

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Consolidated Salaries and Other Terms & Conditions for the Temporary Nonteaching Staff

(As effective on 01-08-2018)



Compiled by

Administration Section, IIT Bombay

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This document has been prepared by the Administration Section, IIT Bombay as a single operational document describing the Consolidated Salaries and Other Terms & Conditions for the Temporary Nonteaching Staff.

*** Reference ***

Report of the Committee for Review of the Consolidated Salaries and Other Terms & Conditions for the Temporary Nonteaching Staff and approved by BoG in its 244th meeting held on 11.08.2018.

**Consolidated Salaries and Other Terms & Conditions
for the Temporary Nonteaching Staff**

1. Pay Structure

The temporary nonteaching staff levels are presently labeled as L3, L2, L1, O3, O2, O1, and OS. To align the levels for the temporary staff with those for the permanent staff as per the RR&PP guidelines and with VII PC pay levels, the existing levels are replaced with a new set of levels labeled as EA1, EA2, EA3, EO1, EO2, EO3, EO4, and EO5. The revised levels and salaries along with the existing ones are given in Table I. The revised Qualification and Experience for these levels are given in Table II.

2. Allowances and Entitlements

a) Health insurance: Health insurance premium up to Rs. 10,000/- for a family of up to four (self, spouse, and two dependent children), would be reimbursed to the full-time employee on a yearly basis.

b) Out-of-Campus Allowance: Full-time employee not allotted an Institute quarter will be eligible for Out-of-Campus Allowance (as indicated in Table I), on submission of the appropriate declaration to this effect.

c) Travel Allowance and Daily Allowance: TA/DA entitlements of the temporary employees will be on par with those of the permanent employees at the corresponding pay levels of VII PC.

d) NPS Benefits: A matching contribution to the NPS account of the full-time temporary employee up to the age of 60 years will be made by the Institute subject to a maximum of 10% of the salary (excluding any applicable allowances).

3. Leave Benefits

A full-time temporary employee will be eligible for 30 days of Earned Leave and 8 days of Casual Leave in a year, on a pro-rata basis. Unused earned leave may be encashed at the end of the employment.

4. Salary Fixation of the Existing Employees

If the existing salary is below the beginning of the applicable revised salary range, the salary will be fixed at the minimum of the revised range. If it is above the minimum of the applicable revised salary range, the salary will be mapped to the nearest upper level, subject to the maximum of the range.

5. Salary Fixation for New Appointment

In case of a new appointment, salary will be fixed at the minimum of the applicable salary range. In the exceptional cases of candidates with considerable experience and expertise, the selection committee may fix the salary with an appropriate number of increments within the applicable salary range.

6. Annual Increment

The annual increment will be given on completion of one year of service. If a person reaches saturation in a given Level, the salary will be increased using the applicable annual increment and the level will be deemed not to have changed to the higher level.

7. Age Limit, Employment Duration, Extension, and Number of Positions

Age limit for recruitment for a temporary non-teaching staff position will be the same as for a permanent position at the corresponding level and function. In specific cases, relaxation may be permitted by the Competent Authority prior to advertisement of the post. The contract duration will be for a period as approved by the Competent Authority, not exceeding three years, ordinarily. Contract may be renewed subject to the continued requirement for the post and satisfactory performance of the employee, provided that such renewal period shall not ordinarily exceed one year. The duration of the first contract or the renewed contract shall be limited to the month in which the employee reaches the age of 62 years in case of the EA1, EA2, or EA3 levels and 65 years in case the EO1, EO2, EO3, EO4, or EO5 levels. Approvals for temporary staff positions at a particular Level will be against the unfilled vacancies for the permanent staff at the corresponding Pay Level, as per the RR&PP document.

8. Salary of Part-Time Employees

Salary of an employee working on part-time basis will be on par with the salary for full-time employment on a pro-rata basis. However, the Out-of-Campus Allowance, NPS, and Leave benefits will not be applicable.

9. Salary of the Full-Time and Part-Time Temporary Medical Staff and Honorarium of the Visiting Specialists at the Hospital

The salary of the full-time and part-time temporary Medical Staff and honorarium of Visiting Specialists at the Hospital (Doctors, Visiting Specialists, Visiting Super Specialists, Visiting Clinical Psychologists, Physiotherapists, Social Worker, and Optometrist) are given in Tables III and IV, respectively. The required qualification and experience are also provided in the same tables. NPA is applicable only in the case of full-time doctors. Out-of-Campus Allowance is not applicable in the case of Full-time Doctors as they are provided license fee free quarters.

Table I: Levels and Consolidated Salaries for the Temporary Nonteaching Staff

Existing				Revised				
Level	Salary Range (Rs)	Annual Increment (Rs)	Out of campus allowance (Rs)	Level	Corresponding VII-PC Pay Level	Salary Range (Rs)	Annual Increment (Rs)	Out of campus allowance (Rs)
L3	15000–21000	1500	2000	EA1	1	18000–25200	1800	3000
L2	18000–26000	2000	2500	EA2	3	22000–35200	2200	3500
L1	30000–42000	3000	4000	EA3	6	36000–57600	3600	5000
O3	40000–56000	4000	5000	EO1	10	57000–79800	5700	7000
O2	50000–70000	5000	6000	EO2	11	68000–95200	6800	8000
O1	67000–91000	6000	8000	EO3	12	79000–110600	7900	10000
OS	100000–132000	8000	12000	EO4	13	124000–148800	12400	12000
NA	NA	NA	NA	EO5	14	145000–174000	14500	12000

Salary of the temporary teachers of the KG School and the Campus School is to be fixed as the following:
 Pre-primary Teacher: At EA2 with one increment.
 Primary Teacher: AT EA2 with two increments.
 Trained Graduate Teacher: At EA3.
 Post Graduate Teacher: At EA 3 with one increment.

Explanation

1) Levels: Based on the job functions and qualification & experience requirements, there is an approximate correspondence between the existing levels for the temporary employees and the VI-PC GP and VII-PC Pay Levels (PL) for the permanent employees as the following:

Level	L3	L2	L1	O3	O2	O1	OS
VI-PC GP	GP-1800	GP-2000	GP-4200	GP-5400	GP-6600	GP-7600	GP-8700
VII-PC PL	PL-1	PL-3	PL-6	PL-10	PL-11	PL-12	PL-13

The levels L3, L2, and L1 correspond to the erstwhile-D, C, and B groups of the permanent employees. The levels O3, O2, O1, OS correspond to the group A. The first set of levels are re-designated as EA_x (Executive Assistant) and the second set as EO_y (Executive Officer), resulting in the levels as EA1, EA2, EA3, EO1, EO2, EO3, and EO4. A new level is added as EO5, corresponding to GP-10000 (PL-14).

2) Starting salary = minimum of the corresponding PL salary, rounded upwards to the nearest thousand.

3) Increment = 10% of the starting salary.

4) Ending salary = Starting salary + N increments, where N = 4 for EA1, 6 for EA2, 6 for EA3, 4 for EO1, 4 for EO2, 4 for EO3, 2 for EO 4, and 2 for EO5.

Table II: Qualification and Experience for the Temporary Nonteaching Staff

Level	Qualification and Experience
EA1	10th Pass and one-year training/experience in relevant trade.
EA2	(a) Administrative: Bachelor's degree and knowledge of computer office applications. (b) Technical: (i) 3-year Diploma in Engineering in the appropriate discipline and 2-year relevant experience after the diploma, OR (ii) ITI in the appropriate trade and 5-year relevant experience after the ITI certificate, OR (iii) Bachelor's degree in the appropriate discipline and knowledge in relevant area, OR (iv) 10+2 pass with certificate of proficiency in relevant area, duly recognized by government agencies for vocational training and skill development, and 2-year relevant experience after the certificate of proficiency.
EA3	(a) Administrative: (i) Master's degree in the appropriate discipline and 2-year relevant experience, OR (ii) Bachelor's degree in the appropriate discipline and 4-year relevant experience after the degree. (b) Technical: (i) BTech / BE / MCA / MSc or equivalent degree in the appropriate discipline and 1-year relevant experience after the degree, OR (ii) 3-year Diploma in Engineering in the appropriate discipline and 6-year relevant experience after the diploma, OR (iii) Bachelor's degree in the appropriate discipline and 4-year relevant experience after the degree.
EO1	(a) Administrative: Master's degree or equivalent in the appropriate discipline with a minimum of 55% marks or equivalent grade point average and 6-year relevant experience in computerized administration, out of which 3 years should be at PL-7 (VII-PC) or 1 year should be at PL-8 or equivalent. (b) Technical: (i) BTech / BE / MSc or equivalent degree in the appropriate discipline with a minimum of 55% marks or equivalent grade point average and 6-year relevant experience, out of which 3 years should be at PL-7 (VII-PC) or 1 year at PL-8 or equivalent, OR (iii) MTech / ME / MPhil with a minimum of 55% marks or equivalent grade point average and 4-year relevant experience, OR (iv) PhD degree in the appropriate discipline with a minimum of 55% marks or equivalent grade point average in the previous degree and 3-year relevant experience.
EO2	(a) Administrative: Master's degree in the appropriate discipline with a minimum of 55% marks or equivalent grade point average and 6-year relevant experience at PL-10 (VII-PC) or equivalent. (b) Technical: (i) BTech / BE / MCA / MSc or equivalent degree in the appropriate discipline with a minimum of 55% marks or equivalent grade point average and 6-year relevant experience at PL-10 (VII-PC) or equivalent. OR (ii) MTech / ME / MPhil degree with a minimum of 55% marks or equivalent grade point average and 4-year relevant experience at PL-10 (VII-PC) or equivalent, OR (iv) PhD degree in the appropriate discipline with a minimum of 55% marks or equivalent grade point average in the previous degree and 3-year relevant experience at PL-10 (VII-PC) or equivalent
EO3	(a) Administrative: Master's degree or equivalent in the appropriate discipline with a minimum of 55% marks or equivalent grade point average and 10-year relevant experience at PL-10 (VII-PC) or 4-year

	<p>relevant experience at PL-11 or equivalent.</p> <p>(b) Technical: (i) BTech / BE / MSc or equivalent degree in the appropriate discipline with a minimum of 55% marks or equivalent grade point average and 10-year relevant experience at PL-10 (VII-PC) or 4-year relevant experience at PL-11 or equivalent, OR (ii) MTech / ME / MPhil with a minimum of 55% marks or equivalent grade point average and 8-year relevant experience at PL-10 (VII-PC) or 2-year relevant experience at PL-11 or equivalent, OR (iv) PhD degree in the appropriate discipline with a minimum of 55% marks or equivalent grade point average in the previous degree and 7-year relevant experience at PL-10 (VII-PC) or 1-year relevant experience at PL-11 or equivalent.</p>
EO4	<p>(a) Administrative: Master's degree or equivalent in the appropriate discipline with a minimum of 55% marks or equivalent grade point average and 6-year relevant experience in computerized administration at PL-12 (VII-PC) or equivalent.</p> <p>(b) Technical: (i) BTech / BE / MSc or equivalent degree in the appropriate discipline with a minimum of 55% marks or equivalent grade point average and 6-year relevant experience at PL-12 (VII-PC) or equivalent, OR (iii) MTech / ME / MPhil with a minimum of 55% marks or equivalent grade point average and 4-year relevant experience at PL-12 (VII-PC) or equivalent, OR (iv) PhD degree in the appropriate discipline with a minimum of 55% marks in the previous degree and 3-year relevant experience at PL-12 (VII-PC) or equivalent.</p>
EO5	<p>(a) Administrative: Master's degree or equivalent in the appropriate discipline with a minimum of 55% marks or equivalent grade point average and 8-year relevant experience in computerized administration at PL-12 (VII-PC) or equivalent.</p> <p>(b) Technical: (i) BTech / BE / MSc or equivalent degree in the appropriate discipline with a minimum of 55% marks or equivalent grade point average and 8-year relevant experience at PL-12 (VII-PC) or equivalent, OR (iii) MTech / ME / MPhil degree with a minimum of 55% marks or equivalent grade point average and 6-year relevant experience at PL-12 (VII-PC) or equivalent, OR (iv) PhD degree in the appropriate discipline with a minimum of 55% marks in the previous degree and 5-year relevant experience at PL-12 (VII-PC) or equivalent.</p>

Table III: Salary for the Temporary Full-Time and Part-Time Medical Staff

Sr. No.	Post	Qualification & Experience	Work Hours / week	Salary Range (Rs), Annual Increment (Rs.)*	NPA (Rs)
1	Full-Time Medical Officer	MBBS, 1-year experience	40	57000–79800, 5700 (on par with EO1)	12000
2	Part-Time Medical Officer	MBBS, 1-year experience	28	39900–55860, 3990 (on par with EO1, pro-rata basis)	—
3	Part-Time Dental Surgeon	BDS, 1-year experience	15	21375–29925, 2137.50 (on par with EO1, pro-rata basis) + 3000 for surgical work	—
4	Full-Time Physician	MD (Med.), 3-year experience	40	79000–110600, 7900 (on par with EO3)	16000
5	Part-Time Physician / Gynecologist / Orthopaedic Surgeon	MD (Med.) / MD (Gyn.) / DGO / MS (Ortho.), 3-year experience	20	39500–55300, 3950 (on par with EO3, pro-rata basis)	—
6	Part-Time Clinical Psychologist	MSc/MA (Clinical Psychology), 2-year experience	20	28500–39900, 2850 (on par with EO1, pro-rata basis)	—
7	Part-time Physiotherapist	BPT, 2-year experience	15	21375–29925, 2137.50 (on par with EO1, pro-rata basis)	—
8	Part-Time Social Worker	MSW , 3-year experience	15	21375–29925, 2137.50 (on par with EO1, pro-rata basis)	—
9	Optometrist	10+2 with Diploma in Optometry, 2-year experience	10	5500–8800,550, (on par with EA2, pro-rata basis)	—

* For additional work hours of the part-time medical staff, payment can be made on a pro-rata basis.

Table IV: Honorarium of the Visiting Specialists, Super Specialists, and Clinical Psychologist

Sr. No.	Post	Qualification & Experience	Hours / week	Honorarium Range (Rs.), Annual Increment (Rs.)*
1	Visiting Specialist	MD / MS, 5-year experience	3	9300–11160, 930 (on par with EO4, pro-rata basis)
2	Visiting Super Specialist	DM / MCh, 5-year experience	3	12000–14400, 1200 (approx. on par with EO5 + 1 increment, pro-rata basis)
3	Visiting Clinical Psychologist	MSc / MA (Clinical Psychology), 8-year experience	3	6600–7260, 660 (approx. on par with EO2 + 3 increments, pro-rata basis)
4	Visiting Homeopath	BHMS, 6-year experience	3	6600–7260, 660 (approx. on par with EO2 + 3 increments, pro-rata basis)

Note: For honorarium calculation, 3 work hours consist of 2-hour visit and 1 hour as compensation for travel.