

Government of India
Bhabha Atomic Research Centre
TC&TSC Secretariat

Central Complex,
Trombay,
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

Copy to: Chairman's Office, DAE
Director's Office, BARC
Additional Secretary, DAE
Joint Secretary (R&D), DAE

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

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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 <u>TC/TSC Secretariat</u> 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	<u>Guidelines for grant of permission to pursue Additional Qualification (AQ):-</u>
	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, permission shall not be granted for pursuing any course as a regular student.
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 as per the original permission granted.
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><u>If an employees seek re-permission for acquiring additional qualification:-</u></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><u>Illustration:</u> 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	<u>Eligibility criteria for promotion on acquiring AQ:-</u>																				
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.
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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>A minimum of 60% marks means the marks as per the ordinances of the respective University. 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>The above guidelines are also applicable for pursuing AQ from HBNI.</p>			
7.0	<p><u>Guidelines for availing chances for appearing in the STPT for consideration of track change / promotion of Scientific & Technical personnel:-</u></p>			
7.1	<p>All the employees, who acquire relevant additional qualification as per the criteria notified at point No. 5.3 & 5.4 of this circular will have to appear for Scientific & 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 <u>with percentage of marks duly forwarded by the respective Unit / Group Boards.</u> 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 th Central Pay Commission, promotion date in respect of S&T personnel are rationalized and made effective from 1 st July. Employees who have acquired Additional Qualifications on or before 30 th April of each year and submitted passing certificate with percentage of marks on or before 30 th 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 th 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. <u>Illustration for GEN / OBC candidates:</u> 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. <u>Only one chance</u> 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. <u>Illustration:</u> 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> .

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

Physics	Chemistry	Bioscience
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
Computer Science	Geology	Library & Information Science

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	
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(f) Date of appointment		(g) Comp. Code No.		(h) Emp. No.	
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(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		Liable for round the clock shift		Standby / Emergency duty		General shift		Any other	
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n) Whether ready to continue in the above shift after the AQ permission.

Yes		No	
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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	
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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**