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Professional qualifications include qualification such as Diploma in Social Welfare, Personnel Management etc.

- NOTE:- i) Non-graduates, who possess specialized professional qualifications such as (i) ACA (ii) AICWA (iii) ACWA and (iv) SAS (Commercial) examination conducted by the Director of Commercial Audit under the Controller and Auditor General of India should be equated to those possessing a degree for the purpose of determining the number of years of experience required for recruitment and promotions to posts in Finance, Accounts and Audit Departments.
- ii) SAS (Commercial) examination conducted by the Director of Commercial Audit under the Controller and Auditor General of India is to be treated as a professional qualification equivalent to ACA/ACWA/AICWA for recruitment and promotions to posts in Finance, Accounts and Audit Departments.
- iii) Employees not possessing a University Degree, but have passed the intermediate examination conducted by the institute of Chartered Accountants or Institute of Cost and Works Accountants, will be eligible for consideration for promotion to posts in Grade-VI and below in Finance, Accounts and Audit Departments provided they possess the periods of experience indicated below:-

<u>Grades to which promoted</u>		<u>Period of experience</u>
I	-	8 years
II	-	12 years
III	-	13 years
IV	-	14 years
V	-	15 years
VI	-	16 years

- iv) A pass in the Higher Secondary Certificate or equivalent after undergoing the prescribed 12 years course under the revised pattern is to be equated to Intermediate.

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- v) For direct recruitment and promotion to commercial posts in Grade-I and above, Degree/Diploma in Engineering, with the same period of experience prescribed for technical posts is to be prescribed as an alternative to the non-technical qualification. ***[MBA (Marketing) is added as a additional/desirable qualification (as approved by Board in its 150<sup>th</sup> meeting, dt. 25-11-2003 and implemented w.e.f. 13-12-2003]***
- vi) The length of experience to be prescribed for appointment in Grade-I and above for Medical Officer to be the same as prescribed for technical posts in the corresponding grade.
- vii) Upper age limit for Company employees applying for the above posts against advertisements is 53 years. A pass in National Apprenticeship Certificate is to be prescribed as one of the alternative qualifications to SSLC for Direct Recruitment and promotion to non-technical posts in Grade-I and II in Stores etc., with the same period of experience prescribed for SSLC. The period of Training received in these trades under the National Apprenticeship Scheme is to be treated as experience for recruitment and promotion.
- viii) For direct recruitment to vacancies in Grade-I and above in the Finance and Accounts disciplines, the qualifications listed at Sl.No. 1(i) to 1 (iv) of Annexure – XXIV are to be prescribed as professional qualifications.
- ix) A candidate should possess a minimum of two years experience in the immediate lower grade/group to become eligible for appointment in the next grade/group either by direct recruitment or by promotion.

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