

# AICTE NOTIFICATION

REVISED PAY SCALES  
AND  
SERVICE CONDITIONS

**DIPLOMA LEVEL**  
TECHNICAL INSTITUTIONS

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION  
Indira Gandhi Sports Complex  
I.P. Estate, New Delhi -110 002

अखिल भारतीय तकनीकी शिक्षा परिषद्  
ALL INDIA COUNCIL FOR TECHNICAL EDUCATION  
( भारत सरकार का एक सांविधिक संस्थान ) ( A STATUTORY BODY OF THE GOVERNMENT OF INDIA )

F.No. 1-65/CD/NCE/98-99

Date: December 30, 1999

To,  
The Secretaries  
Dealing with Technical Education  
Of All State Govts. And Union Territories

**Sub. : Recommendations of the All India Council for Technical Education (AICTE)  
regarding revision of pay Scales and Service Conditions of Teachers of  
Technical Institutions (Diploma).**

Sir,

You are aware that the All India Council for Technical Education ( AICTE ) has been established by an ACT of parliament for proper planning and co-ordinated Development, regulation and maintenance of Norms and Standards in the Technical Education System throughout the Country. Consequent upon revision of Pay Scales based on the recommendations of the Central pay commission, AICTE formulated a revision of pay Scales and Service Conditions for Diploma Level Technical Institutions in the Country. The recommendations of AICTE were sent to Govt. of India for approval. The Govt. of India examined these recommendations and suggested that the revised pay Scales and service Conditions may be circulated and appropriate action. Accordingly the recommendations of the AICTE are hereby communicated to all concerned.

These recommendations are applicable to all Diploma Level Technical Institutions falling under the purview of the All India Council for Technical Education.

Your faithfully,

(R.S. Nirjar)

Member Secretary (AICTE)

Copy forwarded for Information and appropriate action to the following :

1. All Directors of Technical Education of the States and union Territories.
2. All the principals of the Technical Institutions (Diploma) under the purview of ACITE.
3. All the Regional officers of ACITE at Calcutta, Mumbai, Kanpur, Chennai, Chandigarh, Bhopal and Bangalore.
4. The Deputy Secretary Deptt. Of Education, MHRD, Govt, of India, Shastri Bhawan, New Delhi-110001.

**AICTE NOTIFICATION ON REVISION OF PAY- SCALES  
AND ASSOCIATED TERMS AND COMDITIONS OF SERVICE OF  
TEACHERS, LIBRARIANS AND PHYSICAL EDUCATION  
PERSONEL FOR DIPLOMA LEVEL  
TECHNIAL INSTITUTIONS**

**1.0 PREAMBLE**

The Government of India, Ministry of Human resource Development, Department of Education has issued orders vide letter No-37-104/95-TS-II, dated October 9, 1998 and of even No. dated January 14,1999 implementing a Scheme of revision of pay scales of teachers of degree level Technical Institutions, following revision of pay scales of Central Government employees on the recommendation of Fifth Central pay Commission. The Government orders require that ACITE notify other terms and Conditions of Service of such teachers with the approval of Ministry of Human Resource development.

In line with the revised pay- Scales of teachers of degree level technical institutions and the associated service conditions, ACITE has now revised the pay- scales and associated service conditions of teachers of teachers, librarians and physical education personnel in diploma level technical institutions, with the concurrence of Ministry of Human resource Development. The revised pay scales and associated service conditions are given in this notification.

**2.0 COVERAGE**

**2.1 Scope:**

The provisions of this notification apply to teachers, librarians and physical education personnel in diploma level technical institutions, covered under the ACITE Act.

**2.2 Date of Effect:**

The revised pay- Scales, Career Advancement Scheme and incentives for higher qualification given in this notification shall be effective form january1, 1996. All other terms and conditions come into force with effect from the date of this notification.

**2.3 State Government Institutions and Private Aided Institutions:**

Taking into account the local conditions, a State Government may implement the revised pay- scales from a date later than January1, 1999 and /or implement pay- Scales other than those given in this notification, but which are not higher than the pay- scales given in Tables (Appendix A-1, 2 and 3). Which the scheme is to be implemented, should be furnished to the All India Council for Technical Education for its approval.

## 2.4 Self- financing Institutions:

The pay- Scales, qualifications and other associated terms as given in this notification shall be applicable to all self- financing (private un- aided) institutions.

## 3.0 CADRE STRUCTURE

For each Diploma level institutions there shall be one post of Director/ Principal. In addition each Department shall have one post of Head of Department. The other Cadres shall be as given in

Table 3.1

**TABLE 3.1**  
**CADRE STRUCTURE OF**  
**DIPLOMA LEVEL INSTITUTIONS**

<u>Level</u>	<u>Cadre</u>
I	Lecturer
II	Senior Lecturer

The ratio of Senior Lecturers to Lecturers shall be 1:3.

The required total strength of teachers in the institutions including Heads of Departments will be determined by the Staff/ Student ratio as per ACITE norms.

In addition to the Cadre Structure given in Table 3.1, the Career Advancement Scheme shall provide for the following teaching positions but within the overall sanctioned strength of each Department:

- i) Lecturer (Senior Scale)
- ii) Lecturer (Selection Grade)

## 4.0 PAY-SCALES

The revised pay- scale for teachers of diploma level technical institutions are given in Tables (Appendix A-1 and 2).

## 5.0 QUALIFICATIONS

1. The prescribed minimum qualifications and experience requirements for various teaching posts in diploma level technical institutions are given (Appendix-B).
2. Where qualifications and experience prescribed for a post in this pay revisions are higher than the qualifications and experience prescribed by ACITE for that post prior to this revision.

- (i) The revised qualifications and experience will be required only for fresh appointees to that post and will not be insisted on for existing incumbents working on those positions.
- (ii) For open selection to a higher cadre position through advertisement internal candidates presently working in lower position will be exempted from the prescribed higher qualification and experience to the extent that they will be required to possess only the qualifications and experience prescribed by ACITE prior to this pay revision. This relaxation will be available only for a period of 5 years from the date of issue of this notification. Thereafter, internal candidates must also possess the qualifications and experience prescribed in this notification.

3. Teachers already in service prior to January 1, 1996 and who at the time of their recruitment possessed only a second class in their degree at Bachelor's or Master's Level (but met all the qualification requirement prescribed by ACIET at the time of their recruitment) Shall be exempted from the requirement of First Class for the Degree they had at the time of their recruitment.

## **6.0 RECRUITMENT**

Recruitment to all cadre posts shall be strictly based on merit by open selection through open advertisement at national level.

## **7.0 FOR HIGHER QUALIFICATION INCENTIVES**

- (a) At the time of recruitment as Lecturers,
- (i) Four advance increments will be admissible to those who hold ph. D. Degrees, and
- (ii) Two advance increments will be given to those who hold M. Phil. Degree in Science / Humanities and to those who hold M.E./M.Tech. Degree.
- (b) A teacher with M.E./M.Tech., who does not have a ph.D. Degree will be eligible for two advance increments as and when he /she acquire a ph. D .degree in his / her service career.
- (c) A lecturer with ph. D. will be eligible for two advance increment when he/ she moves into the grade of Lecturer ( Selection Grade) through Career Advancement Scheme or is appointed as Head of Department.

## **CAREER ADVANCEMENT**

### **8.1 General:**

- (a) Career Advancement provided for movement of

- Career to Lecturer (Senior Scale)
- (ii) Senior Lecturer /Lecturer (senior scale ) to Lecturer ( Selection Grade)
  - (b) For promotion under Career Advancement Scheme,
    - (i) The candidate must have consistently satisfactory performance appraisal reports.
    - (ii) Assessment and selection would be made by a selection committee, as required for normal selection by the respective institution.
    - (iii) The prescribed teaching/ contact hours of a teacher selected promoted under the Career Advancement Scheme shall remain the same as that of the substantive post he / she is occupying.

ACITE, would in due course, specify the guidelines for the selection process and the composition of the selection Committee for promotion under Career Advancement Scheme. Until the ACITE scheme is announced, Selection Committees same as prescribed for direct recruitments to the corresponding posts may be used for such promotions.

### 8.2 Lecturer (Senior Scale) :

A Lecturer will be eligible for placement as Lecturer (senior Scale), through a process of selection if he / she has:

- (i) Completed 6 years of service after regular appointment as a Lecturer, with relaxation of 2 years for these with Ph. D. and one year for those with M. Phil / M.E./M.Tech.,
- (ii) Participated in one orientation course / induction training and one refresher course or industrial training of aggregate duration of 8 weeks, or has undertaken other appropriate continuing education or training programmes of comparable quality and duration as may be specified or approved by ACIET. Those with ph. D. degree would be exempted from these course/ training requirements.

### 8.3 Lecturer (Selection Grade) :

A Senior Lecturer / Lecturer (Senior Scale) who has a Master's degree and 5 years experience as senior Lecturer of Lecturer (Senior Scale), and has consistently satisfactory performance appraisal reports will be eligible to be placed as Lecturer (Selection Grade), subject to the recommendation of the Selection Committee.

## 9.0 COUNTING OF QUALIFYING SERVICE FOR CAREER ADVANCEMENT

### 9.1 Counting of Service within the present Institution:

The duration of service in temporary capacity / contract appointment / ad -hoc appointment/ leave vacancy can be counted for promotion to Senior Scale / Selection Grade provided that:

- (a) The tenure of such appointment was one year or more than one year, without any break:
- (b) The incumbent with the prescribed selection procedure as laid down by concerned Board of Governors/ Institution's regulation/ Directorate of Technical Education / State Government/ Central Government ;
- (c) The concerned Lecturer possessed the minimum qualification prescribed by ACITE for appointment as Lecturers;
- (d) The incumbent was selected to the regular post in continuation of service in a temporary capacity/ contract appointment / ad hoc appointment / level vacancy without any break.

**9.2 Counting of Service outside the Institution:**

Previous continuous service , as a Lecturer or equivalent in college , national laboratory, or other scientific organizations such as CSIR, ICAR, DROD etc., or in any public sector industrial undertaking may be counted for placement of Lectures in senior scale/ selection Grade provided that :

- (a) The posts were in an equivalent grade/ scale of pay as the post of a Lecturer:
- (b) The qualifications for the posts were not lower than the qualifications prescribed by ACITE for the post of Lecturer;
- (c) The posts were filled in a accordance with the prescribed selection procedures as laid down by the Board of Governors/ institutions regulations/ Directorate of Technical Education / State Government / Central Government:
- (d) Ad hoc service / service in contract appointment / leave vacancy was of a continuous duration of not less than one year and further provided that :
  - (i) The incumbent was appointed on the recommendation of a duly constituted selection Committee; and
  - (ii) The incumbent was selected to the regular post in continuation of the as hoc / contract/ temporary appointment.
- (e) The concerned Lecturer has possessed all the minimum qualifications prescribed by ACITE for appointment as Lecturers.

**10.0 TEACHING DAYS**

Every institution will have at least 180 full teaching days per year (or 90 full teaching days per semester). "Teaching days" here shall mean actual class room/ laboratory contact teaching days and shall not include days of examinations/ sports etc.

## 11.0 WORKLOAD

Workload of a teacher should not be less than 40 hours a week, of which teaching contact hours should be as follows:

Principal	-	6 hours/week	15.0
Heads of Department / Lecturers (Selection Grade)	-	14 hours/week	15.1
Senior Lecturers/Lecturers (Senior Scale)	-	16 hours/week	Janu
Lecturers	-	18 hours/week	15.2

For the above stipulation, two tutorial hours/ two laboratory hours will be counted as one teaching hour.

## 12.0 SUPERANNUATION AND RE-EMPLOYMENT

The age of superannuation of teachers in diploma level technical institutions would be 62 years and thereafter no extension of service shall be given. However, an Institute may re-employ a superannuated teacher up to 65 years of age in accordance with the existing provision (s) in the Statutes/ Memorandum of Association and Rules/ Schemes, Regulations and Bye- laws of the Institute, as the case may be.

The age of superannuation of Librarians, Physical Education personnel and such other employees of technical institutions who are treated at par with the teachers and whose age of superannuation was 60 years, will now be 62 years. However, there is no provision of re-employment for such category of staff.

## 13.0 JOB RESPONSIBILITY

The job responsibilities of teachers of diploma level technical institution are given (Appendix c).

## 14.0 ACCOUNTABILITY

### 14.1 Pay Revision as an Integrated Package:

Better compensation package, and performance and accountability are inter-related, and one cannot be had without the other. Performance appraisal and accountability shall be an integral part of this pay revision package.

**14.2 Performance Appraisal:**

An open, transparent and objective performance Appraisal System comprising self-appraisal, peer evaluation and student evaluation shall be implemented .AICTE would evolve guidelines for this purpose.

**15.0 EFFECTIVE DATE, FITMENT FORMULA AND ALLOWANCES**

**15.1 Effective Date:**

The revised scales of pay as contained in Tables (Appendix A-1,2and 3) are effective from January 1, 1996.

**15.2 Fitment Formula:**

Pay with effect form January 01,1996 in the revised scale of pay will be fixed after giving the benefit of one increment for every three increments earned in the pre-revised Scales as stipulated in Rule 7 of Central Civil Service ( Revised pay) Rules, 1997, and governed by other relevant provisions of Central Civil Service ( Revised pay) Rules, 1997 as applicable.

**15.3 Arrears:**

The payment of arrears will be made in one installment.

**15.4 Allowances:**

**(i) Central Government/State government/Government- Aided Institutions**

Central Government/State government/Government- Aided Institutions shall provide Dearness Allowance, City Compensatory Allowance, House Rent Allowance, Special Compensatory Allowance, Training Allowance, Transport Allowance, Education Assistance and other Allowances to technical teachers at rates applicable to Central/ State Government employees.

**(ii) Self- Financing Institutions**

Self-Financing Institutions shall provide Dearness Allowance and other Allowances, Medical Facilities/ Group Health Insurance, Leave Encashment Facilities, Pension and other Retirement benefits (GPF-cum- Gratuity Scheme or CPF- cum –Gratuity Scheme) and group Insurance at rates not lower than those available to teachers (or corresponding employees) in the respective State Government Service.

**15.5 Pay Fixation of Lecturers (Selection Grade):**

The fixation of pay of Lecturers (Selection Grade), under the Career Advancement Scheme, and Heads of Departments in the pre-revised Scale of Rs. 3700-125-4900-150-5700 who were selected strictly in accordance with rules and regulations framed by AICTE and who were in position as Lecturers (Selection Grade) or as Head of Department as on 01-01-1996, will be made in a manner that they get their pay fixed at the minimum of Rs. 14940/- in the revised scale of Rs. 12000-420-18300 as and when they complete five years in the grade.

## 16.0 OTHER TERMS AND CONDITIONS OF SERVICE OF TEACHERS

### 16.1 General

- (a) The implementation of the revised scales will be subject to the acceptance of all conditions mentioned in the scheme including revised qualifications and recruitment proceed procedures as well as of the other terms and conditions issued by the AICTE in this behalf.
- (b) The State Governments/ Institutions are required to amend their Statutes, Memorandum of Association, Rules/ Schemes, Regulations, Bye- Laws, as the case may be, in line with the Scheme forth with.
- (c) Anomalies, if any, in the implementation of the scheme may be brought to the notice of Directorate of Technical Education of respective State Government for clarification.

A Standing Committee will be constituted by Directorate of Technical Education of respective State Governments for dealing with anomalies which may arise from time to time during implementation of the Scheme of Revision of pay Scales.

- (d) The State Governments , after taking local conditions into consideration, may also decide in their discretion, to introduces scales of pay different from those mentioned in the scheme, and may give effect to the revised scales of pay from January 1, 1996 or a later date. In such cases, the details of the modification proposed either to the scales of pay or the date from which the scheme is to be implemented, should be furnished to the AICTE.

### 16.2 Reimbursement of Cost of Books:

Teachers may be reimbursed 75% of the cost of relevant books and journals, limited to a maximum reimbursement or Rs. 3,000 per annum.

### 16.3 Reimbursement of Professional Society Membership Fee:

Teachers may be reimbursed 85% of the annual membership Fee on National / International professional Society.

### 16.4 Reimbursement of Cost of Personal Computer:

Teachers may be entitled for the reimbursement of 75% of cost a personal Computer.

### 16.5 Reimbursement of TA/DA / Registration Fee for Conferences for presenting Technical Papers:

Teachers may be reimbursed the expensive incurred for Registration Fee and TA/DA for presenting technical papers at one National Conference every year and one International Conference every 3 years.

### 16.6 Pension and other retirement benefits:

Teachers may be given pension and other retirement benefits at rate applicable to Central/ State Government employees.

**16.7 Medical Facilities, Group Insurance, Leaves and LTC:**

Medical Facilities, Group Insurance, Group Insurance Scheme, all types of leave, leave encashment facilities and LTC may be given on the pattern applicable to Central / State Government employees.

**16.8 TA/DA Rules:**

TA/DA rules in accordance to Central / State Government norms may be adopted.

**Consultancy:**

The guidelines given at (Appendix D) may be followed for sharing of income from Consultancy.

**16.10 Opportunities for Higher Studies:**

In the interest of improving the quality of faculty it is recommended that at any time up to 15% of the sanctioned faculty strength may be allowed study leave for acquiring Master's or ph.D.degree, and for industrial training .

**6.11 Special Benefits for Women:**

Option for part-time employment, provision for career interruption, preferential accommodation and provision of Day-care Centers in the institutions may be provided , if possible.

Apart from the above, all other special benefits extended to women employees in the Government as recommended by the Fifth Central pay Commission may be extended to women teachers in technical institutions.

**TABLE A-1****SCALES OF PAY FOR TEACHERS FOR DIPLOMA LEVEL TECHNICAL INSTITUTIONS**

SI. No.	Category	Existing pay- Scales (Rs.)	Proposed Pay – Scales (Rs.)
1.	Lecturer	2200-75-2800-100-4000	8000-275-13500
2.	Senior Lecturer	3000-100-3500-125-5000	10000-325-15200
3.	Head of Deptt.	3700-125-4950-150-5700	12000-420-18300
4.	Principal	4500-150-5700-200-6300	16400-450-20000

**TABLE A-2****SCALES OF PAY FOR TEACHING POSITIONS UNDER CAREER ADVANCEMENT SCHEME FOR DIPLOMA LEVEL TECHNICAL INSTITUTIONS**

SI No.	Category	Existing pay- Scales (Rs.)	Proposed Pay – Scales (Rs.)
1.	Lecturer	3000-100-3500-125-5000	10000-325-15200(Senior Scale)
2.	Lecturer	3700-125-4950-150-5700	12000-420-18300(Selection Grade)

The revised scales of pay for Librarians and physical Education personnel are given in Table A-3

**TABLE A-3****SCALES OF PAY FOR LIBRARIANS AND PHYSICAL EDUCATION INSTRUCTORS (PEI) FOR DIPLOMA LEVEL TECHNICAL INSTITUTIONS**

SI No.	Category	Proposed Pay – Scales (Rs.)
1.	Librarian/ Lecturer Physical Education Instructors (P.E.I)	8000-275-13500
2.	Librarian (Senior Scale)/ Lecturer (Senior Scale)/ Physical Education Instructor (Senior Scale)	10000-325-15200
3.	Librarian (Selection Grade)/ Lecturer (Selection Grade)/ Physical Education Instructor (Selection Grade)	12000-420-18300

QUALIFICATIONS & EXPERIENCE FOR THE TEACHING POSTS IN DIPLOMA LEVEL TECHNICAL INSTITUTIONS (ENGINEERING / TECHNOLOGY PROGRAMMES)

Sl. No	Cadre	Qualifications	Experience
1.	Lecturer	First Class Bachelor's Degree in appropriate branch of Engineering/ Technology  OR First Class Master's Degree in appropriate branch for Teaching posts in Humanities & Sciences.	No requirement
2.	Senior Lecturer	First Class Bachelor's Degree in appropriate branch of Engineering/ Technology  OR First Class Master's Degree in appropriate branch of Humanities & Sciences.	5 years experience in teaching / industry / research at the level of Lecturer or equivalent.
3.	Head of Department	Master's Degree in appropriate branch of Engineering / Technology with First Class at Master's or Bachelor's Level.  OR Ph.D.with First Class Master's Degree in appropriate branch of Humanities & Science. NOTE : Candidates from industry/ profession with a Bachelor's Degree in appropriate branch of Engineering / Technology (Master's Degree in the case of Humanities & Science) and with recognized professional work equivalent to Master's degree in the case of Engineering / Technology & ph.D. degree in the case of Humanities & Science as the case may be , & 5 years experience will also be eligible , for the post of Head of Department.	5 years experience in teaching / industry / research at the level of Lecturer or equivalent

4. Principal

Qualification and Experience

Master's Degree in appropriate branch of Engineering / Technology with First Class at Master's or Bachelor's Level.

15 years experience in teaching out of which at least 5 years shall be at the level of Head of Department of equivalent.

OR

Ph.D. in appropriate branch of Engineering/Technology Technician Education.

10 years experience in teaching out of which at least 5 years shall be at the level of Head of Department of equivalent.

**NOTE: Candidates from industry/ with**

First Class Bachelor's Degree in appropriate branch of Engineering / Technology , & with industrial experience which is equivalent to Master 's degree, with total 15 years of experience of which at least 5 years would be at a level comparable with Head of Department, will also be eligible.

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**JOB RESPONSIBILITIES OF TEACHERS  
(Diploma Level Technical Institution)**

<b>ACADEMIC (1)</b>	<b>RES &amp; CONSULTANCY (2)</b>	<b>ADMINISTRATION (3)</b>	<b>EXTENSION (4)</b>
Teaching Diploma & post-diploma courses including lectures, laboratory & tutorials	R & D work on industrial problems & projects	Assisting in Institution / Department Administration. Planning & its implementation	Assisting in extension services to the industry
Students Assessment & Evaluation including Examination work of the State Board of Technical Education.	Publication of Technical papers	Organising R & D work in industrial problems & projects	Contributing to community activities.
Planning & implementation of instruction in laboratory	Promotion of industry institution collaboration & industry oriented R & D.	Academic & Administrative management of institution	Public relations & interaction with community
Developing Resource Material & Curricula	Organising & coordinating consultancy services	Preparation of project proposals for funding	Providing non formal/ distance mode of education for benefit of community
Design & developing of laboratory instructions	Providing testing / repair Services	Development, administration & management of institutional facilities.	Promotion of entrepreneurship & job creation
Participation in the Co-curricular & Extra-curricular activities		Providing academic & administrative leadership	Dissemination of knowledge
Student guidance & counseling & helping their character development		Monitoring & evaluation of academic activities in the institution.	Technical support to socially relevant projects
Innovation in technician education & evaluation		Participation policy & system planning at State, Regional & National level for development of technical education	
Providing leadership in teaching Diploma & Post Graduate Diploma courses.		Assisting in resource mobilisation for the institution.	
Promoting & coordinating Continuing Education Activities		Maintaining Accountability, Developing, updating & maintaining MIS	
Self development through Up-gradation of Knowledge & skills.		To Conduct performance appraisal	

And any other relevant work assigned by the Head of the institution.

## RECOMMENDED GUIDELINES FOR COMSULTANCY

- 1) Institutions should actively encourage and support the faculty in taking up consultancy (and testing) work. Teachers should actively liaise with industry to attract projects, particularly those which have elements of industrial problem – solving, student involvement and educative value.
- 2) There would not be any limit on the quantum of consultancy work a teacher can take up or the remuneration he can earn, so long as this is done with the concurrence of the Competent Authority and without prejudice to the other duties and responsibilities of the teacher or to the interest of the institution and the students. While working out the fees/ charges for carrying out the consultancy project, suitable methods of estimation should be used. These would include either.
  - a) Fixing a percentage of the total cost of the project, as in the case of architectural projects Structural Engineering design projects, etc.or.
  - b) Estimates worked out on the basis of required man – hour input at different levels and expenditure to be incurred on purchase of materials, use of outside labour, use of outside consultants, computer charges, etc.

Suitable charges for overheads up to 15 % should be added to the cost estimated as above, to cover indirect costs such as use of electricity, building space, stationery, etc. This amount should to to the revenue account of the institution.

- 3) There are two major types of consultancy assignments generally undertaken by faculty. Type-I involves participation of teacher of group of teachers who use institutional infrastructural facilities such as workshop, laboratories, computer, etc. for the work. Type-II involves participation of teacher (s) without using any institutional infrastructure. In both cases, there generally is some direct expenditure involved consisting of purchase of material, use of outside labour/ expertise, etc.
- 4) A suggested pattern for the sharing of the net revenue (after meeting all expenses and remitting the 15 % overhead to the revenue account of the institution) from consultancy work is as given below:

### Consultancy Project of Type – I:

- a) 50 % to the Development Found of the Institution
- b) 50 % to be shared by the team involved with the work including supporting staff.