

**Government of India  
Bhabha Atomic Research Centre  
TC&TSC Secretariat**

3<sup>rd</sup> Floor,  
Central Complex,  
Trombay,  
Mumbai-400 085

Ref: TC/MPS/2014/118271

August 10, 2016

Sub: Amendment to the Guidelines for the Merit Promotion Scheme for the  
Scientific and Technical Cadres in the Department of Atomic Energy.


\*\*\*\*\*

This has reference to Note No.TC/MPS/2014/16033 dated January 29, 2016 on the above subject(copy attached). TC at its 1977<sup>th</sup> meeting held on 26<sup>th</sup> July, 2016, reviewed the case and decided to issue the following amendment:

Para 2(ii) of the TC communication No.TC/MPS/2014/16033 dated January 29, 2016 referred to above is amended to read as

"(ii) APAR grading shall be such that the candidate shall meet the norms for the residency period as on the recommended date of promotion. Concerned Screening Committee shall certify that the candidate is meeting the norms on the recommended date of promotion and based on the recommendations of the Screening Committee, concerned Recruitment Section shall obtain the approval of the Competent Authority.

In case the candidate is not meeting the norms for the residency period as on the recommended date of promotion, his/her case shall be screened out in that year and his/her case shall be considered for promotion next year subject to meeting the norms in which case he/she is required to appear for interview."

  
(P. Goverdhan)  
Secretary, Trombay Council

Directors of Groups/Controller, BARC  
Associate Directors of Groups/IFA, BARC  
Heads of Divisions/Sections, BARC  
All Heads of Units, DAE

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3<sup>rd</sup> Floor,  
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Trombay,  
Mumbai – 400 085.

Ref: TC/MPS/2014 /16033

January 29, 2016

**Sub: Guidelines for recommendation by the Selection Committee  
for Promotion under Merit promotion Scheme for the  
Scientific and Technical Cadres**

Reference is invited to Department of Atomic Energy Office Memorandum No. 23/1(7)/2014/CCS/7216 dated 09.06.2014 forwarding therewith Comprehensive Guidelines for the Merit Promotion Scheme for Scientific and Technical cadres in the Department of Atomic Energy.

As per the para 8 of above guidelines of the Standing Selection Committee/ Sr. Selection Committee after assessing the candidates performance and attributes, shall record the recommendation as either:-

- 1) "Fit for promotion to the grade w.e.f. \_\_\_\_\_" or as
- 2) "Fit for promotion to the grade \_\_\_\_\_ after one year i.e. w.e.f. \_\_\_\_\_" or
- 3) Not found fit.

Detailed procedure for implementing the above guidelines was referred to Trombay Council for its consideration. Accordingly, Trombay Council at its meeting No. 1886 held on 28.07.2014 have recommended the following guidelines :-

The Selection Committees, after assessing the candidate's performance and attributes will make one of the following three recommendations:

- 1) "Fit for promotion to Grade \_\_\_\_\_ with effect from \_\_\_\_\_"

This is as per the existing practice and accordingly, the candidate will be promoted on the recommended date of the current year.

- 2) "Fit for promotion to Grade \_\_\_\_\_ after one year i.e. with effect from \_\_\_\_\_"

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

- i) The recommendation of the Standing Committee that, "Fit for promotion after one year" will be applicable to only up to the grades for which interviews are conducted by the Selection Committees

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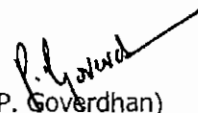
- ii) APAR grading of the employee shall be equivalent or higher than the grading obtained in the previous year. In case the latest APAR is not equivalent or higher, he/she will have to appear for interview next year subject to meeting the norms. Concerned Screening Committee shall certify that latest APAR grading of the employee is equivalent or higher than the grading obtained in the previous year and based on the recommendations of the Screening committee, concerned Recruitment section shall obtain the approval of the Competent Authority
- iii) No Disciplinary/ Criminal/Vigilance case is pending against the employee as on the recommended date of promotion by the standing Selection Committee.
- iv) No Penalty is in operation as on the recommended date of promotion.
- 3) "Not found fit yet".

This is as per the present practice and the candidate will have to be screened in again subject to meeting the norms, and put up again to appear for interview next year.

In cases of candidate deferred twice by Standing Selection Committees in two consecutive years, their cases can be put up again only after a lapse of two years after the second deferment subject to fulfillment of other criteria.

The above recommendations were put up to the Secretary, DAE. Secretary, DAE has approved the Guidelines.

These guidelines shall be effective with immediate effect (i.e. for the promotion effective from 01.07.2016)

  
(P. Goverdhan)  
Secretary, TC&TSC

Directors of Groups/ Controller, BARC  
Associate Directors of Groups/IFA, BARC  
Heads of Divisions/ Sections, BARC  
All Heads of Units, DAE

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Amended vide  
TC Note No.  
TC/MPS/2014/118271  
dated 10/8/2016

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TC & TSC Secretariat

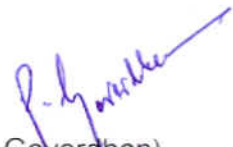
3<sup>rd</sup> floor, Trombay,  
Central Complex  
Mumbai 400 085.

Ref : 30/NC(Action)/2015-TC/100212

July 08 , 2016

**Sub: Clarification on amendments of promotion guidelines issued vide TC&TSC/NC/01/2014/113533 dt.25/08/2014 and TC/1(52)/89/2011/81088 dt. 12/09/2011**

Reference is invited to the guidelines for screening of promotion proposals of Personnel in Scientific & Technical grades with effect from 01/07/2011 issued by Secretary, TC/TSC bearing reference No.TC/1(52)/89/2011/56035 dated 27.06.2011 and amendment to guidelines issued vide note. No. TC&TSC/NC/01/2014/113533 dated August 25, 2014. Subsequent to the issue of the above guidelines, some discrepancies have been pointed out by some units, which were considered by the Norms Committee and the Norms Committee recommended deletion of Note No.2 under Table IV issued by Secretary, TC/TSC vide note No.TC/1(52)/89/2011/56035 dated 27.06.2011 and Para IV of the Amendment to guidelines issued vide note. TC&TSC/NC/01/2014/113533 dated August 25, 2014, referred above. Accordingly, the recommendations of the Norms Committee were referred to the Trombay Council and the Trombay Council approved the same at its 1973<sup>rd</sup> meeting held on June 28, 2016.

  
(P. Goverdhan)  
Secretary, TC&TSC

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

- Cc
1. Chairman's Office, DAE
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  4. All Heads of Units, DAE
  5. All Administrative Heads of Units of DAE
  6. DEO, RI & R IV



**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 :**

- Trade test is not required for any grade. Regarding guidelines for track change/ promotion based on AQ, refer Section-3.
- ~~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).~~
- 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.
- \* 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.
- 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.
- For officials who have served for long time in the department, following norms would be applicable during the period 2011 to 2015.
  - 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).
  - 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).

Deleted vide  
TCTSC  
Note No.30/  
NC(Action)/2  
015-  
TC/100212  
dated  
08/07/2016

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Ref. No.: TC&TSC/NC/01/2014/ 11 3533

August 25, 2014

Sub.: Amendments to Guidelines for screening of promotion proposals  
of Personnel in Scientific & Technical grades up to SO(E) and  
Equivalent

Trombay Council at its 1888<sup>th</sup> meeting held on 12/8/2014 approved the recommendations of the Norms Committee and accordingly the following amendments on the Guidelines for Screening of Promotion proposals of Personnel in Scientific & Technical grades up to SO/E forwarded vide Note No.TC/1(52)/89/2011/56035 dated 09/06/2011 are issued:

I. Note 6 under Table IV – Amended as follows:

"For Officials who have served for long time in the department, following norms would be applicable during 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 or six years with grading B+ may be considered for promotion to Foreman D (GP 6600)
- b) Foreman A or Foreman B who have completed 27 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 or six years with grading B+ may be considered for promotion to Foreman B (GP 4800) or Foreman C (GP PB3 5400) as the case may be.

II. Note 6 under Table V – Amended as follows:

"For Officials who have served for long time in the department, following norms would be applicable during the period 2011 to 2015.

- a) 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 or six years with grading B+ may be considered for promotion to Tech Supervisor A (GP 6600)
- b) D'man C or D'man D, who have completed 27 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 or six years with grading B+ may be considered for promotion to D'man D (GP 4800) or D'man E (GP PB3 5400) as the case may be.

III. Note 8 under Table VI – Amended as follows:





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Ref : 30/NC(Action)/2015-TC /99937

July 08, 2016

**Subject :** Consideration of cases of employees allowed track change in the same GP on acquisition of additional qualification for promotion to the next higher grade.

Guidelines for consideration of cases of employees allowed track change in the same Grade Pay on acquisition of additional qualification for promotion to the next higher grade have been issued by TC & TSC Secretariat vide note No.TC/1(52)/89/2011/8/088 dated 12/09/2011. However, guidelines for screening of promotion proposals of cases with combined service in the grade of FM/B and SA/D (GP-4800) as a result of track change on acquiring AQ for promotion to the grade of SA/E have not been included in the above communication.

In view of this, with the approval of Trombay Council in its meeting held on June 28, 2016 the following guidelines are issued.

“Combined service in the grade of FM/B and SA/D as a result of track change on acquiring Additional Qualification will be taken into account for determining their eligibility for promotion to the grade of SA/E”

  
(P. Goverdhan)  
Secretary, Trombay Council

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

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Ref: TC/MPS/2014 /16033

January 29, 2016

**Sub: Guidelines for recommendation by the Selection Committee  
for Promotion under Merit promotion Scheme for the  
Scientific and Technical Cadres**

Reference is invited to Department of Atomic Energy Office Memorandum No. 23/1(7)/2014/CCS/7216 dated 09.06.2014 forwarding therewith Comprehensive Guidelines for the Merit Promotion Scheme for Scientific and Technical cadres in the Department of Atomic Energy.

As per the para 8 of above guidelines of the Standing Selection Committee/ Sr. Selection Committee after assessing the candidates performance and attributes, shall record the recommendation as either:-

- 1) "Fit for promotion to the grade w.e.f. \_\_\_\_\_" or as
- 2) "Fit for promotion to the grade \_\_\_\_\_ after one year i.e. w.e.f. \_\_\_\_\_" or
- 3) Not found fit.

Detailed procedure for implementing the above guidelines was referred to Trombay Council for its consideration. Accordingly, Trombay Council at its meeting No. 1886 held on 28.07.2014 have recommended the following guidelines :-

The Selection Committees, after assessing the candidate's performance and attributes will make one of the following three recommendations:

- 1) "Fit for promotion to Grade \_\_\_\_\_ with effect from \_\_\_\_\_"

This is as per the existing practice and accordingly, the candidate will be promoted on the recommended date of the current year.

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

- i) The recommendation of the Standing Committee that, "Fit for promotion after one year" will be applicable to only up to the grades for which interviews are conducted by the Selection Committees

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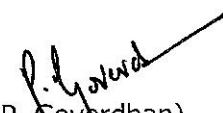
- ii) APAR grading of the employee shall be equivalent or higher than the grading obtained in the previous year. In case the latest APAR is not equivalent or higher, he/she will have to appear for interview next year subject to meeting the norms. Concerned Screening Committee shall certify that latest APAR grading of the employee is equivalent or higher than the grading obtained in the previous year and based on the recommendations of the Screening committee, concerned Recruitment section shall obtain the approval of the Competent Authority
  - iii) No Disciplinary/ Criminal/Vigilance case is pending against the employee as on the recommended date of promotion by the standing Selection Committee.
  - iv) No Penalty is in operation as on the recommended date of promotion.
- 3) "Not found fit yet".

This is as per the present practice and the candidate will have to be screened in again subject to meeting the norms, and put up again to appear for interview next year.

In cases of candidate deferred twice by Standing Selection Committees in two consecutive years, their cases can be put up again only after a lapse of two years after the second deferment subject to fulfillment of other criteria.

The above recommendations were put up to the Secretary, DAE. Secretary, DAE has approved the Guidelines.

These guidelines shall be effective with immediate effect (i.e. for the promotion effective from 01.07.2016)

  
(P. Goverdhan)  
Secretary, TC&TSC

Directors of Groups/ Controller, BARC  
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Mumbai-400 085

Ref: 30/(1)/2015-TC/ 45916

April 8, 2015

Subject: **Guidelines for granting permission to pursue Additional Qualification (AQ) and for appearing in the STPT for consideration of track change / promotion of Scientific & Technical personnel.**

\*\*\*\*\*

Guidelines for granting permission to pursue additional qualification were earlier issued vide note No.TC/1(52)/89/2010/2490 dated January 07, 2010. Subsequently, few amendments have been issued regarding the same. In order to have **consolidated guidelines in r/o Additional Qualification and STPT**, a need has been felt to issue guidelines on the subject afresh.

Trombay Council at its meeting No. 1915 held on 17/03/2015, approved the guidelines for granting permission to pursue AQ and appearing in STPT. **Guidelines in this regard is attached for implementation by all Units w.e.f 01/04/2015.** Revised pro-forma for AQ-1 as per guidelines is attached. For BARC Employees bilingual format of AQ-1 form shall be available in BTS under STPT link.



(P. Goverdhan)

Secretary, TC & Member Secretary, TSC

Directors of Groups/Controller, BARC  
Associate Directors of Groups/IFA, BARC  
Heads of Divisions/Sections, BARC  
All Heads of Units, DAE

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Additional Secretary, DAE  
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Government of India  
Bhabha Atomic Research Centre

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

2015

**Government of India  
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3<sup>rd</sup> Floor,  
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Trombay,  
Mumbai-400 085

Ref: 30/(1)/2015-TC/45916

April 08, 2015

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

Guidelines for granting permission to pursue additional qualification were earlier issued vide note No.TC/1(52)/89/2010/2490 dated January 07, 2010. However, it is observed that these guidelines are not being uniformly followed by various Groups, Divisions and Units of BARC located at various places, resulting in a number of representations from the concerned employees. In order to have standardised procedure for processing the additional qualification cases, guidelines on the subject have been accordingly reviewed and are given as under:-

1.0	All the applications from the employees of BARC seeking permission for pursuing additional qualification will be scrutinised by the concerned Group Board and the same shall be forwarded to TC/TSC Secretariat with its comments / recommendations.
2.0	The Applications of employees working at various outstation Units of BARC shall be scrutinised at the Unit Level Apex Committee and the same shall be forwarded to TC/TSC Secretariat through the Head of the Unit.
3.0	The Nodal Agency for receiving the applications for granting permission to acquire Additional Qualification (AQ) will be <b><u>TC/TSC Secretariat</u></b> and the permission will be issued with the approval of Secretary, TC&TSC in respect of BARC & its outstation Units.
4.0	Other Units of DAE may follow similar procedure for granting AQ permission. But a copy of the final approval along with the application may be forwarded to TC&TSC Secretariat for records.
5.0	<b><u>Guidelines for grant of permission to pursue Additional Qualification (AQ):-</u></b>
	While scrutinising the applications, the following conditions must be met:
5.1	The Degree / Diploma to be acquired as AQ will be only in those disciplines / subjects as in <u>Annexure-I</u> .
5.2	The Courses / Subjects to be covered under the AQ being acquired should be relevant to his / her Divisional / Group programme.
5.3	All guidelines issued vide note No.TC/1(52)/89/2010/2490 dated January 07, 2010 regarding AQ permission are superseded by this circular and hence stand modified as

follows:

The employee must meet the criterion of minimum service period (including the probationary period) with the performance as indicated in Table 1 below:

Table 1

Required service period	Minimum Requisite APAR grading	
	GEN	SC / ST
3 years	3 A1	2A1 + 1A2
4 years	2A1 + 2A2	4 A2
5 years or more	Latest five years should be A2	A2 / A3 (Minimum two A2 & three A3)

5.4

**Duration for completion of AQ:**

After the grant of permission to acquire additional qualification, the maximum time period allowed to acquire the degree / diploma will be as given in Table 2 below:

Table 2

Name of the degree	No. of years allowed	
	Gen	SC / ST
M.Sc	5	6
B.Sc / Engineering Diploma	6	7
B.E / B.Tech / AMIE / AMIICHe / AMIW / IETE / AMIIM / IEEE	7	8
M.Tech	5	6
Ph.D	As prescribed in the concerned University Guidelines	As prescribed in the concerned University Guidelines

5.5

B.Sc (Phy / Chem / Bio / Maths) degree is essential for those who desire to acquire AQ of Post Graduation in Science / Lib. Science, etc. Similarly B.Sc (Phy / Chem / Bio / Maths) / B.Sc (IT) / B.Sc (Comp. Sci) degree is essential for those who desire to acquire AQ of M.Sc (IT).

5.6

Guidelines for granting permission to pursue Ph.D for availing AQ based promotion (based on STPT and interview) will be as follows:

- a) Minimum waiting period for applying for grant of permission to register in any university / institute including HBNI after declaration of result of M.Sc / M.Tech / B.E. / B.Tech / AMIE or equivalent shall be three years with APAR gradings mentioned at Table 1 above.

5.7	It must be ensured that Universities / Institutions offering programmes like B.Sc & M.Sc through Distance Education mode are recognised by Distance Education Council (DEC) and UGC, and in case of Technical programmes, these programmes are recognised by Apex Bodies in the country such as AICTE, NCTE, Ministry of HRD etc.
5.8	Benefits of AQ shall be given only if the duration of recognition by DEC for the proposed course is valid throughout the entire period of the course. Also, <b>permission shall not be granted for pursuing any course as a regular student.</b>
5.9	Applications after scrutiny with recommendations of the Group Board / BARC outstation Unit level committee may be forwarded to TC&TSC Secretariat for final approval.
5.10	Employees are permitted to enrol with the Universities / Institutions only after getting prior permission letter from the TC/TSC Secretariat, in case of BARC employees and its outstation Units.
5.11	Additional Qualifications of Employees enrolled before obtaining permission from TC/TSC Secretariat shall not be taken on record and shall not be considered for appearing for STPT after issue of these guidelines.
5.12	While granting permission for acquiring additional qualification of M.Sc / B.E. / B. Tech / AMIE / AMIA to Technicians, it may be ensured that they have the necessary basic qualification of B.Sc / Diploma etc.
5.13	While granting permission for acquiring additional qualification of Diploma / B.Sc to Work Assistants it may be ensured that they have the basic qualification of HSC or SSC + ITI.
5.14	Subsequent to the grant of permission for acquiring AQ, the employee has to take admission immediately in the college / institute for which permission is granted. Permission shall be valid for maximum period of one year. In the event of not getting admission within one year, he / she shall immediately inform the concerned Group Board through the Heads of Division and request for fresh permission.
5.15	If an employee requests for change of University, the same shall be permitted subject to conditions mentioned at para 5.7 above (under intimation to TC&TSC) for valid reasons with a condition that the employee shall complete the course within the stipulated time <b>as per the original permission granted.</b>
5.16	If the employees seek permission for a change of discipline, the time period to complete the course shall start from the date of grant of original permission.
5.17	<p><b><u>If an employees seek re-permission for acquiring additional qualification:-</u></b></p> <p>In case an employee fails to complete the course and desires to take fresh permission for acquiring another additional qualification, it shall be allowed only after a period of five years after the maximum time prescribed for completing a course as in Table 2.</p> <p><b><u>Illustration:</u></b> If an employee is given permission for acquiring Diploma or B.Sc on 01/04/2015 and fails to complete the course for which permission was given, he will not be considered for fresh permission for acquiring another additional qualification until a period of five years after the maximum time prescribed for completing the course, i.e., he</p>

	will be considered for fresh permission only on or after 01/04/2026.																				
5.18	If an employee takes longer time than the stipulated time, he / she can complete the course, but there will not be any benefit under STPT. Permission for acquiring additional qualification can be granted for a course which is not covered in the list given in Annexure – I or has no relevance to the activities of the organization. However, the employee will not be entitled for any benefits under Merit Promotion Scheme through STPT. The same shall be mentioned in the permission letter being issued to the employee concerned.																				
5.19	The maximum time period allowed for acquiring the degree / diploma shall be as mentioned in Table 2 at point No. 5.4 of this circular and the period shall commence from the date of grant of permission letter issued by TC&TSC Secretariat.																				
6.0	<b><u>Eligibility criteria for promotion on acquiring AQ:-</u></b>																				
6.1	<p>As per the promotion norms under the Merit Promotion Scheme, eligibility criteria as shown in the table below are adopted for considering cases for promotion (through STPT and interview by appropriate standing selection committee) on acquiring AQ while in service:</p> <p style="text-align: center;"><u>Table 3</u></p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Additional Qualification</th> <th>Minimum marks to be obtained in the additional qualification</th> <th>To be considered for promotion to Grade</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>B.Sc</td> <td>60%</td> <td>SA/B or Present equivalent Scientific Assistant Grade. If the official is also meeting the norms for promotion to Next Higher Grade, the official may be promoted to next higher Scientific Assistant Grade.</td> </tr> <tr> <td>2.</td> <td>Diploma in Engg.</td> <td>60%</td> <td>SA/B or Present equivalent Scientific Assistant Grade. If the official is also meeting the norms for promotion to Next Higher Grade, the official may be promoted to next higher Scientific Assistant Grade.</td> </tr> <tr> <td>3.</td> <td>M.Sc</td> <td>60%</td> <td>TO(C) or Present equivalent Technical Officer Grade. If the official is also meeting the norms for promotion to Next Higher Grade, the official may be promoted to next higher Technical Officer Grade.</td> </tr> <tr> <td>4.</td> <td>AMIE / AMIA / B.E. / B.Tech</td> <td>60%</td> <td>TO(C) or Present equivalent Technical Officer Grade. If the official is also meeting the norms for promotion to Next Higher Grade, the official may be promoted to next higher Technical Officer Grade.</td> </tr> </tbody> </table>	S.No	Additional Qualification	Minimum marks to be obtained in the additional qualification	To be considered for promotion to Grade	1.	B.Sc	60%	SA/B or Present equivalent Scientific Assistant Grade. If the official is also meeting the norms for promotion to Next Higher Grade, the official may be promoted to next higher Scientific Assistant Grade.	2.	Diploma in Engg.	60%	SA/B or Present equivalent Scientific Assistant Grade. If the official is also meeting the norms for promotion to Next Higher Grade, the official may be promoted to next higher Scientific Assistant Grade.	3.	M.Sc	60%	TO(C) or Present equivalent Technical Officer Grade. If the official is also meeting the norms for promotion to Next Higher Grade, the official may be promoted to next higher Technical Officer Grade.	4.	AMIE / AMIA / B.E. / B.Tech	60%	TO(C) or Present equivalent Technical Officer Grade. If the official is also meeting the norms for promotion to Next Higher Grade, the official may be promoted to next higher Technical Officer Grade.
S.No	Additional Qualification	Minimum marks to be obtained in the additional qualification	To be considered for promotion to Grade																		
1.	B.Sc	60%	SA/B or Present equivalent Scientific Assistant Grade. If the official is also meeting the norms for promotion to Next Higher Grade, the official may be promoted to next higher Scientific Assistant Grade.																		
2.	Diploma in Engg.	60%	SA/B or Present equivalent Scientific Assistant Grade. If the official is also meeting the norms for promotion to Next Higher Grade, the official may be promoted to next higher Scientific Assistant Grade.																		
3.	M.Sc	60%	TO(C) or Present equivalent Technical Officer Grade. If the official is also meeting the norms for promotion to Next Higher Grade, the official may be promoted to next higher Technical Officer Grade.																		
4.	AMIE / AMIA / B.E. / B.Tech	60%	TO(C) or Present equivalent Technical Officer Grade. If the official is also meeting the norms for promotion to Next Higher Grade, the official may be promoted to next higher Technical Officer Grade.																		



	5.	M.Tech	60%	TO(C) or Present equivalent Technical Officer Grade. If the official is also meeting the norms for promotion to Next Higher Grade, the official may be promoted to either next higher Technical Officer Grade.
	6.	P.hd	-	TO(C) or Present equivalent Technical Officer Grade. If the official is also meeting the norms for promotion to Next Higher Grade, the official may be promoted to either next higher Technical Officer Grade.
6.2	<p>In the case of Scientific Assistants, Standing Selection Committees can allow track change and promote the officials to the grade of 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 Next Higher Grade (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 by the same Committee.</p> <p>In the case of Technicians, Standing Selection Committees can allow track change and promote the officials to the grade of SA/B. The official can also be track changed in his / her present equivalent Scientific Assistant grade (for example Tech/F to SA/B). However, if the official is also meeting the norms for promotion to Next Higher Grade (NHG), while he / she is being considered for track change due to AQ, he / she may be track changed / promoted to either next higher Scientific Assistant grade or promoted to NHG in the Technician Grade by the same Committee.</p>			
6.3	<p>Officials who have acquired additional qualification with 60% or more marks, cleared STPT and finally appeared for promotion interview by the relevant SSC and are 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.</p>			
6.4	<p><b>A minimum of 60% marks means the marks as per the ordinances of the respective University.</b> In case of the employee whose qualifying degree is AMIE / AMIETE / AMIChE / AMIIM / IEEE / AMI IW, 60% marks are required in each part of the qualifying examination.</p>			
6.5	<p><b>The above guidelines are also applicable for pursuing AQ from HBNI.</b></p>			
7.0	<p><b><u>Guidelines for availing chances for appearing in the STPT for consideration of track change / promotion of Scientific &amp; Technical personnel:-</u></b></p>			
7.1	<p>All the employees, who acquire relevant additional qualification as per the criteria notified at point No. 5.3 &amp; 5.4 of this circular will have to appear for Scientific &amp; Technical Proficiency Test (STPT) to become eligible for consideration of track change / promotion.</p>			
7.2	<p>There will be a total of two attempts for appearing in the STPT within three years (in case of SC/ST employees - 3 attempts within five years).</p>			

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

	the interview – In case he / she wants to acquire further additional qualification such as BE, AMIE, M.Sc etc., he / she will be given permission only after a lapse of three years from the date of promotion or date of deferment in the interview. Similarly if he / she fails in STPT twice on acquiring Diploma or B.Sc, further permission for acquiring additional qualification shall be given only after a lapse of three years from the date of last attempt of STPT examination.
7.13	These guidelines will be effective from <u>01/04/2015</u> .

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## Annexure-I

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

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

### **B. LIST OF PROFESSIONAL BODIES AWARDING DEGREE IN ENGINEERING IN THE ABOVE DISCIPLINES**

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

### **C. LIST OF SUBJECT AREAS FOR M.Sc DEGREE**

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

**D. LIST OF SUBJECT AREAS FOR B.Sc DEGREE**

Physics
Chemistry
Physics, Chemistry & Mathematics (PCM)
Geology
Life Sciences
Computer Science

Note: ***With effect from 01/04/2015 “Information Technology” is removed from the list of Disciplines/Subjects for acquiring AQ and appearing STPT. However, those who were permitted to acquire additional qualification in “Information Technology” prior to 01/04/2015 will be allowed to appear for STPT as and when they complete their course within the permissible time.***

**BHABHA ATOMIC RESEARCH CENTRE**  
**Application for Permission for acquisition of Additional Qualification (AQ)**  
(To be filled in by the applicant)

1) Particulars of the employee:

(a) Name	(b) Designation	(c) Division

(d) Date of Birth		(e) Employee belongs to	SC		ST		NA	
-------------------	--	-------------------------	----	--	----	--	----	--

(f) Date of appointment		(g) Comp. Code No.		(h) Emp. No.	
-------------------------	--	--------------------	--	--------------	--

(i) Qualification declared at the time of joining

Educational Qualifications	Name of Institution	Year of Passing	Percentage of Marks

(j) Additional Qualification (AQ) acquired if any (prior to the present request) while in Service

Educational Qualifications	Name of Institution	Year of Acquiring additional qualification.	Percentage of Marks	Ref. No. & Date of permission granted	Whether promoted/track changed on the basis of acquiring additional qualification	If Yes, details of promotion

(k) Working Experience after Acquiring latest Qualification at (j) \_\_\_\_\_ Yrs

(l) Nature of present duties

--

m) State whether

On round the clock duty		Liabe for round the clock shift		Standby / Emergency duty		General shift		Any other	
-------------------------	--	---------------------------------	--	--------------------------	--	---------------	--	-----------	--

n) Whether ready to continue in the above shift after the AQ permission.

Yes		No	
-----	--	----	--

2) Particulars of Additional Qualification for which Permission is sought:

(a) Particulars of Course/Examination

Name of the Course	Name of the Institution	Whether the university is recognized for offering programme through Distance Education mode by DEC/UGC	In case of technical programme whether recognized by AICTE/NCTE/Min. of HRD	Name of the body awarding the AQ	Anticipated month of	
					Enrollment	Completion



b) Is the course listed in the approved courses by the Department for AQ benefit : Yes / No

c) Mode of undertaking the Course as :	External Candidate		Regular student	
--	--------------------	--	-----------------	--

d) Whether Additional Qualification is in line with the work/ duties	Yes		No	
If Yes, give justifications :				

e) If not fully aligned with work profiles, are you ready to get transferred where your expertise is useful within the Department?

Yes / No
----------

f) Details of leave (approx.) that will be required in connection with examinations/ contact courses/ practical in a year	No. of days	From	To	No. of Occasions

**UNDERTAKING**

1. My taking up the above course will not in any way affect the discharge of the duties assigned to me. In case the time schedule for any activity connected with the course work coincide with the official duties, I will forego the course work and give first preference to my duties.
2. I hereby confirm that as on date, I have not joined any course for acquisition of Additional Qualification.
3. I shall apply and take admission and complete the course within the approved period immediately in the college/ course for which permission is granted. In the event of not getting admission I shall immediately inform the Group Board through Head of Division.
4. In the event of not getting admission to the course/college for which permission is granted, I will take separate permission for other college/course as required.
5. I shall withdraw my name from the above course if permission is withdrawn at any time.
6. I am aware that as a result of the grant of permission if I acquire additional qualification, this does not automatically render me eligible for appearing in the STPT/ promotion and change of duties.
7. The decisions taken by the Department from time to time with respect to Additional Qualification will be binding on me.
8. In case any information furnished above is found incorrect, I will be liable for disciplinary action.
9. I have gone through the revised guideline for AQ issued vide note no.30(1)/2015-TC/45916 dated 08/04/2015 and I hereby undertake to abide by the rules mentioned in the revised guidelines. I am also aware that subsequent decisions on acquiring additional qualifications will be binding on me.

Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Signature of the employee

**Part- B**

**RECOMMENDATION OF THE IMMEDIATE SUPERIOR**  
 (Strike off whichever is not applicable)

1. The course of study for which permission has been sought by Shri/Smt./Kum/Dr. \_\_\_\_\_ is relevant/ not relevant to her/his work/ duties.
2. Recommended that the permission sought may be granted, as the studies will not coincide/ adversely affect his/her official duties. OR

Permission sought may not be granted for the reasons given below:

--

Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Signature of the Immediate Superior

## TO BE VERIFIED BY DIVISIONAL OFFICE

(Strike off which is not applicable)

1. It is certified that the applicant belongs to SC/ ST category.
2. S/he was permitted earlier in the year/s \_\_\_\_\_ and completed/ did not complete the course in time as per following details:
  - a.
  - b.
3. S/he was considered/ not considered for Additional Qualification benefit.
4. Disciplinary case pending/contemplated & penalty in operation YES/NO
5. Certified that the above employee is meeting the minimum service period criteria and also he/she is not under any cooling period for grant of AQ permission.
6. Certified that the above employee is having requisites APAR grading for grant of AQ permission as per revised guidelines issued TC & TSC Secretariat.

Date:

\_\_\_\_\_  
Signature of Divisional APO

## ♦ PART- D

(TO BE COMPLETED BY HEAD OF THE DIVISION)

Above mentioned application satisfies the guidelines issued by TC for acquiring Additional Qualification including APAR grading and cooling period for granting permission. There are no adverse remarks in APAR.

Recommendation of Head of Division

Date:

\_\_\_\_\_  
Signature of Head of Division

Recommendation of Group Board

Date:

\_\_\_\_\_  
Signature of Secretary, Group Board

To

Secretary,  
TC & TSC,  
BARC

Government of India  
Bhabha Atomic Research Centre  
TC&TSC Secretariat

3<sup>rd</sup> Floor,  
Central Complex,  
Trombay,  
Mumbai-400 085

Ref. No.: TC&TSC/NC/01/2014/

October 14, 2014

Sub.: Amendments to promotion Norms for Auxiliary  
Category in DAE

Trombay Council at its 1895<sup>th</sup> meeting held on 14/10/2014 approved the recommendations of the Norms Committee and accordingly the following amendments on the Promotion Norms for Auxiliary Category in DAE forwarded vide Note No.TC/1(52)/87/2011/53665 dated 17/06/2011 are issued:

Para 4.3 – Amended as follows:

"Candidates meeting the criteria as per para 4.1 or 4.2 above will be considered for promotion / track change as per the following criteria;

- a) Work Assistant A / Hospital Work Assistant A will be considered for promotion to Technician A.
- b) In the case of Work Assistant B / Hospital Work Assistant B onwards, the Standing Selection Committee can allow the candidates to track change to present equivalent Technician grade(For example Work Assistant B to Technician A and Work Assistant C to Technician B). However, if the candidate is also meeting the norms in normal course for promotion to NHG in Work Assistant / Hospital Work Assistant Grade while he/she is being considered for track change by virtue of Additional Qualification/completion of requisite training, he/she may be track changed/promoted to either next higher Technician grade or promoted to NHG in the Work Assistant grade. The Work Assistants, who have been track changed to the post of Technician in the same Grade Pay by virtue of AQ/on completion of requisite training, will be considered for promotion to the next higher Technician grade by taking into account the cumulative services in the specific Grade Pay. For further promotion in the Technician Grade, the present criteria of minimum residency period of two years in technician grade stands deleted."

The above norms will be effective from 1<sup>st</sup> July, 2014.



(R.P. Raju)  
Secretary, TC&TSC.

Directors of Groups/Controller, BARC  
Heads of all Units  
Associate Directors of Groups/IFA, BARC  
Heads of Divisions/Sections, BARC  
Administrative Heads of Units in DAE  
DEO(R-II/R-IV & R-V)

[www.barc.gov.in](http://www.barc.gov.in)



Government of India  
Bhabha Atomic Research Centre  
TC&TSC Secretariat

3<sup>rd</sup> Floor,  
Central Complex,  
Trombay,  
Mumbai-400 085

Ref: TC/1(52)/89(Norms)/2011/088/132493

October 8, 2014

Subject: Consideration of cases of employees allowed track change in the same Grade Pay on acquisition of additional qualification for Promotion to the next higher grade.

This has reference to note No.TC/1(52)/89/2011/8/088 dated September 12, 2011 on the above subject.

Para 3 of the TC Communication No.TC/1(52)/89/2011/8/088 dated September 12, 2011 referred to above is amended to read as "With regard to cases of track change allowed on acquisition of AQ from the grade SA(D) to SO(SB)/TO(B) for promotion to SO(C)/TO(C), the minimum eligibility period of years and APAR gradings as given in the Table IB of the guidelines will be applicable, taking into account the combined service of SA(D) and SO(SB)/TO(B). Past cases if any shall not be re-opened as no provision exists under Merit promotion Scheme for promotion from retrospective effect.



(R.P.Raju)

Secretary, Trombay Council

Director's Office, BARC  
Director of Groups/Controller  
Associate Directors of Groups/IFA  
Head of Divisions/Section

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

Government of India  
Bhabha Atomic Research Centre  
TC&TSC Secretariat

3<sup>rd</sup> Floor,  
Central Complex,  
Trombay,  
Mumbai-400 085

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(R.P. Raju)

Secretary, Trombay Council

Director's Office, BARC  
Director of Groups/Controller  
Associate Directors of Groups/IFA  
Head of Divisions/Section

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



Government of India  
BHABHA ATOMIC RESEARCH CENTRE  
TC & TSC Secretariat

3<sup>rd</sup> Floor, Central Complex,  
Trombay, Mumbai – 85

Ref.: TC/1887/2014/ 111985


August 21, 2014

Subject:- **Recruitment norms for Nurse - review of the requirement of "Registration of Nurse as 'A' grade" - proposal from the Secretary, TC&TSC.**

Trombay Council at its 1887<sup>th</sup> meeting held on August 05, 2014 has approved the amendment in recruitment norms for the post of Nurses as follows :

S.No	Educational Qualifications
1.	XII Standard and Diploma in Nursing & Midwifery (3 years course) + <b>Valid Registration as Nurse from Central/State Nursing Council in India</b>
2.	B.Sc Nursing or
3.	<b>Nursing 'A' Certificate</b> with 3 years experience in Hospital or Nursing Assistant Class III & above from Armed Forces.

This issues with the approval of Secretary, TC&TSC.

  
21/8/2014  
(Smt. Sylaja Damodaran)  
DEO, TC&TSC

**Directors of Groups / Controller, BARC**  
**Associate Directors of Groups / IFA, BARC**  
**Heads of Divisions / Sections, BARC**  
**Heads of Units in DAE**  
**Admn. Heads of Units in DAE**  
**DEO (R-II)**  
**DEO (R-IV & R-V)**

Government of India  
BHABHA ATOMIC RESEARCH CENTRE  
TC & TSC Section

3<sup>rd</sup> Floor, Central Complex  
Trombay, Mumbai 400 085

Ref. TC/1(52)/89/2014/ 109146

August 13, 2014

Subject : Grading Nomenclature in view of implementation of APAR in DAE

Reference is invited to note No. TC/1(52)/89/2013/76257 dated June 27, 2013 regarding different combination of grading in the pre-revised and revised grading nomenclature.


The Annual Performance Appraisal Report (APAR) forms in respect of technician and auxiliary categories of staff from the assessment year 2010-11 onwards contain the revised grading nomenclature. The gradings for the assessment years 2010-11, 2011-12, 2012-13 and 2013-14 are as per the revised grading nomenclature. The assessment year 2013-14 is the fourth year with revised grading nomenclature.

In accordance with the para 2.3 of the guidelines for screening of promotion proposals, APAR gradings pertain to four annual reports immediately preceding the date of proposal for promotion are to be seen for eligibility for promotion.

Instances have been brought to the notice of undersigned that Screening Committees are referring the grading combination issued last year vide note No. TC/1(52)/89/2013/76257 dated June 27, 2013 to screened-in promotion cases effective from 01/07/2014.

Since APAR grading for four preceding assessment years i.e. 2010-11, 2011-12, 2012-13 and 2013-14 are available as per the revised grading nomenclature, the **promotion cases effective from 01/07/2014 have to be screened-in taking into account the revised grading i.e. A1, A2, A3 and B+ and hence grading combination have not been issued this year.**

It is requested that all cases in the zone of consideration may be reviewed by the Screening Committees taking into account the revised grading i.e. A1, A2, A3 and B+ only.

  
(R.P. Raju) 13/8/14  
Secretary, TC/TSC

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

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

**Government of India  
BHABHA ATOMIC RESEARCH CENTRE  
TC & TSC Secretariat**

3rd Floor, Central Complex,  
Trombay, Mumbai – 85.

Ref.: TC/1887/2014/ 109665

August 14, 2014

Subject:- **Promotion Norms of Auxiliary Nurse.**

Trombay Council at its 1887<sup>th</sup> meeting held on August 5, 2014 has approved inclusion of the promotion norms in respect of promotion of Auxiliary Nurses upto the grade of Auxiliary Nurse 'E' as per the table given below:-

FROM	TO	No. of Years & CR Grading					
		5	6	7	8	9	10
Aux. Nurse A (GP 1900)	Aux. Nurse B (GP 2000)	A1	A2	A3	B+		
Aux. Nurse B (GP 2000)	Aux. Nurse C (GP 2400)	A1	A2	A3	B+		
Aux. Nurse C (GP 2400)	Aux. Nurse D (GP 2800)	A1	A2	A3	B+		
Aux. Nurse D (GP 2800)	Aux. Nurse E (GP 4600)	A1	A2	A3	B+		

Promotion of officials in Auxiliary Nurse 'F' and above may be regulated as per the guidelines given in Note 2 under Table IX of Scientific & Technical promotion norms by applying equivalence of the grade pay (in the specific pay band) of Nurses.

This issues with the approval of Secretary, TC&TSC.

  
14/8/2014

(Smt. Sylaja Damodaran)  
DEO, TC&TSC

**Directors of Groups / Controller, BARC**  
**Associate Directors of Groups / IFA, BARC**  
**Heads of Divisions/Sections, BARC**  
**Heads of Units in DAE**  
**Admn. Heads of Units in DAE**  
**DEO (R-II),**  
**DEO (R-IV & R-V)**

Copy to: A.O.III, HWB



Government of India  
BHABHA ATOMIC RESEARCH CENTRE  
TC & TSC Secretariat

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Trombay, Mumbai – 85.

Ref.: TC/1861/2014/ 19400

February 7, 2014

**Subject: Guidelines regarding grant of permission to employees in BARC to register for Ph.D. and permission to take up post-doctoral fellowship.**

As per the guidelines for grant of permission to acquire additional qualification, issued vide TC Ref No.TC/1(52)/89/2010/2490 dated 07/01/2010, a service period of minimum three years is required to obtain permission to pursue higher studies. Subsequent to the above, guidelines vide Ref. No. TC/1(52)/89/2013/79153 dated 04/07/2013 were issued stipulating 3 year waiting period for grant of subsequent permission for acquiring AQ to a person promoted based on STPT (earlier DQE) followed by interview. The waiting period as per the above circulars was kept taking into consideration the promotional benefit available on acquiring additional qualification.

The above guidelines do not specifically mention about the waiting period for pursuing PhD after acquiring MSc/MTech/BE/BTech/AMIE etc. and also for taking up post doctoral fellowship.

When the candidates apply for pursuing Ph.D. immediately after completing a qualifying course, Divisions/Groups of BARC follow different criteria in granting permission to pursue Ph.D. and is not being followed uniformly in the Centre.

Hence it is felt that there should be uniform guidelines in granting permission to acquire Ph.D. from different Universities including HBNI. Although there are no promotional benefits on acquiring Ph.D., it is proposed to have uniform guidelines for granting permission to pursue Ph.D. after obtaining MSc/MTech/BE/BTech/AMIE or equivalent and also for permission to take up Post Doctoral Fellowship abroad.

The proposal was put up for consideration and approval of Trombay Council.

The Trombay Council at its 1861<sup>st</sup> meeting held on January 7, 2014, discussed the matter and approved the following guidelines for grant of permission to register for Ph.D. and permission to take up Post Doctoral Fellowship. Council also agreed for its implementation with immediate effect in BARC. However, the past cases in which permission has been granted shall not be reviewed.

- I. **Guidelines for grant of permission to register for Ph.D:**
  - a. **Minimum waiting period for applying for grant of permission to register in any university/institute including HBNI after declaration of result of MSc/MTech/BE/BTech/AMIE or equivalent shall be**
    - Two (2) years with A2 grading or above for the last two years.
    - Three (3) years or more with A3 grading for the last three years.
  - b. **No permission shall be granted with grading below A3 in any of the last three years.**

**Note:** The above waiting period shall also be applicable to Officers from Training School who would like to register for Ph.D. after successfully completing the M.Tech programme under HBNI.

**II Guidelines for grant of permission for pursuing Post Doctoral Fellowship :**

The procedure for applying for Post Doctoral Fellowship shall be as per the existing procedure. However, the actual commencement of EOL period for pursuing Post Doctoral Fellowship shall be only after a lapse of two years after obtaining Ph.D.

*Sylaja*  
7/2/14

(Sylaja Damodaran)  
DEO, TC&TSC

**Directors of Groups / Controller, BARC  
Associate Directors / IFA  
Secretaries of Group Boards**

Copy for information: 1) Chairman's Office, DAE  
2) Additional Secretary, DAE  
3) Joint Secretary (R&D), DAE  
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Ref.: TC/1854/2013/ 144907

November 27, 2013

28

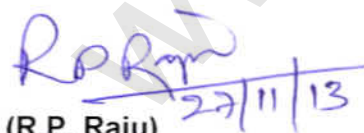
Subject: Review of Criterion for the Physical Assessment Test (PAT) prescribed for promotion of Fire Service personnel - proposal from Secretary TC&TSC.

Trombay Council at its 1854<sup>th</sup> meeting held on November 19, 2013 discussed the above subject matter. The extract of minutes (M.11 A.11) is reproduced below for further necessary action.

"As per the Promotion Guidelines - 2011, for the promotion of the Fire Service personnel, qualifying in the Physical Assessment Test (PAT) is one of the criteria. In a number of instances the fire service personnel could not be promoted as a result of their not being able to clear the PAT test successfully, mainly due to advancing age-related gradual reduction of physical abilities. On receiving representations from the employees and the Employee's Association, the criterion for the PAT prescribed for the promotion to various posts under fire services was reviewed by the Norms Sub-Committee, which recommended to implement the PAT criteria based on the age of the fire service personnel, both for direct recruitment and promotion. The recommendation of the sub-committee was discussed in the Norms Committee meetings held on 25<sup>th</sup> and 26<sup>th</sup> September, 2013. Based on the detailed deliberations in the Norms Committee, a draft on criterion for uniform PAT for all the posts of the operational staff including Station Officers with varying benchmark with respect to age has been prepared and is put up for the approval of TC (Annexure-III).

The Secretary, TC has put up the revised criterion for PAT before TC for its approval.

**On the recommendation of the Norms Committee, the Council approved revision in the criterion for Physical Assessment Test (PAT) (Annexure-III) for promotion of fire services personnel. The revised norms will be effective from 01/07/2013."**

  
27/11/13

(R.P. Raju)  
Secretary, TC & Member Secretary, TSC

Directors of Groups / Controller  
Associate Directors of Groups  
Heads of Divisions  
CAO (P), BARC,  
DEO, R (II)  
Heads of Units of DAE

- CC: 1) Chairman's Office, DAE  
2) Additional Secretary, DAE  
3) Joint Secretary (R&D), DAE



**PROPOSED CRITERION FOR PHYSICAL ASSESSMENT TEST FOR PROMOTION OF FIRE SERVICE PERSONNEL**

	<u>Details of the Test</u>	<u>Existing</u>	<u>Proposed as per the Employee's of Age</u>			
			Age upto 40 years	Age between 40-45 years	Age between 45-50 years	Age beyond 50 years
1.	Should be able to run 100 meters in	30 seconds	25 seconds	28 seconds	30 seconds	36 seconds
2.	Should be able to lay 4 lengths of hoses each 15 meters long from the appliance	3 min.	3 min. Upto 3 min.- 10 marks Between 3-4 min.- 8 marks Between 4-5 min.- 6 marks More than 5 min. - no marks	4 min. Upto 4 min. - 10 marks Between 4-5 min. - 8 marks Between 5 -6 min. - 6 marks More than 6 min. - no marks	5 min. Upto 5 min.- 10 marks Between 5-6 min. - 8 marks Between 6-7 min. - 6 marks More than 7 min. - no marks	6 min. Upto 6 min.- 10 marks Between 6-7 min. - 8 marks Between 7-8 min. - 6 marks More than 8 min. - no marks
3.	Should be able to climb on extension ladder of 10 mtrs length and come down, twice, in	2 min.	2 min. Upto 2 min. - 10 marks Between 2-3min. - 8 marks Between 3-4 min.- 6 marks More than 4 min.- no marks	3 min. Upto 3 min. - 10 marks Between 3-4 min. - 8 marks Between 4-5 min. - 6 marks More than 5 min. - no marks	4 min. Upto 4 min. - 10 marks Between 4-5 min. - 8 marks Between 5-6 min. - 6 marks More than 6 min. - no marks	5 min. Upto 5 min. - 10 marks Between 5-6 min. - 8 marks Between 6-7 min. - 6 marks More than 7 min. - no marks

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



For Sub Officer, Station Officer & Technical Officer	In addition to the above tests, he should be able to conduct - Physical training, Squad drills, Fire Fighting drills, fire fighting/Trailer pump operations.
--	--

Note :

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

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Mumbai-400085

Ref: TC/1794/2012/ 92009

October 19, 2012.

Sub.: Applicability of Table I/Table II of Norms book for Promotion beyond SO/SB upto SO/E.

Reference is invited to this office note no. TC/1794/2012/82848 dated September 17/20, 2012, forwarding therewith the guidelines for application of Table-I/Table II for promotions beyond SO(SB) upto SO/E. SO/C & above, who have acquired the higher qualification on or before 31/12/2008, while in the grade, will be governed by the guidelines indicated in the Annexure-I to the above referred note, those SO/C & above, who acquire the higher qualification in the approved disciplines on <sup>BY</sup> after 01/01/2009, with 60% and above, will be governed by para 4 of note no. TC/1(52)/89/2012/81088 dated 12/9/2011, issued by Secretary, TC&TSC. The notes referred to above are attached herewith for ready reference.



(R.P. Raju)  
Secretary, TC&TSC

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

Copy to: Chairman's Office, DAE  
Additional Secretary, DAE  
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All Heads of Units, DAE

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Ref: TC/1794/2012/ 82848

September 17, 2012  
20

Subject: **Applicability of Table I / Table II of Norms book for promotion beyond SO/SB upto SO/E.**

Trombay Council at its 1794<sup>th</sup> meeting held on August 28, 2012 discussed the above subject matter. The extract of minutes of TC 1794 for M.7 A.7 is produced below for necessary action:

In the Departmental Qualifying Examination held in July 2011, based on the approval granted by the Trombay Council, one time dispensation was granted to those employees, who were granted permission to acquire M.Sc / AMIE / BE or equivalent degree in the approved disciplines and AIC, before February 2003 and degree acquired on or before 31/12/2008, with percentage of marks between 50-60. Subsequent to this references are received from Units seeking clarification regarding application of the Tables in different type of cases. The points on which clarification was sought by the Units and the applicability of Tables, as per Annexure I, was placed by Secretary, TC before the Trombay Council, for approval.

**The Council approved the clarifications as at Annexure I.  
Para 4 of Note No. TC/1(52)/89/2012/81088 dated 12/09/2011, issued by Secretary, TC&TSC, stands modified to this extent.**



(R.P. Raju)  
Secretary, TC&TSC

Directors of Groups / Controller, BARC  
Associate Directors of Groups, BARC  
Heads of Divisions / Sections, BARC  
All Heads of Units, DAE.

Copy to: DEO, R-IV, BARC



**GUIDELINES FOR APPLICATION OF TABLE-I/TABLE-II FOR PROMOTIONS BEYOND SO(B) UPTO SO(E)**

AQ acquired	% of marks in AQ acquired	Track changed through	Table to be referred
While in service in the SA grade	≥60%	Interview prior to 01.01.2009	Table - IA
		Normal Course prior to 01.01.2009	Table - IA
		DQE + Interview after 01.01.2009	Table - IB
While in service in the SA grade	≥50%, but <60%	Normal Course prior to 01.01.2009	Table - IA
		DQE + Interview on or after 01.01.2009	Table - IB
While in service in the SA grade	< 50%	Normal Course prior to 01.01.2009	Table - II
While in service in the SO/B grade	≥50%, but < 60%	Normal Course prior to 01.01.2009	Table - IA
		DQE + Interview on or after 01.01.2009	Table - IB
	<50%	Normal Course prior to 01.01.2009	Table - II
While in service in the SO/B grade under the One-Time Exemption category on or after 31.12.2008	≥50%, but < 60%	DQE (passed) / Interview cleared	Table - IB
	≥50%, but <60%	DQE (passed) / & Interview failed or DQE failed	Table - II
During SO/C and above	≥50%	-	Table - IA
	<50%	-	Table - II

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Ref.: TC/1771/2012/ 66268

July 27, 2012.

Sub.: Guidelines for change of Track/Promotion from Auxiliary to Technical Category.

Trombay Council at its 1771<sup>st</sup> meeting held on March 20, 2012 discussed the above subject matter. The extract of minutes (M.17 A.17) are sent herewith for information/necessary action:

Trombay Council vide its note No. TC/1(52)/87/2011/53665 dated June 17, 2011 had issued the guidelines for screening of promotion proposals of personnel in auxiliary category (Work Assistants / Hospital Work Assistants) in DAE. Following criteria have been indicated for promotion / change of track from auxiliary to Technician category w.e.f. 01/07/2011.

- (a) Promotion / change of track on acquisition of additional qualification while in service.
- (b) Promotion / change of track on undergoing training.

In order to implement the above two criteria in all the DAE units, detailed guidelines have been prepared pertaining to Departmental Qualifying Examination on acquisition of additional qualification and implementing training scheme.

Controller, BARC has placed the proposal (Annexure-I) giving the guidelines for implementing the above two criteria in all DAE units, for the approval of TC.

**TC discussed the proposal in detail and approved the detailed guidelines as given in Annexure-I.**



(S. G. Markandeya)  
Secretary, Trombay Council

Encl : as above

Directors of Groups/Controller, BARC  
Associate Directors of Groups/IFA, BARC  
Heads of Division/Sections, BARC  
All Heads of Units, DAE.

Copy to : 1. DEO, R-I & II  
2. File : TC/1(52)/89/2012

**Guidelines for Change of Track / Promotion from Auxiliary to Technical Category  
on Acquisition of Additional Qualification or through Training Scheme  
(Work Assistants / Hospital Work Assistants)**

**1. Preamble**

1.1 The entry grade in the auxiliary category is Work Assistant 'A' (PBI with GP 1800) with educational qualification as tenth pass. Similarly, Hospital Work Assistant 'A' (PBI with GP 1800) with educational qualification as tenth pass has been introduced for working in Hospitals / Dispensaries.

1.2 Guidelines for screening of promotion proposals of Personnel in Auxiliary Category (Work Assistants / Hospital Work Assistants) in DAE were issued vide note No.TC/1(52)/87/2011/53665 dated June 17, 2011.

**1.3 Promotion / change of track**

1.3.1 Following criteria have been indicated for promotion / change of track from auxiliary to Technician category w.e.f. 01/07/2011.

(a) Promotion / Change of track on acquisition of additional qualification viz. HSC or ITI while in service from Work Assistant / Hospital Work Assistant to Technician category (i.e. Auxiliary to Technical category) has been introduced subject to certain conditions as mentioned in para 2 below.

(b) A training scheme has also been introduced as eligibility criteria for promotion / track change to technical category. Work Assistants / Hospital Work Assistants who were in service as on 01/01/2010 are eligible for promotion / track change to Technician category subject to certain conditions as mentioned in para 3 below.

**1.3.2 Work Assistants / Hospital Work Assistants, subject to fulfillment of eligibility criteria are considered for promotion / track change as under:**

(a) **Work Assistant A / Hospital Work Assistant A is considered for promotion to Technician A.**

(b) **Work Assistant B / Hospital Work Assistant B onwards is placed in the equivalent technician grade. Further promotion in the technical category will be based on cumulative service rendered in the same grade pay after two years residency in the technical grade.**



#### 1.4 Vacancies in Technical Category

1.4.1 Promotion / change of track as above is considered on the basis of availability of vacancies. Every 5<sup>th</sup> vacancy in the Technician category may be earmarked for providing career growth opportunities to the Work Assistants / Hospital Work Assistants. The promotion / track change may be made in the ratio of 1:1 between the two categories i.e. (i) acquisition of additional qualification and (ii) completion of training, in accordance with their seniority. In case candidate in any one of the categories is not available, the vacancy will be diverted to other category where the candidate is available.

**1.4.2 In case of candidates eligible for promotion / change of track on acquisition of AQ / completion of training are more than vacancies earmarked in a particular year, the promotion / change of track will be allowed in accordance with their seniority. The remaining eligible candidates will be adjusted first in the next year vacancies earmarked for the technical category.**

1.5 The reservation for SC / ST candidates will be based on overall requirement of SC/ST candidates in technician grade through direct recruitment in the Unit concerned.

#### 2. Acquisition of Additional Qualification

2.1 Guidelines for permission to acquire Additional Qualification, conducting Departmental Qualifying Examination (DQE), conducting Trade Test, Interview and orientation training are given below :

#### 2.2 Permission to acquire Additional Qualification

2.2.1 In order to grant permission for acquiring additional qualification indicated in Tables I and II below, a candidate must have a minimum service of 5 years (including the probation period) with the performance of A3/VG and above for General candidates and 3A3/3VG and 2B+/2G gradings and above for SC/ST candidates.

Table I – Permissible additional qualification and criteria for eligibility

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

Table II - 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 Lift 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.

### **2.3 Departmental Qualifying Examination (DQE)**

2.3.1 Work Assistants / Hospital Work Assistant who have acquired the additional qualification will have to appear for Departmental Qualifying Examination (DQE). Work Assistants / Hospital Work Assistants who already possessed and declared the qualification indicated as additional qualification in Tables I and II above at the time of their initial appointment, will also be eligible to appear for Departmental Qualifying Examination to be conducted for additional qualification cases.

2.3.2 The Departmental Qualifying Examination will be held during the month of March or April every year. The DQE may be conducted by the Units concerned. Candidates with percentage / marks above a threshold would be qualified for trade test. Candidates failing to qualify on the first attempt can avail one more chance within a period of 3 years from the date of acquiring additional qualification for the DQE. Those who have already acquired additional qualification before the issue of these guidelines will have to appear for DQE including availing the second chance within a period of 3 years from the date of issue of these guidelines. No further attempts shall be permitted.

### **2.4 Trade Test**

2.4.1 On qualifying in the Departmental Qualifying Examination, a trade test will be conducted in the respective trade of the Work Assistant / Hospital Work Assistant and a minimum of 50% marks is required for qualifying in the Trade Test.

### **2.5 Interview**

2.5.1 On successfully clearing the Departmental Qualifying Examination and the Trade Test, the Work Assistant / Hospital Work Assistant will have to appear for interview to be conducted by the Standing Selection Committee concerned. The date of promotion / change of track of successful candidates will be effective from 1<sup>st</sup> July of the year.

### **2.6 Orientation Training**

2.6.1 On successfully clearing the DQE, Trade Test and subsequent interview, the Work Assistant / Hospital Work Assistant who has been allowed promotion / track change as Technician will have to undergo orientation training for 3 months which will consist of the following :

- (a) Classroom training would be for 4 hours duration each day for a period of one month. The details of classroom training are indicated in para 3.6 below.
- (b) On the job training / in-plant training would be for the entire working day for the period of 2 months. It would consist of practical training in the respective trade.

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

(i) On acquiring HSC (Science) – As Plant Operator

(ii) On acquiring ITI – Any Division / Section where Technicians with ITI of specified trade are required.

### 3. Training Scheme

3.1 Work Assistants / Hospital Work Assistants can also be considered for promotion / track change on successful completion of prescribed training, skill test and interview as per the details given below :

3.2 Eligibility criteria for promotion / track change depends upon (i) the educational qualification (ii) number of years of regular service and (iii) ACR / APAR gradings during last 4 years, as indicated in Table III and IV below.

**Table III – Duration of Training and Eligibility Criteria for Promotion / Tack Change**

Sl. No.	Educational qualification Work Assistants / Hospital Work Assistants possess	No. of years of regular service	Duration of Training	Training consists of and will be conducted during
1.	Below 8 <sup>th</sup> Standard pass	25 years	9 months	(a) Classroom training – 3 months (September to November)* (b) On the job training – 6 months (December to May)*
2.	8 <sup>th</sup> Standard pass / 9 <sup>th</sup> Standard pass / 10 <sup>th</sup> Standard fail	20 years	6 months	(a) Classroom training – 2 months (December to January)* (b) On the job training – 4 months (February to May)*
3.	10 <sup>th</sup> Standard pass / matriculation and/or above	15 years	3 months	(a) Classroom training – 1 month (July)* (b) On the job training – 2 months (August to September)*

\*The training duration is only indicative, subject to change based on exigencies in the Unit.

**Table IV – ACR / APAR Gradings during last 4 years**

<b>General candidates</b>	<b>2A2/2A3 or above / 4VG or above</b>
<b>SC/ST candidates</b>	<b>4A3 or above / 2VG2G or above</b>

3.3 The Technical Training Coordinator for Category II trainees will be responsible for training of Work Assistants / Hospital Work Assistants in BARC for track change/ promotion. A Committee with representatives from chemical plant, CDM and TSD/ESD may decide syllabus

and evaluation methodology for the classroom and on the job training, for different trades / disciplines. Units may constitute appropriate Committee for the above purpose. The batch size may be determined by the Unit concerned based on number of Work Assistants / Hospital Work Assistants eligible for training subject to a maximum of 50 candidates in each category indicated in Table III above.

### 3.4 Trades for the Training Scheme

Sl. No.	Educational qualification Work Assistants / Hospital Work Assistants possess	Trade / Discipline
1.	10 <sup>th</sup> Standard pass / matriculation and/or above	The candidate will have option of (a) Plant operation / Laboratory or (b) Multi Trades mentioned in Sl.No. 2 & 3 below
2.	8 <sup>th</sup> Standard pass / 9 <sup>th</sup> Standard pass / 10 <sup>th</sup> Standard fail	Multi trades, consisting of (a) Fitter
3.	Below 8 <sup>th</sup> Standard pass	(b) Turner (c) Instrumentation (d) Electrical (e) As per the requirement and vacancies available in the concerned Unit / Group / Division / Section

### 3.5 Modality of Training

3.5.1 The Training Scheme will be run once a year and will consist of the following:

- (a) Classroom training
- (b) On the job training / in-plant training
- (c) Skill Test
- (d) Interview by the Selection Committee

3.5.2 **Classroom Training** : The classroom training would be of 4 hours duration each day for the period indicated in para 3.2 above, consisting of

- (a) Theoretical training in the trades
- (b) Training in safety related aspects
- (c) Training in communication skills
- (d) Basic knowledge of English (reading and writing)
- (e) Basics of Computer operations - use of MS Office

3.5.3 **On the Job Training / In-plant Training** : On the job training / in-plant training would be for the entire working day for the period indicated in para 3.2 above. It would consist of practical training in the trades.

3.5.4 **Attendance** : During training period, minimum 85% attendance is must, otherwise the concerned Work Assistants / Hospital Work Assistants will not be allowed for appearing for the skill test.



3.5.5 **Skill Test** : The skill test will consist of (a) Written test and (b) Trade Test.

3.5.5.1 *Written test* : On completion of training, candidates will have to undertake written examination followed by trade test. The format of the written examination would be as follows:

- (a) A written test would be of 3 hours duration and objective in nature.
- (b) It would comprise 100 questions of 1 mark each
- (c) The written test will consist of (i) 60 questions in the multi trades, (ii) 20 questions on safety, (iii) 20 questions on general English and Communication Skills
- (d) A candidate would be declared to have qualified on scoring a minimum of 50% in the written test
- (e) Only one chance shall be given for appearing and qualifying in the written test.

3.5.5.2 *Trade Test* : On qualifying the written test, a trade test shall be conducted in the respective trade/ plant operation and candidates with minimum of 50% marks in the trade test would be declared to have qualified for the Selection interview.

### 3.6 **Interview**

Candidate shall be interviewed by the concerned Standing Selection Committee for promotion / track change to technician grade. The promotion / track change will be allowed in accordance with their seniority.

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Ref. TC/1(52)/89/2012/39848

April 14, 2012  
 May

Subject: Clarification regarding Promotion norms of Technical category

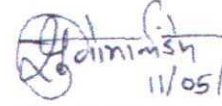
The relaxed norms for the following categories applicable during the period 2011 to 2015 have been issued vide TC/TSC Note No. 1(52)/89/2011/56035 dated 27/06/2011 and note No.TC/1(52)/89/2011/106175 dated 07/12/2011.

Sl. No.	From grade	To Grade	No. of years of service	Minimum eligibility period of years and APAR gradings			
				3	4	5	6
1.	Foreman C / D'man E / Sr. Tech. J (GP 5400)	Foreman D / Tech. Supervisor A (Drg.) / Tech. Supervisor A (GP 6600)	33	A1	A2	A3	--
2.	Foreman B / D'man D / Sr. Tech. H (GP 4800)	Foreman C / D'man E / Sr. Tech. J (GP 5400)	27	A1	A2	A3	--
3.	Foreman A / D'man C / Technician G (GP 4600)	Foreman B / D'man D / Sr. Tech. H (GP 4800)	27	A1	A2	A3	--
4.	Pharmacist D (GP 4600)	Pharmacist E (GP 4800)	24	--	A1	A2	A3

2. In response to certain queries raised, this is to clarify that technical employees who have completed 8 months service in the promoted post as on 01/07/2009 will be treated as having completed 1 year service for the purpose of consideration of promotion as indicated in this Section Note No.TC/1631/2009/41216 dated May 5, 2009. Further SC/ST employees will be eligible for relaxed norms as per table indicated at Annexure I of the promotion norms issued vide note No.TC/1(52)/89/2011/56035 dated June 27, 2011.

3. In accordance with item 1 under Annexure I of this Section note No.TC/1(52)/89/2011/106175 dated 07/12/2011, Category II trainees absorbed as T/B and promoted to T/C, with weightage of training period (as per the set norms), may be given additional one year relaxation for promotion to T/D, if they have A/A1 grading during the last four years (both as T/B and T/C). Officials will be considered for promotion to grade T/D w.e.f. 01/07/2011 onwards taking into account the APAR gradings for last four years in both grades i.e. T/B and T/C. Accordingly for promotion effective from 01/07/2011, against the requirement of 3A and 1A1 ACR / APAR gradings for the general candidates during the years 2007-2008 to 2010-2011 (4 years), in both T/B and T/C grades, officials belonging to SC/ST can be considered for promotion by relaxation of two ACR / APAR gradings to the next lower grading as A- or A2.

4. In item 2 under Annexure I of this Section note dated 07/12/2011, it has been indicated as "if they have been in this grade for three years with A1 grading or 4 years with A2 grading or 5 years with A3 grading during last three years". It may be corrected to read as "if they have been in this grade for three years with A1 grading or 4 years with A2 grading or 5 years with A3 grading during last **FOUR** years".

  
11/05/2012

(S.G. Markandeya)  
Secretary, TC

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

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Government of India  
**Bhabha Atomic Research Centre**  
TC & TSC Section

Trombay,  
Mumbai 400 085

Ref.: TC/1(52)/89/2012/ 37561

May 2, 2012

Subject: **Operation of functional posts of Nurses.**

Reference is invited to the note of even number dated 7.12.2011, conveying the approval of the Trombay Council for the additions to the norms of technical and auxiliary employees. The additions, inter alia, included introduction of one more additional grade of Nurse/E with Grade Pay of Rs. 6,600. Accordingly, it has been decided that, while the promotion of Nurses from Nurse A up to Nurse E will be as per the norms notified, the posts of Sister-in-Charge A, Sister-in-Charge B and Assistant Matron will only be functional posts, which will not independently carry any pay band and grade pay. Operation of the nursing posts will be as per the following guidelines:

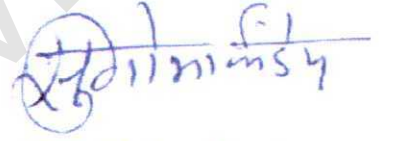
- a) The present incumbents holding the posts of Sister-in-Charge A, Sister-in-Charge B and Assistant Matron shall be given the regular grade of Nurse, based on the GP being drawn, as under:  
  
Sister-in-Charge A - Nurse D  
  
Sister-in-Charge B/ - Nurse E  
Asst. Matron
- b) Nurse D will be considered for promotion to the next higher grade of Nurse E, subject to meeting the norms.
- c) The posts of Sister-in-Charge A and Sister-in-Charge B may be merged and operated as Sister-in-Charge in future.
- d) Functional designation of Sister-in-Charge may be given to the Nurse E/Nurse D, by selection, depending on their suitability. This will not entail any additional remuneration. Nursing staff holding the designation of Sister-in-Charge A / Sister-in-Charge B (to be re-designated as Sister-in-charge) and Asst. Matron will continue on functional grounds.

Contd. 2/-

: 2 :

- e) Assistant Matron may be operated at the level of Nurse E and only Sister-in-Charge with minimum 3 years' service can be considered for the post of Assistant Matron.
- f) Selection to the grade of Matron will be made from among the Assistant Matrons, as per the norms.

This is being issued with the approval of Trombay Council.



(S.G. Markandeya)  
Secretary, TC&TSC

Directors of Group / Controller, BARC  
Associate Directors of Group / IFA, BARC  
Heads of Division / Section, BARC  
Heads of Units of DAE

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3. JS (R&D), DAE  
4. DEO, R-I/R-II, BARC.

7c/1(52)/89/2012

Government of India  
Bhabha Atomic Research Centre  
Personnel Division

TC & TSC Section  
3<sup>rd</sup> floor,  
Central Complex  
Trombay,  
Mumbai 400 085

TC/1(52)/89-2011 - 8999

January 27, 2012

**Sub: Technical Posts – clarification**

The promotion norms of the Department , inter-alia, provide the following norms for Promotion of technical employees

Sr.No.	From	To	
		Track Change	Normal
1	Tech.D – PB1 – GP 2800	Asstt. Foreman – PB 2 : GP 4200	Tech.F – PB 2 : GP 4200
2	Tech.F – PB 2 – GP 4200	Foreman A – PB 2 : GP 4600	Tech.G – PB 2 : GP 4600
3	Tech G – PB-2 : GP 4600	Foreman B – PB 2 – GP 4800	Sr.Tech.H – PB 2 : GP 4800
Track change from Sr.Tech.H to Foreman C, Sr.Tech. J to Foreman D and so on			

2. The track change to the above indicated posts is allowed as a normal course of promotion depending upon the performance and the APAR gradings and is not based on Additional Qualification (AQ). If the employees are not found fit for the recommended track change, they are promoted to the next higher grade such as Tech.F, Tech.G or Sr.Tech.H as the case may be.



3. Taking into account the equivalent grade pay, qualification and identical norms for career progression as well as the transferability from Technician to other grades, it has been decided to treat the posts of "Asstt. Foreman to Foreman E" and "Tech.F to Tech. Supervisor B" as forming part of same technical category for the purpose of processing cases of pay anomaly.



(S.G. Markandeya)  
Secretary (IC/ISC)

All Directors/Associate Directors of Groups  
All Heads of Divisions/Sections  
All Heads of Units

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2. Controller, BARC  
3. Head, Personnel Division  
4. Chief Administrative Officer  
5. IFA  
6. JC(F&A)

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**BHABHA ATOMIC RESEARCH CENTRE**  
 Personnel Division

Recruitment Section-I  
 Central Complex  
 Trombay, Mumbai 400 085

Ref. PD/17(5)/2011-R-I/110098

December <sup>19</sup> 15, 2011

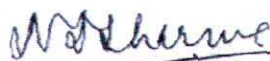
Subject: Counting of service for promotion

In accordance with the guidelines for screening of promotion proposals of scientific and technical personnel issued vide note No.TC/1(52)/89/2011/56035 dated 27/06/2011 and note No.TC/1(52)/89/2011/106175 dated 07/12/2011, the official in the following categories who have rendered continuous service of 24 / 27 / 33 years have been granted special dispensation in the norms for promotion to the Next Higher Grade during the period 2011-2015.

From Grade	To Grade	Total Service (Years)	Minimum Eligibility Period of Years and APAR gradings			
			3	4	5	6
Pharmacist D PB2 GP 4600	Pharmacist E PB2 GP 4800	24	-	A1	A2	A3
Foreman A / D'man C / Tech. G PB2 GP 4600	Foreman B / D'man D / Sr. Tech. H PB2 GP 4800	27	A1	A2	A3	-
Foreman B / D'man D / Sr. Tech. H PB2 GP 4800	Foreman C / D'man E / Sr. Tech. J PB3 GP 5400					
Foreman C / D'man E / Sr. Tech. J PB3 GP 5400	Foreman D / Tech. Supervisor A (Drg) / Tech. Supervisor A / PB3 GP 6600	33				

It has been decided that the service rendered as under in DAE units shall also be taken into account for computing total service for promotion as above:

- (i) Work charged service rendered in DAE followed by regular service and
- (ii) Duration of Fixed Term Appointment followed by regular service in DAE

  
 (N.D. Sharma) 15/12/2011  
 Controller

Director's Office, BARC  
 Directors of Groups, BARC  
 Associate Director of Groups / IFA, BARC  
 Heads of Divisions / Sections, BARC  
 All Heads of Units, DAE

Government of India  
BHABHA ATOMIC RESEARCH CENTRE  
TC & TSC Section

Ref.: TC/1(52)/89/2011/106175

December 07, 2011.

**Subject: Additions to the norms of technical and auxiliary employees**

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Reference is invited to the guidelines for screening of promotion proposals of personnel in Scientific and Technical Grades w.e.f. 01/07/2011, issued by Secretary TC & TSC bearing reference No. TC/1(52)/89/2011/56035 dated 27/6/2011. Subsequent to the issue of the above guidelines, some representations were received, which were considered by the norms committee at its meeting held on 21/09/2011 & the norms committee recommended some additions to the norms of Technical and Auxiliary employees. The recommendations of the norms committee were placed before the Trombay Council at its 1750<sup>th</sup> meeting held on October 18, 2011. The additions to the norms as approved by the Trombay Council in respect of Technical & Auxiliary Categories of employees are enclosed as per Annexure I and II respectively.



(S. G. Markandeya)  
Secretary TC

Director of Groups/Controller, BARC  
Associate Directors of Groups/IFA, BARC  
Heads of Division/Sections, BARC  
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1. Cat II Trainees (Table VI)

Cat. II trainees absorbed as T/B and promoted to T/C, with weightage of training period (as per the set norms), may be given additional one year relaxation for promotion to T/D, if they have A/A1 grading during the last four years (both as T/B & T/C).

2. Foreman A/ Draftsman C/ Technician/G (Table IV, V, VI)

Officials in the grade of Foreman/A, Draftsman/C and Technician/G who have completed 27 years of service and drawing the grade pay of ₹ 4600, may be considered for promotion to the next higher grade, if they have been in this grade for three years with A1 grading or 4 years with A2 grading or 5 years with A3 grading during the last three years.

3. Fireman (Table F1(A)):

50% of the posts of Leading Fireman will be earmarked for direct recruitment and 50% for departmental candidates. The departmental candidates on selection to the post of Leading Fireman will be placed in the appropriate Grade Pay of Leading Fireman and they will be given the cumulative service benefits for the purpose of promotion in the next higher grade of Leading Fireman. The resultant vacancy of Fireman will be filled at the entry level of Fireman/A.

4. Nurse (Table IX):

One more additional grade of Nurse/E in PB3 with Grade Pay of ₹ 6,600 is introduced. The norms for promotion of Nurse/D to Nurse/E shall be as indicated in the table below:-

From	To	MEP and APAR gradings				
		5	6	7	8	9
Nurse 'D' PB3 GP 5400	Nurse 'E' PB 3 GP 6600	-	-	A1	A2	A3

5. Pharmacists/D (Table X):

Pharmacists/D, who have progressed from Pharm 'A/B' with 24 years' service may be considered for promotion to the next higher grade of Pharmacist/E, if they have been in this grade for four years with A1 grading or five years with A2 grading or six years with A3 grading during the last four years.

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6. AUXILIARY: Service rendered by Work Assistants who joined during 2002-2005 may be considered for promotion to next higher grade based on their APAR gradings applicable from 01/07/2011 onwards.

7. Every 5<sup>th</sup> vacancy in the Technician category may be earmarked for providing career growth opportunities to the Work Assistants.

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 TC & TSC Section

Central Complex,  
 Trombay,  
 Mumbai 400 085

Ref. TC/1(52)/89/2011/ 81088

September 12, 2011

Subject: Consideration of cases of employees allowed track change in the same GP on acquisition of additional qualification for promotion to the next higher grade

Guidelines for screening of promotion proposals of personnel in Scientific & Technical grades effective from 01/07/2011 have been issued. For the consideration of promotion cases of officers / officials track changed from (a) Scientific Assistants to Scientific Officers / Technical Officers and (b) Technicians / C'hand / AFM / FMA / Draftsman to Scientific Assistants in the same grade pay by virtue of acquisition of additional qualification, the total cumulative period in the same Grade Pay will be accounted in the manner specified herein for promotion to the next higher grade if they possess required APAR / CR grading during preceding 4 years in both the posts.

**Table 1 : Officers rendered combined service in the grade of SA(E) and SO(C) / TO(C) (GP 5400) as a result of track change on acquisition of AQ**

Promotion		No. of years in grade SA(E)	Minimum number of years in grade SO(C) / TO(C) and required APAR gradings					
From grade	To grade		1	2	3	4	5	6
SO(C) / TO(C)	SO(D) / TO(D)	4	A1	A2	A2A3	A3	--	--
		3	--	A1	A2	A2A3	A3	--
		2	--	A1	A2	A2A3	A3	--
		1	--	--	A1	A2	A2A3	A3

In case of combination of grading for the pre and post track change period, the lowest grade during the preceding 4 years will govern the eligibility.

**Table 2 : Officials rendered combined service in the grade of (i) FMA / D'man C / Tech. G & SA(C) (GP 4600), (ii) AFM / D'man B / Tech. F & SA(B) (GP 4200) and (iii) C'hand / D'man A / Tech. E & SA(B) (GP 4200) as a result of track change on acquisition of AQ**

Promotion		No. of years in grade (i) FMA / D'man C / Tech. G or (ii) AFM* / D'man B* / Tech. F* or (iii) C'hand / D'man A / Tech. E	Minimum number of years in grade SA(C) / SA(B) and required APAR gradings					
From grade	To grade		1	2	3	4	5	6
SA(C) / SA(B)	SA(D) / SA(C)	3	A1	A2	A2A3	A3	--	--
		2	--	A1	A2	A2A3	A3	--
		1	--	--	A1	A2	A2A3	A3

\*In case of AFM / D'man B / Tech. F, the cumulative service rendered in C'hand / D'man A / Tech. E and AFM / D'man B / Tech. F will be taken into account while determining their eligibility.

In case of combination of grading for the pre and post track change period, the lowest grade during the preceding 4 years will govern the eligibility

2. Minimum eligibility period of years as indicated in the Tables 1 and 2 above, is based on the relative weightage of each grade, worked out by dividing 100 grade points by MEP



applicable to each grade. Eligibility for promotion to the next higher grade is minimum 100 grade points, calculated on the basis of governing APAR gradings (lowest grading during the last four APARs) in the pre and post track change grades.

3. With regard to cases of track change allowed on acquisition of AQ from the grade SA(D) to SO(SB) / TO(B), for promotion to SO(C) / TO(C) the minimum eligibility period of years and APAR gradings as given in the Table II of the guidelines will be applicable, taking into account the combined service of SA(D) and SO(SB)/TO(B).

4. Further, officers who have been promoted to SO(C) through normal promotion route and have subsequently acquired additional qualification, their higher qualification will be taken into account for further promotion as per the following table:

Sl. No.	Acquisition of Additional Qualification as AMIE / AMIA / BE / B.Tech. or M.Sc.	From grade	To grade	No. of years after AQ and APAR Grading				
				2	3	4	5	6
1.	Within $\leq 6$ m from promotion as SO(C)	SO(C)	SO(D)	As per 2A of Table IA				
2.	Within $> 6$ m to $\leq 1\frac{1}{2}$ y from promotion as SO(C)			--	A1	A2	A2A3	A3
3.	Within $> 1\frac{1}{2}$ y to $\leq 2\frac{1}{2}$ y from promotion as SO(C)			A1	A2	A2A3	A3	--
4.	After $2\frac{1}{2}$ years from promotion as SO(C)			As per Table II				

The date of intimation of acquisition of AQ in writing to the concerned competent authority will be taken as the date of acquisition of AQ.

5. Further promotion from SO(D) to SO(E) will be regulated as per 2B of Table IA.



(S.G. Markandeya)  
Secretary, TC/TSC

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

- cc: 1. Chairman's Office, DAE  
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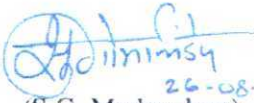
Central Complex,  
Trombay,  
Mumbai - 400 085.

Ref:TC/1(52)/89/2011/ 78318

August 26, 2011.

Sub : Review procedure for promotion cases.

In terms of the guidelines for screening of promotion proposals of personnel in Scientific & Technical grades effective from 1.7.2011, as per Para 2.4, 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, which should be cleared by the respective Group Boards and the Trombay Council/Apex Body of the Institute/Centre/Unit. It has been decided that all Scientific & Technical employees who have completed 10 years or more residency period in the current grade, but have not been promoted to the next higher grade for various reasons may be reviewed by the Group Boards as mentioned above and the deserving cases may be put up for the approval of the Trombay Council/Apex Body of the Institute/Centre/Unit. The criteria for this purpose would be minimum grading of B+ for promotions to the grades carrying Grade Pay of Rs.6600/- and A3 for promotions to the grades with Grade Pay of Rs.7600/- and above.

  
26-08-11  
(S.G. Markandeya)  
Secretary, TC/TSC

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

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Bhabha Atomic Research Centre  
TC & TSC Section

Central Complex,  
Trombay,  
Mumbai - 400 085.

Ref:TC/1731/2011/774.05


August 25, 2011.

**CIRCULAR**

Sub : **Induction of Category-I Trainees.**

In terms of revised guidelines for screening of promotion proposal of personnel in Scientific and Technical grades, issued by Secretary, TC & TSC vide Ref.No.TC/1(52)/89/2011/56035 dated June 27, 2011, the Category-I Trainees will undergo two years training and will be absorbed as SA/C in the Pay Band of Rs.9300-34800 with Grade Pay of Rs.4600/-. This is effective from 1.7.2011. It has been decided to follow the procedure given below for processing advertisements already issued for recruiting Category-I Trainees during 2011.

- (1) Wherever selection for the Category-I Trainees has already been completed, the trainees will undergo one year training and will be considered for upgradation to the grade of SA/C after two years service, subject to possessing B+ APAR grading.
- (2) In DAE Units where advertisements for the Category-I Trainees has already been issued, but the last date is not over, the Units may issue a corrigendum to the advertisement that the training period will be for two years and the trainees, on successful completion of the training will be absorbed as Scientific Assistant/C.
- (3) If the selection for Category-I Trainees has not been made, the Units may scrap the advertisements and refund the application fee received, if any and issue a fresh advertisement.

  
(S.G. Markandeya)  
Secretary, TC & TSC

Directors of Groups/Controller, BARC  
Associate Directors of Groups/IFA, BARC  
Heads of Divisions/Sections, BARC  
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Copy to : Additional Secretary, DAE

Government of India  
**BHABHA ATOMIC RESEARCH CENTRE**  
 TC & TSC Section

Ref. TC/1(52)/89/2011/68760

August 1, 2011

Subject: Promotion norms for Scientific and Technical grades

Pursuant to the promotion norms for scientific and technical grades upto and including grade SO(E) and equivalent issued vide note No.TC/1(52)/89/2011/56035 dated June 27, 2011, the following decisions may please be noted.

**Promotion from SA(B) to SA(C) – Category I Trainees**

All the employees, appointed in the grade of SA(B) after completing one year Category I training who have completed two years or more service and consistently secured grading of B+ or higher will be screened-in for promotion to the grade of SA(C) w.e.f. 01/07/2011. Such screened-in candidates will be interviewed by the appropriate Standing Selection Committee. As per para 2.5 of revised promotion norms, shortfall in the length of their service upto 6 months can be condoned for the above screening.

**Promotion from grade Tech. D upto Tech. G**

As per note 9 under Table VI and note 7 under Table V of the promotion norms, in case of Tech. F / D'man B who have been promoted from Tech. D / Tech. D (Drg) to Tech. F / D'man B during 2009 and 2010, the total time period in the grade Tech. D / Tech. D (Drg.) and Tech. F / D'man B will be taken into account while considering their cases for promotion to Tech. G / D'man C. The above benefit will be applicable to the Tech. D / Tech. D (Drg) promoted to Tech. F / AFM / D'man B during 2011 also.



(S.G. Markandeya)  
 Secretary, TC/TSC

Director's Office, BARC  
 Director of Groups / Controller  
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 Heads of Divisions / Sections  
 Chairman / Convener, Screening Committees

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