



# ಕರ್ನಾಟಕ ರಾಜ್ಯಪತ್ರ

ಅಧಿಕೃತವಾಗಿ ಪ್ರಕಟಿಸಲಾದುದು

ಸಂಪುಟ ೧೫೭ Volume 157	ಬೆಂಗಳೂರು, ಗುರುವಾರ, ೨೪, ಫೆಬ್ರವರಿ, ೨೦೨೨(ಫಾಲ್ಗುಣ, ೦೫, ಶಕವರ್ಷ, ೧೯೪೩) BENGALURU, THURSDAY, 24, FEBRUARY, 2022(PHALGUNA, 05, SHAKAVARSHA, 1943)	ಸಂಚಿಕೆ ೩೮ Issue 38
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ಸರ್ಕಾರದ ಆಯಾ ಇಲಾಖೆಗಳ ಮುಖ್ಯಸ್ಥರ ಮತ್ತು ಸ್ಥಳೀಯ ಪ್ರಾಧಿಕಾರಿಗಳಿಗೆ  
ಸಂಬಂಧಿಸಿದ ಅಧಿಸೂಚನೆಗಳು

## GENERAL RULES OF APPOINTMENTS OF KARNATAKA STATE REMOTE SENSING APPLICATIONS CENTRE (KRSAC)

Notification No. KRSAC/164/C&R Rules/2021, Dated: 10-12-2021

In exercise of the power conferred by the provisions provided under the Rules contained in the Memorandum of Association of the Karnataka State Remote Sensing Applications Centre and superseding the earlier cadre and recruitment rules of the Centre, the following rules have been framed.

### 1.0 Title, Commencement and Application

- 1.1 These Rules may be called KRSAC Appointment Rules 2011.
- 1.2 They shall come into force at once.
- 1.3 The cadre and categories of posts, scale of pay, method of appointment and conditions requisite for appointment are as specified in schedule I.

### 1.4 Application

#### 1.4.4 These rules shall apply to

- a) All persons appointed and to be appointed by the KRSAC in the cadres of the Centre.
- b) Persons whose services are permanently transferred to and absorbed in the services of the Centre from Govt. and other Govt. Autonomous bodies.

## 2.0 Definition

In these rules, unless the context other-wise requires,

- i) Appointment on probation – means appointment on trial basis.
- ii) Appointing Authority – means the authority (to be specified) to be competent to make appointments to the prescribed post / posts in prescribed cadres and categories.
- iii) Bachelors Degree, Masters Degree or Doctorate – means such Degree or Doctorate granted by a University established by Law in India or equivalent qualification from the institutions recognized as such by Government authorities or statutory bodies.
- iv) Cadre & Category – means the cadre and category in any discipline as noted in schedule I (a).
- v) Common posts – means the posts that are classified as such by the Centre, like Dalayaths, Drivers, Clerk, Clerk-cum-Typist, Typist, Stenographer etc.
- vi) Competent Authority – means the authority as specified to be competent to make appointment / promotion to different categories of posts as stipulated.
- vii) Centre means the Karnataka State Remote Sensing Applications Centre
- viii) Qualifying Marks as specified / advertised for recruitments.
- ix) Diploma or Certificate – means a Diploma or Certificate granted by a University / Board established by Law in India or by an authorized by the Government to grant such Diploma or Certificate or by any other Institute recognized by the Central / State Governments or other authorities, statutory bodies such as AICTE / AIMC.
- x) Direct Recruitment in relation to any service or posts – means appointment other wise than by promotion.
- xi) Drafting – means posting of an employee of a discipline to hold a post in another discipline as provided in schedule I(b), in the interest of the Center's work as approved by the Competent Authority.
- xii) Employee means any person who is appointed to any service or post in connection with the affairs of the Centre and whose name is included in the Center's salary register.

- xiii) Equivalent qualification means a qualification notified by Government or by an appropriate statutory body as equivalent to a prescribed qualification and as accepted by the Centre in respect of any post.
- xiv) Government – means the Government of Karnataka.
- xv) Director – means Director of the Centre, KRSAC.
- xvi) Probationer – means an employee appointed on probation.
- xvii) Promotion means appointment of an employee from a post or grade of service or class of service to a higher grade of service or higher class of service.
- xviii) Qualifying Examination means the examination or examinations specified in schedule I (b) as the minimum qualification.
- xix) Qualifying service for promotion means the number of year of regular service of an employee has to put in the immediate lower cadre from which he is considered for promotion for a higher post or higher class of service.
- xx) SC/ST/ other Backward class / physically handicapped means those classes of persons who have been notified as such from time to time by the Government.
- xxi) Selection means selection of any person for appointment or promotion to any posts in the services of the Centre in accordance with the provision of these rules.
- a) by the selection committee or the DPC if any, constituted for the purpose by the Centre or
- b) by the Appointing Authority where no such selection committee has been so constituted.
- xxii) Selection post means all or such number of posts in any cadre that are declared as selection posts in these rules and as such indicated in schedule I(b) and which shall be filled up by promotion by selection on the recommendations of the DPC constituted by the Competent authority.
- xxiii) Seniority means the inter se ranking assigned to an employee in the post / cadre in which he is employed for the present as per rules.

### **3.0 Classification of Employees:**

- I. The employees in the Centre shall be classified based on the nature of work as follows:

**Scientific and Technical:** Scientist-G, Scientist-F, Scientist-E, Scientist-D, Scientist-C, System Admin and Technical Officers

**Administration:** Assistant Administrative Officer, Accounts Superintendent, Office Superintendent, Assistant, Stenographer, Driver and Office Attendant.

II. For Administrative purpose;

The posts are grouped into a) Group 'A', b) Group 'B', c) Group 'C' and d) Group 'D'.

- a) Group 'A' posts are posts carrying pay scales, Rs.52650-97100 and above.
- b) Group 'B' posts are posts carrying pay scales, of Rs.40900-78200 and above.
- c) Group 'C' posts are posts carrying pay scale, above the scale of Rs.17000-28950.
- d) Group 'D' posts are posts carrying the pay scale the minimum of which is Rs. 17000-28950 and other posts classified as such under schedule IV of CCA (civil service rules) of GoK.

#### **4.0 Method of Recruitment:**

4.1 Appointment to the various cadre posts in the Centre (specified in schedule I(a)) shall be made by one or more of the following methods viz:

- a) Direct recruitment which also includes: deputation or absorption from Govt. or other Govt. Organization / Autonomous Institution.
- b) Promotion

4.2 **Direct Recruitment:** Appointment against sanctioned permanent post in the Centre for which a provision has been made for direct employment, may be made by inviting application duly specifying the conditions of appointment to be laid down separately for the purpose and after following the instructions of government regarding reservation policy of government.

#### **4.3 Appointment by promotion**

#### **4.4 Deputation from Government or other Organization.**

4.4.1 This shall be done in accordance with the terms of conditions of deputation agreed upon between the lending authority and the Centre.

4.4.2. Notwithstanding anything contained in schedule I (b), any post in the Centre can be filled by availing services of a person from State or Central Governments or other organizations of the State and Centre Governments by way of deputation as deemed necessary by the Centre subject to the condition that such person satisfies the

educational qualification and experience criteria prescribed for the post specified under direct recruitment.

**5.0** Notwithstanding anything contained in these rules the centre may if it consider necessary and expedient in the interest of Centre so to do, make appointment on contract basis for executing projects of the Centre any person who satisfy the conditions relating to educational qualifications, experience as required for the Projects on such terms and conditions and for such period as may be necessary, one year at a time but not exceeding five years and depending on necessity such appointments may be continued as per actual requirement of the projects

### **6.0 Absorption**

The Executive Committee shall be authority for considering absorption of the services of the employees of the State Government or any Public Sector of the State or Central Government either working on deputation or otherwise in the interest of the services of the Centre provided the concerned employee gives a written option for absorption and satisfies the educational qualification and experience criteria prescribed for the post against which absorption is proposed.

### **7.0 Provisions for Reservation of Appointments:**

The reservation for Scheduled Castes, Scheduled Tribes, Backward Tribes or Backward Classes shall be as specified in Rule 8 of the Karnataka Civil Services (General Recruitment) Rules, 1977 and orders issued by the Government from time to time in this behalf.

Provided where in a category of posts, there is a single post, such reservation shall not be applicable.

### **8.0 Age Limit for Appointment:**

Every candidate for appointment by direct recruitment must as on the last date fixed for the receipt of application or such other date as may be specified by the Appointing Authority, have attained the age of 18 years and not attained the age of:

1. 40 years in the case of persons belonging to Scheduled Castes, Scheduled Tribes or Backward Tribes; 38 years in the case of persons belonging to any of the Backward Castes or Backward Communities; and 36 years in the case of any other persons for the posts of Scientist-D.

2. 38 years in the case of persons belonging to Scheduled Castes, Scheduled Tribes or Backward Tribes; 36 years in the case of persons belonging to any of the Backward Castes or Backward Communities; and 34 years in the case of any other persons for the posts of Scientist-C.
3. 36 years in the case of persons belonging to Scheduled Castes, Scheduled Tribes or Backward Tribes; 34 years in the case of persons belonging to any of the Backward Castes or Backward Communities; and 32 years in the case of any other persons for the posts of Technical Officers.

For the administrative posts age limit prescribed by the Govt. shall apply.

The other provisions as specified in the Rule 6 of the Karnataka Civil Services (General Recruitment) Rules, 1977 shall be applicable.

### **9.0 Superannuation:**

The age of superannuation and the date of retirement of the employees of the Centre shall be the same as prescribed by the Government for its employees from time to time.

### **10.0 Confidential Reports:**

There shall be a Confidential Report/Performance Appraisal reports in the prescribed format of the KCS (CR) Rules 1955 as amended from time to time.

The words "Reporting Authority", "Reviewing Authority" and the "Accepting Authority" shall have the same meaning as defined in the Karnataka Civil Services (Confidential Reports) Rules, 1985.

- 1) Technical Staff:
- 2) Administrative Staff:

### **11.0 Application of Other Rules:**

The provisions of K.C.S.R.s 1958, K.C.S. (Conduct) Rules, 1966 and K.C.S. (Classification, Control and Appeal) Rules, 1957, and all other service rules applicable to the officers of the Government shall in so far as they are related and applicable to the employees of the KRSAC are adopted for application to the employees of the KRSAC provided such rules are not incorporated in the Bye-laws of KRSAC.

**12.0 Promotion:**

## 1) Promotion under Flexible Complimenting Scheme:

The promotion to the employees classified under rule (I) of this regulation shall be effected as per flexible complimenting scheme specified here under.

## 2) Under Flexible Complimenting Scheme 6 grades, corresponding pay scales and residency period have been defined as follows:

**Grades and Residency period**

<b>Sl No</b>	<b>Grades</b>	<b>Pay Scale (Rs.) and Group</b>	<b>Residency period</b>
1	Director	97100-141300 A	-
2	Scientist F	74400-109600 A	-
3	Scientist E	67550-104600 A	5 years
4	Scientist D	56800-99600 A	5 years
5	Scientist C	52650-97100 A	5 years
6	Hardware/ Software Engineer	52650-97100 A	5 years
7	Technical Officer	43100-83900 B	7 years

- i) All the posts of Technical Officers, Hardware/Software Engineer, Scientist C grade and Scientist D grade are recruited directly or on deputation.
  - ii) For the post of Assistant Administrative Officer, Accounts Superintendent, Office Superintendent, Assistant, Stenographer, Drivers, Field cum Lab Assistant and Office Attendant, the vacancies shall be filled by direct recruitment or on deputation.
- 3) For all grades, the employees becomes eligible for promotion under flexible complimenting scheme after the completion of residency period as stipulated in the rule 11(2) and the grade to which he/she moves after promotion shall be the designation of the employee.
- i) The Performance Appraisal Committee (PAC) shall be constituted for the purpose of recommending the promotion under the flexible complimenting scheme to the eligible candidates.

- ii) The eligible employee shall submit the assessment report in the prescribed form. The Centre shall furnish the Annual Confidential Reports of the employee to the Performance Appraisal Committee.
- 4) If the employee fails to qualify for promotion under the scheme he/she shall appear again after one year. If he/she fails again he/she shall appear after two years. On three consecutive failures, the employee shall be permanently removed from flexible complimenting scheme.
- 5) If the employee fails to submit the performance appraisal report in the prescribed proforma to the PAC due to unavoidable reasons, the PAC shall consider the employee's assessment in the next PAC meeting.
- 6) In the event of resignation, retirement or death of the employee promoted under FCS the post shall be reverted to the entry level grade.
- 7) The time bound promotions (TBP) to the administrative staff.
  - i) Under time bound promotion scheme, starting scale of the employee and subsequent promotions with corresponding residency period are given in schedule II.
  - ii) After the completion of residency period, the employee becomes eligible for promotion under this scheme. However, on promotion, there shall not be change in the designation of the employee.
- iii) Conditions:
  - a) Continuous satisfactory record of service.
  - b) Should be otherwise eligible in terms of good conduct, discipline, moral status, etc.,
  - c) The performance appraisal reports of the entire period of residency should be good and satisfactory.

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**Schedule I****a. Cadre and Cadre Strength of Posts in the KSRSAC**

Sl No	Name of the Post	No. of Posts	Pay Scale (Rs.)
1	Director	1	97100-141300
2	Scientist F	-	74400-109600
3	Scientist E	-	67550-104600
4	Scientist D	5	56800-99600
5	Scientist C	9	52650-97100
6	Hardware/Software Engineer	2	52650-97100
7	Technical Officer	15	43100-83900
8	Assistant Administrative Officer	1	43100-83900
9	Accounts Superintendent	1	40900-78200
10	Office Superintendent	1	37900-70850
11	Assistant	2	27650-52650
12	Stenographer	2	27650-52650
13	Driver	3	21400-42000
14	Field-cum-Lab Assistant	2	17000-28950
15	Office Attendant	4	17000-28950
	<b>Total Posts</b>	<b>48</b>	

**b. Method of Appointment, Qualification and Conditions Requisites for Appointment****a. Scientists**

Sl No	Designation/ Scale	No. of posts	Mode of Recruitment	Minimum Qualifications/ Experience	Mode of Selection	Appointing Authority
1	Director 97100-141300	1	Promotion by selection on the basis of merit cum seniority among the existing scientists in the Centre. In case of non-availability of suitable internal candidates, deputation of Scientist from State Government Institutions or GoI Institutions.	Ph D in Engineering (Computer Science / Electronics and Communication / Civil), Ph D in Remote Sensing / Soil Science / Agronomy/ Geology/Forestry with first class in master's degree from a premier National Level Institution and 12 years of service in a State or National level organization in a senior technical/scientist position, out of which atleast 3 years of experience should be in Remote Sensing and GIS/ IT applications.	-	Govt.

2	Scientist-D Geoinformatics 56800-99600	1	Direct Selection or Deputation	First class in : M.Tech / ME in (Computer Science / Electronics and Communication / Civil / Remote Sensing / Geoinformatics / IT related branch), with 5 years of experience in Remote Sensing and GIS / IT applications OR Ph D in Engineering (Computer Science / Electronics and Communication / Civil / Remote Sensing / Geoinformatics / IT related branch) with first class postgraduate degree in any of the above subjects.	Selection Committee	Chairman, EC
3	Scientist-D Crop Science 56800-99600	1	Direct Selection or Deputation	First class in M.Sc Agronomy with 5 years experience in Remote Sensing & GIS applications <b>OR</b> Ph.D. Agronomy with first class in M.Sc Agronomy.	Selection Committee	Chairman, EC
4	Scientist-D Soils 56800-99600	1	Direct Selection or Deputation	First class in M Sc Soil Science with 5 years experience in Remote Sensing & GIS applications <b>OR</b> Ph D Soil Science with first class in M Sc Soil Science.	Selection Committee	Chairman, EC
5	Scientist-D Earth Sciences 56800-99600	1	Direct Selection or Deputation	First class in M Sc Geology/Applied Geology / Earth Science with 6 years' experience in Remote Sensing & GIS applications <b>OR</b> Ph D Geology/Applied Geology/Earth Science with first class in post graduate degree in any of the above subjects.	Selection Committee	Chairman, EC

6	Scientist-D Water Resources 56800-99600	1	Direct Selection or Deputation	First Class in : ME / M Tech Civil/ Hydrology / Water Resources with 5 years experience in Remote Sensing & GIS applications <b>OR</b> Ph D in Civil/ Hydrology / Water Resources with first class in post graduate degree in any of the above subjects.	Selection Committee	Chairman, EC
7	Scientist-C Remote Sensing & Digital Image Processing 52650-97100	1	Direct Selection or Deputation	First class in: M Tech Remote Sensing / Geoinformatics with 2 years experience in relevant field /M Sc Remote Sensing with 3 years experience in relevant field /M Sc Geoinformatics with 3 years experience in relevant field.	Selection Committee	Chairman, EC
8	Scientist-C Digital Photogrammetry 52650-97100	1	Direct Selection or Deputation	First class in: M Tech Remote Sensing / Geoinformatics with 2 years experience in relevant field /M Sc Remote Sensing with 3 years experience in relevant field /M Sc Geoinformatics with 3 years experience in relevant field.	Selection Committee	Chairman, EC
9	Scientist-C Geoinformatics 52650-97100	1	Direct Selection or Deputation	First class in: M Tech Geoinformatics with 2 years experience in relevant field /M Sc Geoinformatics with 3 years experience in relevant field.	Selection Committee	Chairman, EC
10	Scientist-C Crop Science 52650-97100	1	Direct Selection or Deputation	First class in M Sc Agronomy with 2 years experience in Remote Sensing & GIS applications.	Selection Committee	Chairman, EC

11	Scientist-C Soils 52650-97100	1	Direct Selection or Deputation	First class in M Sc Soil Science with 2 years experience in Remote Sensing & GIS applications.	Selection Committee	Chairman, EC
12	Scientist-C Earth Sciences 52650-97100	1	Direct Selection or Deputation	First class in M Sc Geology/Applied Geology / Earth Science with 3 years experience in Remote Sensing & GIS applications.	Selection Committee	Chairman, EC
13	Scientist-C Forest & Ecology 52650-97100	1	Direct Selection or Deputation	First class in: MTech/ME in Environmental Science / M Sc Forestry with 2 years experience in Remote Sensing & GIS applications / Environmental Science with 3 years experience in Remote Sensing & GIS applications.	Selection Committee	Chairman, EC
14	Scientist-C Water Resources 52650-97100	1	Direct Selection or Deputation	First Class in: ME / M Tech Civil/ Hydrology / Water Resources with 2 years experience in Remote Sensing & GIS applications.	Selection Committee	Chairman, EC
15	Scientist-C Human Settlements 52650-97100	1	Direct Selection or Deputation	First class in: ME /MTech in Urban Planning / Town Planning with 2 years experience in Remote Sensing & GIS applications.	Selection Committee	Chairman, EC
16	Scientist-C Hardware Engineer 52650-97100	1	Direct Selection or Deputation	First class in: ME / MTech in Computer Science with 2 years experience in hardware technology.	Selection Committee	Chairman, EC
17	Scientist-C Software Engineer 52650-97100	1	Direct Selection or Deputation	First class in: ME / MTech in Computer Science with 2 years experience in software technology / M CA with 3 years experience in software technology.	Selection Committee	Chairman, EC

**b. Technical Officers**

<b>Sl No</b>	<b>Designation/Scale</b>	<b>No. of posts</b>	<b>Mode of Recruitment</b>	<b>Minimum Qualifications/ Experience</b>	<b>Mode of Selection</b>	<b>Appointing Authority</b>
1	Technical Officer Remote Sensing & Digital Image Processing 43100-83900	1	Direct Selection	First class in: MTech Geoinformatics / Remote Sensing, M Sc Geoinformatics /Remote Sensing.	Selection Committee	Director
2	Technical Officer Digital Photogrammetry 43100-83900	1	Direct Selection	First class in: MTech Remote Sensing / Geoinformatics/ M Sc Remote Sensing / Geoinformatics.	Selection Committee	Director
3	Technical Officer Geoinformatics 43100-83900	2	Direct Selection	First class in: MTech Geoinformatics / M Sc Geoinformatics	Selection Committee	Director
4	Technical Officer Crop Science 43100-83900	2	Direct Selection	First class in M Sc Agronomy.	Selection Committee	Director
5	Technical Officer Soils 43100-83900	2	Direct Selection	First class in M Sc Soil Science.	Selection Committee	Director
6	Technical Officer Earth Sciences 43100-83900	2	Direct Selection	First class in M Sc Geology/Applied Geology / Earth Science.	Selection Committee	Director
7	Technical Officer Forest & Ecology 43100-83900	1	Direct Selection	First class in : MTech/ME in Environmental Science / M Sc Forestry / Environmental Science	Selection Committee	Director
8	Technical Officer Water Resources 43100-83900	1	Direct Selection	First Class in: ME / M Tech Civil/ Hydrology / Water Resources	Selection Committee	Director
9	Technical Officer Human Settlements 43100-83900	1	Direct Selection	First class in : ME /MTech in Urban Planning / Town Planning	Selection Committee	Director
10	Technical Officer Hardware 43100-83900	1	Direct Selection	First class in : ME / MTech in Computer Science	Selection Committee	Director

11	Technical Officer Software 43100-83900	1	Direct Selection	First class in: ME / MTech in Computer Science	Selection Committee	Director
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**c. Administrative Posts**

Sl No	Designation/Scale	No. of posts	Mode of Recruitment	Minimum Qualifications/Experience	Mode of Selection	Appointing Authority
1	Assistant Administrative Officer 43100-83900	1	Direct Selection or Deputation	First Class in: M Com / MBA with 5 years experience in accounts and administration.	Selection Committee	Director
2	Accounts Superintendent 40900-78200	1	Direct Selection or Deputation	First Class in M Com with 3 years experience preferably tally etc.	Selection Committee	Director
3	Office Superintendent 37900-70850	1	Direct Selection or Deputation	First Class in M Com /MBA with 2 years experience.	Selection Committee	Director
4	Assistant 27650-52650	2	Direct Selection or Deputation	Degree with certificate course in computer applications	Selection Committee	Director
5	Stenographer 27650-52650	2	Direct Selection or Deputation	Degree with Senior Grade English and Kannada Shorthand and Sr Typewriting /Diploma in Commercial Practice conducted by Govt.	Selection Committee	Director
6	Driver 21400-42000	3	Direct Selection or Deputation	SSLC with Driving License.	Selection Committee	Director
7	Field-cum-Lab Assistant 17000-28950	2	Direct Selection or Deputation	SSLC	Selection Committee	Director
8	Office Attendant 17000-28950	4	Direct Selection or Deputation	SSLC	Selection Committee	Director

**Schedule II****Pay scales under TBP scheme for Administrative Staff**

<b>Cadre/ Designation</b>	<b>Starting Scale</b>	<b>Resid ency period</b>	<b>After I Promo tion</b>	<b>Reside ncy period</b>	<b>After II Promot ion</b>	<b>Reside ncy period</b>	<b>After III Promo tion</b>	<b>Reside ncy period</b>	<b>After IV Promo tion</b>
<b>Assistant Administrative Officer</b>	43100- 83900	8 years	45300- 88300	7 years	52650- 97100	7 years	56800- 99600	5 years	67550- 104600
<b>Accounts Superintendent</b>	40900- 78200	8 years	43100- 83900	7 years	45300- 88300	7 years	52650- 97100	5 years	56800- 99600
<b>Office Superintendent</b>	37900- 70850	8 years	40900- 78200	7 years	43100- 83900	7 years	45300- 88300	5 years	52650- 97100
<b>Assistant</b>	27650- 52650	8 years	30350- 58250	7 years	33450- 62600	7 years	37900- 70850	5 years	40900- 78200
<b>Stenographer</b>	27650- 52650	8 years	30350- 58250	7 years	33450- 62600	7 years	37900- 70850	5 years	40900- 78200
<b>Driver</b>	21400- 42000	8 years	23500- 47650	7 years	25800- 51400	7 years	27650- 52650	5 years	30350- 58250
<b>Field-cum-Lab Assistant</b>	17000- 28950	8 years	18600- 32600	7 years	19950- 37900	7 years	21400- 42000	5 years	23500- 47650
<b>Office Attendant</b>	17000- 28950	8 years	18600- 32600	7 years	19950- 37900	7 years	21400- 42000	5 years	23500- 47650

## Organizational Structure

<b>KRSAC</b>								
<b>Scientific &amp; Technical</b>								
<b>Director (1)</b>								
Remote Sensing and Digital Image Processing	Digital Photogrammetry	Geo-informatics	Crop Science	Soil	Earth Science	Forest & Ecology	Water Resources	Human Settlement
Scientist-C (1) Technical Officer (1)	Scientist -C (1) Technical Officer- (1)	Scientist-D (1) Scientist-C (1) Technical Officer (2)	Scientist-D (1) Scientist-C (1) Technical Officer (2)	Scientist-D (1) Scientist-C (1) Technical Officer (2)	Scientist-D (1) Scientist-C (1) Technical Officer (2)	Scientist-C (1) Technical Officer (1)	Scientist-D (1) Scientist-C (1) Technical Officer (1)	Scientist-C (1) Technical Officer (1)
Hardware Engineer (1) Technical Officer (1)					Software Engineer (1) Technical Officer (1)			
<b>Administration</b>								
Assistant Administrative Officer (1) Accounts Superintendent (1) Office Superintendent (1) Assistant (2) Stenographer (2) Field cum Lab Assistant (2) Driver (3) Office Attendant (4)								

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