



**ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY  
AWANTIPORA, KASHMIR (IUST)**

**OFFICE ORDER No. : 359 of 2018**  
**D A T E D : 05-11-2018**

Whereas, the University Executive Council in its 8<sup>th</sup> meeting accorded the sanction to the policy for introduction of Clustering of Cadres and Personal Promotion Scheme (PPS) in respect of non teaching staff of the University vide University Order No. 97 (Est.) of 2018 dated: 01-06-2018.

Whereas, consequent upon the approval of the Competent Authority, a committee was constituted vide Office Order No. 164 of 2018 dated: 31-07-2018, to frame the detailed guidelines for creating a model of clustering of cadres and Personal Promotion Scheme (PPS) within the identified clusters.

Whereas, the committee constituted for the purpose has submitted its recommendations in this regard, which was placed before the Vice Chancellor for consideration.

Now the recommendations of the committee are circulated (via University Website) for information of all concerned with a request to submit feedback, suggestions, if any to the office of Registrar by or before 16<sup>th</sup> November, 2018.

Sd/-  
Registrar

No. IUST/Reg/Adm/18/7484  
Dated: 05-11-2018

Copy for information among all concerned:

- All Deans/Officers of the University.
- All Heads/Incharges of the Departments/Centres.
- Superintending Engineer.
- I/C Hostels.
- I/C Estates.
- All Deputy Registrars.
- Proctor.
- All Assistant Registrars.
- Private Secretary to Vice Chancellor for kind information of Hon'ble Vice Chancellor.
- PR Cell with a request to upload the notice and recommendations on University website.
- File.

*Muhammad*  
Deputy Registrar  
(Establishment)

## PERSONAL PROMOTION SCHEME OF NON-TEACHING STAFF

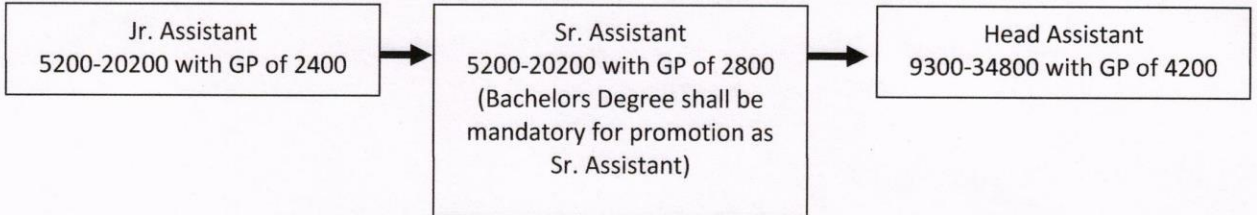
### Procedure and Criteria for Promotion under Personal Promotion Scheme:

- i) A Cluster is group of designations having similar job responsibility.
- ii) Each cluster shall have the sanctioned strength of the posts at entry level of the cluster only and there shall be no requirement of creating posts at different levels in a cluster for an employee to get promotion.
- iii) The job responsibility of every level of post in each cluster shall remain same/ unchanged.
- iv) Promotion in each cadre shall be made solely on the basis of seniority cum suitability. However, the employee(s) shall have to appear for an interview before University Promotion Committee (UPC) while considering his/ her promotions in the last level of a cluster. This shall however be applicable to such clusters which has three levels in a cluster.
- v) The employee shall be eligible for promotion to a next level of the cluster as specified in each cluster, subject to his possessing minimum qualifications as required and having completed five years of substantive service in a particular level.
- vi) Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher level in a cluster from the date of his eligibility. The promotion shall be based on the Annual Performance Appraisal Reports (APARs) and any other such parameters as may be deemed appropriate by the UPC like Punctuality, efficiency etc to be evaluated and assessed by the Committee.
- vii) The meeting of the University Promotion Committee (UPC) shall ordinarily be convened once a year, preferably in the month of January.
- viii) Employee(s) to be considered for promotion must comply with the prescribed eligibility criteria as on the date of issue of the notification.
- ix) The UPC should assess the suitability of the employees for promotion on the basis of their service records and the Annual Performance Appraisal Reports (APARs) for five preceding years. In case there is any adverse entry in the APAR, the employee concerned may have to wait for the required number of reports carrying the prescribed bench marks as required for the post.
- x) The eligibility criteria and APARs, duly completed in all respects along with the seniority list of the eligible employees to be considered for promotion, shall be provided to the UPC for consideration.
- xi) The Administrative authorities shall ordinarily ensure that the information furnished to the University Promotion Committee are accurate and in proper order in all cases and a certificate to this effect duly signed by the Officer designated for the purposes shall form a part of the note for the UPC.
- xii) Employees who have availed promotion under three tier scheme and are falling within the cluster, shall be considered for change of designation only as per the level of the cluster.

## CLUSTERS

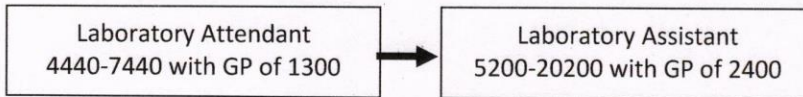
### Cluster – I

In Cluster-I only posts of Jr. Assistant in the pay Band of Rs. 5200-20200 with GP of 2400 shall be created. The employees after completing 05 years of service on substantive basis in a particular level shall be eligible to be considered for promotion to the next level within the cluster as detailed given below:-



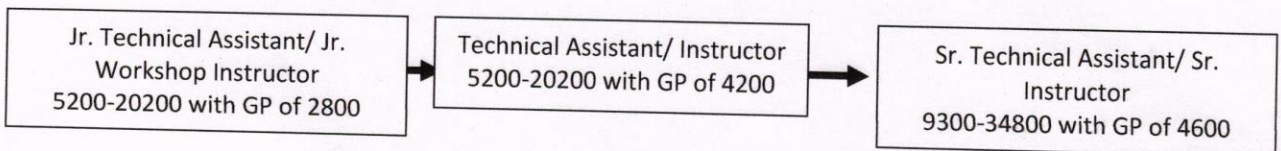
### Cluster - II

In Cluster-II only posts of Laboratory Attendant in the pay Band of Rs. 4440-7440 with GP of 1300 shall be created. The employees after completing 05 years of service on substantive basis in a particular level shall be eligible to be considered for promotion to the next level within the cluster as detailed given below:



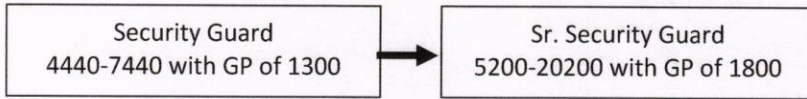
### Cluster – III

In Cluster-III only posts of Jr. Technical Assistant/ Jr. Workshop Instructor in the pay Band of Rs. 5200-20200 with GP of 2800 shall be created. The 25% of the post of Jr. Technical Assistant/ Jr. Workshop Instructor shall be reserved for promotion of Laboratory Assistant holding Bachelors Degree in appropriate branch of Science/ Engineering or 3 Yrs. Diploma in appropriate branch of Engineering. The employees after completing 05 years of service on substantive basis in a particular level shall be eligible to be considered for promotion to the next level within the cluster as detailed given below:



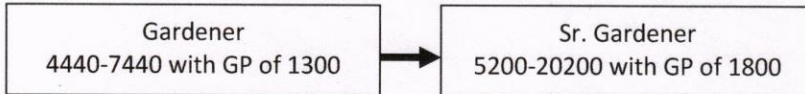
#### Cluster - IV

In Cluster-IV only posts of Security Guards in the pay Band of Rs. 4440-7440 with GP of 1300 shall be created. The employees after completing 05 years of service on substantive basis in a particular level shall be eligible to be considered for promotion to the next level within the cluster as detailed given below:



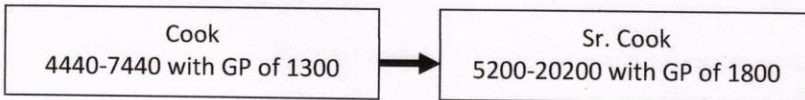
#### Cluster - V

In Cluster-V only posts of Gardener in the pay Band of Rs. 4440-7440 with GP of 1300 shall be created. The employees after completing 05 years of service on substantive basis in a particular level shall be eligible to be considered for promotion to the next level within the cluster as detailed given below:



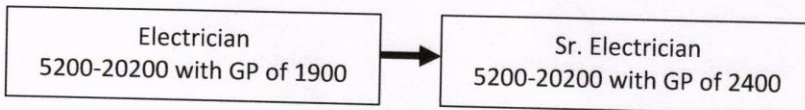
#### Cluster - VI

In Cluster-VI only posts of Cook in the pay Band of Rs. 4440-7440 with GP of 1300 shall be created. The employees after completing 05 years of service on substantive basis in a particular level shall be eligible to be considered for promotion to the next level within the cluster as detailed given below:



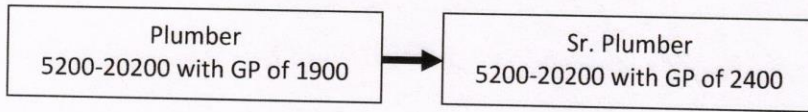
#### Cluster - VII

In Cluster-VII only posts of Electrician in the pay Band of Rs. 5200-20200 with GP of 1900 shall be created. The employees after completing 05 years of service on substantive basis in a particular level shall be eligible to be considered for promotion to the next level within the cluster as detailed given below:



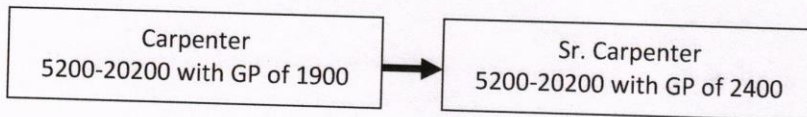
### Cluster - VIII

In Cluster-VIII only posts of Plumber in the pay Band of Rs. 5200-20200 with GP of 1900 shall be created. The employees after completing 05 years of service on substantive basis in a particular level shall be eligible to be considered for promotion to the next level within the cluster as detailed given below:



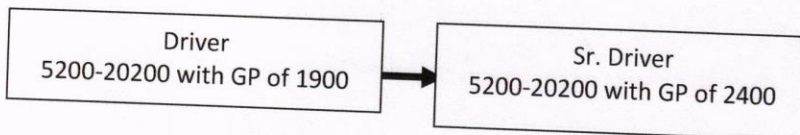
### Cluster - IX

In Cluster-IX only posts of Carpenter in the pay Band of Rs. 5200-20200 with GP of 1900 shall be created. The employees after completing 05 years of service on substantive basis in a particular level shall be eligible to be considered for promotion to the next level within the cluster as detailed given below:



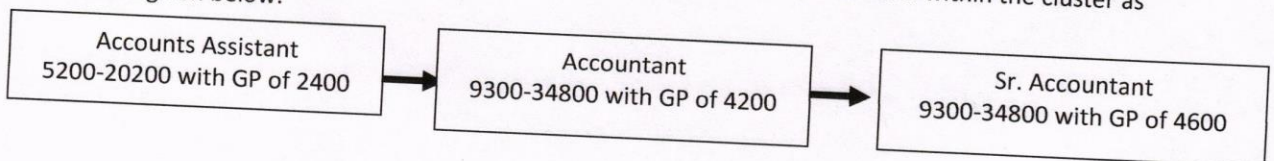
### Cluster - X

In Cluster-X only posts of Driver in the pay Band of Rs. 5200-20200 with GP of 1900 shall be created. The employees after completing 05 years of service on substantive basis in a particular level shall be eligible to be considered for promotion to the next level within the cluster as detailed given below:



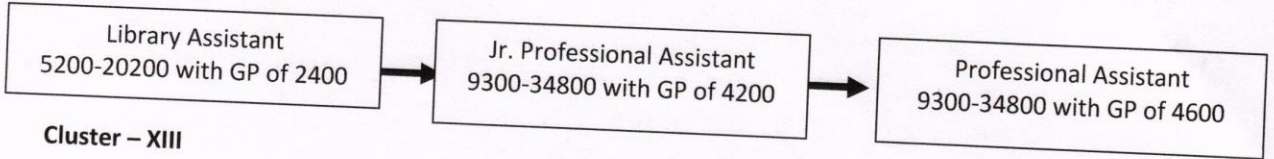
### Cluster - XI

In Cluster-XI only posts of Accounts Assistant in the pay Band of Rs. 5200-20200 with GP of 2400 shall be created. The employees after completing 05 years of service on substantive basis in a particular level shall be eligible to be considered for promotion to the next level within the cluster as detailed given below:



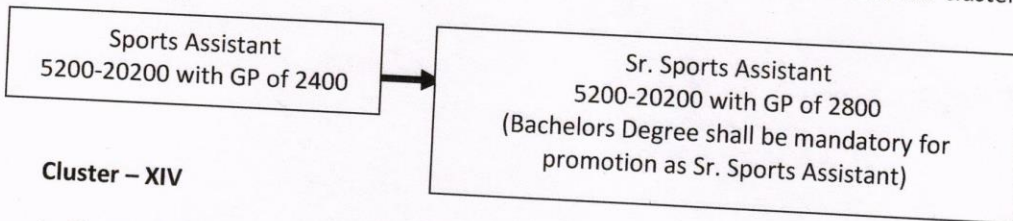
### Cluster – XII

In Cluster-XII only posts of Library Assistant in the pay Band of Rs. 5200-20200 with GP of 1900 shall be created. The employees after completing 05 years of service on substantive basis in a particular level shall be eligible to be considered for promotion to the next level within the cluster as detailed given below:



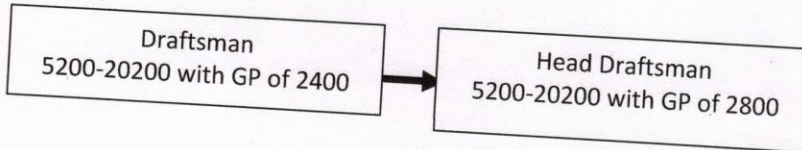
### Cluster – XIII

In Cluster-XIII only posts of Sports Assistant in the pay Band of Rs. 5200-20200 with GP of 1900 shall be created. The employees after completing 05 years of service on substantive basis in a particular level shall be eligible to be considered for promotion to the next level within the cluster as detailed given below:



### Cluster – XIV

In Cluster-XIV only posts of Draftsman in the pay Band of Rs. 5200-20200 with GP of 1900 shall be created. The employees after completing 05 years of service on substantive basis in a particular level shall be eligible to be considered for promotion to the next level within the cluster as detailed given below:



### Cluster – XV

In Cluster-XV only posts of IT Assistant in the pay Band of Rs. 5200-20200 with GP of 2400 shall be created. IT Assistant holding Bachelors degree in appropriate branch of Engineering shall be considered for promotion Jr. Network Engineer. The employees after completing 05 years of service on substantive basis shall be eligible to be considered for promotion to the next level within the cluster as detailed given below:

