

**GOVERNMENT OF INDIA
DEPARTMENT OF ATOMIC ENERGY**

**GUIDELINES FOR SCREENING OF
PROMOTION PROPOSALS OF PERSONNEL IN
SCIENTIFIC AND TECHNICAL GRADES**

**BHABHA ATOMIC RESEARCH CENTRE
JULY - 2022**

Government of India
BHABHA ATOMIC RESEARCH CENTRE
TC&TSC Secretariat

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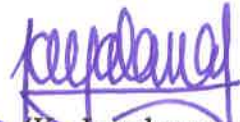
Sub: Guidelines for screening of promotion proposals of personnel in Scientific and Technical grades upto SO/E and equivalent.

The guidelines for screening of promotion proposals of personnel in Scientific and Technical grades upto SO(E) and equivalent were last revised vide Ref. No. TC/1(52)/89/2011/56035 dated June 9, 2011.

There have been several clarifications, as well as amendments, with regard to promotions norms since last revision. Further, Seventh Central Pay Commission (7th CPC) came into effect from 01.01.2016.

Consequently, Norms Committee after deliberations has comprehensively reviewed the promotion norms of scientific and technical personnel governed by Merit Promotion Scheme. The Committee while reviewing the norms has also examined representations received from various units, employees' union and associations. The revised guidelines for promotion framed by Norms Committee were further deliberated in TC meetings. The final revised guidelines concurred by TC in its meeting no: 2229 held on 28/09/2021 has been approved by Secretary, DAE.

The approved revised guidelines will be effective for promotion of all the Scientific and Technical grades upto and including the grade SO/E and equivalent with effect from **July 1, 2022**.


(K. Jayakumar)
Secretary, TC/TSC

Director's Office, BARC
Director of Groups/Controller, BARC
Associate Directors of Groups/IFA, BARC
Heads of Divisions/Sections, BARC
Heads of Units (BARC, IGCAR, RRCAT, VECC, AMD, AERB, HWB,
NFC, BRIT, NRB, DCSEM, GSO(K), BARCF(K),
RMP, GCNEP, BARC(V))

- Copy to: 1. Chairman's Office, AEC.
2. Joint Secretary (A&A), DAE.
3. Joint Secretary (R&D), DAE.
4. CMD, NPCIL/BHAVINI

**Government of India
Department of Atomic Energy
Bhabha Atomic Research Centre**

Guidelines for screening of promotion proposals of scientific and technical personnel upto grade SO(E) and equivalent

1. Background

- 1.1 The promotion of all scientific and technical personnel of DAE is based on merit. The merit based career progression process, called Merit Promotion Scheme (MPS) is implemented through a well-established mechanism of minimum residency requirements, performance assessment, screening, review and evaluation.
- 1.2 The guidelines for screening of promotion proposals of personnel in scientific and technical grades up to SO(E) and equivalent were last approved by Secretary, DAE in 2011.
- 1.3 Since then Trombay Council has issued several clarifications with regard to promotions norms. Further, Seventh Central Pay Commission (7th CPC) came to effect from 01.01.2016. Accordingly, the norms have been examined and suitably modified for the promotion of scientific / technical personnel governed by Merit Promotion Scheme.

2. General Guidelines

- 2.1 All cases other than those covered under Section-2.2 shall be considered for promotion to the next higher applicable grade.
- 2.2 The cases of personnel acquiring Additional Qualification (AQ) while in service shall be examined as per guidelines mentioned in Section-3 of this document.
- 2.3 Consideration of number of APAR gradings for eligibility for promotion - Criteria

In the tables of guidelines, APAR gradings pertain to four annual reports immediately preceding the date of proposal for promotion. Wherever gradings for only 2 or 3 years are indicated in the tables, the gradings refer to the preceding two or three years. Wherever alternate gradings, e.g. A1A2 is indicated in the tables; at least two of the gradings in previous four years should be the higher of the alternate gradings prescribed. In the cases, where alternate gradings have been indicated for three years residency period, any two of the gradings in the previous three years should be the higher of the alternate gradings prescribed. The officials with gradings less than the lowest mentioned in the tables should not be considered eligible for promotion to the higher grade. Hence, no guidelines are proposed for those with less than the gradings indicated in the tables.

2.4 Consideration of special cases

The cases which do not fulfill the prescribed guidelines but are still considered deserving for being put up for promotion, shall be treated as special cases. All special cases shall have to be cleared by the respective Group Boards and the Trombay Council / Apex Body of the Institute / Centre / Unit. For cases, where the norms are met, but which are not considered for being put up for promotion, the reasons for not considering for promotion shall be put up (in writing) to the respective Group Boards in BARC and equivalent bodies in other Institutes / Centres / Units.

2.5 Minimum Eligibility Period

The minimum number of years to be completed in the lower grade for considering promotion to the next higher grade with stipulated APAR gradings is mentioned in Tables I to X and F-I to F- V.

2.6 Shortfall in Residency Period

2.6.1: A shortfall in length of service up to 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.

2.6.2: A condonation of maximum 92 days shortfall in the residency period for further promotions to official those who could not assume the charge of present grade on 1st July due to their being on various kind of leaves. This condition is not applicable to those officials who are either on deputation or on EOL out of country which will be treated as per section 2.13 and 2.14.

2.7 Rationalized date of promotion

Promotion to all eligible cases will take effect from 1st July.

2.8 Retrospective promotion

As the Merit Promotion Scheme ensures the evaluation of performance and knowledge of the candidate in a particular year, retrospective promotion is not envisaged under this scheme. However, for completing the promotion related requirements and administrative procedures, the interviews/ peer reviews of a year may take place after the rationalized date of promotion.

2.9 Consideration of weightage for advance increments

In cases of officials recruited directly and given advance increments (maximum 4 increments permitted) based on their performance and special qualification / experience at the time of initial appointment, a weightage against advance increments may be given in terms of residency period for first promotion only, provided the Chairman of the Selection Committee has clearly recorded in the minutes that these additional increments will count for promotion to the next higher grade or not. Officials awarded 2 or 3 advance increments will be eligible for a weightage of 1 year and those awarded 4 advance increments will be eligible for a

weightage of 2 years. No weightage should be given where only 1 advance increment is awarded.

Notwithstanding such weightage, the officials must put in a minimum 2 years of service in the Department, before being considered for the first promotion.

The above weightage rule will also be applicable to the officials recruited through KSKRA scheme. But this rule shall not apply to the officials recruited through BARC Training School (OCES and DGFS) or other Training Schemes in DAE, such as Category-I and Category-II Stipendiary Training Schemes.

2.10 Officials who are on probation / extended probation shall not be considered for promotion.

2.11 Forwarding of applications for outside employment and treatment of such cases for promotion.

Four applications for outside employment including Units within the administrative control of DAE in respect of Scientific and Technical personnel of the Department can be forwarded during a calendar year. Out of four applications, maximum two applications for appointment in outside DAE Units may be allowed.

Applications of newly appointed personnel will not be forwarded for one year from the date of appointment.

Applications will not be forwarded from persons who are under bond obligation to serve the Department.

In exceptional cases, if the employee under bond obligation desires to leave the Department, the permission may be granted if the bond amount is paid with interest, if any, to the department.

Scientific personnel:

1. The incumbent whose application is forwarded to outside organization will become ineligible for promotion for a period of one year from the date of application.
2. Those who are promoted to higher grades, applications will not be forwarded to outside organization for one year from the date of promotion.

Technical personnel:

The employee on promotion to higher posts will not be eligible to forward his/her applications for outside employment for a period of two years from the date of promotion.

2.12. Cadre of Technical Officer (TO)

The promotion norms for "Technical Officer (TO)" were introduced in 2009. Technical Officers are those officers who,

- (a) are recruited to the post of TO directly as per Recruitment Norms
- (b) having acquired the prescribed relevant qualification with the approval of competent authority during the course of their service and have been adjudged to be suitable for track change for the post of "Technical Officer" as per the procedure described in Section-3.

2.13 Promotion of officials on deputation or on EOL out of India

Whenever an official is found suitable for being put up for promotion with effect from a particular date, but the official is out of India on deputation or on EOL for higher studies/post-doctoral research work, that has been approved by the Trombay Council or the respective Council/Apex Body of the Centre/Institute/Unit, during the period when the Standing Selection Committee concerned holds the interviews, the official may be considered for promotion, in normal course, in the subsequent year on return to India. During the interview, the Standing Selection Committee should assess, based on performance, whether the candidate could have been promoted with effect from the previous year, when he was on deputation out of India. If the finding in this regard is positive, Standing Selection Committee may decide the date of effect of the notional promotion, only for the purpose of counting the Residency Period for the next level of promotion of the Officer. A note to this effect shall be put up by the Chairperson of the relevant Standing Selection Committee to Director, BARC or to the Director or Chief Executive of the respective Institute/Centre/Unit for approval and thereafter this fact will be recorded in the person's APAR dossier. The official may then be considered for next promotion, as if he/she was promoted to the existing grade with effect from the date recorded in the note.

If however, an official while on EOL has been screened for interview and he/she wants to appear for interview at his/her own expense, he/she will be allowed to do so with the condition that the promotion will be effective from the date of the promotion proposal. The promotion will be notional in nature and will be considered only for the purpose of counting the Residency Period for the next level of promotion of the Officer. The actual monetary benefit will be effective from the date he/she assumes charge after availing the EOL. The official may then be considered for next promotion, as if he/she was promoted to the existing grade with effect from the date recorded in the note.

2.14 Promotion of officials on deputation or EOL within India

The Scientific and Technical officials of this department, with the approval of department, may be applying for deputation to other departments/ EOL for post-doctoral research work within India during their service period. This may be based on their own interest or on departmental interest.

While forwarding such cases, the Group Board has to consider the nature of work/research to be undertaken by the official during the deputation/EOL for post-doctoral research work and its relevance to the mandate of the department and specific recommendation should be made by the Group Board for considering / not considering the above period for counting as residency period for future promotion. A copy of the recommendation should be invariably kept in the APAR dossier of the official. As regards other Units of DAE, the case has to be scrutinized by the Unit Level Apex committee.

2.15 Promotion of officials while on other kinds of leave

Officials availing leave of any kind for 181 days or more in an APAR year, that year along with APAR grading will not be counted for residency period for considering promotion benefits.

However, maternity leave and child care leave availed along with maternity leave upto one year will be treated as duty. When one or more APARs have not been written/assessed during this period, screening committee should consider the APAR of the years preceding the period in question.

3. Consideration of Additional Qualification (AQ) cases – Criteria & Procedure

- 3.1 Change of track from Scientific Assistant to Technical Officer or from Technician to Scientific Assistant or Technical Officer while in service will be considered only on acquiring stipulated Additional Qualification (AQ) with minimum 60% of marks.

The guidelines issued for granting permission to pursue additional qualification for consideration of track-change vide TC note no: 30/(1)/2015-TC/45916 dated 08/04/2015 are given in **Annexure - V**.

- 3.2 The officials in the grade of Scientific Assistant, who have acquired the prescribed qualification with the approval of competent authority during the course of their service, may be considered for track change to Technical Officer.
- 3.3 The officials in the grade of Technician, who have acquired additional qualification of B.Sc. / Diploma in Engineering during the course of their service with the approval of competent authority, may be considered for track change to the grade of Scientific Assistant. The officials in the grade of Technician, who have acquired additional qualification of M.Sc., BE / B.Tech / AMIE or equivalent, may also be considered for track change to the grade of Technical Officer provided they have B.Sc / Diploma qualification before their grant of permission to acquire M.Sc / Degree in Engineering disciplines and such cases shall be considered as special cases as per the procedure under Section -2.4.
- 3.4 Following will be the criteria for accepting AQ for consideration of cases of officials for track change

S.No.	Additional Qualification	To be considered for track-change to grade
(i)	B.Sc.	SA/B
(ii)	Diploma in Engg.	SA/B
(iii)	M.Sc.	TO/C
(iv)	BE/ B.Tech/ AMIE/ AMIA/ AMIChE/ AMIW/IETE/ AMIIM/IEEE	TO/C
(v)	M.Tech	TO/C
(vi)	PhD	TO/C

Officials who acquire M.Lib & NET qualification or have seven years of service after acquiring M.Lib with departmental permission may be treated at par with candidates having M.Sc. degree.

3.5 Technicians/Scientific Assistants joined the service with over qualifications.

Cat-I and Cat-II candidates who are already over-qualified at the time of applying for the post or acquired the higher qualification before the commencement of CAT-I, CAT-II Training / before joining the Department in case of direct recruitment, in disciplines identified by the Department for Track change Scheme with not less than 60% marks will not be considered for the purpose of AQ based track change before the specified period while in service as under:

a)	B.Sc./Diploma in Engineering	06 years
b)	B. Tech/AMIE/M.Sc.	08 years
c)	M. Tech/Ph.D	10 years.

The above guidelines for considering the over qualification of CAT-I and CAT-II candidates was issued on 19/10/2011. Subsequently, clarification issued in this regard vide note no: 30/NC-2(Action)/2019-TC/59582 dated 08/06/2020 is annexed (Annexure – III).

- 3.6 All those officials, who acquire additional qualification as per the laid down criteria will have to appear in the Scientific & Technical Proficiency Test (STPT) to be eligible for their consideration of track change. The officials, who score 60 % or more marks in STPT, will become eligible for consideration by the specially constituted committee for track-change as per the norms and the qualification they have acquired. Those who score less than 60 % marks in STPT will have one more chance for appearing in STPT. Two chances in three years (for GEN/OBC) and three chances in five years (for SC/ST) for qualifying in STPT must be availed immediately after acquiring AQ.
- 3.7 The officials who acquire AQ and qualify in STPT, shall be put up for track change interview, subject to their APAR grading of A2 or above during the immediate past 3 years. In case the official does not meet this criterion and cannot be put up for track change, he/she can be put up only on acquiring 3A2 grading in subsequent years. Only one chance shall be given for appearing in the interview.
- 3.8 Track-change of the candidate to scientific assistant or technical officer category will be considered by specially constituted committees. These committees will assess the candidate for the academic suitability for the track-change being considered.
- 3.9 The officials can be track changed to grade TO(C) or higher Technical Officer grade depending on their present grade. In the case of Technicians, track-change will be considered for grade of SA (B) or higher grade depending on their present grade.
- 3.10 Officials who appeared for track-change interview and are found 'Not found fit' for track-change, shall be considered for further promotions in the normal course only as per applicable guidelines, without the benefit of their additional qualification.
- 3.11 When an official acquires AQ, qualifies STPT and is also eligible for promotion in normal course to the next higher grade (NHG), he/she should be interviewed for promotion to NHG first. Subsequently he/she shall be interviewed by the specially constituted committee for track-change to SA/TO category. In case the track-

change interview happens first, the outcome of the interview will be kept in abeyance and acted upon after the outcome of the normal promotion interview.

- 3.12 Those officials who scored less than 60% marks in AQ as per Table under Section-3.4 and were not eligible for appearing in STPT, or also those who have not cleared STPT in two chances/three chances (as the case may be), or those who after clearing STPT were found *Not found fit* by the Committee and thus have not got the benefit of AQ, may be given an additional opportunity for track change, as per Section-3.6 on acquiring further additional qualification subsequently, with at least 60% marks. However, such cases will be treated as special cases as per Section-2.4.
- 3.13 Those officials, who join the department in the grade of SO/TO will not be eligible for any benefit of AQ.
- 3.14 On track change based on AQ, the placement of the officials will be decided as per the requirement of the organization.

4. Change of track from Technicians to Foreman grades

Deserving officials in grades Technician (D, F, G, H, H1 and J) can be considered for promotion to supervisory grades, Asst. Foreman, Foreman A, B, B1, C and D respectively. Specific recommendation for change over to the equivalent supervisory grade, (e.g. Technician 'F' to Foreman 'A') should be made by the concerned Division when the case is put up for promotion. Existing criteria for promotion to supervisory grades will apply, namely, work record of the candidate and capability of the candidate to work in supervisory capacity, as judged by the Standing Selection Committee during the interview. The Selection Committee can recommend for promotion of the official either to supervisory grade or NHG in Technician grade depending on the proposal, or may consider the case as deferred.

5. Procedure for review of promotion cases

- 5.1 Promotion of Scientific and Technical candidates in DAE is based purely on merit. A three step process is adopted for this purpose. The performance of the individual is assessed, reviewed and recorded in the Annual Performance Appraisal Report (APAR). For this purpose, assessment by all supervisors under whom the individual has been assigned to work during the year is obtained. A duly constituted screening committee which also includes competent members outside the hierarchy and who can bring in peer professional assessment of the individual, considers all cases that are eligible for promotion as on the rationalized date and makes recommendation for consideration of the candidates for being interviewed or peer reviewed as the case may be, by the selection committee or otherwise. Such an assessment is based on various factors such as grading in APARs, assessment of skills and recommendation of the Division / Group in which the official is working, impact of scientific and technological accomplishments on DAE programme, assessment by the peers, special attributes towards guiding scientific and technological activities, leadership qualities, productivity, interpersonal relationship, etc. that are relevant to the individual case. The screening committee also brings out deserving special cases, if any, which need considerations as special cases for approval of the competent authority. Cases that could not be recommended in a particular year are considered again next year depending on grading in APARs.

5.2 Duly constituted Standing Selection Committees, interview/peer review those candidates who are recommended by the screening committee. The Standing Selection Committee after assessing the candidate in the interview/peer review, record their recommendation as;

- (a) "Fit for promotion to Grade _____ with effect from _____" or
- (b) "Fit for promotion to Grade _____ after one year ie., with effect from _____"

If the Selection committee finds that the candidate is not fit for promotion with effect from the recommended date of the current year, but is of the opinion that he/she will be fit for promotion after one year ie., next rationalized date of promotion, without appearing for interview subjected to the following conditions:

- i) APAR grading shall be such that the candidate shall meet the norms for the residency period as on the recommended date of promotion. Screening Committee concerned shall certify that the candidate is meeting the norms on the recommended date of promotion and based on the recommendations of the Screening Committee, Recruitment Section concerned shall obtain the approval of the Competent Authority.
 - ii) In case the candidate is not meeting the norms for the residency period as on the recommended date of promotion, his/her case shall be screened out in that year and his/her case shall be considered for promotion next year subject to meeting the norms, in which case he/she is required to appear again for the interview or considered for peer review process, as the case may be, or
- (c) "Not found fit yet".

The case of the candidate, subject to meeting the norms, will be screened again and put up for interview or considered for peer review process, as the case may be, in the next year.

In the case of candidates "Not found fit yet" (deferred) twice or more times by the Selection Committee, their promotion cases shall be put up after lapse of a two-year cooling period after each deferment as per illustration below:

First deferment by the Selection Committee on 1 – 7 – 2015: case can be put up next year ie., 1 – 7 – 2016

Second deferment by the Selection Committee on 1 – 7 – 2016: case can be put up after two years ie., 1 – 7 – 2018

Third deferment by the Selection Committee on 1 – 7 – 2018: case can be put up after two years ie., 1 – 7 – 2020 and so on.

The above system of cooling period will not be applicable for peer review cases.

5.3 Absent in interview or peer review process

In case employees absent from promotion process such as interview or peer review process will be treated as 'deemed to have been deferred'.

6. Peer review of promotion cases

The promotion from the grade SO/TO(C) to SO/TO(D) and from SO/TO(E) to SO/TO(F) will be considered through peer review process or any other process decided by the department.

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**TABLE IA : PROMOTION NORMS FOR OFFICIALS IN THE CATEGORY OF SCIENTIFIC OFFICERS : M.Sc / M.Pharm/
ENGINEERS / MEDICAL DOCTORS**

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD (IN YEARS AND APAR GRADINGS)								
		2	3	4	5	6	7	8	9	
1	(a) Scientists and Engineers through OCES/DGFS of Training School; (b) Medical doctors (MBBS/BDS) (c) Veterinary doctors (B.VSc&AH)									
1.1	SO(C) Level 10	SO(D) Level 11	A1	A2	2A2 2A3	A3	B+			
1.2	SO(D) Level 11	SO(E) Level 12								
1.2.1	(a) Scientists and Engineers through OCES of Training School; (b) PhD/KSKRA recruits; (c) MBBS/BDS Medical doctors (d) Veterinary doctors (B.VSc & AH or M.VSc)			A1	A2	2A2 2A3	A3	B+		
1.2.2	(a) DGFS Engineers (b) Medical Doctors with P.G. Degree		A1	2A1 2A2	A2	2A2 2A3	A3	B+		
2*	Engineers, Science PG degree holders recruited directly and those who track changed to SO grade with Science PG/Engineering degree.									
2.1	SO(C) Level 10	SO(D) Level 11	-	A1	A2	2A2 2A3	A3	B+		
2.2	SO(D) Level 11	SO(E) Level 12				A1	A2	2A2 2A3	A3	B+

Note

1. M.Tech holders (appointed with M.Tech or acquired M.Tech after joining) are governed by Sr Nos 2.1 and 2.2
2. *Existing officers promoted/recruited prior to 31/12/2008.
3. The officers in the grade of SO(SB), if any, will be considered for promotion as per the criteria given Sr No 1 of Table IB.

TABLE IB : PROMOTION NORMS FOR OFFICIALS IN THE CATEGORY OF TECHNICAL OFFICERS WITH M.SC / M.PHARM / ENGINEERING DEGREE AND OFFICERS TRACK-CHANGED TO TECHNICAL OFFICER GRADE.

FROM GRADE		TO GRADE	MINIMUM ELIGIBILITY PERIOD (IN YEARS AND APAR GRADINGS)						
			3	4	5	6	7	8	9
1	TO(B) Level 8	TO(C) Level 10	A1	A2	2A2 2A3	A3	B+		
2	TO(C) Level 10	TO(D) Level 11	A1	A2	2A2 2A3	A3	B+		
3	TO(D) Level 11	TO(E) Level 12	-	-	A1	A2	2A2 2A3	A3	B+

Note:

1. The officers track changed from one grade (Scientific Assistant) to another grade (Technical Officer) in the same Pay Level by virtue of acquisition of AQ, will be considered for the promotion to the next higher grade by considering the combined service in the specific Pay Level. The details are given in Annexure – IV.
2. Regarding guidelines for track change/ promotion based on AQ, refer Section-3.

Table: 1C:

PROMOTION NORMS FOR TECHNICAL OFFICERS, APPOINTED WITH POST GRADUATION IN DISCIPLINES OTHER THAN SCIENCE. (SOCIAL WELFARE, FOREIGN LANGUAGE, JOURNALISM AND OTHER SIMILAR DISCIPLINES DECIDED BY THE DEPARTMENT FROM TIME TO TIME)

S No	From Grade	To Grade	MINIMUM ELIGIBILITY PERIOD (IN YEARS AND APAR GRADINGS)					
			4	5	6	7	8	9
1	TO(B) Level 8	TO(C) Level 10	A1	A2	2A2 2A3	A3	B+	
2	TO(C) Level 10	TO(D) Level 11	A1	A2	2A2 2A3	A3	B+	
3	TO(D) Level 11	TO(E) Level 12	-	A1	A2	2A2 2A3	A3	B+

Note:

1. Their further promotions for higher grades (in Technical Officer F and G grade) will be considered by adding 2 (Two) years along with the norms applicable to Training School Officers issued on yearly basis.
2. Existing officers having above mentioned qualifications/disciplines, their promotion will be governed by the above table.

TABLE II : PROMOTION NORMS FOR DIPLOMA HOLDERS IN ENGINEERING / B.Sc. / B.Pharm / M.Lib.Sc. – SCIENTIFIC OFFICER CADRE

SR. NO	FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD (IN YEARS AND APAR GRADINGS)					
			5	6	7	8	9	10
1	SO(C) Level 10	SO(D) Level 11	A1	A2	2A2 2A3	A3	B+	
2	SO(D) Level 11	SO(E) Level 12	-	A1	A2	2A2 2A3	A3	B+

Notes:

- The above guidelines are applicable only to those Scientific Officers (B.Sc. / Diploma in Engineering) who were in Scientific Officer grades prior to 31.12.2008.
- Officers who have been promoted to SO(C) through normal promotion route and have subsequently acquired AQ, their higher qualification will be taken into account for SO/C to SO/D promotion as per the following table.

(i) AQ acquired during the grade of SO/C grade

Sl. No	Acquisition of Additional qualification such as B.E., B.Tech, AMIE, AMIA or MSc in stipulated disciplines	From grade	To grade	Number of years after AQ and APAR grading				
				2	3	4	5	6
1	Within ≤ 6 months from promotion as SO/C	SO/C	SO/D	As per 2.1 of Table IA				
2	From >6 months to ≤1½ from promotion as SO/C			--	A1	A2	2A2 2A3	A3
3	From >1½ to ≤2½ from promotion as SO/C			A1	A2	2A2 2A3	A3	
4	After 2½ years from promotion as SO/C			As per Table-II				

(ii) AQ acquired during the grade of SO/D or above.

The benefit of additional qualification acquired during the grade SO/D and above will be considered on completion of the minimum residency period with respect to his APAR grading in the grade after acquiring additional qualification.

3. With effect from 01/01/2009, additional qualifications acquired in stipulated disciplines with **60% or above marks will only** be considered for the above benefit.
4. If an official acquires Ph.D. by research in Disciplines/Subjects relevant to the Department may be treated according to guidelines applicable to the officials with MSc degree in relevant cases. Officials who acquire M.Lib & NET qualification or have seven years of service after acquiring M.Lib with departmental permission may be treated **at par** with candidates having M.Sc. degree.

TABLE III: PROMOTION NORMS FOR DIPLOMA HOLDERS IN ENGINEERING / B.Sc./ B.Pharm /B.Lib.Sc. – TECHNICAL CADRE.

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD (IN YEARS AND APAR GRADINGS)						
		4	5	6	7	8	9	10
SA (B) Level 6	SA (C) Level 7	A1	A2	2A2 2A3	A3	B+	-	
with qualifications as per the title of this table								
SA (C) Level 7	SA (D) Level 8	A1	A2	2A2 2A3	A3	B+	-	
SA/Cs to be recruited under stipendiary training scheme Cat.I (Two year training imparted by DAE)								
SA (D) Level 8	SA (D1)* Level 9	A1	A2	2A2 2A3	A3	B+		
SA (D1) Level 9	SA (E) Level 10	A1	A2	2A2 2A3	A3	B+		
SA (E) Level 10	SA (F) Level 11	-	A1	A2	2A2 2A3	A3	B+	
SA (F) Level 11	SA (G) Level 12	-	-	A1	A2	2A2 2A3	A3	B+
SA (G) Level 12	SA (H) * Level 13	Guidelines will be issued on yearly basis						

* New grades introduced w.e.f. 01/07/2022.

Notes:

1. The officials who have been track changed from Scientific Assistant to Technical Officer in the same Pay Level by virtue of acquisition of AQ, will be considered for the promotion to the next Pay Level by considering the combined service in the specific Pay Level. Details are given in Annexure IV.
2. Officials who are not Diploma holders in Engineering or Graduates in Science and who are presently in the Scientific Assistant (SA) grades can be considered for promotion as per the Table VI, applying equivalence of Pay levels of FM and SA.

TABLE IV: PROMOTION NORMS FOR SUPERVISORS WHO ARE NOT DIPLOMA HOLDERS IN ENGINEERING OR DEGREE HOLDERS IN SCIENCE.

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD (IN YEARS AND APAR GRADINGS)					
		4	5	6	7	8	9
Asst. Foreman Level 6	Foreman A Level 7	-	A1	A2	2A2 2A3	A3	B+
Foreman A Level 7	Foreman B Level 8	A1	A2	2A2 2A3	A3	B+	
Foreman B Level 8	Foreman B1* Level 9	A1	A2	2A2 2A3	A3	B+	
Foreman B1 Level 9	Foreman C Level 10	A1	A2	2A2 2A3	A3	B+	
Foreman C Level 10	Foreman D Level 11	-	A1	A2	2A2 2A3	A3	B+
Foreman D Level 11	Foreman E Level 12	-	-	A1	A2	2A2 2A3	A3

* New grade introduced w.e.f. 01/07/2022.

Notes:

1. Trade test is not required for promotion to any grade in this table.

TABLE V: PROMOTION NORMS FOR DRAWING OFFICE TRADES

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD (IN YEARS AND APAR GRADINGS)						
		3	4	5	6	7	8	9
Technician D (Drg.) Level 5	D'man B Level 6	A1	A2	2A2 2A3	A3	B+	-	
D'man A / B1# Level 6	D'man C Level 7	-	-	A1	A2	2A2 2A3	A3	B+
D'man B Level 6	D'man C Level 7	-	-	A1	A2	2A2 2A3	A3	B+
D'man C Level 7	D'man D Level 8	-	A1	A2	2A2 2A3	A3	B+	
D'man D Level 8	D'man D1* Level 9	-	A1	A2	2A2 2A3	A3	B+	
D'man D1 Level 9	D'man E Level 10	-	A1	A2	2A2 2A3	A3	B+	
D'man E Level 10	Tech. Supervisor A (Drg.) Level 11	-	-	A1	A2	2A2 2A3	A3	B+
Tech. Supervisor A (Drg.) Level 11	Tech. Supervisor B (Drg.) Level 12	-	-	-	A1	A2	2A2 2A3	A3

The above Table is applicable only for the persons who were recruited prior to June 2009. * New grade introduced w.e.f. 01/07/2022.

Notes:

- 1 Trade test is required for promotion upto grade D'man D inclusive. Should qualify the trade test with 50% marks and above.
2. Change of track from Draftsmen grades to Scientific Assistant grades is not permitted without acquiring AQ. The officials who have been track changed from Technician/Draftsman to Scientific Assistant in the same Pay Level by virtue of acquisition of AQ, will be considered for the promotion to the next grade pay by taking into account of the combined service in the specific Pay Level. The details are given in Annexure IV.
- 3#. The D'man A and D'man B grades are merged. Hence all D'man A have been redesignated as D'man 'B1' w.e.f. 1.1.2009. The promotion of present D'man A (D'man B1) to D'man C will be regulated as per the norms in the Table above.
4. For consideration of promotion of D'man B to D'man C, the cumulative service in the grade of D'man A (D'man B1) and D'man B may be considered.
5. In case of those Tech D (Drg), who have been promoted from Tech D (Drg) to D'man B during 2009, 2010 and 2011, their cases for promotion to D'man C will be considered in manner similar to that given under Footnote 7 of Table VI.

TABLE VI: PROMOTION NORMS FOR TECHNICIANS, SENIOR TECHNICIANS AND TECHNICAL SUPERVISORS

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD (IN YEARS AND APAR GRADINGS)						
		3	4	5	6	7	8	9
Tech A Level 2	Tech B Level 3	A1	A2	2A2 2A3	A3	B+	-	
Tech B Level 3	Tech C Level 4	A1	A2	2A2 2A3	A3	B+	-	
Tech C Level 4	Tech D Level 5	A1	A2	2A2 2A3	A3	B+	-	
Tech D Level 5	Tech F Level 6	A1	A2	2A2 2A3	A3	B+	-	
Tech F1 # Level 6	Tech G Level 7	-	-	A1	A2	2A2 2A3	A3	B+
Tech F Level 6	Tech G Level 7	-	-	A1	A2	2A2 2A3	A3	B+
Tech G Level 7	Sr.Tech H Level 8	-	A1	A2	2A2 2A3	A3	B+	
Sr.Tech H Level 8	Sr.Tech H1* Level 9	-	A1	A2	2A2 2A3	A3	B+	
Sr.Tech H1 Level 9	Sr.Tech J Level 10	-	A1	A2	2A2 2A3	A3	B+	
Sr. Tech J Level 10	Tech. Supervisor A Level 11	-	-	A1	A2	2A2 2A3	A3	B+
Tech. Supervisor A Level 11	Tech. Supervisor B Level 12	-	-	-	A1	A2	2A2 2A3	A3

* New grade introduced w.e.f. 01/07/2022.

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Notes:

1. #Tradesman 'E' and Tradesman 'F' are merged. Tradesman 'E' have been re-designated as Technician 'F1' w.e.f. 1.1.2009. The promotion of those who were Tradesman 'E' prior to 1.1.2009 will be regulated as per the Table above.
2. Trade test is necessary for promotion to all grades upto Technician 'G' inclusive. Should qualify the trade test with 50% marks and above.
3. Regarding guidelines for track change on acquiring AQ, refer to Section-3.
4. Full weightage should be given for the training period of 2 years for the first promotion after absorption in respect of those category-II trainees, who are appointed in the grade of Tech. B only. (i.e. for promotion from Technician 'B' to Technician 'C'.) The following guidelines for promotion will apply.

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD (IN YEARS AND APAR GRADINGS)		
		2	3	4
Tech B Level 3	Tech C Level 4	A2	A3	B+

Their further promotions will be governed by Table VI

5. Change of Track is also applicable as follows (in normal course of promotion):

Sr.No.	FROM	TO
1)	Tech D Level 5	Asstt. Foreman Level 6
2)	Tech F Level 6	Foreman A Level 7
3)	Tech G Level 7	Foreman B Level 8

And so on

...../-

6. For consideration of the promotion of Technician 'F' to Technician 'G', the cumulative service in the grade of Technician F1 & Technician 'F' may be considered.
7. In case of those Tech F who have been promoted from Tech D to Tech F during 2009, 2010 and 2011, the total time period in the grade Tech D and Tech F will be taken into account as per Table VI while considering their cases for promotion to Tech G, i.e. 8 years for A1, 9 years for A1 A2, 10 years for A2, 11 years for A2 A3, 12 years for A3, 13 years for A3 B+ and 14 years for B+ gradings.

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TABLE VII: PROMOTION NORMS FOR (A) COSMETIC MAINTENANCE SUPERVISORS WITH SSC + 1 Year SANITARY INSPECTOR'S COURSE (B) CATERING SUPERVISORS WITH SSC + ½ Year CATERING CERTIFICATE

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD (IN YEARS AND APAR GRADINGS)				
		6	7	8	9	10
*Supervisor A / B1 (CM) / SA 'A' / BI (CAT) Level 6	Supervisor C (CM) / SA 'C' (CAT) Level 7	A1	A2	2A2 2A3	A3	B+
Supervisor B (CM)/ SA 'B' (CAT.) Level 6	Supervisor C (CM) / SA 'C' (CAT.) Level 7	A1	A2	2A2 2A3	A3	B+
Supervisor C (CM) / SA 'C' (CAT.) Level 7	Supervisor D (CM) / SA 'D' (CAT.) Level 8	A1	A2	2A2 2A3	A3	B+

Notes:

- 1. The above posts are treated as Auxiliary posts w.e.f. November 1997. The above Table is applicable only for the persons who were recruited prior to November 1997.**
- *Supervisor 'A' (CM) / SA 'A' (CAT) have been re-designated as Supervisor 'B1' (CM) / SA 'B1' (CAT) w.e.f. 1.1.2009. The promotion of Supervisor 'A' (CM) / SA 'A' (CAT) prior to 1.1.2009 would be regulated as per the norms in the Table above.
- For promotion beyond Supervisor 'D' (CM) / SA (D) (Catering), the Table IV may be utilized by applying equivalence of Pay levels of these categories and FM grades.
- For consideration of promotion of Supervisor 'B' (CM) to Supervisor 'C' (CM), the cumulative service in the grade Supervisor B1 (CM) and Supervisor 'B' (CM) may be considered.

TABLE VIII – GUIDELINES FOR OPERATION OF FUNCTIONAL POSTS OF NURSES.

- 1) The posts of Sister-in-Charge A and Sister-in-Charge B have been merged and operated as Sister-in-Charge.
- 2) The present incumbents holding the posts of Sister-in-Charge and Assistant Matron are given to regular grade of Nurse, based on the pay level being drawn as under:
 - a) Sister-in-Charge – Nurse E or D
 - b) Asst. Matron – Nurse E
- 3) Nursing staff currently holding the designation of Sister-in-Charge and Asst. Matron will continue on functional basis
- 4) Functional designation of Sister-in-Charge may be given to Nurses in the grade F by selection depending upon suitability. In case appropriate candidates of the grade Nurse F are not available and if functional requirement demands, Nurse E can be considered for functional designation as Sister-in-Charge by selection depending upon suitability.
- 5) Functional designation of Assistant Matron may be operated at the level Nurse F and only Sister-in-Charge with 3 years service can be considered for this post.
- 6) Nurse E holding the functional designation of Sister-in-Charge as mentioned in point 3 above, on completion of 2 years also can be considered for the functional designation of Assistant Matron in Level pay 11. Such cases, on fulfilling the stipulated criteria of Table IX will be considered for promotion to the grade Nurse F while concurrently functioning as Sister-in-charge or Assistant Matron.
- 7) Holding the functional designations of Sister-in-charge or Assistant Matron will not entail any additional remuneration.
- 8) **Promotion from Assistant Matron to Matron (Pay Level 13)**

Guidelines will be issued on yearly basis.

TABLE IX: GUIDELINES FOR PROMOTION OF NURSES

FROM	TO	MINIMUM ELIGIBILITY PERIOD (IN YEARS AND APAR GRADINGS)						
		5	6	7	8	9	10	11
Nurse A Level 7	Nurse B Level 8	A1	A2	2A2 2A3	A3	B+		
Nurse B Level 8	Nurse C Level 9	A1	A2	2A2 2A3	A3	B+		
Nurse C Level 9	Nurse D Level 10	-	A1	A2	2A2 2A3	A3	B+	
Nurse D Level 10	Nurse E Level 11	-	-	A1	A2	2A2 2A3	A3	
Nurse E Level 11	Nurse F* Level 12	-	-	-	A1	A2	2A2 2A3	A3

Note: Trade test is not required for promotion of Nurses.

* New grade introduced w.e.f. 01/07/2022.

TABLE IX (A): GUIDELINES FOR PROMOTION OF AUXILIARY NURSES

FROM	TO	MINIMUM ELIGIBILITY PERIOD (IN YEARS AND APAR GRADINGS)				
		5	6	7	8	9
Aux. Nurse A Level 2	Aux. Nurse B Level 3	A1	A2	2A2 2A3	A3	B+
Aux. Nurse B Level 3	Aux. Nurse C Level 4	A1	A2	2A2 2A3	A3	B+
Aux. Nurse C Level 4	Aux. Nurse D Level 5	A1	A2	2A2 2A3	A3	B+
Aux. Nurse D Level 5	Aux. Nurse E Level 7	A1	A2	2A2 2A3	A3	B+
Aux. Nurse E Level 7	Aux. Nurse F Level 8	A1	A2	2A2 2A3	A3	B+

Note: The above table is applicable for existing incumbents only.

TABLE X - PROMOTION NORMS FOR PHARMACISTS

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD (IN YEARS AND APAR GRADINGS)					
		5	6	7	8	9	10
#Pharmacist C1 Level 6	Pharm D Level 7	-	A1	A2	2A2 2A3	A3	B+
Pharm D Level 7	Pharm E Level 8	A1	A2	2A2 2A3	A3	B+	
Pharm E Level 8	Pharm F Level 9	A1	A2	2A2 2A3	A3	B+	
Pharm F Level 9	Pharm G Level 10	-	A1	A2	2A2 2A3	A3	
Pharm G Level 10	Pharm H* Level 11	-	-	A1	A2	2A2 2A3	A3

* New grade introduced w.e.f. 01/07/2022.

Notes:

1. The officials in grade Pharm 'B' (Level 5) will be upgraded to grade Pharm 'C1' (Level 6) on completion of 2 years (vide OM No. F.No.1/1/2008-1C dated 18th November 2009) w.e.f. 01.01.2006.
2. # Pharmacist in grade Pharm B (Spl) prior to 1.1.2009 have been re-designated as Pharmacist 'C1'. The promotion of Pharmacist 'C1' will be regulated as per the Table above.
3. Trade test is required for Pharmacists. Should qualify the trade test with 50% marks and above.

TABLE FI (A): GUIDELINES FOR PROMOTION OF FIREMEN/LEADING FIREMEN

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD (IN YEARS AND APAR GRADINGS)					
Firemen		5	6	7	8	9	10
Fireman A Level 2	Fireman B Level 3	A1	A2	2A2 2A3	A3	B+	
Fireman B Level 3	Fireman C Level 4	A1	A2	2A2 2A3	A3	A3	B+
Fireman C Level 4	Fireman D Level 5	-	A1	A2	2A2 2A3	A3	B+
Fireman D Level 5	Fireman E Level 6	-	A1	A2	2A2 2A3	A3	B+
The above table is applicable to those who are recruited prior to 23/3/2018.							
Leading Fireman							
L.F'man A Level 4	L.F'man B Level 5	A1	A2	2A2 2A3	A3	B+	
L.F'man B Level 5	L.F'man C Level 6	A1	A2	2A2 2A3	A3	B+	
L.F'man C Level 6	L.F'man D Level 7	-	A1	A2	2A2 2A3	A3	B+

Notes:

1. Official passed Sub-Officer's course from National Fire Service College, Nagpur can be given 1 year advantage. However minimum residency period will remain unchanged.
2. Depending on vacancies, Leading Fireman may officiate as Sub-officer in accordance with the recruitment norms. Leading Fireman C and Leading Fireman D can be considered for officiating in the grades of Sub-Officer B and Sub-Officer C

respectively. Such arrangement would neither involve grant of pay and allowances attached to the higher posts nor will the officiating period will be counted for normal promotion.

3. Physical Assessment Test (PAT) is essential for promotion to all above grades. The criterion for PAT for promotion of fire service personnel may be referred at Annexure – II.
4. Consideration to the post of Leading Fireman
 - a. 50% of the vacancies of Leading Fireman will be filled through direct recruitment from suitable candidates from Fireman, DCO or DPOF grade of the Department meeting stipulated recruitment norms. In case suitable Departmental candidates are not available, recruitment shall be conducted through open advertisement.
 - b. Remaining 50% of the vacancies of Leading Fireman will be considered from Departmental candidates in the grades of Fireman, DCO and DPOF

For considering Fireman, DCO or DPOF for this selection, they have to complete a minimum service of 8 years in Fire Service of the Department. The departmental candidates on selection to the post of Leading Fireman will be placed in the appropriate 'cell' in the Pay Level of Leading Fireman. The cumulative service benefits for the purpose of promotion in the next higher grade of Leading Firemen will be provided, if they were drawing pay in the lower post in a Pay Level which is equal to the Pay Level of Leading Fireman to which they are selected. In such cases no pay fixation will be provided. The resultant vacancies of Fireman and DCO will be filled at the level of DPOF/A.

- i. Fireman/A, Fireman/B and Driver-cum-Operator/A will be considered for Leading Fireman/A.
- ii. Fireman-C/D/E and Driver-cum-Operator-B/C/D/E will be placed in equivalent pay level of Leading Fireman. In such cases no pay fixation benefit will be given. The cumulative service benefits for the purpose of promotion in the next higher grade of Leading Firemen will be provided.

TABLE FI (B): GUIDELINES FOR PROMOTION OF DRIVER-CUM-OPERATORS

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD (IN YEARS AND APAR GRADINGS)					
		5	6	7	8	9	10
DCO A Level 3	DCO B Level 4	A1	A2	2A2 2A3	A3	B+	-
DCO B Level 4	DCO C Level 5	A1	A2	2A2 2A3	A3	B+	-
DCO C Level 5	DCO D Level 6	-	A1	A2	2A2 2A3	A3	B+
DCO D Level 6	DCO E Level 7	-	A1	A2	2A2 2A3	A3	-

Notes:

1. The above table is applicable to those who recruited prior to 23/3/2018.
2. Official passed Sub-Officer's course from National Fire Service College, Nagpur can be given 1 year advantage. However, minimum residency period will remain unchanged.
3. Physical Assessment Test (PAT) is essential for promotion to all above grades. The criterion may be referred at Annexure – II.

TABLE FI (C): GUIDELINES FOR PROMOTION OF DRIVER-CUM-PUMP-OPERATORS-CUM-FIREMAN

Grade from	Grade to	Minimum eligibility period (in years and APAR Gradings)					
		5	6	7	8	9	10
DPOF A Level 3	DPOF B Level 4	A1	A2	2A2 2A3	A3	B+	-
DPOF B Level 4	DPOF C Level 5	A1	A2	2A2 2A3	A3	B+	-
DPOF C Level 5	DPOF D Level 6	-	A1	A2	2A2 2A3	A3	B+
DPOF D Level 6	DOPF E Level 7	-	A1	A2	2A2 2A3	A3	B+
DPOF E Level 7	DPOF F Level 8	-	A1	A2	2A2 2A3	A3	B+

Post of DPOF introduced w.e.f. 23/03/2018.

Notes:

1. Official passed Sub-Officer's course from National Fire Service College, Nagpur can be given 1 year advantage. However minimum residency period will remain unchanged.
2. In addition to skill test (driving), Physical Assessment Test (PAT) is essential for promotion to all above grades. The criterion for PAT for promotion of fire service personnel may be referred at Annexure – II.

TABLE F II: GUIDELINES FOR PROMOTION OF SUB-OFFICERS

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS				
		6	7	8	9	10
Sub-Officer B Level 6	Sub-Officer C Level 7	A1	A2	2A2 2A3	A3	B+
Sub-Officer C Level 7	Sub-Officer D Level 8	A1	A2	2A2 2A3	A3	B+
Sub-Officer D Level 8	Sub-Officer E Level 9	A1	A2	2A2 2A3	A3	B+

Notes:

1. Officials passed Station Officer's course from National Fire Service College, Nagpur can be given 1 year advantage. However minimum residency period will remain unchanged.
2. Consideration to the post of Sub-Officer
 - a) Vacancies of Sub-Officer posts will be filled through recruitment from suitable Departmental candidates in the grade Fireman, DCO, DPOF or Leading Fireman at the pay Level 7 or below, subject to meeting stipulated recruitment norms.
 - b) In case suitable Departmental candidates are not available, recruitment shall be conducted through open advertisement.
3. Depending on vacancies, a Sub-officer may officiate as Station Officer in accordance with recruitment norms. Sub-Officer D/E can be considered for officiating as Station Officer A. Such arrangement would neither involve grant of pay and allowances attached to the higher posts nor will the officiating period be counted for normal promotion.
4. Physical Assessment Test (PAT) is essential for promotion to all above grades. The criterion for PAT for promotion of fire service personnel may be referred at Annexure – II. The officials being considered should also be able to conduct Physical training, Squad drills, Fire fighting drills, Fire fighting / Trailer pump operations.

TABLE F III: GUIDELINES FOR PROMOTION OF STATION OFFICERS

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD (IN YEARS AND APAR GRADINGS)				
		6	7	8	9	10
Station Officer A Level 8	Station Officer A1* Level 9	A1	A2	2A2 2A3	A3	B+
Station Officer A1 Level 9	Station Officer B Level 10	A1	A2	2A2 2A3	A3	B+
Station Officer B Level 10	Station Officer C Level 11	A1	A2	2A2 2A3	A3	B+
Station Officer C Level 11	Station Officer D Level 12	A1	A2	2A2 2A3	A3	B+

* New grade introduced w.e.f. 01/07/2022.

Notes:

1. Officials passed Divisional Officer's course from National Fire Service College, Nagpur can be given 1 year advantage. However, minimum residency period will remain unchanged.
2. Depending on vacancies, a Station Officer may officiate as DCFO (A) in accordance with recruitment norms.
3. Physical Assessment Test (PAT) is essential for promotion to all above grades. The criterion may be referred at Annexure – II. The officials being considered should also be able to conduct Physical training, Squad drills, Fire fighting drills, Fire fighting / Trailer pump operations.

TABLE F IV: GUIDELINES FOR PROMOTION OF DCFO/CFO

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD (IN YEARS AND APAR GRADINGS)					
		5	6	7	8	9	10
DCFO A Level 10	DCFO B Level 11	A1	A2	2A2 2A3	A3	B+	
DCFO B Level 11	DCFO C Level 12	--	A1	A2	2A2 2A3	A3	B+
DCFO C Level 12	DCFO D* Level 13	Guidelines will be issued on yearly basis					
CFO A Level 11	CFO B Level 12	--	A1	A2	2A2 2A3	A3	B+
CFO B Level 12	CFO C* Level 13	Guidelines will be issued on yearly basis					

* New grades introduced w.e.f. 01/07/2022.

Notes:

1. Depending on vacancies, a Station Officer may officiate as DCFO (A) in accordance with recruitment norms.
2. Total number of years of service rendered in equivalent grades irrespective of the designations.
Eg.: Station Officer (B) = DCFO (A), Station Officer (C) = DCFO (B)
3. Along with residency period, minimum 3 years experience in the present grade is necessary while considering an official for promotion with cumulative service criterion.

TABLE F V: B.E. (FIRE ENGINEERING)

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD (IN YEARS AND APAR GRADINGS)						
		3	4	5	6	7	8	9
TO (B) Level 8	TO (C) Level 10	A1	A2	2A2 2A3	A3	B+		-
TO (C) Level 10	TO (D) Level 11	A1	A2	2A2 2A3	A3	B+		-
TO (D) Level 11	TO (E) Level 12	-	-	A1	A2	2A2 2A3	A3	B+

Notes:

1. The promotion of Station Officers recruited with B.E. (FIRE ENGINEERING) will be governed by the above table and they will be concurrently designated with corresponding Station officer grade.
2. The promotion of Dy CFO recruited with B.E. (FIRE ENGINEERING) will be governed by the above table and they will be concurrently designated with corresponding Dy CFO grade.
3. The promotion of CFO recruited with B.E. (FIRE ENGINEERING) will be governed by the above table and they will be concurrently designated with corresponding CFO grade.

General notes applicable to Tables F-I to F-V for Fire Services

1. Promotion from one category to another shall be subject to availability of sanctioned posts. (This condition is not applicable for promotion to the higher pay level in the same category).
2. Due care should be taken to ensure that change of category without change of pay level does not delay promotion to higher pay level while applying promotion norms. Total service rendered in a particular pay level irrespective of the category should be counted for determining the eligibility for promotion to the next higher pay level.
3. For appointment of officials already in service to a post in a higher category, the norms for recruitment shall apply.

GUIDELINES FOR PROMOTION OF SC/ST OFFICIALS

The relaxed norms for promotion cases of SC/ST officials should be applied as indicated in Table below:

Sr No.	APAR GRADINGS	Gradings for General Category (last 4 years)	Gradings for SC/ST Category (last 4 years)	Gradings for General Category (last 3 years)	Gradings for SC/ST Category (last 3 years)
				For MEP =3 years	For MEP =3 years
1.	All A1	All A1	2A1 2A2	All A1	1A1 2A2
2.	A1 A2	2A1 2A2	All A2	--	--
3.	All A2	All A2	2A2 2 A3	--	--
4.	A2 A3	2A2 2A3	All A3	--	--
5.	All A3	All A3	2A3 2B+	--	--
6.	A3 B+	2A3 2B+	All B+	--	--

Note: Since reservation for SC/ST officials is applicable for recruitment only up to the lowest grade of Group A posts, the relaxed norms, therefore, shall be applicable for promotion up to the grade SO/TO(C) or equivalent only.

CRITERION FOR PHYSICAL ASSESMENT TEST FOR PROMOTION OF FIRE SERVICE PERSONNEL

S.No	Details of the Test	Age of Employees			
		Up to 40 years	Age between 40-45 years	Age between 45-50 years	Age beyond 50 years
1	Should be able to run 100 meters in	25 seconds	28 seconds	30 seconds	36 seconds
2	Should be able to lay 4 lengths of hoses each 15 meters long from the appliance	3 minutes Upto 3 min. – 10 marks Between 3-4 min. – 8 marks Between 4-5 min. – 6 marks More than 5 min. – no marks	4 minutes Upto 4 min. – 10 marks Between 4-5 min. – 8 marks Between 5-6 min. – 6 marks More than 6 min. – no marks	5 minutes Upto 5 min. – 10 marks Between 5-6 min. – 8 marks Between 6-7 min. – 6 marks More than 7 min. – no marks	6 minutes Upto 6 min. – 10 marks Between 6-7 min. – 8 marks Between 7-8 min. – 6 marks More than 8 min. – no marks
3	Should be able to climb on extension ladder of 10 meters length and come down, twice, in	2 minutes Upto 2 min. – 10 marks Between 2-3 min. – 8 marks Between 3-4 min. – 6 marks More than 4 min. – no marks	3 minutes Upto 3 min. – 10 marks Between 3-4 min. – 8 marks Between 4-5 min. – 6 marks More than 5 min. – no marks	4 minutes Upto 4 min. – 10 marks Between 4-5 min. – 8 marks Between 5-6 min. – 6 marks More than 6 min. – no marks	5 minutes Upto 5 min. – 10 marks Between 5-6 min. – 8 marks Between 6-7 min. – 6 marks More than 7 min. – no marks

S.No	Details of the Test	Age of Employees			
		3 minutes	4 minutes	5 minutes	6 minutes
4	Should be able to carry a person of approximately his own weight by the fireman's lift method over 25 meters	Upto 3 min. – 10 marks Between 3-4 min. – 8 marks Between 4-5 min. – 6 marks More than 5 min. – no marks	Upto 4 min. – 10 marks Between 4-5 min. – 8 marks Between 5-6 min. – 6 marks More than 6 min. – no marks	Upto 5 min. – 10 marks Between 5-6 min. – 8 marks Between 6-7 min. – 6 marks More than 7 min. – no marks	Upto 6 min. – 10 marks Between 6-7 min. – 8 marks Between 7-8 min. – 6 marks More than 8 min. – no marks
5	Should be able to do push ups	20 continuously – 10 marks (proportionate for less nos.)	15 continuously – 10 marks (proportionate for less nos.)	12 continuously – 10 marks (proportionate for less nos.)	10 continuously – 10 marks (proportionate for less nos.)
6	Should be able to run 1.6 km in	Upto 10 min. – 10 marks Between 10-11 min. - 8 marks Between 11-12 min. - 6 marks More than 12 min. - no marks	Upto 12 min. – 10 marks Between 12-13 min. - 8 marks Between 13-14 min. - 6 marks More than 14 min. - no marks	Upto 14 min. – 10 marks Between 14-15 min. - 8 marks Between 15-16 min. - 6 marks More than 16 min. - no marks	Upto 15 min. – 10 marks Between 15-16 min. - 8 marks Between 16-17 min. - 6 marks More than 17 min. - no marks
7	Rope / Vertical pipe climbing	3 Meters – 10 marks Between 2.5-3 meters - 8 marks Between 2-2.5 meters - 6 marks Below 2 meters - No marks	NA	NA	NA

For Sub officer, Station Officer & DCFO/CFO	In addition to the above tests, he should be able to conduct – Physical training, Squad drills, Fire Fighting drills, fire fighting /Trailer pump operations.
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Notes:

- a) Qualifying in the test at Sr. No. 1 is compulsory, failing which the candidate is unfit for promotion and further tests need not be carried out.
- b) The qualifying percentage marks required for the tests from Sr. No. 2 to Sr. No. 7 (taking equal weightage) put together shall be 80% and above on an average.
- c) The above tests will be applicable to all the operational staff including Station Officers.

Annexure to Para 3.5 promotion norms -2022

Sub: Over-qualification at the time of appointment to Technical Grades- clarification – Regarding.

Based on the references received on the above subject matter from various Units, Norms Committee after detailed review has issued the following clarifications against point of doubt/situations mentioned below:

Sr No	Point of Doubt	Clarification
1	<p>Candidates are pursuing the higher qualification on the date of their joining. They will declare the same in the Attestation/ Declaration forms.</p> <p>Is it sufficient or they should take specific permission for continuing the course ?</p>	<p>Specific permission is required.</p> <p>Permission for higher qualification will be granted after 3 years' service (Technical category) and after 5 years' service (Work Assistants) with stipulated APAR grading only.</p>
2	<p>i) Technician (Cat-II) has both the qualifications of B.Sc and M.Sc at the time of joining. He utilizes his B.Sc after 6 years for STPT(SA) and again in the 8th year, can the candidate utilize his M.Sc degree? Or, can the candidate directly utilize his M.Sc degree for STPT (TO) after 8 years of service ?</p> <p>ii) If he fails in STPT (TO) can he utilise his B.Sc for STPT(SA) ?</p>	<p>i) He can use only one higher qualification for STPT.</p> <p>An undertaking for the same has to be obtained before appearing in the STPT exam. If he/she chooses BSc, his/her MSc (which he already holds) will not be considered for Merit Promotion Scheme/Track change.</p> <p>ii) If he/she chooses MSc for STPT-TO track change and fails, his/her BSc will not be considered for STPT-SA.</p>
3	<p>Technician joins with B.Sc degree and his B.Sc will be considered after 6 years of service. Can he apply for AQ permission for M.Sc degree after 3 years of service?</p>	<p>No.</p> <p>Since BSc in stipulated disciplines is considered for Track change through STPT, he can seek permission for MSc after utilizing his BSc and cooling period mentioned in para 7.12 of AQ guidelines dated 08/04/15.</p>
4	<p>Scientific Assistants (Cat-I) with M.Sc/BE degree can seek permission for PhD/ME after 3 years of service ?</p>	<p>No.</p> <p>Since MSc/BE in stipulated disciplines is considered for Track change through STPT, they can seek permission for PhD/ME after utilizing their MSc/BE and cooling period mentioned in para 7.12 of AQ guidelines dated 08/04/15.</p>

5	<p>Work Assistants are requesting permission for SSC or improving SSC. Since SSC is the minimum requisite qualification, permission is granted without insisting the 5 years' service period mentioned in TC AQ guidelines no: TC&TSC/NC/02/2015/72707 dated 04/06/2015.</p> <p>Then, after completing the above SSC, whether the official should wait for a cooling period of 3 years for further AQ permission of HSC/ITI or only 5 years of total service is enough for seeking permission for HSC/ITI.</p>	<p>Permission for HSC/ITI can be granted after 5 years of service or after acquiring the SSC/improving the SSC, whichever is later.</p>
6	<p>Work Assistants are applying for permission to improve their HSC acquired prior to joining.</p>	<p>For Work Assistants minimum required qualification is SSC. HSC is the higher qualification for considering them to the grade of Technicians. So permission to acquire HSC/ improving the HSC may be granted after 5 years of service as per TC circular no: TC&TSC/NC/02/2015/ 72707 dated 04/06/2015.</p>
7	<p>While joining the department through CAT-II training / Direct recruitment of Technicians, candidates does not disclose their higher qualification of B.Sc or Diploma. After completion of the training and absorption in the department, they disclose the same.</p> <p>In such case, if they apply for Additional Qualification permission after 3 years of service, whether permission can be granted to acquire for M.Sc/B.E./B.Tech etc. or B.Sc/ Diploma again ?</p>	<p>Additional qualifications acquired with the permission of Department only will be taken into records.</p> <p>Therefore, AQ permission can be granted to Technicians for BSc/ Diploma only.</p>

Guidelines for providing combined service benefit for next promotion to officials who track changed to same pay level through STPT.

Note: APAR gradings pertain to four annual reports immediately preceding the date of promotion proposal will be taken into consideration.

Table- CS1

Promotion		No of years in grade SA/E	Minimum number of years in grade TO(C) with APAR gradings.							
From Grade	To Grade		1	2	3	4	5	6	7	
TO(C)	TO(D)	4	A1	A2	2A2 2A3	A3				
		3		A1	A2	2A2 2A3	A3			
		2		A1	A2	2A2 2A3	A3			
		1			A1	A2	2A2 2A3	A3		

Table-CS2

Promotion		No of years in grade SA/F	Minimum number of years in grade TO(D) with APAR gradings.							
From Grade	To Grade		1	2	3	4	5	6	7	
TO(D)	TO(E)	5	A1	A2	2A2 2A3	A3				
		4		A1	A2	2A2 2A3	A3			
		3			A1	A2	2A2 2A3	A3		
		2			A1	A2	2A2 2A3	A3		
		1				A1	A2	2A2 2A3	A3	

Table-CS3

Officers rendered combined service in the pay level of 6 (Draughtsman/ Asst.Foreman/Technicians and Scientific Assistants) as a result of track change through STPT.

Promotion		No of years in Pay level 6	Minimum number of years in grade SA(B) with APAR gradings						
From Grade	To Grade		1	2	3	4	5	6	7
SA/B Level 6	SA/C Level 7	4	A1	A2	2A2 2A3	A3			
		3		A1	A2	2A2 2A3	A3		
		2			A1	A2	2A2 2A3	A3	
		1				A1	A2	2A2 2A3	A3

Table-CS 4

Officers rendered combined service in the pay level of 7 (Draughtsman/ Foreman/Technicians and Scientific Assistants) as a result of track change through STPT.

Promotion		No of years in Pay level 7	Minimum number of years in grade SA(C) with APAR gradings						
From Grade	To Grade		1	2	3	4	5	6	7
SA/C Level 7	SA/D Level 8	3	-	A1	A2	2A2 2A3	A3		
		2	-		A1	A2	2A2 2A3	A3	
		1	-			A1	A2	2A2 2A3	A3

Table-CS 5

Officers rendered combined service in the pay level of 8 (Draughtsman/ Foreman/Technicians and Scientific Assistants) as a result of track change through STPT.

Promotion		No of years in Pay level 8	Minimum number of years in grade SA(D) with APAR gradings						
From Grade	To Grade		1	2	3	4	5	6	7
SA/D Level 8	SA/D1 Level 9	3	-	A1	A2	2A2 2A3	A3		
		2	-	-	A1	A2	2A2 2A3	A3	
		1	-	-	-	A1	A2	2A2 2A3	A3

**Government of India
Bhabha Atomic Research Centre**

**Guidelines for granting permission to pursue
Additional Qualification and for appearing in
the STPT for consideration of track change of
Scientific & Technical personnel.**

(issued vide TC note no: 30/(1)/2015-TC/45916 dated 08/04/2015)

Guidelines for granting permission to pursue Additional Qualification for appearing in the STPT for consideration of track change of Scientific & Technical personnel.

Guidelines for granting permission to pursue additional qualification were earlier issued vide TC note no: 30/(1)/2015-TC/45916 dated 08/04/2015. These guidelines have been further reviewed and are laid down as under:

1.0	All the applications from the employees of BARC seeking permission for pursuing additional qualification will be scrutinized by the concerned Group Board and the same shall be forwarded to TC/TSC Secretariat with its comments / recommendations.														
2.0	The applications of employees working at various outstation Units of BARC shall be scrutinized at the Unit Level Apex Committee and the same shall be forwarded to TC/TSC Secretariat through the Head of the Unit.														
3.0	The Nodal Agency for receiving the applications for granting permission to acquire Additional Qualification (AQ) will be <u>TC/TSC Secretariat</u> and the permission will be issued with the approval of Secretary, TC&TSC in respect of BARC & its outstation Units.														
4.0	Other Units of DAE may follow similar procedure for granting AQ permission. But a copy of the final approval along with the application may be forwarded to TC&TSC Secretariat for records.														
5.0	<u>Guidelines for grant of permission to pursue Additional Qualification (AQ):-</u>														
	While scrutinizing the applications, the following conditions must be met:														
5.1	The Degree / Diploma to be acquired as AQ will be only in those disciplines / subjects as in <u>Annexure-I</u> .														
5.2	The Courses / Subjects to be covered under the AQ being acquired should be relevant to his / her Divisional / Group programme.														
5.3	The employee must meet the criterion of minimum service period (including the probationary period) with the performance as indicated in Table 1 below:														
	<u>Table 1</u>														
	<table border="1"> <thead> <tr> <th rowspan="2">Required service period</th> <th colspan="2">Minimum Requisite APAR grading</th> </tr> <tr> <th>GEN</th> <th>SC / ST</th> </tr> </thead> <tbody> <tr> <td>3 years</td> <td>3 A1</td> <td>2A1 + 1A2</td> </tr> <tr> <td>4 years</td> <td>2A1 + 2A2</td> <td>4 A2</td> </tr> <tr> <td>5 years or more</td> <td>Latest five years should be A2</td> <td>A2 / A3 (Minimum two A2 & three A3)</td> </tr> </tbody> </table>	Required service period	Minimum Requisite APAR grading		GEN	SC / ST	3 years	3 A1	2A1 + 1A2	4 years	2A1 + 2A2	4 A2	5 years or more	Latest five years should be A2	A2 / A3 (Minimum two A2 & three A3)
Required service period	Minimum Requisite APAR grading														
	GEN	SC / ST													
3 years	3 A1	2A1 + 1A2													
4 years	2A1 + 2A2	4 A2													
5 years or more	Latest five years should be A2	A2 / A3 (Minimum two A2 & three A3)													

5.4	<p><u>Duration for completion of AQ:</u></p> <p>After the grant of permission to acquire additional qualification, the maximum time period allowed to acquire the degree / diploma will be as given in Table 2 below:</p> <p style="text-align: center;"><u>Table 2</u></p> <table border="1" data-bbox="279 430 1406 882"> <thead> <tr> <th rowspan="2">Name of the degree</th> <th colspan="2">No. of years allowed</th> </tr> <tr> <th>Gen</th> <th>SC / ST</th> </tr> </thead> <tbody> <tr> <td>M.Sc</td> <td>5</td> <td>6</td> </tr> <tr> <td>B.Sc / Engineering Diploma</td> <td>6</td> <td>7</td> </tr> <tr> <td>B.E / B.Tech / AMIE / AMIChE / AMIW / IETE / AMIIM / IEEE</td> <td>7</td> <td>8</td> </tr> <tr> <td>M. Lib Sc.</td> <td>3</td> <td>4</td> </tr> <tr> <td>M.Tech</td> <td>5</td> <td>6</td> </tr> <tr> <td>Ph.D</td> <td>7</td> <td>8</td> </tr> </tbody> </table>	Name of the degree	No. of years allowed		Gen	SC / ST	M.Sc	5	6	B.Sc / Engineering Diploma	6	7	B.E / B.Tech / AMIE / AMIChE / AMIW / IETE / AMIIM / IEEE	7	8	M. Lib Sc.	3	4	M.Tech	5	6	Ph.D	7	8
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M. Lib Sc.	3	4																						
M.Tech	5	6																						
Ph.D	7	8																						
5.5	B.Sc (Phy / Chem / Bio / Maths) degree is essential for those who desire to acquire AQ of Post Graduation in Science / Lib. Science, etc.																							
5.6	<p>Guidelines for granting permission to pursue Ph.D for availing AQ based promotion (based on STPT and interview) will be as follows:</p> <p>a) Minimum waiting period for applying for grant of permission to register in any university / institute including HBNI after declaration of result of M.Sc / M.Tech / B.E. / B.Tech / AMIE or equivalent with below 60 % marks shall be three years with APAR gradings mentioned at Table 1 above.</p>																							
5.7	It must be ensured that Universities / Institutions offering programmes like B.Sc & M.Sc through Distance Education mode are recognised by Distance Education Bureau (DEB) and UGC, and in case of Technical programmes, these programmes are recognised by Apex Bodies in the country such as AICTE, NCTE, Ministry of HRD etc.																							
5.8	<p>Benefits of AQ shall be given only if the discipline of the course and mode of study are recognised by DEB-UGC/AICTE.</p> <p>AQ permission shall not be granted for pursuing any course as a regular student.</p>																							
5.9	Applications after scrutiny with recommendations of the Group Board / BARC outstation Unit level committee may be forwarded to TC&TSC Secretariat for final approval.																							
5.10	Employees are permitted to enroll with the Universities / Institutions only after getting prior permission letter from the TC/TSC Secretariat, in case of BARC employees and its outstation Units.																							
5.11	Additional Qualifications of Employees enrolled before obtaining permission from TC/TSC Secretariat shall not be taken on record and shall not be considered for appearing for STPT.																							

5.12	While granting permission for acquiring additional qualification of M.Sc / B.E. / B.Tech to Technicians, it may be ensured that they have the necessary basic qualification of B.Sc / Diploma etc.
5.13	While granting permission for acquiring additional qualification of Diploma / B.Sc to Work Assistants it may be ensured that they have the basic qualification of HSC or SSC + ITI.
5.14	Subsequent to the grant of permission for acquiring AQ, the employee has to take admission immediately in the college / institute for which permission is granted. Permission shall be valid for maximum period of one year. In the event of not getting admission within one year, he / she shall immediately inform the concerned Group Board through the Heads of Division and request for fresh permission.
5.15	If an employee requests for change of University, the same shall be permitted by TC&TSC Secretariat subject to conditions mentioned at para 5.7 above for valid reasons with a condition that the employee shall complete the course within the stipulated time as per the original permission granted.
5.16	If the employees seek permission for a change of discipline, the time period to complete the course shall start from the date of grant of original permission.
5.17	<p><u>If an employee seek re-permission for acquiring additional qualification:-</u></p> <p>In case an employee fails to complete the course and desires to take fresh permission for acquiring another additional qualification, it shall be allowed only after a period of five years after the maximum time prescribed for completing a course as in Table 2.</p> <p><u>Illustration:</u> If an employee is given permission for acquiring Diploma or B.Sc on 01/04/2015 and fails to complete the course for which permission was given, he will not be considered for fresh permission for acquiring another additional qualification until a period of five years after the maximum time prescribed for completing the course, i.e., he will be considered for fresh permission only on or after 01/04/2026.</p>
5.18	If an employee takes longer time than the stipulated time, he / she can complete the course, but there will not be any benefit under STPT.
5.19	The maximum time period allowed for acquiring the degree / diploma shall be as mentioned in Table 2 at point No. 5.4 of this circular and the period shall commence from the date of grant of permission letter issued by TC&TSC Secretariat.
5.20	<p>Permission for acquiring additional qualification can be granted for a course which is not covered in the list given in Annexure – I or has no relevance to the activities of the organization. However, the employee will not be entitled for any benefits under Merit Promotion Scheme through STPT.</p> <p>The cooling period for acquiring further additional qualifications 'not relevant to STPT/Merit Promotion Scheme' will remain as Three (3) years for those who are governed by Merit Promotion Scheme.</p> <p>Permission to SO(C)/TO(C) to register for PhD/Post doctoral fellowship after acquiring M.Sc./M.Tech//B.E/B.Tech or equivalent will be two years with APAR A2 grading or above for the last two years / A3 grading or more for last three years. No permission will be granted with grading below A3 in any of the last 3 years.</p>

6.0	<u>Eligibility criteria for promotion on acquiring AQ:-</u>																								
6.1	<p>As per the promotion norms under the Merit Promotion Scheme, eligibility criteria as shown in the table below are adopted for considering cases for track change (through STPT and interview by appropriate standing selection committee) on acquiring AQ while in service:</p> <p style="text-align: center;"><u>Table 3</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">S.No</th> <th style="width: 20%;">Additional Qualification</th> <th style="width: 20%;">Minimum marks to be obtained in the additional qualification</th> <th style="width: 50%;">To be considered for track change to Grade</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B.Sc</td> <td>60%</td> <td rowspan="2">SA/B or Scientific Assistant Grade equivalent to present grade.</td> </tr> <tr> <td>2</td> <td>Diploma in Engg.</td> <td>60%</td> </tr> <tr> <td>3</td> <td>M.Sc</td> <td>60%</td> <td rowspan="4">TO(C) or Technical Officer Grade equivalent to present grade</td> </tr> <tr> <td>4</td> <td>B.E / B.Tech / AMIE / AMIA</td> <td>60%</td> </tr> <tr> <td>5</td> <td>M.Tech</td> <td>60%</td> </tr> <tr> <td>6</td> <td>PhD</td> <td>--</td> </tr> </tbody> </table>	S.No	Additional Qualification	Minimum marks to be obtained in the additional qualification	To be considered for track change to Grade	1	B.Sc	60%	SA/B or Scientific Assistant Grade equivalent to present grade.	2	Diploma in Engg.	60%	3	M.Sc	60%	TO(C) or Technical Officer Grade equivalent to present grade	4	B.E / B.Tech / AMIE / AMIA	60%	5	M.Tech	60%	6	PhD	--
S.No	Additional Qualification	Minimum marks to be obtained in the additional qualification	To be considered for track change to Grade																						
1	B.Sc	60%	SA/B or Scientific Assistant Grade equivalent to present grade.																						
2	Diploma in Engg.	60%																							
3	M.Sc	60%	TO(C) or Technical Officer Grade equivalent to present grade																						
4	B.E / B.Tech / AMIE / AMIA	60%																							
5	M.Tech	60%																							
6	PhD	--																							
6.2	The officials can be track changed to grade TO(C) or higher Technical Officer grade depending on their present grade. In the case of Technicians, track-change will be considered for grade of SA(B) or higher grade depending on their present grade. The above cases will be considered by <u>pecially constituted Committees</u> .																								
6.3	Officials who have acquired additional qualification with 60% or more marks, cleared STPT and finally appeared for promotion interview by the relevant SSC and are <u>found unfit</u> for track change to the eligible grade shall be considered for further promotions in the normal course only as per applicable guidelines, without the benefit of their additional qualification.																								
6.4	A minimum of 60% marks means the marks as per the ordinances of the respective University.																								
6.5	The above guidelines are also applicable for pursuing AQ from HBNI.																								
7.0	<u>Guidelines for availing chances for appearing in the STPT for consideration of track change of Scientific & Technical personnel:-</u>																								
7.1	All the employees, who acquire relevant additional qualification as per the criteria of this circular will have to appear for Scientific & Technical Proficiency Test (STPT) to become eligible for consideration of track change.																								
7.2	There will be a total of two attempts for appearing in the STPT within three years (in case of SC/ST employees - 3 attempts within five years).																								

7.3	<p>The period of three years (in r/o GEN / OBC employees) & five years (in r/o of SC / ST employees) will commence from after the date of acquiring the relevant additional qualification. Immediately on acquiring the qualification, the official has to submit the relevant passing certificate / provisional passing certificate with percentage of marks duly forwarded by the respective Unit / Group Boards.</p> <p>The responsibility for getting the GPA / CGPA converted into percentage from the appropriate university shall lie with the employees.</p>
7.4	<p>Consequent on implementation of VIth Central Pay Commission, promotion date in respect of S&T personnel are rationalized and made effective from 1st July. Employees who have acquired Additional Qualifications on or before 30th April of each year and submitted passing certificate with percentage of marks on or before 30th April which is forwarded by the concerned Units, only such employees will be allowed to appear for STPT in the current year. Employees who have submitted passing certificate with percentage of marks after 30th April will be considered for appearing for STPT in the following year only and their chance will commence from that year.</p>
7.5	<p>Accordingly, immediately after acquiring additional qualification, the employee is required to apply either for appearing for STPT or specifically opting out from appearing in the forthcoming STPT. In case, the official is abstaining from the forthcoming STPT without submitting Opt-Out form, it will be treated as the official has 'deemed to have availed the chance'.</p> <p>Illustration for GEN / OBC candidates: If an employee acquires relevant additional qualification in April 2015, he/she will have two attempts for appearing for STPT in three years (in case of SC/ST Employees 3 attempts within five years), i.e. from 2015 to 2017. In case the employee opt-out from appearing in STPT in 2015, he/she is required to avail the two attempts in next two years, i.e. 2016 and 2017.</p>
7.6	<p>If an employee is allotted a roll number for the STPT and remains absent without prior intimation to TC&TSC Secretariat, he will be deemed to have availed of that attempt.</p>
7.7	<p>The employees who score 60% marks or more in STPT will qualify for appearing for interview for track change by the appropriate specially constituted Standing Selection Committee.</p>
7.8	<p>If the employee is found fit by SSC, he / she is allowed for track change as per the recommendation of the Standing Selection Committee. Only one chance is given for appearing in the interview.</p>
7.9	<p>The employee, who does not qualify in STPT (scoring less than 60% marks) in his / her first attempt, will be required to avail the next attempt of appearing in the STPT within the stipulated period of three years (five years in the case of SC/ST).</p>
7.10	<p>If an employee is not able to avail the two/three attempts in the stipulated period of three/five years, he will not normally be eligible for another attempt for appearing in the STPT as he is deemed to have exhausted his two/three attempts.</p>
7.12	<p>In the event of acquiring further additional qualification after qualifying in STPT or failing in STPT, permission shall be given only after a lapse of three years from the date of <u>track change/unfit for track change</u> or from the date of <u>final attempt</u> of STPT examination as per norms.</p>

	<p>In case an employee acquires the AQ with less than 60% marks, next AQ permission will be granted after a cooling period of three years from the date of acquiring previous degree.</p> <p><u>Illustration:</u> If an employee acquires Diploma or B.Sc, on qualifying STPT and was allowed to attend the interview and track changed to the 'SA grade' or has been 'unfit for track change' in the interview – In case he/she wants to acquire further additional qualification such as BE, MSc etc., he/she will be given permission only after a lapse of three years from the date of track change or date of 'unfit for track change' in the interview. Similarly if he/she fails in STPT twice/thrice (general candidates/reserved candidates) on acquiring Diploma or B.Sc, further permission for acquiring additional qualification shall be given only after a lapse of three years from the date of final attempt of STPT examination.</p>
7.13	These guidelines will be effective from <u>01/04/2015</u> .

Annexure 1 for AQ guidelines

A. LIST OF DISCIPLINES IN ENGINEERING PERMITTED FOR ACQUIRING ADDITIONAL QUALIFICATION OF B.E. / B.Tech / DIPLOMA

Civil Engineering	Instrumentation Engineering
Chemical Engineering	Materials & Metallurgical Engineering
Computer Science / Engineering	Mechanical Engineering
Electrical Engineering	Mining Engineering (Institution Specific)
Electronics Engineering	Production Engineering (Institution Specific)
Electronics & Communication Engineering	Electrical and Electronics Engg.
Industrial Electronics	Electronics and Telecommunications Engg.

B. LIST OF PROFESSIONAL BODIES AWARDING DEGREE IN ENGINEERING IN THE ABOVE DISCIPLINES (enrolled for the degree during the recognised period)

1. Institution of Engineers (AMIE)
2. Indian Institute of Chemical Engineers (AIChE)
3. Institute of Electronics & Telecommunication Engineers (AIETE)
4. Indian Institute of Metals (AMIIM)
5. Institute of Electrical & Electronics Engineers (AIEEE)
6. Institute of Welding (AMIW)

C. LIST OF SUBJECT AREAS FOR M.Sc DEGREE

Physics	Chemistry	Bioscience
General	General	Botany
Applied	Applied	Zoology
Nuclear	Analytical	Life Sciences
Solid State	Inorganic	Microbiology
Spectroscopy	Nuclear	Biotechnology
Astrophysics	Organic	Biochemistry
Radio-physics	Physical	Biophysics
		Molecular Biology
		Bio-informatics
Computer Science	Geology	Library & Information Science

D. LIST OF SUBJECT AREAS FOR B.Sc DEGREE

Physics
Chemistry
Physics, Chemistry & Mathematics (PCM) (Eligible to appear in STPT Subjects: Physics or Chemistry)
Physics, Computer Science, Maths (Eligible to appear in STPT Subjects: Physics or Computer Science)
Physics, Electronics and Maths (Eligible to appear in STPT Subject: Physics)
Chemistry, Zoology and Botany (Eligible to appear in STPT Subjects: Chemistry or Life Science)
Geology
Life Sciences
Computer Science
