

Government of India
Department of Atomic Energy

Recruitment and Promotion
Guidelines in DAE for
Scientific & Technical Personnel

January 2010

PREFACE

The Department of Atomic Energy (DAE) is a broad based multidisciplinary organization engaged in the development and deployment of nuclear technology. DAE was formed in August 1954, and over the years has emerged as an integrated group of organizations where the chain of activities involving research, development, demonstration and deployment are carried out. The important programmes of the DAE are directed towards:

- Enhancing the share of nuclear power in the Power Sector by deployment of indigenous and other proven technologies, and to develop fast breeder reactors, as well as thorium based reactors with associated fuel cycle facilities;
- Building and operating of research reactors for the production of radioisotopes, building other sources of radiation such as accelerators and lasers, and developing and deploying radiation technology applications in the fields of medicine, agriculture, industry and basic research.
- Developing advanced technologies such as accelerators, lasers, supercomputers, robotics, areas related to Fusion research, strategic materials and instrumentation, and encouraging the transfer of technology to industry.
- Carrying out and supporting basic research in nuclear energy and related frontier areas of science; interaction with universities and academic institutions; support to research and development projects having a bearing on DAE's programmes, and international cooperation in related advanced areas of research and contribution to national security.

For effectively carrying out the above activities, the DAE has given due attention to the development of human resources. Accordingly, recruitment and promotion systems have been formulated for its personnel in Scientific and Technical categories. These systems have evolved over a period of time to meet the needs of the organization. The recruitment and promotion systems described in this document are as per the prevailing practice followed, however, these are liable to change as and when revisions in those guidelines are undertaken.

Being a scientific organization working in the advanced field of science and technology, DAE has followed a comprehensive policy to develop competent scientists, engineers and technical personnel to support its programmes. The recruitment of scientific and technical staff is generally carried out through well-formulated specific need based training schemes. The necessity for trained scientific and technical personnel was realized by the founder father of atomic energy programme in India, Dr. Homi J. Bhabha in the 50's and a Training School was set up in 1957. To meet the growing needs for scientific manpower for the expanding atomic energy programme, additional BARC training schools have also been established at Raja Ramanna Centre for Advanced Technology (RRCAT), Indore; Indira Gandhi Centre for Atomic Research (IGCAR), Kalpakkam; Nuclear Fuel Complex (NFC), Hyderabad; and five centers of Nuclear Power Corporation India Limited (Rawatbhata, Kalpakkam, Kudankulam, Tarapur and Kaiga). Over the last fifty two years (1957-2009), about 8000 scientists / engineers in various disciplines have been trained in Nuclear Science and Engineering in the Training Schools. At present, about 300 scientists and engineers are trained every year in Nuclear Science and Technology in all these Training School Centres of DAE and absorbed in various units of DAE on successful completion of the training. In order to strengthen the academic base of DAE research program, Homi Bhabha National Institute (HBNI), a deemed University, has been established in DAE in August 2006.

A scheme called “DAE Graduate Fellowship Scheme (DGFS)” is also being operated in collaboration with select Indian Institutes of Technology (IITs), wherein some of the graduate engineers selected through Training School undergo two-years M.Tech. programme in these IITs and are absorbed in DAE after successful completion of the programme. They also study nuclear engineering for one semester at BARC Training School after joining the Department. This has also strengthened the linkage between the DAE and various Indian Institutes of Technology. In addition, candidates having Ph.D. in basic sciences or engineering are inducted as ‘KS Krishnan Associates’, and after working for a period of one to two years in the organization, are screened in for absorption in DAE subject to their performance during the period of associateship and are then selected based on their performance in the interview.

To cater to the need of technical staff, Graduates in science and diploma holders in engineering are recruited through a one-year Stipendiary training scheme (Category-I). They are absorbed as Scientific Assistant-B after successful completion of the training in the various facilities of DAE. Similarly, candidates having qualification of HSC (science) or SSC followed by ITI certificate are also recruited under Two-years Stipendiary Training Scheme (Category-II) and they are absorbed as Technicians after successful completion of the training in the various facilities of DAE.

All recruitments and promotions are carried out finally by a Standing Selection Committee constituted by Competent Authority for various categories / posts / grades. Whenever large numbers of candidates are to be interviewed for recruitment, the Competent Authority may constitute special ad-hoc committees. Chairman, Trombay Council is the Competent Authority in case of Bhabha Atomic Research Centre and for all other DAE Units the Head of the concerned Unit with the concurrence of Secretary, DAE is the Competent Authority.

Reservation orders of Govt. of India in respect of candidates belonging to SC / ST / OBC / Physically handicapped as applicable to DAE are followed in recruitment and promotion

This document summarises the recruitment and promotion system of all categories of scientific and technical personnel deployed in DAE.

**RECRUITMENT AND PROMOTION GUIDELINES IN DAE FOR SCIENTIFIC
& TECHNICAL STAFF**

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**ATOMIC ENERGY
COMMISSION**

**DAE SCIENCE
RESEARCH COUNCIL**

**ATOMIC ENERGY
REGULATORY BOARD**

DEPARTMENT OF ATOMIC ENERGY

R&D ORGANISATIONS

Bhabha Atomic Research
Centre, Mumbai

Indira Gandhi Centre for
Atomic Research,
Kalpakkam

Raja Ramanna Centre for
Advanced Technology,
Indore

Variable Energy Cyclotron
Centre, Kolkata

Atomic Minerals Directorate
for Exploration & Research,
Hyderabad

Homi Bhabha National Institute

Board of Research in Nuclear Sciences,
National Board of Higher Mathematics

**PUBLIC SECTOR
UNDERTAKINGS**

Nuclear Power Corp. of
India Ltd., Mumbai

Indian Rare Earths Ltd.,
Mumbai

Uranium Corp. of India
Ltd., Jaduguda

Electronics Corp. of India
Ltd., Hyderabad

Bharatiya Nabhikiya
Vidyut Nigam Ltd.

**INDUSTRIAL
FACILITIES**

Heavy Water Board,
Mumbai

Nuclear Fuel Complex,
Hyderabad

Board of Radiation &
Isotope Technology,
Mumbai

**SERVICE
ORGANISATIONS**

Directorate of Purchase
& Stores, Mumbai

Directorate of
Construction, Services &
Estate Management,
Mumbai

General Services
Organisation, Kalpakkam

GRANT-IN-AID INSTITUTIONS

Tata Institute of Fundamental
Research, Mumbai

Tata Memorial Centre,
Mumbai

Saha Institute of Nuclear Physics,
Kolkata

Institute of Physics,
Bhubaneshwar

Institute for Plasma Research,
Ahmedabad

Harish-Chandra Research Institute,
Allahabad

Institute of Mathematical Sciences,
Chennai

Atomic Energy Education Society,
Mumbai

RECRUITMENT AND PROMOTION GUIDELINES IN DEPARTMENT OF ATOMIC ENERGY

1. INTRODUCTION

Right from its inception, Department of Atomic Energy (DAE) has paid considerable attention towards the induction and development of human resources for achieving excellence in the field of science and technology. Being a scientific department, DAE has followed a policy to develop competent scientists, technologists, engineers and technical personnel. Over the years, policy guidelines have been evolved for recruitment and promotion of various categories of personnel in DAE which are described in this Career Digest.

Personnel of DAE are broadly categorized as per the following table:

Scientific	Technical	Administrative	Auxiliary
Scientific Officers Technical Officers	Scientific Assistant Foreman Draughtsman Technician Para-medical staff Fire service staff Horticultural staff	Administrative Accounts Purchase Stores	Security staff Driver staff Attendant

The scope of this document is restricted to different categories of Scientific and Technical Personnel.

2. SCIENTIFIC AND TECHNICAL PERSONNEL

2.1 Recruitment

2.1.1 Recruitment is normally carried out through open advertisements in Employment News, local and / or national newspapers as applicable. Local employment exchanges are also approached for recruitment of personnel at the level of Scientific Assistant / Technician and equivalent posts.

The recruitment of scientific and technical personnel is generally carried out through a well-formulated specific need based training schemes. The majority of the scientific staff in DAE is recruited after successful completion of one-year training programme called Orientation Course for Engineering Graduates and Science Post Graduates [OCES] of BARC Training School and its affiliates.

Additionally, a scheme called “DAE Graduate Fellowship Scheme (DGFS)” is being operated with select IITs, wherein the engineers and scientists undergo two-years M.Tech. programme in these IITs and are absorbed in DAE after successful completion of the programme.

For all the above-referred selection of scientific personnel through BARC training school and its affiliates, the candidates are first screened in on the basis of GATE score / written tests for engineers and GATE score / written test for scientists. The screened in candidates are then interviewed by duly constituted Selection Committees. Selection

is based on the assessment made by the Selection Committee. In the case of DGFS, additionally, the candidate should have taken admission in one of the IITs where the said scheme is in operation.

2.1.2 Ph.D. holders in basic sciences and Ph.D. or M.Tech. in engineering are inducted as “KS Krishnan Associates” who, after working for one to two years in the organization, are screened in for absorption in DAE based on their performance during the period of associateship/performance at the interview..

2.1.3 To cater to the need of technical personnel, Graduates in science and Diploma holders in engineering are recruited through a one-year Stipendiary Training Scheme (Category-I). They are absorbed as Scientific Assistant-B after successful completion of the training in the various facilities of DAE. Similarly, candidates having qualification of HSC (science) / SSC followed by ITI certificate are also recruited under Two-years Stipendiary Training Scheme (Category-II) and they are absorbed as Technicians after successful completion of the training in the various facilities of DAE. The procedure involving initial screening followed by interview is adopted for the selection of these categories of staff. Selection is based on the assessment by the appropriate Standing Selection Committee.

2.1.4 A summary of the recruitment to specific posts carried out through in-house training scheme is detailed below:

Sr. No.	Post	Min. Edu. Qualification	Training Duration	Training Scheme
1	Scientific Officer (C)	BE / M.Sc. B.E.	One year Two Years at IIT and one semester in Nuclear Engineering at BARC.	a) BARC Training School and its affiliates at CAT, NFC and NPCIL Sites (OCES). b) DGFS through select IITs
2	Scientific Assistant (B)	B.Sc. or Diploma in Engg.	One year	Category-I Stipendiary Training Scheme
3	Technician (B) / (C)	HSC or SSC plus ITI (2 years)	Two Years	Category-II Stipendiary Training Scheme

Note: For certain specific categories, recruitment is also carried out other than through the specified training schemes mentioned above and is made through open advertisements in leading newspapers. The direct recruitment of officers with qualifications of B.E. / M.Sc. will be carried out as Technical Officer (C).

2.1.5 Recruitment to all the posts for scientific and technical grades is carried out as per the stipulated guidelines for recruitment as indicated in the tables given later (Tables I to VIII and F1 to F6). Educational qualification and relevant experience prescribed in the guidelines are treated as separate elements. The stipulated experience should have been obtained after acquiring the prescribed educational qualifications. Relaxation in duration of experience may be considered in case of candidates having exceptionally

brilliant track record or for recruitment in specialized areas where candidates with stipulated experience are not normally available.

- 2.1.6 For posts at Sr. no. 2 & 3 under article 2.1.4, candidate possessing higher qualification than the one prescribed for the post is treated as over qualified for the advertised post and is not screened in. If a candidate is not found fit during the interview for the advertised post he/she is not considered for a lower post.
- 2.1.7 In respect of recruitment through specified training schemes and direct recruitment to the post of Scientific Officer, upto five increments may be recommended by the Standing Selection Committee in the relevant grade for the advertised post, as considered appropriate based on performance during the interview.
- 2.1.8 Reservation orders of Govt. of India in respect of candidates belonging to SC / ST / OBC / Physically handicapped as applicable to DAE are followed.
- 2.1.9 Outstanding candidates having specialized background in areas of science and technology relevant to DAE can apply directly to Heads of the Units as 'Prospective Candidates'. A panel of experts initially assesses the Prospective Candidate's scientific/technical work. The recommendations of the expert panel are examined by the competent authority (Trombay Council in case of BARC and Secretary, DAE for all other DAE Units), and if approved an appropriate Standing Selection Committee finally recommends the Prospective Candidate for absorption for a specific post (with or without increments) depending on his / her performance in interview, experience and relevance of his / her research to DAE programmes.

2.1.10 Age limit for recruitment through in-house specified training schemes

Sr. No.	Training Scheme	Age Limit
1	DGFS (B.E. / B.Tech. / M.Sc.)	26 years
2	OCES (B.E. / B.Tech.. / M.Tech. / M.Sc.)	26 years
3	Category – I Trainees (B.Sc. / Diploma in Engineering)	24 years
4	Category – II Trainees (HSC / SSC plus ITI)	22 years

2.1.11 Age limit for direct recruitment

Sr. No.	Categories / Posts	Age Limit
1	Scientists and Engineers in the grade (C) and above	To be applied taking into account the qualification and experience required.
2	Scientific Assistant (B)	30 years
3	Technician (B)	25 years

Age relaxation is admissible to ST/SC/OBC/PHP/Ex-servicemen candidates, as per Government. of India orders on the subject.

TABLE - I

Recruitment Norms for the Posts of Scientific Officer SO(C) / Technical Officer TO(C) and above.

Sr. No.	Educational Qualification	No. of years of relevant experience after obtaining the requisite qualification					
		SO(C)	TO(C)	SO(D)	TO(D)	SO(E)	TO(E)
i)	PhD	-	-	0	-	4#	-
ii)	M.S./M.D. or equivalent	-	-	0	-	4#	-
iii)	M.D.S.	-	-	0	-	4#	-
iv)	M.E./M.Tech. (After B.E. or M.Sc.)	0	-	2	-	6	-
v)	B.E./B.Tech.	-	0	-	4	-	9
vi)	M.Sc.	-	0	-	4	-	9
vii)	M. Pharm.	-	0	-	4	-	9
viii)	M.B.B.S. + relevant P.G. Diploma including D.R.M. or equivalent	0	-	3	-	8	-
ix)	M.B.B.S.	1	-	5	-	10	-
x)	B.D.S.	1	-	5	-	10	-

Exceptionally brilliant candidates can be considered even with two years of experience.

- Notes:
- 1) The subject or the combination of subjects to be specified by the user agency
 - 2) For (iv), (v), (vi) and (vii) minimum marks required at the last examination is 60%. Induction at SO(E) / TO(E) level should normally be done for candidates having specialized experience.
 - 3) Candidates with exceptional qualities, as judged from the interview and by referees' reports, may be given additional increments (maximum 5 increments) at the time of appointment. If additional increments are given, the chairman of the Selection Committee should clearly record (in the minutes) whether these additional increments will count for promotion to next higher grade or not.
 - 4) In cases of Medical Doctors/B.D.S., mandatory internship should not be counted as experience. Candidates with institutional experience should be preferred.
 - 5) In case of MBBS/B.D.S Medical Doctors, the candidates with one year experience may be considered for an additional increment at the time of recruitment.
 - 6) Those recruited as SO(C) / SO(D)/ SO(E), will undergo an appropriate orientation course during the probation period.
 - 7) Candidates can be recruited through an open advertisement or through the Prospective Candidate channel to posts for which specialized qualification or experience in scientific, technological or professional fields is essential.

ANNEXURE TO TABLE - I

In Addition to Table - I, the norms for special recruitment to following posts are also laid down as follows:

S.No.	Post		Educational Qualifications	Experience
1.	TO(C) (Translator in Foreign languages)	1	B.Sc./Diploma in Engg. with minimum 60% marks.	2 years in translation and interpretation.
		2	Degree in Foreign language with 60% marks .	
2	TO(C) Library and Information Science	1	M.Lib. Inf. Science with minimum 55% marks.	4 years in responsible capacity in a University Level Library.
		2	NET pass or experience	
3	TO(C) (Safety Officer)	1	BE / ME Degree in Safety Engg or BE in Chemical / Mechanical / Electrical/Civil Engineering with 60% marks and diploma in Industrial Safety recognised by Central/State Governments.	Factory experience in Industrial Safety desirable.
4	SO(C) (Radiological Physics) *	1	M.Sc with 60% marks.	-
		2	Diploma in Radiological Physics conducted by BARC	
5	SO(F) (Medical Administrator)	1	MBBS	12 years out of which 3 years as Hospital Administrator.
		2	Post Graduate Degree in Hospital Administration	
			OR	
		1	MBBS	15 years out of which 3 years as Hospital Administrator
2	Diploma in Hospital Administration			

* Note: Trombay Council has approved absorption of top 2 candidates after interviews by relevant Selection Committee, from each batch of Diploma in Radiological Physics from 1997-98 onwards.

TABLE II

**Recruitment Norms for the Posts of SA(C) and above for Candidates with Qualifications:
(i) P.G. Degree in Social Science & (ii) P.G. Degree in Physiotherapy**

S.N.	Educational Qualification	No. of years of relevant experience after obtaining requisite qualification				
		SA(C)	SA(D)/ TO(B)	SA(E)/ TO(C)	SA(F)/ TO(D)	TO(E)
i)	P.G. Degree in Medical Social Work	0	4	9	15	21
ii)	P.G. Degree in Clinical Psychology	0	4	9	15	21
iii)	P.G. Degree in Physiotherapy. HSC + 4½ years BPT + 3 years MPT from recognized university	-	0	4	9	15

- Notes : 1) The subject or the combination of subjects to be specified by the user agency.
2) Minimum of 50% marks in qualifying examination for posts up to and including TO(C).

TABLE – III**Recruitment Norms for Scientific Posts of SA(B) and above**

Sr. No.	Educational Qualification	No. of years of relevant experience after obtaining requisite qualification					Remarks					
		SA(B)	SA(C)	SA(D)	SA(E)	SA(F)						
i)	B.Sc.	0	4	8	13	19	Min. 60% in B.Sc					
ii)	Diploma in Engg. (3 years after S.S.C.)						Min. 60% in Diploma					
iii)(a)	B.Sc.(Computer Science)						Min.60% in B.Sc.					
iii)(b)	B.Sc.+ 1 year diploma in Computer Science						Min.60% in B.Sc.& 60% in Diploma					
iii)(c)	B.Sc (Statistics) + 1 year Diploma in Computer Science						Min. 60% in B.Sc. and 60% in Diploma					
iv)	B.Sc. + 1 year Diploma in Medical Lab. Tech. (D.M.L.T.) Or B.Sc. in Med.Lab.Tech						0	4	8	13	19	Min. 50% in B.Sc. + 60% in D.M.L.T./ M.L.T.
v)	Degree or equivalent Diploma in Physiotherapy											Min. 50% in Degree or Diploma
vi)	B.Sc. + 1 year Diploma in Radiography or B.Sc.(Radiography)						0	4	8	13	19	Min 60% in B.Sc. (Radiography) Min. 50% in B.Sc.(for Diploma Holders)
vii)	B.Sc. + 1 year Diploma/Certificate in Industrial Safety.											
viii)	B.Sc. + Diploma in Medical Radio-Isotope Techniques (DMRIT)	0	4	8	13	19	Min. 50% in B.Sc. + Minimum 50% marks in DMRIT					

- Notes:
1. The subject or the combination of subjects covered for the B.Sc./Diploma should be specified by the user agency
 2. Remarks (% marks) pertain to first 3 columns, namely up to SA(D).
 3. Experience for SA(C), DMRIT candidates should be in handling Gamma Camera computer systems and other in-vivo nuclear medicine techniques.
 4. Guidelines for absorption of category-I stipendiary trainees as SA'B' on completion of 1 year training shall be as per the TC directives.
 5. For recruitment to Paramedical posts, the disciplines such as Refractionist, Occupational Therapist, Audiologist, Dialysis Assistant, Dietician, Clinical Psychologist, should also be considered as and when vacancies arise. The candidates should have a degree and/or diploma in the respective disciplines with minimum 50% marks in qualifying examination. The number of years of experience required for recruitment of various posts such as SA'B', SA'C' etc will be same as that for candidates with the qualification of B.Sc. or Diploma in Engg. (as specified at Sr. Nos. i) and ii) in the above table)

TABLE IV

Recruitment Norms for Technician ‘B’ (Tech B) and above for Boiler Attendant

Educational Qualification	No. of years of relevant experience after obtaining requisite qualification					
	Tech B	Tech C	Tech D	Tech F	Tech G	Sr. Tech H
SSC + II Class Boiler Attendant’s Certificate	0	4	8	15	21	27
SSC + I Class Boiler Attendant’s Certificate	-	0	4	10	16	22

Note: In the case of Personnel with II class Boiler Attendant’s certificate, for purpose of recruitment of Tech ‘C’ and above, relevant boiler room experience prior to obtaining the certificate may also be taken into consideration.

TABLE V**Recruitment Norms for Technician B (Tech B) and above (List of Trades is given in Annexure I)**

Sr. No.	Educational Qualification	No. of years of relevant experience after obtaining requisite qualification						Remarks
		Tech B	Tech C	Tech D	Tech F	Tech G	Sr. Tech H	
i)	H.S.C or S.S.C. + Trade Certificate of 1 year duration	0	4	8	14	20	26	Min. 60% marks in SSC or HSC with Science and Maths .
ii)	H.S.C. + 1 year Medical Radiography / X-Ray Technique Trade Certificate	-	2	6	12	18	24	Min. 60% in HSC in Science
iii)	H.S.C + 1 year Certificate Course of Operation Theatre Assistant.	0	2	6	12	18	24	HSC (Science) with 60% marks + 1 year Certificate Course (experience in reputed hospital with more than 50 beds)
iv)	H.S.C. + 2 years Diploma in Dental Technician (Hygienist / Mechanics)	-	-	*0	6	12	18	HSC (Science) with 60% marks + 2 year Diploma recognized by Dental Council of India + 2 years Stipendiary Training in BARC.*
v)	S.S.C./H.S.C. + one year Certificate Course in Receptionist / Hospitality Management / Sanitary Inspection	0	4	8	14	20	26	60% marks in SSC/HSC and good communication skills.

- Notes: 1) Relevant trade certificates shall not normally be of less than 1 year duration. The examination shall be recognized by the competent authority.
- 2) Trade test is required for all recruitments.
- 3) Guidelines for absorption of category-II stipendiary trainees as Technician 'B'/'C' on completion of 2 years training shall be as per the TC directives.

TABLE VI

Recruitment Norms for the Posts of (i) Nurse, (ii) Male Nurse

Sr. No.	Educational Qualifications	No. of years of relevant experience after obtaining requisite qualification			
		Nurse (A)	Nurse (B)	Nurse (C)	Nurse (D)
i)	HSC / XII Standard and Diploma in Nursing & Mid-wifery (3 years course) + Registration as 'A' Grade Nurse or BSc (Nursing)	0	7	14	21
ii)	Nursing 'A' Certificate with 3 years experience in hospital or Nursing Assistant Class III & above from the Armed Forces				

Note: Candidates possessing degree in nursing may also be considered for recruitment for the above posts. This fact should be clearly mentioned in the advertisement issued for the recruitment. Such candidates may be considered for awarding 2 additional increments at the time of recruitment.

TABLE VII

Recruitment Norms for Pharmacists

Educational Qualification	No. of years of relevant experience after obtaining requisite qualification			
	Pharm 'B'	Pharm 'C'	Pharm 'D'	Pharm 'E'
HSC (10+2) + 2 years Diploma in Pharmacy + 6 months Training in Pharmacy + Registration as a Pharmacist with Central or State Pharmacy Council	0	9	17	25

Note: Entry level post for recruitment of Pharmacists is Pharmacist 'B'.

TABLE F1

Recruitment Norms for Fire Service Personnel – Fireman

Educational Qualification	No. of years of relevant experience after obtaining requisite qualification		
	Fireman A	Fireman B	Fireman C
S.S.C. or equivalent. Persons having Certificate Course from State Fire Training Centres and having valid Heavy Vehicle driving Licence will be given preference.	0	8	16

Physical Standards:

No deformity

Height : 165 cms (minimum)

Weight : 50 Kgs (-do-)

Chest : 81 cms (normal)

Chest : 86 cms (expansion)

Vision : 6/6, without wearing glasses or any other aid. Night or color blindness shall be a disqualification.

Candidates should qualify in physical endurance test like running 100 meters with 64 kgs. weight in one minute, climbing of rope and/or vertical pipe to a height of at least three meters from the ground.

Age: Must have completed 18 years but not more than 25 years for Fireman A and 40 years for Fireman B/C. (Relaxation in upper age limit will be allowed in the case of candidates with longer experience and outstanding merit).

Notes: 1) Recruitment for this category of personnel is contemplated normally only as Fireman 'A'. In no case recruitment shall be done at Fireman D/E level.

2) Experience, where essential, should be in well-established fire service organization as Fireman / Driver-cum-Operator.

TABLE F2

Recruitment Norms for Fire Service Personnel – Leading Fireman

S.N.	Educational Qualification	No. of years of relevant experience	
		Leading Fireman A	Leading Fireman B
i)	S.S.C. or equivalent. Experience as a Fireman in a well established Fire Service Organization. Persons having Certificate Course from State Fire Training Centre and valid Heavy Vehicle driving Licence will be given preference.	8 (as FM / DCO)	16 (as FM / DCO)
ii)	Sub Officers Course from National Fire Service College Persons having valid Heavy Vehicle driving Licence will be given preference.	7 (as FM / DCO)	15 (as FM / DCO)

Note: Notwithstanding the above experience the candidate must have 3 & 2 years relevant experience after obtaining the requisite qualification for Leading Fireman A and Leading Fireman B respectively.

Physical Standards:

No deformity

Height : 165 cms (minimum)

Weight : 50 Kgs (-do-)

Chest : 81 cms (normal)

Chest : 86 cms (expansion)

Vision : 6/6, without wearing glasses or any other aid. Night or colour blindness shall be a disqualification.

Candidates should qualify in physical assessment test as given below:

- a) Should be able to run 100 meters in 30 seconds.
- b) Should be able to lay 4 lengths of hoses each 50 ft. from the appliance within 3 minutes.
- c) Should be able to climb on extension ladder of 35 ft. length and come down, twice, in 2 minutes.
- d) Should be able to carry a person of approximately his own weight by the fireman's lift method over 25 meters in 3 minutes.
- e) Should be able to 'pushups' 20 times continuously.
- f) Should be able to run 1 mile in 10 minutes.

Age: Not more than 32 years for LFMA and 40 years for LFM B/C. (Relaxation in upper age limit will be allowed in the case of candidates with longer experience and outstanding merit).

Notes: 1) Recruitment for this category of personnel is contemplated normally only as Leading Fireman 'A'.

2) Experience, where essential, should be in well-established fire service organization as Fireman/Driver-cum-Operator.

TABLE F3

Recruitment Norms for Fire Service Personnel - Driver – cum – Operator

Educational Qualification	No. of years of relevant experience after obtaining requisite qualification		
	Driver-cum-Operator (A)	Driver-cum-Operator (B)	Driver-cum-Operator (C)
SSC or equivalent with valid Heavy Vehicle Licence. Persons having knowledge of fire fighting equipment such as Fire Extinguishers etc. will be given preference.	3	11	19

Physical Standards:

No deformity
Height : 165 cms (minimum)
Weight : 50 Kgs (-do-)
Chest : 81 cms (normal)
Chest : 86 cms (expansion)
Vision : 6/6, without wearing glasses or any other aid.
Night or color blindness shall be a disqualification.

Candidates should qualify in physical endurance test like running 100 meters with 64 kgs., weight in one minute, climbing of rope and/or vertical pipe to a height of at least three meters from the ground. Candidates should also qualify for driving test.

Age: Not more than 32 years for DCO 'A' and 40 years for DCO 'B' / 'C' . (Relaxation in upper age limit will be allowed in the case of candidates with longer experience and outstanding merit).

- Notes:** 1) Experience in a Fire Service organization / Defence Service will be preferred.
2) Knowledge of English is desirable.
3) Recruitment for this category is contemplated normally at Driver-cum-Operator (A) level only.

TABLE F4

Recruitment Norms for Fire Service Personnel – Sub Officer

Educational Qualification	No. of years of relevant experience		
	Sub Officer (A)	Sub Officer (B)	Sub Officer (C)
S.S.C. or equivalent plus Sub-Officer's Course from National Fire Service College OR from CISF Fire Training Centre. Persons having valid Heavy Vehicle driving Licence will be given preference.	5 (as LFM) 8 (as FM / DCO)	12 (as LFM) 15 (as FM / DCO)	19 (as LFM) 22 (as FM / DCO)

Note: Notwithstanding the above experience the candidate must have 3, 2 & 1 year relevant experience for Sub Officer (A), Sub Officer (B) and Sub Officer (C) respectively.

Physical Standards:

No deformity	:	
Height	:	165 cms (minimum)
Weight	:	50 Kgs (-do-)
Chest	:	81 cms (normal)
Chest	:	86 cms (expansion)
Vision	:	6/6, without wearing glasses or any other aid. Night or colour blindness shall be a disqualification.

Physical assessment and command test is necessary for promotion to all above grades as specified below:

- a) Should be able to run 100 meters in 30 seconds.
- b) Should be able to lay 4 lengths of hoses each 50 ft. from the appliance within 3 minutes.
- c) Should be able to climb on extension ladder of 35 ft. length and come down, twice, in 2 minutes.
- d) Should be able to carry a person of approximately his own weight by the fireman's lift method over 25 meters in 3 minutes.
- e) Should be able to 'pushups' 20 times continuously.
- f) Should be able to run 1 mile in 10 minutes.
- g) Should be able to conduct: Physical training, Squad drills, Fire fighting drills, Fire fighting/Trailer pump operations.

Age: Not more than 40 years. (Relaxation in upper age limit will be allowed in the case of candidates with longer experience and outstanding merit.)

- Note:**
- 1) Experience as Fireman/Leading Fireman/Driver-cum-Operator in a recognised Civil/Industrial Fire Service Station is essential.
 - 2) Recruitment for this category is contemplated normally at Sub-Officer 'A' level only.

TABLE – F5

Recruitment Norms for Fire Service Personnel – Station Officer

	Educational Qualification	No of years of relevant experience			
		Station Officer (A)	Station Officer (B)		
i)	S.S.C. or equivalent + Valid Heavy vehicle driving Licence + certificate of Station Officer's Course of the National Fire Service College or from CISF Fire Training Centre Or Graduate of the Institute of Fire Engineering, India/London	5 (As Sub Officer)	12 (As Sub Officer)		
				TO(D)	TO(E)
ii)	B.E. in Fire Engineering	0	5	10	16

- Note:** 1. Notwithstanding the above experience, the candidate must have 3 & 2 years of relevant experience after obtaining the requisite qualification for Station officer (A) and Station Officer (B) respectively for candidates without BE (Fire) qualification.
2. Priority should be accorded to have at least one fire professional in each Fire Station with BE (Fire) degree. The recruitment of fresh BE (Fire) can be made at Station Officer A level.

Physical Standards:

No deformity

Height : 165 cms (minimum)

Weight : 50 Kgs (-do-)

Chest : 81 cms (normal)

Chest : 86 cms (expansion)

Vision : 6/6, without wearing glasses or any other aid.

Night or colour blindness shall be a disqualification.

Physical assessment and command test is necessary for promotion to all above grades as specified below:

- a) Should be able to run 100 meters in 30 seconds.
- b) Should be able to lay 4 lengths of hoses each 50 ft. from the appliance within 3 minutes.
- c) Should be able to climb on extension ladder of 35 ft. length and come down, twice, in 2 minutes.
- d) Should be able to carry a person of approximately his own weight by the fireman's lift method over 25 meters in 3 minutes.
- e) Should be able to 'pushups' 20 times continuously.
- f) Should be able to run 1 mile in 10 minutes.
- g) Should be able to conduct : Physical training, Squad drills, Fire fighting drills, Fire fighting / Tractor pump operations, driving test, operation of fire tenders and generation of foam using foam tenders.

Age: Not more than 40 years. (Relaxation in upper age limit will be allowed in the case of candidates with longer experience and outstanding merit.). Should possess a valid Heavy Vehicle Driving Licence.

- Notes:
- 1) Experience should be in a well established Fire Service Organization.
 - 2) Should be conversant with the operation and maintenance of Fire Engines, Fire Pumps and other fire fighting equipments.
 - 3) Recruitment for this category is contemplated normally at Station Officer A level only

TABLE F6

Recruitment Norms for Fire Service Personnel – Dy. C.F.O. / C.F.O

Sr. No.	Educational Qualification	No. of years of relevant experience after obtaining requisite qualification		
		Dy. Chief Fire Officer(A)	Dy. Chief Fire Officer (B) / C.F.O. (A)	C.F.O. (B)
i)	Passed S.S.C. or equivalent examination with Physics & Chemistry. + Passed the Divisional Officer's Course from the National Fire Service College or from CISF Fire Training Centre OR Graduate/Associate Member of the Institute of Fire Engrs., India/London	6 (as Station Officer)	12 (6 yrs. As DCFO)	18 (6 yrs. As CFO 'A')
ii)	B.E. in Fire Engineering	2 (as Station Officer)	8 (6 yrs. As DCFO)	14 (6 yrs. As CFO)

Note: Notwithstanding the above experience, the candidates without BE (Fire) degree must have 3 years of relevant experience after obtaining the requisite qualification for Dy.CFO(A) post.

Physical Standards:

No deformity

Height : 165 cms

Weight : 50 kgs

Chest : 81 cms (normal)

Chest : 86 cms (expansion)

Vision : 6/6, without wearing glasses or any other aid. Night or colour blindness shall be a disqualification.

Age : Not more than 40 years. (Relaxation in upper age limit will be allowed in the case of candidates with longer experience and outstanding merit).

Note :

- 1) Should possess a valid Heavy Vehicle Driving Licence and must be fully conversant with the operation and maintenance of fire engines, fire pumps and other fire fighting equipments.
- 2) Experience in a post not below the rank of Station Officer in a well established whole time Fire Services organization is essential.
- 3) No direct recruitment is contemplated if eligible Departmental candidates are available.

LIST OF TRADES

1. **MECHANICAL TRADES**
Workshop Trades :

Welding, Fitting, Sheet Metal Fabrication, Milling, Turning, Die making, Jig boring, Foundry, Pattern Making, Tool Crib Attendant, Drilling.
2. **MAINTENANCE**
Mechanical, Electrical, Air Conditioning, Rigging, Painting, Laboratory Maintenance, Transport, Process Plant Maintenance.
3. **ELECTRICAL TRADES**
Electrical Wiring, Erection and Operation of Electrical Equipment and Auxiliaries in Sub-Station and other Installations.
4. **ELECTRONICS/INSTRUMENTS**
Fabrication, maintenance and operation of electronic equipment. Fabrication and maintenance of Process Instruments.
5. **OPERATIONS**
Operation of Process Plants including Large Air Conditioning Plants, Operation of Experimental Loops, Pilot Plants and Allied Equipment, Crane, Fork Lift, Platform Truck Operations.
6. **TECHNIQUES**
Engg. Draughting ,Glass Blowing, Fabrication and Maintenance Furnaces and Ovens, Printed Circuit Processes, Semiconductor Crystal Growth Techniques, Surface Finishing Such as Anodising, Electroplating, Passivation etc., Material Preparation like Metal Cleaning, Degreasing, Heat Treatment etc. Vacuum Techniques, Photography/Film Processing, Industrial and Medical Radiography, Xeroxing, Cyclostyling and Documentation, Composing, Printing, Binding, Library Techniques, Optical Polishing & Optical Coating etc. Receptionist, Hospitality ,Sanitary Inspection.
7. **LABORATORY TRADES**
Pertaining to Physics, Chemistry, Biology, Health Physics, Material Science and other such disciplines.
8. **MEDICAL**
Ambulance Attendant, Operation Theatre Attendant, Operation Theatre Assistant, Ward Boy/Ayah, Dental Technicians, Animal House Attendant. Dental Hygienist, X-ray Technician, Dark room Technician.
9. **CIVIL TRADES**
Masonry, Carpentry, Plumbing, Painting.
10. **SURVEYOR**
Pertaining to Geological explorations

2.2 PROMOTIONS

The promotion of all Scientific and Technical personnel of DAE is based on merit. The promotion scheme therefore is known as, “MERIT BASED PROMOTION SCHEME”.

- 2.2.1 All promotion cases are considered for the Next Higher Grade (NHG) as applicable only, except in the cases of candidates acquiring additional educational qualification while in service, where the cases shall be examined as per guidelines mentioned below in Para 2.2.9.
- 2.2.2 The tables (Table IAP to IXBP and F-I(A)P to F-VP) specify minimum residency period in the lower grades which are applicable for outstanding candidates. ***[This minimum residency period is as per the prevailing practice followed, however, it is liable to change as and when revisions in the promotion guidelines are undertaken].*** This period would be longer for other cases as per guidelines issued by the Competent Authority. These guidelines are based on ACR grading for specified number of years immediately preceding the date of proposal for promotion. Meeting the ACR grades alone may not be sufficient for considering a candidate for promotion to the next higher grade. The screening committees also consider other aspects such as impact of scientific and technological accomplishments on the DAE programme, special attributes towards guiding scientific and technological activities, leadership qualities, skills, productivity, inter-personal relations as applicable etc. After screening in, the candidates are interviewed by the appropriate Standing Selection Committees constituted by Competent Authority for promotion to NHG.
- 2.2.3 Cases, which do not fulfill the prescribed guidelines but are still considered deserving for being put up for promotion, are treated as special cases. All special cases shall have to be cleared by the competent authority (Trombay Council in case of Bhabha Atomic Research Centre and Apex Body of the Institute / Centre / Unit for all other DAE Units) before the candidate is interviewed by the Standing Selection Committee. For special cases, the relaxation in the minimum residency period prescribed for promotion is not permissible.
- 2.2.4 For the first promotion after recruitment, the date of promotion shall be with reference to the rationalized date of annual increment which is July 1 as per the recommendation of 6 CPC. However, 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. All promotions thereafter shall be considered with reference to the date of last promotion. It shall be ensured by respective ACR controlling authorities that the ACRs are written and filed for respective annual period with respect to the date of promotion which shall be from July 1.
- 2.2.5 In cases of candidates recruited directly and given advance increments based on their performance in the interview and special qualification / experience (upto 5 increments permitted) at the time of initial appointment, a weightage against advance increments may be given as advantage for first promotion only. Candidates awarded 2 or 3 advance increments will be eligible for a weightage of 1 year and those awarded 4 or 5 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 candidate must put in a minimum 2 years of service in the Department before being considered for first promotion. The above weightage rule shall not apply to the candidates recruited through BARC Training

School or its affiliates, DGFS or other Training Schemes in DAE such as Category-I and Category-II stipendiary Training Schemes.

- 2.2.6 Candidates who are on probation / extended probation shall not be considered for promotion.
- 2.2.7 The promotion norms for a new cadre termed as “Technical Officers” are introduced. (Refer Recruitment Norms for qualification of Technical Officers). Technical Officers are those officers who,
- (a) join at the post of TO ‘C’ and above either directly with or without some experience after acquiring M.Sc. or Bachelor of Engineering / Technology without induction through Orientation Training
 - (b) are the staff members who after having acquired the prescribed qualifications (qualification as per the recruitment norms for the relevant post) 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 later.

Technical Officers can take up the specified induction training as approved by the competent authority. On successful completion of the training they may be considered for placement as Scientific Officers as per the existing procedure for change of track at the time of next promotion.

- 2.2.8 The persons who have been recruited as Tradesman have been renamed as “Technician / Senior Technician / Technical Supervisor” as the case may be.

2.2.9 Guidelines for change of track on promotion after acquisition of additional qualification while in service

- i. From Scientific Assistant to Technical Officers shall be applicable to the persons in the grades SA (C, D, E, F) who have acquired the prescribed qualification with the approval of competent authority during the course of their service and passed the departmental examination above a threshold. They can be considered for putting up for promotion to grades of Technical Officers (B, C, D, E) respectively. Existing criteria for promotion to Technical Officer grades will apply, namely, work record of the candidate and aptitude and capability for development work, as judged by the Selection Committee during the interview. The Selection Committee may, however, decide to promote the candidate either to Technical Officer grade or to NHG in the Technical Stream only i.e. Scientific Assistant grades or to defer the case.
- ii. Promotion or change of track from Draftsmen grades to Technical Officer grades can be considered only if they acquire prescribed additional qualification with the approval of competent authority.
- iii. Technicians who have acquired additional qualification of B.Sc. / Diploma in Engineering during the course of their service with the approval of competent authority would be considered for change of track to Scientific Assistant as per following paragraphs. Technicians who acquire additional qualification of M.Sc., AMIE or equivalent would be considered for Technical Officer stream as per the prescribed procedure as a special case (as per para 2.2.3).

- iv. Change of track from SA to TO or from Technician to SA or TO while in service will not be considered without acquiring additional qualification as per the Recruitment norms.
- v. All those who acquire additional qualification will have to appear for a departmental examination and those who obtain marks / percentile above a certain threshold would be considered for promotion / track change as per the qualification they have acquired. Those who have scored less than the threshold would be given one more chance for appearing in the departmental examination.
- vi. Such candidates who have acquired the additional qualification and cleared the departmental examination above a threshold shall be put up for promotion on the date of their last promotion falling immediately subject to their CR gradings. Only one chance shall be given for appearing in the interview.
- vii. Following will be the criteria for considering cases for promotion on acquiring additional qualification while in service.

Sr. No.	Additional Qualification	Min. marks to be obtained in the exam. of additional qualification as required by the University / Institute for awarding the Degree	To be considered for promotion to grade
(i)	B.Sc.	60%	SA 'B'
(ii)	Diploma in Engg.	60%	SA 'B'
(iii)	M.Sc.	60%	TO 'C'
(iv)	AMIE/AMIA/BE/B.Tech	60%	TO 'C'

For cases at (i) & (ii) above, Selection Committees can promote the candidates to grade SA'B' only.

For cases at (iii) & (iv) above, Selection Committees can promote the candidates to one grade lower i.e. to grade TO (B).

- viii. Candidates, who after acquiring additional qualification with 60% marks or above and have cleared departmental examination and finally also appeared for promotion interview by the relevant Selection Committee (as per para vi above) and are not found fit for promotion 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.
- ix. Personnel on FTA establishment are not eligible for promotion on the basis of acquiring additional qualification.
- x. When a person acquires additional qualification, and is also eligible for promotion in normal course to the next higher grade (NHG), he should be interviewed for the appropriate post as described above, on the basis of the additional qualification acquired and in the same interview, he may be assessed for the lower post also (i.e. normal promotion to NHG), subject to fulfillment of norms, if not found fit for relevant post based on acquiring additional qualification.

- xi. If a person acquires Ph.D. by research directly after B.Sc. or after M.Sc. (with less than 60% marks) or after B.Pharm / B.Lib. / M.Lib., the candidate may be treated according to guidelines applicable to the candidates with M.Sc. degree in relevant cases. Candidates who have acquired M.Lib. (along with NET) qualification or have M.Lib. with seven years of experience will be treated on par with candidates having M.Sc. degree.
- xii. On promotion due to track change, the placement of the staff members would be decided as per the requirement of the organization.
- xiii. Those staff members who get less than 60% marks in qualifying examinations as per the recruitment norms, and have not got the benefit of higher qualification for track change, and if they do acquire additional qualification of Ph.D. or M.Tech., they can be given an additional opportunity for track change.
- xiv. The benefit of acquiring additional qualification while in service is given to staff members who have joined the department below the induction level of Scientific Officer 'C'. Those who join the department at a grade of 'C' and above will not receive any benefit of acquiring additional qualification.

2.2.10 Change of track from Technicians to Supervisory grades

Deserving persons in grades Technician (D, F, G, H, J) can be considered for putting up for promotion to supervisory grades, Asst. Foreman, Foreman A, B, C and D respectively. Specific recommendation for changeover to equivalent supervisory grade, (eg. 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 Selection Committee during the interview. The Selection Committee may however decide to promote the candidate either to supervisory grade or NHG in Technician grade only or defer the case.

2.2.11 Promotion of persons on deputation or on EOL out of India:

Whenever a person is found suitable for being put up for promotion with effect from a particular date but the person 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 concerned Selection Committee holds the interviews, the person may be considered for promotion, in normal course, in the subsequent year on return to India. During the interview, the Selection Committee would assess, based on performance, whether the candidate could have been promoted w.e.f. the previous year, when he was on deputation out of India. If the finding in this regard is positive, a note to this effect shall be put up by Chairperson of the relevant Selection Committee to Director, BARC or to the Director or Chief Executive of the respective Institute/Centre/Unit for approval and thereafter this fact would be recorded in the person's CR dossier. The person may then be considered for next promotion, as if he was promoted to the existing grade w.e.f. the date recorded in the note. If however, a person while on EOL has been screened for interview and he/she wants to appear for interview at his/her own expense, he/she would be allowed to do so with the condition that the promotion would be effective from the date of the promotion proposal but the actual monetary benefit will be effective from the date he/she assumes charge after availing the EOL.

2.2.12 Guidelines for promotion – deferred cases

In cases of deferment by Standing Selection Committees for the first time, the cases can be put up again in the following year. In cases of candidates deferred twice by Standing Selection Committees their cases can be put up again only after a lapse of two years after each such deferment.

2.2.13 Rationalised Date of Review / Effective Date of Promotion

Consequent to the implementation of 6th CPC, the date of increment is July 1. Accordingly, all the cases for promotion will take effect from July 1.

2.2.14 Review Procedure

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 Confidential Reports (ACR). 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 make recommendation for consideration of the candidates for being interviewed by the selection committee or otherwise. Such an assessment is based on various factors such as grading in ACRs, assessment of skills and recommendation of the Division / Group in which the candidate 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 for being interviewed by the selection committee in a particular year are considered again next year depending on grading in ACR's.

Duly constituted Standing Selection Committee interview those candidates who are recommended by the screening committee for interview. The Standing Selection Committee after assessing the candidate in the interview, record their recommendation as “promotion to grade with or without incentive of variable increments or “defer”. Those not found fit for promotion are treated as per para 2.2.12.

TABLE IAP

PROMOTION NORMS FOR SCIENTIFIC STAFF IN THE CATEGORY OF SCIENTIFIC OFFICERS : M.Sc / M. Pharm / Engineers / Medical Doctors

Guidelines for promotion:

	FROM GRADE	TO GRADE	Minimum Eligibility Period of Years
1	SO(SB)* PB2 GP4800	SO(C) PB2 GP 5400	3
2	Engineers, Science PG degree holders (MSc.) and Medical doctors (MBBS/BDS) recruited directly. Officers promoted to SO(C) grade on acquiring M.Sc. or AMIE/AMIA/BE/B.Tech qualification while in service prior to 31.12.2008		
2A	SO(C) PB2 GP 5400 / PB3 GP 5400	SO(D) PB3 GP 6600	3
2B	SO(D) PB3 GP 6600	SO(E) PB3 GP 7600	5
3	Scientists and Engineers through OCES of Training School; Engineers with M.Tech qualification through OCEP of Training School or through DGFS of IITs/IISC; M.Tech. recruited directly.**		
3A	SO(C) PB3 GP 5400	SO(D) PB3 GP 6600	2
3B	SO(D) PB3 GP 6600	SO(E) PB3 GP 7600	
	Engineers, Scientists (PG or higher degree), KSKRA recruits / Medical doctors		4
	Engineers with M.Tech qualification through DGFS of IITs/IISC		3
4	SO(E) PB3 GP 7600	SO(F) PB4 GP 8700	5
5	SO(F) PB4 GP 8700	SO(G) PB4 GP 8900	5
6	SO(G) PB4 GP 8900	SO(H) PB4 GP 10000	5

* The officers in the grade SO(SB) are the existing officers promoted prior to 31.12.2008

** Refers to M.Tech. courses taken after B.E., B.Tech. or M.Sc. including integrated M.Tech. course.

Note:

- Persons with M.Sc. or AMIE or AMIA (or other equivalent Engineering degree recognised by Govt. Of India) who are in SO(SB) / SO(C) grade should be considered for promotion to the next higher grades SO(C) / SO(D) respectively, by application of norms as prescribed in the above table, provided they have put in the prescribed number of years of service in SO(SB) / SO(C) grade after acquiring such qualification.
- Regarding guidelines for promotion on acquiring additional qualifications, refer to para no. 2.2.9.

TABLE IBP
PROMOTION NORMS FOR STAFF IN THE CATEGORY OF TECHNICAL
OFFICERS : M.Sc / Engineers

Guidelines for promotion:

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS
TO(B) PB2 GP4800	TO(C) PB2 GP 5400	3
TO(C) PB2 GP 5400* / PB3 GP 5400**	TO(D) PB3 GP 6600	3
*Officers promoted to TO(C) grade on acquiring BE / B.Tech / AMIE (or equivalent recognized by Government of India) or Post Graduate Degree in Science **Engineers and Science PG holders recruited directly.		
TO(D) PB3 GP 6600	TO(E) PB3 GP 7600	5
TO(E) PB3 GP 7600	TO(F) PB4 GP 8700	5
TO(F) PB4 GP 8700	TO(G) PB4 GP 8900	5
TO(G) PB4 GP 8900	TO(H) PB4 GP 10000	5

Note :

- Persons with M.Sc. or AMIE or AMIA (or other equivalent Engineering degree recognised by Govt. Of India) who are in TO(B) / TO(C) grade should be considered for promotion to the next higher grades TO(C) / TO(D) respectively, by application of norms as prescribed in the above table, provided they have put in the prescribed number of years of service in TO(B) / TO(C)/TO(D) grade after acquiring such qualification.
- Regarding guidelines for promotion on acquiring additional qualifications, refer to para no. 2.2.9.

TABLE IIP
PROMOTION NORMS FOR DIPLOMA HOLDERS IN ENGINEERING/
B.Sc./ B.Pharm / M.Lib.Sc. – SCIENTIFIC OFFICER STREAM (PRIOR TO
31.12.2008)

Guidelines for promotion:

SR. NO	FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS
1	SO(SB) PB2 GP 4800	SO(C) PB2 GP 5400	4
2	SO(C) PB2 GP 5400	SO(D) PB3 GP 6600	5
3	SO(D) PB3 GP 6600	SO(E) PB3 GP 7600	6
4	SO(E) PB3 GP 7600	SO(F) PB4 GP 8700	7
5	SO(F) PB4 GP 8700	SO(G) PB4 GP 8900	7

Note:

1. Trade test is not required for Promotion.
2. Regarding guidelines for promotion on acquiring additional qualifications refer to para no. 2.2.9.
3. 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.

TABLE III

PROMOTION NORMS FOR DIPLOMA HOLDERS IN ENGINEERING / B.Sc./

B.Pharma /B.Lib.Sc. - TECHNICAL STREAM

Guidelines for promotions:

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD IN YEARS
SA (B) PB2 GP.4200	SA (C) PB2 GP 4600	2
SA's recruited under stipendiary training scheme Cat.I (one year training recognised by DAE)		
Others with qualifications as per the title of this table		3
SA (C) PB2 GP 4600	SA (D) PB2 GP 4800	3
SA (D) PB2 GP 4800	SA (E) PB2 GP 5400	4
SA (E) PB2 GP 5400	SA (F) PB3 GP 6600	5
SA (F) PB3 GP 6600	SA (G) PB3 GP 7600	6

Note:

1. Trade test is not required for promotion.
2. Regarding guidelines for promotion on acquiring additional qualifications, refer to para no. 10 of the preamble.

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

Guidelines for promotion:

From Grade	To Grade	MINIMUM ELIGIBILITY PERIOD IN YEARS
Chargehand* PB2 GP 4200	Foreman A PB2 GP 4600	6
Asst. Foreman PB2 GP 4200	Foreman A PB2 GP 4600	4
Foreman A PB2 GP 4600	Foreman B PB2 GP 4800	5
Foreman B PB2 GP 4800	Foreman C PB2 GP 5400	5
Foreman C PB2 GP 5400	Foreman D PB3 GP 6600	6
Foreman D PB3 GP 6600	Foreman E PB3 GP 7600	7

Note:

1. Trade test is not required for any grade.
2. In case of Foreman recruited with Diploma in Engineering as qualification, guidelines as in Table-III shall be applied taking into equivalence of pay scales of FM /SA.
3. Persons 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 above Table applying equivalence of pay scales of FM/SA. The minimum eligibility period of number of years specified above for such persons indicate total number of years in Technical grades (as FM or SA).
- 5.* The grades of Chargehand and Assistant Foreman are merged. Hence all Chargehand are redesignated as Assistant Foremen I w.e.f. 01.01.2009. However, the promotion of Chargehand to Foreman 'A' would be regulated as per the norms in the table above.

TABLE VP

PROMOTION NORMS FOR DRAWING OFFICE TRADES

Guidelines for promotion:

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD IN YEARS
Technician D (Drg.) PB1 GP 2800	D'man B PB2 GP 4200	5
D'man A (Drg.)* PB2 GP 4200	D'man C PB2 GP 4600	6
D'man B PB2 GP 4200	D'man C PB2 GP 4600	4
D'man C PB2 GP 4600	D'man D PB2 GP 4800	5
D'man D PB2 GP 4800	D'man E PB2 GP 5400	5
D'man E PB2 GP 5400	Tech. Supervisor A (Drg) PB3 GP 6600	6
Tech. Supervisor A (Drg) PB3 GP 6600	Tech. Supervisor B (Drg) PB3 GP 7600	7

Note :

1. Trade test is required for promotion upto grade D'man D inclusive.
2. Promotion or Change of track from Draftsmen grades to Technical Officer grades is not permitted.
- 4.* The D'man A and D'man B grades are merged. Hence all D'man A are redesignated as D'man 'BI' w.e.f. 1.1.2009. The promotion of present D'man A to D'man C will be regulated as per the norms in the Table above.

TABLE VIP
PROMOTION NORMS FOR TECHNICIANS, SENIOR TECHNICIANS AND
TECHNICAL SUPERVISORS

Guidelines for promotion:

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD IN YEARS
Tech A PB1 GP 1900	Tech B PB1 GP 2000	3
Tech B PB1 GP 2000	Tech C PB1 GP 2400	3
Tech C PB1 GP 2400	Tech D PB1 GP 2800	3
Tech D PB1 GP 2800	Tech F / Asstt. Foreman PB2 GP 4200	5
*Tradesman E PB2 GP 4200	Tech G PB2 GP 4600	6
Tech F PB2 GP 4200	Tech G PB2 GP 4600	4
Tech G PB2 GP 4600	Sr.Tech H PB2 GP 4800	5
Sr.Tech H PB2 GP 4800	Sr.Tech J PB2 GP5400	6
Sr.Tech J PB2 GP 5400	Tech. Supervisor A PB3 GP 6600	6
Tech. Supervisor A PB3 GP 6600	Tech. Supervisor B PB3 GP 7600	7

Note:

1. *Tradesman 'E' and Tradesman 'F' are merged. Tradesman 'E' are redesignated as Technician 'FI' 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.
3. Regarding guidelines for promotion on acquiring additional qualifications, refer to para no. 2.2.9.
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
Tech B PB2 GP 2000	Tech C PB2 GP 2400	2

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

Sr.No.	FROM	TO
1)	Tech D PB1 GP 2800	Asst. Foreman PB2 GP 4200
2)	Tech F PB2 GP 4200	Foreman A PB2 GP 4600
3)	Tech G PB2 GP 4600	Foreman B PB2 GP 4800

TABLE VIIP

PROMOTION NORMS FOR (A) COSMETIC MAINTENANCE SUPERVISORS

WITH SSC + 1 Year

SANITARY INSPECTOR'S COURSE (B) CATERING SUPERVISORS WITH SSC + ½

Year CATERING CERTIFICATE

Guidelines for promotion

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD IN YEARS
*Supervisor 'A' (CM) / SA 'A' (CAT) PB2 GP 4200	Supervisor 'C' (CM) / SA 'C' (CAT) PB2 GP 4600	8

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD IN YEARS
Supervisor 'B' (CM)/ SA 'B' (CAT.) PB2 GP4200	Supervisor C (CM) / SA 'C' (CAT.) PB2 GP 4600	6
Supervisor 'C' (CM) / SA 'C' (CAT.) PB2 GP 4600	Supervisor D (CM) / SA 'D' (CAT.) PB2 GP 4800	6

Note:

- 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.
- 2) *Supervisor 'A' (CM) / SA 'A' (CAT) are redesignated as Supervisor 'BI' (CM) / SA 'BI' (CAT) w.e.f. 1.1.2009. The promotion of Supervisor 'A' (CM) / SA 'A' (CAT) prior to 1.1.2009 will be regulated as per the norms in the Table above.
- 3) For promotion beyond Supervisor 'D' / SA (D) (Catering), please refer to foot note No.4 of Table IV.

TABLE VIII

GUIDELINES FOR PROMOTION / REDESIGNATION TO THE POSTS SISTER-IN-CHARGE (A), SISTER-IN-CHARGE (B), ASSISTANT MATRON AND MATRON

(i) Redesignation : NURSE (D) to Sister-in-charge (A)

Appointment (redesignation by selection), to the posts of Sister-in-charge (A) will be made from among the personnel in the grade Nurse (D).

(ii) Promotion : Sister-in-charge (A) to Sister-in-charge (B)

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD IN YEARS
Sister-in-charge (A) PB3 GP 5400	Sister-in-charge (B) PB3 GP 6600	6

Note : The eligibility period for promotion from Sister-in-charge (A) to Sister-in-charge (B) is indicated as the total number of years in the pre-revised S-13 in pre-revised scale and PB3 GP 5400 revised scale i.e. No. of years spent as Nurse (D) and Sister-in-charge (A) put together. However, normally, a person should have held the post of Sister-in-charge (A) for at least 2 years for being considered for promotion to Sister-in-charge (B).

(iii) Redesignation : Sister-in-charge (B) to Assistant Matron (PB3 GP 6600)

Appointment to the posts of Assistant Matron will be made through selection, based on vacancy, by redesignating personnel working as Sister-in-charge (B).

(iv) Promotion : Assistant Matron to Matron (PB3 GP 7600)

Appointment to the post of Matron will be made through selection, based on vacancy, from among the personnel who have completed a minimum of 6 years service in the pre-revised S-15 scale and PB3 GP 6600 in the revised scale put together (as Sister-in-charge-B or Assistant Matron) out of which at least 2 years should be as Assistant Matron.

TABLE IXAP

GUIDELINES FOR PROMOTION OF NURSES

FROM	TO	MINIMUM ELIGIBILITY PERIOD IN YEARS
Nurse 'A' PB2 GP4600	Nurse 'B' PB2 GP4800	6
Nurse 'B' PB2 GP4800	Nurse 'C' PB2 GP 5400	6
Nurse 'C' PB2 GP5400	Nurse 'D'* PB3 GP5400	6

Note:

- 1)* For redesignation by selection of Nurse D to the post of Sister-in-charge (A), refer to item (i) of Table-VIII.
- 2) The promotion of persons in Auxiliary Nurse grade may be regulated as per the above guidelines by applying equivalence of the grade pay (in the specific pay band) of "Auxiliary Nurse / Nurse"
- 3) Trade test is not required for Nurses.

TABLE IXBP

PROMOTION NORMS FOR PHARMACISTS

FROM	TO	MINIMUM ELIGIBILITY PERIOD IN YEARS
Pharm 'B' PB1 GP 2800	Pharm 'C' PB2 GP 4200	8
*Pharm 'B' (Spl) PB2 GP 4200	Pharm 'D' PB2 GP 4600	8
Pharm 'C' PB2 GP 4200	Pharm 'D' PB2 GP 4600	6
Pharm 'D' PB2 GP 4600	Pharm 'E' PB2 GP 4800	6
Pharm 'E' PB2 GP 4800	Pharm 'F' PB2 GP 5400	7

Note:

1. *The Pharm 'B' Spl and Pharm 'C' are merged and the Pharmacist B (Spl) are redesignated as Pharmacist 'CI'. The promotion of those who were Pharm 'B' Spl prior to 1.1.2009 will be regulated as per the Table above.
2. Trade test is required for Pharmacists.

TABLE – F-I (A)P

GUIDELINES FOR PROMOTION OF FIREMEN/LEADING FIREMEN WITHOUT PROFESSIONAL QUALIFICATION / WITH PROFESSIONAL QUALIFICATION

Guidelines for promotion:

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD IN YEARS
Fireman		
Fireman A PB1 GP 1900	Fireman B PB1 GP 2000	6
Fireman B PB1 GP 2000	Fireman C PB1 GP 2400	6
Fireman 'C' PB1 GP 2400	Fireman 'D' PB1 GP 2800	8
Fireman 'D' PB1 GP 2800	Fireman 'E' PB2 GP 4200	8
Leading Fireman		
L.F'man A PB1 GP 2400	L.F'man 'B' PB1 GP 2800	6
L.F'man 'B' PB1 GP 2800	L.F'man 'C' PB2 GP 4200	6
L.F'man 'C' PB2 GP 4200	L.F'man 'D' PB2 GP 4600	8

Note:

- 1) Minimum eligibility period is reduced by one year for persons who have sub-officer's certificate.
- 2) Depending on Vacancies, Fireman or Leading Fireman may officiate as Sub-officer in accordance with the recruitment norms.
- 3) Physical assessment test is necessary for promotion to all above grades as specified below:
 - a) Should be able to run 100 meters in 30 seconds.
 - b) Should be able to lay 4 lengths of hoses each 50 ft. from the appliance within 3 minutes.
 - c) Should be able to climb on extension ladder of 35 ft. length and come down, twice, in 2 minutes.
 - d) Should be able to carry a person of approximately his own weight by the fireman's lift method over 25 meters in 3 minutes.
 - e) Should be able to 'pushups' 20 times continuously.
 - f) Should be able to run 1 mile in 10 minutes.

TABLE – F-I (B)P

GUIDELINES FOR PROMOTION OF DRIVER-CUM-OPERATORS WITHOUT PROFESSIONAL QUALIFICATION / WITH PROFESSIONAL QUALIFICATION.

Guidelines for promotion:

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD IN YEARS
Driver-cum-Operators		
DCO A PB1 GP 2000	DCO B PB1 GP 2400	6
DCO B PB1 GP 2400	DCO C PB1 GP 2800	6
DCO C PB1 GP 2800	DCO D PB2 GP 4200	8

Note: 1. Minimum eligibility period is reduced by one year for persons who have sub-officer's certificate.

TABLE – F – IIP

GUIDELINES FOR PROMOTION OF SUB-OFFICERS WITHOUT STATION

OFFICER'S

CERTIFICATE / WITH STATION OFFICER'S CERTIFICATE

Guidelines for promotion:

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD IN YEARS
Sub-Officer A* PB2 GP 4200	Sub-Officer C PB2 GP 4600	8
Sub-Officer B PB2 GP 4200	Sub-Officer C PB2 GP 4600	6
Sub-Officer C PB2 GP 4600	Sub-Officer D PB2 GP 4800	8

Note :

1. *Sub-Officer 'A' and Sub-Officer 'B' are merged. Sub Officer 'A' are redesignated as Sub-Officer 'BI' w.e.f. 1.1.2009. The promotion of Sub-Officer 'A' and Sub-Officer 'B' prior to 1.1.2009 will be regulated as per the norms in the Table above.
2. Personnel with Station Officer's certificate can be given 1 year advantage in all above grades.
3. Depending on vacancies, a sub-officer may officiate as Station Officer in accordance with recruitment norms.
4. Physical assessment and command test is necessary for promotion to all above grades as specified below:
 - a) Should be able to run 100 meters in 30 seconds.
 - b) Should be able to lay 4 lengths of hoses each 50 ft. from the appliance within 3 minutes.
 - c) Should be able to climb on extension ladder of 35 ft. length and come down, twice, in 2 minutes.
 - d) Should be able to carry a person of approximately his own weight by the fireman's lift method over 25 meters in 3 minutes.
 - e) Should be able to 'pushups' 20 times continuously.
 - f) Should be able to run 1 mile in 10 minutes.
 - g) Should be able to conduct: Physical training, Squad drills, Fire fighting drills, Fire fighting / Tractor pump operations.

TABLE – F – IIIP

**GUIDELINES FOR PROMOTION OF STATION OFFICERS WITHOUT
DIVISIONAL OFFICER’S CERTIFICATE/WITH DIVISIONAL OFFICER’S
CERTIFICATE**

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD IN YEARS
Station Officer A PB2 GP 4800	Station Officer B PB2 GP 5400	6
Station Officer B PB2 GP 5400	Station Officer C PB3 GP 6600	8

Note:

- 1) Personnel with Divisional Officer’s certificate can be given 1 year advantage in all above grades.
- 2) Depending on vacancies, a Station Officer may officiate as DCFO (A) in accordance with recruitment norms.

TABLE - F-IVP

**GUIDELINES FOR PROMOTION OF DCFO/CFO WITH DIVISIONAL OFFICER’S
CERTIFICATE**

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD IN YEARS
DCFO ‘A’ * PB2 GP 5400	DCFO ‘B’ PB3 GP 6600	5
DCFO ‘B’ ** PB3 GP 6600	DCFO ‘C’ PB3 GP 7600	7
CFO ‘A’ *** PB3 GP 6600	CFO ‘B’ PB3 GP 7600	5

Note :

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)
2. *: Minimum experience as DCFO (A) of 3 years.
**: Minimum experience as DCFO (B) of 3 years.
***: Minimum experience as CFO (A) of 3 years.

TABLE – F – VP

B.E. (FIRE ENGINEERING)

Guidelines for promotion:

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD IN YEARS
TO (C) PB2 GP 5400	TO (D) / CFO 'A' PB3 GP 6600	3
TO (D) / CFO 'A' PB3 GP 6600	TO (E) / CFO 'B' PB3 GP 7600	5

General note 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 scale in the same category)
2. Due care should be taken to ensure that change of category without change of pay scale does not delay promotion to higher pay scale while applying promotion norms. Total service rendered in a particular pay scale irrespective of the category should be counted for determining the eligibility for promotion to the next higher pay scale.
3. For appointment of person already in service to a post in a higher category, the norms for recruitment shall apply.