government office or Autonomous Bodies.

Good knowledge of graphic designing and web managing with minimum 3 years experience
9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees. : N.A.
10. Period of probation, if any : Two Years
11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods. : (a) By promotion
(b) By direct recruitment
(c) By deputation

12. Grade from which recruitment by Promotion or by deputation/transfer /short-term contract, re-employment is to be made. : ***Promotion:**
From amongst UDC with 5 years service on the basis of seniority-cum-fitness.
On the basis of limited Departmental Competitive Examination for UDC failing which by direct recruitment.
- * Transfer on deputation:**
Officers under the Government/Semi Government Autonomous Body/Institutions holding analogous posts or with five years regular service on posts in the Pay band of Rs. 5200-20200 + Grade pay of Rs. 2400/- having experience in graphic designing and web managing.
13. If a DPC exists, what is its composition : As per Schedule IV (DPC-Group C)
-

Note:

1. "The appointing authority may at its discretion relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
2. Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
3. "No person:
 - (i) Who has entered into, or contracted a marriage with a person who has a spouse living: or
 - (ii) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Central Government may if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule".

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

1. Name of Post : Publication Assistant (Editorial Team)
2. No. of Posts : 01 (One)
3. Classification : Group 'C' (Ministerial)
4. Scale or Pay : Pay Band : Rs. 9300-34800 + Grade Pay of Rs. 4200/-
5. Whether Selection post or non-selection post : Non-Selection
6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972). : N.A.
7. Age for direct recruits : 30 years (relaxable upto 5 years for SC/ST and others as per Government of India's Rules.)
8. Educational and other qualification required for direct recruits : Graduate from a recognized university with experience of working in a Central/State Government office or Autonomous Bodies.

Diploma / Certificate in Desktop Publishing with at least five years experience.

Good knowledge of computer operation, proof reading, printing process etc. with at least two years experience.

The candidate will assist in compiling/acquiring manuscripts, interacting with the faculty members and outside contributors.

The candidate will also provide assistance in inviting and processing of quotations from printers, maintaining records of the stock/sale of publications etc.
9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees. : N.A.

10. Period of probation, if any : Two Years
11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods. : (a) By promotion
(b) By direct recruitment
(c) By deputation
12. Grade from which recruitment by Promotion or by deputation/transfer /short-term contract, re-employment is to be made. : ***Promotion:**
From amongst UDC with 5 years service on the basis of seniority-cum-fitness.
On the basis of limited Departmental Competitive Examination for UDC failing which by direct recruitment.
- * Transfer on deputation:**
Officers under the Government/Semi Government Autonomous Body/Institutions holding analogous posts or with five years regular service on posts in the Pay band of Rs. 5200-20200 + Grade pay of Rs. 2400/- having experience in computer operation, proof reading, printing process etc.
13. If a DPC exists, what is its composition : As per Schedule IV (DPC-Group C)
-

Note:

- a) “The appointing authority may at its discretion relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard”.
- c) “No person:
- (i) Who has entered into, or contracted a marriage with a person who has a spouse living: or
- (ii) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Central Government may if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule”.

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

1. Name of Post : Assistant (Programme)
2. No. of Posts : 01 (One)
3. Classification : Group 'C' (Ministerial)
4. Scale or Pay : Pay Band : Rs. 9300-34800 + Grade Pay of Rs. 4200/-
5. Whether Selection post or non-selection post : Non-Selection
6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972). : N.A.
7. Age for direct recruits : 30 years (relaxable upto 5 years for SC/ST and others as per Government of India's Rules.)
8. Educational and other qualification required for direct recruits : Graduate from a recognized university with experience of working in a Central/State Government office or Autonomous Bodies and knowledge of computer operations.

3 years experience in handling independent correspondence, travel programmes, organizing conferences and hospitality related matters will be preferred.
9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees. : N.A.
10. Period of probation, if any : Two Years

11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods. : i) By promotion (through seniority cum fitness)– 30 %
ii) By direct recruitment – 40%
iii) Promotion (through limited departmental competitive examinations)– 30%
iv) Failing all, by transfer on deputation
12. Grade from which recruitment by Promotion or by deputation/transfer /short-term contract, re-employment is to be made. : ***Promotion:**
From amongst UDC with 5 years service on the basis of seniority-cum-fitness.
On the basis of limited Departmental Competitive Examination for UDC failing which by direct recruitment.
- * Transfer on deputation:**
Candidates serving under the Government/Semi Government Autonomous Body/Institutions holding analogous posts or with five years regular service on posts in the Pay band of Rs. 5200-20200 + Grade pay of Rs. 2400/- having experience of work in handling independent correspondence, travel programmes, organizing conferences and hospitality related matters, may apply through proper channel.
13. If a DPC exists, what is its composition : As per Schedule IV (DPC-Group C)
-

Note:

- a) “The appointing authority may at its discretion relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard”.
- c) “No person:
- (i) Who has entered into, or contracted a marriage with a person who has a spouse living: or
- (ii) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Central Government may if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule”.

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

1. Name of Post : Assistant
2. No. of Posts : 02 (Two)
3. Classification : Group 'C' (Ministerial)
4. Scale or Pay : Pay Band : Rs. 9300-34800 + Grade Pay of Rs. 4200/-
5. Whether Selection post or non-selection post : Non-Selection
6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972). : N.A.
7. Age for direct recruits : 30 years (relaxable upto 5 years for SC/ST and others as per Government of India's Rules.)
8. Educational and other qualification required for direct recruits : Graduate from a recognized university with experience of working in a Central/State Government office or Autonomous Bodies and knowledge of Government rules and orders.

3 years experience of work in Cash, Establishment / General administration will be preferred.
9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees. : N.A.
10. Period of probation, if any : Two Year
11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods. : i) By promotion (through seniority cum fitness)– 30 %
ii) By direct recruitment – 40%
iii) Promotion (through limited departmental competitive examinations)– 30%
iv) Failing all, by transfer on deputation

12. Grade from which recruitment by Promotion or by deputation/transfer /short-term contract, re-employment is to be made. : ***Promotion:**
From amongst UDC with 5 years service on the basis of seniority-cum-fitness.
On the basis of limited Departmental Competitive Examination for UDC failing which by direct recruitment.
- * Transfer on deputation:**
Candidates serving under the Government/Semi Government Autonomous Body/Institutions holding analogous posts or with five years regular service on posts in the Pay band of Rs. 5200-20200 + Grade pay of Rs. 2400/- having experience of work in Accounts /Establishment/General Administration /Finance, may apply through proper channel.
13. If a DPC exists, what is its composition : As per Schedule IV (DPC-Group C)
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Note:

- a) "The appointing authority may at its discretion relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- c) "No person:
- (i) Who has entered into, or contracted a marriage with a person who has a spouse living: or
 - (ii) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Central Government may if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule".

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

- | | | |
|----|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of Post | Accountant |
| 2. | No. of post | 01 (One) |
| 3. | Classification | Group 'C' |
| 4. | Scale of Pay | Pay Band : Rs. 9300 - 34800 + Grade Pay of Rs. 4200/- |
| 5. | Whether Selection post or non-selection post | Selection |
| 6. | Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972). | -- |
| 7. | Age for direct recruits | 30 years |
| 8. | Educational and other qualification required for direct recruits | <u>Essential:</u> <ol style="list-style-type: none">University degree in commerce.3 years experience of handling cash and maintaining accounts on mercantile / Govt. system.Proficiency in maintaining account in tally, double entry system of book keeping and other computer applications is mandatoryKnowledge of Government Financial Rules and Regulations will be preferred. |

9.	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees.	N.A.
10	Period of Probation, if any	Two years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	* By promotion - 75% * By direct recruitment - 25%
12.	Grade from which recruitment by Promotion/deputation /transfer/ short-term contract, re-employment is to be made.	<u>Promotion:</u> From amongst Accounts Clerk with 5 years regular service in the grade.
13.	If a DPC exists, what is its composition	As per Schedule IV (DPC-Group C)

Note:

- a) "The appointing authority may at its discretion relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- c) "No person:
 - (i) Who has entered into, or contracted a marriage with a person who has a spouse living: or
 - (ii) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Central Government may if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule".

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

1. Name of Post : Library Attendant
2. No. of Posts : 01 (One)
3. Classification : Group 'C'
4. Scale or Pay : Pay Band of Rs. 5200 – 20200 + Grade Pay of Rs. 2800/-
5. Whether Selection post or non-selection post : Not Applicable
6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972) : Not Applicable
7. Age for direct recruits : Between 18 to 25 years (Relaxable for Govt. Servants upto 35 years in accordance with the instructions or orders issued by the Central Govt.)
8. Educational and other qualification required for direct recruits : Essential: High School Certificate, Certificate in Library Science.
One year experience of working in Library Government / Autonomous Bodies / Educational Institutions
9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promitees. : Not Applicable
10. Period of probation, if any : Two Years

11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods. : By direct recruitment.
12. Grade from which recruitment by Promotion / deputation/ transfer /short-term contract re-employment is to be made. : Not Applicable
13. If a DPC /Selection Committee exists, what is its composition : Not Applicable

Note:

- a) “The appointing authority may at its discretion relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard”.
- c) “No person:
 - i. Who has entered into, or contracted a marriage with a person who has a spouse living: or
 - ii. Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Central Government may if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule”.

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

1. Name of Post : Stenographer Grade II
2. No. of Posts : 04 (Four)
3. Classification : Group 'C'
4. Scale of Pay : Pay Band of Rs. 5200-20200 + Grade Pay of Rs. 2400/-
5. Whether Selection post or non-selection post : N.A.
6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972). : N.A.
7. Age for direct recruits : Between 18 to 25 years (Relaxable for Government servants upto 35 years in accordance with the instructions or orders issued by the Central Government).
8. Educational and other qualification required for direct recruits : **Essential:**
 - i) Graduate from a recognized University.
 - ii) A speed of 80 w.p.m. in Stenography in English or Hindi
 - iii) Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi
 - iv) Knowledge of working on computer using MS Office.
9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees. : Not Applicable
10. Period of probation, if any : Two years
11. Method of recruitment whether by direct recruitment or by promotion / deputation/ transfer and percentage of the vacancies to be filled by various methods. : Direct Recruitment

12. Grade from which recruitment by : -----
Promotion/deputation/ Transfer
/short-term contract re-
employment is to be made.
13. If a DPC exists, what is its : --
composition

Note:

- a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- c) "No person:
- (i) Who has entered into, or contracted a marriage with a person who has a spouse living: or
 - (ii) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Central Government may if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule".

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

1. Name of Post : Stenographer Grade III
2. No. of Posts : 04 (Four)
3. Classification : Group 'C'
4. Scale of Pay : Pay Band of Rs. 5200-20200 + Grade Pay of Rs. 2400/-
5. Whether Selection post or non-selection post : N.A.
6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972). : N.A.
7. Age for direct recruits : Between 18 to 25 years (Relaxable for Government servants upto 35 years in accordance with the instructions or orders issued by the Central Government).
8. Educational and other qualification required for direct recruits : **Essential:**
 - i) Graduate from a recognized University.
 - ii) A speed of 80 w.p.m. in Stenography in English or Hindi
 - iii) Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi
 - iv) Knowledge of working on computer using MS Office.
9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees. : Not Applicable
10. Period of probation, if any : Two years
11. Method of recruitment whether by direct recruitment or by promotion / deputation/ transfer and percentage of the vacancies to be filled by various methods. : Direct Recruitment

12. Grade from which recruitment by : -----
Promotion/deputation/ Transfer
/short-term contract re-
employment is to be made.
13. If a DPC exists, what is its : --
composition

Note:

- a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- c) "No person:
- (i) Who has entered into, or contracted a marriage with a person who has a spouse living: or
 - (ii) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Central Government may if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule".

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

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|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of the Post | Accounts Clerk |
| 2. | No. of Post | 02 (Two) |
| 3. | Classification | Group 'C' |
| 4. | Scale of Pay | Pay Band : Rs. 5200 - 20200 + Grade Pay of Rs. 2400/- |
| 5. | Whether selection post or non selection post | Not applicable |
| 6. | Age limit for direct recruitments. | 30 years (relaxable by 5 years for SC/ST candidates and others as per Govt. of India's Rules). |
| 7. | Educational and other qualifications required for direct recruits. | <u>Essential:</u>
i) University degree in Commerce
ii) Five years experience of handling accounts dealing with establishment matters in Government/Autonomous Bodies. |
| 8. | Whether age & educational qualifications prescribed for the direct recruit will apply in case of promotees. | Not applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment whether by direct recruitment or by promotion / deputation/ transfer and percentage of the vacancies to be filled by various methods. | Direct recruitment |
| 11. | In case of recruitment by promotion/deputation/transfer grades from which promotion/transfer to be | |

made.

- | | | |
|-----|-----------------------------------------------------------------------|----------------|
| 12. | If a Departmental promotion Committee exists what is its composition. | Not Applicable |
| 13. | Whether the appointment needs Government of India's approval. | No |
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Note:

- a) "The appointing authority may at its discretion relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- c) "No person:
 - (i) Who has entered into, or contracted a marriage with a person who has a spouse living: or
 - (ii) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Central Government may if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule".

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

1. Name of the Post : Data Entry Operator
2. No. of Posts : 03 (Three)
3. Classification : Group 'C'
4. Scale of Pay : Pay Band : Rs. 5200-20200 + Grade Pay of Rs. 2400/-
5. Whether selection post or non-selection post : Non-Selection
6. Whether the benefit of added years of service is admissible under Rule 30 of the CCS (Pension) Rules, 1972. :
7. Age for direct recruits : 30
8. Educational and other qualification required for direct recruits : (i) Graduation with atleast 50% marks in Statistics or Mathematics (with statistics) or Operation research or Computer Science or Computer applications or in any subject with Statistics as optional subject from a recognised university or equivalent thereof.
9. Whether age and education qualification prescribed for direct recruits will apply in the case of promotees. No
10. Period of probation, if any : 2 years
11. Method of recruitment whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods. : Direct Recruitment

12. Grade from which recruitment by promotion/deputation/transfer/short-term contracts re-employment is to be made.
13. If a DPC exists, what is its composition : Not Applicable
-

Note:

- a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- c) "No person:
- (i) Who has entered into, or contracted a marriage with a person who has a spouse living: or
 - (ii) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Central Government may if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule".

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

1. Name of the Post : Upper Division Clerk
2. No. of Posts : 02 (Two)
3. Classification : Group 'C'
4. Scale of Pay : Pay Band : Rs. 5200 - 20200 + Grade Pay of Rs. 2400/-
5. Whether Selection post or Non-selection post : Not Applicable
6. Whether the benefit of added years of service is admissible under rule 30 of the CCS (Pension Rules 1972). : Not Applicable
7. Age for direct recruits : Not Applicable
8. Educational and other qualification Required for Direct recruits : Not Applicable
9. Whether age and education qualification Prescribed for direct recruits will apply in the case of promotees. : Not Applicable
10. Period of Probation, if any : Two years
11. Method of recruitment whether by direct recruitment or by promotion / deputation/ transfer and percentage of the vacancies to be filled by various methods. : (i) By promotion- 50%
(ii) By limited departmental competitive examination -50%
12. Grade from which recruitment by promotion / deputation / transfer/ short-term contract re-employment is to be made : **Promotion** :
(i) On the basis of seniority-cum-fitness amongst the LDCs who have rendered 8 years regular service.
(ii) Through limited departmental competitive examination amongst the LDCs who have rendered at least five years of regular service.

The period of service should be counted upto the date of announcement of the examination

Note:- The period of service should be counted upto the date of announcement of the examination.

13. If a DPC exists, what is its composition : As per Schedule IV (DPC-Group C)
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Note:

- a) “The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard”.
- c) “No person:
 - (i) Who has entered into, or contracted a marriage with a person who has a spouse living: or
 - (ii) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Central Government may if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule”.

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

1. **Name of the Post** : Lower Division Clerk/Typist
2. No. of Posts : 02 (Two)
3. Classification : Group 'C'
4. Scale of Pay : Pay Band : Rs. 5200 - 20200 + Grade Pay of Rs. 1900/-
5. Whether Selection post or Non-selection post : Selection
6. Whether the benefit of added years of service is admissible Under rule 30 of the CCS (Pension) Rules 1972. : Not Applicable
7. Age for direct recruits : Between 18 to 25 years (relaxable for SC/ST, OBC and Physically Handicapped as per the Government of India Rules)
8. Educational and other qualification Required for Direct Recruits : **Essential**
Matriculate or equivalent from a recognized board with a speed of 30 w.p.m. of typing in English or 25 w.p.m. in Hindi.
Desirable:
 - Graduate in any discipline
 - Experience of working in Government autonomous organization.
 - Knowledge of computer applications.
9. Whether age and education qualification prescribed for direct recruits will apply in the case of candidates appointed through Limited Departmental Examination. : Educational qualification : Yes
Age: No
10. Period of Probation, if any : Two years
11. Method of recruitment whether by direct recruitment or by promotion \deputation/ transfer and percentage of the vacancies to be filled by various methods. : ii) **Promotion: 5%** (Appointment on promotion will be made as per the procedure mentioned at Sl.No. 12 below).

ii) Limited Departmental Examination (LDE): 10% (for appointment through LDE, applications will be invited from willing and eligible Group 'D' with five years regular service in the Institute. A written test will be conducted in Arithmetic and English/Hindi. Syllabus of the written test will be of the standard of class-X. Those who qualify the written test, will be allowed to take the typing test. The required minimum typing speed for the qualifying test is 30 w.p.m. in English or 25 w.p.m. in Hindi. Only those candidates who qualify both the examination i.e. written and typing test, will be eligible for being considered by the regularly constituted DPC for appointment upto the number of vacancies available under the LDE quota).

iii) Direct: 85% (For appointment by direct mode of recruitment application will be invited through advertisement and Employment Exchange. A written test followed by a typing test will be conducted.

The syllabus for written test will be into three parts i.e. Part-A General English, Part-B-General Studies, Part-C Arithmetic. Typing test will be conducted later for those candidates who qualify the written examination.

Only those who qualify the written test will take the typing test. Required minimum typing speed for the qualifying test is 30 w.p.m. in English or 25 w.p.m. in Hindi.

Only those candidates who will qualify both the examination i.e. written and type writing test will be eligible for being considered by selection committee for appointment upto the number of vacancies available.

The selection will be made on the basis of the performance of the candidates in written test and interview).

12. Grade from which recruitment by promotion / deputation / transfer short-terms contract re-employment is to be made : **Promotion:** On the recommendation of DPC for Group 'C' posts, from amongst Group 'D' employee being a matriculate from a recognized board/university with five years regular service in

the Institute subject to qualify the typing test in English or in Hindi at a minimum speed of 30 w.p.m. in English or 25 w.p.m. in Hindi within a period of one year from the date of promotion. Failing to qualifying typing test within one year from the date of appointment will result in the reversion of the incumbent to the post held by him before the promotion.

13. If a DPC exists, what is its composition : As per Schedule IV (DPC-Group C)
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Note:

- (a) “The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- (b) Nothing in these rules shall affect reservations, relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
- (c) “No person;
 - (i) Who has entered into or contracted marriage with a person who has a spouse living or
 - (ii) Who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the central 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 that there are other grounds for so doing, exempt any person from the operation of this rule”.

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

1. Name of Post : Staff Car Driver (Ordinary Grade)
2. No. of Posts : 02 (Two)
3. Classification : Group 'C'
4. Scale or Pay : Pay Band of Rs. 5200 – 20200 + Grade Pay of Rs. 1900/-
5. Whether Selection post or non-selection post : Not Applicable
6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972) : Not Applicable
7. Age for direct recruits : Between 18 to 30 years (Relaxable for SC/ST candidates upto 35 years). There will be no age bar for employees of Government or autonomous organizations fully funded by Government or Public Sector undertaking.
8. Educational and other qualification required for direct recruits : Essential: (i) Tenth Class Pass and (ii) Possession of valid driving license for LMV and HMV and be able to read and write English and Hindi
9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees : Not Applicable
10. Period of probation, if any : Two Years

11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods. : By direct recruitment.
12. Grade from which recruitment by Promotion / deputation/ transfer /short-term contract re-employment is to be made. : Not Applicable
13. If a DPC /Selection Committee exists, what is its composition : Selection Committee for Group 'C' posts in the Institute subject to medical fitness, character verification and passing a driving competency test.

Note:

- (a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- (b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
- (c) "No person:
- (i) Who has entered into or contracted a marriage with a person who has a spouse living, or
- (ii) Who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Central Government Institute may if satisfied that such marriage is permissible under the Personal Law applicable to such person and other party to the marriage and that there are other grounds for so doing exempt any person from the operation of this rule".

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES

RECRUITMENT RULES

1. Name of Post : Multi-Tasking Staff
2. No. of Posts : Subject to variation dependent on workload
3. Classification : Group 'C'
4. Scale or Pay : Pay Band of Rs. 5200 – 20200 + Grade Pay of Rs. 1800/-
5. Whether Selection post or non-selection post : Not Applicable
6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972) : Not Applicable
7. Age for direct recruits : Between 18 to 25 years
8. Educational and other qualification required for direct recruits : (i) Matriculation or equivalent pass
OR
ITI Pass*
*May be adopted as per special requirements of the post, if any
9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promitees. : Not Applicable
10. Period of probation, if any : Two Years
11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and : By direct recruitment.

percentage of the vacancies to be filled by various methods.

12. Grade from which recruitment by Promotion / deputation/ transfer /short-term contract re-employment is to be made : Not Applicable
13. If a DPC /Selection Committee exists, what is its composition : Not applicable

Note:

- (a) “The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- (b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
- (c) “ No person:
- (i) Who has entered into or contracted a marriage with a person who has a spouse living, or
 - (ii) Who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Central Government Institute may if satisfied that such marriage is permissible under the Personal Law applicable to such person and other party to the marriage and that there are other grounds for so doing exempt any person from the operation of this rule”.