

**INDIAN INSTITUTE OF TECHNOLOGY  
(INDIAN SCHOOL OF MINES), DHANBAD  
Establishment Section**

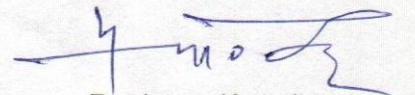
No-411944/2015-Estt.

Date -02 June, 2021

**OFFICE MEMORANDUM**

1. As per the approval of the Competent Authority, '**Model Calendar**' for conducting DPCs (Departmental Promotion Committee) for all group 'A', 'B', 'C' Technical and Non-Technical (Administrative/Ministerial) personnel of the Institute is enclosed herewith for information.
2. Dates / periods suggested in the Model Calendar for DPCs put no bar on earlier completion of various pre - post DPC related actions. Every effort may, as such, be made for taking speedy action in the matter without waiting for the last date or completion of the period as suggested by the Model Calendar for DPCs.
3. As duly filled and completed APARs are an important aspect of conducting DPCs; all stakeholders are requested to timely complete their part in filling of APARs and their submissions to the respective sections.
4. In order to further simplify the processes, only one time approval of the Competent Authority will be taken by the concerned DPC after completion of all exercises as mentioned in the DPC Calendar.

This is issued with the approval of the Competent Authority.

  
Registrar (Actg.)

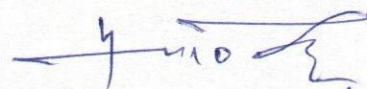
Encl: Model DPC Calendar and Illustration

Cc: DT/Dy. DT/Dean (Admin)/RG Sectt/JR (DTS)  
: DR (Estt.) / AR (Estt.)  
: Webmaster – for uploading in website } By E- Mail

**INDIAN INSTITUTE OF TECHNOLOGY  
(INDIAN SCHOOL OF MIINES), DHANBAD**

**MODEL CALENDER FOR CONDUCTING DPC  
[DEPARTMENTAL PROMOTION COMMITTEES]  
[GROUP – 'A', 'B' & 'C' – TECHNICAL and ADMINISTRATIVE (MINISTERIAL)]**

SL. No.	Events	Calendar year based
1	Vacancy year	July – June of every year.
2	Crucial date for determining eligibility	1 <sup>st</sup> July of the Vacancy year.
3	Compilation of ACRs / Integrity Certificates / Vigilance Clearance Certificates / Seniority Lists / Penalty / Reservation Rosters / Vacancy / Recruitment Rules / Service Rules / Promotion Rules, etc. and forwarding them along with the proposal to concerned DPC by the concerned Department / Section as per Group and Nature of the post.	July – October of the year preceding the Vacancy Year.
4	Last date for sending complete proposal to concerned DPC.	31 <sup>th</sup> October of the year preceding the Vacancy Year.
5	Advertisement of Notification regarding Limited Departmental Competitive Examination (LDCE) / Screening Tests etc. by the concerned DPC.	November month of the year preceding the Vacancy Year.
6	Date of receipt of applications by the concerned DPC.	31 <sup>st</sup> December of the year preceding the Vacancy Year.
7	Screening and Shortlisting of applications / candidature on the basis of ACRs / Qualification / Experience / Integrity Certificates / Vigilance Clearance Certificates / Seniority etc. as per framed Recruitment rules and Promotion Policy and other applicable rules of IIT(ISM), Dhanbad by the concerned DPC.	January – February of the Vacancy Year.
8	Conducting LDCE, DPC Meeting and submission of DPC recommendations through Minutes of the Meeting (MoM) to the competent Authority for approval.	March – April of the Vacancy Year.
9	Approval of the Competent Authority and its communication to respective section through the concerned DPC.	May month of the Vacancy Year.
10	Notification of office orders.	June month of the Vacancy Year.

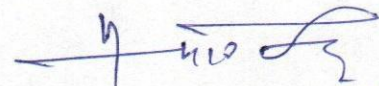


2/6/2021

**INDIAN INSTITUTE OF TECHNOLOGY  
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**ILLUSTRATION**

SL. No.	Events	Calendar year based
1	Vacancy year	2022 – 2023 (1 <sup>st</sup> July 2022–30 <sup>th</sup> June 2023)
2	Crucial date for determining eligibility	1 <sup>st</sup> July, 2022
3	Compilation of ACRs / Integrity Certificates / Vigilance Clearance Certificates / Seniority Lists / Penalty / Reservation Rosters / Vacancy / Recruitment Rules / Service Rules / Promotion Rules, etc. and forwarding them along with the proposal to concerned DPC by the concerned Department / Section as per Group and Nature of the post.	July 2021 – October 2021.
4	Last date for sending complete proposal to concerned DPC.	31 <sup>st</sup> October 2021.
5	Advertisement of Notification regarding Limited Departmental Competitive Examination (LDCE) / Screening Tests etc. by the concerned DPC.	November, 2021.
6	Last / Closing Date of receipt of applications for LDCE.	31 <sup>st</sup> December 2021.
7	Screening and Shortlisting of applications / candidature on the basis of ACRs / Qualification / Experience / Integrity Certificates / Vigilance Clearance Certificates / Seniority etc. as per framed Recruitment rules and Promotion Policy and other applicable rules of IIT(ISM), Dhanbad by the concerned DPC.	January – February 2022.
8	Conducting LDCE, DPC Meeting and submission of DPC recommendations through Minutes of the Meeting (MoM) to the competent Authority for approval.	March – April 2022
9	Approval of the Competent Authority.	May, 2022.
10	Notification of office orders.	June, 2022

  
2/8/2021