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

Gra	Grade From		Grade To		
Designation	Level in the Pay Matrix	Designation	Level in the Pay Matrix	residency period for consideration for promotion	
Assistant	Level – 4 (25,500-81,100)	,	Direct Recruitm		
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	(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	(53,100-	Years (APAR and vigilance learance)	

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	Τ:	Assistant (Level - 4; 25,500-81,100)
2.	No. of posts		As per Board approval
1. 2. 3.	Whether selection post or	7	Selection
95	non selection post	,	
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	:	Graduation in Arts/Commerce/
1	qualifications required for	!	Management/Science/Computer
ı	direct recruits	i	Applications with First Class, as
		1	declared by the University and
	1275 -41		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	:	Selection on All India basis through
1	whether by direct		Written examination and skill test in
	recruitment or by		computer usages and area of
	promotion or by		specialization required.
	deputation/absorption and	i	i e
	percentage of vacancies		• (
	to be filled by various		1
	methods:		
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	- 1	Antrix Selection Committees consisting
1	Committee exists, what is	,	of Domain experts including
Ì	its composition.		representation from among SC/ST,
1			Minority and Women.



NORMS FOR RECRUITMENT AND PROMOTION IN JR. PERSONAL ASSISTANT CATEGORY

Grade	Grade From		Grade To		
Designation	Level in the Pa Matrix	Designation	Level in the Pay Matrix	- Itot consideration	
Junior Personal Assistant	Level - 4 (25,50 - 81,100)	0	irect Recruitme	ent	
Jr. Personal Assistant	Level – 4 (25,500-81,100		Level – 6 (35,400- 1,12,400)	Jr. Pes. Asst. + 4 years (Written Examination + Skill Test + APAR + Interview)	
Personal Assistant	C35 ADD-	Personal Secretary	Level – 8 (47,600- 1,51,100)	Personal Assistant + 5 Years. Interview plus APÁR	
Personal Secretary	(4 (60)	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		1:	As per Board approval
3.]:	Selection
-	non selection post	+	
4.	Age limit for direct recruits	i palancia many separahahan menganjangan panggan pangg	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
9.	whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods: In case of recruitment by promotion or deputation/		Written examination, skill test in short hand and use of computer, as decided by the Board from time to time.
	absorption, grade from which promotion or deputation/ absorption to be made		

NORMS FOR RECRUITMENT AND PROMOTION FOR TECHNICAL ASSISTANT

Grade From		Gr	ade	То	:	Minimum residency
Designation	Level in the Pay Matrix	Designatio	n	Level in the Pay Matri		period for consideration for promotion
Technical Assistant	Level – 7 (44,900 - 1,42,400)		ı	Direct Recr	uitn	nent
 Technical Assistant	Level –7 (44,900- 1,42,400)	Sr. Technica Assistant - A		Level – 8 (47,600- 1,51,100)	***************************************	echnical 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 sistant -A + 5 years (Screening+ (PAR + Interview)
Technical Officer- C	Level - 10 (56,100 - 1,77,500)	Technical Officer -D	(Level-11 (67,700 – (2,08,700)	5 y	hnical Officer –C + ears (Screening + PAR + Interview)
Technical Officer – D	Level-11 (67,700 – 2,08,700)	Technical Officer - E	(б ує	nnical Officer –D + ears (Screening + PAR + Interview)
Technical Officer - E		Technical Officer - F	(1,		ye	nical Officer –E + ars (Screening + AR +Interview)



RECRUITMENT RULES FOR THE POSTS OF TECHNICAL ASSISTANT

			The star star star star star star star star
1.	Name of Post		Technical Assistant
2.	No. of posts	÷	As sanctioned by Board
3.	Level in the Pay Matrix	1	Level - 7; (44,900 - 1,42,400)
4.	Whether selection post or	1	Selection
_	non selection post	-	Implement Allegaring Advanced and the control of th
5.	Age limit for direct recruits		Applicable for direct recruits as per Antrix Recruitment norms based on qualification and experience
İ			Upper age limit – 35 years
			In case of reserved candidates, relaxation in age as prescribed for CPSE applicable.
6.	Educational and other	÷	First Class Diploma in relevant stream from a
l	qualifications required for direct recruits		recognized State Board.
7.	Whether age and educational qualifications prescribed for	(8)	
	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		Direct Recruitment.
	or by promotion or by		Written Test & Skill Test (Curriculum based)
	deputation/absorption and		
	percentage of vacancies to		
	be filled by various methods:		
10.	In case of recruitment by :	i	
	promotion or deputation/		Not Applicable.
17	absorption, grade from which		
į	promotion or deputation/	-	
11.	absorption to be made	+	Antriu Salaction Committees consisting of Desci-
11.	If Departmental Promotion : Committee exists, what is its	1	Antrix Selection Committees consisting of Domain
!	composition.	1	experts including representation from among SC/ST, Minority and Women.
2	composition.	. J.	OC/OT, MINORITY AND MACHINETT.



NORMS FOR RECRUITMENT AND PROMOTION IN JR. HINDI TRANSLATOR CATEGORY

Grade	From	Grade	Grade To			
Designation	Level in the Pay Matrix	Designation	Level in the Pay Matrix	residency period for consideration for promotion		
Junior Hindi Translator	Level - 6 (35,400 - 1,12,400)	Di	rect Recruitme			
Jr. Hindi Translator	Level - 6 (35,400 - 1,12,400)	Sr. Hindi Translator	Level – 7 (44,900- 1,42,400)	Ur. 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	11(67,700-	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	1:	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



		,	1
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 F	rom	Grade	То	Minimum
Designation	Level in Pay Matrix	Designation	Level in Pay Matrix	residency period and norms for consideration for promotion
Jr Legal Officer	Level 10 (56,100- 1,77,500)	Dii	rect Recruitme	ent
ป่า 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	5 4 4 4 1 1 1 1	+ 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	Epul Time three years Bachelor's Degree in Law (LLB) or Integrated Law Course of minimum duration of 5 Years with 1st 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 quidelines and handling litigations.

7	. Whether age	and	educati	ional
	qualifications	pre	scribed	for
	direct recruit	s wi	il apply	/ in
	case of promo	tees		

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		Grad	le To	Minimum
Designation	Level in the Pay Matrix	Designation	Level in the Pay Matrix	residency period
Manager	Level – 11 (67,700- 2,08,700)	Eromotion fro	ent / with 4 years of	
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)

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^{*}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 2 No. of posts 3. Level in the Pay Matrix 4. Whether selection post or a	: Manager (Finance)
No. of posts	: As sanctioned by Board
3. Level in the Pay Matrix	Level - 11; 67,700- 2,08,700
Dolestion post of	Selection /
non selection post	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
	NI-4 - F 4A
	Not applicable in case of promotion. In case of
	reserved candidates, relaxation in age as
6. Educational and other :	prescribed for CPSE applicable.
qualifications required for	Graduate in commerce (first class) and pass in
direct recruits	final examination of ACA/FCA or AICWA/CMA + 8 years of post-qualification experience in
	years of post-qualification experience in supervisory capacity.
	Sopervisory capacity.
	(The experience should be in the areas of
	Finance and Accounts/Cost Accounting)
7. Whether age and educational	ober reporting)
qualifications prescribed for	
direct recruits will apply in	No
8. Period of probation if any	
8. Period of probation if any	1 year for direct recruitment
9 Method of recruitment	
Technique I	For Direct Recruitment
whether by direct recruitment or by promotion or by	Interview as decided by the Board from time to
deputation/absorption and	time.
1	For Dromatica
	For Promotion
1	Deputy Manager with 4 years' service + APAR +
	interview i
F	Percentage of vacancies to be filled by
ı (V	arious methods
L	is decided by the Board from time to time.
of recipilment by i.	y Manager with 4 years service, subject to
brothotion of debutation/	ilfillment of norms for promotion.
absorption, grade from which	
promotion or deputation/	Ī
absorption to be made	
A Departmental Fromotion	ntrix Selection Committees consisting of Domain
Committee exists, what is its ex	perts including representation from among
SCIII POSITION.	C/ST, Minority and Women.



NORMS FOR RECRUITMENT AND PROMOTION FOR COMPANY SECRETARY CATEGORY

Grade From		Grade T	Grade To		
Designation	Level in Pay Matrix	Designation	Level in Pay Matrix	residency period and norms for consideration for promotion	
Company Secretary	Level 12 (78, 800-2,09,200)	Dire	ct Recruitmer	uitment	
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

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: 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	T:	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 :	of fo PS sh ha co	ost Qualification Experience of ininimum 5 Years (3 Years in case SC/ST/OBC (Non-creamy layer) or vacancies reserved for them) in SUs or reputed Companies. He/se should have independently indled Company Law matters and impliance of corporate vernance. 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.	* <u>-</u> 1 1	Review Committee(s) consisting of domain experts.

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NORMS FOR RECRUITMENT AND PROMOTION IN BUSINESS SEGMENT

Grade From		G	rade To	Minimum residency	
Designation	Pay Matrix Level	Designation	Pay Matrix Level	period and norms for consideration for promotion	
Assistant Manager (Segment)	Pay matrlx i.evel 10 (56,100- 1,77,500) (Sci-Engr.SC	Direct Recru	uitment		
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)	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.	
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)	7 12 1000		Pay Matrix Level 13A (1,31,100- 2,16,600) (Sci/Engr- SG)	5 years Screening + Interview	

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SCHEDULE

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
- T.	selection post	!
5.	Age limit for direct recruits	35 years. In case of reserved candidates/
0.	, rigo inita for direct regrate	Persons with Disability/Ex-servicemen,
	j	relaxation in age as prescribed for CPSE is
	1	applicable relaxation in age as prescribed for
*	1	CPSE is applicable.
6	Educational and other	: Bachelor Degree in Engineering in First
	qualifications required for	Class with minimum aggregate of 65 %
	direct recruits	marks; OR
1	1	Masters Degree in Science in First Class with
	i	minimum aggregate of 65 % marks; OR
		Masters Degree in Engineering with First
	i i	Class with pre eligibility qualification of
i		Bachelor of Engineering OR equivalent with
	71	First Class with minimum aggregate of 65%
1		marks; OR
		Bachelor Degree in Engineering in First Class
		with minimum aggregate of 65 % marks +
-	100	MBA (or) equivalent with First Class
7	Whether age and educational :	Not Applicable
	qualifications prescribed for	
	direct recruits will apply in case of promotees	,
8.	Period of probation if any	1 year for direct recruitment
0	renod or probation if any	, year for direct recruitment
9	Method of recruitment	Direct Recruitment
	whether by direct recruitment	Appointment/ absorption of IIST Graduates
	or by promotion or by	Campus Recruitment
	deputation/absorption and	Deputation/Absorption
	percentage of vacancies to be	Transfer
	filled by various methods:	ONLIN
10	In case of recruitment by :	Analogous posts
	promotion or deputation/	S. Collection of the collectio
	absorption grade from which	LE LE LE

promotion or deputation/ absorption to be made

11 If Departmental Promotion Antrix selection Committee(s) consisting of Committee exists what is its composition.



SCHEDULE I

Table 1B

RECRUITMENT RULES

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

1 2	Deputy Manager (Segment)
3. 4.	Pay Matrix Level : 11
1	Colocion /
i <u>;</u>	selection post Promotion
Э.	Age limit for direct recruits No age limit.
· 6	Not applicable in case of promotion
b	Educational and other : Ph.D in Science/Engineering + MBA or
	qualifications required for equivalent
_	direct recruits
7	Whether age and educational : Not Applicable
	qualifications prescribed for
:	direct recruits will apply in
	case of promotees
8	Period of probation if any 1 year for direct recruitment
_	a see trace.
9	Method of recruitment Promotion
	whether by direct recruitment Direct Recruitment
	or by promotion or by Live Register
	deputation/absorption and Deputation/Absorption
	percentage of vacancies to be Transfer
	filled by various methods: Appointment
10	In case of recruitment by : a)Promotion from Assistant Managers
	promotion or deputation/
	absorption, grade from which If recruited with BE qualification + 4 years;
	promotion or deputation/ If recruited with Post Graduation in Science +
	absorption to be made 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 !

Table 1C

RECRUITMENT RULES

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

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



SCHEDULE!

Table 1D

RECRUITMENT RULES

CADRE: Business Segment
CATEGORY & POST: Sr. Managers (Segment)/
Assistant General Manager (Segment)

1 4	144 - 75	and the second s
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
3.		Services. 1 13 & 13A Promotion/ Selection
	non-selection post	
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 filed for Pay Matrix Level 13
1		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	As directed by the Board from time to time
	deputation/absorption and	!
	percentage of vacancies to be filled by various methods:	
10	In case of recruitment by	Manager + 4 years for Pay Matrix Level 13
	promotion or deputation/ absorption grade from which promotion or deputation/	Sr. Manager + 5 years for Pay Matrix Level 13A
11	absorption to be made If Departmental Promotion Committee exists, what is its composition.	Antrix selection committee consisting of domain experts
	composition.	19 M

NORMS FOR RECRUITMENT AND PROMOTION IN ADMINISTRATIVE AREA*

Grade From		Grad	е То	Minimum	
	l Designation	Level in the Pay Matrix	Designation	Level in the Pay Matrix	residency period for consideration for promotion
	Deputy Manager	Level – 10 (56,100- 1,77,500)	Direct Recruitme Promotion from Assistant Graduation + 7 years'		recruited with
	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 2. 3. 4. 5.	Name of Post No. of posts Level in the Pay Matrix Whether selection post or non selection post Age limit for direct recruits	Dy. Manager (Administration) As sanctioned by Board Level – 10; 56,100-1,77,500 Selection / Promotion by Selection Applicable for direct recruits as per Antrix Recruitment norms based on qualification and experience.
6.	Educational and other qualifications required for direct recruits	Upper age limit –45 years. Not applicable in case of promotion. In case of reserved candidates, relaxation in age as prescribed for CPSE applicable: Graduation (First class) + MBA(HR) or MSW(HR) in first class + 7 years of experience (3 years in supervisory capacity)
7.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees Period of probation if any	Experience should be in the areas of administration. No 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:	For Direct Recruitment Written examination and Interview as decided by the Board from time to time. For Promotion Assistant / Sr. Assistant with 7 years combined service in their area. Selection will be Written Examination + APAR + Interview. Percentage of vacancies to be filled by various methods
	In case of recruitment by promotion or deputation/ absorption, grade from which promotion or deputation/ absorption to be made	As decided by the Board from time to time 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	Grade From		Grade To		
Designation	Level in the Pay Matrix	Designation	Level in the Pay Matrix	residency period for consideration for promotion	
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. 2. 3. 4.	I was at the property of the contract of the c	Dy. Manager (Finance) As sanctioned by Board Level – 10; 56,100-1,77,500 Selection / Promotion by Selection 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
6.	Educational and other qualifications required for direct recruits	reserved candidates, relaxation in age as prescribed for CPSE applicable. 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.
<u></u>		(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:	For Direct Recruitment Written examination and Interview as decided by the Board from time to time. For Promotion Assistant / Sr. Assistant with 7 years combined service in their area. Selection will be Written Examination + APAR + Interview.
		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/ 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			Gra	Minimum		
	Designation	Level in the Pay Matrix	Designation	Level in the Pay Matrix	residency period for consideration for promotion	
	Deputy Manager	Level – 10 (56,100- 1,77,500)	Direct Recruitment / Promotion from Assistant recruited with Graduation + 7 years' service			
9	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)

Name of Post Dy. Manager (P & S) No. of posts As sanctioned by Board Level in the Pay Matrix Level - 10; 56,100-1,77,500 Whether selection post or non Selection / selection post 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. Educational and Graduate (First class) with MBA (Operations other qualifications required for direct /Materials Management) in first class + 7 years of recruits experience (3 years in supervisory capacity) Experience should be in the field of Purchase & Stores. 7. Whether age and educational qualifications prescribed for No direct recruits will apply in case of promotees 8. Period of probation if any 1 year for direct recruitment 9. Method of recruitment whether For Direct Recruitment by direct recruitment or by Written examination and Interview as promotion decided by the Board from time to time. Or by deputation/absorption and percentage of vacancies to be For Promotion filled by various methods: Assistant / Sr. Assistant with 7 years combined service in their area. Selection will be Examination + APAR + Interview Percentage of vacancies to be filled by various methods As decided by the Board from time to time. 10. In case recruitment Assistants/ Sr. Assistants with 7 years of service in promotion or deputation/ their area, subject to fulfillment of norms for absorption, grade from which promotion. promotion or deputation/ absorption to be made 11. Departmental Promotion Antrix Selection Committees consisting of Domain Committee exists, what is its



Minority and Women.

composition.

experts including representation from among SC/ST,

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NORMS FOR RECRUITMENT AND PROMOTION IN STAFF OFFICER CATEGORY

Grade	From	Grad	Minimum		
Designation	Level in the Pay Matrix	Designation	Level in the Pay Matrix	residency period for consideration for promotion	
Staff Officer	Level – 10 (56,100- 1,77,500)	Direct Recruitmerecruited with G			
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	(1,18,590 – 2,14,100)	Principal Staff Officer + 2 years (APAR + Interview)	

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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 / Prometion 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.





