

- (4) The Head of the Department shall be responsible for the entire working of the Department subject to the general control and supervision of the Director.
- (5) The Head of the Department shall be duty bound to see that the decisions of the authorities of the School and of Director are faithfully carried out. He shall perform such other duties as may be assigned to him by the Director or the Senate.
- (6) When appointment to the post of Head of the Department or Centre becomes due, the Director shall ascertain the willingness, of the persons eligible to be appointed as Head, for being so appointed, and shall generally select a person by rotation from among eligible and willing persons.
- (7) Whenever it is proposed to deviate from the principle of rotation, such appointment shall be made only with the prior approval of the Chairperson, Board of Governors and for reasons to be recorded in writing and shall also be reported to the Senate and the Board, along with reasons for deviation, in their next meetings.
20. Registrar.- (1) The Registrar shall be appointed for a fixed term of not exceeding five years on deputation or on contract basis.
- (2) The Registrar shall act as Secretary of the Board, Senate, Finance Committee and such other Committees to which he may be required by the Statutes to act as such.
21. Classification of Members of Staff.- (1) Except in the case of employees paid from contingencies, the members of staff of the School shall be classified as under:-
- (i) **Academic staff:** - Director, Professor, Associate Professor, Assistant Professor, Professor Training and Placement, and such other academic posts as may be decided by the Board from time to time;
- (ii) **Technical staff:-** Technical Officer, Graphic Designer, Senior Technical Assistant, Graphics Assistant, Technical Assistant, Workshop Supervisor/Superintendent Workshop/Studio Assistant, Communication System Operator, Lab Attendant, and such other technical posts as may be decided by the Board from time to time;
- (iii) **Administrative and other staff:-** Registrar, Deputy Registrar and Assistant Registrar, Accountant, Estate Officer, Finance Officer and other staff of Finance Wing, Executive Engineer Assistant and Junior Engineer, Medical Officer, Medical Assistant, Nursing Assistant, Section Officer, Private Secretary, Multi Skill Assistant, Personal Assistant, Junior Superintendent, Hindi Assistant, Junior assistant, Library Assistant, Hostel Assistant-cum-Hostel Caretaker, Office Assistants, Data Entry Operators, and such other Administrative and other staff as may be decided by the Board from time to time.
- (2) Posts classified as Academic staff shall be vacation posts only.

22. **Appointments.- (1)** The posts at the School shall be filled by advertisement on all India basis:

Provided that the ratio between the Direct Recruitment and Promotion posts, other than that of the post of Director, shall be as per the recruitment rules.

- (2) The reservation of posts shall be in accordance with the rules framed by the Central Government from time to time.
- (3) The Selection Committees, for filling posts under the School (other than the posts on contract basis) by advertisement or by promotion from amongst the members of staff of the School, shall be constituted in the following manner, namely:-

(A)	The Selection committee for recruitment of Academic Staff (excluding the Director), or for promotion of Academic Staff shall be as under:	
(1)	Director	Chairman
(2)	One Nominee of the Visitor	Member
(3)	Two nominees of the Board one being an expert in the field, but other than a member of the Board and other one from the Board	Member

(4)	One expert nominee of Senate from outside the School	Member
(5)	Nominee of All India Council for Technical Education	Member
(6)	Head of Department concerned (for other than the post of Professor)	Member
(B)	The Selection Committee for Technical posts shall be as follows:	
(1)	Director	Chairman
(2)	One Expert from outside the School	Member
(3)	Nominee of All India Council for Technical Education	Member
(4)	Concerned Head of Department	Member
(5)	Registrar	Member
(C)	The Selection Committee for Senior Administrative and other comparable posts carrying pay scale of Group A and above shall be as under-	
(1)	Director	Chairman
(2)	One Expert from outside the School	Member
(3)	Nominee of the Ministry of Human Resource Development	Member
(4)	Nominee of Board	Member
(5)	Registrar	Member
(D)	The Selection Committee for Administrative and Ministerial Staff other than Group A shall be as under:	
(1)	Director	Chairman
(2)	One Expert from outside the School	Member
(3)	Nominee of the Ministry of Human Resource Development	Member
(4)	Registrar	Member

- (4) The Selection Committee for the post reserved for Scheduled Castes or Scheduled Tribes and Other Backward Classes candidates shall include one Schedule Caste or Scheduled Tribe Member and one other backward classes Member from a panel approved by the Board respectively.
- (5) The Registrar shall be substituted by another nominee of the Board in case the Selection is made for the Registrar or the equivalent post in terms of Grade Pay or Scale Pay.
- (6) Where a post is to be filled on contract basis or by invitation, the Board may, constitute such Adhoc Selection Committee, as per the circumstances of each case may require.
- (7) Where a post is to be filled by promotion from amongst the members of the School or temporarily for a period not exceeding twelve months, the procedure for the same shall be as specified by ordinances.
- (8) Notwithstanding anything contained in these Statutes, the Board shall have the power to make appointments of persons having special skill or knowledge to suit the emergent need of any department or centre for a period not exceeding six months in the first instance and thereafter for another six months.
- (9) If the post is to be filled by advertisement, the Registrar shall advertise the terms and conditions of the post as specified in the recruitment rules and shall screen all applications received within the date specified in the advertisement.
- (10) Before fixing the time of interview, the Selection Committee shall examine credentials of all candidates who have been called for the interview. The Selection Committee shall interview all the eligible candidates and recommend the appointment of the most suitable candidate to the competent authority for approval.
- (11) The recommendations of the Selection Committee shall remain valid for a period of one year from the date of interview and if for any reason the recommendations are not approved by the competent authority or appointment orders not issued after the approval of recommendations within the said period of one year, the recommendations shall lapse and fresh advertisement shall have to be issued. The quorum for the Selection Committee shall be the whole constitution of the Committee itself.
- (12) Unless otherwise provided for under these Statutes, the Selection Committee constituted for the purpose of making recommendations for appointment to a post shall continue to exercise its functions in relation to that post till the appointment is made against that post.
- (13) All appointments made at the School shall be reported to the Board for its approval at its next meeting.