**CSIR SENIOR STAFF GRADES AND REQUISITE QUALIFICATIONS FOR PROGRESSION**

|  |  |  |
| --- | --- | --- |
| **ADMINISTRATIVE CLASS** | **ACCOUNTING /AUDITING CLASS** | **STORES / PURCHASING CLASS** |
| 1*. ADMIN. ASST. – SNR. ADMIN. ASST.*  i. Bachelor’s Degree in relevant field  **or**  ii. Professional qualification (ICSA- cert, etc)  **plus**  One technical report on records of activities undertaken since last promotion  **Plus**  4 years’ service as Admin. Assistant  **plus**  Interview | 1*. ACCOUNTING/AUDITING ASST.*  *- SNR. ACCOUNTING/AUDITING ASST/*  i. Bachelor’s Degree in relevant field  **or**  ii. Professional qualification Level II (ICAG/ ACCA/ CIMA)  **plus**  One technical report on records of activities undertaken since last promotion  **Plus**  4 years’ service as Acct./ Auditing. Assistant  **plus**  Interview | 1. *STORES SUPT. / PURCH. ASSISTANT – SNR. STORES SUPT / PURCH. ASSISTANT*  i. Bachelor’s Degree in relevant field  **or**  ii. Professional qualification (Adv. Dip. In Logistics and Supply Chain Mgt. – CISCMG Level 4) Cert.  **plus**  One technical reports on records of activities undertaken since last promotion  **Plus**  4 years’ service as Stores Supt./Purch. Assistant  **plus**  Interview |
| 2. *SNR. ADMIN. ASST – PRIN. ADMIN*  *ASST*  i. Bachelor’s Degree in relevant field  **or**  ii. Professional qualification (ICSA-final cert, etc)  **plus**  Two technical reports on records of activities undertaken since last promotion  **Plus**  4 years’ service as Snr. Admin. Assistant  **plus**  Interview | *2. SNR. ACCOUNTING/AUDITING/ ASST/*  *– PRIN. ACCOUNTING/AUDITING ASST/*  i. Bachelor’s Degree in relevant field  **or**  ii. Professional qualification Level II (ICAG/ ACCA/ CIMA)  **plus**  Two technical reports on records of activities undertaken since last promotion  **Plus**  4 years’ service as Snr. Acct./ Auditing. Assistant  **plus**  Interview | 2. *SNR. STORES SUPT. / PURCH. ASSISTANT – PRIN. STORES SUPT / PURCH. ASSISTANT*  i. Bachelor’s Degree in relevant field  **or**  ii. Professional qualification (Adv. Dip. In Logistics and Supply Chain Mgt. – CISCMG Level 4) Cert.  **plus**  Two technical reports on records of activities undertaken since last promotion  **Plus**  4 years’ service as Snr. Stores Supt./Purch. Assistant  **plus**  Interview |
| 3. *PRIN. ADMIN. ASST. – CHIEF ADMIN. ASST*  i. Bachelor’s Degree in relevant field  **or**  ii. Professional qualification (ICSA-final cert, etc)  **plus**  Three technical reports on records of activities undertaken since last promotion  **Plus**  5 years’ service as Prin. Admin. Assistant  **plus**  Interview | *3. PRIN. ACCOUNTING/AUDITING ASST./*  *– CHIEF ACCOUNTING/AUDITING ASST/*  i. Bachelor’s Degree in relevant field  **or**  ii. Professional qualification Level II (ICAG/ ACCA/ CIMA)  **plus**  Three technical reports on records of activities undertaken since last promotion  **Plus**  5 years’ service as Prin. Acct. / Auditing. Assistant  **plus**  Interview | 2. *PRIN. STORES SUPT. / PURCH. ASSISTANT – CHIEF STORES SUPT / PURCH. ASSISTANT*  i. Bachelor’s Degree in relevant field  **or**  ii. Professional qualification (Adv. Dip. In Logistics and Supply Chain Mgt. – CISCMG Level 4) Cert.  **plus**  Three technical reports on records of activities undertaken since last promotion  **Plus**  5 years’ service as Prin. Stores Supt./Purch. Assistant  **plus**  Interview |

|  |  |  |
| --- | --- | --- |
| **PRINTING/BINDERY CLASS** | **DRAUGHTSMAN CLASS** | **TECHNOLOGIST CLASS** |
| 1. ASST. BINDER – SNR. ASST. BINDER  Bachelor’s Degree in relevant field  **plus**  one technical report on records of activities undertaken since last promotion  **Plus**  4 years’ service as Assistant Binder  **plus**  Interview | 1. DRAUGHTSMAN – SNR. DRAUGHTSMAN  Bachelor’s Degree in relevant field  **plus**  one technical report on records of activities undertaken since last promotion  **Plus**  4 years’ service as Draughtsman  **plus**  Interview | 1. TECHNOLOGIST – SNR. TECHNOLOGIST  MSc. / MTech in relevant discipline accepted by National Accreditation Board (NAB)  **plus**  3 Technical Reports  **plus**  4 years’ service as Technologist  **plus**  Interview |
| 2. SNR. ASST. BINDER – PRIN. ASST. BINDER  Bachelor’s Degree in relevant field  **plus**  Two technical reports on records of activities undertaken since last promotion  **Plus**  4 years’ service as Snr. Assistant Binder  **plus**  Interview | 2. SNR. DRAUGHTSMAN – PRIN.  DRAUGHTSMAN  Bachelor’s Degree in relevant field  **plus**  Two technical reports on records of activities undertaken since last promotion  **Plus**  4 years’ service as Snr. Draughtsman  **plus**  Interview | 2. SNR. TECHNOLOGIST – PRIN. TECHNOLOGIST  MSc. / MTech in relevant discipline accepted by National Accreditation Board (NAB)  **plus**  3 Technical Reports  **plus**  4 years’ service as Snr. Technologist  **plus**  Interview |
| 3. PRIN ASST. BINDER - CHIEF ASST. BINDER    Bachelor’s Degree in relevant field  **plus**  Three technical reports on records of activities undertaken since last promotion  **Plus**  5 years’ service as Prin. Assistant Binder  **plus**  Interview | 3 PRIN. DRAUGHTSMAN – CHIEF  DRAUGHTSMAN  Bachelor’s Degree in relevant field  **plus**  Three technical reports on records of activities undertaken since last promotion  **Plus**  5 years’ service as Prin. Draughtsman  **plus**  Interview | 3. PRIN. TECHNOLOGIST – CHIEF TECHNOLOGIST  MSc. / MTech in relevant discipline accepted by National Accreditation Board (NAB)  **plus**  4 Refereed Journal Papers  **Plus**  Other promotion criteria for Research Scientist to Senior Research Scientist  **plus**  5 years’ service as Prin. Technologist  **plus**  Interview |

|  |  |  |
| --- | --- | --- |
| **TECHNICAL/TECHNICIAN /FARM / LABORATORY CLASS** | **ESTATE CLASS** | **LIBRARY CLASS** |
| 1. TECH. OFFICER – SNR. TECH. OFFICER  Bachelor’s Degree in relevant field  **plus**  one technical report on records of activities undertaken since last promotion  **Plus**  4 years’ service as Technical Officer  **plus**  Interview | 1. ESTATE ASSIST – SNR. ESTATE ASSIST  Bachelor’s Degree in relevant field  **plus**  one technical report on records of activities undertaken since last promotion  **Plus**  4 years’ service as Estate Assistant  **plus**  Interview | 1. LIBRARY ASST. – SENIOR LIBRARY ASST.  Bachelor’s Degree in relevant field  **plus**  one technical report on records of activities undertaken since last promotion  **Plus**  4 years’ service as Library Assistant  **plus**  Interview |
| 2. SNR. TECH. OFFICER –PRIN. TECH.  OFFICER  Bachelor’s Degree in relevant field  **plus**  Two technical reports on records of activities undertaken since last promotion  **Plus**  4 years’ service as Snr. Technical Officer  **plus**  Interview | 2. SNR. ESTATE ASSIST – PRIN. ESTATE ASSIST  Bachelor’s Degree in relevant field  **plus**  Two technical reports on records of activities undertaken since last promotion  **Plus**  4 years’ service as Snr. Estate Assistant  **plus**  Interview | 2. SNR. LIBRARY ASST. – PRIN. LIBRARY  ASST.  Bachelor’s Degree in relevant field  **plus**  Two technical reports on records of activities undertaken since last promotion  **Plus**  4 years’ service as Snr. Library Assistant  **plus**  Interview |
| 3. PRIN. TECH. OFFICER – CHIEF. TECH.  OFFICER  Bachelor’s Degree in relevant field  **plus**  Three technical reports on records of activities undertaken since last promotion  **Plus**  5 years’ service as Prin. Technical Officer  **plus**  Interview | 3. PRIN. ESTATE ASSIST – CHIEF ESTATE ASSIST.  Bachelor’s Degree in relevant field  **plus**  Three technical reports on records of activities undertaken since last promotion  **Plus**  5 years’ service as Prin. Estate Assistant  **plus**  Interview | 3. PRIN. TECH. OFFICER – CHIEF. TECH.  OFFICER  Bachelor’s Degree in relevant field  **plus**  Three technical reports on records of activities undertaken since last promotion  **Plus**  5 years’ service as Prin. Library Assistant  **plus**  Interview |

|  |  |  |
| --- | --- | --- |
| **TRANSPORT STAFF** | **SECURITY CLASS** | **MARKETING CLASS** |
| 1. ASST. TRANSPORT OFFICER – SNR. ASST.  TRANSPORT OFFICER  i. Bachelor’s Degree in relevant field  **or**  ii. Professional qualification (Advance Dip. in Logistics and Transportation – *ADILT*)  **plus**  One technical report on records of activities undertaken since last promotion  **Plus**  Prof. Driver’s License ‘F’  **Plus**  4 years’ service as Assist. Transp. Officer  **plus**  Interview | 1. SECURITY OFFICER – SNR. SECURITY  OFFICER  i. Bachelor’s Degree in relevant field **and** Military Academy Training  **or**  ii. Professional qualification (attained the rank of Lieutenant or its equivalent in the Security Service)  **plus**  One technical report on records of activities undertaken since last promotion  **Plus**  4 years’ service as Security Officer  **plus**  Interview | 1 MKT.ASSIST – SNR. MKT.ASSIST  i. Bachelor’s Degree in Marketing  **plus**  ii. Professional qualification in Marketing (CIM, etc)  **plus**  One technical report on records of activities undertaken since last promotion  **Plus**  4 years’ service as Marketing Assistant  **plus**  Interview |
| 2. SNR. ASST. TRANSPORT OFFICER – PRIN.  ASST. TRANSPORT OFFICER  i. Bachelor’s Degree in relevant field  **or**  ii. Professional qualification (Advance Dip. in Logistics and Transportation – *ADILT*)  **plus**  Two technical reports on records of activities undertaken since last promotion  **Plus**  Prof. Driver’s License ‘F’  **Plus**  4 years’ service as Snr. Assist. Transp. Officer  **plus**  Interview | 2. SNR. SECURITY OFFICER – PRIN. SEC. OFFICER  i. Bachelor’s Degree in relevant field **and** Military Academy Training  **or**  ii. Professional qualification (attained the rank of Lieutenant or its equivalent in the Security Service)  **plus**  Two technical reports on records of activities undertaken since last promotion  **Plus**  4 years’ service as Snr. Security Officer  **plus**  Interview | 2. SNR. MKT.ASSIST – PRIN. MKT.ASSIST.  i. Bachelor’s Degree in Marketing  **plus**  ii. Professional qualification in Marketing (CIM, etc)  **plus**  Two technical reports on records of activities undertaken since last promotion  **Plus**  4 years’ service as Marketing Assistant  **plus**  Interview |
| 3. PRIN. ASST. TRANSPORT OFFICER –  CHIEF ASST. TRANSPORT OFFICER  i. Bachelor’s Degree in relevant field  **or**  ii. Professional qualification (Advance Dip. in Logistics and Transportation – *ADILT*)  **plus**  Three technical reports on records of activities undertaken since last promotion  **Plus**  Prof. Driver’s License ‘F’  **Plus**  5 years’ service as Prin. Assist. Transp. Officer  **plus**  Interview | 3. PRIN. SEC. OFFICER – CHIEF SEC. OFFICER  i. Bachelor’s Degree in relevant field **and** Military Academy Training  **or**  ii. Professional qualification (attained the rank of Lieutenant or its equivalent in the Security Service)  **plus**  Three technical reports on records of activities undertaken since last promotion  **Plus**  5 years’ service as Prin. Security Officer  **plus**  Interview | 3. PRIN. MKT.ASSIST. – CHIEF MKT.ASSIST  i. Bachelor’s Degree in Marketing  **plus**  ii. Professional qualification in Marketing (CIM, etc)  **plus**  Three technical reports on records of activities undertaken since last promotion  **Plus**  5 years’ service as Prin. Marketing Assistant  **plus**  Interview |

|  |  |  |
| --- | --- | --- |
| **WORKS/MAINTENANCE CLASS** | **PUBLIC RELATIONS CLASS** | **INFORMATION, COMMUNICATION & TECHNOLOGY (ICT) CLASS** |
| 1. WORKS SUPT. – SNR. WORKS SUPT.  i. Bachelor’s Degree in relevant field  **plus**  One technical report on records of activities undertaken since last promotion  **Plus**  4 years’ service as Works Superintendent / Clerk of Works  **plus**  Interview | PUBLIC RELATIONS ASSIST – SNR. PUBLIC RELATIONS ASSIST.  i. Bachelor’s Degree in relevant field  **or**  ii. Professional qualification in related field  **plus**  One technical report on records of activities undertaken since last promotion  **Plus**  4 years’ service as Public Relations Assist.  **plus**  Interview | ICT ASSIST – SNR. ICT. ASSIST  i. Bachelor’s Degree in Computer Science or its equivalent  **or**  ii. Professional qualification in related field  **plus**  One technical report on records of activities undertaken since last promotion  **Plus**  4 years’ service as ICT Assist.  **plus**  Interview |
| 2. SNR. WORKS SUPT. – PRIN. WORKS SUPT.  Bachelor’s Degree in relevant field  **plus**  Two technical reports on records of activities undertaken since last promotion  **Plus**  4 years’ service as Senior Works Superintendent / Clerk of Works  **plus**  Interview | SNR.PUBLIC RELATIONS ASSIST – PRIN. PUBLIC RELATIONS ASSIST.  i. Bachelor’s Degree in relevant field  **or**  ii. Professional qualification in related field  **plus**  Two technical reports on records of activities undertaken since last promotion  **Plus**  4 years’ service as Snr. Public Relations Assist.  **plus**  Interview | SNR. ICT ASSIST – PRIN. ICT. ASSIST  i. Bachelor’s Degree in Computer Science or its equivalent  **or**  ii. Professional qualification in related field  **plus**  Two technical reports on records of activities undertaken since last promotion  **Plus**  4 years’ service as Snr. ICT Assist.  **plus**  Interview |
| 3. PRIN. WORKS SUPT. – CHIEF WORKS  SUPT.  Bachelor’s Degree in relevant field  **plus**  Three technical reports on records of activities undertaken since last promotion  **Plus**  5 years’ service as Prin. Works Superintendent / Clerk of Works  **plus**  Interview | PRIN.PUBLIC RELATIONS ASSIST – CHIEF PUBLIC RELATIONS ASSIST.  i. Bachelor’s Degree in relevant field  **or**  ii. Professional qualification in related field  **plus**  Three technical reports on records of activities undertaken since last promotion  **Plus**  5 years’ service as Prin. Public Relations Assist.  **plus**  Interview | SNR. ICT ASSIST – PRIN. ICT. ASSIST  i. Bachelor’s Degree in Computer Science or its equivalent  **or**  ii. Professional qualification in related field  **plus**  Three technical reports on records of activities undertaken since last promotion  **Plus**  5 years’ service as Prin. ICT Assist.  **plus**  Interview |