सुरक्षा सहित सेवा

भारतीय विमानपत्तन प्राधिकरण
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The Regional Executive Director
Airports Authority of India
NR/SR/WR/ER/NER
Delhi/Chennai/Mumbai/Kolkata/Guwahati

The Executive Director (RCDU)
Airports Authority of India
New Delhi

The Airport Director
Airports Authority of India
Kolkata/Chennai

The General Manager (CRSD)
Airports Authority of India
New Delhi

The Principal
CATC
Allahabad

The General Manager
E&M Workshop
Airports Authority of India
New Delhi

The Executive Director (FIU)
Airports Authority of India
New Delhi

Corporate Personnel Circular - 13/2010

Subject:- DPC Guidelines - Structured Scheme for award of marks (where there is interview)

The norms and procedures followed by the Departmental Promotion Committee (DPC) for promotions to cadre posts have been reviewed by the MAB to streamline and introduce an element of objectivity in this regard. Accordingly, it has been decided to make the following modifications in the R&P Regulations and DPC guidelines :

(1) DPCs, where there is interview, shall prepare the panels for promotions on the following structured scheme for award of marks:-

(a) There shall be a total of 100 marks, which shall be allocated as follows:-

(i)	PARs	-	50
(ii)	Special Attributes & Experience (SAE)	-	25
(iii)	Interview	-	25
	Total	-	100.

.....2/-

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Note:-(1) **Only those officers who secure a minimum of 40 out of 75 marks (for PARs and SAE) will be called for interview by the DPC.**

(2) **Overall pass marks (for PARs, SAE and interview), where the benchmark is 'Very Good', shall be 65%.**

(b) **Marks for PARs will be as follows:**

		Marks [Max : 50(10x5)]
Outstanding	-	10
Very Good	-	8
Good	-	6
Average	-	3

Note:- Where the benchmark is 'Very Good', at least four out of five PARs should be 'Very Good' or above.

(c) **For Special Attributes and Experience (SAE), a maximum of 25 marks shall be awarded as follows:**

		Marks
Experience	-	10
Additional /higher qualification	-	10
Outstanding contribution/Achievements	-	5
Total	-	25

(d) **During interview, the DPC shall award a maximum of 25 marks taking into account the parameters viz., knowledge of subject, rules and procedures, qualities/skills and personality. However, the DPC may not indicate marks for each parameter separately and may instead choose to award overall marks only.**

(e) (i) **The DPC will consider the eligible candidates in two stages. In the first stage, consideration will be by screening of candidates for interview through circulation of papers to DPC members and during the second stage, DPC will formally meet to interview the candidates.**

....3/-

(ii) Only those officers who secure a minimum of 40 out of 75 marks (for PAR and SAE) will be called for interview by the DPC.

(iii) The zone for interview will be 2 'x' + 4 ('x' stands for number of vacancies) and it will be arrived at by screening of those in the eligibility list in descending order till sufficient number of candidates equal to the prescribed zone 2x+4 of those who secure a minimum of 40 out of 75 is reached (after elimination of candidates who do not get a minimum of 40 out of 75) for consideration by the DPC at the second stage by interview.

(f) After interview, the DPC will, keeping in view the number of vacancies, prepare the select panel in terms of the merit position based on the total marks obtained (for PARs, SAE and Interview) by those who passed, i.e., who secured a total of 65% marks and above and their seniority will be determined accordingly.

(g) If after interview sufficient number of officers with the required benchmark of 65% marks are not available among those who were called for interview then the DPC will prepare the select panel in terms of merit position based on the total marks obtained by those who secured a minimum of 65% marks and above and for the unfilled vacancies, a fresh DPC will be held in two stages as already stated above. This DPC will consider eligible candidates starting from the one who is next to the last candidate already considered by the previous DPC. Thus, those already considered will not be considered again by the fresh DPC. This process will continue till all the unfilled vacancies are filled in the same year.

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(h) A proforma to be used by DPCs for the above stated purpose is enclosed (Appendix).

(i) The above procedure shall be applicable for selection to the ex-cadre posts also where there is interview and benchmark is 'Very Good'.

2. All other existing conditions in the R&P Regulations 2005 and the DPC guidelines, as amended from time to time, will remain the same except to the extent modified above.

3. The DPCs/Selection Committees may be held in accordance with the above decisions.

4. In case of any doubt as to interpretation of the aforementioned provisions of this order, clarification shall be obtained from CHQ only which shall be final and binding.

5. The above decisions may be given wide publicity among employees through circulation, website, notice boards etc.

6. The above decisions will come into force from the date of issue of this order.

7. This issues with the approval of the Competent Authority.

(K. K. JHA)
MEMBER(P&A)

Distribution :

(i) Chairman/Member(Ops)/(Fin)/(Plg)
(ii) All HoDs at Rajiv Gandhi Bhawan/Operational Offices/AAI Office Complex
(iii) All GMs in the Personnel and Administration Directorates
(iv) GM(IT) – for loading this order on the website
(v) All Officers' Associations - AAOA(I)/ACOA(I)/ATC Guild(I)/AAI Engg Guild(I), IAAOI/AAI SC & ST Employees Welfare Association
(vi) General Secretary, AAEU
(vii) Notice Board

ANNEXURE

ROFORMA FOR THE USE OF DPC/SELECTION COMMITTEE

(WHERE THERE IS INTERVIEW AND BENCH-MARK IS 'VERY GOOD')

Date of Interview : _____

Division : Metro/Non-Metro

Discipline : _____

Cadre/Ex-cadre : _____

Name of Post : _____

S.No	Names	Marks for **PARs** Maximum=50 4 out of 5 PARs should be VG as per the benchmark	Marks for **Interview** Maximum=25	Marks for **Special Attributes and Experience** Maximum =25 (Annexure)	**Total marks** Maximum=100 Pass-marks=65	**Remarks** (Selected/ Not-selected)
		Marks awarded (A)	Marks awarded (B)	Marks awarded (C)	Total Marks awarded (A+B+C)	
1	2	3	4	5	6	7

ANNEXURE

ANNEXURE
(for Cadre posts)

Division : Metro/Non-Metro
Discipline : _____
Name of Post : _____
Date of Interview : _____

Marks for Special Attributes and Experience
for DPCs

S.No.	Name	Experience (Max-10 marks)			Additional Qualification (Max-10 marks) Note : No marks for prescribed qualification				Outstanding Contribution/ Achievement (Max - 5 marks)	Grand Total (Max-25 marks) [v+ix+x]
		Prescribed Experience (5 marks)	Additional Max-5@1 mark per completed year	Total [iii + iv]	PG Degree (5 marks)	PG Diploma (3 marks)	Any other qualifi-cation (2 marks)	Total [vi+vii+viii]		
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)

ANNEXURE

ANNEXURE
(for Ex-cadre posts)

Division : Metro/Non-Metro
Discipline : _____
Name of Post : _____
Date of Interview : _____

Marks for Special Attributes and Experience
for Selection Committees

S.No.	Name	Experience (Max-10 marks)			Additional Qualification (Max-10 marks) Note : No marks for prescribed qualification				Outstanding Contribution/ Achievement (Max - 5 marks)	Grand Total (Max-25 marks) [v+ix+x]
		Prescribed Experience (5 marks)	Additional Max-5@1 mark per completed year only for holders of equivalent posts	Total [iii + iv]	PG Degree (5 marks)	PG Diploma (3 marks)	Any other qualifi-cation (2 marks)	Total [vi+vii+viii]		
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)