



STEEL AUTHORITY OF INDIA LIMITED
NEW DELHI

No. PER/IR&W/E-438/24

Date 01.04.2024

INTERNAL CIRCULAR

Applications are invited from the willing and eligible non-executive employees for consideration for promotion to the posts of Junior Officer (w.e.f. 30.06.2024) at all plants/units of SAIL under the extend Policy and Rules for Promotion from Non-executive to Executive cadre.

1.0 ELIGIBILITY

1.1 Employees who shall be completing the minimum number of years of service in S6 or above grade as on 30.6.2024 as specified below, against each qualification level for technical and non-technical streams respectively would be eligible for consideration:

Years of service in S6 and above grade	Minimum Qualification in Technical stream	Minimum Qualification in Non-Technical Stream
2	Degree in Engineering or equivalent*	Any specified Professional qualification*
5	Diploma in Engineering or equivalent*/ BSc.	Graduates or equivalent*
10	Matric or Matric+ITI in technical stream only	--

*as per Annexure-I & II

1.2 While determining eligibility, highest applicable qualification for the category of qualification (Technical/Non-Technical) opted for, by the employee shall be reckoned. The employee should have completed 10 years of continuous service in the Company, which includes training period, for being eligible to be considered for promotion under the Policy. The employee should have minimum of one year of service left as on 30.06.2024.

1.3 The employees working in non-technical areas having Matric/Matric+ITI qualification or a qualification specified for technical stream, can opt for promotion in technical stream. Similarly employees working in technical stream can also opt for promotion in non-technical stream provided they have the qualifications specified for that area. In such cases, the employee will have to qualify in the test to be conducted for the stream opted by him/her. In case of selection, such employees will be posted in the stream in which they opted and appeared for selection.

1.4 Candidates must possess the eligibility qualification as on date i.e. 01.04.2024. Candidates having appeared in the examination to acquire qualification envisaged/opted for where results are awaited shall not be considered. Request for incorporation of qualification in the Personnel records shall not be entertained/taken cognizance of after final submission of application against JO Circular.

1.5 The candidate should have minimum ‘B’ or equivalent ratings in the last three (3) consecutive years. Applications from candidates with ratings below ‘B’ or its equivalent in any of the last three consecutive years will not be considered for the promotion process.

1.6 The candidate should be clear from disciplinary and vigilance angle as on 30.06.2024 as well as on the date of issuance of order.

1.7 The employees have to ensure before applying for promotions that they **fulfill all eligibility criteria** including recognition of their educational qualifications by the concerned Statutory/Regulatory Authorities. In case, it is found that the educational qualification, claimed by the employee, is not recognized by the Appropriate Authority, that qualification would not be considered while assessing his/her eligibility.

2.0 SELECTION PROCEDURE

2.1 The selection will be through a Written Test (CBT) followed by Interview. Written test will be held at the following plant/unit locations or nearby centers: - Bhilai, Durgapur, Rourkela, Bokaro, Burnpur, Bhadravathi, Salem, Kolkata, Delhi, Ranchi and Chandrapur.

2.2 The employees are required to opt for the center as per their respective plant/unit location. The employees, who are posted at a place where there is no centre, will be allowed to opt for the test centre nearest to their place of posting. They will be paid TA/DA for this purpose, as admissible.

2.3 The date of interview will be communicated separately to the successful candidates.

3.0 COMPOSITION OF WRITTEN TEST

3.1 The written test (CBT) will be of objective type, of two hours duration, having multiple choices with no negative marking. The qualification wise structure of the written test would be as under:-

Test Component	Total No. of questions	No. of questions to be answered	Applicability
Industry & Company Awareness (ICA)	30	30	Common to employees from all plants/units of SAIL
Reasoning, Data Interpretation and English Comprehension (RDIC)	30	30	Common to employees from all plants/units of SAIL
General Plant Operation Engineering (GPOE)	100	40	For Degree/Diploma in Engg./BSc. (Technical Stream)
General Plant Awareness (GPA)	100	40	For Matric/ Matric+ITI (Technical Stream)
General Functional Management (GFM)	100	40	Common to all candidates from Non-Technical stream

3.2 The question paper for Reasoning, Data Interpretation and English Comprehension (RDIC) will be of 10th standard. For other papers, the study material will be available on the intranet portals of respective plants/units in order to help employees to prepare for the examination.

4.0 HOW TO APPLY

4.1 The employees are required to apply online only, through the link provided at Plant/Unit portal. **No other means/mode of application shall be accepted.**

4.2 The employees would have to upload scanned photograph and signature while filling up the application Form. After applying online, the candidate shall be required to **download** the system generated Application Form with **Unique Application Number** and other essential details with photograph & signature and will be required to **submit duly** signed printed Application form to the designated Personnel Officer(s) of the respective plant/unit **within three days** of online submission of the Application.

4.4 The Admit Card for appearing in the written test shall be available online and its date will be informed separately on the above link subject to verification of eligibility of employees.

4.5 In case of any difficulty in filling up of online application forms, downloading admit card or for any other assistance, the employees may contact the designated Personnel Officers for help. List of designated Personnel Officers will be displayed by the Plants/Units along with their location and contact number.

5.0 RESERVATION

5.1 Reservation to SC/ST/PwBD candidates will be provided as per Presidential Directives and relevant Acts.

6.0 IMPORTANT DATES

Sl.	ACTIVITY	DATE/TIME SCHEDULE
1.	Opening date for online submission of Application through the online system	05.04.2024
2.	Closing date of submitting applications	14.04.2024
3.	Last date of submission of printed application to the designated Personnel Officer(s)	Within three (3) days after online submission of application
4.	Date of Written Test	Date will be informed separately

This issues with the approval of Competent Authority.


[Pravin K Singh]
AGM [Pers.]

Distribution: All Plant/Units and employees of SAIL

Department-wise/Stream -wise Professional Qualifications:

S. NO.	STREAM	QUALIFICATION
1.	Technical	<p>i. Degree in any branch of Engineering for all departments in Technical category (including Town Maintenance, Project, Mining, R&D, IED/SQC, EDP/INCOS/Computer Section), MCA</p> <p>ii. For Industrial Engineering/SQC Department, Post graduate degree/ diploma of not less than two years' duration in Industrial Engineering/ Operations Research shall also be considered.</p> <p>iii. For EDP/INCOS/Computer Section areas, Post-graduate Degree/Diploma in Computer Science/ Computer Application or MBA (systems) of not less than two years duration, shall also be considered.</p> <p>iv. 1st /2nd class Mines Manager Certificate in Mines</p> <p>v. MSc./M Tech. in Geology in Mines</p> <p>vi. Doctorate in Chemistry in R&C Lab area.</p>
2.	Non-Tech.	
	A. Marketing	vii. MBA or Post-graduate Degree/ Diploma in Management/ Business Management / Business Administration. / Marketing Management / Export Management of not less than two years duration.
	B. Materials	viii. MBA or Post-graduate Degree/ Diploma in Management/ Business Management/ Business Administration / Materials Management of not less than two years' duration.
	C. Personnel	ix. MBA or Post-Graduate Degree / Diploma in Business Management/ HRM/ HRD/ Personnel Management/ Industrial Relations/ Industrial Psychology/ Organisational Behaviour/ Labour Laws/ Social Welfare/Labour Welfare of not less than two years' duration.
	D. Administration including Town	x. MBA or Post-Graduate Degree/ Diploma in Business Management/ Business Administration of not less than two years duration.

Administration	
E . Law	xi. Degree in Law with Graduation (LLB) and eligible for enrolment as an Advocate.
F. Finance	xii. MBA(Finance)/Graduation with CA/CMA
G. Other Disciplines	xiii. Official Language Cell: Doctorate/ M.Phil. in Hindi
	xiv. Education: Master's Degree in Education
	xv. Horticulture: Post-Graduate Degree/ Diploma in Horticulture of not less than two years duration
	xvi. Public Relations: Post Graduate Degree/Diploma in Public Relations/Journalism of not less than two years' duration.
	xvii. Guest House/Canteen: Post-Graduate Degree/ Diploma in Tourism/Hotel Management/ Catering Technology/ Food Technology of not less than two years' duration.
	xviii. Library Science: PG Degree/Diploma in Library Science of two years duration.
	xix. Medical Department: PG Degree/Diploma in Social Welfare of two years duration, for employees working in Family Welfare Section of Medical Department
	xix(a) Post graduate full time regular degree in paramedical stream of not less than 2 years, duly recognised by UGC/AICTE/statutory bodies like Pharmacological Council of India, Indian Nursing Council etc. recognized by Govt of India after graduation in the relevant discipline
	xx. Photo Unit: PG Degree/Diploma in Photography of two years duration.

Note:

- a) All the above qualifications should be duly recognised by UGC/AICTE
- b) PG Diploma qualifications specified above should have recognition equivalent to PG degree in the respective specialisation.



Department-wise/Stream-wise qualifications to be treated as equivalent to Graduation:

S. NO.	STREAM	QUALIFICATION
1.	Technical	<ul style="list-style-type: none"> i. Diploma in any branch of Engineering ii. B.Sc. iii. For EDP/INCOS/Computer Section areas: BCA, 'A' level certificate from DOEACC, PG diploma in computer applications of 1 year duration from recognised University. iv. Certificate of Boiler Proficiency v. Certificate of Mining Mate/ Mining Sirdar/ Mining Foreman/ Mines Surveyor in Mines
2.	Non-Technical	<ul style="list-style-type: none"> vi. Graduation in any stream (B. Com for Finance) vii. For Medical department, Diploma in Nursing, Pharmacy, Lab. Technician etc. of minimum two years duration, acquired after Matriculation or higher qualification shall be treated as equivalent to Graduation

