

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

Dated: 10.2.2021

OFFICE MEMORANDUM

Subject: Streamlining and Standardizing of the Recruitment Process – Scientist C and above

In supersession of this Ministry's Office Memorandum of even number dated 8.8.2017 (as amended from time to time) on the above mentioned subject, it has been decided to lay down the following modalities for conducting direct recruitment to the posts of Scientist C (Level 11 of Pay Matrix), Scientist D (Level 12 of Pay Matrix), Scientist E (Level 13 of Pay Matrix) and Scientist F (Level 13A of Pay Matrix) in MeitY and its organizations viz. NIC, STQC Dte., ICERT and CCA:

A Scientist C and Scientist D

- (i) The Direct recruitment to the posts of Scientist C and Scientist D would be done through a three stage process i.e Screening Test; Evaluation of the academic records followed by personal interaction/interview.
- (ii) The Screening Test would be of qualifying nature and would comprise Multiple Choice Questions (MCQ) on Reasoning, Basic Mathematics, English, Aptitude, Attitude and Leadership Quality.
- (iii) The Screening Test would consist of 150 nos. of Multiple Choice Questions to be answered in a maximum time of three (3) hours.
- (iv) Candidates qualifying the Screening Test with minimum 60% marks would only be considered eligible to fill up the main application form for the posts of Scientist C and Scientist D. In case sufficient number of candidates in OBC, SC, ST and PWD categories are not available with minimum 60% marks in the Screening Tests, then qualifying marks could be relaxed to 50% and 40% for OBC and SC/ST/PWD categories respectively.
- (v) The list of candidates qualifying the Screening Test would, however, be restricted by applying a ratio of 1:6 (i.e. six candidates for each post) in the order of merit, in each category (UR/SC/ST/OBC/PWD) to qualify the first stage.
- (vi) The applications qualifying the first stage would be evaluated by an Evaluation Committee and marks would be awarded for various parameters like academic qualifications, experience, publications, etc. The details of various parameters and weightage of marks are as indicated at **Annexure-I & Annexure-II** (based on RRs of MeitY).

- (vii) A merit list of shortlisted candidates would be drawn based on the marks obtained out of 120 marks (excluding 30 marks for interview) and candidates in the ratio of 1:3 would be called for personal interaction/interview, i.e for each post, three candidates would be called for interview in their order of merit.
- (viii) Final Merit List would be prepared based on the marks obtained out of a maximum of 150 marks, i.e. marks obtained in the Evaluation process (max 120 marks) and in the Interview (max 30 marks) would be added to arrive at the final score.

B Scientist E and Scientist F

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

C Evaluation Committee:

- (i) The composition of Evaluation Committee for evaluating the applications received for the above mentioned posts would be as under:
 - (a) **Chairperson** - S&T Officer of the level of Scientist G from MeitY/ NIC/ STQC/ICERT/Office of CCA
 - (b) **Member** - S&T Officer of the level of Scientist E/F from MeitY/ NIC/STQC/ICERT/Office of CCA
 - (c) **Member** - Non S&T Officer (Joint Director/Deputy Director) from MeitY/ NIC/STQC/ICERT/Office of CCA

- (ii) The specific nominations of above Chairperson/Members would be made by Secretary, MeitY. Separate Committees could be constituted for separate posts (Scientist C to Scientist F) based on the volume of applications received.

D Educational Qualifications/ Selection Committee

- (i) The eligibility criteria (essential and desirable) to be fulfilled by the candidates for applying to the posts of Scientist C (Level 11), Scientist D (Level 12), Scientist E (Level 13) and Scientist F (Level 13A) in Direct Recruitment (DR) mode would be governed by the relevant Recruitment Rules for each post. The norms indicated at Annexure-I to IV have been prepared based on RRs of MeitY.

E Agency for conducting the Recruitment

- (i) The entire set of activities relating to the conduct of Screening Test, Interview etc., for recruitment to the posts of Scientist C (Level 11), Scientist D (Level 12), Scientist E (Level 13) and Scientist F (Level 13A) would be carried out by the National Institute of Electronics & Information Technology (NIELIT).
2. The above decisions shall come into force with immediate effect.
3. This issues with the approval of MEIT.


(P. Victor Albuquerque)
Joint Director (Pers.)

To

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

Copy for information to:

1. AS(RK)/EA&CVO
2. All GCs
3. PS to ME&IT/PS to MOS(E&IT)/OSD to MOS(E&IT)
4. OSD to Secretary/PPS to Secretary
5. Director(Pers.)/JD(Finance)/JD(Genl. Admn.)
6. JD(RTI/PG)/DD(P.III & ABC)/DD(GC)/DD(Vig.)/DD(O&M)
7. SO(P.I)/SO(P.II)/SO(P.III)/SO(ABC)
8. MeitY E-Office Notice Board/ MeitY Website

ANNEXURE-I

Norms for the post of Scientist C

S.No.	Particulars	Weightage of Marks	Max Marks
(a)	Matriculation (Class X)	0.1 mark for each percent	10 marks
(b)	10+2 (Intermediate)	0.2 mark for each percent	20 marks
(c)	GATE Score	0.05 mark for each percent	5 marks
(d)	Essential Qualification i.e. basic qualification required for the post	0.4 mark for each percent in the degree of Essential Qualification.	40 marks
(e)	Ph.D in relevant field	Full marks for awarded Ph.D Degree.	10 marks
(f)	Experience in relevant field <i>(maximum 4 years in Govt./ Semi-Govt./ Private would be considered)</i>	4.5 marks for each completed year in Government/ Semi-Government in the relevant field at an appropriate level, after completion of essential qualification. 3 marks for each completed year in private organisation in the relevant field and at an appropriate level after completion of essential qualification.	18 marks
(g)	Journal Publications	2 marks for publication of each paper in International Journal and 1 mark for publication of each paper in National Journal, having Impact Factor of at-least One and indexed in any of the following: (i) Web of Science [SCI(Science Citation Index), SSCI (Social Sciences Citation Index), SCI-Expanded (Science Citation Index Expanded)] OR (ii) SCOPUS	12 marks
(h)	Conference Publications	1 mark for each Conference Paper presented and published in SCOPUS/ IEEE/ Springer indexed Conference proceedings.	5 marks
(i)	Interview/ Personal Interaction		30 marks
	Total		150 Marks

The above mentioned norms are further subject to General Notes given in Appendix



ANNEXURE-II

Norms for the post of Scientist D

S.No.	Particulars	Weightage of Marks	Max Marks
(a)	Matriculation (Class X)	0.08 mark for each percent	8 marks
(b)	10+2 (Intermediate)	0.12 mark for each percent	12 marks
(c)	GATE Score	0.05 mark for each percent	5 marks
(d)	Essential Qualification i.e. basic qualification required for the post	0.4 mark for each percent in the degree of Essential Qualification.	40 marks
(e)	Ph.D in relevant field	Full marks for awarded Ph.D Degree.	10 marks
(f)	Experience in relevant field <i>(maximum 8 years in Govt./ Semi-Govt./ Private would be considered)</i>	3 marks for each completed year in Government/ Semi-Government in the relevant field at an appropriate level, after completion of essential qualification. 2 marks for each completed year in private organisation in the relevant field and at an appropriate level after completion of essential qualification.	24 marks
(g)	Journal Publications	2 marks for publication of each paper in International Journal and 1 mark for publication of each paper in National Journal, having Impact Factor of at-least One and indexed in any of the following: (i) Web of Science [SCI(Science Citation Index), SSCI (Social Sciences Citation Index), SCI-Expanded (Science Citation Index Expanded)] OR (ii) SCOPUS	14 marks
(h)	Conference Publications	1 mark for each Conference Paper presented and published in SCOPUS/ IEEE/ Springer indexed Conference proceedings.	7 marks
(i)	Interview/ Personal Interaction		30 marks
	Total		150 Marks

The above mentioned norms are further subject to General Notes given in Appendix



ANNEXURE-III

Norms for the post of Scientist E

S.No.	Particulars	Weightage of Marks	Max Marks
(a)	Matriculation (Class X)	0.06 mark for each percent	6 marks
(b)	10+2 (Intermediate)	0.1 mark for each percent	10 marks
(c)	Essential Qualification i.e. basic qualification required for the post	0.4 mark for each percent in the degree of Essential Qualification.	40 marks
(d)	Ph.D in relevant field	Full marks for awarded Ph.D Degree.	10 marks
(e)	Experience in relevant field <i>(maximum 12 years in Govt./ Semi-Govt./ Private would be considered)</i>	2.5 marks for each completed year in Government/ Semi-Government in the relevant field at an appropriate level, after completion of essential qualification. 1.75 marks for each completed year in private organisation in the relevant field and at an appropriate level after completion of essential qualification.	30 marks
(f)	Journal Publications	2 marks for publication of each paper in International Journal and 1 mark for publication of each paper in National Journal, having Impact Factor of at-least One and indexed in any of the following: (i) Web of Science [SCI(Science Citation Index), SSCI (Social Sciences Citation Index), SCI-Expanded (Science Citation Index Expanded)] OR (ii) SCOPUS	16 marks
(g)	Conference Publications	1 mark for each Conference Paper presented and published in SCOPUS/ IEEE/ Springer indexed Conference proceedings.	8 marks
(h)	Interview/ Personal Interaction		30 marks
Total			150 Marks

The above mentioned norms are further subject to General Notes given in Appendix



ANNEXURE-IV**Norms for the post of Scientist F**

S.No.	Particulars	Weightage of Marks	Max Marks
(a)	Matriculation (Class X)	0.03 mark for each percent	3 marks
(b)	10+2 (Intermediate)	0.05 mark for each percent	5 marks
(c)	Essential Qualification i.e. basic qualification required for the post	0.4 mark for each percent in the degree of Essential Qualification.	40 marks
(d)	Ph.D in relevant field	Full marks for awarded Ph.D Degree.	10 marks
(e)	Experience in relevant field <i>(maximum 18 years in Govt./ Semi-Govt./ Private would be considered)</i>	2 marks for each completed year in Government/ Semi-Government in the relevant field at an appropriate level, after completion of essential qualification. 1.5 marks for each completed year in private organisation in the relevant field and at an appropriate level after completion of essential qualification.	36 marks
(f)	Journal Publications	2 marks for publication of each paper in International Journal and 1 mark for publication of each paper in National Journal, having Impact Factor of at-least One and indexed in any of the following: (i) Web of Science [SCI(Science Citation Index), SSCI (Social Sciences Citation Index), SCI-Expanded (Science Citation Index Expanded)] OR (ii) SCOPUS	18 marks
(g)	Conference Publications	1 mark for each Conference Paper presented and published in SCOPUS/ IEEE/ Springer indexed Conference proceedings.	8 marks
(h)	Interview/ Personal Interaction		30 marks
	Total		150 Marks

The above mentioned norms are further subject to General Notes given in Appendix

GENERAL NOTES

- (i) All subjects offered at Class X level would be considered for evaluation purpose. Further, if the marks obtained under Class X, Class XII and Essential Qualification category are given as CGPA, then the same would be converted into percentage and evaluated on the basis of published formula of the institute, to be provided by the candidate. Wherever formula for conversion of CGPA into percentage is not given/available, then the generic formula prescribed by AICTE would be used.
- (ii) Marks obtained in Physics, Chemistry, Mathematics (PCM) (in combination or alone where not available) would only be considered for evaluation at 10+2 (Intermediate) stage. For eg. if a candidate had only one subject out of PCM, then marks obtained in that subject would only be considered for evaluation. Similarly, if a candidate has a different combination of subjects like PCB (Physics, Chemistry, Biology), then marks obtained in Physics and Chemistry would only be considered for evaluation.
- (iii) A candidate who fulfils the eligibility criteria with multiple educational qualifications (e.g. a candidate with B.E/B.Tech and M.E./M.Tech.), would have the option to offer marks of any one eligible qualification for the purpose of awarding marks under the category of essential qualifications.
- (iv) GATE score obtained by the candidate in past three years from the closing date of application will be considered.
- (v) Required experience in reverse chronological order would be considered for evaluation.
- (vi) In case a candidate qualifies the experience criteria based on combined experience in Government and Private organisations, then for marking purpose, period of more than six months would be considered as a complete year, while period of less than six months would be ignored. However, the total number of years considered for evaluation (after such rounding off) should not exceed the experience prescribed for the said post.
- (vii) Candidate would be required to indicate the experience gained in the relevant field, in about 250 words.
- (viii) Candidates would also be required to submit a Statement of Purpose (SOP) (max 100 words) along with the application form.
- (ix) Educational Qualification Certificates along with Experience Certificates would be required to be submitted/uploaded along with the application form.
- (x) The decision of the Evaluation Committee taken for resolving any issue during the evaluation of the applications would be final.


