

Dt: 14th May 2026

**TO,
HEAD OFFICE (ALL DEPARTMENTS INCLUDING NCIL),
ALL REGIONAL, BUSINESS AND CORPORATE BUSINESS OFFICES.**

NOTICE

(FOR DISPLAY ON NOTICE BOARD & CIRCULATION TO ALL DEPARTMENTS)

PROMOTION TO THE CADRE OF ADMINISTRATIVE OFFICER (SCALE-I) 2026 PROMOTION EXERCISE

Reference is invited to the relevant provisions of the Promotion Policy 2008 for Supervisory, Clerical and Subordinate Staff. Applications are hereby invited from eligible and desirous employees satisfying the eligibility criteria for consideration of promotion for Scale-I Officer.

The eligibility conditions are given hereunder:-

Para 13.1 : (DEPARTMENTAL CHANNEL)

13.1. The following employees shall be eligible to be considered for Promotion to the cadre of Administrative Officer (Scale-I) under this channel:-

- a) Senior Assistants and Stenographers who have put in 7 years service in the cadre; **or**
- b) Senior Assistants and Stenographers who have put in at least 5 years service in the cadre and have passed the Licentiate Examination of the I.I.I. or who have passed **one** subject of Institute of Actuaries or Post Graduate Diploma (minimum one year duration) in Computer Applications/Business Administration/Management of recognized University or Institute with AICTE approval for the course; **or**
- c) Senior Assistants and Stenographers who have put in at least 3 years service in the cadre and are qualified as AIII or ACII or who have passed three subjects of Institute of Actuaries; **or**
- d) Senior Assistants and Stenographers who have passed FIII or FCII or ACA or ACWA or who have passed **five** subjects of Institute of Actuaries or Graduates in Engineering or Master of Business Administration (MBA) qualification from a recognized University or Post Graduation Diploma (Minimum two year duration) in Business Administration/Management (PGDBM) or Master in Computer Applications (MCA) from a recognized University/Institute having AICTE approval for the course or Chartered Financial Analyst (CFA) qualification from the Institute of Chartered Financial Analysts of India or Associate of Institute of Company Secretary (ACS) qualification from the Institute of Company Secretaries of India.

NOTE : Senior Assistant means all employees in the scale of Senior Assistants including Senior Assistants (Programmer).

13.1.1. Selection under this channel shall be based on Seniority, Qualifications, Work Record and Interview.

Para 13.2: (COMPETITIVE CHANNEL)

13.2 Graduate and Post Graduate employees, employees holding F.I.I.I. or F.C.I.I. Diploma (AIII or ACII in case of SC/ST employees), employees who have passed **five** subjects of Institute of Actuaries, employees who are ACA or ACWA and employees who have acquired Master of Business Administration (MBA) Qualification from a recognized University or Post Graduation Diploma (Minimum two year duration) in Business Administration/Management (PGDBM) or Master in Computer Applications (MCA) from a recognized University/Institute having AICTE approval for the course or Chartered Financial Analyst (CFA) qualification from the Institute of Chartered Financial Analysts of India or Associate of Institute of Company Secretary (ACS) qualification from the Institute of Company Secretaries of India shall be allowed to appear for not more than **four (five for SC / ST employees)** occasions in the entire period of service for the Competitive Examination and those securing at least 60% marks (50% in case of SC/ST employees) shall be declared successful and included in further process for consideration of promotion to the cadre of Scale-I Officers under this channel.

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13.2.1 Selection under this Channel shall be made on the basis of Seniority, Qualification, Work record, Interview as also the marks obtained in the Competitive Examination. The marks obtained in the Competitive Examination after assigning a weightage of 0.175 mark to each mark secured in Competitive Examination subject to maximum of 35 marks, shall also be reckoned.

The marks for the four criteria of Seniority, Qualifications, Work Record and Interview shall be according to the scheme of weightage given in Para 16, and to the total of the marks so obtained shall be added the marks (reduced to base 100) for the Competitive Examination. The employees who have secured at least 120 marks (100 marks in case of SC/ST employees) out of a maximum of 200 shall be drawn in a Ranking List arranged in descending order of marks. A successful attempt at the Competitive Examination by an employee who does not earn selection in the Ranking List shall not count for computing the number of attempts permitted to an employee.

13.2.2 For the purpose of counting the number of attempts under this sub paragraph, the attempts availed by an employee under Para 31 of the previous Promotion Policy shall be taken into account. For example, if an employee has availed **two** attempts under Para 31 of the previous Promotion Policy and one attempt under new Promotion Policy, he / she shall be entitled to avail another **one** (**two** for SC / ST employees) attempts under this Policy.

13.3 Separate Ranking Lists shall be prepared for those qualifying under the provisions of sub-paragraph 13.1 and those qualifying under the provisions of subparagraph 13.2.

GENERAL INSTRUCTIONS:

1. Application forms completed in all respects must be submitted to the Officer In-charge of the Office where the employee is posted, on or before **25th May 2026 (Monday)**. No copy should be sent to Head Office directly. The last date of withdrawal of application form is **29th May 2026 (Friday)**. It should be noted that if a candidate under Competitive Channel absents himself/herself from the Examination without submitting withdrawal request on or before **29.05.2026**, such absence shall be treated as an attempt for computing the maximum number of attempts available to him/her under the Promotion Policy.
2. In the application form, against the column of entry into the present and previous cadre, employees are required to fill up the date of joining the Company, in case of recruitment and date of promotion letter in the case of promotion (If the date from which seniority is taken is specified in the Promotion Letter, such date is to be mentioned).
3. Those employees who have qualified in the Competitive Examination in earlier years, but could not be considered for promotion due to limitations of vacancies should give full particulars in their applications for Competitive Channel i.e. number of attempts, years when appeared, Roll Numbers and result (whether qualified/not qualified) while applying for appearing in the Competitive Examination under the current Promotional Exercise. It is clarified that, if an employee qualifies in the Written Test but does not earn selection in the Ranking List for one reason or the other, such an attempt shall not count for computing the number of attempts permitted to an employee.
4. Employees eligible under Para 13.2 desirous to opt for '**out of zone**' promotion for drawing common Ranking List, should have to exercise option as per order of preference **1st, 2nd & 3rd** in the respective column of the application under Para 13.2 and mention "**NA**" for zone wherefrom the candidate is applying for promotion under Para 13.2.
5. **THE ELIGIBILITY CRITERIA SHALL BE RECKONED AS ON 31.12.2025.**
 - A. **The date of publication of notice declaring vacancies, i.e. 14th May 2026, shall be the uniform cut-off date for producing the proof of passing the examination for academic and technical (including insurance) qualification marks, for the purpose of eligibility as well as assigning qualification marks, for promotion to all cadres under the Promotion Policy for SCS Staff, 2008.**
6. To secure the marks for Technical Qualifications and/or eligibility for promotion on the basis of Technical Qualification acquired through Distant Learning Programme, appropriate approval from the Distant Education Council for the same should be in force.

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7. The competitive test under **Para 13.2** shall be conducted **online for Objective and Descriptive Papers**.
8. Candidates are advised to obtain a receipt from the Officer-in-charge of the Office / Department as a token of their having submitted the applications for promotion to the captioned cadre, without which no enquiries in this regard in future will be entertained.

DATE OF EXAMINATION UNDER PARA 13.2 : 05th July 2026 (Sunday)

PRE-EXAMINATION TRAINING TO SC / ST / OBC / PwBD CANDIDATES UNDER COMPETITIVE CHANNEL

Pre-examination training to SC/ST/OBC/PwBD employees, who have applied in proper proforma and are eligible to appear in the above test, would be conducted at various centres for a period of 10 days within the period from **08th June 2026 to 19th June 2026**. Candidates are advised to submit applications to their respective Regions for training with a copy to concerned Nodal Office. Outstation SC/ST/OBC/PwBD eligible employees who are desirous of attending the training programme should get in touch with their Regional Offices for ascertaining the exact venue etc. of training programme.

BOARDING & LODGING ARRANGEMENT FOR TRAINING/ TEST/ INTERVIEW ETC., IF ANY, HAVE TO BE MADE BY THE CANDIDATES THEMSELVES, THE REIMBURSEMENT OF WHICH SHALL BE MADE AS PER T.E. RULES, IN FORCE.

Place: Kolkata
Date: 14th May 2026.



(Sharad Kr. Singh)
Deputy General Manager

Hindi version follows