

**GOVERNMENT OF INDIA**  
**BHABHA ATOMIC RESEARCH CENTRE**

**GENERAL GUIDELINES FOR**  
**CATEGORY-I AND CATEGORY-II**  
**STIPENDIARY TRAINEES**

Issued on 30.10.2024

## **GENERAL GUIDELINES FOR CATEGORY-I AND CATEGORY-II TRAINEES**

1. **Training and Evaluation:** Training program consists of regular lectures, practical and project work. Examinations and tests will be held regularly. The training program will comprise of 6 months theoretical (class room) training and 18 months of In-plant/On-the-job training.

### **Six months class room training consisting of:**

- Three months Basic Module with subjects like nuclear science, radiation and health physics, industrial safety and hygiene, English language, behavioural and communication skills, basics of computer applications etc.
- Three months Discipline Specific Module on specialized areas of Engineering/ Science/trade.
- One-week basic module on Conduct, CCA, Leave, LTC, CHSS, TA Rules, PRIS, National Pension System, Security instructions and service rules.

### **18 months In-plant/ On-the-job training consisting of:**

- Training in the Plants/ Workshops/ Divisions on specialized field of discipline/ operation/trade, role and responsibilities of the individual, hands-on training on handling of instruments, gadgets, tools, equipment, machines etc., based on the work profile and safety aspects.

2. **Stipend:** Monthly Stipend entitled to the trainee under each category is given below:

	<b>Category-I</b>	<b>Category-II</b>
<b>First year</b>	Rs. 24,000/-	Rs. 20,000/-
<b>Second Year</b>	Rs. 26,000/-	Rs. 22,000/-

- Stipend will be paid after duly recovery of necessary charges towards CHSS contribution, Licence fee and any other applicable charges as intimated by Competent Authority from time to time.
  - Additional 25% stipend will be paid where no hostel accommodation is provided.
3. **Book Allowance:** Trainees are eligible for one time book allowance of Rs.3,000/- subject to purchase of books and production of receipts. Books shall be related to the discipline/ trade of the trainee/ any other Scientific/Technical books with the approval of the Training Coordinator.
  4. **Security Deposit:** An amount of Rs. 3,000/- is to be deposited at the time of joining for training as Security Deposit. The amount will be refunded on completion of training after receipt of 'no dues' certificate from the Training Coordinators of both classroom and on-the-job training for all the items such as library cards/Identity Cards/CHSS Cards or any other items issued during the course of the training.
  5. **Bond and Agreement:**
    - The Trainee shall furnish an agreement and an indemnity bond for an amount of Rs. 6,03,000/- for Cat-I Trainees and Rs. 5,07,000/- for Cat-II Trainees, in the prescribed proforma, jointly executed by the Trainee and a Surety who shall be of the status of a permanent Group A or Group B Gazetted Officer, serving under Central or State Government.

- The selected candidates are required to complete the training and to serve the Department for a minimum period of three years after absorption.
  - Candidates not completing the required period of minimum number of years of training will render them liable to pay a sum equivalent to the entire aggregate amount of stipend and book allowance received by them during the period of training together with interest thereon.
  - Candidates after absorption but not serving the Department for a minimum period of three years, shall liable to pay the amount as executed in the bond.
6. **Identity Cards:** Photo Identity Cards issued by Department should always be displayed in departmental campus. Loss of this identity card is a serious issue and has to be reported to the local police station immediately. The concerned Training Coordinator should also be informed in writing, immediately. Application shall be submitted for providing duplicate identity card along with required fee and copy of police station report to the concerned section.
  7. **Bus Pass:** Trainees who are using departmental transport (wherever provided) shall pay monthly transportation charges as applicable.
  8. **Medical Facilities:** All the trainees shall be governed by the Contributory Health Service Scheme (CHSS) of the Department of Atomic Energy with contribution as applicable.
    - Trainees shall be registered with the CHSS dispensary at the location of training.
    - Any accident or sudden illness shall be reported to concerned CHSS dispensary/ Hospital along with intimation to the concerned Training Coordinator at the earliest. The trainee while joining shall produce Medical Certificate/ Fitness Certificate from the CHSS dispensary/ Hospital.
    - In case of medical emergency arising at outstation, the trainee shall produce Medical Certificate/ Fitness Certificate from the local Government Hospital. The certificate shall be endorsed by the CHSS Medical Officer at the place of training.
  9. **Accommodation:** Trainees provided with shared accommodation have to follow the guidelines as given in the Annexure.
  10. **Leave:**
    - a) Trainees are eligible for 8 days of leave per year on medical grounds as certified by the medical officer of the CHSS dispensary at the location of training.
    - b) In case of medical emergency arising during period of approved outstation vacation, absence not exceeding 8 days is permissible if duly certified by the local Government Hospital and endorsed by the CHSS Medical Officer at the place of training.
  11. **Vacation:** Vacation of 15 days per year would be given to the trainees during On-the-job training on the dates declared by the concerned Training Coordinator. No vacation shall be provided during the class room training.

## **12. Attendance in Classroom/On-the-job Training:**

- Trainees are required to attend all the lectures. Absence without prior permission will be viewed seriously.
- Trainees are required to sign the attendance sheet during each lecture period. Signatures on attendance sheet shall be identical to the one affixed on the Identity Card. Variation in the signature will be treated as absence and stipend for the day will be deducted. Proxy attendance may lead to termination.
- No leave of absence is allowed without the permission of Training Coordinator. Those, who remain absent for medical or any other reason, are required to inform the Training Coordinator on the same day. Leave on account of medical reasons should be applied in an Application Form accompanied by a Medical Certificate from CHSS/Departmental Hospital located at the place of training. Medical certificate from any other doctor shall not be entertained.
- Absence during the examination is not allowed. Re-examination will not be conducted.

## **13. Action for Unauthorized Absence from Training or Over-stay of Leave:**

- In case of cumulative absence without approval up to 14 days (on not more than three occasions), 10 marks to be deducted for each working day of absence in addition to deduction of stipend. Absence without approval on more than three occasions shall lead to termination with immediate effect irrespective of the total cumulative period.
- In case of continuous absence without approval beyond 7 days, concerned Training Coordinator will inform administration for issuing show cause notice.
- In case of cumulative absence without approval exceeding 14 days, training shall be terminated with immediate effect, without any further notice.

## **14. Condonation for Absence:** Absence from training not covered under clauses '10' and '11' above may only be condoned on the following grounds.

- Bereavement in the family with respect to immediate blood relative (Parents/ Sibling) up to a maximum of 14 days. This shall be reported to Training Coordinator by mail or written communication at earliest possible time.
- Prolonged Medical treatment under CHSS on case-to-case basis as certified by the CHSS medical officer.
- Maternity during training up to a maximum of 180 days.

The training period shall be extended by the same duration as the period of absence condoned. No stipend shall be paid during the period of absence; however, marks will not be deducted for such absence.

## **15. Criteria for Absorption:** On successful completion of the training, the trainees shall be absorbed as regular employees on the basis of weightage of marks as given below:

	Cat-I	Cat-II
Theoretical Training	40%	30%
In-plant/ On-the-job training	30%	40%
Final absorption interview	30%	30%

For absorption, the trainee must secure minimum 50% marks in each of the above modules.

**16. Award of Grade and Increments:**

On successful completion of training and qualifying as per clause 15 above, the trainees will be absorbed in the Department in the Grades as given below for each category:

- a) **Cat-I Trainees:** The trainees will be absorbed directly in the grade of Scientific Assistant(C) in Level 7 at an entry pay of Rs. 44,900/-
- b) **Cat-II Trainees:** The criteria for award of grade and increments on successful completion of the training shall be as follows:

Percentage of marks obtained	Award of Grade and additional increments
90% and above (truly exceptional)	Technician 'C'
75% and above but less than 90%	Technician 'B'+3 increments
60% and above but less than 75%	Technician 'B'+2 increments
50% and above but less than 60%	Technician 'B'
Less than 50%	Not to be absorbed
Technician 'C' in Level 4 at the entry pay of Rs.25,500/- Technician 'B' in Level 3 at the entry pay of Rs. 21,700/-	

On absorption/ appointment, the trainees will be on probation for a period of one year from the date of absorption which may be extended at the discretion of the Competent Authority.

17. **Placement after Training:** Placement will be decided based on the requirement of the Research Centre. No preference/choice for posting will be given to the trainees.
18. **Discipline:** Trainees shall, at all times, maintain discipline during the entire period of their training as detailed above. Any breach of discipline will entail strict disciplinary action including termination. The decision made by the Competent Authority on disciplinary matters shall be final.
19. **Security Instructions:** Security guidelines for the respective units to be strictly followed by the trainees.

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**Guidelines regarding Department Accommodation**

Trainees provided with shared accommodation have to follow the following guidelines:

- (i) Allotment will be for a period of two years only and trainees are required to vacate the accommodation at the end of the training or earlier, if required by the management.
- (ii) Trainees who are posted to outstation unit for on-the-job training are required to vacate the accommodation immediately and the vacation report should be submitted to the concerned section. Stipend/Salary will not be released in case of trainee fails to vacate/surrender accommodation.
- (iii) Trainees are not permitted to accommodate any guests, relatives or friends in their rooms.
- (iv) The trainees shall not hand over their room key to their friends/acquaintances/other residents under any circumstances.
- (v) The trainees shall ensure that their rooms are kept clean and tidy.
- (vi) No scribbling shall be made on the room walls, doors, corridor wall.
- (vii) The fixtures and furniture (if provided) in the rooms have to be maintained properly. In case of incidental damages caused by the trainee, repair charges will be recovered.
- (viii) Complaints regarding non-functioning of lights/fans, leakage of water taps, etc. to be registered with the office concerned.
- (ix) Trainees are not allowed to change the allotted rooms by themselves.
- (x) The trainees are required to ensure that water taps are closed and lights/fans are switched off before leaving the room. Electricity and water usage should be minimised. High wattage electrical equipment shall not be used.
- (xi) Doors and windows of the rooms shall be properly locked and secured before the occupants leave their rooms to avoid thefts, monkey menace etc.
- (xii) Consumption of any type of intoxicating drinks/substance/drugs and gambling is strictly prohibited.
- (xiii) Playing of radio/ electronic gadget like mobile, music system, TV etc. should not be a cause of disturbance to others in general and must be avoided between 10.00 pm and 6.00 am.
- (xiv) Trainees shall observe manners, decorum and dress code and they should ensure that their behaviour and activities do not cause any disturbance/nuisance to other occupants in the building.
- (xv) Any violation of the guidelines shall be viewed seriously and action as deemed fit (including cancellation of allotment of room) shall be taken against the trainee.
- (xvi) There will be Surprise visit by the Departmental Security Squad to the accommodation.

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