

APPENDIX 'B'

IETE STAFF QUALIFICATION REQUIREMENTS AND APPOINTING AUTHORITY

As approved by the Committee convened by _____ Meeting of the Council held on _____ at _____

GROUP	POSTS	PAY SCALES	ESSENTIAL QUALIFICATIONS	APPOINTING AUTHORITY
Group-A 1	Secretary General	Rs 75,000/- consolidated	BE/B Tech/ AMIETE in Electronics Engg., Telecom Engg., Computer Science Engg./ Information Technology or equivalent degree and had subsequent professional experience of at least fifteen years out of which at least 5 years in a senior managerial position - Age 45 & above	Post graduate degree/ diploma in Management or any relevant discipline.
Group-A	Dy Secretary/	* 15600-36750(Regular) In grade pay 6300 or Rs 45,000/-(consolidated)	BE/B Tech/ AMIETE in Electronics Engg., Telecommunications Engg., Computer Science Engg./ Information Technology or equivalent degree and with professional experience of at least 10 years out of which 3 years in a senior managerial position. -Age 40 & Above	Post graduate degree/diploma in Management
	Managing Editor	Rs 45,000/-(consolidated)	BE/B Tech/ AMIETE in Electronics Engg., Telecommunications Engg., Computer Science Engg./ Information Technology or equivalent degree and with professional experience of at least 10 years out of which 3 years in editing of technical journals. -Age 40 & Above	Post graduate degree in Telecom/ Electronics/ Computers/ IT. Post graduate diploma in the relevant field and relevant experience.
	* Controller of Exam	Rs 45,000(consolidated)	BE/B Tech/ AMIETE in Electronics Engg., Telecommunications Engg., Computer Science Engg./ or Information Technology or equivalent degree and with professional experience of at least 10 years out of which 3 years in teaching or as Registrar of an academic institution.. -Age 40 & Above	Post graduate Telecom/ Electronics/Computers/ IT. Post graduate diploma in the relevant field.

14 JUL 2015

Group-B

*Asst Secy (Admn) Rs 40,000(consolidated)

Post graduate degree/ diploma in management and administration or in associated fields with 7 yrs of experience in management.

- Age 35 & above

*Asst Secy 15600-36750
Grade Pay 5820

Post graduate diploma in the relevant field like Public Relations, mass communication etc. with 7 yrs of experience in relevant field.

- Age 35 & above

*IT Support Manager 15600-36750
(Regular)
Grade Pay 5820

BE/ B Tech/AMIETE Computer Science and Engg. MCA. Experience of at least 7 years in Programming.

- Age 35 & above

*Asst Secy (Finance) 15600-36750
Grade Pay 5820

M Com with 7 years experience in accounting/ CA with 4 years experience.

*Tech Officer 9300-32710
Grade Pay 5180

BE/ B Tech/AMIETE in Electronics/ Telecommunications with professional Experience of at least 5 years.

- Age 30 & above

Group C

*Senior Programmer 9300-32710(Regular)
With Higher Grade Pay 5180
Grade Pay

Graduate with English as one of the subjects/ Diploma in office management/ computer with 5 years experience.

Application of computers for office management.
Knowledge of office management software.

- Age 25 & above

PS

14 JUL 2015

BE/ B Tech/AMIETE in Electronics/ Telecom
with professional experience of at least 7

BE/ B Tech/AMIETE in Electronics/
with professional experience of at
(Membership)

with VBE ASP, Crystal Reports,
knowledge of RDBMS.

IFCA/ Company Secretary.

in any field with
experience in administration.

Senior Programmer	9300-32710 Grade Pay 4420 (on contract on regular only)	Graduate with Diplome in Computer. 3 years Experience in programming field. - Age 25 & above
Librarian	9300-32710 Grade Pay 4420	M Lib with 5 years of experience in institutional Library. - Age 25 & above
Prog Supervisor	9300-32710 Grade Pay Rs <u>3460</u>	Diploma in Computer. 3 years experience in programming. - Age 25 & above
Proof Reader Gd-I	Rs 21000/- (Consolidated)	Science Gradate (Physics/ maths) Minimum 5 years of experience in proof reading of technical books/ journals. - Age 25 & above
Data Processing Operator	5200-18990 Grade Pay 2320	Graduate & Course in Computers Proficient in use of application packages. 3 years experience. - Age 25 & above
Data Processing Operator Cum-Clerk Gd-II	5200-18990 Grade Pay 1780	Graduate & Course in Computers Proficient in use of application packages. 3 years experience. - Age 25 & above

14 JUL 2015

Group D	Machine Operator Gd I	5200-18990 Grade Pay 1780	10 th Pass, 5 years of experience in operation of photocopier, Digital copier. - Age 23 & above
	Consultant (Electrical)	-do-	ITI (Electrician)/ Wireman license Gd II, with 5 years of experience, well versed in running centralized A/C Plan and gen sets. - Age 23 & above
Group D	Peon Gd II (Helper)	4440-6990 Grade Pay 1550	10 th Pass, 3 years of experience as a Peon - Age 21 & above
Group D	Peon Gd III (Helper)	4440-6990 Grade Pay Rs 1240/-	10 th Pass. - Age 18 & above.

Note: President is the Appellate Authority for all employees


SELECTION COMMITTEE/ APPOINTING AUTHORITY

NOTE

Selection Committee for Officers' for Group A1 & A

President, all sitting IPPs, one senior most VP, one HT and one sitting Council Member and one external expert to be Nominated by the President – Seven

The quorum should be FIVE including the President.


14 Jul 2015

NOTE

Selection Committee for officers posts under Group B


President, one senior IPP, one VP (by seniority), HT, one external expert as nominated by the President and Secretary General – Six

The quorum is THREE including the President.

NOTE

Selection Committee for non-officers staff under Group C & D

President & Secretary General


14 Jul 2015