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**Government of India
Department of Atomic Energy**

**RECRUITMENT NORMS
AND
PROMOTION NORMS
FOR
AUXILIARY CATEGORY
IN DAE**

Bhabha Atomic Research Centre

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Government of India
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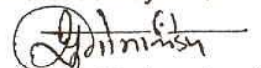
Sub: Guidelines for screening of promotion proposals of
Personnel in Auxiliary Category (Work Assistants/
Hospital Work Assistants) in DAE

The Sixth Pay Commission recommended the placement of all existing Group D employees who have passed tenth standard and also those who have not passed class ten examination in Pay Band-1 (Grade Pay: Rs.1800) after appropriate training. The recommendation was mainly to herald multi-skilling in the Government when an employee may need to perform the tasks hitherto performed by different categories of Group D employees. Keeping in view the recommendations of Sixth Pay Commission, the Recruitment and Promotion guidelines were reviewed in respect of staff who were in erstwhile Group D Auxiliary Category. Accordingly, the Recruitment and Promotion guidelines effective from 01.01.2010 for Auxiliary category/(Helpers and Malis) then designated as Attendants/Hospital Attendants were revised and issued vide Ref. TC/1(52)/87/2010/5792 dated January 14, 2010.

However, Department of Personnel & Training (DoPT) vide OM No. 35034/3/2008/Estt.(D) dated 19.05.2009 had also made applicable Modified Assured Career Progression Scheme (MACP) to all Central Government civilian employees. This matter has been subsequently reviewed by the reconstituted Norms Committee vide Director's Standing Order D 38/2010 dated October 25, 2010 under Chairmanship of Dr. A.K. Suri, Director, Materials Group, BARC. The Committee examined all the aspects in detail and has proposed modifications in the norms as well as application of MACP to all the staff who have completed 10/20/30 years of service in the Department. The Committee has also taken into account the views of various Associations of different units of DAE as well as members of National Federation of Atomic Energy Employees (NFAEE). These recommendations were discussed in a Special TC meeting held on May 16, 2011 where Heads of Units in DAE or their representatives were also present. These guidelines were finally approved in TC meeting held on May 31, 2011. It may be noted that the Attendants/Hospital Attendants will henceforth be re-designated as 'Work Assistants/Hospital Work Assistants'. These revised norms shall be effective from July 01, 2011.

The revised guidelines for screening of promotion proposals of personnel in Auxiliary category (Work Assistants/Hospital Work Assistants) in DAE have been subsequently approved by Secretary, DAE.

These guidelines are released for necessary implementation by all units of DAE.


(S.G. Markandeya)
Secretary TC/TSC

Director's Office, BARC
Directors of Groups/Controller
Associate Directors of Groups/IFA
Heads of Divisions/Sections

- cc: 1. Chairman's Office, DAE
2. Additional Secretary, DAE
3. Joint Secretary (R&D), DAE
4. All Heads of Units, DAE

**RECRUITMENT NORMS AND PROMOTION NORMS FOR AUXILIARY CATEGORY
(WORK ASSISTANT / HOSPITAL WORK ASSISTANT)**

1. Introduction

1.1 The Sixth Pay Commission recommended the conversion of existing Group D employees who have passed tenth standard and also those who have not passed class ten examination to be placed in pay band with the Grade Pay of Rs.1,800 after appropriate training. The recommendation was mainly to herald multi-skilling in the Government when one employee would perform the tasks hitherto performed by different categories of Group D employees. Keeping in view the recommendations of Sixth Pay Commission, it became necessary to review the Recruitment Norms and Promotion Norms in respect of persons who were in erstwhile Group D Auxiliary Category. Accordingly, Recruitment and Promotion were revised effective from 01/01/2010 for Auxiliary Category (Attendants / Hospital Attendants) in DAE and issued vide note No.TC/1(52)/89/2010/5792 dated January 14, 2010. **These Promotion Norms have been further revised w.e.f. 01/07/2011 taking into account MACP applicability.**

2. Recruitment Norms / Change of Nomenclature

2.1 The posts of Helper (CM), Helper (T) and Mali have been merged together and renamed as Attendant / Hospital Attendant. Depending on the place of posting, the Attendant will perform the duties like Trade Helper or Cosmetic Maintenance or the maintenance of Parks and Gardens, miscellaneous office work etc. Based on the recommendation of the Norms Committee the designation of Attendant / Hospital Attendant has been changed as Work Assistant / Hospital Work Assistant respectively w.e.f. 01/07/2011. The nomenclature of the designations of the erstwhile Group D posts is given below:

Sl. No.	Designation prior to 01/01/2010	Designation w.e.f. 01/01/2010	Designation w.e.f. 01/07/2011
1.	Helper A (Trade), Helper A (CM), Mali A Helper BC (Trade), Helper BC (CM), Mali BC (GP - 1800)	Attendant A / Hospital Attendant A (GP - 1800)	Work Assistant A / Hospital Work Assistant A (GP 1800)
2.	Helper D (Trade), Helper D (CM), Mali D Tradesman A (CM), Tradesman A (LS) (GP - 1900)	Attendant B / Hospital Attendant B (GP - 1900)	Work Assistant B / Hospital Work Assistant B (GP 1900)
3.	Tradesman B (CM), Tradesman B (LS) (GP - 2000)	Attendant C / Hospital Attendant C (GP - 2000)	Work Assistant C / Hospital Work Assistant C (GP - 2000)

2.2 The entry grade to Helper / Mali category will henceforth be Work Assistant 'A' (PB1 with GP 1800) with educational qualification as tenth pass.

2.3 The entry grade to Hospital Work Assistant category is Hospital Work Assistant 'A' (PB1 with GP 1800) with educational qualification as tenth pass.

2.4 The detailed Recruitment Norms for recruiting Work Assistant and Hospital Work Assistant are given in **TABLE I**.

3. Promotion Norms

3.1 The Promotion Norms for the Work Assistant and Hospital Work Assistant are given in **TABLE II**.

3.2 *Modified Assured Career Progression Scheme (MACPS)*

3.2.1 Department of Personnel and Training (DoPT) vide OM No.35034/3/2008-Estt.(D) dated 19/05/2009 has introduced Modified Assured Career Progression Scheme (MACPS) to Central Government civilian employees. Pursuant to introduction of Modified Assured Career Progression Scheme (MACPS) to Central Government civilian employees the promotion norms applicable to Attendant / Hospital Attendant (Redesignated as Work Assistants / Hospital Work Assistants) have been reviewed.

3.2.2 It has been decided to implement the Modified Assured Career Progression Scheme (MACPS) issued by DoPT vide OM No.35034/3/2008-Estt.(D) dated 19/05/2009 for Work Assistants and Hospital Work Assistants w.e.f. 01/09/2008.

3.2.3 There shall be three financial upgradations under the MACP Scheme, counted from the direct entry on completion of 10, 20 and 30 years service respectively. Financial upgradation under the Scheme will be admissible whenever a person has spent 10 years continuously in the same grade pay. In other words, first financial upgradation (GP 1900) on completion of 10 years of regular service, second financial upgradation (GP 2000) on completion of 20 years of regular service or 10 years regular service from last promotion in GP 1900, whichever is earlier and third financial upgradation (GP 2400) on completion of 30 years of regular service or 10 years regular service from last promotion in GP Rs.2000, whichever is earlier.

3.2.4 The MACP Scheme and promotion norms given in **TABLE II** will run concurrently. After financial upgradation under MACP, their designation will be changed in accordance with Grade Pay granted.

3.2.5 The erstwhile (i) Helper (CM/T), (ii) Mali and (iii) Tradesman (CM/LS) will be re-designated as Work Assistant / Hospital Work Assistant at appropriate grade depending upon the MACP they have been granted. Similarly existing Technician A and Technician B, promoted from auxiliary category will be re-designated at appropriate grade depending upon the MACP they have been granted. **TABLE III** shows the applicability of MACP and subsequent change in the designation due to grant of MACP.

3.2.6. There may be possibility of completion of 10 / 20 / 30 years of regular service after 01/09/2008. In such cases financial upgradation may be granted under MACP and they may be re-designated accordingly.

3.2.7 In terms of order on MACP, wherever employee is directly eligible for MACP-II without getting any promotion or MACP-I on virtue of completion of 20 years of regular service, the pay fixation benefit will be granted twice i.e. for GP 1900 and for GP 2000. Similarly wherever employee is directly eligible for MACP-III without getting any promotions or MACP-I & MACP-II on virtue of completion of 30 years of regular service, the pay fixation benefit will be granted thrice i.e. for GP 1900, for GP 2000 and for GP 2400.

3.2.8 Further promotion will be in accordance with **TABLE II** or financial upgradation under MACP as per **TABLE III**, whichever is applicable earlier. The services for further promotion will be counted from the date of promotion or from the date of grant of financial upgradation under MACP whichever is applicable earlier subject to meeting the norms. A shortfall in length of service upto 3 months in the specified residency period in the grade (which is due to grant of MACP only) can be condoned, if the candidate is

eligible for promotion otherwise. In other words, those Work Assistants / Hospital Work Assistants granted financial upgradation under MACP between 1st July to 30th September of a particular year, will be eligible to count service from date of MACP to 30th June of the next year, as a complete one year even though service may be 9 months to 12 months.

3.2.9 Some illustrations for application of the norms as well as MACPS are given in Appendices I to V.

4. Guidelines for Change of track / promotion from Auxiliary to Technical Category

4.1 On Acquisition of Additional Qualification

4.1.1 Promotion / change of track on acquisition of additional qualification while in service from Work Assistant / Hospital Work Assistant to Technician category (i.e. Auxiliary to Technical category) has been introduced. Qualification to be considered as additional qualification and eligibility for promotion / track change is given in **TABLE IV**. ITI to be acquired, as AQ will be only in those disciplines as brought out in **TABLE V**.

4.1.2 Work Assistants / Hospital Work Assistants who already **POSSESSED and DECLARED** the qualification indicated as additional qualification in **TABLES IV and V** at the time of **their initial appointment**, will also be eligible to appear for Departmental Qualifying Examination to be conducted for additional qualification cases.

4.1.3 All those who acquire additional qualification will have to appear for departmental qualifying examination and those who obtain marks / percentile above a certain threshold would be considered for promotion / track change. Those who have scored less than the threshold would be given one more chance for appearing in the departmental qualifying examination. Successful candidates will have to appear for interview. Only one chance shall be given for appearing in the interview.

4.1.4 The candidates on acquiring additional qualification while in service, qualify in the DQE and subsequently clearing the interview will have to undergo induction training for the duration of 3 months.

4.1.5 In order to grant permission for acquiring additional qualification indicated in **TABLES IV and V**, the candidate must meet the criterion of minimum service period requirement of 5 years (including the probation period) with the performance of A3/VG and above for General candidates. In case of SC/ST candidates, the minimum service period requirement of 5 years (including the probation) with the combination of 3A3/3VG and 2B+/2G gradings and above.

4.1.6 The Auxiliary staff, who are allowed track change will be posted as under :

- (i) On acquiring HSC (Science) – As Plant Operator.
- (ii) On acquiring ITI – Any Division / BARC site where Technician's with ITI of specified trade are required.

4.2 Training Scheme

4.2.1 A training scheme has been introduced as an eligibility criteria for promotion / track change. The existing Attendants / Hospital Attendants (Redesignated as Work Assistants / Hospital Work Assistants) who were in service as on 01/01/2010 will be eligible for promotion / track change to Technician category as an additional opportunity.

- 4.2.2 Candidate must possess educational qualification, number of years of regular service and minimum ACR / APAR gradings as indicated in **TABLE VI** to become eligible for Training. Duration of the training will depend upon the educational qualification they possess.
- 4.2.3 All those who complete training will have to qualify in the skill test and interview. Only one chance shall be given for appearing in skill test / interview.
- 4.2.4 Auxiliary staff, who are allowed promotion / track change will be posted in accordance with their trade.
- 4.3 Candidates will be considered for promotion / track change as per the following criteria:
- (a) Work Assistant A / Hospital Work Assistant A will be considered for promotion to Technician A.
 - (b) Work Assistant B / Hospital Work Assistant B onwards will be placed in the equivalent technician grade. Further promotion in the technical category will be based on cumulative service rendered in the same grade pay after two years residency in the technical grade. e.g. Work Assistant C (GP 2000) will be placed in the Technician B (GP 2000) grade and for further promotion (i.e. T/B to T/C – MEP 3 yrs), cumulative service rendered under Work Assistant C (2 years as Work Assistant C) and Technician B (minimum 2 years residency is must) will be considered for promotion to grade Technician C on completion of 4 years, subject to meeting the norms.
- 4.4 Promotion / change of track from auxiliary category to technical category is on the basis of availability of vacancies as explained in para 5.

5. 20% Vacancies in Technical Category

- 5.1. Promotion / change of track on (i) acquisition of additional qualification while in service or (ii) completion of training, and subsequent clearing of Departmental Qualifying Examination / Skill Test & interview, may be considered for promotion from Work Assistant / Hospital Work Assistant to Technician category (i.e. Auxiliary to Technical category) on the basis of availability of vacancies. 20% of vacancies of Technical category in a particular year can be earmarked for accommodating persons, who have (i) acquired additional qualification, cleared DQE and interview or (ii) completed training, cleared Skill Test and interview.
- 5.2 Earmarked vacancies for track change in a particular year and not filled due to non-availability of the candidates acquiring AQ / completing training, will stand lapsed in that year and will not be carried forward.
- 5.3 Similarly in case of candidates eligible for promotion on acquisition of AQ/completion of training are more than 20% vacancies earmarked in a particular year, the promotion / track change will be allowed in accordance with their seniority. The remaining eligible candidates will be adjusted first in the next year 20% vacancies in the technical category.

6. Guidelines for promotion of SC / ST candidates

- 6.1 The relaxed norms for promotions should be applied in cases of SC / ST candidates as indicated in **TABLE VII**.

TABLE I - RECRUITMENT NORMS FOR THE POST OF WORK ASSISTANT AND HOSPITAL WORK ASSISTANT

Post	Educational Qualification	Age	(PB1) Grade Pay	Duties
Work Assistant 'A' (Agri/Lab/WS/Plant/CM)	Tenth Pass	Minimum 18 years Maximum 27 years	1800	<p>1. Cosmetic maintenance of laboratories and office buildings and surrounding areas including toilets, providing clean, neat and hygienic ambience in the area and miscellaneous office work.</p> <p>Cleaning and decontamination of plants / machinery, assistance in plants / workshops / stores and other utility areas. The duties may also involve working in round the clock shifts.</p> <p>2. Duties include developing the gardens by digging soil and planting of different plants; maintenance of gardens by sweeping, watering, weeding, mowing, manuring, pruning and propagating plants and flower arrangements.</p> <p>3. Agricultural operations including ploughing, harvesting, seed sorting / packing, pesticides and fertilizer treatment, bird watch, etc.</p> <p>4. Miscellaneous office work etc.</p>
Hospital Work Assistant 'A'	Tenth Pass	Minimum 18 years Maximum 27 years	1800	<p>Keeping hospital wards or dispensaries in hygienic condition. Helping the patients in sponging, changing, movement for diagnostic tests / treatment. Taking pathology samples to pathology department. Assisting nursing staff in bed making, serving food, taking / handing over articles, pantry articles etc., Bringing indents from Pharmacy, stores etc.</p>

Note :

1. There will be written examination and interview for recruiting Work Assistant 'A' and Hospital Work Assistant 'A'.
2. The selected candidates will have to undergo an induction programme for three months.

TABLE II - PROMOTION NORMS FOR WORK ASSISTANT / HOSPITAL WORK ASSISTANT W.E.F.01/07/2011

From Grade	To Grade	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS				
		5	6	7	8	9
Work Assistant A / Hospital Work Assistant A PB1 GP 1800	Work Assistant B / Hospital Work Assistant B PB1 GP 1900	OS / A1	OSVG / A2	VG / A3	G / B+	--
Work Assistant B / Hospital Work Assistant B PB1 GP 1900	Work Assistant C / Hospital Work Assistant C PB1 GP 2000	OS / A1	OSVG / A2	VG / A3	G / B+	--
Work Assistant C / Hospital Work Assistant C PB1 GP 2000	Senior Work Assistant A / Senior Hospital Work Assistant A PB1 GP 2400	OS / A1	OSVG / A2	VG / A3	G / B+	--
Senior Work Assistant A / Senior Hospital Work Assistant A PB1 GP 2400	Senior Work Assistant B / Senior Hospital Work Assistant B PB1 GP 2800	--	OS / A1	OSVG / A2	VG / A3	G / B+

Note :

1. All the posts mentioned in above Table are auxiliary posts.
2. (i) Helper A (CM / T), Mali A, Helper BC (CM / T) & Mali BC, (ii) Helper D (CM / T), Mali D, Tradesman A (CM / LS) and (iii) Tradesman B (CM / LS) stand re-designated as (i) Work Assistant 'A' / Hospital Work Assistant 'A', (ii) Work Assistant 'B' / Hospital Work Assistant 'B' and (iii) Work Assistant 'C' / Hospital Work Assistant 'C', respectively. The promotion of all the above categories will be regulated as per the above Table.
3. In case of existing Helper A (CM / T) / Mali A as on 31/12/2009, their services for further promotion from Work Assistant 'A' / Hospital Work Assistant 'A' to Work Assistant 'B' / Hospital Work Assistant 'B' will count from 01/01/2006.
4. In case of existing Helper BC (CM / T) / Mali BC promoted prior to 01/01/2006, their services for further promotion from Work Assistant 'A' / Hospital Work Assistant 'A' to Work Assistant 'B' / Hospital Work Assistant 'B' will count from the date of their promotion as Helper BC (CM / T) / Mali BC. Existing Helper BC (CM / T) / Mali BC promoted on or after 01/01/2006, their services for further promotion from Work Assistant 'A' / Hospital Work Assistant 'A' to Work Assistant 'B' / Hospital Work Assistant 'B' will count from 01/01/2006.
5. In case of existing Helper D (CM / T) / Mali D, their services for further promotion from Work Assistant 'B' / Hospital Work Assistant 'B' to Work Assistant 'C' / Hospital Work Assistant 'C' will count from the date of their promotion as Helper D (CM/T) / Mali D.
6. In case of existing T/A (CM / LS), their cumulative service rendered under Helper D (CM) / Mali D and T/A (CM / LS) will be taken into account for further promotion from Work Assistant 'B' / Hospital Work Assistant 'B' to Work Assistant C / Hospital Work Assistant 'C'.
7. While considering the case for promotion, ACR / APAR gradings pertaining to 4 annual Confidential Reports immediately preceding the date of proposal for promotion may be seen.

8. For the first promotion after recruitment, the date of promotion shall be with reference to the rationalized date of increment, which is July 1 as per the recommendation of Sixth CPC. However, a shortfall in length of service upto 6 months in the specified residency period in the grade for the first promotion can be condoned, if the candidate is eligible for promotion otherwise.

TABLE III – APPLICABILITY OF MACP AND CHANGE IN DESIGNATION THEREAFTER

Designation on or before 31/12/2009	<10 years service	10 years & < 20 years service (MACP-I) [GP 1900]		20 years & < 30 years service (MACP-II) [GP 2000]		≥30 years service (MACP-III) [GP 2400]	
	Designation w.e.f. 01/07/2011	Designation w.e.f. 01/09/2008	Designation w.e.f. 01/07/2011	Designation w.e.f. 01/09/2008	Designation w.e.f. 01/07/2011	Designation w.e.f. 01/09/2008	Designation w.e.f. 01/07/2011
Helper A (CM/T) / Mali A	Work Assistant A / Hospital Work Assistant A	Helper A (CM/T) / Mali A (MACP-I)	Work Assistant B / Hospital Work Assistant B	Helper A (CM/T) / Mali A (MACP-II)	Work Assistant C / Hospital Work Assistant C	Helper A (CM/T) / Mali A (MACP-III)	Sr. Work Assistant A / Sr. Hospital Work Assistant A
Helper BC (CM/T) / Mali BC		Helper BC (CM/T) / Mali BC (MACP-I)		Helper BC (CM/T) / Mali BC (MACP-II)		Helper BC (CM/T) / Mali BC (MACP-III)	
Helper D (CM/T) / Mali D	Work Assistant B / Hospital Work Assistant B	--	--	Helper D (CM/T) / Mali D (MACP-II)	Work Assistant C / Hospital Work Assistant C	Helper D (CM/T) / Mali D (MACP-III)	Sr. Work Assistant A / Sr. Hospital Work Assistant A
Tradesman A (CM/LS)		--	--	Tradesman A (CM/LS) (MACP-II)		Tradesman A (CM/LS) (MACP-III)	
Technician A promoted from Auxiliary category	Technician A w.e.f. 01/01/2009	--	--	Tradesman A (MACP-II)	Technician B w.e.f. 01/01/2009	Tradesman A (MACP-III)	Technician C w.e.f. 01/01/2009
Tradesman B (CM/LS)	--	--	--	--	--	Tradesman B (CM/LS) (MACP-III)	Sr. Work Assistant A / Sr. Hospital Work Assistant A
Technician B promoted from Auxiliary category	--	--	--	--	--	Tradesman B (MACP-III)	Technician C w.e.f. 01/01/2009

TABLE IV – PERMISSIBLE ADDITIONAL QUALIFICATION AND CRITERIA FOR ELIGIBILITY

Sl. No.	Additional Qualification	Minimum marks to be obtained in AQ as required by the Board / Institute	To be considered for promotion / track change to grade
1.	HSC	HSC in Science stream with a minimum 50% marks in aggregate and should have Physics, Chemistry and Maths subjects	Technician A or equivalent grade
2.	ITI	SSC with a minimum 50% marks in aggregate and should have Science and Maths subjects PLUS ITI from Government recognised institute	Technician A or equivalent grade

TABLE V - LIST OF DISCIPLINES IN ITI PERMITTED FOR ACQUIRING ADDITIONAL QUALIFICATION

Sl. No.	Disciplines
1.	Fitter
2.	Turner
3.	Miller
4.	Grinder
5.	Instrumentation
6.	Machinist
7.	Millwright
8.	Welder
9.	A/C Mechanic
10.	Sheet Metal Worker
11.	Diesel Mechanic
12.	Auto Mechanic
13.	Mason
14.	Plumber
15.	Painter
16.	Carpenter
17.	Glass Blower
18.	Ceramic Moulder
19.	Crane / Fork Lifter Operator
20.	Tractor Operator
21.	Electrical
22.	Electronics
23.	Optics
24.	Laboratory
25.	Chemical Plant Operator
26.	Library
27.	Book Binding
28.	Printer
29.	ECG Technician
30.	X-ray Technician
31.	Dental Technician
32.	Theatre Assistant

In addition to above, Diploma in Agriculture/ Horticulture (2 years) will be allowed to change over to Technical category.

TABLE VI – DURATION OF TRAINING AND ELIGIBILITY CRITERIA FOR PROMOTION / TRACK CHANGE

Sl. No.	Educational qualification Work Assistants / Hospital Work Assistants possess	No. of years of regular service	Duration of training	ACR / APAR grading for General candidates for preceding 4 years	ACR / APAR grading for SC/ST candidates for preceding 4 years
1	10 th Standard pass / matriculation and/or above	15 years	3 months	2A2/2A3 or above / 4VG or above	4A3 or above / 2VG2G or above
2	8 th Standard pass / 9 th Standard pass / 10 th Standard fail	20 years	6 months		
3	Below 8 th Standard pass	25 years	9 months		

TABLE VII – RELAXED PROMOTION NORMS FOR SC / ST CANDIDATES

For APAR gradings stipulated for General Candidates in Column No.2, relaxed norms as shown in Column No.3 should be applied for SC / ST candidates.

Sl. No.	Column 1	Column 2 Gradings for General Candidates (Gradings of last 4 years)	Column 3 Gradings for SC / ST Candidates (Gradings of last 4 years)
1.	All OS	All OS	2OS and 2VG
2.	OS / VG	2OS / 2VG	All VG
3.	All VG	All VG	2VG / 2G
4.	All A1	All A1	2A1 / 2A2
5.	All A2	All A2	2A2 / 2A3
6.	All A3	All A3	2A3 / 2B+

OS – Outstanding, VG – Very Good, G – Good.

Note: Those candidates with gradings less than 'G / B+' gradings should not be considered eligible for promotion. Hence no guidelines are prescribed for those candidates with less than 'G / B+' Gradings