



No. PER/IR&W/E-438/22  
September 5, 2022

All HOPs of plants/Units

Dear Sir/Madam,

Please refer to our letter No. PER/IR&W/E-438/22 dated 19.02.2022 & 28.6.2022 forwarding revised policy for promotion from non executive to executive cadre (Junior Officer) and rules framed there under, as approved by the Competent Authority.

The process for effecting promotions to the post of Junior Officer, under the above Policy w.e.f. 30.6.2022 has been initiated. An Agency has been finalised for conduct of written test and other related activities involved in the process for JO promotions. The written test for the Promotions to JO has been scheduled on 6<sup>th</sup> November, 2022.

2. The schedule of the activities for conduct of the written test is as under:

Schedule	Date
Issue of Circular	05.09.2022
Invitation of application through SAIL Website	07.09.2022
Last date of submission of applications by candidates through online system	20.09.2022
Scrutiny of registration data at plants/units & accepting application through online system	by 27.09.2022
Forwarding of registration data to Agency	by 30.09.2022
Issue of Admit Card online (tentative)	27.10.2022
Conduct of written test at designated centers	06.11.2022 (Sunday) 10 AM

3. A Copy of circular issued in this regard is enclosed. The same is also being uploaded on SAIL website for information of concerned employees with linkage for submission of the Application Form online.

4. The following arrangements are required to be made in this regard by all plants/units:

- No. of Promotions** - Plants/units to provide the employee strength in S-6 to S-11 grades as on 1<sup>st</sup> of the month of notification i.e. 1<sup>st</sup> September, 2022 for deciding the number of promotions for each plant/unit separately. As per the Promotion Policy, the number of promotions in a plant/unit would not be more than 2% of the total employee strength in S-6 to S-11 grades on the 1<sup>st</sup> day of the month of notification, in the respective plant/unit.
- The number of backlog reserved posts of SC/ST in E-0 grade may also be furnished by Plant/Unit for incorporating them in the total number of posts in order to liquidate them.

- c) Nomination of sufficient Personnel Officers to act as designated officers to accept the printed application forms from the candidates. The list of designated Personnel Officers along with their location and contact numbers may be displayed prominently at plant/unit locations and a copy of the same may be forwarded to Corporate Office also.
  - d) To facilitate submission of applications by employees by providing requisite infrastructural support.
  - e) Verifying the registration data as received in the online system with the Personal records of the employees and accepting the same along with modifications (if any) in the system.
  - f) Nomination of one designated Officer known as Nodal officer for accepting of the form in the system and liaising on behalf of each plant/unit with Corporate Office during the whole process. Dedicated email IDs of the Plants/Units for the purpose of implementation of JO promotions to be communicated to Corporate Office for faster communication.
5. It is requested to take necessary actions for ensuring smooth conduct of the written test.

Thanking you,

Yours faithfully,



[Manas Ranjan Rath]  
CGM (Pers.)

**Encl.: as above**