

FAQ on Application form for promotion from non-executive grade to executive grade

1. Who can apply for promotion from non-executive to executive cadre?

Reply- Non Executives in S-6 grade and above grade, who have completed 10 years of continuous service and having two years of service left (on 30.06.2026) along with following experience can apply with following conditions:-

Years of service in S6 and above grade	Minimum Qualification in Technical stream	Minimum Qualification in Non-Technical Stream
0	Degree in Engineering or equivalent	Any specified Professional qualification
3	Diploma in Engineering or equivalent/ BSc.	Graduates or equivalent
8	Matric or Matric+ITI /NAC (NCVT)	--

2. What is the meaning of equivalent (qualifications) as mentioned above?

Reply- The qualifications to be reckoned as equivalent to Degree in Engineering for technical stream and Professional qualification in non technical stream is given in **Annexure-I** of the Rules of the promotion.

Similarly the qualifications to be reckoned as equivalent to Diploma in Engineering for technical stream and Graduate for non-technical stream is given in **Annexure-II** of the Rules of the promotion.

3. Does 10 years of service include training period or not?

Reply- The 10 years of continuous service includes the training period.

4. What will be the selection criteria?

Reply- Selection will be through written test (CBT), Performance rating and Length of service followed by interview. Weightage for each of them is as under:-

Component	Weightage
Written Test	70%
Interview	10%
Performance rating	9%
Length of Service	11%

5. What will be the limit in number of chances to apply?

Reply- There is no limit; any eligible candidate can apply.

6. Can employee working in non-Tech area opt for promotion in technical stream?

Reply- Yes, employees working in non-technical area with qualifications specified for technical stream can opt for promotion in technical stream and vice-versa. These candidates have to qualify in the test for the area of option and after selection, they will be posted in the stream in which they appeared for selection.

7. What is the mode of application?

Reply- The mode of application is through online mode only.

8. In my application form, some data related to my basic information (Name, DoB, Grade, Plant/unit, Gender, Category, DoJ SAIL, etc.) is/are not correct. What should I do?

Reply- In case, basic information related to you is not correct, please contact your HR officer for updation/correction of the information in HRMS. After updation/correction of the information, you may apply for the promotion.

9. In the ONLINE application form, in part-B (1); what is the field given in - minimum qualification in tech/non-tech stream?

Reply- It is the Eligibility criteria as given below:-

Years of service in S6 and above grade	Minimum Qualification in Technical stream	Minimum Qualification in Non-Technical Stream
0	Degree in Engineering or equivalent	Any specified Professional qualification
3	Diploma in Engineering or equivalent/ BSc.	Graduates or equivalent
8	Matric or Matric+ITI /NAC (NCVT)	--

10. In the ONLINE application form, in part-B (1) what is the field given in - Department wise/Stream wise professional qualification/ qualification equivalent to graduation?

Reply- These are the equivalent qualifications mentioned in the Annexure-I & II of the Rules of the Promotion.

11. What is the choice for written test centre?

Reply- The choice for written test centre is the place where the written test is to be held. Employees are required to opt for the centre as per their respective plant/unit location. The employees, who are posted at a place where there is no centre, are allowed to opt for the test centre nearest to their place of posting. Any wrong choice may be the reason for rejection of the application.

12. Who are 'Persons with Benchmark Disability'?

Reply- Person with Benchmark Disability (PwBD) is as defined under RPWD Act -2016 i.e. PwBD means a person with not less than forty per cent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.

13. What will be the written test pattern, weightage, segments and papers?

Reply- The written test will be of objective type, multiple choices of questions with no negative marking. The qualification wise broad structure would be as under:

Qualification category	Broad Test Segments
Technical	
(i) Degree in Engineering or equivalent (ii) Diploma in Engineering or equivalent / BSc. (iii) Matric/Matric +ITI/NAC (NCVT)	<ul style="list-style-type: none"> • Industry & Company awareness (ICA) • Reasoning, Data Interpretation and English Comprehension (RDIC) • General Plant Operation Engineering (GPOE)
Non-Technical	
(i) Specified Professional qualification (ii) Graduates or equivalent	<ul style="list-style-type: none"> • Industry & Company awareness (ICA) • Reasoning, Data Interpretation and English Comprehension (RDIC) • General Functional Management (GFM)

The weightage of written test segments would be as under:

Segments	Weightage
ICA	20
RDIC	40
GPOE/ GFM	40

14. How many questions are to be answered?

Reply- There will be total 160 questions for each stream (GPOE/GFM) and one has to answer only 100 questions as per following table:

Segments	Total No. of Question	Maximum Question to be answered
ICA	20	20
RDIC	40	40
GPOE/ GFM	100	40

15. What will be the language of question papers?

Reply- The questions and their answers will be bilingual (English and Hindi). However in the segment of Reasoning, Data Interpretation and English Comprehension, the English Comprehension part will be in English language only.

16. What is the process of online mode application?

Reply- The process for applying for promotion is as follows:

- Apply online and submit the application
- Take print out and sign it
- After signature, provide it to the Personnel Officer within three days.

17. How to check the status of the application?

Reply- After submission of the application and providing the signed copy to the Personnel Officer, one can check the status through online mode. Above the part A, status of the application can be seen.

18. What, if some data is not correctly filled?

Reply- The application may be rejected, if the data filled by the applicant is not as per the official record.

19. What is the cutoff date for possessing the eligibility qualifications?

Reply- It is the date of issuance of circular inviting applications.

20. Will qualification of a candidate be considered, if the candidate has appeared for the eligibility exam and result is awaited?

Reply- Candidates having appeared in the qualification envisaged/opted for the stream, where the results are awaited shall not be considered for promotion.

21. What is the meaning of the highest qualification in determining eligibility?

Reply- It is the highest applicable qualification in the category opted for e.g. Technical or Non technical.

➤ In case of Technical-

- Degree in Engineering or equivalent (as per Annexure-I of the Rules)
- Diploma in Engineering or equivalent/B.Sc. (as per Annexure-II of the Rules)
- Matric or Matric+ ITI

➤ In case of Non Technical

- Any specified Professional qualification (as per Annexure-I of the Rules)
- Graduates or equivalent (as per Annexure-II of the Rules)

So one cannot apply for a lesser qualification in the category e.g. in technical category one with degree in engineering cannot apply for diploma or matric level.

22. A candidate is having M.Sc./M.Tech (only) and applies for technical area, will it be equivalent to Degree in Engineering or equivalent?

Reply- No, the candidate has to mention the eligibility qualification as per the list and only M.Sc./M.Tech. will not envisaged as equivalent degree.

23. What is the meaning of PG Degree/Diploma of not less than two years duration?

Reply- It simply means the stipulated course duration should not be less than two years. Hence any course completed in two or more years may not be same as course of two years duration. It is to be noted that University/Institutions/Colleges have fixed minimum duration/term for the course to be completed and that should not be less than two years. As in case of some courses of one year duration, one can pass the course in four years; here the course duration will be taken as one year and not four year.

24. Will qualifications related to paramedical and posting in medical department, be treated as professional qualifications?

Reply- Only PG full time regular degree in paramedical stream of not less than 2 years will be treated as Professional qualifications. The Course must be done after graduation in the relevant field. Here only regular degree is acceptable and any other mode of degree such as open, correspondence, distance, etc. will not be accepted.

