

**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 promotion scheme is therefore known as 'MERIT PROMOTION SCHEME'.
- 1.2 The guidelines for screening of promotion proposals of personnel in scientific and technical grades up to grade SO (E) and equivalent were last approved by Trombay Council (TC) in 2009, consequent to the implementation of the Sixth Central Pay Commission (6CPC) recommendations. Subsequently, there have been several clarifications issued by Ministry of Finance and Department of Personnel and Training (DoPT). In addition, some suggestions were also received from the staff side as well as from different units of the Department. Accordingly, these have been examined and fresh guidelines have been evolved for the promotion of scientific / technical and other 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 and AA- are 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 / Centers / Units.

2.5 Rationalised date of increment on promotion

For the first promotion after recruitment, the date of promotion shall be with reference to the rationalised date of increment, which is July 1 as per the recommendation of 6CPC. 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.

2.6 Consideration of weightage for advance increments

In cases of officials recruited directly and given advance increments (maximum 5 increments permitted) based on their performance and special qualification / experience at the time of initial appointment, a weightage against advance increments may be given as advantage for first promotion only. Officials 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 officials must put in a minimum 2 years of service in the Department before being considered for the first promotion.

The above weightage 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.

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

2.8 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(C) or above directly, with or without any experience after acquiring M.Sc. or BE /BTech/ME/MTech degree without any Orientation Training
- (b) having acquired the prescribed 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 in Section-3.

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 as Scientific Officers as per the existing procedure at the time of their next promotion.

2.9 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 concerned Standing Selection Committee 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, 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 but the actual monetary benefit will be effective from the date he/she assumes charge after availing the EOL.

2.10 Promotion of officials while on other kinds of leave

The promotion of officials, while on other kinds of leave such as maternity, child care, earned leave, medical leave, half-pay leave, etc. will be governed as per the prevailing Government of India rules and regulations.

2.11 Rationalised date of review / effective date of promotion

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

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 admissible Additional Qualification (AQ) with prescribed percentage of marks in the qualifying examination and as per the criteria specified hereunder. Personnel on FTA are not eligible for promotion on the basis of acquiring AQ.

- 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/promotion 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/promotion to the grade of Scientific Assistant. The officials in the grade of Technician, who have acquired additional qualification of M.Sc., BE/BTech/AMIE or equivalent, may also be considered for track change/promotion to the grade of Technical Officer, only as a special case 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/ promotion.

S.No.	Additional Qualification	Min. marks to be obtained in the exam. of additional qualification as required by the University / Institute for awarding the Degree/Diploma	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 ,or equivalent degree	60%	TO 'C'

- 3.5 All those officials, who acquire additional qualification as per the above criteria will have to appear in the Departmental Qualifying Examination (DQE) to be eligible for their consideration of track change/promotion. The officials, who score 60 % or more marks in DQE, will become eligible for consideration by the appropriate Standing Selection Committee for track change/promotion as per the norms and the qualification they have acquired. Those who score less than 60 % marks in DQE will have one more chance for appearing in DQE. However, two chances for qualifying in DQE must be availed within a period of 3 years from the date of acquiring AQ.
- 3.6 The officials who acquire AQ and qualify in DQE, shall be put up for track change/promotion, subject to their APAR grading of A2 / 'A' 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/promotion, he/she can be put up only on acquiring 3A2/3A-grading in subsequent years. Only one chance shall be given for appearing in the interview.
- 3.7 Existing criteria for track change/promotion to Technical Officer Grades will apply, namely, work record of the candidate, aptitude and capability for development work, as judged by the Standing Selection Committee during the interview. The Standing Selection Committee may, however, decide to promote the candidate either to

Technical Officer Grade or to NHG in the technical cadre i.e. Scientific Assistant grades or to consider the case as "unfit".

- 3.8 In the case of Technicians, Standing Selection Committees can allow track change/promote the officials to grade SA/B or higher scientific assistant grade, depending on his/her present grade pay in Technician grade.
- 3.9 In the case of Scientific Assistants, Standing Selection Committees can allow track change and promote the officials to grade TO (B). The official can also be track changed in his/her present equivalent Technical Officer grade (for example SA(E) to TO(C)). However, if the official is also meeting the norms for promotion to NHG while he/she is being considered for track change due to AQ, he/she may be track changed /promoted to either next higher Technical Officer grade or promoted to NHG in the Scientific Assistant grade.
- 3.10 Officials, who have acquired additional qualification with 60% or more marks, cleared DQE and finally appeared for promotion interview by the relevant Standing Selection Committee and are found unfit 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.
- 3.11 When an official acquires AQ, qualifies DQE 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 AQ first. If not found fit, he/she may be assessed for the normal promotion to NHG in the same interview.
- 3.12 If an official 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 case may be treated according to guidelines applicable to the officials with M.Sc. degree in relevant cases. Officials who have acquired M.Lib. (along with NET) qualification or have M.Lib. with seven years of experience may be treated at par with candidates having M.Sc. degree.
- 3.13 Those officials who scored less than 60% marks in AQ as per Table under Section-3.4 and were not eligible for appearing in DQE, or also those who have not cleared DQE in two chances, or those who after clearing DQE were found unfit by the Standing Selection Committee and thus have not got the benefit of AQ, may be given an additional opportunity for track change, as per Section-3.5 on acquiring further additional higher qualification subsequently, with at least 60% marks. However, such cases will be treated as special cases as per Section-2.4.
- 3.14 The benefit of acquiring AQ while in service is given to those officials who have joined the department below the induction level of Scientific Officer/Technical Officer 'C'. Those officials, who join the department at a grade of SO /TO (C) and above, will not be eligible for any benefit of AQ.
- 3.15 On track change/ promotion based on AQ, the placement of the officials will be decided as per the requirement of the organisation.

4. Change of track from Technicians to Foreman grades

Deserving officials in grades Technician (D, F, G, H, and J) can be considered for putting up for promotion to supervisory grades, Asst. Foreman, Foreman A, B, 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 may however decide to promote the official either to supervisory grade or NHG in Technician grade only, or may consider the case as unfit.

5. Review procedure for promotion cases

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 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 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 for being interviewed by the selection committee in a particular year are considered again next year depending on grading in APARs.

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 "unfit". Those not found fit for promotion are treated as per Section-6.

6. Consideration of promotion – Unfit cases

Such cases which were considered as unfit (or deferred) by Standing Selection Committees for the first time, may be put up again in the following year. In cases of officials who were found unfit second time by Standing Selection Committees, their cases can be put up again only after a lapse of two years after each such deferment.

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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 OF YEARS AND APAR GRADINGS						
			2	3	4	5	6	7	8
1	SO(SB)* PB2 GP4800	SO(C) PB3 GP 5400	-	A1	A2	A3	B+	-	-
2	Engineers, Science PG degree holders recruited directly and those promoted to SO(C) grade on acquiring AMIE/ AMIA/ BE/ B.Tech or MSc qualification while in service prior to 31.12.2008								
2A	SO(C) PB3 GP 5400	SO(D) PB3 GP 6600	-	A1	A2	A2 A3	A3	B+	-
2B	SO(D) PB3 GP 6600	SO(E) PB3 GP 7600				A1	A2	A3	B+
3	a) Scientists and Engineers through OCES of Training School; b) Engineers with M.Tech qualification through DGFS of IITs/IISC; c) M.Tech**, Medical doctors (MBBS/BDS) recruited directly.								
3A	SO(C) PB3 GP 5400	SO(D) PB3 GP 6600	A1	A2	A2 A3	A3	A3 B+	B+	-
3B	SO(D) PB3 GP 6600	SO(E) PB3 GP 7600							
3B (I)	a) Engineers; (b) Scientists (PG or higher degree); c) PhD/KSKRA recruits; d) MBBS/BDS Medical doctors				A1	A2	A2 A3	A3	B+
3B (II)	a) Engineers with M.Tech qualification through DGFS of IITs/IISC and b) Medical Doctors with P.G. Degree			A1	A1 A2	A2	A2 A3	A3	B+

*

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

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

**TABLE IB : PROMOTION NORMS FOR OFFICIALS IN THE CATEGORY OF TECHNICAL OFFICERS : M.Sc /M.Pharm/
ENGINEERS**

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS					
		3	4	5	6	7	8
TO(B) PB2 GP4800	TO(C) PB3 GP 5400	A1	A2	A3	B+	-	-
TO(C) PB3 GP 5400	TO(D) PB3 GP 6600	A1	A2	A2 A3	A3	B+	-
Officers promoted to TO(C) grade on acquiring AMIE/AMIA/BE/B Tech or Post Graduate Degree in Science, Engineers and Science PG holders recruited directly.							
TO(D) PB3 GP 6600	TO(E) PB3 GP 7600	-	-	A1	A2	A3	B+

Note :

1. The officers track changed / promoted from one grade (Scientific Assistant) to another grade (Technical Officer) in the same Grade Pay (GP) by virtue of acquisition of AQ, will be considered for the promotion to the next higher grade by accounting time period in the specific 'Grade Pay', which shall be notified separately.
2. Regarding guidelines for track change/ promotion based on AQ, refer Section-3.

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

SR. NO	FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS					
			4	5	6	7	8	9
1	SO(SB) PB2 GP 4800	SO(C) PB3 GP 5400	A1	A2	A3	B+	-	-
2	SO(C) PB3 GP 5400	SO(D) PB3 GP 6600	-	A1	A2	A2 A3	A3	B+
3	SO(D) PB3 GP 6600	SO(E) PB3 GP 7600	-	-	A1	A2	A3	B+

Note:

1. Regarding guidelines for track change/ promotion on acquiring AQ, refer Section-3..
2. 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.
3. 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. In that case, number of years to be accounted in the specific Grade Pay shall be notified separately : The norms as per Table-1A shall then be applicable

**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 OF YEARS AND APAR GRADINGS						
		3	4	5	6	7	8	9
SA (B) PB2 GP 4200	SA (C) PB2 GP 4600	A1	A2	A2 A3	A3	B+	-	-
with qualifications as per the title of this table								
SA (C) PB2 GP 4600	SA (D) PB2 GP 4800	A1	A2	A2 A3	A3	B+	-	-
SA/C's to be recruited under stipendiary training scheme Cat.I (Two year training imparted by DAE)								
SA (D) PB2 GP 4800	SA (E) PB3 GP 5400	-	A1	A2	A3	B+		
SA (E) PB3 GP 5400	SA (F) PB3 GP 6600	-	-	A1	A2	A3	B+	-
SA (F) PB3 GP 6600	SA (G) PB3 GP 7600	-	-	-	A1	A2	A3	B+

Note :

- Regarding guidelines for promotion on acquiring additional qualifications, refer Section-3.
- All cases of existing SA(B) imparted with one year training will be reviewed for promotion from SA(B) to SA(C) after 2 years of service in SA(B).
- The officials who have been track changed / promoted from Scientific Assistant to Technical Officer in the same Grade Pay (GP) by virtue of acquisition of AQ, will be considered for the promotion to the next GP by accounting time period in the specific Grade Pay which shall be notified separately. The norms as per Table-IB shall then be applicable.

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 OF YEARS AND APAR GRADINGS				
		4	5	6	7	8
Asst. Foreman 1* PB2 GP 4200	Foreman A PB2 GP 4600	-	A1	A2	A3	B+
Asst. Foreman PB2 GP 4200	Foreman A PB2 GP 4600	-	A1	A2	A3	B+
Foreman A PB2 GP 4600	Foreman B PB2 GP 4800	A1	A2	A3	B+	-
Foreman B PB2 GP 4800	Foreman C PB3 GP 5400	A1	A2	A3	B+	
Foreman C PB3 GP 5400	Foreman D PB3 GP 6600	-	A1	A2	A3	B+
Foreman D PB3 GP 6600	Foreman E PB3 GP 7600	-	-	A1	A2	A3

Note :

1. Trade test is not required for any grade. Regarding guidelines for track change/ promotion based on AQ, refer Section-3.
2. In case of Foreman recruited with Diploma in Engineering as qualification, guidelines as in Table-III shall be applied taking into account the equivalence of Grade Pay of Foreman (FM)/Scientific Assistant (SA).
3. 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 above Table, applying equivalence of Grade Pay of FM/SA. The minimum eligibility period of number of years specified above for such persons indicate total residency in years as FM or SA.
- 4.* The grades of Chargehand and Assistant Foreman are merged. Hence all Chargehand have been redesignated as Assistant Foremen 1 w.e.f. 01.01.2009. However, the promotion of Chargehand (Asstt. Foreman 1) to Foreman 'A' would be regulated as per the norms in the table above.
5. For consideration of promotion of Asstt. Foreman to Foreman 'A', the cumulative service in the grade of Asstt. Foreman 1 and Asst. Foreman may be considered.
6. For officials who have served for long time in the department, following norms would be applicable during the period 2011 to 2015.
 - a) Foreman C who have completed 33 years of service and have been in the grade for last three years with grading A1 or four years with grading A2 or five years with grading A3 may be considered for promotion to Foreman D (GP 6600).
 - b) Foreman B who have completed 27 years of service and have been in this grade for the last three years with grading A1 or four years with grading A2 or five years with grading A3 may be considered for promotion to Foreman C (GP 5400).

TABLE V : PROMOTION NORMS FOR DRAWING OFFICE TRADES

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS					
		3	4	5	6	7	8
Technician D (Drg.) PB1 GP 2800	D'man B PB2 GP 4200	A / A1	AA- / A2	A- / A3	A-B+/B+		-
D'man A / B1* PB2 GP 4200	D'man C PB2 GP 4600	-	-	A / A1	AA- / A2	A- / A3	B+
D'man B PB2 GP 4200	D'man C PB2 GP 4600	-		A1	A2	A3	B+
D'man C PB2 GP 4600	D'man D PB2 GP 4800	-	A1	A2	A3	B+	
D'man D PB2 GP 4800	D'man E PB3 GP 5400	-	A1	A2	A3	B+	
D'man E PB3 GP 5400	Tech. Supervisor A / (Drg) PB3 GP 6600	-	-	A1	A2	A3	B+
Tech. Supervisor A / (Drg) PB3 GP 6600	Tech. Supervisor B /(Drg) PB3 GP 7600				A1	A2	A3

Note :

- Trade test is required for promotion upto grade D'man D inclusive.
- Promotion or change of track from Draftsmen grades to Technical Officer grades is not permitted without acquiring AQ.
- The officials who have been track changed / promoted from Technician/Draftman to Scientific Assistant in the same Grade Pay (GP) by virtue of acquisition of AQ, will be considered for the promotion to the next grade pay by accounting time period in the specific Grade Pay which shall be calculated as explained in Footnote 3 of Table II..
- * 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.
- 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.
- For officials who have served for long time in the department, following norms will be applicable during the period 2011 to 2015.
 - D'man E who have completed 33 years of service and have been in the grade for last three years with grading A1 or four years with grading A2 or five years with grading A3 may be considered for promotion to Tech Supervisor A (GP 6600).
 - D'man D who have completed 27 years of service and have been in this grade for the last three years with grading A1 or four years with grading A2 or five years with grading A3 may be considered for promotion to D'man E (GP 5400).
- In case of those Tech D (Drg), who have been promoted from Tech D (Drg) to D'man B during 2009 and 2010, their cases for promotion to D'man C will be considered in manner similar to that given under Footnote 9 of Table VI.

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

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS					
		3	4	5	6	7	8
Tech A PB1 GP 1900	Tech B PB1 GP 2000	A/A1	A-/A2	A-B+/A3	B+	-	-
Tech B PB1 GP 2000	Tech C PB1 GP 2400	A/A1	A-/A2	A-B+/A3	B+	-	-
Tech C PB1 GP 2400	Tech D PB1 GP 2800	A/A1	A-/A2	A-B+/A3	B+	-	-
Tech D PB1 GP 2800	Tech F PB2 GP 4200	A/A1	AA-/A2	A-/A3	A-B+/B+	-	-
*Technician F1 PB2 GP 4200	Tech G PB2 GP 4600	-	-	A/A1	AA-/A2	A-/A3	A-B+/B+
Tech F PB2 GP 4200	Tech G PB2 GP 4600	-	-	A/A1	AA-/A2	A-/A3	B+
Tech G PB2 GP 4600	Sr.Tech H PB2 GP 4800	-	A/A1	AA-/A2	A-/A3	A-B+/B+	-
Sr.Tech H PB2 GP 4800	Sr.Tech J PB3 GP 5400	-	A1	A2	A3	B+	-
Sr.Tech J PB3 GP 5400	Tech. Supervisor A PB3 GP 6600	-	-	A1	A2	A3	B+
Tech. Supervisor A PB3 GP 6600	Tech. Supervisor B PB3 GP 7600	-	-	-	A1	A2	A3

Note:

1. *Tradesman 'E' and Tradesman 'F' are merged. Tradesman 'E' have been redesignated 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.
3. Regarding guidelines for track change / promotion on acquiring AQ, refer to Section-3.
4. The officials who have been track changed / promoted from Technician to Scientific Assistant in the same Grade Pay (GP) by virtue of acquisition of AQ, will be considered for the promotion to the next Grade Pay by accounting time period in the specific Grade Pay which shall be notified separately.

5. 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 OF YEARS AND APAR GRADINGS		
		2	3	4
Tech B PB2 GP 2000	Tech C PB2 GP 2400	A- / A2	A-B+ / A3	B+

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

Sr.No.	FROM	TO
1)	Tech D PB1 GP 2800	Asstt. 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

And so on

7. 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.
8. For officials who have served for long time in the department, following norms will be applicable during the period 2011 to 2015.
- Sr. Tech. J who have completed 33 years of service and have been in the grade for last three years with grading A1 or four years with grading A2 or five years with grading A3 may be considered for promotion to Tech Supervisor A (GP 6600).
 - Sr. Tech H who have completed 27 years of service and have been in this grade for the last three years with grading A1 or four years with grading A2 or five years with grading A3 may be considered for promotion to Sr. Tech J (GP 5400).
9. In case of those Tech F who have been promoted from Tech D to Tech F during 2009 and 2010, 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

**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 OF YEARS AND APAR GRADINGS			
		6	7	8	9
*Supervisor 'A' / B1 (CM) / SA 'A' / BI (CAT) PB2 GP 4200	Supervisor 'C' (CM) / SA 'C' (CAT) PB2 GP 4600	A1	A2	A3	B+
Supervisor 'B' (CM)/ SA 'B' (CAT.) PB2 GP4200	Supervisor C (CM) / SA 'C' (CAT.) PB2 GP 4600	A1	A2	A3	B+
Supervisor 'C' (CM) / SA 'C' (CAT.) PB2 GP 4600	Supervisor D (CM) / SA 'D' (CAT.) PB2 GP 4800	A1	A2	A3	B+

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) have been redesignated 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.
3. For promotion beyond Supervisor 'D' / SA (D) (Catering), please refer to Footnote 3 of Table IV.
4. For consideration of promotion of Supervisor 'B' (CM) to Supervisor 'C' (CM), the cumulative service in the grade Supervisor BI (CM) and Supervisor 'B' (CM) may be considered.

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 officials in the grade Nurse (D).

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

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD IN S-13 SCALE (YEARS) AND APAR GRADINGS			
		5	6	7	8
Sister-in-charge (A) PB3 GP 5400	Sister-in-charge (B) PB3 GP 6600	A1	A2	A3	B+

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 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, an official 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 official 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 officials 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. Minimum APAR gradings of A2 are required for the last 3 year period.

TABLE IX : GUIDELINES FOR PROMOTION OF NURSES

FROM	TO	MINIMUM ELIGIBILITY PERIOD OF YEARS & APAR GRADINGS			
		5	6	7	8
Nurse 'A' PB2 GP4600	Nurse 'B' PB2 GP4800	A1	A2	A3	B+
Nurse 'B' PB2 GP4800	Nurse 'C' PB2 GP 5400	A1	A2	A3	B+
Nurse 'C' PB2 GP5400	Nurse 'D'* PB3 GP5400	A1	A2	A3	B+

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 officials 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 X - PROMOTION NORMS FOR PHARMACISTS

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS				
		5	6	7	8	9
*Pharmacist C1 PB2 GP 4200	Pharm 'D' PB2 GP 4600		A / A1	AA- / A2	A- / A3	B+
Pharm 'C' PB2 GP 4200	Pharm 'D' PB2 GP 4600	A / A1	AA- / A2	A- / A3	A-B+ / B+	
Pharm 'D' PB2 GP 4600	Pharm 'E' PB2 GP 4800	A / A1	AA- / A2	A- / A3	A-B+ / B+	
Pharm 'E' PB2 GP 4800	Pharm 'F' PB2 GP 5400	A / A1	AA- / A2	A- / A3	B+	-
Pharm 'F' PB2 GP 5400	Pharm 'G' PB3 GP 5400		A1	A2	A3	-

Note :

1. The officials in grade Pharm 'B' (GP 2800) will be upgraded to grade Pharm 'C1' (GP 4200) 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. *The grades Pharm 'B' Spl and Pharm 'C' are merged and Pharmacist in Pharm B (Spl) grade has been redesignated as Pharmacist 'C1'. The promotion of those who were in the grade Pharm 'B' Spl prior to 1.1.2009 will be regulated as per the Table above.
3. Trade test is required for Pharmacists.
4. For consideration of the promotion of officials from grade Pharm 'C' to Pharm 'D', the cumulative service in the grade of Pharm C1 and Pharm 'C' may be considered.

TABLE FI (A) : GUIDELINES FOR PROMOTION OF FIREMEN/LEADING FIREMEN WITHOUT PROFESSIONAL QUALIFICATION / WITH PROFESSIONAL QUALIFICATION

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS				
Firemen		5	6	7	8	9
Fireman A PB1 GP 1900	Fireman B PB1 GP 2000	A / A1	AA- / A2	A- / A3	B+	-
Fireman B PB1 GP 2000	Fireman C PB1 GP 2400	A / A1	AA- / A2	A- / A3	B+	-
Fireman 'C' PB1 GP 2400	Fireman 'D' PB1 GP 2800	-	A / A1	AA- / A2	A- / A3	B+
Fireman 'D' PB1 GP 2800	Fireman 'E' PB2 GP 4200	-	A / A1	AA- / A2	A- / A3	B+
Leading Fireman						
L.F'man A PB1 GP 2400	L.F'man 'B' PB1 GP 2800	A / A1	AA- / A2	A- / A3	B+	-
L.F'man 'B' PB1 GP 2800	L.F'man 'C' PB2 GP 4200	A / A1	AA- / A2	A- / A3	B+	-
L.F'man 'C' PB2 GP 4200	L.F'man 'D' PB2 GP 4600	-	A / A1	AA- / A2	A- / A3	B+

Note:-

- Official with Sub-Officer's certificate can be given 1 year advantage. However minimum residency period will remain unchanged.
- Depending on Vacancies, Leading Fireman may officiate as Sub-officer in accordance with the recruitment norms.
- Physical assessment test is essential for promotion to all above grades as specified below:
 - Should be able to run 100 meters in 30 seconds.
 - Should be able to lay 4 lengths of hoses each 15 m long from the appliance within 3 minutes.
 - Should be able to climb on extension ladder of 10 m length and come down, twice, in 2 minutes.
 - Should be able to carry a person of approximately his own weight by the fireman's lift method over 25 meters in 3 minutes.
 - Should be able to 'pushups' 20 times continuously.
 - Should be able to run 1.6 km in 10 minutes.

TABLE FI (B) : GUIDELINES FOR PROMOTION OF DRIVER-CUM-OPERATORS WITHOUT PROFESSIONAL QUALIFICATION / WITH PROFESSIONAL QUALIFICATION.

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS				
		5	6	7	8	9
DCO A PB1 GP 2000	DCO B PB1 GP 2400	A / A1	AA- / A2	A- / A3	B+	-
DCO B PB1 GP 2400	DCO C PB1 GP 2800	A / A1	AA- / A2	A- / A3	B+	-
DCO C PB1 GP 2800	DCO D PB2 GP 4200	-	A / A1	AA- / A2	A- / A3	B+
DCO D PB2 GP 4200	DCO E PB2 GP 4600	-	A1	A2	A3	-

Note:

1. Officials with Sub-Officer's certificate can be given 1 year advantage. However, minimum residency period will remain unchanged.
2. Physical assessment test is essential 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 15 meters long from the appliance within 3 minutes.
 - c) Should be able to climb on extension ladder of 10 meters 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 1.6 km in 10 minutes.

TABLE F II : GUIDELINES FOR PROMOTION OF SUB-OFFICERS, WITHOUT STATION OFFICER'S CERTIFICATE / WITH STATION OFFICER'S CERTIFICATE

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS				
		5	6	7	8	9
Sub-Officer A* / B1 PB2 GP 4200	Sub-Officer C PB2 GP 4600	-	A1	A2	A3	B+
Sub-Officer B PB2 GP 4200	Sub-Officer C PB2 GP 4600		A1	A2	A3	B+
Sub-Officer C PB2 GP 4600	Sub-Officer D PB2 GP 4800	-	A1	A2	A3	B+
Sub-Officer D PB2 GP 4800	Sub-Officer E PB2 GP 5400		A1	A2	A3	B+

Note :

1. *Sub-Officer 'A' and Sub-Officer 'B' are merged. Sub Officer 'A' has been redesignated as Sub-Officer 'B1' 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. Officials with Station Officer's certificate can be given 1 year advantage. However, minimum residency period will remain unchanged
3. Depending on vacancies, a sub-officer may officiate as Station Officer in accordance with recruitment norms.
4. Physical assessment and command test is essential 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 15 meters long from the appliance within 3 minutes.
 - c) Should be able to climb on extension ladder of 10 meters 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 1.6 km in 10 minutes.
 - g) Should be able to conduct: Physical training, Squad drills, Fire fighting drills, Fire fighting/Trailer pump operations.
5. For consideration of promotion of Sub-Officer 'B' to Sub-Officer 'C', the cumulative service in the grade of Sub-Officer 'B1' and Sub-Officer 'B' may be considered.

TABLE F III : GUIDELINES FOR PROMOTION OF STATION OFFICERS WITHOUT DIVISIONAL OFFICER'S CERTIFICATE/WITH DIVISIONAL OFFICER'S CERTIFICATE

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS				
		5	6	7	8	9
Station Officer A PB2 GP 4800	Station Officer B PB3 GP 5400	-	A1	A2	A3	B+
Station Officer B PB3 GP 5400	Station Officer C PB3 GP 6600	-	A1	A2	A3	B+
Station Officer C PB3 GP 6600	Station Officer D PB3 GP 7600	-	A1	A2	A3	B+

Note:

1. Officials with Divisional Officer's certificate 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 and command test is essential 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 15 meters long from the appliance within 3 minutes.
 - c) Should be able to climb on extension ladder of 10 meters 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 1.6 km in 10 minutes.
 - g) Should 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 WITH DIVISIONAL OFFICER'S CERTIFICATE

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS@				
		5	6	7	8	9
DCFO 'A' * PB2 GP 5400	DCFO 'B' PB3 GP 6600	A1	A2	A3	B+	-
DCFO 'B' ** PB3 GP 6600	DCFO 'C' PB3 GP 7600	-	A1	A2	A3	B+
CFO 'A' *** PB3 GP 6600	CFO 'B' PB3 GP 7600	A1	A2	A3	B+	-

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), Station Officer (C) = DCFO(B)

* : Minimum 3 years experience as DCFO (A).

** : Minimum 3 years experience as DCFO (B).

*** : Minimum 3 years experience as CFO (A).

**TABLE F V : GUIDELINES FOR PROMOTION OF STATION OFFICERS WITH QUALIFICATION OF B.Sc. (Chemistry)
WITH ONE YEAR TRAINING AT INDUCTION LEVEL**

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS					
		4	5	6	7	8	9
Sub-Officer C PB2 GP 4600	Station Officer A PB2 GP 4800	A1	A2	A3	B+	-	-
Station Officer A PB2 GP 4800	Station Officer B PB3 GP 5400	-	A1	A2	A3	B+	-
Station Officer B DCFO A PB3 GP 5400	Station Officer C DCFO B PB3 GP 6600	-	-	A1	A2	A3	B+
Station Officer C /DCFO B /CFO A PB3 GP 6600	Station Officer D /DCFO C /CFO B PB3 GP 7600	-	-	A1	A2	A3	B+

Note:

- 1 Officials with Divisional Officer's certificate 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 and command test is essential 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 15 meters long from the appliance within 3 minutes.
 - c) Should be able to climb on extension ladder of 10 meters 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 1.6 km in 10 minutes.
 - g) Should be able to conduct: Physical training, Squad drills, Fire fighting drills, Fire fighting/Trailer pump operations.

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

FROM GRADE	TO GRADE	MINIMUM ELIGIBILITY PERIOD OF YEARS AND APAR GRADINGS					
		3	4	5	6	7	8
TO (B) PB2 GP 4800	TO (C) PB3 GP 5400	A1	A2	A2A3	A3	B+	-
TO (C) PB3 GP 5400	TO (D) / CFO 'A' PB3 GP 6600	A1	A2	A2A3	A3	B+	-
TO (D) / CFO 'A' PB3 GP 6600	TO (E) / CFO 'B' PB3 GP 7600	-	-	A1	A2	A3	B+

General note applicable to Tables F-I to F-VI 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 officials already in service to a post in a higher category, the norms for recruitment shall apply.
4. TO (B) / TO (C) can be concurrently designated as Station Officer (A) / Station Officer (B) subject to availability of vacancy.

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 A	All A	2A and 2A-	All A	1A and 2A-
2.	A A-	2A and 2A-	4 A-	---	---
3.	All A-	All A-	2A- and 2 B+	---	---
4.	A B+	2A- and 2B+	4B+	---	---
5.	All A1	All A1	2A1 and 2A2	All A1	1A1 and 2A2
6.	A1 A2	2A1 and 2A2	All A2	---	---
7.	All A2	All A2	2A2 and 2 A3	---	---
8.	A2A3	2A2 and 2A3	All A3	---	---
9.	All A3	All A3	2A3 and 2B+	---	---
10.	A3B+	2A3 and 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.