

Updated on 19.02.2024

ANTRIX CORPORATION LIMITED

(A Govt. of India Enterprise under Department of Space)

**CORPORATE OFFICE
BENGALURU**

ANTRIX RECRUITMENT RULES

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NORMS FOR RECRUITMENT AND PROMOTION IN ASSISTANT CATEGORY

Grade From		Grade To		Minimum residency period for consideration for promotion
Designation	Level in the Pay Matrix	Designation	Level in the Pay Matrix	
Assistant	Level - 4 (25,500-81,100)	Direct Recruitment		
Assistant	Level - 4 (25,500-81,100)	Senior Assistant	Level - 6 (35,400-1,12,400)	4 years (APAR + Written Examination + Interview)
Senior Assistant	Level - 6 (35,400-1,12,400)	Sr. Project Assistant	Level - 8 (47,600-1,51,100)	5 Years (APAR and subject to elimination of the unfit). Senior Assistant existing as on 01/07/2016 will be reviewed after 4 years.
Project Assistant	Level - 8 (47,600-1,51,100)	Sr. Project Assistant	Level-9 (53,100-1,67,800)	4 Years (APAR and vigilance clearance)

The recruitment to the post of Assistant shall be done on All India basis. Selection will be based on written test and skill test. Antrix, if required may request DOS/ ISRO to select suitable candidate for Assistant through ISRO Centralized Recruitment Board

The Selection/ Promotion to Sr. Assistant shall be through Written Examination, interview and APAR grading. The syllabus for written examination shall be as prescribed from time to time.



SCHEDULE II

Table 1

RECRUITMENT RULES FOR THE POSTS OF ASSISTANT

1.	Name of Post	: Assistant (Level – 4; 25,500-81,100)
2.	No. of posts	: As per Board approval
3.	Whether selection post or non selection post	: Selection
4.	Age limit for direct recruits	: Applicable for direct recruits as per Antrix Recruitment norms based on qualification and experience. Upper age limit –26 years. In case of reserved candidates, relaxation in age as prescribed for CPSE is applicable.
5.	Educational and other qualifications required for direct recruits	: Graduation in Arts/Commerce/Management/Science/Computer Applications with First Class, as declared by the University and Proficiency in the use of Computers
6.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	: Not Applicable
7.	Period of probation if any	: 1 year for direct recruitment
8.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods:	: Selection on All India basis through Written examination and skill test in computer usages and area of specialization required.
9.	In case of recruitment by promotion or deputation/absorption, grade from which promotion or deputation/ absorption to be made	: Not applicable
10.	If Departmental Promotion Committee exists, what is its composition.	: Antrix Selection Committees consisting of Domain experts including representation from among SC/ST, Minority and Women.



NORMS FOR RECRUITMENT AND PROMOTION IN JR. PERSONAL ASSISTANT CATEGORY

Grade From		Grade To		Minimum residency period for consideration for promotion
Designation	Level in the Pay Matrix	Designation	Level in the Pay Matrix	
Junior Personal Assistant	Level – 4 (25,500 – 81,100)	Direct Recruitment		
Jr. Personal Assistant	Level – 4 (25,500-81,100)	Personal Assistant	Level – 6 (35,400-1,12,400)	Jr. Pes. Asst. + 4 years (Written Examination + Skill Test + APAR + Interview)
Personal Assistant	Level – 6 (35,400-1,12,400)	Personal Secretary	Level – 8 (47,600-1,51,100)	Personal Assistant + 5 Years. Interview plus APAR
Personal Secretary	Level-8 (47,600-1,51,100)	Personal Secretary (NFSG)	Level-9 (53,100-1,67,800)	Personal Secretary in Level 8+ 4 Years, APAR and Vigilance Clearance

The recruitment to the post of Jr. Personal Assistant shall be done on All India basis. Selection will be based on written test and skill test. Antrix, if required may request DOS/ ISRO to select suitable candidate for Junior Personal Assistant through ISRO Centralized Recruitment Board.

The Selection/ Promotion to Personal Assistant shall be through Written Examination, skill test and interview and APAR grading. The syllabus for written examination shall be as prescribed from time to time.

SCHEDULE III

Table 1

RECRUITMENT RULES FOR THE POSTS OF JR. PERSONAL ASSISTANT

1.	Name of Post	:	Jr. Personal Assistant Level 4; 25,500-81,100
2.	No. of posts	:	As per Board approval
3.	Whether selection post or non selection post	:	Selection
4.	Age limit for direct recruits	:	Applicable for direct recruits as per Antrix Recruitment norms based on qualification and experience Upper age limit -26 years. In case of reserved candidates, relaxation in age as prescribed for CPSE is applicable.
5.	Educational and other qualifications required for direct recruits	:	Graduation in Arts/Commerce/Management/Science/Computer Applications with First Class, as declared by the University Plus 80 w.p.m. in English Shorthand 40 w.p.m in English Typewriting Proficiency in the use of computers OR Diploma in Commercial/Secretarial Practice/Modern Office Practice with First Class + one year experience
6.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	:	Not Applicable
7.	Period of probation if any	:	1 year for direct recruitment
8.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods:	:	Written examination, skill test in short hand and use of computer, as decided by the Board from time to time.
9.	In case of recruitment by promotion or deputation/absorption, grade from which promotion or deputation/ absorption to be made	:	



NORMS FOR RECRUITMENT AND PROMOTION FOR TECHNICAL ASSISTANT

Grade From		Grade To		Minimum residency period for consideration for promotion
Designation	Level in the Pay Matrix	Designation	Level in the Pay Matrix	
Technical Assistant	Level – 7 (44,900 - 1,42,400)	Direct Recruitment		
Technical Assistant	Level – 7 (44,900- 1,42,400)	Sr. Technical Assistant - A	Level – 8 (47,600- 1,51,100)	Technical Assistant + 4 years (APAR + Interview)
Sr. Technical Assistant -A	Level – 8 (47,600- 1,51,100)	Technical Officer -C	Level - 10 (56,100 - 1,77,500)	Sr. Technical Assistant -A + 5 years (Screening+ APAR + Interview)
Technical Officer- C	Level - 10 (56,100 - 1,77,500)	Technical Officer -D	Level-11 (67,700 – 2,08,700)	Technical Officer –C + 5 years (Screening + APAR + Interview)
Technical Officer – D	Level-11 (67,700 – 2,08,700)	Technical Officer - E	Level - 12 (78,800 – 2,09 200)	Technical Officer –D + 6 years (Screening + APAR + Interview)
Technical Officer - E	Level - 12 (78,800 – 2,09 200)	Technical Officer - F	Level - 13 (1,23,100 – 2,15,900)	Technical Officer –E + 6 years (Screening + APAR +Interview)



RECRUITMENT RULES FOR THE POSTS OF TECHNICAL ASSISTANT

1.	Name of Post	Technical Assistant
2.	No. of posts	As sanctioned by Board
3.	Level in the Pay Matrix	Level - 7; (44,900 - 1,42,400)
4.	Whether selection post or non selection post	Selection
5.	Age limit for direct recruits	Applicable for direct recruits as per Antrix Recruitment norms based on qualification and experience Upper age limit - 35 years In case of reserved candidates, relaxation in age as prescribed for CPSE applicable.
6.	Educational and other qualifications required for direct recruits	First Class Diploma in relevant stream from a recognized State Board.
7.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
8.	Period of probation if any	1 year for direct recruitment
9.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods:	Direct Recruitment. Written Test & Skill Test (Curriculum based)
10.	In case of recruitment by promotion or deputation/absorption, grade from which promotion or deputation/absorption to be made	Not Applicable.
11.	If Departmental Promotion Committee exists, what is its composition.	Antrix Selection Committees consisting of Domain experts including representation from among SC/ST, Minority and Women.



NORMS FOR RECRUITMENT AND PROMOTION IN JR. HINDI TRANSLATOR CATEGORY

Grade From		Grade To		Minimum residency period for consideration for promotion
Designation	Level in the Pay Matrix	Designation	Level in the Pay Matrix	
Junior Hindi Translator	Level – 6 (35,400 – 1,12,400)	Direct Recruitment		
Jr. Hindi Translator	Level – 6 (35,400 – 1,12,400)	Sr. Hindi Translator	Level – 7 (44,900- 1,42,400)	Jr. Hindi Trans. + 5 years (APAR + Interview)
Jr. Hindi Translator/ Sr. Hindi Translator	Level – 6 / Level-7 (35,400 - 1,12,400/ 44,900- 1,42,400)	Hindi Officer	Level – 10 (56,100 – 1,77,500)	3 Years in SHT OR (7 years combined service in JHT&Sr.HT or 7 years service as JHT. (Written Examination + APAR. Interview) *
Hindi Officer	Level – 10 (56,100 – 1,77,500)	Sr Hindi Officer	Level – 11(67,700- 2,08,700)	Hindi Officer + 5 years (APAR + Interview)

* Applicable only for personnel existing as on 04 August 2014.



SCHEDULE VI

Table 1

RECRUITMENT RULES FOR THE POSTS OF JR. HINDI TRANSLATOR

1.	Name of Post	: Jr. Hindi Translator
2.	No. of posts	: As per Board approval
3.	Whether selection post or non selection post	: Selection
4.	Age limit for direct recruits	: Applicable for direct recruits as per Antrix Recruitment norms based on qualification and experience Upper age limit -26 years for Assistant. In case of reserved candidates, relaxation in age as prescribed for CPSE is applicable.
5.	Educational and other qualifications required for direct recruits	: Master's degree from a recognized University in Hindi with as a compulsory or elective subject or as the medium of examination at the degree level; (OR) Master's degree from a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; (OR) Master's degree from a recognized University in any subject other than Hindi or English, with Hindi Medium and English as a compulsory or elective subjects or as the medium of a examination at the degree level; (OR) Master's Degree from a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at Degree level (OR) Master's Degree from a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subject or either of the two as a medium of examination and other as a compulsory or elective subject at Degree level AND recognized Diploma or certificate course in translation from Hindi to English and vice versa or 2 years experience of translation work from Hindi to English and vice versa in Central or State Government office, including Govt. of India Undertakings.
6.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	: Not Applicable
7.	Period of probation if any	: 1 year for direct recruitment



8.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods:	Written Examination and Interview as decided by the Board from time to time
9.	In case of recruitment by promotion or deputation/absorption, grade from which promotion or deputation/absorption to be made	Not applicable
10.	If Departmental Promotion Committee exists, what is its composition.	Antrix Selection Committees consisting of Domain experts including representation from among SC/ST, Minority and Women.



**NORMS FOR RECRUITMENT AND PROMOTION IN LEGAL SERVICE
CATEGORY**

Grade From		Grade To		Minimum residency period and norms for consideration for promotion
Designation	Level in Pay Matrix	Designation	Level in Pay Matrix	
Jr Legal Officer	Level 10 (56,100- 1,77,500)	Direct Recruitment		
Jr Legal Officer	Level 10 (56,100- 1,77,500)	Senior Legal Officer	Level 11 (67,700- 2,08,700)	+ 4 years; APAR + Interview
Senior Legal Officer	Level 11 (67,700- 2,08,700)	Head, Legal	Level 12 (78,800- 2,09,200)	+ 5 years; APAR + Interview
Head, Legal	Level 12 (78,800- 2,09,200)	Senior Head, Legal	Level 13 (1,18,500- 2,14,100)	+ 2 years; APAR + Interview



SCHEDULE

RECRUITMENT RULES

CADRE : Legal Service

CATEGORY & POST : Junior Legal Officer

1.	Name of Post	:	Junior Legal Officer
2.	No. of posts	:	As approve by the Board
3.	Pay Matrix Level	:	10 (56,100 – 1,77,500)
4.	Whether selection post or non- selection post	:	Selection. Short listed candidate shall be evaluated on the basis of assessment by way of Written Examination/ Group Discussion/ Case law study.
5.	Age limit for direct recruits	:	Upper age limit will be 35 years as on last date for receipt of application. Age relaxations for SC/ST/ OBC/ Ex-SM/ PWD will be provided as per Government guidelines.
6.	Educational and other qualifications required for direct recruits	:	Full Time three years Bachelor's Degree in Law (LLB) or Integrated Law Course of minimum duration of 5 Years with 1 st Class or above, as declared and from a recognised University/ Institution as approved by UGC/ Govt. of India. Candidates should be registered with the Bar Council
7.	Minimum Experience Required	:	Candidate must have post qualification experience of a minimum of 2 years (1 Year in case of SC/ST/ OBC [non-creamy layer] for vacancies reserved for them) of full time work experience in the field of law in India such as

practicing at Bar/ working with Law firms/ handling legal work under employment with private/ public organisation or with Central/ State Government. Internship during continuation of LLB programme will not be considered as experience. He/ She should be well versed with Contract laws, Corporate and Allied Laws, Tax Laws, Intellectual Property Rights Law. Conversant with drafting of agreements, contracts, deeds and other legal documents. He/ She should have adequate knowledge of Contract management, Corporate Governance, compliance of DPE guidelines and handling litigations.

7.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	:	Not Applicable
8.	Period of probation if any	:	1 year for direct recruitment
9.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods:	:	Direct Recruitment
10.	In case of recruitment by promotion or deputation/ absorption, grade from which promotion or deputation/ absorption to be made	:	Analogous posts
11.	If Departmental Promotion Committee exists, what is its composition.	:	Review Committee(s) consisting of domain experts.



NORMS FOR RECRUITMENT AND PROMOTION IN FINANCE AREA*

Grade From		Grade To		Minimum residency period for consideration for promotion
Designation	Level in the Pay Matrix	Designation	Level in the Pay Matrix	
Manager	Level - 11 (67,700- 2,08,700)	Direct Recruitment / Promotion from Dy. Manager with 4 years of service.		
Manager	Level - 11 (67,700- 2,08,700)	Sr. Manager	Level - 12 (78,800 - 2,09,200)	Manager + 5 years (APAR + Interview)
Sr. Manager	Level - 12 (78,800- 2,09,200)	Dy. General Manager	Level-13 (1,18,500- 2,14,100)	Sr. Manager + 2 years (APAR + Interview)

*Further avenues in the cadre shall be decided by Board from time to time



RECRUITMENT RULES FOR THE POSTS OF MANAGER (FINANCE)

1.	Name of Post	Manager (Finance)
2.	No. of posts	As sanctioned by Board
3.	Level in the Pay Matrix	Level - 11: 67,700- 2,08,700
4.	Whether selection post or non selection post	Selection / Promotion by Selection
5.	Age limit for direct recruits	Applicable for direct recruits as per Antrix Recruitment norms based on qualification and experience Upper age limit - 45 years Not applicable in case of promotion. In case of reserved candidates, relaxation in age as prescribed for CPSE applicable.
6.	Educational and other qualifications required for direct recruits	Graduate in commerce (first class) and pass in final examination of ACA/FCA or AICWA/CMA + 8 years of post-qualification experience in supervisory capacity. (The experience should be in the areas of Finance and Accounts/Cost Accounting)
7.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	No
8.	Period of probation if any	1 year for direct recruitment
9.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods:	<u>For Direct Recruitment</u> Interview as decided by the Board from time to time. <u>For Promotion</u> Deputy Manager with 4 years' service + APAR + Interview <u>Percentage of vacancies to be filled by various methods</u> As decided by the Board from time to time.
10.	In case of recruitment by promotion or deputation/absorption, grade from which promotion or deputation/absorption to be made	Dy. Manager with 4 years' service, subject to fulfillment of norms for promotion.
11.	If Departmental Promotion Committee exists, what is its composition.	Antrix Selection Committees consisting of Domain experts including representation from among SC/ST, Minority and Women.



NORMS FOR RECRUITMENT AND PROMOTION FOR COMPANY SECRETARY CATEGORY

Grade From		Grade To		Minimum residency period and norms for consideration for promotion
Designation	Level in Pay Matrix	Designation	Level in Pay Matrix	
Company Secretary	Level 12 (78, 800-2,09,200)	Direct Recruitment		
Company Secretary	Level 12 (78, 800-2,09,200)	Company Secretary	Level 13 (1,23,100- 2,15,900)	+5 years +APAR+ Interview
Company Secretary	Level 13 (1,23,100- 2,15,900)	Company Secretary	Level 13 A (1,31,100- 2,16,600)	+5 years +APAR+ Interview



SCHEDULE

RECRUITMENT RULES

CADRE : Company Secretary

CATEGORY & POST : Company Secretary (Level 12)

1.	Name of Post	:	Company Secretary
2.	No. of posts	:	As approve by the Board
3.	Pay Matrix Level	:	Level-12; (78,800-1,75,300)
4.	Whether selection post or non selection post	:	Selection
5.	Age limit for direct recruits	:	Upper age limit will be 45 years as on last date for receipt of application. Age relaxations for SC/ST/ OBC / EX-SM/ PWD will be provided as per Government guidelines.
6.	Educational and other qualifications required for direct recruits	:	a) Graduate Degree in any discipline from an University approved by UGC/ Government of India; and b) Associate Member of Institute of Company Secretaries of India (ACS);
7.	Minimum Experience Required	:	Post Qualification Experience of minimum 5 Years (3 Years in case of SC/ST/OBC (Non-creamy layer) for vacancies reserved for them) in PSUs or reputed Companies. He/ she should have independently handled Company Law matters and compliance of corporate governance. The candidate should

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be well versed with formation of Joint Venture Companies, drafting of agreements, contracts and other legal documents. Knowledge in Economic Laws, Taxation, interpretation of financial statements and DPE guidelines are desirable.

7.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	:	Not Applicable
8.	Period of probation if any	:	1 year for direct recruitment
9.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods:	:	Direct Recruitment
10.	In case of recruitment by promotion or deputation/absorption, grade from which promotion or deputation/absorption to be made	:	Analogous posts
11.	If Departmental Promotion Committee exists, what is its composition.	:	Review Committee(s) consisting of domain experts.

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NORMS FOR RECRUITMENT AND PROMOTION IN BUSINESS SEGMENT

Grade From		Grade To		Minimum residency period and norms for consideration for promotion
Designation	Pay Matrix Level	Designation	Pay Matrix Level	
Assistant Manager (Segment)	Pay matrix Level 10 (56,100-1,77,500) (Sci-Engr.SC)	Direct Recruitment		
Assistant Manager (Segment)	Pay matrix Level 10 (56,100 - 1,77,500) (Sci-Engr.SC)	Deputy Manager (Segment)	Pay Matrix Level 11 (67,700 - 2,08,700) (Sd-Engr.SD)	4 years as Assistant Manager (if recruited with BE or Post Graduation in Science) / 2 years as Assistant Manager (if recruited against post for which Post Graduation in Engg. (OR) BE + MBA (or) Equivalent is the notified qualifications. Screening + Interview
Deputy Manager (Segment)	Pay Matrix Level 11 (67,700 - 2,08,700) (Sci/Engr-SD)	Manager (Segment)	Pay Matrix Level 12 (78,800-2,09,200) (Sci/Engr-SE)	4 years Screening + Interview
Manager (Segment)	Pay Matrix Level 12 (78,800-2,09,200) (Sci/Engr-SE)	Sr. Manager (Segment)	Pay Matrix Level 13 (1,18,500-2,14,100) (Sci/Engr-SF)	4 years Screening + Interview
Sr. Manager (Segment)	Pay Matrix Level 13 (1,18,500-2,14,100) (Sci/Engr-SF)	Assistant General Manager (Segment)	Pay Matrix Level 13A (1,31,100-2,16,600) (Sci/Engr-SG)	5 years Screening + Interview



SCHEDULE I

Table 1A

RECRUITMENT RULES

CADRE: Business Segment

CATEGORY & POST: Assistant Managers (Segment)

1.	Name of Post	Assistant Manager (Segment)
2.	No. of posts	As approve by the Board
3.	Pay Matrix Level	10
4.	Whether selection post or non selection post	Selection
5.	Age limit for direct recruits	35 years. In case of reserved candidates/ Persons with Disability/Ex-servicemen, relaxation in age as prescribed for CPSE is applicable relaxation in age as prescribed for CPSE is applicable.
6.	Educational and other qualifications required for direct recruits	Bachelor Degree in Engineering in First Class with minimum aggregate of 65 % marks; OR Masters Degree in Science in First Class with minimum aggregate of 65 % marks; OR Masters Degree in Engineering with First Class with pre eligibility qualification of Bachelor of Engineering OR equivalent with First Class with minimum aggregate of 65% marks; OR Bachelor Degree in Engineering in First Class with minimum aggregate of 65 % marks + MBA (or) equivalent with First Class
7.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
8.	Period of probation if any	1 year for direct recruitment
9.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods:	Direct Recruitment Appointment/ absorption of IIST Graduates Campus Recruitment Deputation/Absorption Transfer
10.	In case of recruitment by promotion or deputation/ absorption grade from which	Analogous posts



promotion or deputation/
absorption to be made

- 11 If Departmental Promotion Committee exists what is its composition.

Antrix selection Committee(s) consisting of domain experts



SCHEDULE I

Table 1B

RECRUITMENT RULES

CADRE: Business Segment
CATEGORY & POST: Deputy Manager (Segment)

1	Name of Post	Deputy Manager (Segment)
2	No of posts	As approved by the Board
3	Pay Matrix Level	11
4	Whether selection post or non selection post	Selection / Promotion
5	Age limit for direct recruits	No age limit. Not applicable in case of promotion
6	Educational and other qualifications required for direct recruits	Ph.D in Science/Engineering + MBA or equivalent
7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
8	Period of probation if any	1 year for direct recruitment
9	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods:	Promotion Direct Recruitment Live Register Deputation/Absorption Transfer Appointment
10	In case of recruitment by promotion or deputation/absorption, grade from which promotion or deputation/absorption to be made	a) Promotion from Assistant Managers If recruited with BE qualification + 4 years; If recruited with Post Graduation in Science + 4 years; If recruited with Post Graduation in Engg + 2 years; If recruited with BE and MBA (or) equivalent + 2 years Appointment of Scientist/Engineer-SC with BE/B Tech or equivalent qualification and working in ISRO Center/unit with minimum 3 years of service in the grade OR recruited as Scientist /Engineer - SC with requirement of M.E/M.Tech qualification with pre-eligibility qualification with First Class with minimum aggregate of 65% marks, rendered minimum of 18 months of service in the post



- 11 , If Departmental Promotion Committee exists, what is its composition
- b) Others – Analogous posts
Antrix selection Committee(s) consisting of domain experts



SCHEDULE I

Table 1C

RECRUITMENT RULES

CADRE: Business Segment
CATEGORY & POST: Managers (Segment)

1	Name of Post	Manager (Segment)
2	No. of posts	As approved by the Board
3	Pay Matrix Level	12
4	Whether selection post or non selection post	Selection / Promotion
5	Age limit for direct recruits	No age limit. Not applicable in case of promotion
6	Educational and other qualifications required for direct recruits	Ph.D in Science/Engineering + MBA OR equivalent
7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
8	Period of probation if any	1 year for direct recruitment
9	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods:	Promotion Direct Recruitment Deputation/Absorption Transfer Appointment
10	In case of recruitment by promotion or deputation/absorption, grade from which promotion or deputation/absorption to be made	a) Promotion from Deputy Managers + 4 years Appointment of Scientist/Engineer-SD working in ISRO centre/unit with minimum 3 years of service in the grade. b) Others- Analogous posts
11	If Departmental Promotion Committee exists, what is its composition	Antrix selection committee consisting of domain experts



SCHEDULE I

Table.1D

RECRUITMENT RULES

CADRE: Business Segment

CATEGORY & POST: Sr. Managers (Segment)/

Assistant General Manager (Segment)

1.	Name of Post	Sr. Manager (Segment)/ Assistant General Manager (Segment)
2.	No. of posts	As sanctioned by Board, but with an overall ceiling on the combined strength of Business Services.
3.	Pay Matrix Level	13 & 13A
4.	Whether selection post or non-selection post	Promotion/ Selection
5.	Age limit for direct recruits	Applicable for direct recruits as per Antrix Recruitment norms based on qualification and experience No upper age limit Not applicable in case of promotion
6.	Educational and other qualifications required for direct recruits	Ph.D in Science/Engineering + 8 years' experience in the relevant field for Pay Matrix Level 13 PhD in Science or Engineering + 13 years' experience in the relevant field for Pay Matrix Level 13A
7.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	No
8.	Period of probation if any	1 year for direct recruitment
9.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods:	As directed by the Board from time to time
10.	In case of recruitment by promotion or deputation/absorption, grade from which promotion or deputation/absorption to be made	Manager + 4 years for Pay Matrix Level 13 Sr. Manager + 5 years for Pay Matrix Level 13A
11.	If Departmental Promotion Committee exists, what is its composition.	Antrix selection committee consisting of domain experts



NORMS FOR RECRUITMENT AND PROMOTION IN ADMINISTRATIVE AREA*

Grade From		Grade To		Minimum residency period for consideration for promotion
Designation	Level in the Pay Matrix	Designation	Level in the Pay Matrix	
Deputy Manager	Level - 10 (56,100- 1,77,500)	Direct Recruitment / Promotion from Assistant recruited with Graduation + 7 years' service		
Deputy Manager	Level - 10 (56,100- 1,77,500)	Manager	Level - 11 (67,700- 2,08,700)	Deputy Manager + 4 years (APAR + Interview)
Manager	Level - 11 (67,700- 2,08,700)	Sr. Manager	Level - 12 (78,800 - 2,09,200)	Manager + 5 years (APAR + Interview)
Sr. Manager	Level - 12 (78,800- 2,09,200)	Dy. General Manager	Level-13 (1,18,500- 2,14,100)	Sr. Manager + 2 years (APAR + Interview)

*Further avenues in the cadre shall be decided by Board from time to time.



**RECRUITMENT RULES FOR THE POST OF DY. MANAGER
(ADMINISTRATION)**

1.	Name of Post	: Dy. Manager (Administration)
2.	No. of posts	: As sanctioned by Board
3.	Level in the Pay Matrix	: Level - 10; 56,100-1,77,500
4.	Whether selection post or non selection post	: Selection / Promotion by Selection
5.	Age limit for direct recruits	: Applicable for direct recruits as per Antrix Recruitment norms based on qualification and experience. Upper age limit -45 years. Not applicable in case of promotion. In case of reserved candidates, relaxation in age as prescribed for CPSE applicable
6.	Educational and other qualifications required for direct recruits	: Graduation (First class) + MBA(HR) or MSW(HR) in first class + 7 years of experience (3 years in supervisory capacity) Experience should be in the areas of administration.
7.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	: No
8.	Period of probation if any	: 1 year for direct recruitment
9.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods:	: <u>For Direct Recruitment</u> Written examination and Interview as decided by the Board from time to time. <u>For Promotion</u> Assistant / Sr. Assistant with 7 years combined service in their area. Selection will be Written Examination + APAR + Interview. <u>Percentage of vacancies to be filled by various methods</u> As decided by the Board from time to time
10.	In case of recruitment by promotion or deputation/absorption, grade from which promotion or deputation/absorption to be made	: Assistants/ Sr. Assistants with 7 years' service in their area, subject to fulfillment of norms for promotion.
11.	If Departmental Promotion Committee exists, what is its composition.	: Antrix Selection Committees consisting of Domain experts including representation from among SC/ST, Minority and Women.



NORMS FOR RECRUITMENT AND PROMOTION IN FINANCE AREA*

Grade From		Grade To		Minimum residency period for consideration for promotion
Designation	Level in the Pay Matrix	Designation	Level in the Pay Matrix	
Deputy Manager	Level – 10 (56,100- 1,77,500)	Direct Recruitment / Promotion from Assistant recruited with Graduation + 7 years' service		
Deputy Manager	Level – 10 (56,100- 1,77,500)	Manager	Level – 11 (67,700- 2,08,700)	Deputy Manager + 4 years (APAR + Interview)
Manager	Level – 11 (67,700- 2,08,700)	Sr. Manager	Level - 12 (78,800 - 2,09,200)	Manager + 5 years (APAR + Interview)
Sr. Manager	Level - 12 (78,800- 2,09,200)	Dy. General Manager	Level-13 (1,18,500- 2,14,100)	Sr. Manager + 2 years (APAR + Interview)

*Further avenues in the cadre shall be decided by Board from time to time.



RECRUITMENT RULES FOR THE POSTS OF DY.MANAGER (FINANCE)

1.	Name of Post	Dy. Manager (Finance)
2.	No. of posts	As sanctioned by Board
3.	Level in the Pay Matrix	Level – 10; 56,100-1,77,500
4.	Whether selection post or non selection post	Selection / Promotion by Selection
5.	Age limit for direct recruits	Applicable for direct recruits as per Antrix Recruitment norms based on qualification and experience Upper age limit – 45 years Not applicable in case of promotion. In case of reserved candidates, relaxation in age as prescribed for CPSE applicable.
6.	Educational and other qualifications required for direct recruits	Graduate in commerce (first class) and pass in final examination of ACA/FCA or AICWA/CMA + 4 years of post qualification experience in supervisory capacity. (The experience should be in the areas of Finance and Accounts/Cost Accounting)
7.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	No
8.	Period of probation if any	1 year for direct recruitment
9.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods:	<u>For Direct Recruitment</u> Written examination and Interview as decided by the Board from time to time. <u>For Promotion</u> Assistant / Sr. Assistant with 7 years combined service in their area. Selection will be Written Examination + APAR + Interview. <u>Percentage of vacancies to be filled by various methods</u> As decided by the Board from time to time.
10.	In case of recruitment by promotion or deputation/absorption, grade from which promotion or deputation/absorption to be made	Assistants/ Sr. Assistants with 7 years' service in their area, subject to fulfillment of norms for promotion.
11.	If Departmental Promotion Committee exists, what is its composition.	Antrix Selection Committees consisting of Domain experts including representation from among SC/ST, Minority and Women.



NORMS FOR RECRUITMENT AND PROMOTION IN PURCHASE & STORES AREA*

Grade From		Grade To		Minimum residency period for consideration for promotion
Designation	Level in the Pay Matrix	Designation	Level in the Pay Matrix	
Deputy Manager	Level - 10 (56,100- 1,77,500)	Direct Recruitment / Promotion from Assistant recruited with Graduation + 7 years' service		
Deputy Manager	Level - 10 (56,100- 1,77,500)	Manager	Level - 11 (67,700- 2,08,700)	Deputy Manager + 4 years (APAR + Interview)
Manager	Level - 11 (67,700- 2,08,700)	Sr. Manager	Level - 12 (78,800 - 2,09,200)	Manager + 5 years (APAR + Interview)
Sr Manager	Level - 12 (78,800- 2,09,200)	Dy. General Manager	Level-13 (1,18,500- 2,14,100)	Sr. Manager + 2 years (APAR + Interview)

*Further avenues in the cadre shall be decided by Board from time to time.



RECRUITMENT RULES FOR THE POST OF DY. MANAGER (PURCHASE & STORES)

1.	Name of Post	Dy. Manager (P & S)
2.	No. of posts	As sanctioned by Board
3.	Level in the Pay Matrix	Level – 10; 56,100-1,77,500
4.	Whether selection post or non selection post	Selection / Promotion by Selection
5.	Age limit for direct recruits	Applicable for direct recruits as per Antrix Recruitment norms based on qualification and experience Upper age limit –45 years Not applicable in case of promotion. In case of reserved candidates, relaxation in age as prescribed for CPSE applicable.
6.	Educational and other qualifications required for direct recruits	Graduate (First class) with MBA (Operations /Materials Management) in first class + 7 years of experience (3 years in supervisory capacity) Experience should be in the field of Purchase & Stores.
7.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	No
8.	Period of probation if any	1 year for direct recruitment
9.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods:	<u>For Direct Recruitment</u> Written examination and Interview as decided by the Board from time to time. <u>For Promotion</u> Assistant / Sr. Assistant with 7 years combined service in their area. Selection will be Written Examination + APAR + Interview <u>Percentage of vacancies to be filled by various methods</u> As decided by the Board from time to time.
10.	In case of recruitment by promotion or deputation/ absorption, grade from which promotion or deputation/ absorption to be made	Assistants/ Sr. Assistants with 7 years of service in their area, subject to fulfillment of norms for promotion.
11.	If Departmental Promotion Committee exists, what is its composition.	Antrix Selection Committees consisting of Domain experts including representation from among SC/ST, Minority and Women.



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NORMS FOR RECRUITMENT AND PROMOTION IN STAFF OFFICER CATEGORY

Grade From		Grade To		Minimum residency period for consideration for promotion
Designation	Level in the Pay Matrix	Designation	Level in the Pay Matrix	
Staff Officer	Level – 10 (56,100-1,77,500)	Direct Recruitment / Promotion from Assistants recruited with Graduation with 7 years' service		
Staff Officer	Level – 10 (56,100-1,77,500)	Sr Staff Officer	Level – 11 (67,700-2,08,700)	Staff Officer + 4 years (APAR + Interview)
Sr Staff Officer	Level – 11 (67,700-2,08,700)	Principal Staff Officer	Level - 12 (78,800 - 2,09,200)	Sr. Staff Officer+ 5 years (APAR + Interview)
Principal Staff Officer	Level - 12 (78,800 - 2,09,200)	Sr. Principal Staff Officer	Level – 13 (1,18,500 – 2,14,100)	Principal Staff Officer + 2 years (APAR + Interview)



SCHEDULE IV

Table 1

RECRUITMENT RULES FOR THE POSTS OF STAFF OFFICER

1.	Name of Post	:	Staff Officer
2.	No. of posts	:	As approved by Board
3.	Level in the Pay Matrix	:	Level – 10; 56,100-1,77,500
4.	Whether selection post or non selection post	:	Selection / Promotion by Selection
5.	Age limit for direct recruits	:	Applicable for direct recruits as per Antrix Recruitment norms based on qualification and experience Upper age limit – 35 years Not applicable in case of promotion. In case of reserved candidates, relaxation in age as prescribed for CPSE is applicable.
6.	Educational and other qualifications required for direct recruits	:	MBA + 1 year experience in supervisory capacity OR Post Graduate + 3 years experience (1 year in supervisory capacity) OR Graduate with 5 years experience (2 years in supervisory capacity) The experience should be in the areas of Administration.
7.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	:	No
8.	Period of probation if any	:	1 year for direct recruitment
9.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods:	:	As decided by the Board from time to time.
10.	In case of recruitment by promotion or deputation/	:	Assistant with combined service of 7 years in Assistants and Sr. Assistant

	absorption, grade from which promotion or deputation/ absorption to be made		grades. Selection by Written examination + APAR+ Interview
11.	If Company Promotion Committee exists, what is its composition.	:	Antrix Selection Committees consisting of Domain experts including representation from among SC/ST, Minority and Women.