



भारतीयविज्ञानशिक्षाएवंअनुसंधानसंस्थानभोपाल  
Indian Institute of Science Education and Research Bhopal

Temporary Manpower Approval form  
[Through empanelled Agency for work outsourcing]

No. IISERB/Date:

1	Name of the Indenter		
2	Designation & P.F. No		
3	Department		
4	Name of the Position required		
5.	Employee Status	Existing (please tick)	New (please tick)
6.	Total number of positions required		
7.	Department where deployment is required		
8.	No. of people already deployed in the position		
9.	Need and full justification for additional requirement. (Please enclose additional note sheet with full justification)		
10.	Essential Qualifications & Experience	<b>See the attachment below</b>	
11.	Desirable Qualifications		
12.	Pay details	Pay	
		DR	
		HRA @20% of Pay	
		TA @ 10% of Pay	
		<b>Gross Consolidated Pay</b>	

13	Mode of Salary Payment	Institute (please tick)			Project (please tick) Kindly mention the Project No.& PI Name	
14.	Term (please tick)	Short term (Up to 30 Days)			Long term (Maximum for 1 year)	
15.	Period of requirement					
16.	Category (please tick)	Professional	Highly Skilled	Skilled	Semi- Skilled	Un- Skilled
17.	Agency to be outsourced from					
<b>Signature of Indenter</b>		<b>Signature of In-charge</b>			<b>Forwarded &amp; Recommended by</b>	
Name: PF No.:		In-charge			HOD	
<b>For Administrative processing, Budget provisioning and approval</b>						
<b>The qualifications and experience is as per R&amp;Ds/ Outsourcing appointment norms.</b>				<b>Recommended for short term temporary sanction only</b>	<b>Approved as per Rules</b>	
<b>Verified</b>	<b>Forwarded</b>	<b>Budget earmarked</b>				
<b>Superintendent (Outsourcing Wing)</b>	<b>Assistant Registrar(Admin</b>	<b>Deputy Registrar (F&amp;A)</b>		<b>Registrar</b>	<b>Director</b>	

*Copy forwarded for necessary action by:*

[1] Manpower Agency

[2] Recommending HOD/In charge/Coordinator

[3] Superintendent (Store & Purchase)

**Annexure A**

**I. Consultation Services**

S.No.	Work	Minimum Qualification & Experience for the manpower to be deployed
1.	Legal Consultancy	LLM or LLB with 60% from recognized University and at least 10 years work experience in relevant areas and minimum 5 years experience in Legal consultancy
2.	Tax Consultancy (Income Tax, Service Tax, VAT, Custom Duty, Excise Duty etc.)	LLM or LLB with 60% from recognized University and at least 10 years work experience in Taxation / Qualified Chartered Accountant and minimum 5 years experience in Tax consultancy
3.	Audit Consultancy	Qualified Chartered Accountant with 5 years experience in Tax Consultancy or Retired CAG Official (Group-B) of age less than 65 years
4.	Architectural and Works Planning and Consultancy	M.E. / M.Tech in Architecture / Civil with with 5 years experience in Consultancy

**II. Technical Services**

S.No.	Work	Minimum Qualification & Experience for the manpower to be deployed
1.	Project Lab Technician	12 <sup>th</sup> Pass/ITI/Diploma or equivalent experience into relevant area
2.	Project Lab Assistant	B.Sc. or equivalent
3.	Project Lab Associate	M.Sc. or equivalent

**III. Ministerial & Secretarial Services**

S.No.	Work	Minimum Qualification & Experience for the manpower to be deployed
1.	Office Assistant	Graduate (B.Sc. / B.A. / B.Com. / B.C.A. or equivalent).
2.	Office Associate	Post graduate degree with significant experience and expertise in relevant area or Professional Degree (BCA/B.E./B.Tech./BBA) or equivalent.
3.	Project Office Executive	PhD/ Professional Qualification + 2 years experience
4.	Project Accountant	Post Graduate Degree in Commerce with specialization in Accounts + 2 years of experience as Accounts Asst. in reputed organization
5.	Stenographer- Hindi and English	Graduate + PGDCA and Stenography + Knowledge of English & Hindi Typing & Computer Application

**IV. Institute Works Department – Engineering Services**

S.No.	Work	Minimum Qualification & Experience for the manpower to be deployed
1.	Project Engineer (Civil)	M.Tech./M.E. (Civil) with 5 years experience or B.Tech./B.E. (Civil) with at least 10 years of in

		Construction Projects
2	Project Engineer (Electrical)	M.Tech./M.E. (Electrical) with 5 years experience or B.Tech./B.E. (Civil) with at least 10 years of in Construction Projects
3	Asst. Project Engineer (Civil)	B.Tech./B.E. (Electrical) with 3 years experience in construction projects
4	Asst. Project Engineer (Electrical)	B. Tech./B.E. (Electrical) with 3 years experience in construction projects
5	Site Engineer (Civil)	B. Tech./B.E. (Civil) or Diploma with 3 years experience in construction projects
6	Site Engineer (Electrical)	B. Tech./B.E. (Electrical) or Diploma with 3 years experience in construction projects
6	Works Accountant	Post Graduate Degree in Commerce with specialization in Accounts & Taxation + 2 years of experience in works accounts with reputed Company/Firm/Organization

#### V. Transport Services

S.No.	Work	Minimum Qualification& Experience for the manpower to be deployed
1.	Drivers	Higher Secondary and Valid Heavy Motor Vehicle License + 3 years experience

#### VI. Information Communication Technology Services

S.No.	Work	Minimum Qualification& Experience for the manpower to be deployed
1.	Software Developer	B.Tech /B.E. / MCA with 3 years relevant experience
2.	Web Developer	B.Tech /B.E. / MCA with 3 years relevant experience
3.	Technicians	Science Graduate with diploma

#### VII. Student Services

S.No.	Work	Minimum Qualification& Experience for the manpower to be deployed
1	Coaches (part time and full time)	B.P.E.D with two years of experience in national or state level university/college/school as coach
2	Counselors	Master's degree in Clinical Psychology or equivalent, Additional qualification in Mental health and Counseling is desirable. 3years experience in counseling young adults
3	Placement Professionals	MBA/PGDM from reputed University / Institute with 3 years of relevant experience

#### VIII. Medical and Para-Medical Services

S.No.	Work	Minimum Qualification& Experience for the manpower to be deployed
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1	Medical Officer (doctors, consulting physicians)	MBBS Degree from recognized university including completion of compulsory rotating internship. At least 3 years of experience in recognized larger hospital of State/Central/PSU/Autonomous bodies/ multi specialty hospitals of good repute.
2	Nurse (staff nurses, matron, dresser cum compounder, physiotherapist, radiographer, lab assistants for clinical pathology centre)	Degree in nursing from recognized Institution/University. 4 years experience in a hospital recognized by the Central/State Govt./ Medical Council in a lower grade.

#### Other Services

S.No.	Work	Minimum Qualification & Experience for the manpower to be deployed
1	Hospitality	Degree /Diploma in Hospitality Management with 3 years of relevant experience in reputed organization
2	Public Relation & Publication	Degree / PG Diploma in Public Relation and Publication from reputed University / Institute and 3 years relevant experience

#### Daily Wages Workers

S.No.	Task Worker	Minimum Qualification	Salary
1.	Highly Skilled	Post Graduate / Professional Degree + Experience	As per minimum Wage Act
2.	Skilled	Graduate / ITI Diploma Holder/ DCA + Experience	As per minimum Wage Act
3.	Semi-Skilled	Higher Secondary + Experience	As per minimum Wage Act
4.	Unskilled	High School	As per minimum Wage Act

**Note 1:** The above list is illustrative not exhaustive.

**Note 2:** The no. of personnel and other criteria mentioned above may vary depending on prevailing situation.

**Note 3:** The selection of manpower shall be done by Institute on the basis of Profile of candidates obtained from the outsourcing agency.