

MYSORE EDUCATION SOCIETY
Malleswaram, Bangalore – 560 003

Cadre & Recruitment Rules, 2017

Preamble

The Mysore Education Society (MES) has, over the years, been recruiting teaching and non-teaching staff for its educational institutions and managerial staff for the Society office in accordance with the norms of regulatory authorities. As on 1.1.2018, 393 teaching, 148 non-teaching and 21 managerial staff are in position. However, the Society has so far not put in place formal recruitment rules. A sub-committee of the Managing Committee (MC) was constituted to look into the entire matter. The sub-committee has, after extensive deliberations and wide consultations, framed the Cadre & Recruitment Rules of MES. These were considered and approved by the MC at a special meeting held on 9th March 2018. These rules are detailed below:

General

1. These Rules will be called as the MES (Cadre & Recruitment) Rules, 2017 and shall be deemed to have come into effect retrospectively from 1st June 2017.
2. They will govern matters relating to recruitment, career progression, pay and service conditions of the staff appointed by the Management of MES to the educational and other institutions of MES and the management office.

Cadre

3. Cadre generally refers to a group of people trained for a particular profession or purpose. The MES cadre will have three broad groupings –Teaching, Non-Teaching and Management.
4. The categories of posts that exist in the MES Group of Institutions *vis-a-vis* the proposed designations and the sanctioned strength of the sub-cadres are given in Annexure -1, 2 & 2-A.
5. The combined strength of the MES cadre as on 1.1.2018 is fixed at 600 under these Rules. The staff in position as on that date is 562. Some more non-teaching and managerial posts are likely to be filled up shortly. The balance posts will be held in reserve.
6. Going forward, the strength of each cadre will be reviewed on an annual basis and re-fixed based on student strength, workload and other relevant factors.
7. The rules governing the recruitment and matters relating to the managerial staff will be issued separately as an addendum to these Rules.
8. The rules relating to service conditions, disciplinary action and related matters will be issued separately.

Direct Recruitment

9. The cadre strength, scale of pay, qualification, eligibility criteria, probation, career progression and other conditions of recruitment are specified in Annexure -3
10. Experience means experience in the relevant subject area after acquiring the minimum qualification prescribed for recruitment.
11. All appointments to the posts in the MES Group of Institutions shall be made only from those with requisite qualification(s).
12. Forecast of vacancies shall be made by the HOI based on workload, either on full time or part time basis or against retirement/ resignation/leave vacancies and the requisitions for filling the post shall be sent to the Management twice in an academic year - in November and February - for releasing the advertisements.
13. Recruitment shall be made through open advertisements in the local newspapers. Resumes will be received throughout the year at the Institutions and Management office and considered along with the applications received in response to the advertisements.
14. The process of selection of candidates in respect of teaching posts shall consist of a demo class and feedback of students and teachers, followed by an interview by the Selection Committee as constituted by the Management, hereinafter referred to as the "Selection Committee". In respect of other posts, there will be a job-oriented test (practical and/or written) followed by an interview by the Selection Committee. The Management reserves the right to prescribe any other method for determining the suitability of the candidates for appointment.
15. Due weightage will be given to the candidates with additional qualification(s), relevant experience and ability to use modern tools/devices/techniques in their job assignments.
16. The initial salary of the candidate selected for appointment shall ordinarily be fixed at the minimum of the scale or at appropriate stage in the scale as determined by the Selection Committee based on higher qualification/number of years of experience relevant to the post and the salary drawn at the time of selection in similar position(s) and such other criteria.
17. Appointees shall be on probation for a period of two years. They shall continue to be on probation after expiry of 2 years until their services are confirmed in writing by the Management. Confirmation will be based on satisfactory completion of the probation by a due process of performance appraisal including a self-appraisal report, feedback by students/parents, appraisal by the HOD/HOI, as the case may be, and review by the Appraisal Review Committee as constituted by the Management, hereinafter referred to as "Appraisal Review Committee".
18. All confirmed employees will be on roll till the age of superannuation i.e., 60 years.

19. If performance during the probationary period is unsatisfactory, the probationary period may either be extended by one more year or the services terminated, as determined by the Management. If found unsatisfactory even during/after the extended probationary period, the services will be terminated.

Performance of Duties

20. Every employee shall perform such duties as may be assigned to her/him and to the best of her/his ability and carry out the lawful directions of the HOD/HOI or any other person to whose authority she/he may be assigned.

21. During the period of service, every employee shall observe, obey and abide by the rules of the Management issued from time to time and by the code of conduct as expected of her/him at the institution where she/he is employed.

Career Progression

22. As there are no positions in the higher levels in the MES schools and colleges, except the post of Principal, teachers have hitherto been retiring from the same post to which they were appointed. As an incentive, long-serving teachers will be entitled to promotion to Senior and Selection Grade Scales under these Rules. This will be on completion of a qualifying period of service and through a due process of Performance Appraisal and Assessment by the committee as constituted by the Management for each category of posts, hereinafter referred to as "Performance Review Committee".

23. A concession in the qualifying service is also provided to further incentivise those who may have been appointed with higher qualification or have obtained higher qualification relevant to the post while in service.

24. A provision has been made for career progression for senior in-service staff in the MES Group of Institutions who were appointed in the past but who do not meet the requisite qualification prescribed under these Rules.

25. One increment will be sanctioned on each promotion.

Implementation of the C & R Rules

26. Existing staff will be brought under the categories of the post under these Rules and re-designated based on the salary that they are drawing currently.

27. Existing staff who do not meet the minimum qualification(s) as prescribed now in these Rules, are expected to obtain the requisite qualification within a period of three years, extendable to a maximum of five years, from the date of these Rules.

28. All those who are eligible for career progression under these Rules, shall submit a consolidated self-appraisal report to the Management for the entire period of qualifying service through the HOD/HOI.

29. As regards feedback from students/parents, the same will be for the previous one year. Assessment by the HOD/HOI will however be by the current incumbent and they will be assessed for career progression by the "Performance Review Committee".
30. Those who do not submit the consolidated self-appraisal report will not be considered for career progression.
31. Senior staff members, who have completed the required number of years of service for both first and second upward movement, will be considered for promotion to the Selection Grade w.e.f. 01.06.2017 by a due process of performance appraisal and assessment as detailed for the respective post.
32. Senior staff members who have completed more number years of service than the qualifying service required for the first upward movement, will be considered for promotion to the Senior Scale w.e.f. 01.06.2017 through a due process of performance appraisal and assessment as detailed for the respective post and will be eligible to carry forward, for their second upward movement, the excess service of the first upward movement.

Performance Appraisal

33. Performance Appraisal is a continuous process and made on an annual basis. A self-appraisal report will be given by each staff member at the end of the academic year. The self-appraisal will be against goals/target agreed to with/set by the HOD/HOI/MES. The feedback of students/parents will be obtained by the HOI during the second term of every academic year. With the analysis of the feedback of students/ parents and appraisal by the HOD/HOI, the self-appraisal report of the staff member will be sent to the Management in the beginning of the first term of the next academic year.
34. Under-performers and non-performers, as assessed in the performance appraisal process, shall be liable to be terminated with a three-month notice after due process of disciplinary proceedings.

Other Matters

35. Rates of increments have been synchronised across cadres and a master scale has been drawn-up for incorporating scales for all cadres except those of the support staff. The scale for entry level positions and subsequent senior and selection grade scales under career progression is indicated in Annexure-4
36. After due consideration of scales of equivalent cadres in the Government, the scales of certain cadres in MES Group of Institutions have been upgraded. The list of these cadres is given in Annexure-5.
37. Certain cadres/posts which have common pay scales have been rationalized to have a common designation and certain posts have been re-designated according to prevalent posts in the department. The list of these is in Annexure-6.

38. With a view to encourage migration from the Teaching to the Management cadres thus broad-basing competence within MES, a deputation reserve of 5% of the cadre strength of Teachers, Lectures and Assistant Professors is made for a fixed tenure with a provision to revert back to parent cadre.
39. Similarly, a training reserve of 5% of the cadre strength of Teachers, Lecturers and Assistant Professors is also made so that MES can depute its Teachers/ Lecturers /Assistant Professors on the basis of an objective policy for Faculty Improvement Programme (FIP)/ Faculty Development Programme (FDP) and absorb all the cost.

Contract

40. All the staff shall be required to execute an agreement with the Management, as given in the format, that they will abide by the provisions of the C & R Rules and observe due diligence in their performance and conduct. An Agreement format and code of conduct expected of them is given in Annexure-7.

Interpretation

41. The authority for interpretation of these Rules and removal of difficulties, if any, shall rest with the Management and the decision of the Management shall be final.

Grievance Redressal

42. The staff shall report any anomalies in these Rules or any grievance in their implementation to the HOI within three months of these Rules coming into effect. The HOI shall refer the same to the Managing Committee whose decision thereon shall be final.

Review and Amendments

43. The Cadre and Recruitment Rules, 2017 will be reviewed annually.
44. They may also be modified in between, as considered necessary by the Management, based on guidelines issued by the government/regulatory authorities.

Revised designations of the existing Cadres

Sl. No.	Existing Designation	New Designation
1	Teacher/ Pre-primary Teacher	Assistant Teacher
2	Teacher/ Assistant Mistress	Teacher
3	Lecturer in PU Colleges	Lecturer
4	Lecturer in Degree Colleges	Assistant Professor for those with NET/SLET/Ph. D Lecturer for those without NET/SLET/Ph. D
5	Lecturer in PG Programme	Assistant Professor for those with Ph. D Lecturer for those without Ph. D
6	Computer Teacher	Computer Teacher
7	Craft Teacher	Arts & Craft Teacher
8	Yoga Teacher	Yoga Teacher
9	P T Instructor / PE Teacher	Physical Education Teacher
10	Librarian for Schools	Librarian for Schools
11	1. Library Assistant - ACSPU & KKPU 2. Librarian - MPLPU & BRSPU	Librarian for PU College
12	Librarian for Degree Colleges	Librarian for Degree Colleges
13	Assistant Librarian for ACS Degree College	Assistant Librarian for ACS Degree College
14	Physical Culture Assistant Director - PU College	Lecturer in Physical Education
15	Physical Culture Assistant Director - Degree College	Lecturer in Physical Education
16	New designation	Assistant Manager
17	New designation	Laboratory Assistant
18	System Administrator	Cadres merged as Computer Technician
19	Computer Technician	
20	Clerk/Clerk Typist/Clerk-Typist-Computer Operator	Office Assistant (Admin)

22	Clerk (Accounts) /Clerk-Accountant/ Office Asst. (Accounts)/ Accounts Officer	Office Assistant (Accounts)
23	Peon/ Attender/ Lab Attender	Support Staff (Office/Laboratory/Library)
24	Ayah for Schools/Helper	Support Staff (Nursery)

Annexure -2

Categories of posts in the MES Group of Institutions and its sanctioned strength with existing and proposed designation – cadre wise

Sl. No.	Existing Designation	Proposed Designation	Existing scale	Proposed upgraded scale	No. of posts
1	Teacher/ Pre-primary Teacher	Assistant Teacher	10750-300-11650-400- 13250-500-16250-600- 19850-700-22650-800- 26650-900-32950	11650-400-13250-500- 16250-600-19850-700- 22650-800-26650-900- 32950	26
2	Teacher/ Assistant Mistress	Teacher	18000-450-19350-550- 21550-650-25450-750- 29950-850-33350-950- 38100-1050-45450	18050-600-19850-700- 22650-800-26650-900- 33550-1000-39850-1100- 44250-1250-45500	69
		Training reserve FDP (5% of cadre strength of 95)			5
		Deputation reserve (5% of cadre strength of 95)			4
3	Lecturer in PU Colleges	Lecturer	23000-600-24800- 700-29000-800- 33800-1000-39800- 1100-44200-1250- 56700	23450-800-26650-900- 33850-1000-39850-1100- 44250-1250-56750	157
		Training reserve FIP/FDP (5% of cadre strength of 157)			8
		Deputation reserve (5% of cadre strength of 157)			8
4	Lecturer in Degree Colleges	Assistant Professor	23000-600-24800- 700-29000-800- 33800-1000-39800- 1100-44200-1250- 56700	23450-800-26650-900- 33850-1000-39850-1100- 44250-1250-56750	102
5	Lecturer in PG Programme	Assistant Professor	23000-600-24800- 700-29000-800- 33800-1000-39800- 1100-44200-1250- 56700	27550-900-33850-1000- 39850-1100-44250-1250- 56750	5+9 PT
		Training reserve FIP/FDP (5% of cadre strength of 157)			5
		Deputation reserve (5% of cadre strength of 157)			5
6	Computer Teacher	Computer Teacher	12500-300-13100-400- 14300-500-16800-600- 19800-700-23300- 800-27300-900- 31800-1000-36800	14750-500-16250-600- 19850-700-22650-800- 26650-900-33850-1000- 39850	06

7	Craft Teacher	Arts & Craft Teacher	12500-300-13100-400-14300-500-16800-600-19800-700-23300-800-27300-900-31800-1000-36800	14750-500-16250-600-19850-700-22650-800-26650-900-33850-1000-39850	03
8	Yoga Teacher	Yoga Teacher	12500-300-13100-400-14300-500-16800-600-19800-700-23300-800-27300-900-31800-1000-36800	14750-500-16250-600-19850-700-22650-800-26650-900-33850-1000-39850	02
9	P T Instructor-KK/ PE Teacher	Physical Education Teacher	12500-300-13100-400-14300-500-16800-600-19800-700-23300-800-27300-900-31800-1000-36800	14750-500-16250-600-19850-700-22650-800-26650-900-33850-1000-39850	05
10	Librarian for Schools	Librarian for Schools	12500-300-13100-400-14300-500-16800-600-19800-700-23300-800-27300-900-31800-1000-36800	14750-500-16250-600-19850-700-22650-800-26650-900-33850-1000-39850	02
11	3. Library Assistant - ACSPU & KKPU 4. Librarian - MPLPU & BRSPU	Librarian for PU Colleges	12500-300-13100-400-14300-500-16800-600-19800-700-23300-800-27300-900-31800-1000-36800	18050-600-19850-700-22650-800-26650-900-33550-1000-39850-1100-44250-1250-45500	04
12	Assistant Librarian for Degree College	Assistant Librarian for Degree College	12500-300-13100-400-14300-500-16800-600-19800-700-23300-800-27300-900-31800-1000-36800	14750-500-16250-600-19850-700-22650-800-26650-900-33850-1000-39850	01
13	1. Librarian - ACS Degree College 2. Librarian - IOM	Librarian for Degree Colleges	23000-600-24800-700-29000-800-33800-1000-39800-1100-44200-1250-56700	23450-800-26650-900-33850-1000-39850-1100-44250-1250-56750	03
14	Physical Culture Assistant Director - PU College	Lecturer in Physical Education	23000-600-24800-700-29000-800-33800-1000-39800-1100-44200-1250-56700	23450-800-26650-900-33850-1000-39850-1100-44250-1250-56750	05
15	Physical Culture Assistant Director - Degree College	Lecturer in Physical Education	23000-600-24800-700-29000-800-33800-1000-39800-1100-44200-1250-56700	23450-800-26650-900-33850-1000-39850-1100-44250-1250-56750	02

16	New designation	Assistant Manager		14750-500-16250-600-19850-700-22650-800-26650-900-33850-1000-39850	11
17	New designation	Laboratory Assistant		12850-400-13250-500-16250-600-19850-700-22650-800-26650-900-33850-1000-36850	10
18	System Administrator	Cadres merged & re-designated as Computer Technician	12500-300-13100-400-14300-500-16800-600-19800-700-23300-800-27300-900-31800-1000-36800	12850-400-13250-500-16250-600-19850-700-22650-800-26650-900-33850-1000-36850	02
19	Computer Technician		10750-300-11650-400-13250-500-16250-600-19850-700-22650-800-26650-900-32950	12850-400-13250-500-16250-600-19850-700-22650-800-26650-900-33850-1000-36850	
20	Clerk/ Clerk Typist/ Clerk-Typist-Computer Operator	Office Assistant (Admin)	10750-300-11650-400-13250-500-16250-600-19850-700-22650-800-26650-900-32950	11650-400-13250-500-16250-600-19850-700-22650-800-26650-900-32950	22
22	Clerk (Accounts) / Clerk-Accountant/ Office Asst. (Accounts)/ Accounts Officer	Office Assistant (Accounts)	10750-300-11650-400-13250-500-16250-600-19850-700-22650-800-26650-900-32950	11650-400-13250-500-16250-600-19850-700-22650-800-26650-900-32950	12
23	Peon/ Attender/ Lab Attender	Support Staff (Office/Laboratory/Library)	9600-200-10600-300-12100-400-14100-500-16600-600-19600-700-26600		85
24	Ayah for Schools / Helper	Support Staff (Nursery)	9600-200-10600-300-12100-400-14100-500-16600-600-19600-700-26600		8

EXISTING CADRE STRENGTH (excluding Training and Deputation reserve)						
Sl. No.	Name of the Institution	Post	Scale of Pay	No. Teacher / Lecturers	No. of Non-Teaching Staff	Grand Total
1	MES KK Pre-Primary	Head Mistress	11650-32950	1		
		Assistant H.M.	11650-32950	1		
		Asst. Teachers	11650-32950	12		
		Off. Asst.	11650-32950		1	
		Support Staff (Nursery)	9600-26600		4	
	Total			14	5	19
2	MES KK Primary	Vice Principal	18050-45500	1		
		Teachers	18050-45500	21		
		P.E. Teacher	14750-39850	2		
		Computer Teacher	14750-39850	4		
		Yoga Teacher	14750-39850	1		
		Arts & Craft Teacher	14750-39850	1		
		Office Asst.	11650-32950		2	
		Support Staff (Office/Lab/Lib)	9600-26600		5	
	Total			30	7	37
3	MES KK High School	Principal	18050-45500	1		
		Teachers	18050-45500	13		
		P.E. Teacher	14750-39850	1		
		Asst. Manager	14750-39850		1	
		Librarian	14750-39850		1	
		Office Asst.	11650-32950		2	
		Comp. Technician	12850-36850		1	
		Support Staff (Office/Lab/Lib)	9600-26600		2	
	Total			15	7	22
4	MES KKPS	Principal	18050-45500	1		
		Teachers	18050-45500	32		
		Asst. Teachers	11650-32950	12		
		Computer Teacher	14750-39850	2		
		P.E. Teacher	14750-39850	2		
		Arts & Craft Teacher	14750-39850	2		
		Yoga Teacher	14750-39850	1		
		Asst. Manager	14750-39850		1	
		Librarian	14750-39850		1	
		Off. Asst.	11650-32950		3	
		Support Staff (Office/Lab/Lib)	9600-26600		9	
		Support Staff (Nursery)	9600-26600		4	
	Total			52	18	70

5	MES ACS PU College	Principal	23450-56750	1		
		Vice Principal	23450-56750	1		
		Lecturers	23450-56750	65		
		Lecturer in Physical Education	23450-56750	2		
		Librarian	18050-45500		1	
		Asst. Manager	14750-39850		1	
		Office Asst.	11650-32950		4	
		Support Staff (Office/Lab/Lib)	9600-26600		10	
Total			69	16	85	
6	MES KK PU College	Principal	23450-56750	1		
		Vice Principal	23450-56750	1		
		Lecturers	23450-56750	37		
		Lecturer in Physical Education	23450-56750	1		
		Asst. Manager	14750-39850		1	
		Librarian	18050-45500		1	
		Office Asst.	11650-32950		4	
		Support Staff (Office/Lab/Lib)	9600-26600		9	
Total			40	15	55	
7	MES MPL PU College	Principal	23450-56750	1		
		Lecturers	23450-56750	25		
		Asst. Manager	14750-39850		1	
		Office Assistant	11650-32950		2	
		Librarian	18050-45500		1	
		Support Staff (Office/Lab/Lib)	9600-26600		8	
Total			26	12	38	
8	MES BRS PU College	Principal	23450-56750	1		
		Lecturers	23450-56750	25		
		Lecturer in Physical Education	23450-56750	1		
		Librarian	18050-45500		1	
		Asst. Manager	14750-39850		1	
		Office Asst.	11650-32950		3	
		Support Staff (Office/Lab/Lib)	9600-26600		6	
Total			27	11	38	

9	MES Degree College	Asst. Professors	23450-56750	80		
		Lecturer in Physical Education	23450-56750	1		
		Librarian	23450-56750		1	
		Asst. Librarian	14750-39850		1	
		Asst. Manager	14750-39850		1	
		Computer Technician	12850-36850		1	System Admin re-designated as Comp. Technician
		Office Assistant	11650-32950		2	
		Support Staff (Office/Lab/Lib)	9600-26600		21	
		Total		81	27	108
	PG Maths	Assistant Professors	27550-56750	4		
		Part Time		2		
	PG Kannada	Assistant Professor	27550-56750	1		
		Consolidated	20000	1		
		Part Time	400/- per hr.	6		
Total			5+9		5+9	
10	MES Institute of Management	Principal	23450-56750	1		
		Vice Principal	23450-56750	1		
		Assistant Professor	23450-56750	16		
		Lecturer in P.E.	23450-56750	1		
		Librarian	23450-56750		1	
		Asst. Manager	14750-39850		1	
		Office Asst.	11650-32950		2	
	Support Staff (Office/Lab/Lib)	9600-26600		6		
Total			19	10	29	
11	MES Teachers College	Assistant Professor	23450-56750	4		
		Librarian	23450-56750		1	
		Asst. Manager	11650-32950		3	
		Office Asst.	11650-32950		3	
		Support Staff (Office/Lab/Lib)	9600-26600		3	
	Total			4	10	14

12	Rangashale	Drama Teacher	14750-39850	2		2
13	MES Staff Mgt.	Chief Executive			1	
		Manager (HR/ Gen. Admin//E&M/IT/F&A/ Safety & Security)			6	
		Asst. Manager (IT / Internal Audit)	14750-39850		2	
		Office Asst.	11650-32950		6	
		Support Staff (Office/Lab/Lib)	9600-26600		6	
	Total				21	21

Note: Any addition/deletion to the existing cadre strength will be done with prior approval of the Management

Table 1: Assistant Teacher for Pre -Primary School

Sl. No.	Particulars	Conditions
1	No. of Posts	26 KK Pre – Primary : 14 KK PS : 12
2	Scale of Pay	Rs.11650-400-13250-500-16250-600-19850-700-22650-800-26650-900-32950 (Entry Level) Rs.14750-500-16250-600-19850-700-22650-800-26650-900-33850-1000-34850 (Senior Scale) Rs.19850-700-22650-800-26650-900-33850-1000-37850 (Selection Grade)
3	Qualification	<u>Essential:</u> 1. Bachelor's Degree from a recognized University with a minimum of 55% marks and 2. Diploma in Nursery Teachers Training or Montessori Training or equivalent <u>Desirable:</u> i. Previous Teaching Experience at similar level in School(s) ii. Usage of Technology /ICT in Teaching
4	Period of probation	Two years. He/She shall continue to be on probation after expiry of 2 years until confirmed in writing by the Management. Confirmation will be based on satisfactory completion of probationary period done by a due process of performance appraisal which includes self-assessment report, students/parents feedback, and appraisal by the HOI and review by the Review Committee. <ul style="list-style-type: none"> • If performance during the probationary period is unsatisfactory, they may either be terminated or probation extended for one more year. • If found unsatisfactory during the extended probationary period, their services will be terminated.
5	Career progression	1. First promotion to Senior Assistant Teacher will be on completion of 10 years of satisfactory service based on a Performance Appraisal Process: Self Assessment Report, Parents Feedback, Students performance, adoption of innovative teaching methods, evidence of having shouldered administrative responsibilities in co-curricular and extra-curricular activities and HOI appraisal and assessed by the Review Committee. 2. Second promotion to Selection Grade Assistant Teacher will be on completion of 10 years of satisfactory service in senior scale based on the review procedure as detailed above.

6	Serving Teachers of MES without requisite qualification(s)	Will be continued in the present scale of 10750-32950 and eligible for their first promotion to Senior Assistant Teacher on completion of 20 years of satisfactory service based on the review procedure as detailed above.
7	Other conditions	<ol style="list-style-type: none"> 1. All future appointments to Assistant Teacher Post, will be made only from those with requisite qualification(s) 2. Due weightage will be given in the recruitment process for additional qualification(s), previous teaching experience and usage of ICT in Teaching 3. Working hours and workload will be as prescribed from time to time. 4. No reduction in the workload even after promotion. 5. Sanction of one increment on each promotion.

Table 2: Teacher for Primary and High School

Sl. No.	Particulars	Conditions
1	No. of Posts	69 KK Primary & HS : 36 (22 Primary + 14 High School) KK PS : 33
2	Scale of Pay	Rs.18050-600-19850-700-22650-800-26650-900-33550-1000-39850-1100-44250-1250-45500 (Entry Level) Rs.22650-800-26650-900-33850-1000-39850-1100-44250-1250-48000 (Senior Scale) Rs.29350-900-33850-1000-39850-1100-44250-1250-51750 (Selection Grade)
3	Qualifications	<u>Essential:</u> 1. Bachelor's Degree in relevant subject from a recognized University with a minimum of 55% marks and 2. B Ed with teaching methods in relevant subject(s) <u>Desirable:</u> i. Previous teaching Experience at similar level in School(s) ii. Usage of technology/ICT in Teaching
4	Recognition for Higher Qualification	Entry Level: One advance increment shall be admissible at entry level of recruitment to persons possessing Master's Degree in relevant subject(s) of teaching with B Ed OR Master's Degree in Education with teaching methods in relevant subject(s).
5	Period of probation	Two years. He/She shall continue to be on probation after expiry of 2 years until confirmed in writing by the Management. Confirmation will be based on satisfactory completion of probationary period done by a due process of performance appraisal which includes self-assessment report, students/parents feedback, and appraisal by the HOI and review by the Review Committee. <ul style="list-style-type: none">• If performance during the probationary period is unsatisfactory, they may either be terminated or probation extended for one more year.• If found unsatisfactory during the extended probationary period, their services will be terminated.
6	Career progression	1. First promotion to Senior Teacher will be on completion of 10 years of satisfactory service based on Performance Appraisal Process: Self Assessment Report, Students /parents Feedback, Students performance in the subject of teaching by the teacher, adoption of innovative teaching methods, evidence of having shouldered administrative responsibilities in co-curricular and extra-curricular activities and HOI appraisal and assessed by the Review Committee.

		<p>2. Second promotion will be to Selection Grade Teacher on completion of 10 years of satisfactory service in senior scale based on the review procedure as detailed above.</p> <p>Master's Degree in relevant subject(s) or M.Ed with Teaching Methods in relevant subject(s):</p> <ol style="list-style-type: none"> 1. If at entry level, candidates are appointed with Master's Degree in relevant subject(s) of teaching with B Ed OR Master's Degree in Education with teaching methods in relevant subject(s), they will be eligible for promotion to the senior scale as Senior Trained Post Graduate Teacher on completion of 09 years of satisfactory service based on the review procedure as detailed above. 2. And their Second promotion to Selection Grade Teacher will be on completion of 10 years of satisfactory service in the senior scale based on the review procedure as detailed above. <p>Acquiring Master's Degree while in service</p> <ol style="list-style-type: none"> i. Serving teachers of MES Institutions who acquire their Master's Degree in the subject(s) they are teaching, will be eligible for one-year concession in the period for promotion either to the senior scale or Selection Grade.
7	Serving Teachers of MES without requisite qualification(s)	Serving Teachers of MES Institutions without requisite qualification(s) will be eligible for promotion to senior scale as Senior Teacher on completion of 20 years of satisfactory service based on the review procedure as detailed above.
8	Other Conditions	<ol style="list-style-type: none"> 1. All future appointments to Trained Graduate Teacher Post, will be made only from those with requisite qualification(s) 2. Due weightage will be given in the recruitment process for additional qualification(s), previous teaching experience and usage of ICT in Teaching 3. Working hours and workload will be as prescribed from time to time. 4. No reduction in the workload even after promotion. 5. Sanction of one increment on each promotion.
9	Reference	<ol style="list-style-type: none"> 1. Karnataka Education Department Services (Recruitment of Primary School Assistant Cadre) (Special Recruitment) Rules 2007 as amended from time to time. No. Ed 195 PBS 2006, Bangalore, Dated: 21.07.2007 2. Karnataka Education Department Services (Department of Public Instruction) (Recruitment) Rules 1967 as amended from time to time. No. DPAR 59 SRE 2002, Bangalore, dated: 24-06.2003- Secondary School Assistant (Grade -II)- Graduate Assistant Mistress/Master.

Table 3: Lecturer for Pre-University Colleges

Sl. No.	Particulars	Conditions
1.	No. of Posts	157 ACS PU : 67, KK PU : 39, MPL PU : 26, BRS PU : 26
2.	Scale of Pay	Rs.23450-800-26650-900-33850-1000-39850-1100-44250-1250-56750 - (Entry Level) Rs.29350-900-33850-1000-39850-1100-44250-1250-56750-1400-59550 - (Senior Scale) Rs.42050-1100-44250-1250-56750-1400-63750 (Selection Grade)
3.	Qualifications	<u>Essential:</u> 1. Master's Degree in relevant subject from a recognized University with a minimum of 55% marks and 2. B Ed with teaching methods in relevant subject(s) Note: Bachelor's Degree in Engineering /Technology with a minimum of 55% marks for teaching Computer Science/ Electronics <u>Desirable:</u> i. Previous Teaching Experience at similar level in College(s) ii. Usage of technology/ICT in teaching, web content management
4.	Period of probation	Two years. He/She shall continue to be on probation after expiry of 2 years until confirmed in writing by the Management. Confirmation will be based on satisfactory completion of probationary period done by a due process of performance appraisal which includes self-assessment report, students/parents feedback, and appraisal by the HOI and review by the Review Committee. <ul style="list-style-type: none">• If performance during the probationary period is unsatisfactory, they may either be terminated or probation extended for one more year.• If found unsatisfactory during the extended probationary period, their services will be terminated.
5.	Recognition for higher qualification such as Ph. D or PG Degree in Engineering/ Technology in relevant discipline	While in service 1. Teachers who obtain, while in service, Ph D degree in relevant discipline from a recognized University following the process of registration, course-work and external assessment as prescribed by the UGC, shall be entitled to three additional increments from the date of award of the Ph D Degree supported by a document issued by the competent authority. 2. Teachers who acquire, while in service, a PG Degree in Engineering/ Technology in relevant discipline shall be entitled to two additional increments from the date of award of the Masters Degree which is supported by a document issued by the competent authority.

		3. Ph.D acquired through Distance Education without course-work does not qualify for this incentive.
6.	Career progression	<p>Masters Degree with B. Ed</p> <ol style="list-style-type: none"> 1. First promotion to Senior Lecturer will be on completion of 10 years of satisfactory service based on Performance Appraisal Process : Self Assessment Report, Students Feedback, Students performance in the subject of teaching by the teacher, adoption of innovative teaching methods, Evidence of having shouldered administrative responsibilities in co-curricular and extra-curricular activities and HOI appraisal, research publications /popular articles published in journals etc and assessed by the Review Committee. 2. Second promotion to Selection Grade Lecturer will be on completion of 10 years of satisfactory service in senior scale based on the review procedure as detailed above. <p>Master's Degree with B Ed and Ph. D</p> <ol style="list-style-type: none"> 3. Lecturers acquiring Ph D Degree while in service, will be eligible for first promotion to senior scale as Senior Lecturer on completion of 09 years of satisfactory service based on the review procedure detailed above. 3.1 For those candidates with Ph D if appointed as Lecturer, first promotion to Senior Lecturer will be on completion of 08 years of satisfactory service based on the review procedure as detailed above. 4. For those with Ph D Degree, second promotion to Selection Grade Lecturer will be on completion of 8 years of satisfactory service in senior scale based on the review procedure as detailed above.
7.	Serving Teachers of MES without requisite qualification (B.Ed)	<ol style="list-style-type: none"> 1. Lecturers without B Ed who were recruited prior to 4th February 2008 will be eligible for <ol style="list-style-type: none"> (i) their first promotion to Senior Lecturer on completion of 10 years of satisfactory service based on the review procedure as detailed above and (ii) their Second promotion to Selection Grade Lecturer will be on completion of 10 years of satisfactory service in senior scale based on the review procedure as detailed above 2. Lecturers without B. Ed who have joined service after 4th February 2008 will be eligible for their first promotion to Senior Lecturer on completion of 20 years of satisfactory service based on the review procedure as detailed above
8.	Other Conditions	<ol style="list-style-type: none"> 1. All future appointments to Lecturer Post will be made only from those with requisite qualifications 2. Due weightage will be given in the recruitment process for additional qualification(s), previous teaching experience and usage of ICT in Teaching

		<p>3. Working hours and workload will be as per PU Board norms issued from time to time</p> <p>4. No reduction in the workload even after promotion.</p> <p>5. Sanction of one increment on each promotion.</p> <p>6. Teachers with outstanding academic contributions will be duly recognized after an appraisal by the Review Committee and approval by the Management.</p>
9.	Reference	GOK Education Secretariat No. ED 35 DGO 2009 Bangalore, dated: 20-03-2009

Table 4: Assistant Professor for the Degree Colleges

Sl. No.	Particulars	Conditions
1.	No. of Posts	102 ACS Degree : 80 IOM : 18 MES TC : 04
2.	Scale of Pay	Rs.23450-800-26650-900-33850-1000-39850-1100-44250-1250-56750 - (Entry Level) Rs.29350-900-33850-1000-39850-1100-44250-1250-56750-1400-59550 - (Senior Scale) Rs.42050-1100-44250-1250-56750-1400-63750 (Selection Grade)
3.	Qualifications	<u>Essential:</u> 1. Master's Degree in relevant subject from a recognized University with a minimum of 55% marks and 2. Qualified in NET/SLET examination <u>Desirable:</u> i. Previous Teaching Experience at similar level in College(s) ii. Knowledge /Usage of technology/ICT in teaching, web content management, knowledge of computer applications. Note: Master's Degree in Engineering /Technology with a minimum of 55% marks for teaching Computer Science/ Electronics NET/SLET will not be required for such Master's programs in disciplines for which NET is not conducted by UGC/CSIR
4.	Recognition for higher qualification such as Ph. D in relevant discipline	Entry Level 1. Five advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of Ph D awarded in the relevant discipline by a recognized University following the process of registration, course-work and external assessment as prescribed by the UGC. 2. Those possessing equivalent PG Degree in Engineering/Technology in relevant discipline as recognized by the competent Statutory Body/Council, shall be entitled to Two advance increments at the entry level. While in service 1. Teachers who obtain, while in service, a Ph D degree in relevant discipline following the due process as detailed above, shall be entitled to three additional increments from the date of award of the Ph D degree supported by a document issued by the competent

		<p>authority.</p> <p>2. Ph D acquired through Distance Education without course work does not qualify for this incentive as per UGC norms.</p>
5.	Period of probation	<p>Two years. He/She shall continue to be on probation after expiry of 2 years until confirmed in writing by the Management. Confirmation will be based on satisfactory completion of probationary period done by a due process of performance appraisal which includes self-assessment report, students/parents feedback, and appraisal by the HOI and review by the Review Committee.</p> <ul style="list-style-type: none"> • If performance during the probationary period is unsatisfactory, they may either be terminated or probation extended for one more year. • If found unsatisfactory during the extended probationary period, their services will be terminated.
6.	Career progression	<p>Masters Degree with NET/SLET</p> <p>1. Promotion for those Assistant Professors with Master's degree and NET/SLET, to Associate Professor, will be on completion of 10 years of satisfactory service based on Performance Appraisal Process : Self Assessment Report, Students Feedback, Students performance in the subject of teaching by the teacher, adoption of innovative teaching methods, involvement in Internal quality assurance mechanics/process, Evidence of having shouldered administrative responsibilities in co-curricular, extra-curricular and extension activities etc., Books authored, Report of Referees and HOI appraisal, research publications and popular articles published in scientific journals etc and assessed by a Review Committee.</p> <p>Masters Degree and Ph. D</p> <p>1. First promotion of those Assistant Professors who acquire Ph.D while in service, to Associate Professor will be on completion of 09 years of satisfactory service based on the review procedure detailed above.</p> <p>1.1 First promotion of those Assistant Professors who were appointed with Ph D at the entry level, to Associate Professor will be on completion of 08 years of satisfactory service based on the review procedure detailed above.</p> <p>2. Their Second promotion will be as Professor on completion of 10 years of satisfactory service as Associate Professor based on the review procedure as detailed above, subject to one post in each department.</p> <hr/> <p>Serving Lecturers of MES Institutions with requisite qualifications</p> <p>i. Lecturers with NET/SLET who are in service will be designated as Assistant Professor on implementation of this rule.</p> <p>ii. Lecturers who have completed their M.Phil prior to 11.07.2009 will</p>

		be designated as Assistant Professor on implementation of this rule and they will be eligible for promotion as Associate Professor on completion of 10 years of satisfactory service based on the review procedure as detailed above.
7.	Serving Teachers of MES without requisite qualification(s)	Lecturers without NET/SLET who are in service will be eligible for promotion as Assistant Professor in the scale of Rs.29350-900-33850-1000-39850-1100-44250-1250-56750-1400-59550 on completion of 20 years of satisfactory service based on the review procedure as detailed above
8.	Other Conditions	<ol style="list-style-type: none"> 1. All future appointments as Assistant Professors will be made only from those with Masters Degree with NET/SLET as per the orders of UGC/Directorate/ Bangalore University. 2. Due weightage will be given in the recruitment process, for additional qualification(s), previous teaching experience in colleges and usage of ICT in Teaching, 3. Working hours (40 hours/per week) and teaching and/or practical workload per week (workload 16 hours – theory and 04 hours – practical) will be as per UGC/Directorate/ Bangalore University norms issued from time to time. 4. No reduction in the working hours/teaching hours per week even after promotion. 5. Sanction of one increment on each promotion. 6. Teachers with outstanding academic contributions will be duly recognized after an appraisal by the Review Committee and approval by the Management.
9.	Reference	<p>GOK G O No. ED 37 UNE 2009, Bangalore, dated: 24-12-2009</p> <p>GOK G O No. ED 21 UNE 2011, Bangalore, dated: 01-02-2011</p> <p>UGC Notification dated 04.5.2016 regarding minimum qualification for appointment of teachers.... (3rd Amendment) Regulations 2016.</p>

Table 5: Assistant Professor for PG Courses at the Degree College

Sl. No.	Particulars	Conditions
1.	No. of Posts	05 + 9 (PT)
2.	Scale of Pay	Rs. 27550-900-33850-1000-39850-1100-44250-1250-56750 - (Entry Level- Assistant Professor) Rs.33850-1000-39850-1100-44250-1250-56750-1400-59550 - (Associate Professor) Rs.44250-1250-56750-1400-63750-65700 - Professor
3.	Qualifications	<u>Essential:</u> 1. Master's Degree in relevant subject from a recognized University with a minimum of 55% marks and 2. Ph D (with course work included as part of the doctoral program) <u>Desirable:</u> i. Post-doctoral experience & Research Publications ii. Previous Teaching Experience at P G level in College(s) or University iii. Knowledge of Computer Applications, Web content management
4.	Period of probation	Two years. He/She shall continue to be on probation after expiry of 2 years until confirmed in writing by the Management. Confirmation will be based on satisfactory completion of probationary period done by a due process of performance appraisal which includes self-assessment report, students/parents feedback, and appraisal by the HOI and review by the Review Committee. <ul style="list-style-type: none">• If performance during the probationary period is unsatisfactory, they may either be terminated or probation extended for one more year.• If found unsatisfactory during the extended probationary period, their services will be terminated. The higher scale of pay (27550 - 56750) is prescribed for Assistant Professor for PG Department as compared to Rs.23450-56750 prescribed for Degree college, taking into account the 05 (five) advance increment for Ph D degree holders at the initial recruitment level.
5.	Career progression	1. For those Assistant Professors with Ph D degree, their first promotion to Associate Professor will be on completion of 8 years of satisfactory service based on Performance Appraisal Process : Self Assessment Report, Students Feedback, Students performance in the subject of teaching by the teacher, adoption of innovative teaching methods, involvement in Internal quality assurance mechanics/process, Evidence of having shouldered administrative responsibilities in co-curricular, extra-curricular and extension activities etc., books authored, Report of Referees and HOI appraisal, research publications and popular articles published in scientific journals etc and assessed by a Review Committee.

		2. And their Second promotion will be as Professor on completion of 10 years of satisfactory service as Associate Professor based on the review procedure as detailed above, subject to one post in each department.
6.	Other Conditions	<ol style="list-style-type: none"> 1. All future appointments as Assistant Professor will be made only from those with Masters Degree with Ph D with course work included in the doctoral program 2. Due weightage will be given in the recruitment process, for postdoctoral research experience, Research papers publications and previous teaching experience at PG level. 3. Working hours (40 hours/per week) and teaching and/or practical hours per week will be as per UGC/Directorate/Bangalore University norms issued from time to time. 4. No reduction in the working hours/teaching hours per week even after promotion. 5. Sanction of one increment on each promotion. 6. Teachers with outstanding academic contributions will be duly recognized after an appraisal by the Review Committee and approval by the Management.
7.	Reference	GOK G O No. ED 37 UNE 2009, Bangalore, dated: 24-12-2009

Table 6: Computer Teacher for Schools

Sl. No.	Particulars	Conditions
1.	No. of Posts	06 KK Primary/High School : 04 KK PS : 02
2.	Scale of Pay	Rs.14750-500-16250-600-19850-700-22650-800-26650-900-33850-1000-39850 (Entry level-upgraded scale) Rs.18650-600-19850-700-22650-800-26650-900-33850-1000-39850-1100-42050 (Senior Scale) Rs.25850-800-26650-900-33850-1000-39850-1100-44250-1250-45500 (Selection Grade)
3.	Qualification	<u>Essential:</u> 1. Bachelor's Degree in Computer Science/Computer Applications from a recognized University with a minimum of 55% marks OR 2. At least one-year Teaching Experience at similar level in School(s) 3. Usage of Technology /ICT in Teaching
4.	Period of probation	Two years. He/She shall continue to be on probation after expiry of 2 years until confirmed in writing by the Management. Confirmation will be based on satisfactory completion of probationary period done by a due process of performance appraisal which includes self-assessment report, students/parents feedback, and appraisal by the HOI and review by the Review Committee. <ul style="list-style-type: none"> • If performance during the probationary period is unsatisfactory, they may either be terminated or probation extended for one more year. • If found unsatisfactory during the extended probationary period, their services will be terminated.
5.	Career progression	1. First promotion to Senior Scale be on completion of 10 years of satisfactory service based on a Performance Appraisal Process: Self Assessment Report, Students /Parents Feedback, Students performance, adoption of innovative teaching methods, evidence of having shouldered administrative responsibilities in extra-curricular activities and HOI appraisal and assessed by the Review Committee. 2. Second promotion to Selection Grade will be on completion of 10 years of satisfactory service in senior scale based on the review procedure as detailed above.
6.	Serving Teachers of MES without requisite qualification(s)	i. will be continued in the present scale of 12500-36800 and; ii. become eligible for their first promotion to Senior Scale on completion of 20 years of satisfactory service based on the review procedure as detailed above.

7.	Other conditions	<ol style="list-style-type: none">1. All future appointments to the post of Computer Teacher will be made only from those with requisite qualification2. Due weightage will be given in the recruitment process for relevant additional qualification(s), previous teaching experience and usage of ICT in Teaching3. Sanction of one increment on each promotion.
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Table 7: Arts & Craft Teacher for Schools

Sl. No.	Particulars	Conditions
1.	No. of Posts	03 KK Primary & HS: 01 KK PS : 02
2.	Scale of Pay	Rs.14750-500-16250-600-19850-700-22650-800-26650-900-33850-1000-39850 (Entry level-upgraded scale) Rs.18650-600-19850-700-22650-800-26650-900-33850-1000-39850-1100-42050 (Senior Scale) Rs.25850-800-26650-900-33850-1000-39850-1100-44250-1250-45500 (Selection Grade)
3.	Qualification	<u>Essential:</u> 1. Bachelor's Degree in Fine Arts & Crafts OR Visual Arts OR equivalent from a recognized University with a minimum of 55% marks OR Bachelor Degree in any discipline with a minimum of 55% marks and Diploma in Arts & Crafts from a recognized institution 2. At least One year Teaching Experience at similar level in School(s) <u>Desirable:</u> Usage of Technology /ICT in Teaching
4.	Period of probation	Two years. He/She shall continue to be on probation after expiry of 2 years until confirmed in writing by the Management. Confirmation will be based on satisfactory completion of probationary period done by a due process of performance appraisal which includes self-assessment report, students/parents feedback, and appraisal by the HOI and review by the Review Committee. <ul style="list-style-type: none"> • If performance during the probationary period is unsatisfactory, they may either be terminated or probation extended for one more year. • If found unsatisfactory during the extended probationary period, their services will be terminated.
5.	Career progression	3. First promotion to Senior Scale be on completion of 10 years of satisfactory service based on a Performance Appraisal Process: Self Assessment Report, Students /Parents Feedback, Students performance, adoption of innovative teaching methods, evidence of having shouldered administrative responsibilities in extra-curricular activities and HOI appraisal and assessed by the Review Committee. 4. Second promotion to Selection Grade will be on completion of 10 years of satisfactory service in senior scale based on the review procedure as detailed above.

6.		<ul style="list-style-type: none"> i. will be continued in the present scale of 12500-36800 and; ii. become eligible for their first promotion to Senior Scale on completion of 20 years of satisfactory service based on the review procedure as detailed above.
7.		<ul style="list-style-type: none"> 1. All future appointments to the post of Arts & Crafts Teacher will be made only from those with requisite qualification(s) 2. Due weightage will be given in the recruitment process for relevant additional qualification(s), previous teaching experience and usage of ICT in Teaching 3. Sanction of one increment on each promotion.

Table 8: Yoga Teacher for Schools

Sl. No.	Particulars	Conditions
1.	No. of Posts	01+01 KK Primary/HS: 01 KK PS : 01 (Temp)
2.	Scale of Pay	Rs.14750-500-16250-600-19850-700-22650-800-26650-900-33850-1000-39850 (Entry level-upgraded scale) Rs.18650-600-19850-700-22650-800-26650-900-33850-1000-39850-1100-42050 (Senior Scale) Rs.25850-800-26650-900-33850-1000-39850-1100-44250-1250-45500 (Selection Grade)
3.	Qualification	<u>Essential:</u> 1. Bachelor's Degree in Yoga from a recognized University with a minimum of 55% marks OR 2. Bachelor's Degree in any discipline with Diploma in Yoga from a recognized institution <u>Desirable:</u> i. Previous Teaching Experience at similar level in School(s) Usage of Technology /ICT in Teaching
4.	Period of probation	Two years. He/She shall continue to be on probation after expiry of 2 years until confirmed in writing by the Management. Confirmation will be based on satisfactory completion of probationary period done by a due process of performance appraisal which includes self-assessment report, students/parents feedback, and appraisal by the HOI and review by the Review Committee. <ul style="list-style-type: none">• If performance during the probationary period is unsatisfactory, they may either be terminated or probation extended for one more year.• If found unsatisfactory during the extended probationary period, their services will be terminated.
5.	Career progression	1. First promotion to Senior Scale be on completion of 10 years of satisfactory service based on a Performance Appraisal Process: Self Assessment Report, Students /Parents Feedback, Students performance, adoption of innovative teaching methods, evidence of having shouldered administrative responsibilities in extra-curricular activities and HOI appraisal and assessed by the Review Committee. 2. Second promotion to Selection Grade will be on completion of 10 years of satisfactory service in senior scale based on the review procedure as detailed above.

6.	Serving Teachers of MES without requisite qualification(s)	<ul style="list-style-type: none"> i. will be continued in the present scale of 12500-36800 and; ii. become eligible for their first promotion to Senior Scale on completion of 20 years of satisfactory service based on the review procedure as detailed above.
7.	Other conditions	<ul style="list-style-type: none"> 1. All future appointments to post of Yoga Teacher will be made only from those with requisite qualification(s) 2. Due weightage will be given in the recruitment process for additional qualification(s), previous teaching experience and usage of ICT in Teaching 3. Sanction of one increment on each promotion.

Table 9: Physical Education Teacher for Schools

Sl. No.	Particulars	Conditions
1.	No. of Posts	05 KK Primary/High School : 03 KK PS : 02
2.	Scale of Pay	Rs.14750-500-16250-600-19850-700-22650-800-26650-900-33850-1000-39850 (Entry level-upgraded scale) Rs.18650-600-19850-700-22650-800-26650-900-33850-1000-39850-1100-42050 (Senior Scale) Rs.25850-800-26650-900-33850-1000-39850-1100-44250-1250-45500 (Selection Grade)
3.	Qualification	<u>Essential:</u> 1. Bachelor's Degree from a recognized University with a minimum of 55% marks and 2. B.P. Ed <u>Desirable:</u> i. Previous Teaching Experience at similar level in School(s)
4.	Period of probation	Two years. He/She shall continue to be on probation after expiry of 2 years until confirmed in writing by the Management. Confirmation will be based on satisfactory completion of probationary period done by a due process of performance appraisal which includes self-assessment report, students/parents feedback, and appraisal by the HOI and review by the Review Committee. <ul style="list-style-type: none">• If performance during the probationary period is unsatisfactory, they may either be terminated or probation extended for one more year.• If found unsatisfactory during the extended probationary period, their services will be terminated.
5.	Career progression	1. First promotion to Senior Scale will be on completion of 10 years of satisfactory service based on a Performance Appraisal Process: Self Assessment Report, Students /Parents Feedback, Students performance in Sports competition at Inter School, District, State, National level, evidence of having shouldered administrative responsibilities in extra-curricular activities and HOI appraisal and assessed by the Review Committee. 2. Second promotion to Selection Grade will be on completion of 10 years of satisfactory service in senior scale based on the review procedure as detailed above.

6.	Serving Teachers of MES without requisite qualification(s)	<p>i. will be continued in the present scale of 12500-36800 and;</p> <p>ii. become eligible for their first promotion to Senior Scale on completion of 20 years of satisfactory service based on the review procedure as detailed above.</p>
7.	Other conditions	<ol style="list-style-type: none"> 1. All future appointments to Physical Education Teacher Post, will be made only from those with requisite qualification(s) 2. Due weightage will be given in the recruitment process for additional relevant qualification(s) and relevant experience 3. Sanction of one increment on each promotion.
8.	Reference	G.O. No. DPAR 59 SRE 2002, Bangalore, Dated: 24.06.2003

Table 10: Librarian for Schools

Sl. No.	Particulars	Conditions
1.	No. of Posts	2 KK : 1 KKPS : 1
2.	Scale of Pay	Rs.14750-500-16250-600-19850-700-22650-800-26650-900-33850-1000-39850 (Entry level-upgraded scale) Rs.18650-600-19850-700-22650-800-26650-900-33850-1000-39850-1100-42050 (Senior Scale) Rs.25850-800-26650-900-33850-1000-39850-1100-44250-1250-45500 (Selection Grade)
3.	Qualifications	<u>Essential:</u> 1. Bachelor's Degree from a recognized University with a minimum of 55% marks and 2. Bachelor's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree from a recognized University with a minimum of 55% marks <u>Desirable:</u> i. Previous Experience at similar level in Schools ii. Knowledge of computer applications Usage of technology, web content management
4.	Period of probation	Two years. He/She shall continue to be on probation after expiry of 2 years until confirmed in writing by the Management. Confirmation will be based on satisfactory completion of probationary period done by a due process of performance appraisal which includes self-assessment report, students/parents feedback, and appraisal by the HOI and review by the Review Committee. <ul style="list-style-type: none">• If performance during the probationary period is unsatisfactory, they may either be terminated or probation extended for one more year.• If found unsatisfactory during the extended probationary period, their services will be terminated.
5.	Career progression	1. First promotion to Senior scale will be on completion of 10 years of satisfactory service based on Performance Appraisal Process: Self Assessment Report, Students Feedback, Evidence of having shouldered administrative responsibilities in extra-curricular activities and HOI appraisal and assessed by the Review Committee. 2. Second promotion to Selection Grade will be on completion of 10 years of satisfactory service in senior scale based on the review procedure as detailed above.

6.	Serving Teachers of MES without requisite qualification(s)	Serving Librarian of MES Institutions without requisite qualification(s): i. will be continued in the present scale of 12500-36800 and ii. become eligible for their first promotion to Senior Scale on completion of 20 years of satisfactory service based on the review procedure as detailed above.
7.	Other Conditions	<ol style="list-style-type: none"> 1. All future appointments as Librarian for Schools will be made only from those with requisite qualification(s). 2. Due weightage will be given in the recruitment process, for those having relevant additional qualification and experience in website management and data management. 3. Sanction of one increment on each promotion.

Table 11: Librarian for PU Colleges

Sl. No.	Particulars	Conditions
1.	No. of Posts	4 ACS PU College : 1 KKPU College : 1 MPL PU College : 1 BRS PU College : 1
2.	Scale of Pay	Rs.18050-600-19850-700-22650-800-26650-900-33550-1000-39850-1100-44250-1250-45500 (Entry Level) Rs.22650-800-26650-900-33850-1000-39850-1100-44250-1250-48000 (Senior Scale) 29350-900-33850-1000-39850-1100-44250-1250-51750 (Selection Grade)
3.	Qualifications	<u>Essential:</u> 1. Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree from a recognized University with a minimum of 55% marks. <u>Desirable:</u> i. Previous Experience at similar level in College(s) ii. Knowledge of computer applications, usage of technology, web content management
4.	Period of probation	Two years. He/She shall continue to be on probation after expiry of 2 years until confirmed in writing by the Management. Confirmation will be based on satisfactory completion of probationary period done by a due process of performance appraisal which includes self-assessment report, students/parents feedback, and appraisal by the HOI and review by the Review Committee. <ul style="list-style-type: none"> • If performance during the probationary period is unsatisfactory, they may either be terminated or probation extended for one more year. • If found unsatisfactory during the extended probationary period, their services will be terminated.
5.	Career progression	1. First promotion to Senior scale will be on completion of 10 years of satisfactory service based on Performance Appraisal Process: Self Assessment Report, Students' Feedback, Evidence of having shouldered administrative responsibilities in extra-curricular activities and HOI appraisal and assessed by the Review Committee.

		2. Second promotion to Selection Grade will be on completion of 10 years of satisfactory service in senior scale based on the review procedure as detailed above.
6.	Serving Librarian of MES without requisite qualification(s)	<p>i. will be continued in the present scale of 12500-36800 and</p> <p>ii. become eligible for their first promotion to Senior Scale on completion of 20 years of satisfactory service based on the review procedure as detailed above</p>
7.	Other Conditions	<p>1. All future appointments as Librarian for PU Colleges will be made only from those with requisite qualification(s).</p> <p>2. Due weightage will be given in the recruitment process, for those having relevant additional qualification and experience in website management and data management.</p> <p>3. Sanction of one increment on each promotion.</p>
8.	Reference	GOK G O No. ED 35 DGO 2009, Bangalore, dated: 20-03-2013

Table 12: Librarian for Degree Colleges

Sl. No.	Particulars	Conditions
1.	No. of Posts	3 ACS Degree : 1 IOM : 1 MESTC : 1
2.	Scale of Pay	Rs.23450-800-26650-900-33850-1000-39850-1100-44250-1250-56750 - (Entry Level) Rs.29350-900-33850-1000-39850-1100-44250-1250-56750-1400-59550 - (Senior Scale) Rs.42050-1100-44250-1250-56750-1400-63750- (Selection Grade)
3.	Qualifications	<u>Essential:</u> 1. Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree from a recognized University with a minimum of 55% marks and 2. Qualified in NET/SLET examination <u>Desirable:</u> i. Previous Experience at similar level in College(s) ii. Knowledge of computer applications, Usage of technology, web content management.
4.	Period of probation	Two years. He/She shall continue to be on probation after expiry of 2 years until confirmed in writing by the Management. Confirmation will be based on satisfactory completion of probationary period done by a due process of performance appraisal which includes self-assessment report, students/parents feedback, and appraisal by the HOI and review by the Review Committee. <ul style="list-style-type: none"> • If performance during the probationary period is unsatisfactory, they may either be terminated or probation extended for one more year. • If found unsatisfactory during the extended probationary period, their services will be terminated.
5.	Career progression	1. First promotion to Senior scale will be on completion of 10 years of satisfactory service based on Performance Appraisal Process: Self Assessment Report, Students Feedback, Evidence of having shouldered administrative responsibilities in extra-curricular activities and HOI appraisal and assessed by the Review Committee. 2. Second promotion to Selection Grade will be on completion of 10 years of satisfactory service in senior scale based on the review procedure as detailed above.

6.	Serving Librarian of MES without requisite qualification(s)	<p>i. will be continued in the present scale of 12500-36800 and</p> <p>ii. become eligible for their first promotion to Senior Scale on completion of 20 years of satisfactory service based on the review procedure as detailed above.</p>
7.	Other Conditions	<p>1. All future appointments as Librarian for Degree Colleges will be made only from those with requisite qualification(s).</p> <p>2. Due weightage will be given in the recruitment process, for those having relevant additional qualification and experience in website management and data management.</p> <p>3. Sanction of one increment on each promotion.</p>
8.	Reference	GOK G O No. ED 37 UNE 2009, Bangalore, dated: 24-12-2009

Table 13: Assistant Librarian for Degree College

Sl. No.	Particulars	Conditions
1.	No. of Posts	1 ACS Degree College : 1
2.	Scale of Pay	Rs.14750-500-16250-600-19850-700-22650-800-26650-900-33850-1000-39850 (Entry level-upgraded scale) Rs.18650-600-19850-700-22650-800-26650-900-33850-1000-39850-1100-42050 (Senior Scale) Rs.25850-800-26650-900-33850-1000-39850-1100-44250-1250-45500 (Selection Grade)
3.	Qualifications	<u>Essential:</u> 1. Bachelor's Degree from a recognized University with a minimum of 55% marks and 2. Bachelor's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree from a recognized University with a minimum of 55% marks and <u>Desirable:</u> iii. Previous Experience at similar level in Colleges iv. Knowledge of computer applications Usage of technology, web content management
4.	Period of probation	Two years. He/She shall continue to be on probation after expiry of 2 years until confirmed in writing by the Management. Confirmation will be based on satisfactory completion of probationary period done by a due process of performance appraisal which includes self-assessment report, students/parents feedback, and appraisal by the HOI and review by the Review Committee. <ul style="list-style-type: none"> • If performance during the probationary period is unsatisfactory, they may either be terminated or probation extended for one more year. • If found unsatisfactory during the extended probationary period, their services will be terminated.

5.	Career progression	<ol style="list-style-type: none"> 1. First promotion to Senior scale will be on completion of 10 years of satisfactory service based on Performance Appraisal Process: Self Assessment Report, Students Feedback, Evidence of having shouldered administrative responsibilities in extra-curricular activities and HOI appraisal and assessed by the Review Committee. 2. Second promotion to Selection Grade will be on completion of 10 years of satisfactory service in senior scale based on the review procedure as detailed above.
6.	Serving Asst. Librarian of MES without requisite qualification(s)	<ol style="list-style-type: none"> i. will be continued in the present scale of 12500-36800 and ii. become eligible for their first promotion to Senior Scale on completion of 20 years of satisfactory service based on the review procedure as detailed above.
7.	Other Conditions	<ol style="list-style-type: none"> 1. All future appointments as Assistant Librarian for Degree College will be made only from those with requisite qualification(s). 2. Due weightage will be given in the recruitment process, for those having relevant additional qualification and experience in website management and data management. 3. Sanction of one increment on each promotion.

Table 14: Lecturer in Physical Education for PU Colleges

Sl. No.	Particulars	Conditions
1.	No. of Posts	5 ACSPU : 2 KKPU : 1 MPL PU : 1 BRS PU : 1
2.	Scale of Pay	Rs.23450-800-26650-900-33850-1000-39850-1100-44250-1250-56750 (Entry Level) Rs.29350-900-33850-1000-39850-1100-44250-1250-56750-1400-59550 – (Senior Scale) Rs.42050-1100-44250-1250-56750-1400-63750 – (Selection Grade)
3.	Qualifications	<u>Essential:</u> 1. Master's Degree in Physical Education (Two-year course) OR Masters Degree in Sports Science from a recognized University with a minimum of 55% marks and 2. Record of having represented the University/College at the Inter-University/Inter-Collegiate Competitions or the State and/or national championships 3. Passed the physical fitness test <u>Desirable:</u> i. Previous Experience at similar level in College(s) ii. Knowledge of computer applications, Usage of technology, web content management
4.	Period of probation	Two years. He/She shall continue to be on probation after expiry of 2 years until confirmed in writing by the Management. Confirmation will be based on satisfactory completion of probationary period done by a due process of performance appraisal which includes self-assessment report, students/parents feedback, and appraisal by the HOI and review by the Review Committee. <ul style="list-style-type: none"> • If performance during the probationary period is unsatisfactory, they may either be terminated or probation extended for one more year. • If found unsatisfactory during the extended probationary period, their services will be terminated.

5.	Career progression	<ol style="list-style-type: none"> 1. First promotion to Senior scale will be on completion of 10 years of satisfactory service based on Performance Appraisal Process: Self-Assessment Report, Sports Programme organized, coaching camps organized, practice sessions conducted, competitions organized, PARTICULARS of having produced good performing teams/athletes for competitions like state/ national/ inter-collegiate level (evidence in support of the claim), Students Feedback. Evidence of having shouldered administrative responsibilities in co-curricular and extra-curricular activities and HOI appraisal etc and assessed by the Review Committee. 2. Second promotion to Selection Grade will be on completion of 10 years of satisfactory service in senior scale based on the review procedure as detailed above.
6.	Other Conditions	<ol style="list-style-type: none"> 1. All future appointments as Lecturer Physical Education will be made only from those with requisite qualification(s). 2. Due weightage will be given in the recruitment process, for additional relevant qualification(s), previous experience in colleges. 3. Sanction of one increment on each promotion.
7.	Reference	<p>GOK G O No. ED 35 DGO 2009, Bangalore, dated: 20-03-2013 (Present designation of Physical Culture Asst. Director is changed to Lecturer Physical Education as approved by Regulatory authorities)</p>

Table 15: Lecturer in Physical Education for Degree Colleges

Sl. No.	Particulars	Conditions
1.	No. of Posts	2 ACS Degree College : 1 IOM : 1
2.	Scale of Pay	Rs.23450-800-26650-900-33850-1000-39850-1100-44250-1250-56750 (Entry Level) Rs.29350-900-33850-1000-39850-1100-44250-1250-56750-1400-59550 - (Senior Scale) Rs.42050-1100-44250-1250-56750-1400-63750 - (Selection Grade)
3.	Qualifications	<u>Essential:</u> 1. Master's Degree in Physical Education (Two years course) or Master's Degree in Sports Science from a recognized University with a minimum of 55% marks 2. Qualified in NET/SLET examination 3. Record of having represented the University/College at the Inter-University/Inter-Collegiate Competitions or the State and/or national championships 4. Passed the physical fitness test <u>Desirable:</u> i. Previous Experience at similar level in College(s) ii. Knowledge of computer applications/Usage of technology, web content management.
4.	Period of probation	Two years. He/She shall continue to be on probation after expiry of 2 years until confirmed in writing by the Management. Confirmation will be based on satisfactory completion of probationary period done by a due process of performance appraisal which includes self-assessment report, students/parents feedback, and appraisal by the HOI and review by the Review Committee. <ul style="list-style-type: none"> • If performance during the probationary period is unsatisfactory, they may either be terminated or probation extended for one more year. • If found unsatisfactory during the extended probationary period, their services will be terminated.
5.	Career progression	1. First promotion to Senior scale will be on completion of 10 years of satisfactory service based on Performance Appraisal Process: Self-Assessment Report, Sports Programme organized, coaching camps organized, practice sessions conducted, competitions organized, details of having produced good performing teams/athletes for competitions like

		<p>state/ national/ inter-University/combined University level (evidence in support of the claim), Students Feedback. Evidence of having shouldered administrative responsibilities in co-curricular and extra-curricular activities and HOI appraisal etc., and assessed by the Review Committee.</p> <p>2. Second promotion to Selection Grade will be on completion of 10 years of satisfactory service in senior scale based on the review procedure as detailed above.</p>
6.	Serving Teachers of MES without requisite qualification(s)	Serving staff without NET/SLET will be eligible for promotion to the senior scale of Rs.29000-800-33800-1000-39800-1100-44200-1250-56700-1500-61200 on completion of 20 years of satisfactory service based on the review procedure as detailed above
7.	Other Conditions	<p>1. All future appointments as Assistant Director of Physical Education will be made only from those with Masters Degree in Physical Education with NET/SLET as per the orders of UGC/Directorate/ Bangalore University.</p> <p>2. Due weightage will be given in the recruitment process, for additional relevant qualification(s) and previous experience in colleges.</p> <p>3. Sanction of one increment on each promotion.</p>
8.	Reference	GOK G O No. ED 37 UNE 2009, Bangalore, dated: 24-12-2009

Table 16: Laboratory Assistant for Schools/Colleges

Sl. No.	Particulars	Conditions
1.	No. of Posts	10
2.	Scale of Pay	Rs.12850-400-13250-500-16250-600-19850-700-22650-800-26650-900-33850-1000-36850 (Entry Level) Rs.14750-500-16250-600-19850-700-22650-800-26650-900-33850-1000-38850 (Senior Scale) Rs.22650-800-26650-900-33850-1000-39850-1100-42050 (Selection Grade)
3.	Qualification	<u>Essential:</u> 1. Bachelor's Degree in Science and 2. At least one experience in Laboratory in educational institution(s) 3. Knowledge of computer applications
4.	Period of probation	Two years. He/She shall continue to be on probation after expiry of 2 years until confirmed in writing by the Management. Confirmation will be based on satisfactory completion of probationary period done by a due process of performance appraisal which includes self-assessment report, students/parents feedback, and appraisal by the HOI and review by the Review Committee. <ul style="list-style-type: none"> • If performance during the probationary period is unsatisfactory, they may either be terminated or probation extended for one more year. • If found unsatisfactory during the extended probationary period, their services will be terminated.
5.	Career progression	1. First promotion to Senior Scale will be on completion of 10 years of satisfactory service based on a Performance Appraisal Process: Self Assessment Report, students' feedback, evidence of having shouldered additional responsibilities and HOI appraisal and assessed by the Review Committee. 2. Second promotion to Selection Grade will be on completion of 10 years of satisfactory service in senior scale based on the review procedure as detailed above.
6.	Other conditions	1. All appointments to Laboratory Assistant Post will be made only from those with requisite qualification(s) 2. Due weightage will be given in the recruitment process for relevant additional technical qualification(s) 3. Sanction of one increment on each promotion.

Table 17: Asst. Manager in Schools, PU & Degree Colleges

Sl. No.	Particulars	Conditions
1.	No. of Posts	11 (Schools- 2 + PU- 4 + Degree- 3 + MC- 2)
2.	Scale of Pay	Rs.14750-500-16250-600-19850-700-22650-800-26650-900-33850-1000-39850 (Entry level) 18650-600-19850-700-22650-800-26650-900-33850-1000-39850-1100-42050 (Senior Scale) Rs. 25850-800-26650-900-33850-1000-39850-1100-44250-1250-45500 (Selection Grade)
3.	Qualification	<u>Essential:</u> 1. Bachelor's Degree in any discipline with Hands on experience in Computer Applications and knowledge of Tally or Advanced Excel and; 2. Minimum of 10 years' experience in progressive positions in Office Administration/Accounts, Correspondence in Kannada & English <u>Desirable:</u> i. Previous Experience in educational institutions and knowledge of Government rules
4.	Period of probation	Two years. He/She shall continue to be on probation after expiry of 2 years until confirmed in writing by the Management. Confirmation will be based on satisfactory completion of probationary period done by a due process of performance appraisal which includes self-assessment report, students/parents feedback, and appraisal by the HOI and review by the Review Committee. <ul style="list-style-type: none">• If performance during the probationary period is unsatisfactory, they may either be terminated or probation extended for one more year.• If found unsatisfactory during the extended probationary period, their services will be terminated.
5.	Career progression	1. First promotion to Senior Scale be on completion of 10 years of satisfactory service based on a Performance Appraisal Process: Self Assessment Report, evidence of having shouldered additional responsibilities and HOI appraisal and assessed by the Review Committee. 2. Second promotion to Selection Grade will be on completion of 10 years of satisfactory service in senior scale based on the review procedure as detailed above.
6.	Other conditions	1. Due weightage will be given in the recruitment process for relevant additional qualification(s), to be decided by the recruitment committee 2. Sanction of one increment on each promotion.

Table 18: Computer Technician

Sl. No.	Particulars	Conditions
1.	No. of Posts	02
2.	Scale of Pay	Rs.12850-400-13250-500-16250-600-19850-700-22650-800-26650-900-33850-1000-36850 (Entry Level) Rs.14750-500-16250-600-19850-700-22650-800-26650-900-33850-1000-38850 (Senior Scale) Rs.22650-800-26650-900-33850-1000-39850-1100-42050 (Selection Grade)
3.	Qualification	<u>Essential:</u> 1. Bachelor's Degree in Computer Science/Computer Applications from a recognized University with a minimum of 55% marks OR Bachelor's Degree from a recognized University with a minimum of 55% marks and Diploma in Hardware Maintenance/Computer Applications <u>Desirable:</u> i. Previous Experience of working in computer lab / Hardware maintenance in educational institution(s) ii. Knowledge of software applications.
4.	Period of probation	Two years. He/She shall continue to be on probation after expiry of 2 years until confirmed in writing by the Management. Confirmation will be based on satisfactory completion of probationary period done by a due process of performance appraisal which includes self-assessment report, students/parents feedback, and appraisal by the HOI and review by the Review Committee. <ul style="list-style-type: none">• If performance during the probationary period is unsatisfactory, they may either be terminated or probation extended for one more year.• If found unsatisfactory during the extended probationary period, their services will be terminated.
5.	Career progression	1. First promotion to Senior Scale will be on completion of 10 years of satisfactory service based on a Performance Appraisal Process: Self Assessment Report, evidence of having shouldered additional responsibilities and HOI appraisal and assessed by the Review Committee. 2. Second promotion to Selection Grade will be on completion of 10 years of satisfactory service in senior scale based on the review procedure as detailed above.

6.	Serving staff of MES without requisite qualification(s)	Serving staff at MES Institutions without requisite qualification(s) will be eligible for their first promotion to Senior Scale on completion of 20 years of satisfactory service based on the review procedure as detailed above.
7.	Other conditions	<ol style="list-style-type: none"> 1. All future appointments to the post of Computer Technician will be made only from those with requisite qualification(s) 2. Due weightage will be given in the recruitment process for relevant additional qualification(s), relevant hardware and software experience. 3. Sanction of one increment on each promotion.

Table 19: Office Assistant (Admin)

Sl. No.	Particulars	Conditions
1.	No. of Posts	22
2.	Scale of Pay	Rs.11650-400-13250-500-16250-600-19850-700-22650-800-26650-900-32950 (Entry Level) Rs.14750-500-16250-600-19850-700-22650-800-26650-900-33850-1000-34850 (Senior Scale) Rs.19850-700-22650-800-26650-900-33850-1000-37850 (Selection Grade)
3.	Qualification	<u>Essential:</u> 1. Bachelor's Degree with knowledge in Computer Applications 2. Proficient in MS Office & related computer applications <u>Desirable:</u> i. Previous Experience in office administration/correspondence in Kannada/English in educational institution(s)
4.	Period of probation	Two years. He/She shall continue to be on probation after expiry of 2 years until confirmed in writing by the Management. Confirmation will be based on satisfactory completion of probationary period done by a due process of performance appraisal which includes self-assessment report, students/parents feedback, and appraisal by the HOI and review by the Review Committee. <ul style="list-style-type: none"> • If performance during the probationary period is unsatisfactory, they may either be terminated or probation extended for one more year. • If found unsatisfactory during the extended probationary period, their services will be terminated.
5.	Career progression	1. First promotion to Senior Scale be on completion of 10 years of satisfactory service based on a Performance Appraisal Process: Self Assessment Report, evidence of having shouldered additional responsibilities and HOI appraisal and assessed by the Review Committee. 2. Second promotion to Selection Grade will be on completion of 10 years of satisfactory service in senior scale based on the review procedure as detailed above.
6.	Serving staff of MES without requisite qualification(s)	i. Will continue in the existing scale of 10750-32950 and ii. be eligible for their first promotion to Senior Scale on completion of 20years of satisfactory service based on the review procedure as detailed above.

7.	Other conditions	<ol style="list-style-type: none">1. All future appointments to the post of Office Assistant (Admin) will be made only from those with requisite qualification(s)2. Due weightage will be given in the recruitment process for relevant additional qualification(s) and experience in software applications3. Sanction of one increment on each promotion.
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Table 20: Office Assistant (Accounts)

Sl. No.	Particulars	Conditions
1.	No. of Posts	12
2.	Scale of Pay	Rs.11650-400-13250-500-16250-600-19850-700-22650-800-26650-900-32950 (Entry Level) Rs.14750-500-16250-600-19850-700-22650-800-26650-900-33850-1000-34850 (Senior Scale) Rs.19850-700-22650-800-26650-900-33850-1000-37850 (Selection Grade)
3.	Qualification	<u>Essential:</u> 1. Bachelor's Degree in Commerce, qualified in Tally (ERP 9.0) Operations; and 2. Proficient in MS Office & related computer applications <u>Desirable:</u> i. Previous Experience in office administration/correspondence in Kannada/English in educational institution(s) ii. Knowledge of software applications.
4.	Period of probation	Two years. He/She shall continue to be on probation after expiry of 2 years until confirmed in writing by the Management. Confirmation will be based on satisfactory completion of probationary period done by a due process of performance appraisal which includes self-assessment report, students/parents feedback, and appraisal by the HOI and review by the Review Committee. <ul style="list-style-type: none">• If performance during the probationary period is unsatisfactory, they may either be terminated or probation extended for one more year.• If found unsatisfactory during the extended probationary period, their services will be terminated.
5.	Career progression	1. First promotion to Senior Scale be on completion of 10 years of satisfactory service based on a Performance Appraisal Process: Self Assessment Report, evidence of having shouldered additional responsibilities and HOI appraisal and assessed by the Review Committee. 2. Second promotion to Selection Grade will be on completion of 10 years of satisfactory service in senior scale based on the review procedure as detailed above.
6.	Serving staff of MES without requisite qualification(s)	i. Will continue in the existing scale of 10750-32950 and ii. be eligible for their first promotion to Senior Scale on completion of 20 years of satisfactory service based on the review procedure as detailed above.

7.	Other conditions	<ol style="list-style-type: none">1. All future appointments to the post of Office Assistant (Accounts) will be made only from those with requisite qualification2. Due weightage will be given in the recruitment process for relevant additional qualification(s), and experience in software applications3. Sanction of one increment on each promotion.
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Table 21: Support Staff (MC/Office/Lab/Library)

Sl. No.	Particulars	Recruitment Rules
1.	No. of Posts	93 (MC/Schools /Colleges) KK Primary & HS-7, KKPS-9, ACSPU-10, KKPU-9, MPLPU-8, BRSPU-6 Degree-21, IOM-6, MESTC-3, KK Pre-primary-4, KKPS-4, Management-6
2.	Scale of Pay	Rs.9600-200-10600-300-12100-400-14100-500-16600-600-19600-700-26600 (Entry Level) Rs.11200-300-12100-400-14100-500-16600-600-19600-700-26600-800-28200 (Senior Scale) Rs.14100-500-16600-600-19600-700-26600-800-30600 (Selection Grade)
3.	Qualification	<u>Essential:</u> 1. Pass in SSLC/PUC 2. Experience in handling Lab Equipments; and 3. Knowledge of computer applications. <u>Desirable:</u> i. Previous Experience in an office/laboratory in educational institution(s) ii. Maintenance of audio/video equipment and auditorium/control room in educational institution(s)
4.	Period of probation	Two years. He/She shall continue to be on probation after expiry of 2 years until confirmed in writing by the Management. Confirmation will be based on satisfactory completion of probationary period done by a due process of performance appraisal which includes self-assessment report, students/parents feedback, and appraisal by the HOI and review by the Review Committee. <ul style="list-style-type: none">• If performance during the probationary period is unsatisfactory, they may either be terminated or probation extended for one more year.• If found unsatisfactory during the extended probationary period, their services will be terminated.
5.	Career progression	1. First promotion to Senior Scale will be on completion of 10 years of satisfactory service based on a Performance Appraisal Process: Self Assessment Report, evidence of having shouldered additional responsibilities and HOI appraisal and assessed by the Review Committee. 2. Second promotion to Selection Grade will be on completion of 10 years of satisfactory service in senior scale based on the review procedure as detailed above.
6.	Serving staff of MES without requisite qualification(s)	Will be eligible for their first promotion to Senior Scale on completion of 20 years of satisfactory service based on the review procedure as detailed above.

7.	Other conditions	<ol style="list-style-type: none">1. All future appointments to Support Staff Post, will be made only from those with requisite qualification(s)2. Due weightage will be given in the recruitment process for relevant additional technical qualification(s)3. Sanction of one increment on each promotion.
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1. List of cadres in MES Group of Institutions: Entry pay scales, Senior Scales, Selection Grade Scales

Annexure-4

Sl. No	Post	Present Scale	Upgraded Scale	Senior Scale	Selection Grade Scale
	Master Scale for Support Staff	9600-200-10600-300-12100-400-14100-500-16600-600-19600-700-26600			
	Master Scale for other cadres	11650-400-13250-500-16250-600-19850-700-22650-800-26650-900-32950-950-35800-1000-39800-1100-44200-1250-56700-1500-65700			
1	Office Assistant (Accounts/Administration) Assistant Teachers	10750-300-11650-400-13250-500-16250-600-19850-700-22650-800-26650-900-32950	11650-400-13250-500-16250-600-19850-700-22650-800-26650-900-32950	14750-500-16250-600-19850-700-22650-800-26650-900-33850-1000-34850	19850-700-22650-800-26650-900-33850-1000-37850
2	Teacher	18000-450-19350-550-21550-650-25450-750-29950-850-33350-950-38100-1050-45450	18050-600-19850-700-22650-800-26650-900-33850-1000-39850-1100-44250-1250-45500	22650-800-26650-900-33850-1000-39850-1100-44250-1250-48000	29350-900-33850-1000-39850-1100-44250-1250-51750
3	Lecturer, Lecturer in Physical Edn –PU & Degree Asst. Professor – UG / Librarian for Degree College	23000-600-24800-700-29000-800-33800-1000-39800-1100-44200-1250-56700	23450-800-26650-900-33850-1000-39850-1100-44250-1250-56750	29350-900-33850-1000-39850-1100-44250-1250-56750-1400-59550	42050-1100-44250-1250-56750-1400-63750
4	Assistant Professor (PG)	23000-600-24800-700-29000-800-33800-1000-39800-1100-44200-1250-56700	27550-900-33850-1000-39850-1100-44250-1250-56750	33850-1000-39850-1100-44250-1250-56750-1400-59550	44250-1250-56750-1400-63750
5	Computer Technician System Administrator	10750-300-11650-400-13250-500-16250-600-19850-700-22650-800-26650-900-32950	12850-400-13250-500-16250-600-19850-700-22650-800-26650-900-33850-1000-36850	14750-500-16250-600-19850-700-22650-800-26650-900-33850-1000-38850	22650-800-26650-900-33850-1000-39850-1100-42050
6	Computer Teacher/ Arts & Craft Teacher / Yoga Teacher / P.E. Teachers for Schools/ Librarian for Schools/ Asst. Librarian in Degree College	12500-300-13100-400-14300-500-16800-600-19800-700-23300-800-27300-900-31800-1000-36800	14750-500-16250-600-19850-700-22650-800-26650-900-33850-1000-39850	18650-600-19850-700-22650-800-26650-900-33850-1000-39850-1100-42050	25850-800-26650-900-33850-1000-39850-1100-44250-1250-45500

Sl. No	Post	Present Scale	Upgraded Scale	Senior Scale	Selection Grade Scale
7	Librarian for PU Colleges	12500-300-13100-400-14300-500-16800-600-19800-700-23300-800-27300-900-31800-1000-36800	18050-600-19850-700-22650-800-26650-900-33550-1000-39850-1100-44250-1250-45500	22650-800-26650-900-33850-1000-39850-1100-44250-1250-48000	29350-900-33850-1000-39850-1100-44250-1250-56750-1400-59550
8	Assistant Manager for Schools, PU & Degree Colleges	New Cadre	14750-500-16250-600-19850-700-22650-800-26650-900-33850-1000-39850	18650-600-19850-700-22650-800-26650-900-33850-1000-39850-1100-42050	25850-800-26650-900-33850-1000-39850-1100-44250-1250-45500
9	Laboratory Assistant	New Cadre	12850-400-13250-500-16250-600-19850-700-22650-800-26650-900-33850-1000-36850	14750-500-16250-600-19850-700-22650-800-26650-900-33850-1000-38850	22650-800-26650-900-33850-1000-39850-1100-42050
10	Support Staff (Office/Lab/Lib) Support Staff (Nursery)	9600-200-12000-250-13000-300-14200-350-19450	9600-200-10600-300-12100-400-14100-500-16600-600-19600-700-26600	11200-300-12100-400-14100-500-16600-600-19600-700-26600-800-28200	14100-500-16600-600-19600-700-26600-800-30600

2. List of cadres in MES Group of Institutions for which pay scales have been upgraded

Anneure-5

Sl. No.	Revised designation	Government Scales (2012)	MES Scales		Remarks
			Existing	Proposed/Upgraded	
1	Assistant Teachers	11600-200-12000-250-13000-300-14200-350-15600-400-17200-450-19000-500-21000	10750-300-11650-400-13250-500-16250-600-19850-700-22650-800-26650-900-32950	11650-400-13250-500-16250-600-19850-700-22650-800-26650-900-32950	➤ The existing scale of 10750-32950 is upgraded on par with Government scale of SDA.
2	Teachers	16000-400-17200-450-19000-500-21000-600-24600-700-28800-800-29600 (Primary School Teacher-Graduate)	18000-450-19350-550-21550-650-25450-750-29950-850-33350-950-38100-1050-45450	18050-600-19850-700-22650-800-26650-900-33550-1000-39850-1100-44250-1250-45500	➤ Rationalized the scale duly synchronizing with the increment rates of the Master scale. ➤ Both Primary and High Schools are considered the same scale as the minimum required qualification is graduation with B. Ed for both.
		17650-450-19000-500-21000-600-24600-700-28800-800-32000 (Secondary School Assistant-Gr-II)			
3	Computer Teacher/ Arts & Craft Teacher / Yoga Teacher / P.E. Teachers for Schools/ Librarian for Schools	12500-250-13000-300-14200-350-15600-400-17200-450-19000-500-21000-600-24000 (Craft Teacher-II /Music Teacher/PE Teacher-Grade II) – Non-Graduates	12500-300-13100-400-14300-500-16800-600-19800-700-23300-800-27300-900-31800-1000-36800	14750-500-16250-600-19850-700-22650-800-26650-900-33850-1000-39850	➤ These cadres are in between the cadres of Pre-Primary Teachers (11650-32950) and Primary & High School Teachers (18050-45500). Therefore, a mid-scale equivalent to FDA (14550-26700) is suggested within the Master Scale. ➤ Those without the requisite qualification will also be given the upgraded scale. But, their career progression to senior scale is 20 years in place of 10 years for qualified staff.

Sl. No.	Cadre/Post	Government Scales (2012)	MES Scales		Remarks
			Existing	Proposed/Upgraded	
4	Librarian for PU Colleges	17650-450-19000-500-21000-600-24600-700-28800-800-32000	12500-300-13100-400-14300-500-16800-600-19800-700-23300-800-27300-900-31800-1000-36800	18050-600-19850-700-22650-800-26650-900-33550-1000-39850-1100-44250-1250-45500	<ul style="list-style-type: none"> ➤ The scale of pay prescribed by the government for the post of Librarian for PU Colleges is 17650-32000 (which is fixed at MES as 18050-45500). ➤ The qualification prescribed is M.Lib.Sc with 55% marks ➤ The scale of existing Library Assistants/Librarian in PU Colleges with requisite qualification may be upgraded to 18050-45450. ➤ Those without the requisite qualification will also be given the upgraded scale. But, their career progression to senior scale is 20 years in place of 10 years for qualified staff.
5	Lecturer/ Assistant Professor/Librarian of Degree College	22800-600-24600-700-28800-800-33600-900-39000-1050-43200 (Lecturers of PU Colleges)	23000-600-24800-700-29000-800-33800-1000-39800-1100-44200-1250-56700	23450-800-26650-900-33850-1000-39850-1100-44250-1250-56750	<ul style="list-style-type: none"> ➤ Scale proposed is above the scale of Lecturers of Govt. PU College and Asst. professor of Degree College who draw UGC scales (UGC Scale for Asst. Professor is 15600-39100 + AGP 6000 = 21000)
6	Computer Technician / System Administrator		10750-300-11650-400-13250-500-16250-600-19850-700-22650-800-26650-900-32950	12850-400-13250-500-16250-600-19850-700-22650-800-26650-900-33850-1000-36850	<ul style="list-style-type: none"> ➤ Both the cadres are merged and re-designated as Computer Technician and the scale is standardized (12850-36850).
7	Office Assistant (Admin) Office Assistant (Accounts)	11600-200-12000-250-13000-300-14200-350-15600-400-17200-450-19000-500-21000	10750-300-11650-400-13250-500-16250-600-19850-700-22650-800-26650-900-32950	11650-400-13250-500-16250-600-19850-700-22650-800-26650-900-32950	<ul style="list-style-type: none"> ➤ The scale of pay prescribed by the government for the post of SDA is 11600-21000 whereas the scale adopted by MES is 10750-32950. ➤ Hence the start of the scale may be fixed at 11650 in the existing scale and the new scale may be 11650-32950.
8	Support Staff (Office/Lab/Lib) Support Staff (Nursery)	9600-200-12000-250-13000-300-14200-350-14550	9600-200-10600-300-12100-400-14100-500-16600-600-19600-700-26600	No change	<ul style="list-style-type: none"> ➤ Attender in Primary/High School/PU & Degree Colleges ➤ Support staff in Pre-primary School

ii. Existing posts rationalized

Annexure-6

Sl. No.	Existing Designations	New Designations
1	Attender/Lab Attender/Peon	Support Staff (Office/Laboratory/Library)
2	Ayah/Helper	Support staff (Nursery)
3	Teacher/Assistant Mistress for Primary & HS	Teacher
4	Pre-primary Teacher/ Teacher for Pre-primary	Assistant Teacher
5	PT Teacher/P E Teacher	P E Teacher
6	Clerk (Accounts) /Clerk-Accountant/ Office Asst. (Accounts)/ Accounts Officer	Office Assistant (Accounts)
7	Clerk/ Clerk Typist/ Clerk-cum-Typist-Computer Operator	Office Assistant (Admin)
8	Library Assistant in PU Colleges	Librarian in PU Colleges

iii. Re-designation of Existing posts

Sl. No.	Existing Designations	Re-designated
1	Assistant Director P E in PU College/ Asst. Director of PE in Degree College	Lecturer in Physical Education
2	Lecturer in Degree Colleges (with NET/SLET/Ph.D)	Assistant Professor
3	System Administrator in Deg. College	Computer Technician

iv. Posts proposed to be created

Sl. No.	Name of the Post	Pay Scale
1	Laboratory Assistant	12850-36850
2	Assistant Manager for Schools, PU & Degree Colleges	14750-39850

AGREEMENT

THIS AGREEMENT made this ----- day of March two thousand eighteen

BETWEEN

Dr./Shri./Smt./Kum. ----- Assistant
Teacher/Teacher/Lecturer/Assistant Professor of -----
School/College, hereinafter referred to as "*the Employee*" on the One Part;

AND

Mysore Education Society (MES) with its registered office at "Brahmi" 10th Main, 15th Cross, Malleswaram, Bangalore – 560 003 hereinafter referred to as "*the MES*" on the other part.

WHEREAS the Employee has been working as a Assistant Teacher/Teacher/Lecturer/Assistant Professor/Principal of ----- School/College of the said MES from the ----- day of -----199.

WHEREAS

The Management of the MES has approved the MES Cadre & Recruitment Rules, 2017 and notified the same vide. Notification No. -----
- for implementation with effect from 01.06.2017. The said C & R Rules, *inter alia*, prescribe the minimum educational qualification and experience for both teaching and non-teaching cadres. It also provides for career progression by way of senior and selection grade scales. The pay scales have been raised for certain cadres and rationalized for the other cadres. The said Rules stipulate that all the employees are required to execute an agreement with the Management that they abide by the provisions of the C & R Rules and the code of conduct and perform their duties diligently.

Now this Agreement witnessth as follows:

It is hereby agreed to and decided by and between Parties hereto as follows: -

1. The employee agrees and accepts to duly comply with the terms and conditions specified in the said Notification by the MES along with the code of conduct and ethics expected of the employee which is annexed herein and forms part of the agreement.
2. The employee agrees and accepts to maintain absolute integrity, devotion to duty and do nothing which is unbecoming of an employee of an educational institution.
3. **MES hereby agrees to comply** with the MES (Cadre & Recruitment) Rules, 2017 which has been implemented for the benefit of its employees

In witness whereof, the parties, herein, have executed these presents on the day, month and year first above written.

Signed and Delivered by Dr./Shri/Smt/Kum ----- the
Employee above named in the presence of

1.-----

2.-----

Signed and delivered by Shri B K Subburaman, Chief Executive, on behalf of MES, in the
presence of

1.-----

2.-----

CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR MES TEACHERS

The teaching profession calls for high personal standards of ethics, responsibility and accountability. A teacher has to lead by example and her/his conduct in an Institutional environment has great impact on students. As responsible, educated adults, teachers need to uphold norms and be role models to their colleagues and students.

Keeping the above in mind, the MES Management has adopted the following Rules that together constitute a Code of Conduct for Teachers appointed by it:

1. Teachers shall at all times conduct themselves in a manner that inspires, motivates, persuades and guides students in their educational endeavors.
2. Teachers appointed by MES are liable to inter-Institutional transfers within comparable institutions of the MES group, and must be willing to accept training or deputation duties as and when directed by the Management.
3. Teachers are expected to wear the Institutional ID cards during their stay on the Institutional premises, as also insist the same from their students and adhere to the dress code of the institution viz. sarees for lady staff member and formal dress for male staff member
4. Teachers shall adhere to the working hours as stipulated by the Institution or regulatory authority.
5. Teachers shall attend the morning assembly and participate in all cultural and extra-curricular activities and serve in any capacity in such functions as called upon.
6. Teachers shall adhere to the norms of biometrics/Institutional digital campus solutions as required by the Management.
7. Teachers shall be responsible for the equipment/furniture entrusted to them.
8. Teachers shall diligently undertake additional duties such as stock verification, etc. assigned to them by the HOI/Management from time to time.
9. Use of mobile phones is strictly not permitted in the Classrooms, Labs and Corridors, except for taking attendance under ERP package/Ipomo.
10. Teachers shall not Indulge in or encourage any form of malpractice connected with examinations or any unlawful activity, and refrain from inciting students against other students/teacher/administrator/management members
11. During the period of their service, teachers cannot join any other Institutions or pursue any course of studies without the prior approval of the Head of Institution/Management.
12. Teachers cannot remain absent from the institution without prior sanction of leave or without previous permission of the HoI. They cannot leave the country without prior sanction from the MES Management.
13. Leave cannot be claimed as a matter of right. When the exigencies of Institutional service so require, leave of any kind may be refused or revoked by the management.

14. Teachers cannot accept any remuneration related job from any source other than officially permitted or engage in any business.
15. Teachers shall keep pace with the advancement in their subject domain in particular and in the area of education generally and shall constantly strive to endeavor to upgrade their skills, including ICT skills.
16. All teachers are responsible for maintaining their Class Attendance Register, Lesson Plan Book, Daily Diary and Examination Registers. For any loss of the same, they shall be solely accountable.
17. All teachers are required to get their Lesson Plan Book signed every fortnight and Daily Diary every week, from the HOD/HOI respectively.
18. All teachers are strictly forbidden from inflicting any corporal punishment upon any student notwithstanding any compelling circumstances whatsoever. They shall also exhibit utmost fairness in their assessment of the students without any bias.
19. Teachers shall strive to develop the institution as a community and human resource development entre providing knowledge and information and developing skills and attitudes needed for such development.
20. Teachers shall not knowingly or willfully neglect their duties, including correction of class-work or homework or assignments submitted by the students.
21. Teachers shall not discriminate against any student on the ground of gender, caste, creed, language, place of origin, social and cultural background.
22. Teachers shall not enter into any monetary transactions with any student or parent; nor shall they exploit their influence for personal ends.
23. Teachers cannot undertake private tuitions to any students or other persons as per the norms of the regulatory bodies.
24. Teachers shall publish any book/s or keys/guides on their own or assist in such publications directly or indirectly, only with the prior permission from the Management.
25. They shall be courteous to all the stakeholders of the institution/s managed by the MES, and not indulge in any gossip, vilification or propaganda against the MC/ institution / teachers /colleagues and refrain from divulging confidential information about the students/institution to any outsiders.
26. They shall abide by all the rules and regulations as may be adopted by the MES from time to time.
27. To refrain from being in touch with the students on any social media like WhatsApp, Twitter, Facebook, Instagram etc., or get unduly friendly or personal with them or have any interaction which goes beyond the classroom.

NOTE: Non-compliance or violation of any of the above-mentioned Rules can lead to appropriate action by the Management against the concerned teacher.

CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR NON-TEACHING STAFF OF MES

Non-teaching and support staff appointed by the MES, at the Management office as well as at its institutions (educational and/or ancillary), shall abide by the following Rules that together constitute a Code of Conduct during their employment with the MES:

1. Personnel appointed by MES at all times exhibit utmost competence, prudence, transparency and a helpful attitude in the discharge of their duties and conduct themselves in a manner that upholds the image of the Society.
2. They are liable to inter-Institutional transfers within the MES group of institutions.
3. They shall accept training or deputation duties within or outside the institutions, as and when so directed by the Management.
4. They shall wear the Institutional ID cards at all times during their stay on the Institutional premises.
5. They shall adhere to the working hours as stipulated by the MES Management /HoI/ HoD of the Institution.
6. They shall participate and help in all cultural and extra-curricular activities and serve in any capacity in such functions as may be called upon.
7. They shall adhere to the norms of biometrics/ institutional digital campus solutions as required by the Management, from time to time.
8. They shall be responsible for the properties/equipment/furniture/library resources or any such other items as entrusted to them by the Management or the HoI.
9. They shall undertake additional duties related to stock verification, extra-curricular activities, etc. as may be allotted by the HOI/Management from time to time.
10. They shall refrain from using their mobile phones inside the institution during office hours.
11. They shall not Indulge in, or encourage, any form of malpractice connected with examination or any unlawful activity and treat all stakeholders (students, parents, administrators teachers) with due concern and cordiality.
12. During the period of their service, they cannot join any other Institutions or pursue any course of studies without the prior written approval of the Head of Institution.
13. They cannot absent themselves without prior sanction of leave or without previous permission of the head of the institution. They cannot leave the country without prior sanction from the MES Management.
14. Leave cannot be claimed as a matter of right. When the exigencies of Institutional service so require leave of any kind may be refused or revoked by the management.
15. They cannot accept any remuneration related to any job from any source other than the Institution or engage in business without the knowledge of the authorities.
16. They shall not enter into any monetary transactions with any student or parent; nor shall exploit one's influence for personal ends.

17. They shall not directly or indirectly, knowingly or otherwise interfere in the governance/admissions/activities of any institution.
18. They shall be courteous to all the stakeholders of the institution/s managed by the MES, and not indulge in any gossip, vilification or propaganda against the MC/ institution / teachers /colleagues.
19. They shall abide by all the rules and regulations as may be adopted by the MES from time to time.
20. They shall refrain from taking part in activities having potential to spread a feeling of hatred or enmity among different communities, religion, caste, category or linguistic groups.

NOTE: Non-compliance or violation of any of the above-mentioned rules can lead to appropriate action by the Management, against the concerned individual.

Mysore Education Society

Cadre & Recruitment Rules-2017

PART – II Rules for Temporary Appointments

1. Those who are required to be appointed temporarily based on workload or against leave vacancies, will be appointed for the required period OR till the end of semester/academic year, on consolidated salary.
2. In case no suitable qualified candidates with B. Ed for PU Colleges or NET/SLET for Degree Colleges and Ph. D for PG, are available for appointment for teaching positions, then they will be appointed on temporary basis only as a stop-gap arrangement till the end of semester/academic year, on consolidated salary at the minimum of the scale of Lecturer for PU /Assistant Professor (UG) for Degree College. These posts have to be re-advertised and if qualified candidates are available for appointment against the re-advertisement, they will be appointed against these posts after following due process of recruitment.
3. Till persons with requisite qualifications are appointed, the Management may consider appointing retired faculty with requisite qualification(s) on consolidated salary on tenure basis up to their age of 70 years.

Mysore Education Society

Cadre & Recruitment Rules-2017

PART-III – Recruitment rules for positions in the Management Office

Sl. No.	Name of the Post	Pay Scale
1	Chief Executive	Pay Scale & Terms to be decided by the MC
2	Manager (Human Resources)	The Pay Scale & Terms to be decided by the Management
3	Manager (General Administration)	
4	Manager (Information Technology)	
5	Manager (Engineering & Maintenance)	
6	Manager (Finance & Accounts)	
7	Manager (Safety & Security)	
8	Assistant Managers in the above domains (6 Posts)	14750-39850
9	Deputy Secretaries for Schools & Colleges (2 Posts)	By deputation from Teaching cadre with 25% deputation allowance OR Direct recruitment in the scale of 23450-56750 / 29350-61200 / 40200-65700
10	Academic Coordinators (4 Nos.)	Need based – By deputation / Direct recruitment in the scale of 23450-56750
11	Office Assistant (Admin/Accounts) – 8 Posts	11650-32950
Note: In the case of posts from 2 to 11, in exceptional cases, decision of the Management will be final		

Amendments (approved on 04.07.2018)

The following Rule is inserted after Rule 35 under “Other Matters” of the Cadre & Recruitment Rules, 2017 of MES

“35 (a) All unaided employees of MES appointed by the Management are eligible for sanction of annual stagnation increments equivalent to the last increment drawn, up to a maximum of FIVE from the year next to his/her reaching the maximum of the scale of that cadre. This will be subject to satisfactory performance assessed in the annual performance appraisal process.”