

## PERSONNEL POLICY FOR BELOW GROUP 'A' S&T OFFICERS

Sl. No.	Subject	O.M.No. and Date	Page No.
1.	Personnel Policy & Practice for S&T Officers & staff below Group 'A' level in the DoE and Units of/ under the DoE and the Electronics Commission.	A-12018/10/81-PP dated 18.7.1983	( 1-12 )
2.	Personnel Policy & Practice for S&T Officers & staff below Group 'A' level in the DoE and Units of/ under the DoE and the Electronics Commission.	A-12018/11/83-PP dated 16.4.1984	( 13 )
3.	Personnel Policy & Practice for S&T Officers & staff below Group 'A' level in the DoE and Units of/ under the DoE and the Electronics Commission.	A-12018/10/83-PP dated 7.7.1984	( 14-17 )
4.	Personnel Policy & Practices for S&T officers/staff below Group 'A' level	A-12018/11/83-PP dated 1.10.1984	( 18-22 )
5.	Personnel Policy & Practices for S&T officers/staff below Group 'A' level	A-12018/13/83-PP dated 6.2.1986	( 23 )
6.	Personnel Policy & Practice for S&T Officers & staff below Group 'A' level in the DoE and Units of/ under the DoE and the Electronics Commission.	A-12028/11/83-PP dated 21.1.1987	( 24-26 )
7.	Personnel Policy & Practice for S&T Officers & staff below Group 'A' level in the DoE and Units of/ under the DoE and the Electronics Commission - Amedment of DR norms.	A-12028/11/83-PP dated 20.2.1990	( 27 )
8.	Change of Designation of Draftsman 'F' (SB) Rs.2000-3500/- to S/E Grade 'SB' Rs.2000-3500/-.	A-2(9)/89-PP dated 15.2.1991	( 28 )
9.	Personnel Policy & Practices for S&T officers / staff below Group 'A' level.	dated 10.8.1992	( 29-31 )

Contd.

10. Cooling off period between one spell of deputation and another spell of deputation. 2(10)/93-PP dated 10.12.1993 ( 32 )
11. Cooling off period between one spell of deputation and another spell of deputation. 2(10)/93-PP dated 1.3.1994 ( 33 )
12. Career opportunities for below Gr. A. S&T officers -consideration of additional qualification acquired while in service. 12(6)/93-PP/P.111 dated 27.10.1995 ( 34-35 )



New Delhi

Dated: 18th July, 1983

OFFICE MEMORANDUM

Subject: Personnel Policy and Practices for Scientific and Technical Officers and Staff below Group 'A' level in the Department of Electronics (DOE) and Units of/under the DOE and the Electronics Commission (EC)

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\*attached

Reference is invited to paragraph 2.4 of this Department's O.M. No.A-12018/1/80-PP dated 11th August, 1981, in which it was stated that the basic features of the personnel policy for Group 'A' Scientific and Technical officers, outlined therein, would also apply, mutatis-mutandis to Scientific and Technical officers/posts below Group 'A' level.

2. With the approval of the Electronics Commission, it has been decided to introduce the personnel policy, spelt out in the following paragraphs, for S&T personnel/posts below Group 'A' level. This policy will come into effect from 1st October, 1983. It will be applicable to all S&T personnel/posts below Group 'A' in the Department of Electronics/Electronics Commission/Information, Planning & Analysis Group (IPAG)/National Informatics Centre (NIC)/ERTIs and such other units of/ under the DOE/EC as may be specified from time to time.

3. Categorisation of S&T posts

The categorisation of the existing posts as Scientific and Technical and their equation in the new grade structure, will be as indicated in Annexure I.

4. Designations, pay scales and direct recruitment norms

4.0 These will be as indicated in Annexure II.



4.1 Reference to Degree or Diploma in the norms will be treated as 60% marks in the aggregate or equivalent. The requirement of 60% marks will not, however, be insisted upon in the case of SC/ST candidates to the extent the number of vacancies reserved for them cannot otherwise be filled up.

4.2 Any relaxation in the prescribed minimum qualifications and/or experience, in the case of general category candidates, will require specific approval of Secretary, DOE, unless powers in this regard are delegated by him to the Appointing Authorities.

4.3 Period of probation will be one year, extendable at the discretion of the Appointing Authority.

4.4 The maximum age limits for direct recruitment to all grades carrying a pay scale of Rs.425-700/- and below, will be 25 years; and for grades above Rs.425-700/- and upto Rs.650-1200, will be 30 years; subject to relaxations permissible, under the normal Government instructions for specified categories, such as SC/ST; physically handicapped; Government servants, etc. In exceptional circumstances, for reasons to be recorded in writing, the age limits may be relaxed, with the approval of the Appointing Authority, in other cases also.

5. Promotions and normal annual increments

5.0 Promotions and normal annual increments will be effective from either of the two fixed dates, viz. 1st April and 1st October. The rationalisation of the dates of increments of existing personnel will be done in the same manner as in the case of Group 'A' S&T officers.

5.1 The minimum length of service for the first normal review for promotion to all grades of and below the level of Scientist/Engineer Grade 'SC' (Rs.700-1300) will be three years, as on the standardised date. This yardstick may be changed later by Secretary, DOE, if found necessary, in the light of experience gained/



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(110) (3)

5.2 The assessment, for the purpose of promotion upto the grades of Rs.550-900/- will consist of the following:-

- (i) The assessment of performance, as reflected in the official's Confidential Reports;
- (ii) Trade test (only where these have been prescribed for direct recruitment); and
- (iii) Interview.

Where no trade test has been prescribed, the assessment will be on the basis of the CRs and interview.

5.3 The assessment, for the purposes of promotion, to the grade of Scientific Officer/Engineer Grade 'SB' (Rs.650-1200) and to the grade of Scientist/Engineer Grade 'SC' (Rs.700-1300) will be as follows:-

- (i) Screening, by a Screening Committee on the basis of performance, as reflected in the officer's Confidential Reports; and
- (ii) Interview, by a Selection Committee.

Only those officers who pass the screening stage, in terms of the performance evaluation norms laid down for the purpose, will be called for interview and final assessment for promotion by a Selection Committee.

5.4 An official who does not qualify for promotion at a given review, will be eligible for his next review after a lapse of one year.

5.5 The level upto which any category of personnel will be eligible for promotion will be limited to the maximum of that category for which there is no change in the requirement of basic qualification. The age limit will not apply for promotion.

5.6 Advance increments will not be given on promotion: pay fixation being done in accordance with normal rules.

5.7 Minimum length of service for consideration for promotion on the basis of exceptional merit will be two years, which may be relaxed further to meet the requirement of an extraordinary case. There will be special



assessment procedure for the purpose as in the case of Group 'A' S&T officers, which will consist basically of a preliminary assessment by a panel of experts to determine whether a prima facie case exists; and if so, to be followed by detailed assessment by a Selection Committee.

5.8 Grant of advance increments may also be considered for exceptionally good performance in the existing job.

5.9 Posts in the higher grades for giving effect to the approved promotions in all categories below Group 'A' level, will be automatically created; the lower posts vacated on promotion, being kept inoperative, i.e. kept vacant. New posts to provide for inductions from outside will, however, be created only under orders of the competent authority, based on a scrutiny of proposals requiring such induction.

5.10 The period of probation for those promoted will be one year, extendable at the discretion of the Appointing Authority.

#### 6. Consideration of additional qualifications acquired while in service

6.1 The S&T employees who acquire additional qualifications while in service may be considered for appointment to the post for which they become eligible as per the norms prescribed in Annexure II.

#### 7. Normalisation of the existing S&T staff

7.1 The norms indicated in Annexure II will not have retrospective effect. These will come into force from the date the revised personnel practices for Group 'B', 'C' and 'D' S&T personnel are implemented, i.e. 1st October, 1983. As regards the existing S&T staff, the requirement of 60% marks in the aggregate in Degree/ Diploma will be condoned, where necessary, including for the purposes of promotion, as they have been recruited in the past under different norms. The



be relaxed in any case, except with the specific approval of Secretary, DTE, detailing the specific considerations for doing so. This would be ensured while implementing the provisions of paras 7.2, 7.3 and 7.4 below.

7.2 The lowest entry point for direct recruitment in the category of Scientific/Technical Assistant and for Draftsman, with Diploma in Engineering, in the new grade structure, is Rs.470-750/-. The existing personnel in the grade of Rs.425-700/- now falling in the category of Scientific/Technical Assistants, will, therefore, be automatically promoted to the grade of Scientific/Technical Assistant 'A' at the minimum of the scale, viz. Rs.470/-, or at the stage in the grade of Rs.470-750/-, which will protect their present pay. Their next review for promotion to the grade of Scientific/Technical Assistant 'B' (Rs.550-900) will be on the standardised date following completion of 3 years service, inclusive of the period spent by them in their existing grade of Rs.425-700/-. Similar provisions will apply in respect of the existing Draftsman, with Diploma in Engineering, in the grade of Rs.425-700/-.

7.3 The lowest entry point for direct recruitment in the category of Tradesman, for those who are Matric-ITI, is the grade of Tradesman 'B' (Rs.320-400). The existing S&T personnel viz. Radio Mechanics/Carpenters (Rs.260-350), Maintenance Assistants (Rs.260-400) etc., who are Matric-ITI will, therefore, be automatically promoted to the grade of Tradesman 'B', at the minimum of the scale, viz., Rs.320/- or at the stage in the grade of Rs.320-400/-, which will protect their pay in the existing grade. Their next review for promotion to the grade of Tradesman 'C' (Rs.380-560) will be on the standardised date following completion of 3 years service, inclusive of the period spent by them in their existing grade of Rs.260-350/- and Rs.260-400/-.



7.4 All other S&T personnel will be re-designated as per Annexure I with their existing emoluments and service benefits protected. Their cases for promotion will also be taken up in accordance with the provisions contained in para 5 above, the service rendered in the existing grade counting for the purpose.

8. Implementation of the policy

8.1 The aforesaid package of personnel practices for Group 'B', 'C' and 'D' S&T personnel will be implemented and operated on a decentralised basis: i.e. (i) for the DOE personnel including Defence Projects personnel, by the Administration Division of the DOE; (ii) for the personnel working in IPAG/NIC, by the Administration Division of the IPAG/NIC and (iii) for the personnel in ERTLs etc. by the Projects Management Sections of the DOE.

9. The above issues with the approval of Secretary, Department of Electronics.

Hindi version will follow.

( O.P. GUPTA )

UNDER SECRETARY TO THE GOVERNMENT OF INDIA

1. Heads of Divisions
2. Director, IPAG (with 30 copies) for circulation, amongst all concerned, in IPAG/NIC.
3. P.M. Section (with 30 copies) for circulation in ERTLs etc.
4. Admn. I/Admn. II Sections, Deptt. of Electronics.

Copy forwarded to:-

- i) Pay & Accounts Office, Department of Electronics, New Delhi.
- ii) The Director of Audit, Scientific & Commercial Department, 101, Maharashtra Karve Road, Bombay.
- iii) Resident Audit Office, Deptt. of Electronics, New Delhi.



# ANNEXURE I

Existing categories of posts to be treated as SET and their  
equation in the new grade structure  
(Scientific/Technical Assistant and Scientific Officer/  
Engineer Grade 'SB')

Sl.No.

Existing designation and scale of pay

(1) Section Officer (Mechanical)  
(Rs.650-1200)

1. Audio-visual Officer (Rs.650-1200)

2. Junior Civil-Electrical Engineer  
(Rs.650-1200)

3. Junior Maintenance Engineer (AC Plant)  
(Rs.650-1200)

4. Junior Systems Engineer (Rs.650-1200)

5. Programmer 'A' (Rs.650-1200)

6. Programme Assistant(A)/Computer operator  
Gr.I/Statistical Assistant Gr.I/Technical  
Assistant Gr.I/Scientific Assistant/Sr.  
Technical Asstt. (Rs.550-900)

7. Programme Assistant(B)/Computer Operator  
Gr. II/Statistical Assistant Gr. II/Technical  
Assistant Gr. II/Sr. Scientific Assistant/Jr.  
Technical Assistant (Rs.425-700)

8. Programme Assistant(B)/Computer Operator  
Gr. II/Statistical Assistant Gr. II/Technical  
Assistant Gr. II/Sr. Scientific Assistant/Jr.  
Technical Assistant (Rs.425-700)

\*Excluding the two existing posts of Technical Assistant Gr. II in the TDE and  
similar other posts in IPAG etc with non-technical job content.

Designation and scale of pay in the new  
grade structure

(3) Scientific Officer/Engineer Grade 'SB'  
(Rs.650-1200)

Rs. 650 - 1200

Rs. 650 - 1200

Rs. 650 - 1200

Scientific Assistant/Technical Assistant 'B'  
(Rs.550-900)

Scientific Assistant/Technical Assistant 'A'  
(Rs.470-750)



1	2	3	4	5	6
7.	Draftsman 'C' Rs. 425-700	25 years	Matric/Equivalent + ITI certificate	Matric/Equivalent + ITI certificate	6 years
8.	Draftsman 'B' Rs. 380-560	25 years	Matric/Equivalent + ITI certificate	Matric/Equivalent + ITI certificate	3 years
9.	Draftsman 'A' Rs. 320-400	25 years	- do -	-	1 year
10.	Tradesman 'F' Rs. 550-900	30 years	Matric/Equivalent + ITI certificate	Matric/Equivalent + ITI certificate	12 years
11.	Tradesman 'E' Rs. 470-750	30 years	Non-matric/Equiv. (1.e. VIII standard) + ITI certificate	Non-matric/Equiv. (1.e. VIII standard) + ITI certificate	15 years
12.	Tradesman 'D' Rs. 425-700	25 years	Matric/Equivalent + ITI certificate	Matric/Equivalent + ITI certificate	9 years
13.	Tradesman 'C' Rs. 380-560	25 years	Non-matric/Equiv. (1.e. VIII standard) + ITI certificate	Non-matric/Equiv. (1.e. VIII standard) + ITI certificate	6 years



# ANNEXURE II

.....  
Educational and other norms for direct Recruitment to Group  
'A', 'B', 'C' and 'D', Scientific & Technical posts in the  
Department of Electronics\*

Sl.No. Designation and scale  
of pay

Age limit  
for direct  
recruitment

Basic Educational  
qualifications

Length of experience  
in one or more areas  
as may be specified  
at the time of direct  
recruitment

Probation

Sl.No.	Designation and scale of pay	Age limit for direct recruitment	Basic Educational qualifications	Length of experience in one or more areas as may be specified at the time of direct recruitment	Probation
1.	Scientific Officer/Engineer Grade 'SB' (Rs.650-1200)	30 years	M.Sc. B.Sc. Diploma in Engineering	M.Sc. - 3 years B.Sc. - 6 years Diploma in Engineering - 6 years	1 year
2.	Scientific/Technical Assistant (B) (Rs.550-900)	30 years	M.Sc. B.Sc. Diploma in Engineering	M.Sc. - 3 years B.Sc. - 3 years Diploma in Engineering - 3 years	1 year
3.	Scientific/Technical Assistant (A) (Rs.470-750)	30 years	B.Sc. Diploma in Engineering	B.Sc. - 6 years Diploma in Engineering - 6 years	1 year
4.	Draftsman 'P' (SB) Rs.650-1200	30 years	Diploma in Engineering, Diploma in Engineering, ITI certificate	Diploma in Engineering - 3 years Diploma in Engineering - 3 years ITI certificate + ITI 12 years certificate	1 year
5.	Draftsman 'E' Rs.550-900	30 years	Diploma in Engineering, Diploma in Engineering, ITI certificate	Diploma in Engineering - 3 years Diploma in Engineering - 3 years ITI certificate + ITI 12 years certificate	1 year
6.	Draftsman 'D' Rs.470-750	30 years	Diploma in Engineering, Diploma in Engineering, ITI certificate	Diploma in Engineering - 3 years Diploma in Engineering - 3 years ITI certificate + ITI 12 years certificate	1 year

\*Please see Note-I



	2	3	4	5	
7.	Draftsman Rs. 425-700	25 years	Matric/Equivalent + ITI certificate	Matric/Equivalent + ITI certificate	6 years
8.	Draftsman Rs. 380-560	25 years	Matric/Equivalent + ITI certificate	Matric/Equivalent + ITI certificate	3 years
9.	Draftsman Rs. 320-400	25 years	- do -	-	1 year
10.	Tradesman Rs. 550-900	30 years	Matric/Equivalent + ITI certificate	Matric/Equivalent + ITI certificate	12 years
			Non-matric/Equiv. (1.e. VIII standard) + ITI certificate	Non-matric/Equiv. (1.e. VIII standard) + ITI certificate	25 years
11.	Tradesman Rs. 470-750	30 years	Matric/Equivalent + ITI certificate	Matric/Equivalent + ITI certificate	9 years
			Non-matric/Equiv. (1.e. VIII standard) + ITI certificate	Non-matric/Equiv. (1.e. VIII standard) + ITI certificate	7 1/2 years
12.	Tradesman Rs. 425-700	25 years	Matric/Equivalent + ITI certificate	Matric/Equivalent + ITI certificate	6 years
			Non-matric/Equiv. (1.e. VIII standard) + ITI certificate	Non-matric/Equiv. (1.e. VIII standard) + ITI certificate	9 years
13.	Tradesman Rs. 380-560	25 years	Matric/Equivalent + ITI certificate	Matric/Equivalent + ITI certificate	3 years
			Non-matric/Equiv. (1.e. VIII standard) + ITI certificate	Non-matric/Equiv. (1.e. VIII standard) + ITI certificate	6 years



24.	Tradeaman 'B'	Rs. 320-400	25 years	Metric/Equiv. + ITI certificates					
25.	Tradeaman 'A'	Rs. 250-350	25 years	Non-metric/Equiv. (1.e. VIII standard) + ITI certificates	Non-metric/Equiv. (1.e. VIII standard) + ITI certificates				
26.	Laboratory Asst. 'C'	Rs. 425-700	25 years	Inter. Science or equiv. SSLC	Inter. Science or equiv.				
27.	Lab. Asst. 'B'	Rs. 380-560	25 years	Inter. Science or equiv. SSLC	Inter. Science or equiv.				
28.	Lab. Asst. 'A'	Rs. 320-400	25 years	Inter. Science or equiv. SSLC	Inter. Science or equiv.				
29.	Lab. Assistant	Rs. 360-350	25 years	SSLC	SSLC				
20.	Helper 'B'	Rs. 210-290	25 years	SSLC	SSLC				
21.	Helper 'A'	Rs. 200-250	25 years	VIII standard	VIII standard				



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NOTES:

- Note 1: Wherever the words Department of Electronics/ Department/DOE occur they include all units of/under the Electronics Commission and Department of Electronics.
- Note 2: Reference to Degree/Diploma above means at least 60% marks in the aggregate or equivalent.
- Note 3: The subject/specialisation in the certificate/ Diploma/Degree/Post-graduate examination and the area of experience will be specified at the time of direct recruitment, depending on the requirements.
- Note 4: Diploma Holders include those possessing DERE, whether intermediate + 2 years, or SSC + 3 years.
- Note 5: The grades of Tradesman 'E' and 'F' and Lab. Assistant 'C' will normally be used for promotion only.
- Note 6: Recruitment to the grades of Helper may be made, on transfer, of the educationally qualified Group 'D' employees, inter-alia, on the basis of trade tests as may be prescribed in consultation with the Head of the Division concerned; failing which by direct recruitment through Employment Exchange, after holding similar trade tests.

See also  
CHIEF DOR/01/10 dated 10.10.84



No. A-12018/11/83-PP  
Government of India  
Department of Electronics  
Lok Nayak Bhavan  
New Delhi-110003.

16th April, 1984

CORRIGENDUM

Subject: Personnel Policy and Mechanics for Scientific and Technical Officers and Staff below Group 'A' level in the Department of Electronics (DOE) and Units of/under the DOE and the Electronics Commission (EC).

Ref: D.M. No. A-12018/10/81-P<sup>2</sup> dated 18th July, 1983 on the above subject

In Annexure I to the above Office Memorandum, on Page 2, under the heading 'Tradesman', the following amendments may please be made :-

(i) Delete the following :-

- (a) Pump Operator-cum-Mechanic at S.No.3
- (b) Electrician at S.No.4
- (c) Diesel Generator Operator-cum-Mechanic at S.No.5.

(ii) Add the following :-

- (a) Diesel Generator Operator-cum-Mechanic/Electrician at S.No.3
- (b) Pump Operator-cum-Mechanic at S.No.5.

Sd/-  
(S.P. GOEL)

UNDER SECRETARY TO THE GOVERNMENT OF INDIA

Copy to:-

1. Director (IPAC) (with 5 spare copies)
2. Adm. II Section
3. P.M. Section (with 5 spare copies)
4. Policy folder

Copy also to:-

1. Pay & Accounts Office, Deptt. of Electronics, New Delhi.
2. Pay & Accounts Office, Electronics Commission, New Delhi
3. The Director of Audit, Scientific & Commercial Dep'ts. Bombay.
4. The Resident Audit Office, Deptt. of Electronics New Delhi.



No. A-12018/11/83-PP  
Government of India  
Department of Electronics  
Lok Nayak Bhawan  
New Delhi-110003

7th July, 1984

OFFICE MEMORANDUM

Subject: Personnel Policy and Practices for Scientific & Technical officers and staff below Group 'A' level in the Department of Electronics and units of/under the DOE and the Electronics Commission.

Further to this Department's O.M. No. A-12018/10/81-PP dated 18.7.1983, on the above subject, it has been decided with the approval of the Chairman, Electronics Commission, to treat certain additional categories of existing posts as Scientific & Technical. Their equation in the new grade structure is given in Annexure I. Norms for Direct Recruitment are given in Annexure II.

2. The posts of Tradesman C, D, E & F (KPD/DEO) will normally be operated as promotional posts. The posts of Tradesman (D), (E) & (F) (Coder) will normally be promotional posts, except that direct entry at Tradesman (E) (Coder) and above may be made.

3. The above comes in to force with effect from 1.10.1983, the date of implementation of the above policy.

4. Hindi version will follow.

( D.P. GUPTA )

UNDER SECRETARY TO THE GOVERNMENT OF INDIA

To

1. Heads of Divisions
2. Addl. Secretary (IPAG) (with 30 spare copies)
3. PM Section (with 30 spare copies)
4. Adm. II Section. (with 10 spare copies) / US/G

Copy also to:

1. Pay & Accounts Office, DOE, New Delhi.
2. Director of Audit, Scientific & Commercial Departments, Bombay.
3. Resident Audit Office, DOE, New Delhi.

( D.P. GUPTA )

UNDER SECRETARY TO THE GOVERNMENT OF INDIA



# ANNEXURE I

Existing categories of posts to be treated as Scientific and clinical and their equivalent in the new grade structure.

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## Existing grade/Pay scale

Key Punch Operator / Data Entry Operator (A)  
(Rs.260-400) + Rs.20/- special pay

Senior Key Punch Operator (Rs.330-560) + Rs.20/-  
special pay

Supervisor (Rs.425-700)

## New grade structure

Tradesman (B) (KP0/DP0) - Rs.320-400

Tradesman (C) (KP0/DP0) - Rs.380-560

Tradesman (D) (KP0/DP0) - Rs.425-700

Tradesman (E) (KP0/DP0) - Rs.470-750

Tradesman (F) (KP0/DP0) - Rs.550-900

Data Coder (Rs.330-560)

Tradesman (C) (Coder) - Rs.380-560

Tradesman (D) (Coder) - Rs.425-700

Tradesman (E) (Coder) - Rs.470-750

Tradesman (F) (Coder) - Rs.550-900

\* Data Preparation Operator.



of position and scale of pay.

Age limit for direct recruitment

Norms for Direct Recruitment

ANNEXURE II

Length of experience in the or more areas as may be specified at the time of direct recruitment

1	2	3	4	5
Trade/Category	Grade	Age Limit	Basic educational qualifications	Length of experience
Tradesman (C) (Coder)	(Rs. 380-560)	25 years	Matric or equivalent with a certificate in Key Punch Operation or Data Entry Preparation.	3 years
Tradesman (D) (Coder)	(Rs. 425-700)	25 years	Matric or equivalent with a certificate in Key Punch Operation or Data Entry Preparation.	6 years
Tradesman (E) (Coder)	(Rs. 470-750)	30 years	Matric or equivalent + certificate in Key Punch Operation/Data Entry Preparation.	9 years
Tradesman (F) (Coder)	(Rs. 550-900)	30 years	Technical Diploma/Degree in Science with experience in coding/programming/combinations	1 year
			OR	
			Matric or equivalent with certificate in Key Punch Operation or Data Entry Preparation.	12 years
			OR	
			Technical Diploma/Degree in Science with experience in coding/programming/combinations	4 years

Note: 1. Tradesman (D), (E) and (F) (Coder) will normally be operated as normal.



Job Descriptions for various categories of posts in Data Preparation Unit

Concomittant with the introduction of the Personnel Policy for S&T categories of posts, the job description for various grades of operators employed in the Data Preparation Unit of the National Informatics Centre and those who are posted in Regional Cells/State Cells/District Cells/User Terminals are as follows :

1. TRADESMAN 'B' (DATA PREPARATION OPERATOR) - Rs.320-400

All types of data preparation including data entry, verification, validation, text processing etc. on any type of data preparation machine including key to magnetic media machine and key punching machine.

2. TRADESMAN 'C' (DATA PREPARATION OPERATOR) - Rs.380-560

In addition to those jobs mentioned for Tradesman 'B', Pooling, counting, collating, coding, console operation, assisting the supervisors (Tradesman 'D' to 'F') of Data Preparation Unit in the preparation of Statistics, billing, training of operators, Input/Output handling etc.

3. TRADESMAN 'D' (DATA PREPARATION OPERATOR) - Rs.425-700

In addition to those jobs mentioned for Tradesman 'C', scheduling of jobs and programming relating to Data validation traction. For a few staff who are considered to have the required aptitude and depending upon the need, supervision of the work of the Tradesman 'B' and 'C'.

4. TRADESMAN 'E' (DATA PREPARATION OPERATOR) - Rs.470-750

In addition to those jobs mentioned under Tradesman 'D', for a few staff who are considered to have the required aptitude and depending upon the need, supervision of the work of the Tradesman 'B', 'C' and 'D'.

5. TRADESMAN 'F' (DATA PREPARATION OPERATOR) - Rs.550-900

In addition to those jobs mentioned under Tradesman 'E', for a few staff who are considered to have the required aptitude and depending upon the need, supervision of the work of the Tradesman 'B', 'C', 'D' and 'E'.

2. In addition to particular job descriptions within the corresponding list given above, all Data Preparation Operators (Tradesman 'B' to 'F') will handle any other related jobs as may be assigned to them by the Officer-in-charge of the Data Preparation Unit, or by the Officers-in-charge of Regional Cell/State Cell/District Cell/User Terminals where such operators are posted, or by any other officer as may be nominated by the Head of Department or by the Head of Department from time to time.



NO.A-12018/11/83-PP  
Government of India  
Department of Electronics  
Lok Nayak Bhawan  
New Delhi-110003

1st October, 1984

OFFICE MEMORANDUM

Subject: Personnel Policy and Practices for S&T officers/  
staff below Group 'A' level.

The undersigned is directed to invite reference to paragraph 5.5 of O.M. No.A-12018/10/81-PP dated 18th July, 1983, on the above subject, and to say that the following may please be added after "Note-6" of the 'Notes' attached with Annexure II to the O.M., referred to above :-

Note 7 : The ceiling upto which a Scientific/ Technical Assistant and Scientific Officer/Engineer Grade 'SB', recruited initially with the qualification of M.Sc./B.Sc./Diploma in Engineering can be considered for promotion, will be the grade of Scientist/Engineer 'SD' (Rs.1100-1600). For promotion beyond 'SD', the officer must fulfil the basic educational qualifications prescribed for those grades.

Note 8 : (a) The ceiling upto which a Draftsman recruited initially with Diploma in Engineering can be considered for promotion, will be the grade of Scientist/Engineer 'SD' (Rs.1100-1600). For promotion beyond 'SD', the officer must fulfil the basic educational qualifications prescribed for those grades.

(b) The ceiling upto which a Draftsman recruited initially with Matric/equivalent + ITI certificate qualification can be considered for promotion will be the grade of Draftsman 'E' (Rs.550-900). For promotion beyond this grade, the official must fulfil the basic educational qualifications prescribed for those grades.



Note 9 : The ceiling upto which a Tradesman recruited initially with the qualification of Matric/equivalent + ITI certificate, or, Non-Matric/equivalent (i.e. VIII standard) + ITI certificate can be considered for promotion will be the grade of Tradesman 'F' (Rs.550-900). For promotion beyond this grade, the official must fulfil the basic educational qualifications prescribed for those grades.

Note 10 : The ceiling upto which a Laboratory Assistant can be considered for promotion will be the grade of Laboratory Assistant 'C' (Rs.425-700). Further avenues for promotion for an official in this category would be as Scientific/Technical Assistant 'A', 'B' or as Tradesman 'E', 'F', provided he fulfils the minimum educational qualifications prescribed for those grades.

Note 11 : Helpers :- (i) These categories are meant for semi-skilled jobs for which no ITI or formal certificate is available. In such cases, recruitment will be made only at the level of Helper 'A' or 'B'.

(ii) Helpers 'A' will be eligible for promotion to the grade of Helper 'B' on qualifying, inter-alia, in the prescribed trade tests.

(iii) Helpers 'B' will be eligible for promotion to the grade of Laboratory Assistant (Rs.260-350)/Tradesman 'A' (Rs.260-350) on qualifying, inter-alia, in the prescribed trade tests. Their further progress will be in the categories of Tradesman or Laboratory Assistant, as the case may be, provided they fulfil the basic educational qualifications prescribed for those grades.

3. Consideration of additional qualifications acquired while in service.

Attention is invited to paragraph 6.1 of the O.M. dated 18.7.1983, on the subject, referred to above. The following procedure shall be adopted in this regard :-

- (a) The Scientific/Technical employees, who acquire additional qualifications while in service, may be considered for the post for which they are eligible as per norms prescribed for direct recruits.



However, if the concerned employee requests in writing, well in advance, that he be considered for a lower grade than what he is eligible as per norms, he may be considered for that grade. He will not then be entitled to claim any reconsideration.

- (b) While the acquisition of an additional qualification will make an employee eligible for consideration for the appropriate post, it will not ipso facto make him eligible to be placed in a higher grade. The candidate's suitability will be assessed with reference to his Confidential record; a test of skill where prescribed; and interview.
- (c) The review based on additional qualification acquired by the employee will be treated as a special review and not a normal review for promotion.
- (d) The additional qualifications to be given consideration for special review will be Degree/Diploma/ITI certificate, as the case may be. Since the reference to Degree or Diploma in the norms is 60%, or equivalent, consideration at the special review will be given only to those who obtain 60% marks/equivalent, in the additional qualification, if it is a Degree or a Diploma; and also satisfy the requirement of the prescribed length of experience, if any, which should have been put in after acquiring the prescribed qualification.
- (e) On acquiring the additional qualification, the concerned employee will be considered for the special review to the appropriate grade on the standardised date of review for that grade, immediately following the acquisition of the qualification.
- (f) All employees who acquire additional qualifications will be required to submit their applications for consideration to the eligible post or for a lower post, as the case may be, before their cases are taken up for special review.



- (g) Only one special review will be made based on additional qualifications, including consideration for a lower post in terms of (a) above. If the employee fails to qualify for the eligible grade or for the lower grade, as the case may be, his normal review for promotion to the next higher grade will be conducted only when due, without reference to his additional qualifications.

4. Equating qualifications to ITI courses:

4.1 In respect of trades for which ITI courses are not available, qualifications will be treated as equivalent to Matric ITI if all of the following conditions are satisfied:

- (a) The certificate in question is awarded by the Director General of Technical Education of the Central/State Government.
- (b) SSC is prescribed as minimum educational qualification required for the said certificate.
- (c) There is formal training for a period not less than 18 months, or the appropriate authority of Central or State Government has issued formal orders declaring the work experience as equivalent to the formal training, such experience being not less than 18 months.
- (d) The appropriate Central/State Government authority equates the certificate as equivalent to Matric ITI.

4.2 In respect of trades for which ITI courses are not available, qualifications will be treated as equivalent to Non-Matric ITI if all the following conditions are satisfied:

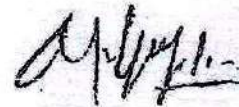
- (a) The certificate in question is awarded by the Director General of Technical Education of the Central or State Government.
- (b) VIII Standard is prescribed as the minimum qualification for the course.
- (c) The formal training is for a period of not less than 12 months or the work experience is equated, by the formal orders of appropriate authority of the State or Central Government, as equivalent to the formal training, such experience being not less than 12 months; and



(d) The appropriate Central/State Government authority equates the certificate to Non-Matric ITI.

5. The above may kindly be brought to the notice of all concerned officials.

6. Hindi version will follow.



( O.P. GUPTA )  
Joint Director(Public Enterprises)

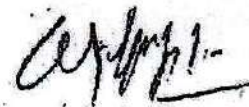
To

1. All Heads of Divisions
2. AS(NS) - 30 copies
3. JS (N) - 20 copies
4. PM Section - 30 copies for circulation in ERTLs, etc.
5. Adm.II Section - 10 copies
6. Adm. I Section.

Copy to :

- (i) Resident Audit Office, Department of Electronics, New Delhi.
- (ii) Pay & Accounts Office, Department of Electronics New Delhi.
- (iii) Director of Audit, Scientific & Commercial Departments, Bombay.

Copy to : JD (PE)



( O.P. GUPTA )  
Joint Director(Public Enterprises)



No.A-12018/13/85-PP  
Government of India  
Department of Electronics  
Lok Nayak Bhawan  
New Delhi-110003

6th February, 1986

OFFICE MEMORANDUM

Subject: Personnel policy and practices for Scientific and Technical officers and staff below Group 'A' level.

.....

Attention is invited to Office memoranda No. A-12018/10/81-PP dated 18.7.1983 and No.A-12018/11/83-PP dated 1.10.1984, on the above subject. Paragraph 1 of O.M. dated 18.7.1983, referred to above, mentions about the application of personnel policy for Group 'A' S&T officers, mutatis mutandis to S&T officers/posts below Group 'A' level.

2. It is clarified that in so far as the option of CPF/GPF is concerned, S&T officers below Group 'A' will contribute to General Provident fund (GPF). Thus, S&T officers below Group 'A' level will have the benefit of GPF and pension. The "offer of appointment" circulated with O.M.No.A-12024/1/81-PP dated 5.2.1982 in respect of S&T officers/posts below Group 'A' level may be deemed to have been amended to this extent.

( O.P. GFT )  
JOINT DIRECTOR (P-)

To

1. All Heads of Divisions
2. IPAG
3. US (IKR)/P.M.I/P.M.II/Adm.I/Adm.II Sections
4. Library.

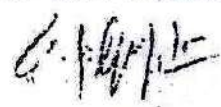


No.A-12028/11/83-PP  
Government of India  
Department of Electronics  
Lok Nayak Bhavan  
New Delhi-110003.

Dated :21.1.1987

Subject:- personal policy and Practices for Scientific and Technical Officers and staff below Group 'A' level in the Department of Electronics and units of/under the Department of Electronics and the Electronics Commission.

Further to this Department's O.M. of Even number dated 7th July, 1984, it has been decided to treat certain additional categories of existing posts as Scientific and Technical. Their equation in the new grade structure is given in Annexure I. Norms for Direct Recruitment are given in Annexure II. Among the existing incumbents, only those persons who possess the qualification indicated in Annexure II will be treated as Scientific and Technical.

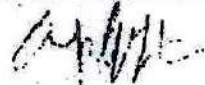
  
( O.P. GUPTA )  
JOINT DIRECTOR

To

1. All Heads of Divisions, Department of Electronics.
2. Deputy Director, Department of Electronics,  
( CCI Wing ) - 30 copies.
3. PM Section - 30 copies.
4. Deputy Director (Admn.)/Adm.II Section - 10 copies.
5. Library .

Copy forwarded to :-

1. Pay & Accounts Office, Department of Electronics,
2. Director of Audit, Commerce, Works and Miscellaneous  
- II, AGCR Building, New Delhi.
3. Resident Audit Office, Department of Electronics,  
New Delhi.

  
( O.P. GUPTA )  
JOINT DIRECTOR



ANNEXURE I

Existing categories of posts to be treated as Scientific and Technical and their equation in the new grade structure.

Existing grade/pay scale

Recommended new grade structure

- |  |   |
|--|---|
| 1. Junior Documentation Officer<br>(Rs. 650-1200 pre-revised)<br>(Revised Rs. 2000-3500).    | Scientific Officer/Engineer (UCC)<br>Grade 'J3' (Rs. 2000-3500).  |
| 2. Documentation Assistant Grade I<br>(Rs. 550-900 pre-revised)<br>(Revised Rs. 1640-2900).  | Scientific/Technical Assistant (UCC) 'B'<br>(Rs. 1640-2900).  |
| 3. Documentation Assistant Grade II<br>(Rs. 425-700 pre-revised)<br>(Revised Rs. 1400-2600). | Scientific/Technical Assistant (UCC) 'A'<br>(Rs. 1400-2600) (since the pre-revised pay<br>scale in the new grade structure is<br>Rs. 470-750 for the post). |



Description and Scale of Pay

HOURS OF DIRECT RECEPTION

Act. 11615

Qualification

Exp: E

11.11.11

ANNEXURE II

9

Scientific/Techncal Assistant  
(DOC) (A# 499-1400-2600)

(DOC) (K) (Area 1400-2600)

30 years

1954

Scientific/Technical Assistant  
(Ded. No. (Rs. 1640-2900))

(U.S. # 1540-2900)

30 years

2 years

140

Scientific Officer/Engineer  
(DOC) Grade 'A'  
(Rs. 2000-3500)

(Rs. 2000/-3500/-)

30 Year

— 417 —

6 years

二、

Reference to degree or diploma will be 60% marks in the aggregate.

Reference to degree or diploma will be 60% marks in the course.

\*Associateship in Information Science (awarded by the Council of Scientific and Industrial Research) after completion of the training course in Documentation and Reprography offered by the Indian Institute of Documentation Science, New Delhi/Associateship in Documentation and Information Science awarded by the Indian Statistical Institute after completion of the course offered at the Documentation Research and Training Centre, Bangalore.



29

Government of India  
Department of Electronics  
Lok Nayak Bhawan  
(Near Khan Market)  
New Delhi-110003

Dated: 20.2.90

OFFICE MEMORANDUM

**Subject:** Personnel Policy and Practices for Scientific and Technical officers and staff below Group 'A' level in the Department of Electronics and units of/ under the Department of Electronics - Amendment of Direct Recruitment norms.

---

The undersigned is directed to refer to Para 6.1 of this Department's OM No. A-12018/10/81-PP dated 18.7.83 and subsequent clarification issued vide O.M. No.12018/11/83-PP dated 1.10.84 (Para 3) regarding consideration for special review on officers' acquiring additional qualification. p9.11

2. A doubt had arisen as to whether under the provision of above referred O.M. a person who acquires B.E. degree with 60% marks may be eligible for consideration for the post of Scientific Officer/Engineer Grade 'SB' since in the direct recruitment norms for 'SB' Grade B.E. qualification has not been shown. The subject matter has been examined and, with the approval of competent authority, it has been decided that officers who acquire the additional qualification of B.E. with 60% marks while in service may also be eligible for consideration for special review under the policy to the post of Scientific Officer/Engineer Grade 'SB' without any experience thereafter. Accordingly, direct recruitment norms for the post of Scientific Officer/Engineer Grade 'SB' as given in the Annexure II of O.M. No. 12018/10/81-PP dated 18.7.83 stands amended as follows:-

S.No.	Designation & Scale of Pay	Basic educational qualifications	Length of service
1.	Scientific Officer/Engineer Grade 'SB' (B.650-1200) (B.2000-3500) - (Revised)	B.E. M. Sc. B. Sc. Dip. in Engineering	Nil 3 years 6 years 6 years

\* M.Sc. (Physics)  
equivalent to BE  
exp will be treated as  
'NIL'

Ashok Chawla  
(ASHOK CHAWLA)  
Deputy Director  
Tele No: 617659

Copy to:-

All H.O.Ds

All S&T Officers below Gr. 'A' level.



30

No, 2(9)/89-PP  
Government of India  
Department of Electronics  
Lok Nayak Bhawan  
(Near Khan Market)  
New Delhi-110003.

Dated: 15-02-1991

OFFICE MEMORANDUM

Subject:- Change of Designation of Draftsman 'F'  
(SB) (Rs. 2000-3500) to Scientific  
Officer/Engineer Gr 'SB' (Rs. 2000-3500)  
-----

The undersigned is directed to say that the question of change of designation of Draftsman 'F' (SB) (pay scale: Rs. 2000-3500) has been under consideration for quite some time.

It has now been decided with the approval of the competent authority to change the designation of Draftsman 'F' (SB) (Rs. 2000-3500) to Scientific Officer/Engineer Gr 'SB' (Rs. 2000-3500).

*Ashok Chawla*  
(ASHOK CHAWLA)  
DEPUTY DIRECTOR

To

All officers in DOE.



No. 2(1)/91-PP  
Government of India  
Department of Electronics  
Electronics Niketan  
6, CGO Complex

.....

New Delhi-110 003

Date 10/8/92

OFFICE MEMORANDUM

Subject:- personnel policy and Practices for S&T Officers/  
staff below Group 'A' level

\*\*\*\*\*

As per the existing order on career opportunities for S&T Officers Below Group 'A' (Vide O.M No. A-12018/11/83 dt. 1st October, 1984) the level upto which any category of S&T personnel eligible for promotion, on periodical review, is limited to a maximum grade of the particular category for which there is no change in the requirement of the basic educational qualification and where only the number of years of service in the lower grade is the criteria.

The question of providing greater promotional avenues to all the officers, who could not acquire additional qualifications and consequently were stagnating, has been under consideration for quite some time. It has now been decided with the approval of the Competent Authority to provide further promotional avenues to Helper/Tradesman/Lab Asst./Draftsman (without their acquiring of higher qualifications) the details of which are given below:-

S.No.	Designation of posts and level at which ceiling was applicable	level upto which they can go under the Revised Policy	Residency period in the lower grade
1	2	3	4
1.	Draftsman 'E' (Rs.1640-2900).	Draftsman 'F' (Rs.2000-3500)	5 years
		Draftsman 'G' (Rs.2200-4000)	5 years
		Draftsman 'H' (Rs.3000-4500)	5 years

contd....2/-



1.	2.	3.	4.
2.	Tradesman 'F' (Rs.1640-2900)	Tradesman 'G' (Rs.2000-3500)	5 years
		Tradesman 'H' (Rs.2200-4000)	5 years
		Tradesman 'I' (Rs.3000-4500)	5 years
3.	Lab Asst. 'C' (Rs.1400-2300)	Tradesman 'E' (Rs.1400-2600)	5 years
		Tradesman 'F' (Rs.1640-2900)	5 years
		Tradesman 'G' (Rs.2000-3500)	5 years
4.	Lab Asst./ Tradesman 'A' (Rs.950-1400)	Lab Asst. 'A'/ Tradesman 'B' (Rs.1150-1500)	5 years
		* Lab Asst. 'B'/ Tradesman 'C' (Rs.1320-2040)	5 years
	*(matric being the minimum qualification)	* Lab Asst. 'C'/ Tradesman 'D' (Rs.1400-2300)	5 years

2. The posts of Tradesman/Draftsman in the grades of Rs.2000-3500, Rs.2200-4000 and Rs.3000-4500 shall be non-gazetted and non-supervisory in nature.

3. Promotion of Helper/Lab Asst./Tradesman/Draftsman from one grade to another will continue to be made as per the existing periodical Review Promotion Scheme applicable to S&T officer Below Group 'A' in DOE (Vide O.M No. A-12018/11/83-PP dt. 1st Oct., 1984)

4. The first review promotion for consideration of eligible officers under this revised policy will be effective from 1.10.92 only, irrespective of the fact that some officers may have put in longer residency period in some cases.

5. This issues with the approval of the Competent Authority

*Ashok Chawla*  
(ASHOK CHAWLA)  
Deputy Director



To

1. All HODs
2. Per. II Section
3. Per. I Section
4. Secy, DETEA
5. STQC Dte. (15 copies)

Copy to:-

- (i) Principal Directorate of Audit,  
Scientific Dept., AGCR Building, New Delhi.
- (ii) Pay & Accounts Office, DOE, New Delhi

Hindi Version will follow



1. (10)

2. (10)

3. (10)

OFFICE MEMORANDUM

Subject: Cooling off period between one spell of deputation and another spell of deputation.

The question of having cooling off period between two spells of deputation to other offices has been under consideration. It has been decided with the approval of competent authority that henceforth there shall be a minimum 03 years of cooling off period between one spell of deputation and another. This will be applicable to both S&T and Non S&T personnel.

The above instructions will become effective from the date of issue of this Office Memorandum.

(G. BHATTACHARYA)  
Deputy Director

To

1. All Sections/Officers.
2. ST&C Directorate
3. EPS to Secretary
4. Notice Board.
5. Guard File.



(8)  
(14)

No: 2(10)/91-P III  
Government of India  
Department of Electronics  
Electronics Minister,  
5, C-2, Complex

New Delhi - 110 003  
Date : 01.3.1994

OFFICE MEMORANDUM

Subject : Cooling off period between one spell of deputation and another spell of deputation

The Department is directed to refer to this Department's letter dated 10.12.93 on the above subject and to act in accordance with approval of Competent Authority, in order to keep a minimum 03 years of cooling off period between one spell of deputation and another.

The above condition has been reviewed, and it has been decided to waive this condition relating to the cooling off period between one spell of deputation and another. This will be applicable to both S&T and Non S&T Personnel.

The above instructions will become effective from the date of issue of this O.M.

(G. BRATTACHARYA)  
DEPUTY DIRECTOR

To

1. All S&T's.
2. STOC Directorate.
3. PPS to Secretary.
4. Notice issued to all S&T's.



(1)

(2)

No. 12(E)/93-PP/P-III  
Government of India  
Department of Electronics  
Personnel III Section

Dated : 27-10-95

OFFICE MEMORANDUM

Subject : Career opportunities for below Gr. 'A' S&T Officials - consideration of additional qualifications acquired while in service.

\*\*\*\*\*

The undersigned is directed to refer to para No. 3 of O.M. No. A-12018/11/83-PP dated 1.10.84 and para No. 2 of O.M. dated 20.2.93 on the above subject. As per the existing instructions, on acquiring the additional qualification of Degree / ITI Certificate / Diploma in First class, below Gr. 'A' S&T Officials may be considered for promotion to eligible grade as per direct recruitment norms or to a lower grade if the official opts so. Such special review is done only once and if the employee fails to qualify, his normal review for promotion to the next higher grade is conducted only when due without reference to his additional qualification.

2. The question of giving more chances for special review on acquiring additional qualifications has been under consideration of the Department. It has now been decided with the approval of competent authority to amend para 3 of the O.M. No. A-12018/11/83-PP dated 1.10.84 and Para No. 2 of O.M. dated 20.2.93 as follows :

- (1) S&T Officials borne on the cadre of below Group 'A' on acquiring the additional qualifications of Degree / ITI Certificate / Diploma in Engineering in First Class will get a maximum of two chances for consideration to the eligible post as per direct recruitment norms or for a lower post, as opted by the official for special review promotion. The second review will be conducted, if necessary, only after a period of one complete year from the date of first review. The request for the second review should come from the concerned official. On each occasion the prescribed procedure under special review will be followed in full. Even after the second review, the employee fails to qualify for the post considered, his normal review promotion to

Contd.,



the next higher grade will be conducted as and when due, without reference to the additional qualification. Those found suitable on the basis of second review will be appointed to the grade considered for promotion, from the next standardised date of review i.e. 1st April or 1st October, whatever may be the case and no retrospective placement will be permissible.

(ii) On acquiring the additional qualification of B.E./ B. Tech. or equivalent qualification while in service in DOE, the employees will be considered for promotion to the post of S/E. Gr. 'SC' or one grade below i.e. SO/'SB' depending upon the option given by the officials. However, the special review on acquiring the additional qualification of B.E / B.Tech. or equivalent will be conducted only once.

(iii) All employees, who acquire additional qualifications will be required to submit their application for consideration to the eligible post or for a lower post, as per their option, at least 3 months before the standardized date for conducting the review. The standardised date for promotion to below Gr. 'A' posts i.e. upto SO/SB is 1st April or 1st October and 1st January for promotion to the post of Sci./Eng. Grade 'SC'.

3. The other terms and conditions prescribed for the special review in O.M. No. A-12018/11/83-PF dated 1.10.84 will remain unchanged.

(G. BHATTACHARYA)  
Deputy Director

To : -

1. All HoDs.
2. STQC Directorate.
3. All below Group 'A' officials.
4. Notice Board.



EXISTING PAY-SCALES IN VARIOUS GRADIS IN  
DEPARTMENT OF ELECTRONICS (ETDC) under STAC Direct

Group and Post

Scale of pay (Revised)

Scientific & Technical Posts

1. Director 'SF' (Scientist/Eng. SF) 4,500-150-5,700
2. Additional Director 4,100-125-4,850-150-5,300
3. Joint Director (Scientist/Eng) 3,700-125-4,700-150-5,000
4. Scientist Engineer 'SE' 3E 3,000-100-3,500-125-4,500
5. Scientist Engineer 'SO' 2,200-75-2,800-EB-100-4,000
6. Scientific Officer/Engineer 'SB' 2000-60-2300-EB-75-3200-100-35

Group 'B' (Non-Scientist)

1. Scientist Assistant 'B' 1,640-60-2,600-EB-75-2,900

Group 'C'

1. Scientist Assistant 'A' 1400-40-1,600-50-2,300-EB-60-2,600
2. Tradesman 'D' 1400-40-1,600-50-2,300-EB-60-2,600
3. Draftsman 'D' 1400-40-1,600-50-2,300-EB-60-2,600
4. Draftsman 'C' 1400-40-1,800-EB-50-2,300
5. Lab. Assistant 'C' 1400-40-1,800-EB-50-2,300
6. Lab. Assistant 'B' + Tradesman 'C' 1,320-30-1,560-EB-40-2,040
7. Lab. Assistant 'A' 1,150-25-1,500
8. Tradesman 'B' 1,150-25-1,500
9. Tradesman 'A' 950-20-1,150-EB-25-1,400
10. Tradesman 'D' (ins. 7th function) 1400-40-1800-EB-50-2300

Group 'D'

1. Helper 'A' 775-12-955-EB-14-1025
2. Helper 'B' 800-15-1010-EB-20-1,150

Administration & Supporting staff

Group 'E'

1. Admin.-cum-Accounts Officer 2,000-60-2,300-EB-75-3,200-100-3,500

Group 'B' (Non-Scientist)

1. Asst. Admin.-cum-Accountant 1,640-60-2,600-EB-75-2,900



(14)  
(20)

Group 'C'

- |    |                                   |                           |
|----|-----------------------------------|---------------------------|
| 1. | Stores Assistant                  | 1400-40-1800-12-50-2,300  |
| 2. | Charetaker-on-Security Supervisor | 1,400-40-1800-12-50-2,300 |
| 3. | Steno. Grade II                   | 1,400-40-1800-12-50-2,300 |
| 4. | Upper Division Clerk              | 1200-30-1560-12-40-2,000  |
| 5. | Steno. Grade III                  | 1200-30-1560-12-40-2,000  |
| 6. | Lower Division Clerk              | 950-20-1,150-12-25-1,500  |
| 7. | Staff Car Driver                  | 950-20-1,150-12-25-1,500  |

Group 'D'

- |    |                      |                      |
|----|----------------------|----------------------|
| 1. | Peon/Helper          | 750-12-870-12-14-940 |
| 2. | Chevrolet            | 750-12-870-12-14-940 |
| 3. | Hall                 | 750-12-870-12-14-940 |
| 4. | Maquivala-on-Payroll | 750-12-870-12-14-940 |

.....

23



**ASSESSMENT / SCREENING NORMS FOR  
SCIENTIFIC AND TECHNICAL OFFICERS / STAFF**

Covered under policy titled as "Personnel Policy and Practices for S&T Officers and staff below Group 'A' level in the Department and units under the Department" issued by OM No. A-12018/10/81-PP dated 18.07.1983 and amended from time to time.

A.	<b>Upto the grades of Rs. 2200-4000/- (pre-revised) (revised to G.P-Rs. 5400/-)</b> (for officials possessing the requisite educational qualifications as per OM No. A-12018/10/81-PP dated 18.07.1983 read with OM No. 12018/11/83-PP dated 01.10.1984)	Pages 2-4
B.	<b>From the grade of SC (Rs. 2200-4000/- pre-revised)(re-designated as Scientist 'B' with G.P- Rs. 5400/-) to the grades of SD (Rs. 3000-4500/- pre-revised) (re-designated as Scientist 'C' with G.P-Rs. 6600/-)</b> (for officers possessing the requisite qualification as per OM No. A-12018/10/81-PP dated 18.07.1983 read with OM No. 12018/11/83-PP dated 01.10.1984)	Pages 5-7
C.	<b>Upto the grades of Rs. 2200-4000/- (pre-revised) (revised to G.P-Rs. 6600/-)</b> (As per OM No 2(1)/91-PP dated 10.08.1992 – for officials who do not possess the requisite educational qualifications as per OM No. A-12018/10/81-PP dated 18.07.1983)	Pages 8-10



## ASSESSMENT NORMS

For Review Promotion

upto the grades of Rs. 2200-4000/- (pre-revised) (revised to G.P-Rs. 5400/-)

(for officials possessing the requisite \*\*educational qualifications as per OM No. A-12018/10/81-PP dated 18.07.1983 read with OM No. 12018/11/83-PP dated 01.10.1984)

The assessment for the purposes of promotion will consist of the following:-

For Posts, where Trade Test not prescribed for direct recruitment under the Policy		For Posts, where Trade Test has been prescribed for direct recruitment under the Policy	
i	<u>Level – 1 Screening:-</u>  Assessment of performance, as reflected in the official's Confidential Reports;	i	<u>Level – 1 Screening:-</u>  Assessment of performance, as reflected in the official's Confidential Reports;
ii	<u>Level – 2 Selection:-</u>  Interview + Weightage of CR.	ii	<u>Level-2</u>  Trade Test
		iii	<u>Level – 3 Selection:-</u>  Interview + Weightage of Trade Test & CR.

\*\* Norms for consideration of additional qualifications acquired while in service would be applicable as mentioned in OM No. A-12018/11/83-PP dated 01.10.1984.

**Note 1:-** Trades tests should be conducted for promotion in all categories where similar tests are prescribed for direct recruitment. There will be trade tests with regard to all trade activities. Such trade tests should be held for promotion to various grades upto the grade of Rs. 1640-2900/- (pre-revised) (revised to GP-Rs. 4200/-). No such trade test for promotion will however, be required for personnel in the categories of Scientific / Technical Assistant; in respect of Draftsman with Diploma in Engineering, for their promotion from Draftsman 'D' (Rs.1400-2600 pre-revised) (revised to GP-Rs. 4200/-) to Draftsman 'E' (Rs.1640-2900 pre-revised) (revised to GP-Rs. 4200/-); and Laboratory Assistant, if no tests have been prescribed for direct recruitment to the respective grades in these categories. However, in the case of Draftsmen, other than those with Diploma in Engineering trade tests should be held for promotion to various grades upto the grade of Rs. 1640-2900/- (pre-revised) (revised to GP-Rs. 4200/-).

**Note 2:-** Only those officers who pass the Screening stage, in terms of the performance evaluation norms laid down will be called for interview and final assessment for promotion. On the basis of the assessment of the officers, the selection committee will place them into categories "Fit for promotion" / "Unfit for promotion".



## NORMS APPLICABLE FOR SCREENING

Minimum prescribed length of service (residency) as on the relevant fixed date for promotion and the screening norms on the basis of overall C.R. rating of last 3 years (Maximum 30 points)			
3 Yrs.	4 Yrs.	5 Yrs.	6 Yrs. Or more
A (24)	A- (21)	A-B+ (18)	B+ (15)

CR Grading	Points
A+	9
A	8
A-	7
B+	5
B	4



## NORMS APPLICABLE FOR SELECTION

- (a) **Where no trade test has been prescribed**, the assessment will be on the basis of CRs and Interview and the apportionment of marks will be as follows:-

	<u>Marks</u>
C.Rs	30
Interview	70
	-----
Total	100
	-----

The Selection Committee will make an overall assessment on the basis of CRs and Interview, and the official will qualify for promotion if he secures 70% marks in the overall assessment, at the first review (at the end of 3 years), 60% in second review (4<sup>th</sup> year) and 50% at the subsequent annual reviews.

- (b) **Where trade tests have been prescribed**, the apportionment of marks in the various areas will be as follows:-

	<u>Marks</u>
C.Rs	20
Trade test	50
Interview	30
	-----
Total	100
	-----

To qualify for promotion, the candidate should secure an aggregate of 60% marks, with a minimum of 50% in each of the above heads, at the time of his first review (at the end of 3 years); and 50% in the aggregate and 40% in each of the heads at subsequent annual reviews, (at the end of 4 years and so on, if he does not qualify for promotion at the first review).



## ASSESSMENT NORMS

For Review Promotion

**From the grade of SC (Rs. 2200-4000/- pre-revised)(re-designated as Scientist 'B' with G.P- Rs. 5400/-) to the grades of SD (Rs. 3000-4500/- pre-revised) (re-designated as Scientist 'C' with G.P-Rs. 6600/-)**

(for officers possessing the requisite qualification\*\* as per OM No. A-12018/10/81-PP dated 18.07.1983 read with OM No. 12018/11/83-PP dated 01.10.1984)

The assessment for the purposes of promotion will consist of the following:-

i	<u>Level – 1 Screening:-</u> Assessment of performance, as reflected in the official's Confidential Reports;
ii	<u>Level – 2 Selection:-</u> Interview + Weightage of CR.

\*\* Recruited initially with the qualification of M.Sc. / B.Sc. / Diploma in Engineering.

**Note 1:-** Only those officers who pass the Screening stage, in terms of the performance evaluation norms laid down will be called for interview and final assessment for promotion. On the basis of the assessment of the officers, the selection committee will place them into categories "Fit for promotion" / "Unfit for promotion".



# NORMS APPLICABLE FOR SCREENING

Minimum prescribed length of service (residency) as on the relevant fixed date for promotion and the screening norms on the basis of overall C.R. rating of last 4 years (Maximum 40 points)		
4 Yrs.	5 Yrs.	6 Yrs. Or more
A (32)	A- (28)	Automatically screened in for interview

CR Grading	Points
A+	9
A	8
A-	7
B+	5
B	4



## NORMS APPLICABLE FOR SELECTION

- (a) The assessment will be on the basis of CRs and Interview and the apportionment of marks will be as follows:-

	<u>Marks</u>
C.Rs	30
Interview	70
	-----
Total	100
	-----

The Selection Committee will make an overall assessment on the basis of CRs and Interview, and the official will qualify for promotion if he secures 70% marks in the overall assessment, at the first review (at the end of 4 years), 60% in second review (5<sup>th</sup> year) and 50% at the subsequent annual reviews.



### ASSESSMENT NORMS

For Review Promotion of below Group 'A' S&T officials  
upto the grades of Rs. 3000- 4500/- (pre-revised) (revised to G.P-Rs. 6600/-)

(As per OM No 2(1)/91-PP dated 10.08.1992 – for officials who do not possess the requisite educational qualifications as per OM No. A-12018/10/81-PP dated 18.07.1983)

The assessment for the purposes of promotion will consist of the following:-

For Posts, where Trade Test not prescribed for direct recruitment under the Policy		For Posts, where Trade Test has been prescribed for direct recruitment under the Policy	
i	<u>Level – 1 Screening:-</u>  Assessment of performance, as reflected in the official's Confidential Reports;	i	<u>Level – 1 Screening:-</u>  Assessment of performance, as reflected in the official's Confidential Reports;
ii	<u>Level – 2 Selection:-</u>  Interview + Weightage of CR.	ii	<u>Level-2</u>  Trade Test
		iii	<u>Level – 3 Selection:-</u>  Interview + Weightage of Trade Test & CR.

**Note 1:-** Trades tests should be conducted for promotion in all categories where similar tests are prescribed for direct recruitment. There will be trade tests with regard to all trade activities. Such trade tests should be held for promotion to various grades upto the grade of Rs. 1640-2900/- (pre-revised) (revised to GP-Rs. 4200/-). No such trade test for promotion will however, be required for personnel in this categories of Scientific / Technical Assistant; in respect of Draftsman with Diploma in Engineering, for their promotion from Draftsman 'D' (Rss.1400-2600 pre-revised) (revised to GP-Rs. 4200/-) to Draftsman 'E' (Rs.1640-2900 pre-revised) (revised to GP-Rs. 4200/-); and Laboratory Assistant, if no tests have been prescribed for direct recruitment to the respective grades in these categories. However, in the case of Draftsmen, other than those with Diploma in Engineering trade tests should be held for promotion to various grades upto the grade of Rs. 1640-2900/- (pre-revised) (revised to GP-Rs. 4200/-).

**Note 2:-** Only those officers who pass the Screening stage, in terms of the performance evaluation norms laid down will be called for interview and final assessment for promotion. On the basis of the assessment of the officers, the interview committee will place them into categories "Fit for promotion" / "Unfit for promotion".



## NORMS APPLICABLE FOR SCREENING

(for officials / staff who could not acquire additional qualifications prescribed for promotion to the next post)

Minimum prescribed length of service (residency) as on the relevant fixed date for promotion and the screening norms on the basis of overall C.R. rating of last 5 years (Maximum 50 points)

5 Yrs.	6 Yrs.	7 Yrs.	8 Yrs. Or more
A (40)	A- (35)	A-B+ (30)	B+ (25)

CR Grading	Points
A+	9
A	8
A-	7
B+	5
B	4



### NORMS APPLICABLE FOR SELECTION

- (a) **Where no trade test has been prescribed**, the assessment will be on the basis of CRs and Interview and the apportionment of marks will be as follows:-

	<u>Marks</u>
C.Rs	30
Interview	70
	-----
Total	100
	-----

The Selection Committee will make an overall assessment on the basis of CRs and Interview, and the official will qualify for promotion if he secures 70% marks in the overall assessment, at the first review (at the end of 5 years), 60% in second review (6<sup>th</sup> year) and 50% at the subsequent annual reviews.

- (b) **Where trade tests have been prescribed**, the apportionment of marks in the various areas will be as follows:-

	<u>Marks</u>
C.Rs	20
Trade test	50
Interview	30
	-----
Total	100
	-----

To qualify for promotion, the candidate should secure an aggregate of 60% marks, with a minimum of 50% in each of the above heads, at the time of his first review (at the end of 5 years); and 50% in the aggregate and 40% in each of the heads at subsequent annual reviews, (at the end of 6 years and so on, if he does not qualify for promotion at the first review).



R.No. 326113/2015/PGRs-2/64  
dt - 28/12/2015

No 2(11)/2012-Pers.I (Vol.III) (Pt.)  
Government of India  
Ministry of Communications and Information Technology  
Department of Electronics and Information Technology

New Delhi, the 22<sup>nd</sup> December 2015

OFFICE MEMORANDUM

Subject Streamlining and Standardizing the Recruitment Process – regarding

In partial modification of this Department's Office Memorandum No 2(11)/2012 Pers Vol.III dated 14.03.2013 relating to streamlining the procedure for recruitment at the entry level (S&T category) in DeitY and its associated organizations, with the approval of Competent Authority, it has been decided to revise educational qualifications mentioned in Annexure-I of DeitY's O.M.No.2(11)/2012-Pers I Vol.III dated 14.03.2013. The revised educational qualifications shall now be as given in **Annexure-I** of this O M

2. The above decision shall come into force with immediate effect. Other conditions of DeitY's O M dated 14<sup>th</sup> March, 2013 would remain unchanged

(R P Pradhan)  
Director (Personnel)  
Tel. No. 24364591

To

1. Heads of the Attached offices, Statutory bodies, Autonomous bodies of DeitY
2. PS to Hon'ble Minister (C&IT)
3. OSD to Secretary, DeitY
4. PPS to JS(Pers.), DeitY
5. Notification File / Master Copy Folder
6. DD(Pers.) / Personnel-I Section / Personnel-II Section / Personnel-III Section / MS(O&M) Section and ABC Section
7. PA to DD(Pers.) – for IntraDeitY

Copy also for information to:

1. All GCs in DeitY
2. Dir(TC) / Dir(SC) / Dir(RCS) / Dir(Vig)



(Reference para 1 (v) of O.M. No.2(11)/2012-Pers.I Vol.III dated 14.03.2013)

Essential educational qualifications for filling up of posts of Scientist 'B', Scientific Officer 'SB', Scientific / Technical Assistant 'B', Scientific / Technical Assistant 'A'

Scientist 'B'

- (a) B.Tech./B.E. (Computer Science or Computer Engg.)
- (b) B.Tech./B.E. (Information Technology)
- (c) B.Tech./B.E. (Electronics & Communication)  
OR  
B.Tech./B.E. (Electronics & Telecommunication)
- (a) M.Sc. (Physics) with 1 year of relevant experience  
OR  
M.Sc. (Electronics/Applied Electronics) with 1 year of relevant experience

Scientific Officer 'SB'

- (a) B.Tech./B.E. (Computer Science or Computer Engg.)
- (b) B.Tech./B.E. (Information Technology)
- (c) B.Tech./B.E. (Electronics & Communication)  
OR  
B.Tech./B.E. (Electronics & Telecommunication)
- (a) M.Sc. (Physics) with 1 year of relevant experience  
OR  
M.Sc. (Electronics/Applied Electronics) with 1 year of relevant experience

Scientific / Technical Assistant 'B'

- (a) B.Tech./B.E. (Computer Science or Computer Engg.)
- (b) B.Tech./B.E. (Information Technology)
- (c) B.Tech./B.E. (Electronics & Communication)  
OR  
B.Tech./B.E. (Electronics & Telecommunication)
- (a) M.Sc. (Physics) with 1 year of relevant experience  
OR  
M.Sc. (Electronics/Applied Electronics) with 1 year of relevant experience

Scientific / Technical Assistant 'A'

- (a) M.Sc. (Electronics/Applied Electronics)
- (b) M.Sc. (Physics)



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No.2(11)/2012-Pers.I Vol.III  
Government of India  
Ministry of Communications and Information Technology  
Department of Electronics and Information Technology

New Delhi, the 14<sup>th</sup> March 2013

**OFFICE MEMORANDUM**

Subject:- **Streamlining and Standardising the Recruitment Process - regarding**

In partial modification of this Department's Office Memorandum No. 2(11)/2012-Pers.I Vol.II dated 10.10.2012 relating to streamlining the procedure for recruitment at the entry level in DeitY and its associated organizations, following decisions have been taken:

- (i) **Autonomous societies under DeitY** shall continue to make recruitments as per their own rules and regulations and are thus exempted from the purview of the provisions of the said OM dated 10.10.2012. However, the recruitment at entry level S&T posts in DeitY, its attached offices – NIC and STQC Directorate and statutory organizations – CCA, CAT, ICERT and SICLDR shall be governed by the said OM as amended from time to time.
- (ii) Direct recruitment for all non-S&T non-gazetted posts shall be done through Staff Selection Commission (SSC).
- (iii) All non-S&T gazetted posts shall be filled by the respective organizations as it is not feasible to have a common recruitment process for this and also many of such posts have mode of recruitment other than direct recruitment. The S&T posts having GP more than Rs.5400/-, which require experience, shall also be kept out of the domain of the recruitment procedure as laid down in the OM dated 10.10.2012.
- (iv) The Common recruitment process prescribed in the Office Memorandum of even number dated 10.10.2012 shall be applicable to the entry level S&T posts mentioned below in gazetted and non-gazetted categories:
  - (a) Scientist 'B' (PB-3, GP-5400)
  - (b) Scientific Officer 'SB' (PB-2, GP-4600)
  - (c) Scientific / Technical Assistant 'B' (PB-2, GP-4600)
  - (d) Scientific / Technical Assistant 'A' (PB-2, GP-4200)
- (v) The educational qualification for recruitment to the posts mentioned under sub-para (iv) shall be as given in **Annexure-I**. For determination of eligibility for any category of posts mentioned in sub-para (iv), candidate should have got minimum 60% marks in aggregate or First class in eligibility qualification from a recognized university/Institution.
- (vi) There shall be common Interview Board for recruitment to the posts mentioned under sub-para (iv). The composition of the common Interview Board is given in **Annexure-II**.



- (vii) The Written Examination and Interview for recruitment to the posts mentioned under sub-para (iv), having a Weightage in the ratio of 85:15 respectively shall be conducted by NIELIT.

2. The above decision shall come into force with immediate effect.

*(Signature)*  
14/3/2013  
(Girish Sahai)  
Joint Director

To

1. Heads of the attached offices, statutory bodies and autonomous organisations, DeitY
2. PS to Minister, (C&IT)/PS to MOS(C&IT) (D) / PS to MOS(C&IT) (K), DeitY
3. OSD to Secretary, DeitY
4. PPS to JS(Pers), DeitY
5. Notification File/Master Copy Folder
6. Personnel I Section, Personnel-I Sections, Personnel-III Section, MS(O&M) Section and ABC Section
7. PA to JD(Pers.)-for IntraDeitY
8. Smt. Tulika Pandey, Scientist 'E'- for Web updation

Copy also for information to:

1. All GCs in DeitY/DG(I-CERT)/DG(STQC)/DG(NIC)/CCA/ Member(J),CAT
2. DS.(Pers.)/Dir.(Finance)/ Dir.(VKJ)/ JD(RCS)/JD(Building)/JD(Pers.)
3. Vig. Unit



**Annexure-I****(Reference para 1 (v) of Office Memorandum No.2(11)/2012-Pers.I Vol.III dated 12.03.2013)**

Essential educational qualifications for filling up of posts of Scientist 'B', Scientific Officer 'SB', Scientific Assistant 'B', Scientific Assistant 'A'

**Scientist 'B' :**

- (a) B.Tech / B.E. (Computer Science or Computer Engg.)  
OR  
MCA with B.Sc. (Mathematics as a subject) / DOEACC 'B' level with Science/ Mathematics background with 1 year of relevant experience
- (b) B. Tech / BE (Information Technology)
- (c) B. Tech / BE (Electronics & Communication)  
OR  
B. Tech / BE (Electronics & Telecommunication)
- (d) MSc (Mathematics or Physics) with 1 year of relevant experience

**Scientific Officer 'SB'**

- (a) B.Tech / B.E. (Computer Science or Computer Engg.)  
OR  
MCA with B.Sc. (Mathematics as a subject) / DOEACC 'B' level with Science/ Mathematics background
- (b) B. Tech / BE (Information Technology)
- (c) B. Tech / BE (Electronics & Communication)  
OR  
B. Tech / BE (Electronics & Telecommunication)
- (d) MSc (Mathematics or Physics) with 1 year of relevant experience

**Scientific / Technical Assistant 'B'**

- (a) B.Tech / B.E. (Computer Science or Computer Engg.)  
OR  
MCA with B.Sc. (Mathematics as a subject) / DOEACC 'B' level with Science/ Mathematics background
- (b) B. Tech / BE (Information Technology)
- (c) B. Tech / BE (Electronics & Communication)  
OR  
B. Tech / BE (Electronics & Telecommunication)
- (d) MSc (Mathematics or Physics) with 1 year of relevant experience

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14/3/2013



**Scientific / Technical Assistant 'A'**

- 1
- (a) M.Sc (Computer Science) / MCA with B.Sc (Mathematics as a subject) /  
DOEACC 'B' level with Science / Mathematics background  
OR  
DOEACC 'A' level / Three year Diploma in Engineering (CS) with 2 years of  
relevant experience  
OR  
BCA / B.Sc in Computer Science with 2 years of relevant experience
- (b) M.Sc(IT)  
OR  
B.Sc (IT) / Three year Diploma in Engineering (IT) with 2 years of relevant  
experience
- (c) M.Sc(Electronics & Communication)  
OR  
M.Sc(Electronics)  
OR  
B.Sc(Electronics & Communication / Three year Diploma in Engineering  
(Electronics & Communication) with 2 years of relevant experience
- (d) M.Sc (Mathematics or Physics)



(Reference para 1 (vi) of Office Memorandum No.2(11)/2012-Pers.I Vol.III dated 12.03.2013)

**Composition of Interview Board**

**For the posts of Scientist 'B' (PB-3, GP-Rs.5400)**

S.No.	Composition of Interview Board
1.	Chairman – Scientist 'G' or equivalent from RAC, DRDO/ CSIR /DST/Scientific Technical University
2.	One Member from the Industry
3.	One Member representing Academic Institution such as IIT/ IIIT/ IGNOU/Scientific Technical University (having grade pay of Rs.8900)
4.	One Members of the level of Scientist 'F' or equivalent from other Scientific Govt. Departments
5.	One Member of the level of Scientist 'F' or equivalent from DeitY or its organisations

**For Scientific Officer 'SB' (PB-2, GP-Rs.4600), Scientific / Technical Assistant 'B' (PB-2, GP-Rs.4600) and Scientific Assistant 'A' (PB-2, GP-Rs.4200)**

S.No.	Composition of Interview Board
1.	Chairman – S&T Officer of the level of Scientist 'D' or equivalent
2.	One Member of the level of Scientist 'B' or Scientist 'C' or equivalent from other Scientific Departments
3.	One Member of the level of Scientist 'B' or Scientist 'C' or equivalent from DeitY or its organisations
4. & 5.	Two Members of the level of Scientist 'B' or Scientist 'C' or equivalent from ITIs/Polytechnic Institutions/ Specialized/From the trade for which selection is to be made

gn  
14/3/2013



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F.No. 2(8)/2015-P.III  
Government of India  
Ministry of Electronics & Information Technology  
(Personnel-III Section)

New Delhi-110003  
Date: 16.03.2017

**OFFICE MEMORANDUM**

**Subject:- Streamlining of Educational Qualifications under Below Group 'A' S&T policy of MeitY.**

In the past, this Ministry had notified Personnel Policy for Group 'A' S&T officers of MeitY and its organizations vide O.M. No. A-12018/10/81-PP dated 18.07.1983 and subsequently amended vide this Ministry's O.M. No. A-12018/11/83-PP dated 01.10.1984. As per the requirement of MeitY and its organizations, the educational qualifications for recruitment to the entry level posts of Scientific Officer 'SB', Scientific / Technical Assistant 'B' and Scientific / Technical Assistant 'A', in the said Policy were further amended vide Office Memoranda Nos. 2(11)/2012-Pers.I (Vol.III) (Pt.) dated 14.03.2013 and 22.12.2015.

2. In order to make aforesaid policy more broad based in terms of Educational Qualifications, inclusion of more Educational Qualifications has been felt imperative. Accordingly, it has been decided with the approval of Competent Authority that henceforth, the following additional Educational Qualification will be included for the posts of Scientific Officer 'SB', Scientific / Technical Assistant 'B' and Scientific / Technical Assistant 'A':-

"Master in Science (M.Sc) / Master of Science (MS) / Master of Computer Application (MCA) / Bachelor Degree in Engineering (B.E.) / Bachelor Degree in Technology (B.Tech.) in any one or in combination of below mentioned fields:

**Field (Single/Combinations):-** Computer Science, Electronics, Electronics & Communication, Electronics & Telecommunication, Computer and Networking Security, Software System, Information Technology, Management, Informatics, Computer Management, Bio-informatics, Remote Sensing, Geographical Information Systems (GIS), Mathematics, Applied Mathematics, Operations Research, Statistics, Computational Linguistics, Information Science, Electrical, Mechanical, Civil, Design".

3. The above shall come into force with immediate effect. Other conditions of MeitY's OM dated 14<sup>th</sup> March, 2013 and provisions of Below Group 'A' S&T Policy would remain unchanged.

  
(Sanjit Choudhury)  
Deputy Director  
Tel: 24301245

q/c



To

1. Heads of the Attached Offices, Statutory Bodies, Autonomous Bodies of MeitY.
2. PS to Hon'ble ME&IT / PS to Hon'ble MoS(ME&IT) — Gavine  
17/03/17
3. OSD to Secretary, MeitY
4. PPS to JS(Pers.), MeitY — 20/3/17
5. Notification File/Master Copy folder
6. DD(Pers.) / Personnel-I Section with respect to their OM dated 10.10.2012 and 22.12.2015.
7. ABC Section
8. PS to DD(P-III) for Intra-MeitY — 20/3

Copy also for information to:

1. All GCs in MeitY
2. Dir(Pers) / Dir(TC) / Dir (SC) / Dir.(GD)

Handwritten signature  
16/3/17