

F. No. 2(1)/2016-Pers.I  
Government of India  
Ministry of Electronics and Information Technology  
(Personnel Division)

Dated: 08.08.2017

**OFFICE MEMORANDUM**

***Subject: Streamlining and Standardizing of the Recruitment Process***

In continuation and in partial modification of this Ministry's Office Memorandum No. 2(11)/2012-Pers.I Vol. II dated 10.10.2012 (as amended from time to time) on the above mentioned subject, with the approval of the Competent Authority, it has been decided to lay down the following modalities for conducting direct recruitment to the posts of Scientist C (Level 11 of Pay Matrix), Scientist D (Level 12 of Pay Matrix), Scientist E (Level 13 of Pay Matrix) and Scientist F (Level 13A of Pay Matrix) in MeitY and its organizations viz. NIC, STQC Dte., ICERT and CCA:

**A Scientist C (Level 11) and Scientist D (Level 12)**

- (i) The Direct recruitment to the posts of Scientist C and Scientist D would be done through a three stage process i.e Screening Test; Evaluation of the academic records followed by personal interaction/interview.
- (ii) The Screening Test would be of qualifying nature and would comprise Multiple Choice Questions (MCQ) on Reasoning, Basic Mathematics, English, Aptitude, Attitude and Leadership Quality.
- (iii) The Screening Test would consist of 150 nos. of Multiple Choice Questions to be answered in a maximum time of three (3) hours.
- (iv) Candidates qualifying the Screening test with minimum 60% marks, would only be considered eligible to fill up the main application form for the posts of Scientist C and Scientist D.
- (v) The applications received, would be evaluated by an Evaluation Committee and marks would be awarded for academic qualifications, GATE score, experience, number of Papers published and Conferences attended etc. The details of various parameters and weightage of marks, have been indicated at **Annexure-I** & **Annexure-II** respectively.
- (vi) A merit list of shortlisted candidates would be drawn based on the marks obtained out of 120 marks (excluding 30 marks for interview) and candidates in the ratio of 1:3 would be called for personal interaction/interview, i.e for each post, three candidates would be called for interview in their order of merit.
- (vii) Final Merit List would be prepared based on the marks obtained out of a maximum of 150 marks, i.e. marks obtained in the Evaluation process (max 120 marks) and in the Interview (max 30 marks) would be added to arrive at the final score.

**B Scientist E (Level 13) and Scientist F (Level 13A)**

- (i) The Direct recruitment to the post of Scientist E and Scientist F would be done through a two stage process i.e Evaluation of the academic records followed by personal interaction/interview.
- (ii) The applications received, would be evaluated by an Evaluation Committee and marks would be awarded for academic qualifications, GATE score, experience, number of Papers published and Conferences attended etc. The details of various parameters and weightage of marks, have been indicated at **Annexure-III** & **Annexure-IV** respectively.
- (vi) A merit list of shortlisted candidates would be drawn based on the marks obtained out of 120 marks (excluding 30 marks for interview) and candidates in the ratio of 1:3 would be called for personal interaction/interview, i.e for each post, three candidates would be called for interview in their order of merit.
- (vii) Final Merit List would be prepared based on the marks obtained out of a maximum of 150 marks, i.e. marks obtained in the Evaluation process (max 120 marks) and in the Interview (max 30 marks) would be added to arrive at the final score.

**C Evaluation Committee:**

- (i) The composition of Evaluation Committee for evaluating the applications received for the above posts would be as under:
  - (a) **Chairperson** - S&T Officer of the level of Scientist G from MeitY/ NIC/ STQC/ICERT/Office of CCA
  - (b) **Member** - S&T Officer of the level of Scientist E/F from MeitY/ NIC/STQC/ICERT/Office of CCA
  - (c) **Member** - Non S&T Officer (Joint Director/Deputy Director) from MeitY/ NIC/STQC/ICERT/Office of CCA
- (ii) The specific nominations of above Chairperson/Members would be made by Secretary, MeitY. Separate Committees could be constituted for separate posts (Scientist C to Scientist F) based on the volume of applications received.

**D Educational Qualifications/ Selection Committee**

- (i) The eligibility criteria (essential and desirable) to be fulfilled by the candidates for applying to the posts of Scientist C (Level 11), Scientist D (Level 12), Scientist E (Level 13) and Scientist F (Level 13A) in DR mode, would be governed by the Recruitment Rules for each post.

**E Agency for conducting the Recruitment**

- (i) The entire set of activities relating to the conduct of Screening Test, Interview etc., for recruitment to the posts of Scientist C (Level 11), Scientist D (Level 12), Scientist E (Level 13) and Scientist F (Level 13A) would be carried out by the National Institute of Electronics & Information Technology (NIELIT).

2. The above decisions shall come into force with immediate effect. Other conditions of this Ministry's OM dated 14.3.2013 referred above would remain unchanged.

(P. Victor Albuquerque)  
Deputy Director (Pers.)  
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To

1. DG(NIC)/DG(STQC)/DG(ICERT)/CCA
2. DG(NIELIT)

Copy for information to:

1. AS(AK)
2. All GCs
3. PS to Minister(E&IT)/PS to MOS(E&IT)
4. OSD to Secretary/PPS to Secretary
5. Director(Finance)
6. DD(Pers.)/DD(P.III & ABC)/DD(GC)/DD(Vig.)
7. SO(P.I)/SO(P.II)/SO(P.III)/SO(ABC)/SO(O&M)
8. MeitY E-Office Notice Board/ MeitY Website Cell

**Annexure-I****Norms for the post of Scientist 'C'**

<b>S.No</b>	<b>Particulars</b>	<b>Weightage of Marks</b>	<b>Total Marks</b>
(a)	Matriculation (Class X)	0.1 Mark for each percent	10 Marks
(b)	10+2 (Intermediate)	0.2 Mark for each percent	20 Marks
(c)	GATE Score	0.05 Mark for each percent	5 Marks
(d)	Essential Qualification i.e. basic qualification required for the post	0.4 Mark for each percent in the degree of Essential Qualification.	40 Marks
(e)	Ph.D in relevant field of the post	Full Marks for awarded Ph.D Degree.	10 Marks
(f) (i)	Experience in relevant field	4.5 Marks for each completed year in Govt. and Semi-Government organisations in the relevant field and an appropriate level after completion of essential qualification subject to maximum weightage given for 4 years only.  3 Marks for each completed year in private organisation in the relevant field and an appropriate level after completion of essential qualification subject to maximum weightage given for 4 years only.	18 Marks
(ii)	Paper published	2 Marks for publication of each paper in International Journal and 1 Mark for publication of each paper in National Journal subject to maximum of 12 Marks for publication of papers both in International and National Journals.	12 Marks
(iii)	Conference Attended/ participated	1 Mark for attending of each International Conference and 0.5 Mark for attending of each National Conference subject to maximum of 05 Marks for attending both National and International Conferences.	5 Marks
(g)	Interview/ Personal Interaction		30 Marks
	<b>Grand Total {(a) to (g)}</b>		<b>150 Marks</b>

**Annexure-II****Norms for the post of Scientist 'D'**

<b>S.No</b>	<b>Particulars</b>	<b>Weightage of Marks</b>	<b>Total Marks</b>
(a)	Matriculation (Class X)	0.1 Mark for each percent	10 Marks
(b)	10+2 (Intermediate)	0.14 Mark for each percent	14 Marks
(c)	GATE Score	0.05 Mark for each percent	5 Marks
(d)	Essential Qualification i.e. basic qualification required for the post	0.4 Mark for each percent in the degree of Essential Qualification.	40 Marks
(e)	Ph.D in relevant field of the post	Full Marks for awarded Ph.D Degree.	10 Marks
(f) (i)	Experience in relevant field	3 Marks for each completed year in Govt. and Semi-Government organisations in the relevant field and an appropriate level after completion of essential qualification subject to maximum weightage given for 8 years only.  2 Marks for each completed year in private organisation in the relevant field and an appropriate level after completion of essential qualification subject to maximum weightage given for 8 years only.	24 Marks
(ii)	Paper published	2 Marks for publication of each paper in International Journal and 1 Mark for publication of each paper in National Journal subject to maximum of 12 Marks for publication of papers both in International and National Journals.	12 Marks
(iii)	Conference Attended/ participated	1 Mark for attending of each International Conference and 0.5 Mark for attending of each National Conference subject to maximum of 05 Marks for attending both National and International Conferences.	05 Marks
(g)	Interview/ Personal Interaction		30 Marks
	<b>Grand Total {(a) to (g)}</b>		<b>150 Marks</b>

**Annexure-III****Norms for the post of Scientist 'E'**

<b>S.No</b>	<b>Particulars</b>	<b>Weightage of Marks</b>	<b>Total Marks</b>
(a)	Matriculation (Class X)	0.1 Mark for each percent	10 Marks
(b)	10+2 (Intermediate)	0.13 Mark for each percent	13 Marks
(c)	Essential Qualification i.e. basic qualification required for the post	0.4 Mark for each percent in the degree of Essential Qualification.	40 Marks
(d)	Ph.D in relevant field of the post	Full Marks for awarded Ph.D Degree.	10 Marks
(e) (i)	Experience in relevant field	2.5 Marks for each completed year in Govt. and Semi-Government organisations in the relevant field and an appropriate level after completion of essential qualification subject to maximum weightage given for 12 years only.  1.75 Marks for each completed year in private organisation in the relevant field and an appropriate level after completion of essential qualification subject to maximum weightage given for 12 years only.	30 Marks
(ii)	Paper published	2 Marks for publication of each paper in International Journal and 1 Mark for publication of each paper in National Journal subject to maximum of 12 Marks for publication of papers both in International and National Journals.	12 Marks
(iii)	Conference Attended/ participated	1 Mark for attending of each International Conference and 0.5 Mark for attending of each National Conference subject to maximum of 5 Marks for attending both National and International Conferences.	5 Marks
(f)	Interview/ Personal Interaction		30 Marks
	<b>Grand Total {(a) to (f)}</b>		<b>150 Marks</b>

**Annexure-IV**

**Norms for the post of Scientist 'F'**

<b>S.No</b>	<b>Particulars</b>	<b>Weightage of Marks</b>	<b>Total Marks</b>
(a)	Matriculation (Class X)	0.1 Mark for each percent	10 Marks
(b)	10+2 (Intermediate)	0.12 Mark for each percent	12 Marks
(c)	Essential Qualification i.e. basic qualification required for the post	0.35 Mark for each percent in the degree of Essential Qualification.	35 Marks
(d)	Ph.D in relevant field of the post	Full Marks for awarded Ph.D Degree.	10 Marks
(e) (i)	Experience in relevant field	2 Marks for each completed year in Govt. and Semi-Government organisations in the relevant field and an appropriate level after completion of essential qualification subject to maximum weightage given for 18 years only.  1.5 Marks for each completed year in private organisation in the relevant field and an appropriate level after completion of essential qualification subject to maximum weightage given for 18 years only.	36 Marks
(ii)	Paper published	2 Marks for publication of each paper in International Journal and 1 Mark for publication of each paper in National Journal subject to maximum of 12 Marks for publication of papers both in International and National Journals.	12 Marks
(iii)	Conference Attended/ participated	1 Mark for attending of each International Conference and 0.5 Mark for attending of each National Conference subject to maximum of 05 Marks for attending both National and International Conferences.	05 Marks
(f)	Interview/ Personal Interaction		30 Marks
	<b>Grand Total {(a) to (f)}</b>		<b>150 Marks</b>