



भारतीय पास्चर संस्थान, कुन्नूर - 643 103, नीलगिरी
PASTEUR INSTITUTE OF INDIA, COONOOR - 643 103

CIRCULAR

No. PII/ADMN/DO/RR/2025-26/1231

Dated 26th August. 2025

Sub: Comments of stakeholders on the amendment of Recruitment Rules for the post of Administrative Officer – Reg.

It is proposed to amend the Recruitment Rules for the post of Administrative Officer. A copy of the draft amended RR is enclosed herewith and also published in our website www.pasteurinstituteindia.com. The concerned stakeholders are informed to submit any comments thereon, on or before 25.09.2025.

(Dr. S. Sivakumar)

Director

Encl: as above

To

- (i) All Notice Boards
- (ii) Website of this Institute



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DRAFT RR FOR THE POST OF ADMINISTRATIVE OFFICER

Recruitment rules of Administrative Officer, Group 'A', Pay Level – 10 at the Pasteur Institute of India (PII), Coonoor, Tamilnadu		
S. No.	Particulars	Recruitment rules
1.	Name of the Post	Administrative Officer
2.	Number of Post	1
3.	Classification	Group 'A'
4.	Pay scale	Pay matrix Level – 10 (as per 7 th CPC) (Rs. 56,100 – Rs.1,77,500)
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for Direct recruits	Not more than 35 Years
7.	Educational and other qualifications required for Direct Recruits	Essentials: 1. Degree of a recognized University/Institute. 2. 3 years experience in Administration, Establishment work in a Government Office/PSU/Autonomous body/Statutory body/ Universities Desirable: Experience in handling Legal/Logistics/Estate/Finance & Accounts, / Knowledge in computer proficiency in Govt. / Public Sector Undertaking/Semi-Govt./Govt. Undertaking/Autonomous Institute / Universities/ Recognized Research Institution
8.	Whether age and other qualifications prescribed for Direct Recruits will apply in case of promotes?	Age – No Educational Qualifications - Yes
9.	Period of Probation, if any	1 Yr
10.	Methods of recruitment whether by direct recruitment or by promotion or by transfer on deputation and percentage of vacancies to be filled by the various methods	Promotion failing which Deputation/Foreign service failing both by Direct recruitment.
11.	In case of recruitment by promotion/transfer/deputation grade from which promotion/transfer on deputation to be made	Promotion: 1. Assistant Administrative Officer in the grade pay of Rs. 4600/- with educational qualification prescribed for Direct recruits with 5 yrs of regular service. (or)



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		<p>2. Official in analogous post in the grade pay of Rs.4600/- with educational qualification prescribed for Direct recruits with 5 yrs of regular service and having experience in Administration and Establishment work.</p> <p>Deputation/Foreign Service:</p> <p>(a) Officers of the central Government/State Government/PSUs/Autonomous bodies/Universities: (i) holding analogous post on regular basis; or (ii) with four years regular service in the grade of selection officer or equivalent drawing grade pay of Rs. 4800; (iii) with five years regular service in the grade of selection officer or equivalent drawing grade pay of Rs. 4600; (b) Possessing qualifications mentioned in Col.7.</p> <p>The departmental candidates in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationist shall not be eligible for consideration for appointment by promotion. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the same Central Government shall ordinarily not exceed three years.</p>
12.	If a Departmental Promotion Committee exist, what is its composition?	<p>Departmental Promotion Committee (for considering promotion) consisting of:</p> <ol style="list-style-type: none"> 1. Director, Pasteur Institute of India, Coonoor - Chairperson. 2. Two Officers in the rank of Director/Deputy Secretary not



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		<p>connected with Pasteur Institute of India – Member</p> <p>Departmental Promotion Committee (for considering confirmation) consisting of</p> <ol style="list-style-type: none">1. Director, Pasteur Institute of India, Coonoor - Chairperson.2. Two Officers in the rank of Director/Deputy Secretary not connected with Pasteur Institute of India – Member <p><i>An officer in the rank of Director/Deputy Secretary belonging to SC/ST other than the members mentioned above may be co-opted at the time of the meeting of either of the Committee.</i></p>
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