

No. of Service Required for Next Higher Promotions

S. No	Designation	Recruitment Grade	C.C. No.	Gr. II / HG	Gr. I	Supra Grade / Special Grade	Senior Grade/ Office Aide/ Executing Post
01	Management Assistant	Gr. III	06/2018	06 or 10 years in Gr. III	11 years service	SMA - at least 05 years in Gr. I	SSMA - at least 05 years in SMA
	Management Assistant (Shroff/BK/SK)	Gr. III	12/2018	06 - Written exam	at least 3 years in Gr. II		
02	Library Information Assistant	Gr. III	07/2019	06 years & complied the first exam in SLLA or equivalent OR 10 Years	11 years service at least 3 years in Gr. II	SA/Lib. Ser. - at least 05 years in Gr. I	SSA/Lib. Ser. - at least 05 years in SA/Lib. Ser.
03	Audit Assist	Gr. II	17/2022		08 years in Gr. II		Senior Auditing Assistant - 05 years in Gr. I
04	Sub-Warden	Gr. II	08/2015		06 years in Gr. II		
05	Marhall	Gr. II	18/2017		08 years in Gr. II	Deputy Chief Marshal - 03 Years in Gr. I	Chief Marshal - 05 Years in DCM or Not below the rank of Lieutenant Colonel in SL armed forces/equivalent rank in SL Police
06	Works Aide	Gr. III	01/2019	10 years in Gr. III	05 years in Gr. II	07 years in Gr. I	05 years in Special Grade
07	Caretaker cum Cook	Gr. III	17/2018	10 years in Gr. III or one year maximum of the salary scale	7 years in Gr. II	5 years in Gr. I	
08	Carpenter	Gr. II			09 years or one year maximum of the salary scale	15years experience of which 05 years in GR.I	
09	Driver	Gr.II	Book of SOR		9 years in Gr. II	15 years in Driving experience at least 05 years in Gr. I	
10	Securiy Guard	LG		07 years in LG		05 years in HG	
11	Security Inspector	Gr.II	SOR UGC/HR/2/3/182		10 years or one year maximum of the salary scale	05 years in Gr. I	
12	Attendant Health Service	LG		08 years in LG		07 years in HG	
13	Book Binder	GR.II			09 years in GR II	07 years in GR. I	
14	Care Taker cum Cook	LG	883	08 years in LG		07 years in HG to SG 05 years in SG to SG.I	
15	Craft Demonstrator	GR.II	UGC/HR/2/3/182 910		08 years in GR.II	05 years in GR. I	
16	Carpenter	GR.II			09 GR. I	05 years	
17	Vehicle Cleaner	GR.III		10 years in Gr.III	05 years in Gr.II	07 years in Gr. I (SG)	
18	Draughtsman	LG		10 Years in LG		05 Years in HG	

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19	Electrician	GR.II			09 yrs in Gr.II	05 Years in Gr.I	
20	Electronics Repairman	GR.II			09 yrs in Gr.II	07 years in Gr. I	
21	Fitter	GR.II			09 yrs in Gr.II	15years experience of which 05 years in GR.I	
22	Gardner	GR.II			09 yrs in Gr.II (GR. I)	15 years (SG)	
23	Groundsman	GR.II			09 yrs in Gr.II	07 years in Gr. I	
24	Health Service Labour	LG	CC883 UGC/HR/2/3/182	08 years in LG		07 years in HG to Special Grade 05 years in Special Grade to Special Grade - I	
25	Labarotory Attendant	GR.III		08 years	07 years	05 years	
26	Library Attendant	GR.II			09 years in GR.II	15years experience of which 05 years in GR.I	
27	Machinist	GR.II			09 GR. I	15 years experience of which 05 years in GR.I	
28	Mason	GR.II			09 GR. I	15 years experience of which 05 years in GR.I	
29	Mechanic	GR.II			09 GR. I	15years exper/ 05 years GR.I	
30	Nurseryman	GR.II	UGC/HR/2/3/182		09 years in GR. II	07 years in GR. I	
31	Office Machine Operator	GR.II	UGC/HR/2/3/182		09 years in GR. II	07 years in GR. I	
32	Plumber	GR.II	UGC/HR/2/3/182		09 years in GR. II	07 years in GR. I	
33	Engine-cum-Pump Driver	GR.II	UGC/HR/2/3/182		09 yrs in Gr.II	07 yrs in Gr.II	
34	Salesman / Store Man	GR.II			09 yrs in Gr.II	07 years in GR. I	
35	Supervisor(Civil)	LG / Gr. III		10 years in LG/GR.III	05 years in Gr. II	05 years in Gr. I	
36	Supervisor(Electrical)	LG / Gr. III		10 years in LG/GR.III	05 years in Gr. II	05 years in Gr. I	
37	Supervisor(Landscape)	LG / Gr. III		10 years in LG/GR.III	05 years in Gr. II	05 years in Gr. I	
38	Technical Officer	Trainee TO (After 3 yrs) TO Seg "B", Gr. II		6 yrs in Seg "B" to TO Seg "A"	10 yrs in Seg"A" & "B" to Gr. I	STO Gr. II - 4yrs in Gr I STO Gr. I - 5yrs in STO Gr. II	
39	Tool Issuer	GR.II			09 years in GR. II	07 years in Gr. I	
40	Tractor Operator	GR.II			10 years in GR. II	15 years at least 05 years Gr. I	
41	Tree Cutter	LG		08 years in LG			

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42	Two Wheel Tractor Operator	LG	CC883	08 years in LG		05 years in HG to Special Grade 05 years in Special Grade to Special Grade I	
43	Welder	GR.II			09 years	15 years experience of which 05 years in GR.I	
44	Work Superintendent	GR.II			06 years in GR. II	15 years in GR. II & Gr.I	
45	Lawn Mover Operator	LG	CC883	08 years in LG		07 years in HG to Sp. Gr. 05 years in Special Grade to Sp. Gr. I	

Further clarification contact to AR/Non Academic Establishments