

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Government of India Enterprises)
Corporate Office: Plot No., 67-68, Sector – 25, FARIDABAD-121004, HARYANA.
Registered Office: 30-31, Raja House, Nehru Place, New Delhi-110019, DELHI

Ref: No. 500160/RP/14

Dated 20th January, 2012

CIRCULAR-C-01/ P-12

Sub:- NPCC Recruitment Rules 2012

The NPCC Recruitment Rules 2012 (Modified) of Regular Employees are enclosed herewith as Annexure-I as per details given below:-

Annexure-I (Containing pages 06 to 21)

Annexure-A (Containing pages 22 to 34)

This is in supersession of all earlier Recruitment Rules issued to this effect.

These modified Recruitment Rules will come into force with immediate effect.

(K.K. GUPTA)

GENERAL MANAGER (HR)

Encl (As above)

DISTRIBUTION:

1. All Zonal Managers, NPCC Limited – for wide circulation amongst the regular employees with a request to forward the said circular to all Units under their control.
2. All Divisional Heads, NPCC Limited, C.O. Faridabad – for wide circulation amongst the regular employees with a request to forward the said circular to all Sectional Heads under your control.
3. The Company Secretary, NPCC Limited, Regd. Office, Nehru Place, New Delhi.
4. The said Circular placed in public domain i.e. www.npcc.gov.in

SPS TO CMD/PS TO D(ENGG.)/D(FIN.)/CVO

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Ref: No. 500117/P/13

Dated 20th January, 2012

CIRCULAR-C-01/ P-12

Sub:- NPCC Promotion Policy & Rules 2012

The NPCC modified Promotion Policy & Rules 2012 of Regular Employees (on the rolls of the Corporation) in Executives & Non – Executives categories is enclosed herewith as Annexure 'A' (Containing pages 01 to 13).

This is in supersession of all earlier Promotion Policy & Rules issued to this effect.

These modified Promotion Policy & Rules 2012 will come into force with immediate effect.

(K.K. GUPTA)
GENERAL MANAGER (HR)

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HUMAN RESOURCES POLICIES AND RULES

RECRUITMENT RULES

1.0 INTRODUCTION:

1.1 NPCC, being one of the foremost PSU in Construction and Infrastructure sector, has been operating in a challenging business environment with competitors from both Public and Private Sectors and thus at a cutting edge. The Corporation is striving for planned and consistent growth in years to come to meet its desired objectives post restructuring of the Corporation in 2005-06. To manage this kind of operations, NPCC needs highly skilled personnel and competent managers and administrators who can not only take the challenges but also excel themselves in competitive environment with ability to take risk, bid in a competitive environment, complete the projects in a time and cost frame and at the same time have an acceptable profit margin not only to sustain, but also to have reserve to meet future requirements. In order to meet the present and future manpower needs in diverse disciplines, multiple skills and different work areas, NPCC is committed to a system of selection that ensures induction of the best and the most competent personnel to take up challenging assignments in the Corporation. The selection process seeks to emphasize evaluation of individual capabilities in terms of their potential for fulfillment of Corporation's objectives.

2.0 POLICY OBJECTIVES:

- 2.1 To meet manpower requirements of the Corporation in terms of the approved Human Resource Plan or Business Plan and thereby supporting the endeavour of the Corporation to keep its customers & stakeholders satisfied for business initiatives.
- 2.2 To fulfill requirements of competent personnel in terms of requisite capabilities, skills, qualifications, aptitude, merit and suitability with a view to fulfill Corporation's objectives.
- 2.3 To attract, select and retain the best talent available keeping in view the changing needs of the organization.
- 2.4 To ensure an objective and reliable system of selection.
- 2.5 To ensure placement of the right man on the right job at the right time.
- 2.6 To provide suitable induction points for intake and thereby achieve the desirable level of qualification, skill and age mix as required to strengthen the Human Resource of the Corporation.

3.0 SCOPE

3.1 The policy shall cover all recruitment of personnel made in the Corporation at any level/grade (except appointments made by the Government) and shall apply to all Zones / Units of NPCC.

4.0 TITLE AND APPLICATION:

4.1 These rules will be called as NPCC Recruitment Rules (modified) and will come into force with effect from date of notifications.

4.2 Except as otherwise provided by or under these rules, they shall apply to all persons appointed against regular posts in connection with the affairs of the corporation or any of the units under its administrative control. These rules shall not apply to appointments on casual or work-charged basis or on contract basis for specific jobs and periods.

5.0 DEFINITIONS:

5.1 "Corporation" means "National Projects Construction Corporation" and includes Projects/ Units/Sites under its administrative control.

5.2 "Board" means the Board of Directors of NPCC.

5.3 "Chairman" means the Chairman & Managing Director of NPCC.

5.4 "Appointing Authority" means the authority empowered to make appointments (see statement appended as Annexure I to these rules).

6.0 CATEGORIZATION OF POSTS:

6.1 For the purpose of Recruitment, the posts under the corporation are categorized as under:

Sl. No	Name of the Cadre	Grade of Pay(Rs.)
1	Non-supervisory Cadre	IDA 2 nd Scale of Pay 2007
1.1	Unskilled/ Semi skilled	7900-20300 8,300-21,300 8,700-22,400 8,900-22,900
1.2	Skilled	9,100-23400 9,600-24,700
2	Supervisory Cadre	10,000-25,700 10,800-27,800
3	Executive/ Management Cadre	12,600-32,500/16,400-40,500 onwards

6.2 For the purpose of Recruitment, the regular staff will be divided into four categories as follows:

- 6.2.1 **Class-I** : Posts carrying a pay scale the minimum of which is Rs.16400/- (existing IDA scale).per month or above. Reclassification of Category -I employees will, however, come into force with effect from the date, the revision of pay scales of Category-I employees is approved.
- 6.2.2 **Class-II** : Posts carrying a pay scale the minimum of which ranges between Rs.10,000 & 12,600/- (existing IDA scale)..
- 6.2.3 **Class-III** : Posts carrying a pay scale, the minimum of which ranges between Rs. 8,900/- & Rs.9,600/- (existing IDA scale)..
- 6.2.4 **Class-IV** : Posts carrying a pay scale, the minimum of which is equivalent to or below Rs.8,700/- (existing IDA scale).

7.0 SOURCES OF RECRUITMENT:

7.1 Generally the source of recruitment shall be :

[a] Internal: from within the Corporation, subject to meeting suitability and laid down criteria and ;

[b] External: from open market through employment exchange, advertisement in the press, from approved institutions of repute, through campus selection, and/ through direct negotiations depending upon the level and need of the organization.

7.2 To broadly specify the process, the posts shall be filled in by resorting to one or more of the following methods:

[a] Internal Circulation of Posts: by wide circulation to all Zones/Sites centrally issued by the Corporate Office and where a decision has been taken to provide opportunity to internal candidates first across the locations without diluting the percentage representation of quality/professional hands in each cadre, as may be decided for each level.

[b] Recruitment from External Sources: will be resorted to for injection of fresh blood at induction levels/grades. Induction of direct recruits from external sources at other levels / grades will be made if suitable candidates from internal sources are not available and/ also to maintain the percentage of professional representations at different levels, as may be decided.

The process would keep in view the following:

- i. At least 50% of the vacancies occurring during a year at induction levels/grades as specified at para 8.1.1 and 8.2.1 will be filled up through direct recruitment from external sources;
- ii. However, the Corporation may, if required, induct direct recruits from external sources at other level(s)/grade(s) also, notwithstanding anything stated above, for optimum utilization

- of its assets and/or infusion of modern systems, skills and techniques of operation etc. necessary for technology upgradation/modernization or growing need of the business;
- iii. Recruitment of executives from external sources will be made, generally, through open advertisement in the press. However, campus recruitment from premier institutes of repute as approved from time to time at the induction level and/or recruitment through direct negotiation with individual(s)/organization(s), may also be resorted to as per rules framed hereunder with the prior approval of the Competent Authority.
 - iv. In all cases, prescribed specifications shall be adhered to, also keeping in view instructions issued by the Govt. of India from time to time;
 - v. Recruitment to non-executive posts (Non – Supervisory) will **normally be done routing through Employment Exchanges** (Compulsory Notification of Vacancies) Act, 1959. However, if suitable candidates are not available with the employment exchange the posts in question will be filled up through open advertisement in the press after following the prescribed procedure.
 - vi. Deputation from Central/Governments or Public Sector Enterprises.
 - vii. Recruitment of persons declared as surplus by the Government and other Public Enterprises etc. as per directives of the Central Government.

8.0 METHODS AND PRINCIPLES OF RECRUITMENT:

8.1 Levels of Recruitment: Inductions shall be made at the following levels:

SI No	Name of the Cadre	Scale of Pay (Rs)**
01	Non-Supervisory Cadre -	
	- Semi skilled -	7,900-20,300/ 8300-21,300
02	Supervisory Cadre - Skilled/ Highly skilled	10,000-25,700 10,800-27,800
03	Executive/ Management Cadre	12,600-32,500/ 16,400-40,500 & above

Generally, the recruitment shall be made at the lowest of the grades in the cadre as per the table shown above.

8.2 Recruitment from Outside: The following shall be kept in view:

- i. Where a post is to be filled up by direct recruitment, including

recruitment sources indicated at para 7.2 [b] above, the governing principle shall be to secure the services of the candidates most suitable to the post(s). To achieve this objective, the method of recruitment shall be to invite applications by open advertisement giving full information regarding the nature, duties, qualifications, experience, age limits, expectation from the person, prospects of promotion and other relevant information.

- ii. All advertisements for Non-Executive levels – Class III & IV, preference will be given in the appointment as below in the order of merit :
 - a. Oustees, if any
 - b. Surpluses in the other Units/Zones of NPCC
 - c. Surpluses of other Government Deptt. Or PSUs
 - d. Person made available by/ registered with local Employment Exchange
- iii. To prescribe, where necessary, written competitive examination/test and /or oral examination by means of interview of candidate by the Selection Committee to be constituted by the competent appointing authority (Chairman/Group General Manager/ General Manager or so depending upon the status of the post).
- iv. The Selection committee will arrange the names of the selected candidates in merit and the Appointing Authority will make appointments in that order, unless, for any special reasons, to be recorded in writing, it is found necessary to vary that order in any particular case. Panel of selected candidates (kept in reserve), which normally, shall not exceed 50% of the number of vacancies, will remain alive for a period of one year or next recruitment action, which ever is earlier.
- v. The Application fee for posts advertised by the corporate office/ Units will be as notified from time to time.

8.3 Departmental Candidates:

8.3.1 Age no bar provided they meet other eligibility criteria.

8.3.2 The appointing authority may consider the levels where relaxation in specification may be given to internal candidates, if any.

8.4 Recruitment by Deputation:

8.4.1 When a post is to be filled in by deputation, no organization will, normally, be approached to lend a particular officer by name, rather such relevant particulars/specifications will be supplied to the concerned organization as will enable it to suggest name(s) of

suitable candidate(s) in question.

- 8.4.2 The deputation period will not, normally, be allowed to exceed the prescribed limits as laid down by the Govt. of India for various categories of posts, issued from time to time. In the case of each deputationist, the management will decide within a period of one year from the date of appointment or at least 03 months before the expiry of his deputation period, whichever is later, whether the deputationist has to be continued on deputation or absorbed or reverted to the parent organization?

8.5. **Re-employment and appointment of Consultants/ Advisors**

- 8.5.1 **Re-employment :** In respect of certain special jobs, requiring the services of retired officers and staff of NPCC the Company may re-employ suitable persons to a level below in regular scale to his/her retired post for specified periods, subject to such re-employment being in accordance with the Company Policy/DPE Guidelines and orders.

- 8.5.2 **Appointment of consultant/Advisor:** In order to meet the specific job requirement, for want of expertise or shortage of Manpower the Company with the specific approval of the Appointing Authority may appoint Consultants/Advisors on monthly/daily fees basis as per condition prevailing from time to time for different grades.

8.6 **Recruitment of Contractual Employees :**

- 8.6.1 To meet the short term peak requirements of business, Company with approval of Appointing Authority may engage persons on contractual basis for specified period at monthly remuneration and at conditions as prescribed from time to time.

8.7. **Recruitment through Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.**

- 8.7.1 All requirements of posts for categories of unskilled workers and semi-skilled/skilled employees corresponding to Central Government III and IV posts should be communicated to the Employment Exchange of the Area concerned.

- 8.7.2 In very urgent cases, the officer in charge of the Employment Exchange may be sent for by the Head offices and asked if he could furnish candidates from his list for the categories of staff for which recruitment is to be made urgently. He should be in a position to state whether he has got suitable candidates readily. If he is not in a position to send suitable candidates readily, it would be open to the Projects to advertise, sending a copy of the advertisement to the local Employment Exchange as well as to the Central D.G.E. & T. office at Delhi.

- 8.7.3 Further, if the Exchanges are unable to comply with the requirements

of qualifications and experience and produce candidates for selection within the time stipulated, Head Offices shall be at liberty to advertise. In such advertisement, the intending candidates should be asked to register themselves at the nearest Employment Exchanges and also send a copy of their application direct to the N.P.C.C. Head Office concerned.

8.7.4 Central Employment Exchange of the area normally collects applications of the various categories of candidates registered at the various local exchanges in response to the advertisement and provides the candidates. If any fees are payable for applications, those candidates who send their applications, through the Employment Exchange would be exempted from the fee.

8.7.5 All advertisements should mention that preference will be given to persons who are registered with the Employment Exchange.

8.8 INDUCTION LEVELS:

8.8.1 Executives :

To man frontline executive positions in key performance areas of the Corporation, direct recruits will be inducted in various disciplines/work areas from time to time depending on the requirements, in all grades:

- i) **Management Trainees in E-1 Grade.**
- ii) **Deputy Managers in E-1 Grade.**
- iii) **Medical Officers in E-1 Grade.**
- iv) **Company Secretary in E-4 Grade**

Note: Induction will be made at various Executive levels on need basis.

8.8.2 Non-Executives :

In the non-executive cadre induction of direct recruits from external sources will be resorted to in the following grades:

Non – Supervisory Cadre:

- i) Semi-skilled personnel in NE-1 / NE-4 Grade
(like, ACM/ Guard in NE-2 Grade /Driver Gr. III in NE-1 Grade and Asst. Gr. III in NE-4 Grade etc.)
- ii) Skilled personnel in NE-6 Grade

Supervisory Cadre:

- ii) Skilled and Highly-skilled personnel in NE-7 and NE-8 Grades.

8.9 CENTRALISED RECRUITMENT:

8.9.1 All Executive recruitments will be centralized and done on all-India

basis at the Corporate Office for the entire Corporation including its Zones/units:

- i) All executive posts in the Grade of E-6 & above
- ii) Management Trainees (Technical/HR/Administration/Finance/Commercial) in E-1 Grade
- iii) Dy. Manager (F & A/ P&A/Projects) in E-1 Grade
- iv) Any mid – level induction management may require to fill in on need basis after taking into consideration internal manpower inventory.

8.9.2 With PMC model of working of zones and skeleton supporting staff needed, direct recruitment to all other posts including non-executive, will generally be done at the Corporate Office only and where ever possible may route through Zones/Unit as may be decided by the competent authority.

8.10 DELEGATION :

8.10.1 Delegation of authority to recruit and/or appoint will be as follows:

S.No.	Competent Authority	Posts/Grades
1.	CMD, NPCC	All posts in the Executive grade E-1 to E-8 (Below Board Level Posts)
2.	Director (E/F)	All posts in Non-Executive/ Supervisory Grades (i.e. NE-7 and NE-8 Grades) in respective disciplines.
3.	ED- HR/ HOD –(E/F/HR)	All other posts in Non-Executive/ Non Supervisory Grades (i.e. NE-1) to NE-6) respective disciplines.

8.10.2 However, creation of posts up to the level of E-8 will continue to be done with the prior approval of CMD. Board of Directors will be informed about the requirement/appointment.

8.10.3 All recruitment/appointment of personnel in the Corporation, heretofore, will be subject to the prior approval of the competent authority.

8.12 JOB SPECIFICATIONS :

8.12.1 Job specifications will lay down minimum eligibility conditions for each job/post in terms of the following:

- i) Educational Qualifications
- ii) Experience required, if any

- iii) Age limit
- iv) Physical/Medical standards
- v) Any other requirements as may be deemed necessary

8.12.2 Job specifications prescribed for each job/post will be subject to periodical review and updating with the changing needs of the organization. As and when required, a committee consisting of representatives from the Zones(s)/Unit(s)/ Department(s) concerned, Personnel and other Departments, as required, may be constituted by the competent authority for this purpose. Changes suggested by the committee with regard to the existing job specification will be subject to the approval of the competent authority.

8.13 REQUISITION :

- 8.13.1 All requisitions/proposals for recruitment of personnel will be sent by the Head of the concerned Department to the HR Department at Corporate Office.
- 8.13.2 HR Division will scrutinize each such proposal received from the indenting department and will obtain approval of the competent authority and forward the same to the recruitment section for initiating further necessary action, as required.

8.14 RESERVATION OF POSTS

- 8.14.1 Reservation of posts for Scheduled Castes, Scheduled Tribes, and OBCs etc. shall be provided in accordance with the Presidential Directives issued on the subject from time to time. Any instruction/guideline in this regard issued by the Corporate Office will be applicable.
- 8.14.2 Reservation of posts for other categories such as, Ex-servicemen, Physically Handicapped persons etc. will be provided as per rules and notifications issued by the Govt. of India from time to time.

8.15 RESPONSIBILITY:

All activities pertaining to recruitment will be centrally co-ordinated and managed by the Recruitment Section of Corporate HR Department. However, representatives of other department(s) as deemed necessary, may also be associated at various stages of recruitment and/or selection of candidates. Wherever trade test(s)/job test(s) are conducted, representative(s) of the Training Department or a Training Expert from outside will be normally co-opted for evaluation of candidates.

8.16 SCREENING OF APPLICATIONS :

- 8.16.1 Applications received in response to the vacancies

circulated/notified/advertised etc. will be screened by the Recruitment Section keeping in view the job specifications prescribed for the post(s) in question. As and when necessary, the indenting department(s)/Zones(s)/Unit(s) may be consulted for screening and short listing of candidates.

- 8.16.2 Corporation may also decide to outsource the initial screening process of recruitment to a professional body and may involve itself at the level of selection.
- 8.16.3 Normally, no relaxation will be allowed in the prescribed job specifications. However, if suitable candidates with the required job specification are not available, and the post(s) in question needs to be filled up on urgent basis in the interest of business exigencies, the competent authority may relax the specifications prescribed as a one time measure in order to facilitate filling up of such post(s) with relaxed job specifications or can be offered next lower grade post as per vacancy.

8.17 MODE OF SELECTION:

- 8.17.1 Selection of candidates for appointment in the Corporation will be made on the basis of their merit and suitability as assessed through selection test(s). The selection test(s) will comprise of:
- i) Written test/job test/trade test or any combination thereof; and/or
 - ii) Group exercise/interview or both; and/or
 - iii) Any other test(s) as may be prescribed or as decided by the competent authority.
- 8.17.2 In case two segments of selection, one comprising written test/job test/trade test etc. and the other consisting of group exercise/interview etc. and equal weightage will be assigned to both the segments unless specified otherwise. However, wherever selection is made on the basis of any one of the above tests or any combination of tests in the same segment, weightage for different tests administered, will be assigned as may be prescribed or as decided by the competent authority.
- 8.17.3 Wherever marks are assigned to different tests/segments, a candidate will be normally required to secure a minimum **of 50% marks** in each selection segment to qualify unless otherwise prescribed.

8.18 SELECTION COMMITTEE :

- 8.18.1 In order to assess the suitability of the candidates for the post(s) in question, Selection Committee(s) will be constituted by the competent authority as per rules framed under the policy.

8.18.2 Suitable executives of the Corporation belonging to different disciplines/work areas who may be associated in the Selection Committee(s) will be identified and a panel drawn up with the approval of the competent authority. The executives so identified will be imparted suitable training for uniform, objective and effective evaluation of candidates. The panel will, however, be subject to periodic review and updation depending on requirements. The competent authority while constituting selection committees will, as far as possible, co-opt executives so empanelled as members.

8.18.3 As and when required, expert(s) from outside the organization may also be included in the selection committee(s) to ensure proper evaluation of candidates including representatives of SC/SC communities etc.

8.18.4 In continuation to para 8.17.1 above, the following Selection Committees would assess the suitability of the Candidates:

[A] For Selection in Grade E-7 & above (below board level posts):

- | | |
|---|-----------------|
| 1. CMD | Chairman |
| 2. Directors | Member (2 Nos.) |
| 3. Outside expert (from relevant field) | Member |
| 4. HR Representative | Co-ordinator |

[B] For Selection in Grade E-5 & E -6 posts:

- | | |
|---|-----------------|
| 1. CMD | Chairman |
| 2. Directors | Member |
| 3. Outside expert (from relevant field) | Member |
| 4. HR Representative | Co-ordinator |

[C] For Selection upto Grade E-4 posts in Executive Cadre:

- | | |
|---|-----------------|
| 1. Director (respective discipline) | Chairman |
| 2. One Executive Director/ GGM | Member |
| 3. Outside expert (from relevant field) | Member |
| 4. HR Representative | Co-ordinator |

[D] For Selection Management Trainees in Executive Cadre:

- | | |
|---|--------------|
| 1. Director (respective discipline) | Chairman |
| 2. One Executive Director/ GGM/GM | Members |
| 3. Outside expert (from relevant field) | Member |
| 4. HR Representative | Co-ordinator |

[E] For Selection of Non - Executive posts:

- | | |
|------------|-----------------|
| 1. ED | Chairman |
| 2. GM | Members |
| 3. Rep. HR | Co-ordinator |

Note : For All Representatives of SC/ST & Minority to be associated

Posts: from within or outside organization, as the case may be to ensure fair representation and interest of the category.

8.19 FINAL SELECTION OF CANDIDATES

8.19.1 The Selection Committee will assess the comparative merits of each candidate in terms of his/her qualifications experience, if any, and on the basis of performance in the selection test(s) as per criteria laid down and come to a conclusion as to whether or not the candidate would measure up to the requirements of the job he/she is expected to perform. However, wherever marks are assigned, committee members will be required to give marks on the basis of criteria laid down depending upon the relative performance of each candidate in the test/interview and keeping in view his/her suitability for the job in question.

8.19.2 Candidates found suitable will be empanelled in order of merit on the basis of the following:

i) Wherever marks are assigned, merit list will be prepared on the basis of aggregate marks secured by the candidates in the selection test(s) and wherever selection is made for more than one discipline/stream, merit lists would be prepared discipline/stream wise.

ii) Wherever selection is made only on the basis of evaluation of the selection committee without assigning marks, panel will be drawn up based on merit as recommended by the selection committee.

8.19.3 The panel/merit list so prepared will be subject to the approval of the competent authority and will remain valid for a period of six months from the date of such approval. If required the competent authority may extend the validity of the panel for a further period not exceeding six months or next recruitment action for this post which ever is earlier.

8.20 ISSUE OF OFFERS:

8.20.1 Appointment offer will be issued to the required number of candidates from the panel/merit list in order of merit with the approval of the competent authority.

8.20.2 All appointment offers will be centrally issued by the Recruitment Section of the Zones/Unit concerned or the Corporate Office, as the case may be.

8.21 MEDICAL EXAMINATION :

8.21.1 All appointments in the Corporation will be subject to the selected

candidates being found medically fit by the Corporation's medical officer/board for the post(s) for which they have been selected. Where there is no Corporation's certified doctor, medical examination will be conducted by an approved Government hospital/medical board, as may be indicated in the Offer Letter.

- 8.21.2 Medical examination shall be arranged by NPCC. However, in case of Medical Examination is arranged by the incumbent joining NPCC as per instructions of the Appoint Letter, such fee shall be reimbursed by the Corporation on Production of the Receipt by the concerned person.
- 8.21.3 In case of persons appointed by the government or Public Enterprises, where such a certificate, at the option of the corporation, will not be necessary, if he had been earlier medically examined for the previous employment.
- 8.21.4 Medical standards will be laid down separately for each category of job(s)/post(s), both executive as well as non-executive, keeping in view the job requirement.
- 8.21.5 Medical standard prescribed for different job/posts will be subject to review from time to time depending on organizational needs. As and when necessary, the competent authority may constitute a committee of experts to review and suggested suitable changes in the existing medical standards. Such changes will, however, be subject to the approval of the competent authority.
- 8.21.6 The employee may be subjected to periodical medical examination for determining their suitability for their further continuance in service as may be decided by the Chairman & Managing Director or an officer nominated by him from time to time.

9.0 INDUCTION/ORIENTATION :

- 9.1 All newly appointed employees in the Corporation will undergo suitable induction/orientation programme before being placed on the job or training. Induction programme will, among other things, aim at systematically introduction with new employees to the Corporation, its philosophy, its major policies, its existing status and future plans etc. The induction programme should clearly spell out the mutual expectations with emphasis on Corporation's expectations from the new employees.
- 9.2 The programme should be organized by HR / local officers, with need based involvement of an external agency.

10.0 POST SELECTION FOLLOW-UP:

- 10.1 The selected candidates on joining the Corporation will be under probation for a period of twelve months unless otherwise specified.

- 10.2 During the period of probation, an employee shall be liable to be discharged from the service of the Corporation without notice, or without assigning any reasons there for, at the sole discretion of the Corporation.
- 10.3 During their period of probation the performance of the new employees will be under observation. Follow-up reports from the Heads of Departments where new employees have been posted, will be sent to the Personnel Department of the Zones/Unit concerned or corporate office as the case may be, indicating performance of the new employees. These feedback reports will be analyzed for a continuous appraisal and evaluation of the existing selection system.
- 10.4 The period of probation can be extended, depending on probationer's performance.
- 10.5 On satisfactory completion of the period of probation, the employee shall be regularized in the post, but shall not be regarded as having been automatically regularized, unless an order to this effect is issued to him in writing.
- 10.6 However, Management Trainee or any other Trainee , taken at the induction level, on "On the Job Training" for a period of One Year or more, shall be absorbed on the regular roll on E-I cadre of the post on successful completion of the training and for them no further probation period would be required upon absorption on the regular roll as Dy. Manager.

11.0 PAY FIXATION:

The Selection Committee may recommend higher start, with advance increments in the scale applicable to the post and other items of service depending upon the experience; qualifications etc of the candidate at the time of interview and should record the reasons for recommending any higher start which shall be subject to approval of competent authority.

12.0 AGE:

The age of a person at the time of appointment to the service of the corporation shall not be less than 18 years.

13.0 VERIFICATION OF CHARACTER AND ANTECEDENTS:

Appointment of any person in the service of the Corporation or his continuance in service shall be subject to his character and antecedents being verified and found satisfactory, in the prescribed manner. In case of a person appointed from the Government or other Public Enterprises, the Corporation may accept the verification

of Character and Antecedents done by his previous employer.

14.0 SENIORITY:

- 14.1 Seniority, in essence, means length of service in a particular post or grade. Thus, the seniority shall be determined with reference to the date of appointment to a particular post or grade.
- 14.2 If an appointment order contains names of more than one person, the seniority shall be according to the merit list drawn after the selection and the person whose name appears first in the merit list will be senior to the one whose name appears next to his and so on.
- 14.3 If in the merit list two persons are placed at the same level the person older to the other in age shall be considered senior to the other.

15.0 LIABILITY FOR SERVICE:

A person recruited to a post under the Corporation shall be liable to be posted any- where in India or abroad.

16.0 TRAINING:

All employees are liable to undergo such theoretical and/or practical training for such period and undertake such examination, as may be prescribed by the Corporation from time to time.

17.0 RETIREMENT/SUPERANNUATION:

Retirement age of the regular employees of the Corporation (including projects/ Units) at present is 58 years. Employees will retire from the service of the Corporation with effect from the last day of the month in which they attain the age of 58 years. In case of employees whose date of birth falls on the first day of the month, the date of retirement will be the afternoon of the preceding month. This will also be applicable to personnel re-employed before attaining the age of 58 years. Any subsequent change in the retirement age would be notified separately.

18.0 ADDITIONS/ALTERATIONS & TENURE:

- 18.1 The Recruitment Rules are liable to modifications/changes depending upon the future needs of the Corporation.
- 18.2 Notwithstanding whatever is contained in these rules, CMD, NPCC / Board may at its discretion relax any of the provisions of these rules.
- 18.3 CMD, NPCC, is authorized to frame and issue rules and procedures under this policy.

- 18.4 Policies and rules framed hereunder will come into force from the date notified by CMD, NPCC, and will remain in force for a period as decided by him.
- 18.5 The Corporation, however, reserves the right to amend, modify, cancel or withdraw the policy or any part thereof at any time without notice.

ANNEXURE A

MINIMUM QUALIFICATION, EXPERIENCE AND UPPER AGE LIMIT FOR VARIOUS POSTS

EXECUTIVES:-

S. No.	Designation / Position	Grade and Scale of Pay (IDA)	Educational / Professional Qualifications	Job Responsibilities	Total Min. Experience (Years)	Upper Age Limit (Years)	Remarks
1	Executive Director (Engg.)	E-8 51,300-73,000	Bachelor in Engg or equivalent Post Graduate Management/ M.Tech. preferred.	The prospective candidate will be responsible for execution of project/works management of large construction projects in India and abroad and should shoulder the responsibility of Project Management and associated tasks such as material management/Quality control/ Financial Management. The candidate will also be responsible for Corporate Affairs, Business Development in India & abroad, Arbitration, Claims, Liaison with other department, Ministry. Candidate will handle independently planning and execution of wide range of civil/mechanical/electrical engineering projects.	22	53	
2	Executive Director (Fin.)	E-8 51,300-73,000	CA/ICWA/ MBA (Fin.)	The prospective candidate will be responsible for Institutional Finance, Budgetary Planning & Control, Central Treasury Management, Resources Generation, Control of Accounts, Balance Sheet, Investment Planning & Management, Auditing Management, Financial Analysis and Reporting, Taxation, Finance & Costing of Projects, MIS etc.	22	53	

S. No.	Designation / Position	Grade and Scale of Pay (IDA)	Educational / Professional Qualifications	Job Responsibilities	Total Min. Experience (Years)	Upper Age Limit (Years)	Remarks
3	Executive Director (H.R.)	E-8 51,300-73,000	MBA (HR) or equivalent qualification.	The Prospective candidate will handle HR and Administration Department of the organization at corporate office. He Shall also be responsible for planning, organizing, staffing, development, coordination and periodical review of all policies, systems procedures etc for efficient functioning of entire HR. Other areas of responsibilities would be Bi-partite / Tri-partite Settlements, adjudication and labour laws related cases and all other service matters.	22	53	
4	Group General Manager (Engg.)	E-7 43200-66000	Bachelor in Engg. or equivalent	The prospective candidate will be responsible for execution of project/works management of large construction projects in India and abroad and should shoulder the responsibility of Project Management and associated tasks such as material management/Quality control/ Productivity Management/ Financial Management. The candidate will also be responsible for Corporate Affairs, Business Development in India & abroad, Arbitration, Claims, Liaison with other department, Ministry. Candidate will have to handle independently planning and execution of wide range of civil/mechanical/electrical engineering projects.	20	52	
5	Group General Manager (Fin.)	E-7 43200-66000	CA/ICWA/ MBA (Fin.)	The prospective candidate will be responsible for Institutional Finance, Budgetary Planning & Control, Central Treasury Management, Resources Generation, Control of Accounts, Balance Sheet, Investment Planning & Management, Auditing Management, Financial Analysis and Reporting, Taxation, Finance & Costing of Projects, MIS etc.	20	52	
6	Group General Manager (H.R.)	E-7 43200-66000	MBA (HR) or equivalent qualification.	The Prospective candidate will handle HR and Administration Department of the organization at	20	52	

S. No.	Designation / Position	Grade and Scale of Pay (IDA)	Educational / Professional Qualifications	Job Responsibilities	Total Min. Experience (Years)	Upper Age Limit (Years)	Remarks
				corporate office. He Shall also be responsible for planning, organizing, staffing, development, coordination and periodical review of all policies, systems procedures etc for efficient functioning of entire HR. Other areas of responsibilities would be Bi-partite / Tri-partite Settlements, adjudication and labour laws related cases and all other service matters.			
7	General Manager (Engg.)	E-6 36600-62000	Bachelor in Engg. or equivalent Post Graduate Management will be preferred.	The prospective candidate will be responsible for execution of project/works management of large construction projects in India and abroad and has to handle Project Management/ Material Management/ Quality control/ Industrial Safety/ Productivity Management / Financial Management. He will be also be entrusted with allied tasks such as Corporate Affairs, Business Development in India & abroad, Arbitration, Claims, Liaison with other department, Ministry.	18	50	
8	General Manager (Fin.)	E-6 36600-62000	CA/ICWA/ MBA (Fin.)	The prospective candidate will be responsible for Institutional Finance, Budgetary Planning & Control, Central Treasury Management, Resources Generation, Control of Accounts, Balance Sheet, Investment Planning & Management, Auditing Management, Financial Analysis and Reporting, Taxation, Finance & Costing of Projects, MIS etc.	18	50	
9	General Manager (H.R.)	E-6 36600-62000	MBA (HR) or equivalent qualification.	The Prospective candidate will be responsible for Administration Department and Human Resource functions of the organization at corporate office. He will be involved in planning, organizing, staffing, development, coordination and periodical review of all policies, systems procedures etc for efficient	18	50	

S. No.	Designation / Position	Grade and Scale of Pay (IDA)	Educational / Professional Qualifications	Job Responsibilities	Total Min. Experience (Years)	Upper Age Limit (Years)	Remarks
				functioning of entire HR will be an integral part of the teams handling Bi-partite / Tri-partite Settlements, adjudication and labour laws related cases and other service matters.			
10	Jt. General Manager (Engg.)	E-5 32900-58000	Bachelor in Engg. or equivalent Post Graduate Management preferred.	The prospective candidate will be responsible for execution of project/works management of large construction projects in India and abroad and has to handle Project Management/ Material Management/ Quality control/ Industrial Safety/ Productivity Management / Financial Management. He will be also be entrusted with allied tasks such as Corporate Affairs, Business Development in India & abroad, Arbitration, Claims, Liaison with other department, Ministry.	16	48	
11	Jt. General Manager (Fin.)	E-5 32900-58000	CA/ICWA/ MBA (Fin.)	The prospective candidate will be responsible for Institutional Finance, Budgetary Planning & Control, Central Treasury Management, Resources Generation, Control of Accounts, Balance Sheet, Investment Planning & Management, Auditing Management, Financial Analysis and Reporting, Taxation, Finance & Costing of Projects, MIS etc.	16	48	
12	Jt. General Manager (H.R.)	E-5 32900-58000	MBA (HR) or equivalent qualification.	Providing practical, consistent, and proactive support, direction and advice to other division managers on HR procedure, policy, best practices, employment rewards, benefits, and legislation to facilitate in achieving the objectives and targets of an organization. Other responsibilities would be relating to hiring, recruitment, training, compensation, promotion, career development & progression planning.	16	48	

S. No.	Designation / Position	Grade and Scale of Pay (IDA)	Educational / Professional Qualifications	Job Responsibilities	Total Min. Experience (Years)	Upper Age Limit (Years)	Remarks
13	Dy. General Manager (Engg.)	E-4 29100-54500	Bachelor in Engg or equivalent Post Graduate Management preferred.	The prospective candidate will be responsible for execution of project/works management of large construction projects in India and abroad and has to handle Project Management/ Material Management/ Quality control/ Industrial Safety/ Productivity Management / Financial Management. He will be also be entrusted with allied tasks such as Corporate Affairs, Business Development in India & abroad, Arbitration, Claims, Liaison with other department, Ministry.	14	45	
14	Dy. General Manager (Fin.)	E-4 29100-54500	CA/ICWA/ MBA (Fin.)	The prospective candidate will be responsible for Institutional Finance, Budgetary Planning & Control, Central Treasury Management, Resources Generation, Control of Accounts, Investment Planning & Management, Auditing Management, Financial Analysis and Reporting, Taxation, Finance & Costing of Projects, MIS, Income tax and all other Taxation matters, coordination with statutory/ Govt. Auditors, Bank related work, Internal Audit, Bank guarantee.	14	45	
15	Dy. General Manager (H.R.)	E-4 29100-54500	MBA (HR) or equivalent qualification.	He will be responsible for Human Resources Management functions relating to hiring, recruitment, training, compensation, career development, or retirement. Other areas of responsibility include developing, updating and maintaining personnel policies, policy manuals and employee handbook as required.	14	45	
16	Company Secretary	E-4 29,100-54,500	CS Additional CA/MBA/LLB	The Prospective candidate will look after all the Company Law matters, statutory compliances and legal due diligence. He will be responsible for conducting General Board Meetings/ Board Meetings as per let	14	45	

S. No.	Designation / Position	Grade and Scale of Pay (IDA)	Educational / Professional Qualifications	Job Responsibilities	Total Min. Experience (Years)	Upper Age Limit (Years)	Remarks
				down requirements; preparing agenda and recording minutes of the meeting and discharge all functions as Key Managerial Person of the company as per provisions of Companies Act, 1956 and other directives issued form time to time regarding company affairs.			
17	Sr. Manager (Engg.)	E-3 24900-50500	Bachelor in Engg. in Civil/ Electrical Post Graduate in Management preferred.	The prospective candidate will be responsible for execution of project/works management of large construction projects in India and abroad and has to handle Project Management/ Material Management/ Quality control/ computerized Project Management Pert/ CPM systems. Business Development in India & abroad, Arbitration, Claims, Liaison with other department/Ministry.	10	40	
18	Sr. Manager (Fin.)	E-3 24900-50500	CA/ICWA/ MBA (Fin.)	The prospective candidate will be responsible in Institutional Finance, Budgetary Planning & Control, Central Treasury Management, Resources Generation, Control of Accounts, Investment Planning & Management, Auditing Management, Financial Analysis and Reporting, Taxation, Finance & Costing of Projects, MIS etc. Income tax and all other Taxation matters, coordination with statutory/ Govt. Auditors, Bank related work.	10	40	
19	Sr. Manager (H.R.)	E-3 24900-50500	MBA (HR) or equivalent qualification.	Experience in providing practical, consistent, and proactive support, direction and advice to other division managers on HR procedure, policy, hiring, recruitment, training, compensation, promotion, career development, or retirement.	10	40	
20	Manager (Engg.)	E-2 20600-46500	Bachelor in Civil Engg. or equivalent .	The prospective candidate will be responsible for execution of project/works management of large construction projects in India and abroad and has to	8	35	

S. No.	Designation / Position	Grade and Scale of Pay (IDA)	Educational / Professional Qualifications	Job Responsibilities	Total Min. Experience (Years)	Upper Age Limit (Years)	Remarks
				handle Project Management/ Material Management/ Quality control/ Financial Management.			
21	Manager (Fin.)	E-2 20600-46500	CA/ICWA/ MBA (Fin.)	The prospective candidate will be responsible in Institutional Finance, Budgetary Planning & Control, Central Treasury Management, Resources Generation, Control of Accounts, Investment Planning & Management, Auditing Management, Financial Analysis and Reporting, Taxation, Finance & Costing of Projects, MIS etc. Income tax and all other Taxation matters, coordination with statutory/ Govt. Auditors.	08	35	
22	Manager (H.R.)	E-2 20600-46500	MBA (HR) or equivalent qualification.	Responsible for providing practical, consistent, and proactive support, direction and advice to other division managers on HR procedure, policy, hiring, recruitment, training, compensation, promotion, He will be also responsible for IR matters, Welfare, Labour Laws and relating legal issues.	8	35	
23	Manager (Public Relations)	E-2 20600-46500	Master in Mass Communication OR Graduate+2 Years full Time Diploma in Journalism Addl. MBA (HR)/ LLB preferred	Responsible for corporate communication, image building, Media , Handling PR, Liasion with Govt. and other agencies, publication/ printing jobs and protocol jobs.	8	35	
24	Manager (Law)	E-2 20600-46500	Graduate in Law at Bar Addl. Post Graduate in Law preferred	Shall be responsible for Litigation Management i.e. Managing all litigations filed by/ against the company. Manage documents related to the requirements of NPCC, drafting of various agreements, advise on compliance and regulatory issues.	8	35	

S. No.	Designation / Position	Grade and Scale of Pay (IDA)	Educational / Professional Qualifications	Job Responsibilities	Total Min. Experience (Years)	Upper Age Limit (Years)	Remarks
25	Manager (Raj Bhasha)	E-2 20600-46500	Master Degree in Hindi or it's equivalent from any recognized university with English as a subject at the Degree Level Preference will be given to those having Ph. D. in Hindi	Shall be responsible for ensuring compliance with the provisions of the Official Languages Act and the rules including translation from English to Hindi or vice-versa preferably of technical, contractual documents/literature.	8	35	
26	Manager (IT)	E-2 20600-46500	B.E. (CS/IT)/MCA	The prospective candidate will be responsible for management and upkeep of the Information systems/communication systems including software, hardware, networks and allied equipments installed and operated in the Organisation.	8	35	
27	Dy. Manager (Law)	E-1 16400-40500	Graduate in Law at Bar Addl. Post Graduate in Law preferred	Shall be responsible for Litigation Management i.e. Managing all litigations filed by/ against the company. Manage documents related to the requirements of NPCC, drafting of various agreements, advise on compliance and regulatory issues.	4	30	
28	Dy. Manager (Civil/ Mech./ Elect.)	E-1 16400-40500	Bachelor in Civil Engg/ Mech Engg/ Elect Engg Addl. Post Graduate Management preferred.	The prospective candidate will be responsible for execution of project/works management of large construction projects in India and abroad and will be responsible for Contract Management/ Material Management/ Project Management /Quality control/ industrial safety / Financial management of the projects.	2	30	

S. No.	Designation / Position	Grade and Scale of Pay (IDA)	Educational / Professional Qualifications	Job Responsibilities	Total Min. Experience (Years)	Upper Age Limit (Years)	Remarks
29	Dy. Manager (Quality Assurance /Control)	E-1 16400-40500	Bachelor in Civil / Elect. Engg.	The Prospective candidate will be responsible for smooth functioning of QA and conducting external/internal QA audit, preparing and implementing QA Manual.	2	30	
30	Dy. Manager (Fin.)	E-1 16400-40500	CA/ICWA/ MBA (Fin.)	The prospective candidate will be responsible in Institutional Finance, Budgetary Planning & Control, Central Treasury Management, Resources Generation, Control of Accounts, Investment Planning & Management, Auditing Management, Financial Analysis and Reporting, Taxation, Finance & Costing of Projects, MIS etc.	3	30	
31	Dy. Manager (H.R.)	E-1 16400-40500	MBA (HR)	The prospective candidate will be responsible for framing, formulating and implementing rules, procedures and policies with due diligence of Legal & Industrial Relations Laws and supervising training & development, Human Resources Management, Computer MIS application, etc.	3	30	
32	Dy. Manager (Hindi)	E-1 16400-40500	Master's Degree in Hindi or its equivalent from any recognized University with English as a subject at the degree level.	Shall be responsible for ensuring compliance with the provisions of the Official Languages Act and the rules including translation from English to Hindi or vice-versa preferably of technical, contractual documents/ literature.	3	30	
33	Dy. Manager (Public Relations)	E-1 16400-40500	Master in Mass Communication OR Graduate+2 Years full Time Diploma in Journalism Addl. MBA (HR)/ LLB preferred	Responsible for corporate communication, image building, Media , Handling PR, Liasion with Govt. and other agencies, publication/ printing jobs and protocol jobs.	3	30	

S. No.	Designation / Position	Grade and Scale of Pay (IDA)	Educational / Professional Qualifications	Job Responsibilities	Total Min. Experience (Years)	Upper Age Limit (Years)	Remarks
34	Dy. Manager (IT)	E-1 16400-40500	B.E. (CS/IT)/MCA	Responsible for upkeep of the Information systems/ communication systems including software, hardware, networks and allied equipments installed and operated in the Organisation.	2	30	
35	Management Trainee (i) Engineering- Civil/Mech./Elect. (ii) Finance (iii) HR (iv) Systems (v) Company Secretary	E-1 16400-40500	BE-Civil BE- Mech./ Elect. CA/ICWA/ MBA (Fin.) MBA (HR) Addl. LLB Preferred BE-IT/MCA (Full time) ACS. Addl. MBA/LLB Preferred	After successful completion of training, they will be placed as Dy. Manager in their respective discipline at various works/ related assignments in respective fields.	Nil	27	

- On successful completion of Training Period, Management Trainees will be absorbed in E-1 Grade in Pay Scale of Rs. 16400-40500.
- All qualifications should be from University/Institute recognized by AICTE/UGC.

NON- EXECUTIVES:

S. No.	Designation / Position	Grade and Scale of Pay (IDA)	Qualifications	Job Responsibilities	Total Min. Experience (Years)	Upper Age Limit (Years)	Remarks
1	Engineer	NE-8 10800-27800	(a) Diploma in Engg, preferably in Civil/ Mech./ Elect./ IT	He will be responsible for supervision of construction activity related to high rise Buildings/ Bridges/ residential building & water supply/sewer line works/Roads.	3	30	
2	Asstt. Engineer	NE-7 10000-25700	Diploma in Engg. (Civil/ Mech./ Elect./ IT-3 yrs. Course Knowledge on 2D drawings / and use of AutoCAD preferred.	He will be responsible for supervision of construction activity related to high rise Buildings/ Bridges/ residential building & water supply/sewer line works/Roads.	-	28	
3	Asst. I (Office Support)	NE-6 9600-24700	Graduate in any discipline with stenography speed of 80 words per minutes.	Taking down dictations and transcribing the same, carrying out all related typing work and maintenance of files and records. He will be using latest operating systems on computer in office environment.	1	28	
4	Assistant II (Fin./HR/Hindi)	NE-4 9100-23400	Graduate in any discipline with stenography speed of 80 words per minutes in English /70 w.p.m. in Hindi and typing speed on computer 50/40 w.p.m. respectively.	Taking down dictations and transcribing the same, carrying out all related typing work and maintenance of files and records. Responsible for use of latest operating systems on computer in office environment.	0	27	

S. No.	Designation / Position	Grade and Scale of Pay (IDA)	Qualifications	Job Responsibilities	Total Min. Experience (Years)	Upper Age Limit (Years)	Remarks
5	Assistant (Elect.)	NE-4/ 8900-22900	10th Pass under 10+2 System + ITI (Elect.) "OR" Act apprentice from any Railway / Govt. training institute.	Responsible for installation and repair/ maintenance of air-conditioning, refrigeration, wiring, electrical fittings / machinery etc.	1	28	
6	Driver Gr. II	NE-3/ 8700-22400	Class-X passed with valid Driving License.	Responsible for driving the passenger/ other vehicles of the organization and managing the task Schedules while observing the traffic rules & etiquettes, safety rules and ensuring proper maintenance of assigned Vehicles.	1	28	
7	Attendant-cum-Messenger (ACM) GR III	NE-1/ 7900-20300	10th Pass under 10+2 System	He shall be attentive and obedient in attending the Officer or Designated Person..	1	28	
8	Security Guard GR.III	NE-1/ 7900-20300	10th Pass under 10+2 System	Should ensure safety & security of office premises & its equipments installed within premises & other related duties as assigned.	1	28	

Note:

1. The above are general indications of qualifications and experience required. The Company with approval of Appointing Authority may make appropriate changes in the case of individual recruitments that may be warranted by the needs of the Company and jobs from time to time.
2. For all Executive level position, the incumbent should have worked minimum two years in the next below pay scale or grade and for Non-executive Position minimum three years in next below level. For internal candidates, it should be one year & two year in Executive & Non-Executive cadre respectively.
3. Age Relaxation as per Government norms in vogue (Maximum Relaxation in upper age limit will be i) Upto a Maximum of 05 years in the case of SC/ST candidates, ii) Upto a Maximum of 03 years in the case of OBC candidates, iii) Upper age limit for Physically Challenged persons by 5 years (10 years for SCs/STs and 8 years for OBCs) iv) In case of Ex-Serviceman, service rendered in the Armed forces plus 03 years.
4. Age relaxation for internal candidates: No Age bar.

5. The Company with approval of Appointing Authority may also lay down or modify the existing job specifications with information to the Board according to the needs of the Company from time to time.
6. All qualifications should be from University/Institute recognized by UGC/AICTE.
7. In case the Corporation retirement age is enhanced to 60 years the upper age limit shall be increased by 2 years in recruitment rules.

NPCC MODIFIED PROMOTION POLICY & RULES, 2012

1. TITLE, COMMENCEMENT & APPLICABILITY:

1.1 These will be called "NPCC Promotion Policy & Rules, 2012"

1.2 These will come into force with effect from **01.01.2012**.

1.3 These shall be applicable to all NPCC employees (on the regular rolls of the Company) in Executive and Non-Executive categories including those who are sent on deputation/secondments to other Organization(s); but exclude the following:

1.3.1 Those who are appointed for a limited tenure, such as appointments on contract basis for a particular period/specific assignments or project etc., superannuated persons re-appointed in the Company's service or are serving Company on extension of service after attaining the age of superannuation and those appointed on a purely casual or temporary basis or on ad-hoc basis for a fixed tenure;

1.3.2 Those who are on deputation to the Company or who retain lien on the service of their parent organization till the termination of the lien and absorption in the Company and

1.3.3 NPCC employees appointed by other Organizations, but allowed to retain lien in the Company.

2. BASIC PRINCIPLES AND OBJECTIVES

2.1 To provide all employees of NPCC a broad equality of opportunity in matter of career prospects and growth during their service in the Corporation.

2.2 To ensure fairness equitability consistency and uniformity in the matter of promotion of employees of the Corporation.

2.3 To recognize and reward employees for their contribution to the growth of the Organization.

2.4 To raise and sustain a sound work culture with high morale of all employees by way of awareness of the promotional opportunities, mode of criteria to be followed in matters of promotion.

2.5 To provide adequate avenues of career advancement at all levels consistent with merit, suitability, performance and professional attainments of the employees, commensurate with the business operational needs of the Company to sustain in the competitive environment.

2.6 To augment Training & Human Resource Development initiatives and on the job experience, so that employees acquire requisite academic /

- professional qualifications for furthering their career prospects.
- 2.7 To maintain high morale of the employee in the Company.
 - 2.8 To provide a transparent system and procedure for the career development.
 - 2.9 The guiding principle underlying the Promotion Policy of the Company aims at generating career growth from within the Organization. It will be the Company's endeavour to look within the organization for suitable persons with requisite academic/professional qualification, expertise & skills and merit for filling up the posts for manning the levels of hierarchy by the right and capable personnel
 - 2.10 To provide adequate opportunity, encouragement and career growth to the employees consistent with their contribution to the growth of the Organization. NPCC will endeavour to motivate and enthuse its employees at all levels for better and more effective performance for rewarding them with promotion, commensurate with their merit, ability & experience.
 - 2.11 To ensure fairness, consistency and uniformity in the matter of promotions;
 - 2.12 To provide equality of opportunity to all its employees for growth and career prospects; and
 - 2.13 To keep the employees informed and make them aware of the kind of promotion opportunities and the basis/manner in which promotions will be effected.

3. DEFINITIONS:

- 3.1 "Company" means National Projects Construction Corporation.
- 3.2 "Board" means the Board of Directors of the Company.
- 3.3 "CMD" means the Chairman & Managing Director of the Company.
- 3.4 "Competent Authority" for promotions shall mean the Chairman & Managing Director or his authorized representative.
- 3.5 "Disciplinary Authority" shall mean an Authority as specified under 'NPCC Discipline and Appeal Rules'.
- 3.6 "Eligibility Period" means minimum length of 'qualifying service' required to be rendered by an employee in his existing grade/scale of pay and/or total length of service for being considered for selection for promotion to the next higher grade/scale of pay in his line of promotion, subject to fulfillment of all other requirements laid down in these Rules.

4. PROMOTION RULES

4.1 Classification of posts:

For the purpose of these Rules, various posts in operation in the Company have been divided into two cadres, namely Executive & Non-executive.

4.1.1 EXECUTIVE CADRE: Executive Cadre consists of following:

Sl. No.	Executive's Designation	IDA(1)Pay Scale (In Rupees)	CDA(V) Scale (In Rupees)
E 8	Executive Director	51300-73000	18400-500-22400
E 7	Group General Manager	43200-66000	16400-450-20000
E 6	General Manager	36600-62000	14300-400-18300
E 5	Joint General Manager	32900-58000	14300-400-18300
E 4	Dy.G.M./Company Secretary/CMO	29100-54500	12000-375-16500
E 3	Sr.Manager/Dy.CMO	24900-50500	10000-325-15200
E 2	Manager / A.CMO	20600-46500	10000-325-15200
E 1	Deputy Manager/Medical Officer	16400-40500	8000-275-13500
E 0	Assistant Manager	12600-32500	6500-200-10500

4.1.2 NON-EXECUTIVE CADRE: Non-Executive Cadre consists of following:

Sl. No	Non- Executive's Designation	IDA(II) Pay Scale (Rs)	CDA(V)Scale (Rs)
NE 8	Engineer/ Sr. Asstt Grade-1	10800-27800	5000-150-8000/ 5500-175-9000
NE 7	Asstt.Engineer / Sr. Asstt. Grade- II	10000-25700	4500 – 125 – 7000
NE 6	Asstt. Gr. I/ Matron/ Sr.Dvr-I	9600-24700	4000-100-6000
NE 5	Asst Grade-II/ Head Sec. Guard Gr-I/ Sr. Driver Gr-II	9100-23400	3200-85-4900
NE 4	Asstt. Grade-III/Head Sec. Guard Grade-II/ Driver Grade-I /Sr.ACM	8900-22900	3050-75-3950- 80-4590
NE 3	Sr. Attendant Cum Messenger(ACM) Grade-I/ Driver Grade-II/ Sr. Guard Grade-I/Head Cook	8700-22400	2650-65-3300- 70-4000
NE 2	Sr. ACM Grade-II/ Sr. Guard Grade-II/ Sr. Cook cum Bearer	8300-21300	2610-60-3150- 65-3540
NE 1	Sr. Guard Gr-III/ ACM Gr-III/Cook Cum Bearer	7900-20300	2550-55-2660- 60-3220

N.B:

- Matron and Cook-cum-Bearer are Ex-Cadre post and should be considered as wasting out designations.

4.2 General rules for Promotions:

- 4.2.1 Promotion means:** Promotion shall mean movement of an employee from a post in a lower grade to a post in the next higher grade.
- 4.2.2 Completion of prescribed “Eligibility Period”:** All promotions shall be subject to completion of prescribed “Eligibility Period” as per “Annexure-A” on the cut-off date of 31st March of the year in which selections occur to coincide with the APARs earned and other requirements as laid down in these Rules. Mere completion of “Eligibility Period” or fulfillment of eligibility criteria etc. will not confer any right of promotion to an employee.
- 4.2.3 Seniority:** Seniority will be maintained, discipline wise, in each pay-scale up to JGM level and beyond in combined management cadre up to Executive Director.
- 4.2.4 Promotions, subject to need basis:** Promotions shall be allowed need basis as decided by the Corporation every year before constitution of DPC based on inflation adjusted increase in turnover and adjustment made in various levels to maintain pyramid structure of Organization subject to overall broad strength shown in corporate plan approved by Board.
- 4.2.5 Composition of Departmental Promotion Committee (DPC):** For Selection in Non-Executive Cadre, it is mandatory to have one member of the DPC from SC/ST community. For Executive Cadre posts, in the DPC, if none is an SC/ST Officer, a member belonging to SC/ST will be co-opted either from within the organization or from outside (from Govt. or Public Sector). Composition of Departmental Promotion Committee (DPC) for Executive and Non-Executive cadres shall be as prescribed hereunder. The Competent Authority to approve the panel shall be as defined in para 3.4. In cases where the panel approving authority is CMD, recommendations of the DPC shall be routed through the Director concerned.

4.2.6

<u>Level of Promotion</u>	<u>DPC Composition</u>
Executive Cadre	
GM to GGM & GGM to ED	CMD, 2 Directors & one outside expert
DGM to JGM & JGM to GM	2 Director/ED & one outside expert
Sr. Manager to DGM	2 ED/ 2 GGM & one Outside Expert
Manager to Sr. Manager	2 ED/ 2 GGM & one Outside Expert
AM to Dy M & Dy M to Manager	2 GMs & one outside expert
Non-Executive Cadre:	
All Posts	3 DGMs

- i) Where ever the required position is not available in this Organization, out side Officials of equivalent or higher position shall be nominated.
- ii) The DPC Members can be of above indicated level or higher.
- iii) The DPC composition wherever Director is mentioned one shall be independent Director if in position.
- iv) However, DPC may meet again due to functional requirement and take into account the employees eligible as on 30th September.

4.2.7 Role of Departmental Promotion Committee (DPC): The Competent Authority shall have the powers to constitute the D.P.C. as considered appropriate by him. Role of DPC shall be as under. This is illustrative and not exhaustive.

- (i) DPC shall consider the suitability or otherwise of the eligible employees for promotion to the next higher grade in the line of promotion as per these rules, on the basis of their qualification, service in the grade, performance and potential as reflected in the APARs, interview/GD (only from position to JGM, GM, GGM & ED) as per the criteria attached in **Annexure-'B'** and other documents, relevant records in the personal files and any other information / reports having a bearing on the suitability for assuming positions in the next higher grade/post;
- (ii) DPC shall take into consideration the APARs for the last three years being the minimum eligibility period prescribed for promotion to the post, immediately preceding the cut off date of 31st March of the year in which DPC meets for consideration for promotion;
- (iii) The DPC shall ensure uniformity, consistency and equitability while assessing general conduct, personality or downward trend in the appraisal ratings;
- (iv) DPC shall keep in mind all the relevant provisions of these Rules, including the norms for promotion and the selection criteria as prescribed for promotion for the post under consideration.
- (v) Subject to compliance with principles, minimum criteria and other conditions as mentioned above and subject to other relevant rules and orders in force in the Company, the DPC shall recommend for the approval of the Competent Authority, a panel of name of eligible employees, who are considered suitable for promotion to the next higher grade/posts.

4.2.7 Validity of the Panel: Panel of successful candidates recommended for promotion by the DPC and duly approved by the Competent Authority shall be valid for a period of one year from the date of its approval.

4.2.8 Reservation for SCs/STs/OBCs etc.: Reservation in favour of and rule related to candidates belonging to the SC/ST/OBC etc. for promotions within the Executive and Non-Executive Cadres, as applicable under the Presidential Directive in this regard from time to time, would be implemented.

4.2.9 Time for considering Promotions: All Promotions shall be considered once a year. "Eligibility period for completion of prescribed qualifying service shall reckoned as on the cut off date of 31st March of the year in which selections take place for considering for promotion to coincide with the APARs earned. APARs are written on a financial year basis i.e. April to March.

4.2.10 Effective Date of Promotion: As general rule, promotion shall take effect from the date of assumption of charge of the higher post. However, on the merits of an individual case or to meet a contingency of administrative nature, Chairman & Managing Director may decide to allow promotion(s) from the date of issue of orders or any prospective date, which may be so specified in the promotion order i.e. 31st March or 1st April or date of assuming the charge.

4.2.11 Probation Period: An employee upon promotion will be placed on probation for a period of **06 months**. Depending on performance, the probation period may be extended but not exceeding by one year. On immediately completion of initial probation period or extended probation period competent authority shall convey the decision either to confirm on the promotion post or to revert him to the post held prior to promotion. In case no letter of extension is issued before completion of probation period employee is deemed to have completed the probation period.

4.2.12 Refusal of Promotion In the event of an employee refusing promotion for personal reasons, he will not be considered for promotion subsequent to his refusal, until such time the communicates in writing to the Management that he would accept promotion without any preconditions whatsoever. Further, an employee who has been called for selection for considering for promotion to the next higher grade/post, but declines to attend or fails to attend, shall be considered again only after a year in the next DPC.

4.2.13 Promotion of employee whose case is under disciplinary proceedings/criminal prosecution:

- i) A case of employee under suspension, disciplinary proceedings or criminal prosecution is to be specifically brought to the notice of the DPC.
- ii) DPC shall assess the suitability of such employees coming within the purview of eligibility criteria along with other eligible candidates. The assessment and the recommendations of the DPC shall be kept in a sealed cover. On the conclusion of the disciplinary proceedings /Criminal Prosecution, which results in dropping of allegations against the employee, the sealed cover shall be opened. In case of exoneration, effective date of employee's promotion will be determined with reference to the position assigned to him in the panel recommended by the DPC kept in the sealed cover. If however, any penalty is imposed as a result of the disciplinary proceedings or being

found guilty in the criminal prosecution, findings of the sealed cover shall not be acted upon for the employee. His case for promotion may be considered by the next DPC in the normal course and having regard to the penalty imposed on him.

4.2.14 Employees Debarred from Promotion: Employees undergoing punishment under rules applicable to them shall not be considered for promotion during the period.

4.2.15 ZONE OF CONSIDERATION :

The names of all eligible Executives will be listed in the descending order of the total marks obtained by the eligible employees on Performance (ACP), Qualification and length of service in the scale. From this list, wherever required and as laid down, the Executives and Non-Executives would be considered for promotion by the DPC in the manner as prescribed in the Rules and as detailed below :-

No. of Vacancy	Normal Zone	Zone for SC/ST
1	5	5
2	8	10
3	10	15
4	12	20
5 and above	Twice the No. of Vacancy + 4	Five times No. of Vacancy

Note : Employees with 3 consecutive outstanding APARs shall be brought to the Zone of consideration by expending 25 % of the normal Zone for the posts of Sr. Manager & above.

5 PROMOTIONS TO/IN EXECUTIVE CADRE:

5.1 Coverage:

All posts in the Executive Cadre are as under:

Sl. No.	Executive's Designation	IDA(11)Pay Scale (In Rupees)	CDA(V) Scale (In Rupees)
E 8	Executive Director	51300-73000	18400-500-22400
E 7	Group General Manager	43200-66000	16400-450-20000
E 6	General Manager	36600-62000	14300-400-18300
E 5	Joint General Manager	32900-58000	14300-400-18300
E 4	Dy.G.M./Company Secretary/CMO	29100-54500	12000-375-16500
E 3	Sr.Manager/Dy.CMO	24900-50500	10000-325-15200
E 2	Manager / A.CMO	20600-46500	10000-325-15200
E 1	Deputy Manager/Medical Officer	16400-40500	8000-275-13500
E 0	Assistant Manager	12600-32500	6500-200-10500

5.2 Norms for Promotion:

The norms for promotion to/in the Executive Cadre from one post to the next higher post shall comprise of the following:

5.2.1 Complying of the minimum "Eligibility Period and prescribed Educational Qualification:

As shown in Annexure-A

5.2.2 Qualifying in the selection as per prescribed factors of assessment/evaluation criteria and securing prescribed minimum aggregate/ overall marks for being empanelled by the DPC:

As shown in Annexure-B

5.3 Selection Process :

The selection process will comprise of assessment of Qualification, Experience, ACRs and performance in the interview/DPC(including group discussions wherever prescribed).

6 PROMOTIONS IN NON-EXECUTIVE CADRE:

6.1 Coverage :

These cover the promotions, in the Non-Executive Cadre in the concerned group/functional area/discipline as under:

Sl. No	Non- Executive's Designation	IDA(II) Pay Scale (Rs)	CDA(V)Scale (Rs)
NE 8	Engineer/ Sr. Asstt Grade-1	10800-27800	5000-150-8000/ 5500-175-9000
NE 7	Asstt.Engineer / Sr. Asstt. Grade- II	10000-25700	4500 – 125 – 7000
NE 6	Asstt. Gr. I/ Matron/ Sr.Dvr-I	9600-24700	4000-100-6000
NE 5	Asst Grade-II/ Head Sec. Guard Gr-I/ Sr. Driver Gr-II	9100-23400	3200-85-4900
NE 4	Asstt. Grade-III/Head Sec. Guard Grade-II/ Driver Grade-I /Sr.ACM	8900-22900	3050-75-3950- 80-4590
NE 3	Sr. Attendant Cum Messenger(ACM) Grade-I/ Driver Grade-II/ Sr. Guard Grade-I/Head Cook	8700-22400	2650-65-3300- 70-4000
NE 2	Sr. ACM Grade-II/ Sr. Guard Grade-II/ Sr. Cook cum Bearer	8300-21300	2610-60-3150- 65-3540
NE 1	Sr. Guard Gr-III/ ACM Gr-III/Cook Cum Bearer	7900-20300	2550-55-2660- 60-3220

6.2 Norms for Promotion :

The norms for promotion within the Non-Executive Cadre from one post to the next higher post in the concerned Group / Function / Discipline of these employees as mentioned in Rule 6.1 above, shall comprise of the following:

6.2.1 Complying of the minimum "Eligibility Period and prescribed Educational Qualification:

As shown in Annexure-C

6.2.2 Qualifying in the selection as per prescribed factors of assessment/evaluation criteria and securing prescribed minimum aggregate/ overall marks for being empanelled by the DPC:

As shown in Annexure-D

6.3 Selection Process:

The Selection process will comprise of assessment of Qualification, ACRs and evaluation by DPC.

7 TRANSFER ON PROMOTION:

Where-ever considered necessary and desirable, in the interest of the organization, promotion will be subject to transfer from one Division/Department/Discipline to another Division/Department/ Discipline, as may be decided by the Competent Authority. If promoted employees do not proceed to their respective place of posting on promotion within the stipulated time, their promotion will be forfeited and they will be reconsidered by only the next regular DPC held.

8 REPRESENTATION / APPEAL

An employee who is aggrieved by an order of promotion on the ground that he has been superseded may appeal or represent his case to the Competent Authority through proper channel. Representation/Appeal must be submitted within 30 days of the date of notification of promotion.

9 AMENDMENTS / INTERPRETATION AND RELAXATION:

The Company may, at any time, depending upon requirement, modify/amend or alter any of the Rules/Procedure of Promotion Policy in the overall interest of the Company.

The Chairman & Managing Director shall have the power to interpret these Rules, make minor correction in the policy with information to Board and in case of any doubt to provide clarification and his decision shall be final. He may also relax the provision of these Rules in individual cases of hardship for reasons to be recorded in writing.

**NORMS FOR PROMOTIONS TO/IN EXECUTIVE CADRE:
“MINIMUM ELIGIBILITY PERIOD & EDUCATIONAL QUALIFICATION”**

From	To	BE./MBA/ MCA/ M.Tech (after BE) / CA/ ICWA /CS or equiv.	Diploma in Engg.	Graduation + PG Dip. / Inter CA/ICWA/ or SAS or Equiv	B.Sc/ B.Com / BBA/ BA or equivalent .	Matric + ITI/ Certificate Course in Engg. or related discipline/ Intermediate	Matriculate or High School
GGM	ED	3 Yrs.	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible
GM	GGM	3 Yrs.	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible
Jt. GM	GM	3 Yrs.	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible
Dy. GM	Jt. GM	4 Yrs.	5 Yrs.	5 Yrs.	Not Eligible	Not Eligible	Not Eligible
Sr. Manager	Dy. GM	4 Yrs.	5 Yrs.	5 Yrs.	8 Yrs.	Not Eligible	Not Eligible
Manager	Sr. Manager	4 Yrs.	5 Yrs.	5 Yrs.	8 Yrs.	Not Eligible	Not Eligible
Dy. Manager	Manager	4 Yrs.	5 Yrs.	5 Yrs.	7 Yrs.	Not Eligible	Not Eligible
Asst. Manager	Dy. Manager	3 Yrs.	4 Yrs.	4 Yrs.	4 Yrs.	Not Eligible	Not Eligible
Engr / Asst. Gr-I	Asst. Manager	4 Yrs.	5 Yrs.	5 Yrs.	5 Yrs.	7 Yrs.	8 Yrs.

Note:

1. The Qualifications (academic/ professional) mentioned above should be from a recognized University/Institute as notified by AICTE/UGC from time to time/ should be recognized by the Government statutory body.
2. Avenues for promotion to employees possessing semi-professional qualifications have been explored and indicated above.
3. Eligibility period in grade or grades can be relaxed by company in any year/case citing particular reason(s) viz. past experience on lateral post in any other PSU or the delayed past promotion due to prolonged sickness of corporation, faster growth of company etc. with approval of Appointing Authority.
4. For Management Trainees, the channel of promotion would be from E1 i.e. Dy. Manager Level to E2 (Manager Level) in 4 years including training period(within cluster case).

NORMS FOR PROMOTION TO/IN EXECUTIVE CADRE**FACTORS OF ASSESSMENT AND EVALUATION CRITERIA****MINIMUM AGGREGATE/OVERALL MARKS REQUIRED FOR BEING EMPANELLED BY THE D.P.C.**

Promotion		Factors of Assessment/Evaluation Criteria				
From	To	Qualifications (Reqd. 8 + Addl. 2)	APARs	Experience	Interview / DPC	Total
GGM	E D	10	30	15	25	80
GM	GGM	10	30	15	25	80
Jt. GM	GM	10	30	15	25	80
Dy. GM	Jt. GM	10	30	15	25	80
Sr. Manager	Dy. GM	10	30	15	25	80
Manager	Sr. Manager	10	30	15	25	80
Dy. Manager	Manager	10	30	15	25	80
A M	Dy. Manager	10	30	15	25	80
Engr./Sr. Asst.GR-I	AM	10	30	15	25	80

N. B. ACRs means: Annual Confidential Report; GD means: Group Discussion.

- FORMATION OF PANEL:** All Officers shall be entitled for promotion as per eligible criteria and marks obtained. However, actual nos. of promotion will depend upon no. of vacancies approved by competent authority.
- Marks for ACRs:** will be allocated year-wise for each grading like Outstanding(OS), Very Good(VG) and Good proportionately in relation to ACRs for last three years eligibility period.
The marks will be allocated as under :- (Considering Total ACR Marks 60)

Outstanding	=	10
Very Good	=	8
Good	=	6
Fair	=	4
- Interview:** The purpose of the interview is to assess the suitability of the candidates for promotion to the next higher grade/post as per these rules. Marks (out of maximum marks allocated for Interview) shall be awarded by the DPC to the individual candidate, taking into consideration factors like professional knowledge, awareness with the latest trends in his professional field/job/functional area, ability to reason out logically, presentation of ideas coherently, environmental awareness, leadership, potential for decision making, communication skills, potential/attitude towards acceptance of higher responsibilities, commitment to the organization etc.
- Minimum eligible experience will carry 8 marks. For every additional year of experience in the same grade two additional mark will be allocated.
- Interview shall be conducted for the post of Dy. GM & above.

NORMS FOR PROMOTIONS IN NON-EXECUTIVE CADRE

“ELIGIBILITY PERIOD & MINIMUM EDUCATIONAL QUALIFICATION

From	To	Diploma in Engg .	Graduates with Dip. / Inter CA/ICWA or SAS or Equiv	B.Sc/ B.Com / BBA/BA or equiv. in line.	Matric + ITI/Certificate Course in Engg. or Intermediate	Matric	Trades - manship	Driv-ing Lice-nce
Asst. Engr./ Sr. Asst. Gr-II	Engr/ Sr. Asstt Gr-I	5	5	6	7	8	8	
Asst Gr. I	Sr. Asstt. Grade- II	5	5	6	8	8	8	
Asstt. Grade-II/ / Sr. Driver-II	Asstt Gr-I/ Sr. Driver Gr-1	5	5	5	8	8	8	
Asstt. Grade-III/ Head SG Grade II/ Driver Grade-I	Asstt. Grade-II/ Head Security Guard (SG) Grade-I/ Sr. Driver-II			6	8	8	8	
Sr. Attendant Cum Messenger (ACM) Grade-I/ Driver Grade-II/ Sr. SG Grade-I/	Asstt. Grade-III/ Head SG Grade II/ Driver Grade-I/ Sr. ACM				6	6	6	6
Sr. ACM Grade-II/Sr. SG Grade-II/ Sr. Cook cum Bearer	Sr. Attendant Cum Messenger (ACM) Grade-I/ Sr. SG Grade-I/ Head Cook				6	6	6	6
Sr. SG Grade-III/ ACM-III / Cook cum Bearer	Sr. ACM Grade-II/Sr. SG Grade-II/ Sr. Cook cum Bearer				6	6	6	6

Note:

1. Employees in the NE-8 Cadre on possessing degree in Engineering or CA/ICWA/MBA/LL.B upon completion of their eligibility for E-O grade shall be directly promoted to E-1 grade.
2. The qualification (academic/technical) mentioned above should be from a recognized University/Institute. The qualifications recognized by the Government as equivalent to the qualifications mentioned above will be accepted as such by the Company. Higher qualification than the above requirement shall be given due weightage in relaxing eligibility period by Competent Authority.
3. Eligibility period in grade or grades can be relaxed by company in any year citing particular reason(s) and with approval of the Competent Authority.

NORMS FOR PROMOTION IN NON-EXECUTIVE CADRE
FACTORS OF ASSESSMENT AND EVALUATION CRITERIA

MINIMUM AGGREGATE/OVERALL MARKS REQUIRED FOR BEING EMPANELLED BY THE D.P.C.

PROMOTION		Factors of Assessment/Evaluation Criteria			
FROM	TO	Qualification	APARs	DPC	Total
Asst. Engr./ Sr. Asst. Gr-II	Engr/ Sr. Asst Gr-I	20*	60	20	100
Asst Gr. I	Sr. Asstt. Grade- II	20*	60	20	100
Asstt. Grade-II/ / Sr. Driver-II	Asstt Gr-I/ Sr. Driver Gr-I	20*	60	20	100
Asstt. Grade-III/ Head SG Grade II/ Driver Grade-I	Asstt. Grade-II/ Head Security Guard (SG) Grade-I/ Sr. Driver-II	20*	60	20	100
Sr. Attendant Cum Messenger (ACM) Grade-I/ Driver Grade- II/ Sr. SG Grade-I	Asstt. Grade-III/ Head SG Grade II/ Driver Grade-I/ Sr. ACM	20*	60	20	100
Sr. ACM Grade-II/ Sr. SG Grade-II/ Sr. Cook cum Bearer	Sr. Attendant Cum Messenger (ACM) Grade-I/ Sr. SG Grade-I/ Head Cook	10#	80	10	100
Sr. SG Grade-III/ ACM-III / Cook cum Bearer	Sr. ACM Grade-II/ Sr. SG Grade-II/ Sr. Cook cum Bearer	10#	80	10	100

N. B. APARs means: Annual Performance Appraisal Report;

All official shall be entitled for promotion as per eligibility.

1. Marks for Qualification will be assigned as under:

Possessing prescribed minimum educational qualification: 8 Marks# / 16 Marks*

Possessing additional/higher than prescribed Minimum qualification: 10 Marks# / 20 Marks*

One mark shall be allocated for each higher qualification acquired as approved by the competent authority.

2. Marks for APARs will be allocated year-wise for each grading like Outstanding (OS), Very Good (VG) and Good proportionately in relation to APARs for last three years eligibility period.

The marks will be allocated as under :- (Considering Total ACR Marks 60)

Outstanding	=	20
Very Good	=	16
Good	=	12
Fair	=	10

In case of change in ACR total marks, the allocation of marks will be changed proportionately.

- Driver, Guard, ACM & Cook would go up to Jr Asst Grade-I only as shown above.
- Eligibility period in grade or grades can be relaxed by company in any year citing particular reason(s) viz. the delayed past promotion due to prolonged sickness of corporation, faster growth of company etc. with approval of Appointing Authority.
- All the promotion of non-executive cadre will be on the basis of DPC which will evaluate the suitability of candidate for promotion to the next higher grade/post as per rules of the Corporation. Marks shall be awarded by DPC to the Candidate taking into consideration factors like Job/Trade/Function/Knowledge/Discipline etc.