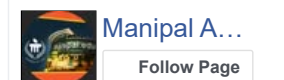


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## Promotion Policy

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**Manipal  
Academy of  
Higher  
Education**  
on Thursday

The Federation of Indian Chambers of Commerce and Industry (FICCI), in collaboration with Manipal Academy of Higher Education (MAHE), initiated the third batch of the Leadership Development Program (LDP) today. This exclusive three-day residential program is hosted at the MAHE

## CHAPTER 7 : PROMOTION POLICY

### 7.1 Eligibility Criteria for holding Teaching Position

Kindly click on the following links for respective details.

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### 7.2 Promotion Policy - Non Academic Staff

This policy regulates the promotion opportunities that may arise in Manipal Academy of Higher Education (MAHE), its constituent colleges, associated teaching hospitals and other allied institutions.

The promotion policy contemplates the need to motivate employees while keeping the minimum required cadre strength in each level. The policy provides for periodical performance evaluation of employees as an essential task of the management, a reasonable reward by way of promotion for those who measure up to the expected level of efficiency and recognition of outstanding performance. These objectives are achieved by means of *intra* and *inter*-cadre promotions.

*Intra-cadre Promotion:* Promotion within the cadre to enable employees to assume additional responsibility with both supervisory skill and ability to execute assignments of a higher level.

The seniority in position, offered through intra-cadre promotion, will in no way reduce the responsibility of such employees to discharge duties of their erstwhile position, if circumstances so demand.

*Inter-cadre Promotion:* Promotion from lower cadre to higher cadre with a view to encouraging employees in lower cadres to acquire requisite qualification and providing them with opportunity to rise to a higher cadre.

Such employees, when promoted, will be placed in Level I of the cadre for which they are selected or in the respective extended scales of the cadre, if their basic pay exceeds the maximum of Level I. Their seniority in the promoted cadre will be considered only from the date of promotion. Inter-cadre promotion would entitle the employees for the following:

- a. Higher cadre which may provide scope for further promotion.
- b. Extension of time required for reaching the stagnation level in proportion to the period fixed for the respective levels in the specific cadre.
- c. Protect-on of service and pay.

Inter-cadre promotion also visualizes the protection of seniority of those employees who are already serving in the cadre even though by virtue of the number of years of service put in by the promotees, the total package of the employees who have opted for inter-cadre promotion might be higher than that of the employees already existing in the cadre. In view of this, stepping up of pay of existing senior employees in the cadre will not arise.

#### **7.2.1. INTRA-CADRE PROMOTION**

##### **A. COLLECTION OF DATA**

###### **1. Cadre Level Scales:**

Under the reorganized scheme of pay scales, three levels are prescribed for each cadre with respective scale of pay, viz:

Level I	Recruitment/ Inter-cadre promotion
Level II	Promotion Grade from Level I
Level III	Promotion Grade from Level II

###### **2. Eligibility to scale levels:**

Level I	An individual recruited/selected for a specific cadre will be placed on contract basis/probation. The scale applicable during the above period will be that of Level I of the cadre for which the candidate has been selected.
Level II	This is promotion grade from Level I. Incumbents in Level I will be eligible for promotion to Level II subject to fulfillment of eligibility norms and completion of five years of satisfactory service in Level I from the date of confirmation
Level III	This is promotion grade from Level II. Incumbents in Level II will be eligible for promotion to Level III subject to fulfillment of eligibility norms and completion of fifteen years of satisfactory service from the date confirmation out of which minimum five years shall be in Level II

Period on loss of pay, if any, will be deducted while calculating the period of service for the above purpose.

### 3. Role of Institutions

3.1. Each institution will ascertain the existing staff strength under each category. The strength so ascertained along with the sanctioned posts remaining vacant, if any, will be reviewed considering the level of operation of the respective institution in order to arrive at the deemed approved strength. However MAHE may at its discretion carry out periodical evaluation of staff strength to explore the possibility of reducing or maintaining the approved staff strength.

3.2. The total approved staff strength for all three levels in each cadre, as ascertained above will be taken as the cadre strength. Percentage of staff strength required in each cadre will be determined for each level as under

Level I	Fifty Percent
Level II	Thirty Percent
Level III	Twenty Percent

Above cadre strength will be relaxed in case if the number of employees in a particular position is 20 or less.

3.3. Institutions will work out excess/deficiency in each level by applying the above percentage on the deemed approved strength as mentioned in 3.1.

3.4. The number of employees in excess of the prescribed strength in each level will be transferred by the institution to fill up deficiency in other departments of the same/other institutions within the campus, provided their qualification, experience and job requirements match

3.5. Deficiency may arise whenever the existing number of staff in any level falls below the prescribed percentage due to resignation, retirement, termination, death or other reasons.

- 3.6. Institutions will prepare a list of excess/deficiency in staff strength in each level for all cadres. Institutions will also prepare a list of eligible candidates in Level I and Level II who could be considered for filling up the deficiency in Level II and Level III respectively based on promotion criteria mentioned in this policy. These lists will include employee number, name, age, qualification, number of years of service in the cadre and such other information as may be prescribed and they will be forwarded to the Deputy Director - HR.
- 3.7. Institutions will inform the Deputy Director - HR about any vacancy arising out of resignation, retirement, termination, death or any other reason causing the vacancy with in fifteen days from the date of occurrence of such vacancy.
- 3.8. Institutions will forward to the Deputy Director - HR as on the 31<sup>st</sup> March of each year the details of employees retiring in the ensuing financial year.

4. Role of MAHE:

- 4.1. Staff deficiency lists received from the institutions will be consolidated cadre/level wise. Similarly, the list of eligible candidates will be consolidated separately cadre/level-wise for each campus.
- 4.2. Deficiency in staff strength in Level I will be filled up as per clause 2 or clause 3 of 7.2.2. The vacancy to be filled up through recruitment would be referred to the Central Staff Selection Committee.
- 4.3. Vacancies against staff deficiency in Level II or Level III will be filled through promotion of eligible candidates from Level I and Level II respectively.
- 4.4. Vacancies not filled up through intra-cadre promotion due to non-availability of eligible candidates or for other reasons may be filled up through direct recruitment in case of an exigency requiring such vacancies to be filled up immediately.

**B. INTRA CADRE PROMOTION PROCEDURE**

5. Criteria for promotion:

- 5.1. *Merit of the Staff:* Merit will be rated based on the past performance of the staff with reference to confidential reports of earlier years. Any adverse remark on the work and/or conduct in the confidential report of the staff during any of the immediately preceding three years may disqualify the staff from being considered for promotion

5.2. *Seniority in Service:* The seniority in service in the existing pay scale will be considered cadre-wise. Separate seniority lists will be prepared for each campus

5.3. *Qualification:* The staff should fulfill the minimum eligibility qualification prescribed for Level I of the cadre. However, those who were employed prior to April 1, 1996 and are eligible for promotion by virtue of their seniority in service and merit rating of their past performance may be exempted from the eligibility qualification prescribed for Level I. Instead, they will be required to pass a departmental test as may be prescribed to qualify for promotion

6. Mode of selection:

6.1. The Deputy Director - HR will scrutinize the lists sent by institutions as per clause 3.6 of 7.2.1. Eligible employees who may fit into the respective vacancies will be called for interview/test separately. The number of candidates to be called for interview/test will be limited to five times the number of vacancies, in the order of seniority. However, the Deputy Director - HR may in consultation and with the approval of the Registrar, vary the ratio of 1:5 on facts and circumstances of the case with justification.

6.2. Promotion to Level II and Level III will be made through interview/test (if required) by a Selection Committee constituted for the purpose

6.3. The Selection Committee will consist of the following officials

Chairman	Registrar
Members	Members nominated by the Registrar
Co-ordinator	Deputy Director - HR

6.4. The Selection Committee will carry out the selections based on the criteria laid down under clause 5 of 7.2.1 and the performance of the staff in the interview/test.

6.5. The decision of the Committee as regards selection of candidates will be communicated to the respective heads of institutions by the Deputy Director - HR.

7. Implementation of Selection Committee's Decision:

7.1. The Heads of institutions will take necessary action to implement the decision of the Selection Committee. The implementation will be made effective from April 1<sup>st</sup> of the year.

8. Fixation of Pay on Promotion

- 8.1. On intra-cadre promotion, the basic pay will be fixed in the scale of pay applicable to the promoted level by adding one increment to the existing scale of pay. The date of annual increment, however, will remain unchanged.

## **7.2.2. INTER-CADRE PROMOTION**

### **1. Filling up Vacancies**

- 1.1. Two-thirds of vacancies in Level I of particular cadre may be filled up through inter- cadre promotion and the balance through direct recruitment. However, the requirements of Level I of the lowest cadre will be filled through direct recruitment.
- 1.2. If suitable candidates are not available for inter-cadre promotion, the vacancies may be filled up through direct recruitment in case of an exigency requiring such vacancies to be filled up immediately.
- 1.3. MAHE will consolidate the number of vacancies pertaining to each cadre separately for each campus and ascertain the number of vacancies to be filled up through inter-cadre promotion and/or direct recruitment.

### **2. Eligibility for Promotion:**

- 2.1. A. candidate should possess the minimum qualification prescribed for Level I to be eligible for inter-cadre promotion. However, employees working in the same department/office may apply against the vacancies, provided they have passed the prescribed departmental test to qualify for promotion and have at least five years related experience for the job concerned.
- 2.2. Eligible employees may submit their application for selection with reference to the vacancies published on the Notice Board/Newspapers.

### **3. Selection of Candidates**

- 3.1. Selection Committee as referred to in sub clause 6.3 of 7.2.1 will conduct interview/test for the internal candidates and fill up two-thirds of the vacancies, as per the eligibility norms.

### **4. Notice of Vacancies**

- 4.1. Where vacancies are to be filled by way of direct recruitment, advertisements shall be published on the notice boards of the respective institutions and, if required, in a local newspaper.

## 5. Promotion

- 5.1. Inter-cadre promotion will be made only to Level I of a higher cadre or extended scale, as the case may be, and designation of the employee will be as applicable to the Level I of the respective cadre.
- 5.2. The promoted employee will be placed on probation initially for a period of one year. The employee will be confirmed in the promoted position only upon satisfactory completion of the period of probation and a letter of confirmation has been issued to that effect.
- 5.3. The employee will become eligible for the next Intra-cadre promotion from Level I to Level II only on completion of satisfactory service of five years from the date of confirmation in the promoted cadre. Similarly, the employee will become eligible for intra-cadre promotion from Level II to Level III only on completion of satisfactory service of fifteen years from the date of confirmation in the promoted cadre out of which at least five years should have been in Level II.

## 6. Fixation of Basic Pay on Inter-Cadre promotion

- 6.1. The basic pay of an employee promoted to a higher cadre will be fixed in promoted scale by adding two increments in the nearest stage of the scale from which he/she was promoted. If the basic pay after adding the two increments is less than or equal to the minimum of the scale pertaining to Level I of the new cadre, the new basic pay will be fixed at the minimum of that level.
- 6.2. If the employee is already been sanctioned an additional increment for acquiring higher qualification prescribed for the position held prior to promotion will be adjusted against the promotional increments to be sanctioned
- 6.3. The date of increment of the employee on promotion to next cadre will remain unchanged.

**Note on Extended Scale of Pay:**

1. An employee who has not been promoted during the first fifteen years of service or has reached the maximum of the scale pertaining to Level I will be given an extended scale of pay of Level II to enable such employee earn an annual increment.
2. An employee who has reached the maximum of Level II will be given extended scale pertaining to Level III to enable such employee to earn annual increment.
3. An employee who reaches the maximum of Level III will be entitled to increment according to stagnation increment rules.

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