



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल— 462003
(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL- 462003
(An Institute of National importance under Ministry of Education, Govt. of India)

No. AB/Estt./DPC/2026/1559

Dated 14/10/2026

NOTICE

Subject : Promotion of Non-Faculty members through Departmental Promotion Committee [DPC].

All Non-Faculty staff members of the Institute are hereby notified that meeting of Departmental Promotion Committee [DPC] for promotion of eligible Non-Faculty staff members, is proposed to be convened as per Recruitment Rules (RRs) for Non-Teaching Employee received from MHRD vide letter No F. 35-5/2018-TS.III dated 20.02.2019 & 04.04.2019.

2. Further, for "the promotion of Non-faculty staff members, who were recruited before the implementation of above-mentioned RRs issued on 5th February, 2014 and 20th December, 2017 respectively, will continue to be governed by the same educational qualification, which were prevailing as per the respective RRs. However, such employees will have to undergo requisite skill test / trade for future promotion(s) and upgradation. Those who have been recruited as per the RRs issued on 5th February, 2014 and 20th December, 2017, respectively, will continue to be governed by the same".
3. Non-Faculty employees of the Institute are requested to apply for the post for which they fulfill the eligibility criteria and submit their application forms in the enclosed format along with supporting documents, duly forwarded by the respective Head of Department/Section In-charge in the office of the undersigned.
4. Date of eligibility for all positions is fixed as 31.12.2026.
5. Vacancies for any post may increase due to promotion and/or superannuation of the employees.
6. The eligibility criteria for promotion, number of available vacancies and the format of application form is enclosed at ANNEXURE-A. Apart from the posts mentioned in Annexure-A, any employee who considers himself/herself eligible for another post not included in the said Annexure may also submit an application, subject to fulfilment of the prescribed eligibility criteria as per the prevailing RRs. Such applications shall be considered only if vacancies are available against the respective post.
7. Employees while applying for the post must ensure that they fulfill the prescribed qualification required for the post.
8. Last date of receipt of duly filled application form in the Office of the Registrar is 06/11/2026.

This notice is issued with the approval of the Competent Authority.

[Signature]
14/10/26

Registrar

No. AB/Estt./2026/1559

Dated: 14/10/2026

Enclosure : As above

Copy to

1. Director
2. All Deans/Head of Department/ Section In-Charge with the request kindly circulate this among all Non-Faculty staff members of their department/section.
3. Professor In-charge (website) - to publish the same along with its enclosure on Institute website.

[Signature]
14/10/26
Registrar



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विषय : विभागीय पदोन्नति समिति (Departmental Promotion Committee - DPC) के माध्यम से गैर-शैक्षणिक (Non-Faculty) कर्मचारियों की पदोन्नति।

संस्थान के सभी गैर-शैक्षणिक कर्मचारियों को सूचित किया जाता है कि पात्र गैर-शैक्षणिक कर्मचारियों की पदोन्नति हेतु विभागीय पदोन्नति समिति (Departmental Promotion Committee - DPC) की बैठक आयोजित की जानी प्रस्तावित है। यह बैठक गैर-शिक्षण कर्मचारियों के लिए मानव संसाधन विकास मंत्रालय (MHRD) के पत्र क्रमांक F.35-5/2018-TS.III दिनांक 20.02.2019 एवं 04.04.2019 द्वारा प्राप्त भर्ती नियमों (Recruitment Rules - RRs) के अनुसार आयोजित की जाएगी।

2. जिन गैर-शैक्षणिक कर्मचारियों की भर्ती उपर्युक्त भर्ती नियमों (RRs) के लागू होने से पूर्व, अर्थात् 05 फरवरी 2014 तथा 20 दिसंबर 2017 को जारी भर्ती नियमों से पहले हुई थी, उनकी पदोन्नति के लिए वही शैक्षणिक योग्यताएँ लागू रहेंगी, जो उनके संबंधित भर्ती नियमों में उस समय प्रचलित थीं। तथापि, ऐसे कर्मचारियों को भविष्य में पदोन्नति अथवा वित्तीय उन्नयन (Upgradation) प्राप्त करने के लिए आवश्यक कौशल परीक्षा (Skill Test) / ट्रेड टेस्ट (Trade Test) उत्तीर्ण करना अनिवार्य होगा। वहीं, जिन कर्मचारियों की भर्ती 05 फरवरी 2014 तथा 20 दिसंबर 2017 को जारी भर्ती नियमों के अनुसार हुई है, वे उन्हीं भर्ती नियमों के प्रावधानों द्वारा शासित रहेंगे।

3. संस्थान के सभी गैर-शैक्षणिक कर्मचारियों से अनुरोध है कि वे केवल उसी पद के लिए आवेदन करें, जिसके लिए वे निर्धारित पात्रता मानदंडों को पूर्ण करते हों। निर्धारित प्रारूप में आवेदन-पत्र आवश्यक सहायक दस्तावेजों सहित, संबंधित विभागाध्यक्ष/अनुभाग प्रभारी द्वारा विधिवत अग्रेषित कर हस्ताक्षरकर्ता के कार्यालय में जमा करें।

4. सभी पदों के लिए पात्रता की निर्णायक तिथि 31.12.2026 निर्धारित की जाती है।

5. कर्मचारियों की पदोन्नति एवं सेवानिवृत्ति (Superannuation) के कारण संबंधित पदों पर रिक्तियों की संख्या में वृद्धि हो सकती है।

6. पदोन्नति हेतु पात्रता मानदंड, उपलब्ध रिक्तियों की संख्या तथा आवेदन-पत्र का प्रारूप अनुलग्नक-A (ANNEXURE-A) में संलग्न है। अनुलग्नक-A में उल्लिखित पदों के अतिरिक्त, यदि कोई कर्मचारी किसी अन्य ऐसे पद के लिए स्वयं को पात्र समझता है, जो उक्त अनुलग्नक में उल्लिखित नहीं है, तो वह प्रचलित भर्ती नियमों (RRs) के अनुसार निर्धारित पात्रता मानदंडों को पूरा करने की शर्त पर उस पद हेतु भी आवेदन प्रस्तुत कर सकता है। ऐसे आवेदनों पर संबंधित पद के विरुद्ध रिक्तियाँ उपलब्ध होने की स्थिति में ही विचार किया जाएगा।

7. आवेदन करते समय प्रत्येक कर्मचारी यह सुनिश्चित करेगा कि वह संबंधित पद के लिए निर्धारित शैक्षणिक एवं अन्य आवश्यक योग्यताओं को पूर्ण करता है।

8. विधिवत भरे हुए आवेदन-पत्र कुलसचिव (Registrar) कार्यालय में प्राप्त होने की अंतिम तिथि 06/11/2026 होगी।

यह सूचना सक्षम अधिकारी की स्वीकृति से जारी की जाती है।

[Signature]
कुलसचिव

क्रमांक : AB/Estt./2026/1559

दिनांक : 14/10/2026

संलग्नक : उपरोक्तानुसार

प्रतिलिपि :

1. निदेशक।
2. सभी अधिष्ठाता/विभागाध्यक्ष/अनुभाग प्रभारी – अनुरोध है कि इस सूचना को अपने विभाग/अनुभाग के सभी गैर-शैक्षणिक कर्मचारियों तक प्रसारित करना सुनिश्चित करें।
3. प्रभारी प्राध्यापक (वेबसाइट) – अनुरोध है कि इस सूचना एवं इसके संलग्नकों को संस्थान की वेबसाइट पर प्रकाशित किया जाए।

[Signature]
कुलसचिव

Eligibility Criteria for Promotion of Non-Faculty Posts through DPC

S.No.	Name of the Post PB & GP	Requirements for Promotion/Financial Up-gradation as per RRs	Tentative Vacant positions		
			SC	ST	UR
(A) Officers					
1.	Technical Officer [PB-3 & GP ₹ 5400/-] Level -10	Technical Assistant (Select ion Grade-II) with GP of Rs. 4800/- with 5 years regular service or Technical Assistant (SG-I) (PB-2 with Grade Pay of Rs. 5400/-) with 2 years of experience through DPC and working performance record (APAR).	0	0	01
(B) Higher Ministerial Cadre					
1.	Superintendent [SG-I] [PB-2 & GP ₹ 5400/-] Level-09	Superintendent SG-II with 2 years regular service with Grade Pay of Rs. 4800/- through DPC and working performance record (APAR), through prescribed test and interview.	0	0	02
2.	Superintendent [SG-II] [PB-2 & GP ₹ 4800/-] Level-08	Senior Superintendent with 2 years regular service with Grade Pay of Rs. 4600/- through DPC and working performance record (APAR), through prescribed test and interview.	0	0	01
3.	Senior Superintendent [PB-2 & GP ₹ 4600/-] Level-07	At least 5 years regular service as Superintendent or Accountant (Existing) in PB-2, GP 4200/- or at least 5 years combined service of Assistant (SG-1) and Superintendent in PB-2, Grade Pay of Rs. 4200/- through DPC and working performance record (APAR), through prescribed test and interview.	0	01	02
4.	Superintendent [PB-2 & GP ₹ 4200/-] Level-06	Assistant (SG-I) with 2 years regular service with Grade Pay of Rs. 4200/- through DPC and working performance record (APAR), through prescribed test and interview.	0	0	03
(C) Lower Ministerial Cadre					
1.	Assistant [SG-I] PB-2 & GP ₹ 4200/-] Level-06	Assistant SG-II with 6 years regular service with Grade Pay of Rs. 2800/- through DPC and working performance record (APAR) through prescribed test and interview.	01 (anticipated)	0	0
2.	Assistant [SG-II] [PB-1 & GP ₹ 2800/-] Level-05	Senior Assistant with 5 years regular service with Grade Pay of Rs. 2400/- through DPC and working performance record (APAR), through prescribed test and interview.	0	01	08
3.	Senior Assistant [PB-1 & GP ₹ 2400/-] Level-04	At least 5 years regular service as Junior Assistant in PB-1, GP Rs. 2000/- or at least 5 years combined service of Office Attendant (SG-II) and Junior Assistant in PB-1, Grade Pay of Rs. 2000/- through DPC and working performance record (APAR), through prescribed test and interview.	0	01	0
(D) Higher Technical Cadre					
1.	Technical Assistant (SG-I) [PB-2 & GP Rs.5400/-] Level-09	At least 2 years regular service as Technical Assistant (SG-II) in PB-2, GP Rs. 4800/- through DPC and working performance record (APAR), through prescribed test and interview.	01	0	01

100

S.No.	Name of the Post PB & GP	Requirements for Promotion/Financial Up-gradation as per RRs	Tentative Vacant positions		
			SC	ST	UR
2.	Sr. SAS Assistant	At least 5 years regular service as in PB-2 with GP Rs. 4200/- as SAS Assistant through DPC and working performance record (APAR), through prescribed test and interview.	0	0	03
3.	Assistant Engineer (Selection Grade – I)	At least 2 years regular service as in PB-2 with GP Rs. 4800/- as Assistant Engineer SG-II through DPC and working performance record (APAR), through prescribed test and interview.	0	0	02
(E) Lower Technical Cadre					
1.	Technician [SG-I] (PB-2 & GP Rs.4200/-] Level-06	At least 6 years regular service with Grade Pay of Rs. 2800/- as Technician (Selection Grade-II) through DPC and working performance record (APAR), through prescribed test and interview.	01	0	08
2.	Technician [SG-II] [PB-1 & GP Rs.2800/-] Level-05	At least 5 years regular service with Grade Pay of Rs. 2400/- as Senior Technician through DPC and working performance record (APAR), through prescribed test and interview.	03	01	13
3.	Senior Technician [PB-1 & GP Rs.2400/-] Level-04	At least 5 years regular service as Technician in PB-1, GP-2000/- or at least 5 years combined service of Lab. Attendant (SG-II) and Technician in PB-1, Grade Pay of Rs. 2000/- through DPC and working performance record (APAR), through prescribed test and interview. Educational Qualification:- Must possess any of the qualifications mentioned in row -7 without insisting on percentage of marks/class.	0	0	06
(F) Attendant Cadre					
1.	Office Attendant SG-II [PB-1 & GP Rs.2000/-] Level-03	At least 3 years regular service as Senior Lab Attendant / Sr. Office Attendant in PB-1, Grade Pay of Rs. 1900/- through DPC and working performance record (APAR), through prescribed test and interview.	01	0	08
2.	Senior Office Attendant [PB-1 & GP Rs.1900/-] Level-02	At least 3 years regular service as Lab Attendant/ Office Attendant in PB-1, Grade Pay of Rs. 1800/- through DPC and working performance record (APAR), through prescribed test and interview.	01	01	05
		Total	8 (including 1 anticipated vacancy)	05	61
PwBD reservation shall be applied as per Government of India norms.					

The post(s) for which no eligible candidate is available in the feeder cadre have not been notified above.

Existing incumbents holding the post of Assistant Registrar and Technical Officer who have completed the required residency period of 05 years as per the RRs for the respective post are also required to submit the application form for consideration of their candidature for moving from existing grade pay (Pay level -10) to the higher GP (Pay Level – 11) with the same designation. Copy of RRs for the respective posts are enclosed.

Existing incumbent holding the post of Pharmacist who have completed the required residency period of 02 years as per the RRs for the respective post is also required to submit the application form for consideration of his candidature for Non Functional up-gradation to the next higher Grade Pay of Rs.4200/- in PB-2 and re-designated as Sr. Pharmacist (personal to the incumbent). Copy of RRs for the respective posts are enclosed.

As per MHRD letter F. No. 35–4/2016 – TS.III dated 11th December, 2019, Interview will be conducted only for the post carrying pay level – 8 and above, under consideration.

Handwritten signature/initials
14/2



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गैर-शिक्षण कर्मचारियों की पदोन्नति हेतु आवेदन

सूचना संख्या /No.AB/Estt./2026 /1559

Date : 14/10/2026

आवेदित पद /Post Applied for _____

1. पूरा नाम /Name in Full : _____

2. पिता का नाम /Name of Father : _____

3. पता /Address

(i) वर्तमान /Present: _____

(ii) स्थायी /Permanent: _____

(iii) मोबाइल नं. /Mobile No. _____ ई-मेल/Email ID: _____

4. जन्म तिथि /Date of Birth : _____

5. राष्ट्रियता /Nationality: _____

6. MANIT Bhopal में कार्यभार ग्रहण की तिथि /Date of Joining at MANIT Bhopal: _____

7. वर्तमान पद, वेतनमान एवं उस पर कार्यभार ग्रहण की तिथि / present Designation, Pay Scale & Date of Joining in Present Designation: _____

8. एम.ए.सी.पी. के तहत उन्नयन किया गया _____ यदि हाँ, तो एम.ए.सी.पी. के तहत उन्नयन की तिथि एवं वेतन स्तर : _____ Whether upgraded under MACP _____ (GP/Pay Level) if Yes; date of up-gradation under MACP and grade: _____

9. (a) यदि आप आरक्षित श्रेणी के अंतर्गत हैं तो यथोचित बॉक्स में निशान लगायें ।

(कृपया अधिकृत अधिकारी द्वारा जारी प्रमाण पत्र संलग्न करें)

Tick-mark the appropriate box if you belong to reserved category

(Please attach necessary caste certificate issued by an authorized officer only.)

SC

☐

ST

☐

OBC

☐

UR

☐

PwD/PwBD

☐

10. अर्हकारी शैक्षणिक रिकॉर्ड (कृपया प्रमाण पत्र की छायाप्रति संलग्न करें।) Details of essential qualification.
(Please attach Xerox copies of Degree Certificate)

Examination	Branch/ Specialization	College/University/ Institute	Year	Percentage /Grade	Class/ Division

11. Employment: [particular of your last two designation/Grade held (s)]

Sl. No.	Position held	Date of Joining	Grade Pay with Scale of pay/ Pay Level
1			

प्रमाणित किया जाता है कि ऊपर दी गयी जानकारी मेरे संज्ञान में सत्य है। यदि कोई भी जानकारी गलत पाई जाती है तो मेरी उम्मीदवारी निरस्त कर दी जाए।

Certified that the information furnished above is correct to the best of my knowledge. In the event, any information found to be incorrect, my candidature should be cancelled be it at any stage.

दिनांक /Date: _____

आवेदक के हस्ताक्षर
Signature of Applicant

नाम _____

पदनाम _____

विभाग/अनुभाग का नाम _____

विभागाध्यक्ष/अनुभागाध्यक्ष द्वारा अग्रसारित
Forwarded by Head/Section In-charge

Application of _____ of this department / section for

promotion to the post of _____ against notice No. _____ is forwarded.

सूचना संख्या _____ के संदर्भ में इस विभाग/अनुभाग के
(नाम एवं पदनाम) का आवेदन _____ (पद पर)
पदोन्नति हेतु अग्रसारित किया जाता है।

विभागाध्यक्ष/अनुभागाध्यक्ष

हस्ताक्षर _____

नाम _____

अनुभाग/विभाग का नाम _____