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

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| **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 |

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| **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. DRAUGHTSMANBachelor’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. TECHNOLOGISTMSc. / 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. BINDERBachelor’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.  DRAUGHTSMANBachelor’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. TECHNOLOGISTMSc. / 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  DRAUGHTSMANBachelor’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 TECHNOLOGISTMSc. / 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 |

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| **TECHNICAL/TECHNICIAN /FARM / LABORATORY CLASS** | **ESTATE CLASS** | **LIBRARY CLASS** |
| 1. TECH. OFFICER – SNR. TECH. OFFICERBachelor’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 ASSISTBachelor’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.  OFFICERBachelor’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.  OFFICERBachelor’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.  OFFICERBachelor’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   |

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| **TRANSPORT STAFF** | **SECURITY CLASS** | **MARKETING CLASS** |
| 1. ASST. TRANSPORT OFFICER – SNR. ASST. TRANSPORT OFFICERi. 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  OFFICERi. 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.ASSISTi. 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 OFFICERi. 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. OFFICERi. 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 OFFICERi. 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. OFFICERi. 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 |

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| **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. ASSISTi. 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. ASSISTi. 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. ASSISTi. 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 |