



कुलसचिव कार्यालय
(प्रशासन)

Office of the Registrar
(Administration)

No. IIT(BHU)/ADM/118/RR/Gen/2026-27/ 4899

Dated: 01.07.2026

OFFICE MEMORANDUM

SUBJECT: AMENDMENTS IN THE RECRUITMENT AND PROMOTION NORMS, 2019

This is for information to all concerned that the Board of Governors at its 24th meeting held on 12.05.2026 have approved the following modifications in the Recruitment and Promotion Norms, 2019 of the Institute:

S. N.	Category	Existing	Modified Norms approved by the BoG
1.	Change in Nomenclature for Rajbhasha Cadre	Level-6: Junior Hindi Translator (कनिष्ठ हिन्दी अनुवादक) Level-8: Hindi Translator (हिन्दी अनुवादक)	Level-6: Junior Translation Officer (कनिष्ठ अनुवादक अधिकारी) Level-8: Senior Translation Officer (वरिष्ठ अनुवादक अधिकारी)
2.	Change in Experience for the post of Hindi Officer (Level-10) under the clause of Educational and other qualifications required for direct recruits	In the recent 23 rd meeting of the BoG held on 16.01.2026, the work experience requirement for this post was categorized as per details below: "OR 8 years' experience of terminological work in Hindi and translation work from English to Hindi or vice-versa, technical or scientific literature in pay level 6 or above or at least 5 years of relevant experience in the Pay Matrix level 7 and above in a reputed Educational Institute/ University System/Research Institute/Central Government Departments."	Now, the work experience requirement for this post will be read as 'AND' instead of 'OR', as per details below: "AND 8 years' experience of terminological work in Hindi and translation work from English to Hindi or vice-versa, technical or scientific literature in pay level 6 or above or at least 5 years of relevant experience in the Pay Matrix level 7 and above in a reputed Educational Institute/ University System/Research Institute/Central Government Departments"
3.	Change in experience for the post of Assistant Engineer (Level 08) to be filled through Promotion.	Promotion: Bachelor's Degree/Diploma in relevant discipline with at least 05 years (for Bachelor's degree holders) or 08 years' (for Diploma holders) of relevant post qualification experience as Junior Engineer.	Promotion: All Junior Engineers, irrespective of degree or diploma qualification, be considered eligible for promotion to the post of Assistant Engineer on completion of 05 years of regular service in Pay Level-6 at the Institute.

To,
All the non-faculty employees (staff.all@itbhu.ac.in).


01.07.2026
REGISTRAR

Copy for information to:

1. All the Deans/Associate Deans.
2. All the Professor In-charges.
3. All the Heads of the Departments/Coordinators of the Schools.
4. The Coordinators/In-charge of Units/Centres/Offices
5. The Chairman, Institute Works Department.
6. The Chairman, Council of Wardens
7. The Chairman, Web Management & E-mail Services Committee (chair.wmes@itbhu.ac.in) - with the request to upload the same on the Institute Website.
8. PS to the Director
9. PA to the Registrar
10. Confidential Unit – for record.

कुलसचिव
Registrar
भारतीय प्रौद्योगिकी संस्थान
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