

**APPENDIX 'B'**

**IETE STAFF QUALIFICATION REQUIREMENTS AND APPOINTING AUTHORITY**

As approved by the Committee convened by \_\_\_\_\_ Meeting of the Council held on \_\_\_\_\_ at \_\_\_\_\_

GROUP	POSTS	PAY SCALES	ESSENTIAL QUALIFICATIONS	DESIRABLE QUALIFICATIONS
Group-A 1	Secretary General	Rs 75,000/- consolidated	BE/B Tech/ AMIETE in Electronics Engg., Telecom Engg, Computer Science Engg/ Information Technology or equivalent degree and had subsequent professional experience of at least fifteen years out of which at least 5 years in a senior managerial position - <b>Age 45 &amp; above</b>	Post graduate degree/ diploma in Management or any engineering discipline.
Group-A	Dy Secretary/	* 15600-36750(Regular) In grade pay 6300 or Rs 45,000/-(consolidated)	BE/B Tech/ AMIETE in Electronics Engg., Telecommunications Engg., Computer Science Engg./ Information Technology or equivalent degree and with professional experience of at least 10 years out of which 3 years in a senior managerial position. <b>-Age 40 &amp; Above</b>	Post graduate degree/diploma in Management
	Managing Editor	Rs 45,000/-(consolidated)	BE/B Tech/ AMIETE in Electronics Engg., Telecommunications Engg., Computer Science Engg./ Information Technology or equivalent degree and with professional experience of at least 10 years out of which 3 years in editing of technical journals. <b>-Age 40 &amp; Above</b>	Post Graduate degree in Telecom/ Electronics/ Computers/ IT. Post Graduate diploma in the relevant field and Research experience.
	*Controller of Exam	Rs 45,000(consolidated)	BE/B Tech/ AMIETE in Electronics Engg., Telecommunications Engg., Computer Science Engg./ or Information Technology or equivalent degree and with professional experience of at least 10 years out of which 3 years in teaching or as Registrar of an academic institution.. <b>-Age 40 &amp; Above</b>	M Tech in Telecom/ Electronics/Computers/ IT. Post Graduate diploma in the relevant field.

<b>Group-B</b>	*Asst Secy (Admn) Rs 40,000(consolidated)	Post graduate degree/ diploma in management and administration or in associated fields with 7 yrs of experience in management.	BE/ B Tech/AMIETE in Electronics/ Telecom with professional experience of at least 7 years
		<b>- Age 35 &amp; above</b>	
	*Asst Secy      15600-36750 Grade Pay 5820	Post graduate diploma in the relevant field like Public Relations, mass communication etc. with 7 yrs of experience in relevant field.	BE/ B Tech/AMIETE in Electronics/ Telecom with professional experience of at least 7 years Membership)
		<b>- Age 35 &amp; above</b>	
	*IT Support Manager 15600-36750 (Regular) Grade Pay 5820	BE/ B Tech/AMIETE Computer Science and Engg, MCA. Experience of at least 7 years in Programming.	Knowledge of VB ASP, Crystal Reports, SQL, strong knowledge of RDBMS.
		<b>- Age 35 &amp; above</b>	
	*Asst Secy (Finance) 15600-36750 Grade Pay 5820	M Com with 7 years experience in accounting/ CA with 4 years experience.	Member of IFCA/ Company Secretary.
	*Tech Officer      9300-32710 Grade Pay 5180	BE/ B Tech/AMIETE in Electronics/ Telecommunications with professional Experience of at least 5 years.	Post Graduate in any field with 5 years experience in administration.
		<b>- Age 30 &amp; above</b>	
<b>Group C</b>	*Senior Programmer 9300-32710(Regular) With Higher      Grade Pay 5180 Grade Pay	Graduate with English as one of the subjects/ Diploma in office management/ computer with 5 years experience.	
		Application of computers for office management. Knowledge of office management software.	
		<b>- Age 25 &amp; above</b>	

<b>Senior Programmer</b>	9300-32710 Grade Pay 4420 ( on contract on regular only)	Graduate with Diplome in Computer. 3 years Experience in programming field.  - <b>Age 25 &amp; above</b>
Librarian	9300-32710 Grade Pay 4420	M Lib with 5 years of experience in institutional Library.  - <b>Age 25 &amp; above</b>
Prog Supervisor	9300-32710 Grade Pay Rs 3460	Diploma in Computer. 3 years experience in programming.  - <b>Age 25 &amp; above</b>
Proof Reader Gd-I	Rs 21000/- (Consolidated)	Science Gradate (Physics/ maths) Minimum 5 years of experience in proof reading of technical books/ journals.  - <b>Age 25 &amp; above</b>
Data Processing Operator	5200-18990 Grade Pay 2320	Graduate & Course in Computers Proficient in use of application packages. 3 years experience.  - <b>Age 25 &amp; above</b>
Data Processing Operator Cum-Clerk Gd-II	5200-18990 Grade Pay 1780	Graduate & Course in Computers Proficient in use of application packages. 3 years experience.  - <b>Age 25 &amp; above</b>

<b>Group D</b>	Machine Operator Gd I	5200-18990 Grade Pay 1780	10 <sup>th</sup> Pass, 5 years of experience in operation of photocopier, Digital copier.  - <b>Age 23 &amp; above</b>
	Consultant (Electrical)	-do-	ITI (Electrician)/ Wireman license Gd II, with 5 years of experience, well versed in running centralized A/C Plan and gen sets.  - <b>Age 23 &amp; above</b>
<b>Group D</b>	Peon Gd II (Helper)	4440-6990 Grade Pay 1550	10 <sup>th</sup> Pass, 3 years of experience as a Peon  - <b>Age 21 &amp; above</b>
<b>Group D</b>	Peon Gd III (Helper)	4440-6990 Grade Pay Rs 1240/-	10 <sup>th</sup> Pass.  - <b>Age 18 &amp; above.</b>

**Note: President is the Appellate Authority for all employees**

**SELECTION COMMITTEE/ APPOINTING AUTHORITY**

**NOTE**

**Selection Committee for Officers' for Group A1 & A**

President, all sitting IPPs, one senior most VP, one HT and one sitting Council Member and one external expert to be Nominated by the Council – **Seven**

The quorum should be **FIVE** including the President.

**NOTE**

**Selection Committee for officers posts under Group B**

President or the senior IPP or the senior most VP as President's nominee, one VP (by seniority) or one Governing council member as nominated by the President, HT and Secretary General – **Four**

The quorum is **THREE** including the President.

**NOTE**

**Selection Committee for non-officers staff under Group C & D**

President & Secretary General