



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-3(207)/2023/3249

Dated: 30<sup>th</sup> June 2023

**M E M O**

The undersigned is directed to convey that on recommendation of the Finance Committee at its 131<sup>st</sup> meeting held on 27.06.2023, the Board of Governors at its 207<sup>th</sup> meeting held on 27.06.2023 approved the ratification of the Annual Accounts of the Institute for the year 2022-2023 for adoption. Details are given in the **Annexure**.

This is for information and necessary action please.

**Encl:** As stated

Registrar &  
Secretary, BOG

**To**

1. Registrar
2. Joint Registrar (Finance & Accounts)
3. Joint Registrar (Audit)
4. Deputy Registrar (Accounts)

**Copy to :**

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board

BoG: 207-3, FC:131-3



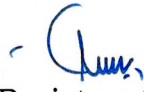
भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-3(207)/2023/3250  
Dated: 30<sup>th</sup> June, 2023

**M E M O**

The undersigned is directed to convey that on recommendation of the Finance Committee at its 131<sup>st</sup> meeting held on 27.06.2023, the Board of Governors at its 207<sup>th</sup> meeting held on 27.06.2023 approved the ratification of temporary loan taken from the Institute Endowment Fund and its status of the recoupment.

This is for information and necessary action please.

  
Registrar &  
Secretary, BOG

**To**

1. Registrar
2. Joint Registrar (Finance & Accounts)
3. Joint Registrar (Audit)
4. Deputy Registrar (Accounts)

**Copy to :**

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board

BoG: 207-3, FC:131-4



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-3(207)/2023/3251

Dated: 30<sup>th</sup> June, 2023

**M E M O**

The undersigned is directed to convey that on recommendation of the Finance Committee at its 131<sup>st</sup> meeting held on 27.06.2023, the Board of Governors at its 207<sup>th</sup> meeting held on 27.06.2023 approved the ratification of the opening of bank accounts for Implementation of CNA/SNA for National Service Scheme (9230) at unit level of the Institute. Details are given in the **Annexure**.

This is for information and necessary action please.

**Encl:** As stated

Registrar &  
Secretary, BOG

**To**

1. Registrar
2. Joint Registrar (Finance & Accounts)
3. Joint Registrar (Audit)
4. Deputy Registrar (Accounts)

**Copy to :**

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board

BoG: 207-3, FC:131-5



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-3(207)/2023/3257

Dated: 30<sup>th</sup> June, 2023

**M E M O**

The undersigned is directed to convey that, the Board of Governors at its 207<sup>th</sup> meeting held on 27.06.2023 approved the proposal on the revised Cadre Structure as well as revised sanctioned strength in each cadre for non-teaching employees of Group A, B and C categories of the Institute. Details are given in the **Annexure**.

This is for information and necessary action please.

**Encl:** As stated

Registrar &  
Secretary, BOG

**To**

1. Dean, Human Resources
2. Registrar
3. Joint Registrar (Establishment)
4. Assistant Registrar (Establishment)

**Copy to :**

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board

BoG: 207-5

|    |   |   |   |
|----|---|---|---|
| 1  | Name of the Post  | : | Senior Hindi Translator   |
| 2  | Number of post  | : | 2   |
| 3  | Classification  | : | Group 'B'   |
| 4  | Scale of Pay  | : | Level-7 of Pay Matrix of Rs. 44900-142400/-   |
| 5  | Whether selection post or non-selection post  | : | Not applicable  |
| 6  | Age limit for direct recruitment  | : | Not exceeding 30 years  |
| 7  | Educational and other qualifications required for direct recruitment  | : | <p><b>Essential Qualification:</b></p> <p>(a) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; <b>OR</b></p> <p>(b) Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; <b>OR</b></p> <p>(c) Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level; <b>OR</b></p> <p>(d) Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level; <b>OR</b></p> <p>(e) Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level;</p> <p><b>AND</b></p> <p>Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or three years' experience of translation work from Hindi to English and vice versa in a Central or State Government office, including Government of India Undertaking.</p> |
| 8  | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees  | : | Not applicable  |
| 9  | Period of probation, if any   | : | One Year  |
| 10 | Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | : | 100% by Direct Recruitment failing which by Deputation (including short term contract)  |
| 11 | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made                          | : | As per rules.   |
| 12 | If a Departmental Promotion Committee exist what is its composition   | : | Not Applicable  |
| 13 | Reservation   | : | As per Govt. of India guidelines.   |
| 14 | Remarks   | : | New cadre. Recruitment rules for higher post shall be made after 3 to 4 years   |

|    |   |  |
|----|---|--|
| 1  | Name of the Post  | <b>Medical Laboratory Technician</b><br>[for <b>Dr. B. C. Roy Multi Speciality Medical Research Centre</b> ]<br><i>Discipline:</i> (i) Anatomy; (ii) Physiology; (iii) Biochemistry; (iv) Microbiology; (v) Pathology; (vi) Forensic Medicine; (vii) Community Medicine  |
| 2  | Number of Post  | 20 (*)   |
| 3  | Classification  | Group `B`  |
| 4  | Scale of Pay  | Level – 6 of Pay Matrix `35400-112400/-`   |
| 5  | Age limit   | No exceeding 30 years  |
| 6  | Educational and other qualifications required for direct recruitment  | <b>Educational Qualification :</b><br>A graduate Degree of 3 years / 4 years course in Medical Lab Technology (BMLT)<br><br><b>Experience :</b><br>Candidates having graduate degree of 3 years BMLT course should have minimum 3 years' post qualification experience in the respective subject / discipline like Anatomy, Physiology, Biochemistry, Microbiology, Pathology, etc.<br><b>OR</b><br>Candidates having graduate degree of 4 years BMLT course should have minimum 2 years' post qualification experience in the respective subject / discipline like Anatomy, Physiology, Biochemistry, Microbiology, Pathology, etc. |
| 7  | Period of probation, if any   | One year   |
| 8  | Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | 100% by Direct Recruitment failing which by Deputation (including short term contract)   |
| 9  | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made                          | <b>Deputation (including short term contract) :</b><br>From any Central/State Government Hospitals/ Health Centres/ Autonomous bodies Holding analogous post or Possessing education qualification and experience as prescribed in row 6 / GOI norms   |
| 10 | Reservation   | As per Govt. of India  |
| 11 | Remarks   | Institute reserves the right to advertise the positions in the respective specialization/discipline as per requirement from time to time.  |

(\*) Requirements for number of posts as per NMC norms has been projected considering 100 UG MBBS students per year in medical college and 300 bedded IPD services at hospital. The number will increase proportionately in due course for catering 250 students per year and 450 bedded IPD services.



|   |   |  |
|---|---|--|
| 1 | Name of the Post  | <p><b>Medical Technician</b><br/>[for <b>Dr. B. C. Roy Multi Speciality Medical Research Centre</b>]</p> <p><i>Discipline:</i><br/>(i) E.C.G.; (ii) General Medicine, TB &amp; Respiratory Diseases, Dermatology, Psychiatry;<br/>(iii) Paediatrics;<br/>(iv) General Surgery;<br/>(v) Orthopaedics;<br/>(vi) Oto-Rhino-Laryngology/Audiometry/Speech Therapist; (vii) Ophthalmology/Refractionist;<br/>(viii) Obstetrics &amp; Gynaecology; (ix) Radiographic;<br/>(x) Radiotherapy; (xi) Anaesthesiology;<br/>(xii) Blood Bank; (xiii) CSSD; (xiv) Dentistry;<br/>(xv) Prosthetic and Orthotic;<br/>(xvi) Multi-Rehabilitation; (xvii) Operation Room;<br/>(xviii) Audio-visual;<br/>(xix) Audio-visual aids, Photography and Artist</p> |
| 2 | Number of Post  | 10 (*)   |
| 3 | Classification  | Group `B`  |
| 4 | Scale of Pay  | Level - 6 of Pay Matrix `35400-112400/-  |
| 5 | Age limit   | No exceeding 30 years  |
| 6 | Educational and other qualifications  | <p><b>Educational Qualification :</b><br/>A graduate Degree of 3 years / 4 years course in the concerned specialties e.g. Optometry, Electrophysiology, Physiotherapy, Audiology, OT Technician, General Surgery, Radiology, Perfusion Technology, Anaesthesiology, Phlebotomy, CSSD, etc.</p> <p><b>Experience:</b><br/>Candidates having graduate degree of 3 years course in concerned specialities should have minimum 3 years' post qualification experience in the respective subject / discipline.</p> <p><b>OR</b><br/>Candidates having graduate degree of 4 years course in concerned specialities should have minimum 2 years' post qualification experience in the respective subject / discipline.</p>                        |
| 7 | Period of probation, if any   | One year   |
| 8 | Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | 100% by Direct Recruitment failing which by Deputation (including short term contract)   |
| 9 | In case of recruitment by promotion or by deputation or absorption, grades  | <p><b>Deputation (including short term contract) :</b><br/>From any Central/State Government Hospitals/ Health Centres/ Autonomous bodies Holding analogous post</p>   |

|    |   |   |
|----|---|---|
|    | from which promotion or deputation or absorption to be made | or Possessing education qualification and experience as prescribed in row 6 / GOI norms   |
| 11 | Reservation   | As per Govt. of India   |
| 11 | Remarks   | Institute reserves the right to advertise the positions in the respective specialization/discipline as per requirement from time to time. |

(\* Requirements for number of posts as per NMC norms has been projected considering 100 UG MBBS students per year in medical college and 300 bedded IPD services at hospital. The number will increase proportionately in due course for catering 250 students per year and 450 bedded IPD services.



|    |   |  |
|----|---|--|
| 1  | Name of the Post  | <b>Multi-Tasking Staff (MTS)</b>   |
| 2  | Number of Post  | 230  |
| 3  | Classification  | Group `C'  |
| 4  | Scale of Pay  | Level-1 of Pay Matrix of Rs. 18000-56900/-   |
| 5  | Whether selection post or non-selection post  | Not Applicable   |
| 6  | Age limit   | Not exceeding 35 years   |
| 7  | Educational and other qualifications required for direct recruitment  | Matriculation or equivalent pass from a recognized board   |
| 8  | Whether age and education qualification prescribed for direct recruitment 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 or by deputation or absorption and percentage of the posts to be filled by various methods | 100 % by Direct Recruitment  |
| 11 | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made                          | Not applicable   |
| 12 | If a Departmental Promotion Committee exists what is its composition  | Not applicable   |
| 13 | Reservation   | As per Govt. of India norms.   |
| 14 | Remarks   | (i) There was no recruitment in this cadre except on Compassionate appointment.<br>(ii) Keeping in view the functional & other requirement 30% of the total posts may be kept reserved for woman candidate to maintain the gender balance. |



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REVISED CADRE STRUCTURE FOR NON-TEACHING GROUP "A" POSITIONS

| Sl. | Cadre | Designation   | Pay Matrix    | Pay Level | Present Sanctioned | Proposed Sanctioned | Post Increased |
|-----|-------|---|---------------|-----------|--------------------|---------------------|----------------|
| (a) | (b)   | (c)   | (d)           | (e)       | (f)                | (g)                 | (h)            |
| 1   | M     | Registrar   | 144200-218200 | 14        | 1                  | 1                   | 0              |
| 2   | M     | Deputy Registrar  | 78800-209200  | 12        | 10                 | 12                  | 2              |
| 3   | M     | Assistant Registrar   | 56100-177500  | 10        | 18                 | 20                  | 2              |
| 4   | M     | Librarian   | 144200-218200 | 14        | 1                  | 1                   | 0              |
| 5   | M     | Deputy Librarian  | 78800-209200  | 12        | 3                  | 4                   | 1              |
| 6   | M     | Assistant Librarian   | 67700-208700  | 11        | 6                  | 8                   | 2              |
| 7   | T     | Chief Engineer  | 144200-218200 | 14        | 1                  | 1                   | 0              |
| 8   | T     | Superintending Engineer (Civil)   | 123100-215900 | 13        | 1                  | 1                   | 0              |
| 9   | T     | Superintending Engineer (Electrical/Mechanical)   | 123100-215900 | 13        | 1                  | 1                   | 0              |
| 10  | T     | Senior Executive Engineer (Civil/Electrical/Tel/RAC/WW/SS/CWISS/HORT)/ Senior Architect(SG) | 78800-209200  | 12        | 6                  | 8                   | 2              |
| 11  | T     | Executive Engineer (Civil/Electrical/Tel/RAC/WW/SS/ CWISS/Hort)/ Senior Architect           | 67700-208700  | 11        | 6                  | 10                  | 4              |
| 12  | T     | Engineer(Civil/Electrical/Tel/RAC/WW/SS/CWISS/Hort)/ Architect                              | 56100-177500  | 10        | 16                 | 23                  | 7              |
| 13  | T     | Chief System Manager  | 144200-218200 | 14        | 2                  | 2                   | 0              |
| 14  | T     | Deputy Chief System Manager   | 139600-211300 | 13A2      | 3                  | 3                   | 0              |
| 15  | T     | Principal Software/ System/Network Engineer   | 123100-215900 | 13        | 6                  | 7                   | 1              |
| 16  | T     | Senior Software/System/ Network Engineer (Grade-I)  | 78800-209200  | 12        | 4                  | 6                   | 2              |
| 17  | T     | Senior Software/System/Network Engineer (Grade-II)  | 67700-208700  | 11        | 9                  | 10                  | 1              |
| 18  | T     | Software/ System/ Network Engineer  | 56100-177500  | 10        | 16                 | 18                  | 2              |
| 19  | T     | Principal Medical Officer   | 131100-216600 | 13A       | 1                  | 1                   | 0              |
| 20  | T     | Senior Medical Officer Grade-I  | 78800-209200  | 12        | 1                  | 3                   | 2              |
| 21  | T     | Senior Medical Officer Grade-II   | 67700-208700  | 11        | 3                  | 9                   | 6              |
| 22  | T     | Medical Officer   | 56100-177500  | 10        | 9                  | 19                  | 10             |
| 23  | T     | Senior Sports Officer   | 67700-208700  | 11        | 3                  | 3                   | 0              |
| 24  | T     | Sports Officer  | 67700-208700  | 11        | 4                  | 6                   | 2              |
| 25  | T     | Senior Counsellor Grade-I   | 78800-209200  | 12        | 1                  | 4                   | 3              |



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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

REVISED CADRE STRUCTURE FOR NON-TEACHING GROUP "A" POSITIONS

| Sl.          | Cadre | Designation                       | Pay Matrix    | Pay Level | Present Sanctioned              | Proposed Sanctioned | Post Increased |
|--------------|-------|-----------------------------------|---------------|-----------|---------------------------------|---------------------|----------------|
| 26           | T     | Senior Counsellor Grade-II        | 67700-208700  | 11        | 2                               | 8                   | 6              |
| 27           | T     | Counsellor                        | 56100-177500  | 10        | 4                               | 16                  | 12             |
| 28           | M     | Senior Executive Officer Grade-I  | 78800-209200  | 12        | 2                               | 2                   | 0              |
| 29           | M     | Senior Executive Officer Grade-II | 67700-208700  | 11        | 2                               | 3                   | 1              |
| 30           | M     | Executive Officer                 | 56100-177500  | 10        | 6                               | 10                  | 4              |
| 31           | M     | Senior Law Officer Grade-I        | 78800-209200  | 12        | 1                               | 1                   | 0              |
| 32           | M     | Senior Law Officer Grade-II       | 67700-208700  | 11        | 1                               | 1                   | 0              |
| 33           | M     | Law Officer                       | 56100-177500  | 10        | 1                               | 2                   | 1              |
| 34           | M     | Senior Security Officer           | 67700-208700  | 11        | 1                               | 1                   | 0              |
| 35           | M     | Security Officer                  | 56100-177500  | 10        | 2                               | 2                   | 0              |
| 36           | T     | Senior Technical Officer Grade-I  | 78800-209200  | 12        | 2                               | 4                   | 2              |
| 37           | T     | Senior Technical Officer Grade-II | 67700-208700  | 11        | 3                               | 5                   | 2              |
| 38           | T     | Technical Officer                 | 56100-177500  | 10        | 12                              | 16                  | 4              |
| 39           | M     | Senior Hindi Officer Grade-II     | 67700-208700  | 11        | 0                               | 1                   | 1              |
| 40           | M     | Hindi Officer                     | 56100-177500  | 10        | 1                               | 1                   | 0              |
| 41           | M     | Administrative Officer            | 56100-177500  | 10        | 6                               | 10                  | 4              |
| 42           | T     | Senior Scientific Officer         | 131400-204700 | 13A1      | 0                               | 0                   | 0              |
| 43           | T     | Deputy Chief Counsellor           | 123100-215900 | 13        | Floating Posts within the Cadre |                     |                |
| 44           | M     | Deputy Chief Executive Officer    | 123100-215900 | 13        |                                 |                     |                |
| 45           | M     | Deputy Chief Law Officer          | 123100-215900 | 13        |                                 |                     |                |
| 46           | T     | Deputy Chief Security Officer     | 123100-215900 | 13        |                                 |                     |                |
| 47           | T     | Senior Security Officer Grade-I   | 78800-209200  | 12        |                                 |                     |                |
| 48           | T     | Senior Security Officer Grade-II  | 67700-208700  | 11        |                                 |                     |                |
| 49           | T     | Deputy Chief Technical Officer    | 123100-215900 | 13        |                                 |                     |                |
| 50           | M     | Deputy Chief Hindi Officer        | 123100-215900 | 13        |                                 |                     |                |
| 51           | M     | Senior Hindi Officer Grade-I      | 78800-209200  | 12        |                                 |                     |                |
| <b>TOTAL</b> |       |                                   |               |           |                                 |                     |                |

Posts increased = 86 (Technical = 69, Ministerial = 17)

Proposed Sanctioned Posts = 264 [ Technical (70%) = 185 Ministerial (30%) = 79 ]



REVISED CADRE STRUCTURE FOR NON-TEACHING GROUP "B" AND "C" POSITIONS

| Sl. No. | Cadre | Name of the Posts  | Category | Pay Level | Present Sanctioned | Proposed Sactioned | Posts increased |
|---------|-------|--|----------|-----------|--------------------|--------------------|-----------------|
| (a)     | (b)   | (c)  | (d)      | (e)       | (f)                | (g)                | (h)             |
| 1       | M     | Junior Assistant   | C        | Level-3   | 105                | 115                | 10              |
| 2       | M     | Senior Assistant   | C        | Level-5   | 40                 | 45                 | 5               |
| 3       | M     | Junior Executive   | B        | Level-6   | 140                | 142                | 2               |
| 4       | M     | Executive  | B        | Level-7   | 68                 | 70                 | 2               |
| 5       | M     | Senior Executive   | B        | Level-8   | 35                 | 37                 | 2               |
| 6       | M     | Senior Executive Grade - I   | B        | Level-9   | 7                  | 10                 | 3               |
| 7       | T     | Junior Technician/Junior Laboratory Assistant                          | C        | Level-3   | 155                | 160                | 5               |
| 8       | T     | Senior Technician/Senior Laboratory Assistant                          | C        | Level-5   | 65                 | 70                 | 5               |
| 9       | T     | Junior Technical Superintendent  | B        | Level-6   | 115                | 117                | 2               |
| 10      | T     | Technical Superintendent   | B        | Level-7   | 68                 | 73                 | 5               |
| 11      | T     | Senior Technical Superintendent  | B        | Level-8   | 38                 | 43                 | 5               |
| 12      | T     | Senior Technical Superintendent Grade - I (Technical Officer)          | B        | Level-9   | 10                 | 15                 | 5               |
| 13      | M     | Junior Accounts Officer  | B        | Level-6   | 12                 | 14                 | 2               |
| 14      | M     | Accounts Officer   | B        | Level-7   | 6                  | 8                  | 2               |
| 15      | M     | Senior Accounts Officer  | B        | Level-8   | 3                  | 4                  | 1               |
| 16      | M     | Senior Accounts Officer Grade - I                                      | B        | Level-9   | 2                  | 2                  | 0               |
| 17      | T     | Driver Grade -II   | C        | Level-3   | 12                 | 17                 | 5               |
| 18      | T     | Driver Grade - I (Senior Driver)                                       | C        | Level-5   | 6                  | 9                  | 3               |
| 19      | T     | Senior Driver (Senior Driver Grade - II)                               | B        | Level-6   | 4                  | 8                  | 4               |
| 20      | T     | Senior Driver Grade - I  | B        | Level-7   | 2                  | 3                  | 1               |
| 21      | T     | Senior Driver Grade - I (SG)   | B        | Level-8   | 1                  | 2                  | 1               |
| 22      | T     | Junior Engineer / Junior Architect                                     | B        | Level-6   | 35                 | 40                 | 5               |
| 23      | T     | Assistant Engineer / Assistant Architect                               | B        | Level-7   | 18                 | 24                 | 6               |
| 24      | T     | Senior Assistant Engineer / Senior Assistant Architect                 | B        | Level-8   | 8                  | 13                 | 5               |
| 25      | T     | Senior Assistant Engineer Gr - I/ Senior Assistant Architect Grade - I | B        | Level-9   | 4                  | 8                  | 4               |



REVISED CADRE STRUCTURE FOR NON-TEACHING GROUP "B" AND "C" POSITIONS

| Sl. No. | Cadre | Name of the Posts                      | Category | Pay Level | Present Sanctioned | Proposed Sactioned | Posts increased |
|---------|-------|--|----------|-----------|--------------------|--------------------|-----------------|
| (a)     | (b)   | (c)                                    | (d)      | (e)       | (f)                | (g)                | (h)             |
| 26      | M     | Senior Library Information Assistant   | B        | Level-6   | 9                  | 10                 | 1               |
| 27      | M     | Assistant Library Information Officer  | B        | Level-7   | 4                  | 5                  | 1               |
| 28      | M     | Library Information Officer            | B        | Level-8   | 1                  | 2                  | 1               |
| 29      | M     | Senior Library Information Officer     | B        | Level-9   | 1                  | 2                  | 1               |
| 30      | T     | Physical Training Instructor           | B        | Level-6   | 14                 | 18                 | 4               |
| 31      | T     | Physical Training Instructor Grade - I | B        | Level-7   | 6                  | 10                 | 4               |
| 32      | T     | Senior Physical Training Instructor    | B        | Level-8   | 3                  | 6                  | 3               |
| 33      | T     | Physical Training Officer              | B        | Level-9   | 1                  | 1                  | 0               |
| 34      | T     | Staff Nurse                            | B        | Level-6   | 20                 | 35                 | 15              |
| 35      | T     | Senior Staff Nurse                     | B        | Level-7   | 10                 | 15                 | 5               |
| 36      | T     | Assistant Matron                       | B        | Level-8   | 4                  | 6                  | 2               |
| 37      | T     | Matron                                 | B        | Level-9   | 2                  | 4                  | 2               |
| 38      | M     | Security Inspector                     | C        | Level-3   | 10                 | 10                 | 0               |
| 39      | M     | Senior Security Inspector              | C        | Level-5   | 5                  | 5                  | 0               |
| 40      | M     | Assistant Security Officer Grade - II  | B        | Level-6   | 9                  | 9                  | 0               |
| 41      | M     | Assistant Security Officer Grade - I   | B        | Level-7   | 3                  | 4                  | 1               |
| 42      | M     | Deputy Security Officer Grade - II     | B        | Level-8   | 1                  | 1                  | 0               |
| 43      | M     | Deputy Security Officer Grade - I      | B        | Level-9   | 1                  | 1                  | 0               |
| 44      | M     | Multi Tasking Staff (MTS)              | C        | Level-1   | 162                | 230                | 68              |
| 45      | M     | Supervisor                             | C        | Level-5   | 1                  | 1                  | 0               |
| 46      | M     | Assistant Caretaker                    | B        | Level-6   | 1                  | 1                  | 0               |
| 47      | M     | Caretaker                              | B        | Level-7   | 0                  | 1                  | 1               |
| 48      | M     | Caretaker Grade-I                      | B        | Level-8   | 0                  | 1                  | 1               |
| 49      | M     | Senior Caretaker                       | B        | Level-9   | 0                  | 0                  | 0               |



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

REVISED CADRE STRUCTURE FOR NON-TEACHING GROUP "B" AND "C" POSITIONS

| Sl. No.      | Cadre | Name of the Posts   | Category | Pay Level | Present Sanctioned | Proposed Sactioned | Posts increased |
|--------------|-------|---|----------|-----------|--------------------|--------------------|-----------------|
| (a)          | (b)   | (c)   | (d)      | (e)       | (f)                | (g)                | (h)             |
| 50           | T     | Medical Laboratory Technician (Pathology/Radiology/Physiotherapy)                         | B        | Level-6   | 8                  | 11                 | 3               |
| 51           | T     | Medical Laboratory Technician Grade-II (Pathology/Radiology/Physiotherapy)                | B        | Level-7   | 3                  | 5                  | 2               |
| 52           | T     | Medical Laboratory Technician Grade-I (Pathology/Radiology/Physiotherapy)                 | B        | Level-8   | 1                  | 1                  | 0               |
| 53           | T     | Senior Medical Laboratory Technician (SG) (Pathology/Radiology/Physiotherapy)             | B        | Level-9   | 1                  | 1                  | 0               |
| 54           | T     | Junior Technical Officer Grade-II   | B        | Level-6   | 10                 | 17                 | 7               |
| 55           | T     | Junior Technical Officer Grade-I  | B        | Level-7   | 2                  | 2                  | 0               |
| 56           | M     | Senior Hindi Translator   | B        | Level-7   | 0                  | 2                  | 2               |
| 57           | T     | Medical Laboratory Technician (for Dr. B.C. Roy Multi Speciality Medical Research Centre) | B        | Level-6   | 0                  | 20                 | 20              |
| 58           | T     | Medical Technician (for Dr. B.C. Roy Multi Speciality Medical Research Centre)            | B        | Level-6   | 0                  | 10                 | 10              |
| <b>TOTAL</b> |       |   |          |           | <b>1252</b>        | <b>1496</b>        | <b>244</b>      |

Multi Tasking Staff (MTS) in Pay Level-1 the male and female ratio will be 70:30

Total Posts increased : 244 (Technical = 138, Ministerial = 106)

Total Posts : 1496 [ Technical (51%) = 764, Ministerial (49%) = 732 ]

| Designation    | Male | Female | Total |
|----------------|------|--------|-------|
| MTS (Existing) | 162  | 22     | 184   |
| MTS (Proposed) | 162  | 68     | 230   |





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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-3(207)/2023/3261


Dated: 30<sup>th</sup> June, 2023

**M E M O**

The undersigned is directed to convey that, the Board of Governors at its 207<sup>th</sup> meeting held on 27.06.2023 approved the proposal regarding establishment of the office of the Legal Cell of IIT Kharagpur. Details are given in the **Annexure**.

This is for information and necessary action please.

**Encl:** As stated

  
Registrar &  
Secretary, BOG

**To**

1. All Deans
2. All Heads of the Department/Centre/School/Section/Unit
3. Registrar
4. Senior Law Officer

**Copy to :**

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board

BoG: 207-9



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-3(207)/2023/3262

Dated: 30<sup>th</sup> June, 2023

**M E M O**

The undersigned is directed to convey that, the Board of Governors at its 207<sup>th</sup> meeting held on 27.06.2023 approved the recommendation of the Senate that if the thesis is not submitted within 2 years of the superannuation of the Supervisor/Joint Supervisor, they shall cease to be Supervisor/Joint Supervisor. The revised rule will be applicable from Autumn 2023.

This is for information and necessary action please.

Registrar &  
Secretary, BOG

**To**

1. All Deans
2. All Heads of the Department/Centre/School/Section/Unit
3. Joint Registrar (Academic)

**Copy to :**

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board

BoG: 207-13