Government of India
Department of Atomic Energy

Recruitment and Promotion Guidelines in DAE for Auxiliary Personnel

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PREFACE

In order to fulfill the mandate, Department of Atomic Energy (DAE) has given due importance to the development of human resources. Recruitment and promotion systems formulated for its personnel in Scientific and Technical categories are reviewed from time to time, keeping in pace with developing scenario. The norms are published as printed document and displayed on the DAE/BARC web-site.

Similarly the recruitment and promotion norms in respect of Attendant / Hospital Attendant in Auxiliary category have been formulated. The candidates with 10^{th} standard passed are now recruited as Attendant A or Hospital Attendant A depending upon the requirement. Reservation orders of Government of India in respect of candidates belonging to SC / ST / OBC / Physically handicapped are followed for direct recruitment and relaxed standards are permitted for promotion of SC/ST officials.

This document summarises the recruitment and promotion system in respect of Attendant / Hospital Attendant in auxiliary category deployed in DAE.

RECRUITMENT AND PROMOTION SYSTEMS IN DEPARTMENT OF ATOMIC ENERGY FOR ATTENDANT AND HOSPITAL ATTENDANT (AUXILIARY CATEGORY)

1. INTRODUCTION

1.1 The Sixth Pay Commission recommended that in future all recruitments in the Central Government would only be in the posts belonging to Group C or higher categories carrying minimum qualification of matriculation. The existing Group D employees who have passed tenth standard and also those who have not passed class tenth examination to be placed in pay band with the Grade Pay of Rs.1,800 after imparting appropriate training to those who have not passed the tenth standard. The recommendation was mainly to herald multi-skilling in the Government when one employee would perform the tasks hitherto performed by different categories of Group D employees. **Keeping in view the recommendations of Sixth Pay Commission, the Recruitment Norms and Promotion Norms in respect of persons in the grades of Helper (CM/T), Mali, Tradesman (CM/LS) have been revised and redesignated as Attendant / Hospital Attendant.** Attendant and Hospital Attendant posts are auxiliary posts.

The following Sections give the details of the revised norms.

2. RECRUITMENT

2.1 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 in Attendant and Hospital Attendant categories.

2.2 In order to fulfill the specific requirement of Hospital, 'Hospital Attendant' category has been introduced on par with Attendant category. The proposed entry grade to Hospital Attendant category is Hospital Attendant 'A' (PB1 with GP 1800) with educational qualification as tenth pass.

2.3 Recruitment to the posts of Attendant and Hospital Attendant is carried out as per the stipulated guidelines for recruitment as indicated in **APPENDIX I.**

2.4 The selection procedure involves screening followed by interview for these types of categories of staff. Selection is based on the assessment by the appropriate Standing Selection Committee.

2.5 Reservation orders of Government of India in respect of candidates belonging to SC / ST / OBC / Physically Handicapped (PH) as applicable to DAE are followed.

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

3. PROMOTION

3.1 The existing personnel in the Helper(CM/T), Mali and T/A(CM/LS) categories have been redesignated as 'Attendant / Hospital Attendant' as the case may be.

3.2 All promotion cases in Attendant and Hospital Attendant categories are considered for the Next Higher Grade (NHG) as applicable only, except in the cases of candidates acquiring additional qualification while in service, where the cases shall be examined as per guidelines mentioned below in para 3.6.

3.3 The following table 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 revision 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 skills, productivity, inter-personal relation as applicable etc. After screening in, the

candidates are interviewed by the appropriate Standing Selection Committees constituted by Competent Authority for promotion to NHG.

Sl. No.	From Grade	To Grade	Minimum Eligibility period of years
1.	Attendant A / Hospital Attendant A PB1 GP 1800	Attendant B / Hospital Attendant B PB1 GP 1900	6
2.	Attendant B / Hospital Attendant B PB1 GP 1900	Attendant C / Hospital Attendant C PB1 GP 2000	7
3.	Attendant C / Hospital Attendant C PB1 GP 2000	Senior Attendant A / Senior Hospital Attendant A PB1 GP 2400	7
4.	Senior Attendant A / Senior Hospital Attendant A PB1 GP 2400	Senior Attendant B / Senior Hospital Attendant B PB1 GP 2800	8

Note:

(a) (i) Helper A (CM / T), Mali A, Helper BC (CM / T) & Mali BC, (ii) Helper D (CM / T), Mali D, Tradesman A (CM / LS) and (iii) Tradesman B (CM / LS) stand re-designated as (i) Attendant 'A' / Hospital Attendant 'A', (ii) Attendant 'B' / Hospital Attendant 'B' and (iii) Attendant 'C' / Hospital Attendant 'C', respectively.

(b) In case of existing Helper A (CM / T) / Mali A as on 31/12/2009, their services for further promotion from Attendant 'A' / Hospital Attendant 'A' to Attendant 'B' / Hospital Attendant 'B' will count from 01/01/2006.

(c) In case of existing Helper BC (CM / T) / Mali BC promoted prior to 01/01/2006, their services for further promotion from Attendant 'A' / Hospital Attendant 'A' to Attendant 'B' / Hospital Attendant 'B' will count from the date of their promotion as Helper BC (CM / T) / Mali BC. Existing Helper BC (CM / T) / Mali BC promoted on or after 01/01/2006, their services for further promotion from Attendant 'A' / Hospital Attendant 'A' to Attendant 'B' / Hospital Attendant 'B' will count from 01/01/2006.

(d) In case of existing Helper D (CM / T) / Mali D, their services for further promotion from Attendant 'B' / Hospital Attendant 'B' to Attendant 'C' / Hospital Attendant 'C' will count from the date of their promotion as Helper D (CM/T) / Mali D.

(e) In case of existing T/A (CM / LS), their cumulative service rendered under Helper D (CM) / Mali D and T/A (CM / LS) will be taken into account for further promotion from Attendant 'B' / Hospital Attendant 'B' to Attendant C / Hospital Attendant 'C'.

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

3.5 Candidates who are on probation / extended probation shall not be considered for promotion.

3.6 <u>Guidelines for change of track / promotion after acquisition of additional qualification while in service</u>

(i) Promotion / change of track on acquisition of additional qualification while in service for promotion from Attendant / Hospital Attendant to Technician category (i.e. Auxiliary to Technical category) has been introduced.

(ii) Attendant / Hospital Attendant who have acquired additional qualification of (i) HSC (Science) and (ii) ITI during the course of their service with the approval of competent authority would be considered for change of track / promotion to Technician as per following paragraphs.

(iii) Promotion or Change of track from Attendant / Hospital Attendant to Technician while in service will not be considered without acquiring additional qualification as per the Recruitment Norms.

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

(v) Promotion / change of track on acquisition of additional qualification while in service can be considered for promotion from Attendant / Hospital Attendant to Technician category (i.e. Auxiliary to Technical category) on the basis of availability of vacancies in the respective trade. 20% of vacancies of Technical category in a particular year can be earmarked for accommodating persons, who have acquired additional qualification. These persons have to undergo induction training for the respective trade and will then be placed where the vacancies are available.

(vi) Following will be the criteria for considering cases for promotion or change of track on acquiring additional qualification while in service.

Sl.No.	Additional Qualification	Minimum marks to be obtained in AQ as required by the Board / Institute	To be considered for promotion to grade
1.	HSC (Science)	Minimum 60% marks with Science and Maths	Technician B or next higher technician grade
2.	ITI	Minimum 60% marks in SSC (or equivalent grade) or HSC with Science and Maths (60% marks) + ITI from Government recognised institute.	Technician B or next higher technician grade

(vii) ITI to be acquired, as additional qualification will only be in those disciplines as brought out in Table 1.

(viii) Candidates, who after acquiring additional qualification with prescribed marks or above and have cleared departmental examination and finally also appeared for promotion interview by the relevant Selection Committee 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 acquiring additional qualification, and is also eligible for promotion in normal course to the next higher grade (NHG), he / she should be interviewed for the appropriate post as described above, on the basis of additional qualification acquired and in the same interview, he / she 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) On promotion or change of track, the placement of the staff members would be decided as per the requirement of the organisation.

3.7 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.

3.8 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.

TABLE 1 - List of Disciplines in ITI permitted for acquiring additional qualification

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

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

APPENDIX-I

RECRUITMENT NORMS FOR THE POST OF ATTENDANT AND HOSPITAL ATTENDANT W.E.F. 01/01/2010

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

Note :

1. There will be written examination and interview for recruiting Attendant 'A' and Hospital Attendant 'A'.

2. The selected candidate will have to undergo an induction programme for three months.

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