

National Innovation Foundation-India
(Autonomous Institute under the Department of Science & Technology,
Govt. of India)

RECRUITMENT RULES FOR ADMINISTRATIVE POSITIONS

In exercise of the powers vested under the Bye-Laws of National Innovation Foundation–India (NIF), the National Innovation Foundation–India, Gandhinagar, Gujarat, hereby frames the following rules to regulate the method of recruitment for the Administrative positions (Group B) at the NIF.

1. SHORT TITLE AND COMMENCEMENT:

- i. These rules shall be called National Innovation Foundation–India Recruitment Rules, 2026 (Administrative positions).
- ii. They shall come into force after obtaining due approval from the Governing Board of the NIF.
- iii. These rules shall be read in conjunction with the Bye-Laws, Rules, and Regulations of NIF.

2. DEFINITIONS: -

Unless the context otherwise requires, the following expressions shall have the meanings assigned to them:

- i. **Age:** The upper age limit as specified in the relevant section of Rule 17 of this document.
- ii. **Administrative Ministry:** Department of Science & Technology (DST), Government of India.
- iii. **Appointing Authority:** In respect of the administrative positions of NIF, Director shall be the appointing authority.
- iv. **Bye-Laws:** The Bye-Laws of NIF as framed and amended from time to time with the approval of the Government of India
- v. **Candidate:** A person eligible for consideration for any post specified in the respective section of Rule 17 of this document.
- vi. **Central Government:** The Government of India and its Ministries and Departments.
- vii. **Competent Authority:** The authority designated by the Government of India or the Governing Board (GB) of NIF from time to time.
- viii. **Controlling Authority:** The Director of NIF.
- ix. **Director:** The Director of NIF.
- x. **Governing Board (GB):** The Board constituted under relevant Rule of the Memorandum of Association and Rules and Regulations of NIF.
- xi. **Field Experience:** Work in organisations/departments/Public Sector Undertakings (PSUs)/ Autonomous Bodies/ Educational organisations under the central/state Government.
- xii. **Institute:** National Innovation Foundation–India (NIF), Gandhinagar, Gujarat.

- xiii. **Pay Level:** The pay level corresponding to the Pay Matrix of the 7th Central Pay Commission as specified in Rule no. 3 (i) of this document.
- xiv. **Post:** A post of administrative position specified in the Rule 3 (i) of this document.
- xv. **Administrative Post:** A post occupied by personnel engaged in administrative work of the organization.
- xvi. **Schedule:** The schedule appended to these rules.
- xvii. **SC, ST, OBC, PwBD and EWS:** These terms shall carry the meanings assigned under the Constitution of India, relevant Acts of Parliament, and Government of India orders.

3. NUMBER OF POSTS, CLASSIFICATION, AND PAY MATRIX LEVEL:

- i. The number of posts, their classification, and pay matrix attached thereto shall be as specified under:

S. No.	Name of Administrative Post	Classification	No. of Posts	Pay Matrix Level
i.	Finance Officer	Group 'B'	01	Level 8 Pay Matrix Rs. 47600 – 151100
ii.	Administrative Officer		01	Level 8 Pay Matrix Rs. 47600 – 151100
iii.	PS to Director		01	Level 8 Pay Matrix Rs. 47600 – 151100
iv.	Admin Assistant		01	Level 6 Pay Matrix Rs. 35400 - 112400
v.	Finance Assistant		01	Level 6 Pay Matrix Rs. 35400 - 112400
	Total Positions		05	

- ii. Financial upgradation under MACPS shall be personal to the concerned officer and shall not create vacancies in any grade.

4. NORMS OF RECRUITMENT:

- i. Recruitment to these administrative posts shall be made through direct recruitment/ deputation (including short-term contract)/ re-employment, as specified in Rule - 17 of this document.
- ii. The minimum educational qualifications shall be as specified in the respective positions under Rule 17 of this document.
- iii. Experience prescribed in the rule 17 of this document shall normally be counted after acquiring the minimum educational qualification, unless otherwise specified.
- iv. Vacancies arising due to an incumbent proceeding on deputation, long illness, study leave, or any other similar circumstances for a period of one year or more may be filled on deputation or on a contractual basis, as deemed appropriate.

- v. The upper age limit for recruitment for each category of post shall be as specified in relevant sections of Rule 17 of this document. Age relaxation for candidates belonging to Other Backward Class (OBC), Scheduled Caste (SC), Scheduled Tribe (ST), Persons with Benchmark Disabilities (PwBD), Ex-Servicemen, and other specified categories shall be applicable in accordance with the orders and instructions issued by the Government of India from time to time.

5. NORMS OF DIRECT RECRUITMENT: -

- i. Applicants possessing educational qualifications and experience prescribed in the respective section of Rule 17 of this document shall be eligible for consideration, received against the advertisement(s) so issued. The mode of recruitment will be as specified in the respective Rule.
- ii. All appointments to regular posts shall be made on probation. The initial probation period shall be of two years for all the administrative posts. The probation period may be extended by a further period of one year, if considered necessary. The entire period of probation shall count towards service for the purpose of promotion and other service benefits.
- iii. In all other matters relating to probation, the employees shall be governed by the instructions and guidelines issued by the Department of Personnel and Training (DoP&T), Government of India, from time to time.
- iv. When a departmental candidate is selected for appointment through the process of direct recruitment, such appointment shall be treated as having been filled through direct recruitment.

6. NORMS OF RECRUITMENT ON DEPUTATION/ABSORPTION:

- i. Subject to fulfilling the minimum educational qualifications and experience prescribed in the respective sections of Rule 17 of this document, officers from the Central Government/State Governments, Ministries/Departments, Semi-Government organisations, Universities, Research Institutions, Autonomous Bodies, and PSUs may be considered for appointment on deputation basis.
- ii. The period of deputation shall ordinarily be for a maximum of three years, which may be extended up to five years with the written consent of the incumbent and the lending organisation. The terms and conditions governing deputation shall be as specified in Rule 17 of this document. During the period of deputation, the candidate may be considered for absorption in the Institute against a vacant post, subject to selection by the Selection Committee, as specified in the relevant section of Rule 17 of this document and with the concurrence of the lending organisation and the willingness of the incumbent.
- iii. An officer appointed on deputation shall not have any claim for promotion in the Institute during the deputation period prior to absorption.
- iv. The Controlling Authority reserves the right to permit or deny its employees from applying for deputation, based on the organization's requirements.

7. NORMS OF RE-EMPLOYMENT: -

Candidates who have retired on superannuation or voluntary retirement from the Central or State Government services and possess the minimum educational qualifications and experience prescribed in the relevant rules may be considered for re-employment, in accordance with the general or specific orders and instructions issued by the Government of India from time to time.

8. LIABILITY TO SERVE IN INDIA OR ABROAD: -

Officers appointed to the service shall be liable to serve at any location within India or abroad, as may be required by the organization.

9. DISQUALIFICATION:

No person shall be eligible for appointment to any of the posts if:

- i. he/she has entered into or contracted a marriage with a person who has a spouse living, or
- ii. he/she, having a spouse living, has entered into or contracted a marriage with another person.

Provided that, the NIF may grant exemption from the operation of this rule if it is satisfied that such marriage is permissible under the personal law applicable to the person concerned and the other party to the marriage, and that there are sufficient grounds for granting such exemption.

10. GOVERNING PROVISIONS: -

Any official recruited on or after the commencement of these rules shall be governed by the Bye-Laws of the Institute, as approved by the Governing Board of NIF.

11. PAY AND ALLOWANCES: -

The pay and allowances of regular employees shall be governed by the instructions issued by the Government of India, Department of Expenditure (DoE) and Department of Science & Technology (DST), along with the Fundamental Rules and other applicable provisions of the Government of India, as amended from time to time. Further, the provisions contained under Rule 230(12) of the General Financial Rules (GFR), 2017 shall be adhered to at all times as the guiding principle.

12. RESERVATION OF POSTS: -

Reservation for SC, ST, OBC, EWS PwBD and other applicable categories shall be implemented in accordance with the orders and guidelines issued in respect of Central Autonomous Bodies, as amended from time to time.

13. PROMOTION: -

Promotion to higher posts in the administrative cadre shall be made on the basis of merit through the method of 'Selection'.

There shall be no provision for automatic promotion in the administrative cadre. Promotions shall be made only against clear and available vacancies. Employees who have successfully completed their probation period shall be eligible for consideration for promotion by the Assessment Committee/Departmental Promotion Committee, subject to the fulfillment of the requisite qualifying service and Annual Performance Reports/Annual Confidential Reports.

14. MODIFIED ASSURED CAREER PROGRESSION SCHEME: -

Employees belonging to Group B categories who do not have promotional avenues shall be governed by the Modified Assured Career Progression (MACP) Scheme as contained in the Department of Personnel and Training (DoP&T), Ministry of Personnel, Public Grievances & Pensions Office Memorandum No. 35034/3/2008-Estt.(D) dated 19 May 2009, and any subsequent modifications or amendments issued by the Government of India from time to time.

15. INTERPRETATION: -

In case of any doubt or difficulty regarding the interpretation of any provision of these Rules, or the regulations framed thereunder, the matter shall be referred to the Institute's Governing Board or the Administrative Ministry, i.e., DST, Government of India, whose decision shall be final and binding.

16. SAVING CLAUSE: -

Nothing contained in these rules shall affect the reservation and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, and other specified categories of persons in accordance with the orders and instructions issued by the Central Government from time to time.

17. RECRUITMENT RULES FOR ADMINISTRATIVE POSITIONS

i. Recruitment Rules for the post of Administrative Officer

1.	Name of post	Administrative Officer
2.	Classification of post	Group B (Administrative)
3.	Level in Pay Matrix as per 7 th CPC	Level 8
4.	No. of sanctioned post	1
5.	Selection or Non Selection Post	Selection
6.	Age limit for Direct recruitment/ Deputation	Not exceeding 35 Years (Direct Recruitment) Not exceeding 56 Years (Deputation)
7.	Education & other qualification required for direct recruit	Essential: Educational Qualification i) Graduate Degree in any discipline from a recognised University or Institute. Experience ii) At least five years of experience at level 7 or equivalent in a Central Government Organization/ Autonomous Body/ PSU/ University in a Managerial and Supervisory capacity. Desirable: i) Thorough knowledge of Financial Management/ Budgeting/ Accounting & Audit/ Civil works/ Procurement Procedures and knowledge of computer-aided management.
8.	Whether age / education qualifications prescribed for direct recruits will apply in case of promotees.	Not applicable
9.	Period of Probation	Two years
10.	Method of recruitment whether by direct recruitment or by deputation/ absorption	By Direct Recruitment failing which deputation/ absorption

11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation to be made	i) For Deputation / Absorption: eligible Officers working in the Central Government or State Governments or Universities or recognised research Institutions or Semi Government or Statutory /Autonomous organizations in India: a) holding analogous posts on a regular basis; or b) 5 years of service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-7 and above or c) 6 years combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-6 and above or d) 8 years combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-5 and above and e) possessing the educational qualifications and experience prescribed for Direct Recruitment, as mentioned in row No. 7 above.
12.	Departmental promotion	Not applicable
13.	Consultation with UPSC	Not Applicable
14.	Composition of Selection Committee for Direct Recruitment/ Deputation /Absorption	- The Director of NIF – Chairperson - One nominee of GB – Member - Two experts from administration, not below the pay matrix level of 10 – Member - Head of the administration (In-charge), NIF – Member

ii. Recruitment Rules for the post of Finance Officer

1.	Name of post	Finance Officer
2.	Classification of post	Group B (Administrative)
3.	Level in Pay Matrix as per 7 th CPC	Level 8
4.	No. sanctioned post	1
5.	Selection or Non Selection Post	Selection

6.	Age limit for Direct recruitment/ Deputation	Not exceeding 35 Years (Direct Recruitment) Not exceeding 56 Years (Deputation)
7.	Education & other qualification required for deputation/direct recruitment	Essential: Educational Qualification: i) Graduate Degree in commerce from a recognised University or Institute. Experience: ii) At least five years of regular service in the finance and accounts cadre/establishment rendered after appointment thereto on regular basis in the Pay Matrix Level-7 or equivalent in the parent cadre or department. Desirable: i) Thorough knowledge of Financial Management/ Budgeting/ Accounting & Audit/ Procurement Procedures and knowledge of computer-aided management.
8.	Whether age / education qualifications prescribed for direct recruits will apply in case of promotees.	Not applicable
9.	Period of Probation	Two years
10.	Method of recruitment whether by direct recruitment or by deputation/ absorption	By Direct Recruitment failing which deputation/ absorption
11.	In case of recruitment by deputation/ absorption, grades from which deputation to be made	i) For Deputation / Absorption: eligible Officers working in the Central Government or State Governments or Universities or recognised research Institutions or Semi Government or Statutory /Autonomous organizations in India: a) holding analogous posts on a regular basis; or b) 5 years of service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-7 and above or c) 6 years combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-6 and above

		or d) 8 years combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-5 and above and e) possessing the educational qualifications and experience prescribed for Direct Recruitment, as mentioned in row No. 7 above.
12.	Departmental promotion	Not applicable
13.	Consultation with UPSC	Not Applicable
14.	Composition of Selection Committee for Direct Recruitment/ Deputation /Absorption	- The Director of NIF – Chairperson - One nominee of GB – Member - Two experts from administration, not below the pay matrix level of 10 – Member - Head of the administration (In-charge), NIF – Member

iii. Recruitment Rules for the post of PS to Director

1.	Name of post	PS to Director
2.	Classification of post	Group B (Administrative)
3.	Level in Pay Matrix as per 7 th CPC	Level 8
4.	No. of sanctioned post	1
5.	Selection or Non Selection Post	Selection
6.	Age limit for Direct recruitment/ Deputation	Not exceeding 35 Years (Direct Recruitment) Not exceeding 56 Years (Deputation)
7.	Education & other qualification required for direct recruitment	Essential: Educational Qualification: i) Graduate Degree in any discipline from a recognised University or Institute. ii) Minimum typing speed of 40 words per minute in English and 30 words per minute in Hindi on computer, and proficiency in word processing, spreadsheet, and database management applications. iii) Stenographic skill (shorthand) at rate of 80 words per minutes. Experience: 5 (Five) years of experience as Personal Assistant or

		equivalent in Central/ StateGovt./ Organisations /PSUs/ Research Institution or Central / State autonomous other recognised institutes of repute
8.	Whether age / education qualifications prescribed for direct recruitment will apply in case of promotees.	Not applicable
9.	Period of Probation	Two years
10.	Method of recruitment whether by direct recruitment or by deputation/ absorption	By Direct Recruitment failing which deputation/ absorption
11.	In case of recruitment by deputation/ absorption, grades from which deputation to be made	i) For Deputation / Absorption: eligible Officers working in the Central Government or State Governments or Universities or recognised research Institutions or Semi Government or Statutory /Autonomous organizations in India: a) holding analogous posts on a regular basis; or b) 5 years of service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-7 and above or c) 6 years combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-6 and above or d) 8 years combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-5 and above and e) possessing the educational qualifications and experience prescribed for Direct Recruitment, as mentioned in row No. 7 above.
12.	Departmental promotion	Not applicable
13.	Consultation with UPSC	Not Applicable
14.	Composition of Expert Selection Committee	- The Director of NIF – Chairperson - One nominee of GB – Member

		- Two experts from administration, not below the pay matrix level of 10 – Member - Head of the administration (In-charge), NIF – Member
--	--	--

iv. Recruitment Rules for the post of Admin Assistant

1.	Name of post	Admin Assistant
2.	Classification of post	Group B (Administrative)
3.	Level in Pay Matrix as per 7 th CPC	Level 6
4.	No. of sanctioned post	1
5.	Selection or Non Selection Post	Selection
6.	Age limit for Direct recruitment	Not exceeding 30 years
7.	Education & other qualification required for direct recruitment	Essential: Educational Qualification: i) Graduate Degree in any discipline from a recognised University or Institute. Experience: ii) Two years working in Government/Semi-Government organisation/ Autonomous institutions /PSU. Desirable: Preference will be given to candidates who have experience in general administration/ establishment/ purchase/ store.
8.	Whether age / education qualifications prescribed for direct recruits will apply in case of promotees.	Not applicable
9.	Period of Probation	Two years
10.	Method of recruitment whether by direct recruitment or by deputation/ absorption	By Direct Recruitment

11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation to be made	Not applicable
12.	Departmental promotion	Not applicable
13.	Consultation with UPSC	Not Applicable
14.	Composition of Expert Selection Committee	- The Director of NIF – Chairperson - One nominee of GB – Member - Two experts from administration, not below the pay matrix level of 10 – Member - Head of the administration (In-charge), NIF – Member

v. Recruitment Rules for the post of Finance Assistant

1.	Name of post	Finance Assistant
2.	Classification of post	Group B (Administrative)
3.	Level in Pay Matrix as per 7 th CPC	Level 6
4.	No. of sanctioned post	1
5.	Selection or Non Selection Post	Selection
6.	Age limit for Direct recruitment	Not exceeding 30 years
7.	Education & other qualification required for direct recruitment	Essential: Educational Qualification: i) Graduate Degree in Commerce from a recognised University or Institute. Experience: ii) Two years working in Government/Semi-Government organisation/ Autonomous institutions /PSU. Desirable:

		Preference will be given to candidates who have experience in finance, accounting and tally software.
8.	Whether age / education qualifications prescribed for direct recruitment will apply in case of promotees.	Not applicable
9.	Period of Probation	Two years
10.	Method of recruitment whether by direct recruitment or by deputation/ absorption	By Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation to be made	Not applicable
12.	Departmental promotion	Not applicable
13.	Consultation with UPSC	Not Applicable
14.	Composition of Selection Committee	- The Director of NIF – Chairperson - One nominee of GB – Member - Two experts from administration, not below the pay matrix level of 10 – Member - Head of the administration (In-charge), NIF – Member
