

WAPCOS

RECRUITMENT & PROMOTION RULES-2005

(Amended upto 31.03.2012)



WAPCOS LIMITED

(A Government of India Undertaking – Ministry of Water Resources)

INTERNATIONAL CONSULTANT IN WATER RESOURCES DEVELOPMENT

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WAPCOS LIMITED
(A GOVERNMENT OF INDIA UNDERTAKING)

RECRUITMENT AND PROMOTION RULES

1.0 These rules shall be called WAPCOS – Recruitment & Promotion Rules (Revised) – 2005¹. These shall take effect from 14.09.2005.

2.0 CLASSIFICATION OF POSTS

Group-A	Posts carrying a scale of pay with a maximum of not less than Rs. 14600 (Rs. 40500 revised*) i.e. posts in the grade of Rs. 8600-14600 (Rs. 16400-40500 revised) and above.
Group-B	Posts carrying a scale of pay with a maximum of not less than Rs. 9200 (Rs. 28000 revised) but less than Rs. 14600 (Rs. 40500 revised) i.e. posts in the grade of Rs. 6000-9200 (Rs. 12000 – 28000 revised) to Rs. 6550-11350 (Rs.12600-32500 revised).
Group-C	Posts carrying a scale of pay with a maximum of over Rs. 5400 (Rs. 16600 revised) but less than Rs. 9200 (Rs. 28000 revised) i.e. posts in the grade of Rs. 4000-6100 (Rs. 8000-18700 revised) to Rs. 5600-8600 (Rs.12000-28000 revised).
Group-D	Posts carrying a scale of pay with a maximum of Rs. 5400 (Rs. 16600 revised) or less i.e. posts in the grade of Rs. 3500-5400 (Rs. 7000-16600 revised) and below.

3.0 MODE OF RECRUITMENT

3.1 Technical Posts

- (a) The details of Technical Posts are given at Annexure-I and promotional avenues in this cadre are given at Annexure-II.
- (b) The requirement of personnel varies from time to time depending upon the projects need and projects in hand for optimum utilization of regular strength. Projection of 5 years/10 years in respect of the positions will be carried out. The regular strength of various posts as on 1st July, 2005 is mentioned at Annexure-VI to R&P Rules.

¹ Approved by the Board of Directors in its 151st Board meeting held on 14.09.2005.

* Revised with effect from 1.1.2007.

- (c) The regular strength of various posts as on 1st July, 2005 has been mentioned in Annexure-VI to R&P Rules. However, the optimum requirement of this strength can be reviewed periodically based on projects/works in hand by CMD and it can be modified as per the requirement.

- 3.1.1² Recruitment to all technical posts shall normally be made through open advertisement, employment exchange, campus and deputation from central/state Govt. organizations/PSEs/Autonomous Bodies.

Maximum age limit for appointment by transfer on deputation shall not exceed 56³ years as on the closing date for receipt of applications. The qualifications, experience, age etc. of the posts to be filled up on Deputation / Direct / Contract recruitment basis are given in Annexure-I to these rules.

- 3.1.2⁴ The 75% of the posts are meant for to be held by regular incumbents and 25% to be filled up on deputation basis. The 75% posts to be held by the regular incumbents are to be filled up by promotion from the eligible officers from the corresponding lower cadre. In case, eligible officers in the corresponding lower cadre are not available, the posts will be filled up on regular basis from the open market by following proper procedure. At entry level in engineering side, the posts are to be filled up by direct recruitment. However, filling of posts of deputation will be subject to exemption granted by Govt. from the rule of immediate absorption from time to time. The absorption committee for this purpose will be the same as mentioned in Rule 4.2. Officers appointed on projects at Hqrs. / Field / Regional offices through prescribed procedures on contract will also be considered for regular appointment.

3.2 Non-Technical (Administration and Finance) Posts

Details of Non-Technical (Administration and Finance) Posts are given at Annexure-III and promotional avenues in this cadre are given at Annexure-IV.

² As amended in its 188th Board Meeting held on 23.1.2012 vide agenda item No. 188.03.

³ 58 years for GM (Technical) posts as decided in 166th Board Meeting held on 21.7.2008 vide Agenda item no. 166.10.

⁴ The following has been approved in the 179th Board Meeting held on 31.5.2010 vide agenda item no. 179.12 in respect of the extent of shortfall of deputation quota:

- (a) To fill up deputation quota vacancies through promotion/ direct recruitment/campus recruitment/ deputation/ immediate absorption/contract as deemed necessary at any level.
- (b) In case of lateral entry against deputation quota the appointees shall be eligible for promotion in the cadre of vacancies against deputation quota.
- (c) While making recruitment for deputationist quota as well as regular quota overall experience of the personnel in different organizations instead of minimum experience in a particular cadre/level shall be taken into account for considering eligibility required while making recruitment.

3.2.1⁵ Group-A

75% by promotion of regular cadre and 25% on deputation failing which to fill up deputation quota vacancies through promotion/ direct recruitment/campus recruitment / deputation / immediate absorption/contract as deemed necessary at any level.

In case of lateral entry against deputation quota the appointees shall be eligible for promotion in the cadre of vacancies against deputation quota.

While making recruitment for deputationist quota as well as regular quota overall experience of the personnel in different organizations instead of minimum experience in a particular cadre/level shall be taken into account for considering eligibility required while making recruitment.

3.2.2 Group-B

100% by promotion. In the event of sufficient number of persons from regular cadre in Group B posts fulfilling eligibility criteria are not available, the posts which can not be filled by promotion will be filled on contract recruitment basis for a period of one year.

3.2.3 Group-C

Appointments to post of Junior Assistant / Data Entry Operator / Staff Car Driver and equivalent (entry level posts) shall be made by direct recruitment. Departmental candidates possessing prescribed qualifications and experience shall also be eligible to compete with the direct candidates.

However, Group-D employees of the Company possessing the prescribed qualification, viz. Graduation may be promoted to fill up Junior Assistant vacancies to the extent of 10% in the cadre of Junior Assistant. Out of this quota of 10%, 05% posts may be filled up by the Group-D employees possessing the prescribed qualification, viz. Graduation and having 30 w.p.m. speed in typewriting and having knowledge of computer operation subject to their qualifying a departmental test and the remaining 05% posts may be filled up on seniority basis from amongst those Group-D employees who are Graduate with at least 05 years continuous service in Group-D. The seniority of Graduate Group-D employees for this purpose, shall be maintained from the date of their initial joining in WAPCOS in the grade of Group-D posts. For regulating appointment in this grade a running roster shall be maintained and every 10th and 20th posts shall be earmarked to be filled on the basis of qualifying the departmental test and on seniority basis respectively.

⁵ As approved in the 179th Board Meeting held on 31.5.2010 vide agenda item no. 179.12.

3.2.4 Group-D

Appointment to the posts of Messenger, Chowkidar, Safaiwala and equivalent (Entry level posts) shall be made by direct recruitment. There shall be a common cadre for all incumbents for these posts.

3.3 General

3.3.1 Appointment on direct recruitment basis shall be made through the open advertisement or in the manner as permitted by the provisions of the Employment Exchange (Compulsory Notification of Vacancies) Act, 1959.

3.3.2 The Company will consider absorption in Administration and Finance, of any of its staff on deputation / appointed on contract against the relevant post and specific requirement only after following proper recruitment procedure.

4.0 APPOINTING AUTHORITIES AND SELECTION COMMITTEES

4.1⁶ Appointing Authority

The Chairman-cum-Managing Director shall be the appointing Authority for appointments to all posts with maximum of the scale not exceeding ₹.73000 revised scale.

4.2 Selection Committees

Selection Committees shall be constituted as given in para 4.2.1. In addition, wherever a particular post is to be filled up by a Scheduled Caste / Scheduled Tribe candidate, a Scheduled Caste / Scheduled Tribe officer as nominated by the Chairman-cum-Managing Director shall be co-opted on the Committee. However, in case any of the members of the Selection Committee is not available on the day of interview, the Chairman-cum-Managing Director may nominate an alternative member for selection to posts in which he is the appointing authority.

For selection of 10 or more posts in Group C and D, it is mandatory to have one member from SC/ST and one from a minority community. For less than 10 vacancies, no efforts should be spared in finding the required number of members from these communities.

In case member of any discipline shows his inability to attend the interview due to certain exigencies or his changed schedule, Chairman-cum-Managing Director may associate another member of the respective discipline on Selection Committee from Central Water Commission / Central Electricity Authority / Other Organizations.

⁶ As amended in 186th Board Meeting held on 5.8.2011

For Group A and B service posts, in the Selection Committee / DPC, a member belonging to SC/ST will be co-opted either from WAPCOS or from outside or an appropriate level as per the requirement of guidelines issued by the Govt. of India in this regard.

Close relatives of any candidate / employee in the panel to be considered should not be a member of the Selection Committee / DPC.

4.2.1 **Composition of Selection Committee / DPC**

A.⁷ For Posts where the maximum of scale exceeds Rs. 23,900 (Rs. 66,000 revised) but does not exceed Rs. 26,500 (Rs. 73,000/- revised) (IDA)

The Selection Committee /DPC for Technical/Non-Technical Posts shall be constituted by CMD of appropriate level officers, as he may deem fit, giving due representation to all the relevant disciplines.

B. For Posts where the maximum of scale is Rs. 23,900 (Rs. 66000 revised) and below

The Selection Committee / DPC shall be constituted by the competent authority i.e. CMD of appropriate level of officers as he may deem fit giving due representation to all the relevant disciplines. The guidelines issued by the DPE / Govt. of India for PSE shall also be kept in view while constituting the Selection Committee / DPC for posts carrying pay scale of maximum of Rs. 23900 (Rs. 66000 revised) and below both in Technical and non-Technical cadre.

Select panels shall be drawn by the committees and appointments made with the approval of the appointing authority.

The panels shall normally be valid for a period of one year, unless specifically extended by the Appointing Authority for the further period not exceeding six months.

5.0 **QUALIFICATION, EXPERIENCE, ETC., FOR APPOINTMENT**

5.1 Requirement of qualification, experience and age, for each post in technical cadre shall be as prescribed in Annexure-I, forming part of these rules and that in non-technical (Administration and Finance) cadre shall be as prescribed in Annexure-III, forming part of these rules.

⁷ Amended in the 166th Board Meeting held on 21.7.2008 vide agenda item no. 166.05 and thereafter as amended in 186th Board Meeting held on 5.8.2011.

5.2 In respect of such posts as are not covered by the Annexure I & III, qualifications, experience and age shall be determined by the Chairman-cum-Managing Director on the recommendations of committee of senior level officers appointed by him and reported to the Board.

6.0 RESERVATION OF POSTS

In making appointment to posts by direct recruitment / promotion, the Company shall follow orders of the Government of India on the subject, as may be applicable to the Company in regard to reservation of vacancies for Scheduled Castes and Scheduled Tribes / PH / OBCs / Ex-servicemen and their dependents killed in action and other specified categories.

7.0 PROBATION

Appointments to all posts other than by deputation shall initially be on probation for a period of one year during which employment may be terminated by giving one month's notice or salary in lieu thereof by the Company without assigning any reason. Probation period in the case of promotion shall also be one year. The Chairman-cum-Managing Director shall have the right to extend probationary period of any employee for a period not exceeding one year. Termination of service after probation period could be by a three month's notice on either side, or payment of salary in lieu thereof by the Company or by the employee as the case may be.

8.0 RE-EMPLOYMENT ON SUPERANNUATION

Retirement age for all employees shall be 60 years. Company may engage retired persons on re-engagement basis for specific period to meet urgent requirement in specialized fields and especially when no in house expertise is available. Further, it shall be as per the guidelines issued by the Govt. / DPE from time to time. In that case the pay (all inclusive) attached to the relevant post does not exceed the pay (all inclusive) last drawn before retirement. CMD will be competent authority for such short term appointments for project requirements.

9.0 SENIORITY

Seniority of all employees shall be determined on the basis of their ranks on the panel failing that on the basis of their joining duty on a particular post. Seniority of deputationists who are absorbed will take effect from the date of their initial

joining on deputation and not from the date of their absorption. Inter-se-seniority of such deputationists will be fixed accordingly at appropriate level.

10.0 PRINCIPLES COVERING PROMOTIONS

- 10.1** Percentages for promotion shall be prescribed under para 3 of these rules relating to mode of recruitment.
- 10.2** Eligibility criteria for promotion on technical cadre shall be as prescribed on Annexure-II, forming part of these rules. Eligibility criteria for promotion on Administration and Finance cadres shall be as prescribed on Annexure-IV, forming part of these rules. Mere fulfilling of eligibility criteria shall not establish an automatic right by an employee for promotion.
- 10.3⁸** All promotions shall be made on the recommendations of Departmental Promotion Committees, being the same as Selection Committees, prescribed under para 4.2 of these rules. The meeting of DPC will be held once in a year in the month of July and all promotions approved by the Competent Authority on the recommendations of DPC shall be effective from 1st of August of relevant year. The cases of eligible employees as on 31st July of the relevant year shall be considered by the DPC.
- 10.4⁹** No promotion shall be claimed on the basis of seniority. Criteria for promotion shall normally be seniority-cum-fitness. However, consideration shall be given to qualifications, experience, initiative, confidential record and special attribute possessed by the incumbent for certain categories of post. In respect of posts carrying pay scale of Rs. 8600-14600 (Rs.16400-40500 revised) and above promotion will be on the basis of performance of the individual to be adjusted by selection committee in a presentation / interview in addition to other parameters such as evaluation of ACRs, qualification including professional, initiative, etc.

10.5 Other Items

10.5.1 Mode of Promotion

Mode of promotion for all posts shall be "Selection" only.

⁸ As amended vide Circulation dated 9.7.2010 and confirmed and noted by the Board in its 181st Board Meeting held on 23.9.2010.

⁹ As amended vide Circulation dated 15.5.2008 and confirmed and noted by the Board in its 166th meeting held on 21.7.2008 vide Agenda item no. 166.10.

Promotion to the posts having scale of pay of Rs. 8600-14600 (Rs. 16400-40500 revised) and above shall be considered on the basis of the under mentioned criteria:

- (i) The mode of promotion shall be "Selection"
- (ii) The bench mark for promotion shall be "Good" upto grade Rs. 10750-16750 (Rs. 20600-46500 revised) level and "Very Good" above grade Rs. 10750-16750 (Rs. 20600-46500 revised)
- (iii) The DPC shall identify the officers with reference to the bench-mark of good or very good. Only those officers who are so identified shall be considered by the DPC for presentation before DPC. The select panel will be drawn on the basis of evaluation of ACR, performance in the presentation and any other criteria as may be fixed by DPC, in order of their inter-se-seniority in the feeder grade subject to availability of vacancies.

¹⁰ In respect of promotion from ACE to CE and above, this rule will be as follows:

CE-II CE-I
E-5

The DPC shall identify the officers with reference to the bench-mark of "very good". Only those officers who are so identified shall be considered by the DPC for presentation before DPC. The select panel will be drawn in order of merit-eum-seniority on the basis of evaluation of ACR, performance in the presentation and any other criteria like internal assessment against MOU targets and personal targets, suitability of the candidate for the vacant post under consideration etc., as may be fixed by the DPC for promotion from Addl. Chief Engineer to Chief Engineer and above and equivalent positions. The seniority will be drawn on the basis of merit.

10.6 Role of Departmental Promotion Committee (DPC)

The Competent Authority shall have the powers to constitute the DPC as considered appropriate by him. Role of DPC shall be as under which 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 ACRs, Interview, Group Discussion, Presentation and other documents, relevant records in the personal files and other informations/reports having a bearing on the suitability for assuming positions in the next higher grade/post.

¹⁰ As decided in 158th Board Meeting held on 10.1.2007 vide Agenda Item No.158.7.

- (ii) DPC shall take into consideration the ACRs for the last as many years as is the minimum eligibility period prescribed for promotion to the post, immediately preceding the cut off date of 31st July 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, aptitude, sense of involvement, commitment to the organization, as also the upward 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) The purpose of the Presentation/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 Presentation/Interview) shall be awarded by the DPC taking into consideration factors like professional knowledge, extent of involvement in the project implementation and business development, awareness with the latest trends in his professional field, ability to reason out logically, presentation of ideas coherently, environmental awareness, leadership, potential for decision making, communication skills, commitment to the organization, rules and regulations (applicable to Company's operation) etc.
- (vi) Subject to compliance with the 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 the names of employees for the approval of the Competent Authority.

10.7 Reservation for SCs/STs/OBCs etc.

Reservation in favour of candidates belonging to the SC/ST/OBC etc. for promotions within all Groups of posts in the Technical and Non-Technical Cadres, as applicable under the Presidential Directive in this regard from time to time, would be implemented.

10.8¹¹ Time for considering Promotions

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

¹¹ Approved in 137th Board Meeting vide Agenda Item No. 187.06.

10.9 Refusal to Promotion

In the event of an employee refusing promotion on personal reasons, he will not be considered for promotion subsequent to his refusal, until such time he communicates in writing to the Management that he would accept promotion without any pre-condition whatsoever.

Further, an employee who also 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.

10.10 Promotion of employee whose conduct is under investigation

Cases of employees under suspension, investigation, charge sheeted or criminal prosecution are to be specifically brought to the notice of the DPC for taking action as per rule.

10.11 Sealed Cover Procedure

DPC shall assess the suitability of such employees covered in para 10.10 above coming within 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 Investigation / Disciplinary case / criminal prosecution, which results in dropping of allegations against the employees, 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 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.

10.12 Employees Debarred from Promotion

Employees undergoing punishment under rules applicable to them shall not be considered for promotion during the period.

11.0 MISCELLANEOUS

- 11.1 In case of appointment where any relative of the person is already employed in WAPCOS / MOWR / or its constituents, the relevant provisions of the conduct rules. Companies Act 1956 and guidelines / instructions issued by the Govt./DPE in this regard should be complied with. It would be the responsibility of Personnel Department / CVO to get this verified / confirmed before submitting the cases to the DPC / SC and a note in this regard will be submitted to the Competent Authority / Appointing Authority before getting the Selection Committee / DPC constituted.
- 11.2 These rules shall be applicable in respect of all appointments made in WAPCOS against regular requirement and against sanctioned posts in Headquarters i.e. Delhi / Gurgaon based offices. However, in respect of short term project requirement both for field / site & H.Q., the appointment shall be made on contract / deputation / ad-hoc basis for the duration of the project only with the prior approval of CMD. Contract employments shall be regulated as per policy laid down by the Company as placed at Annexure-V to these rules.
- 11.3 The Board may at its discretion modify any of these rules for application to an individual case on being satisfied that the application of these rules cause undue hardship.
- 11.4 In regard to interpretation of these rules, the decision of the Chairman-cum-Managing Director shall be final and binding.
- 11.5¹² Promotion from the supervisory cadre in the pay scale of Rs. 6550-11350 (Rs.12600-32500 revised) and above shall be through presentation of eligible candidates before the duly constituted departmental promotion committee/selection committee for assessing the suitability for promotion of the eligible candidates in the respective cadres as per Clause 10.4.
- 11.6¹³ **Provision for existing officers who do not possess prescribed minimum Educational Qualification**

Promotion of the existing officers on the role of the Company shall be through presentation of eligible candidates before the duly constituted departmental promotion committee/selection committee for assessing the suitability for promotion of the eligible candidates in the respective cadres as per Clause 10.4.

¹² As amended vide Circulation dated 15.5.2008 and confirmed and noted by the Board in its 166th meeting held on 21.7.2008 vide Agenda item no. 166.10.

¹³ As amended vide Circulation dated 15.5.2008 and confirmed and noted by the Board in its 166th meeting held on 21.7.2008 vide Agenda item no. 166.10.

DETAILS OF QUALIFICATION, EXPERIENCE, AGE ETC. FOR APPOINTMENTS ON DIRECT RECRUITMENT & ON DEPUTATION / CONTRACT BASIS IN TECHNICAL CADRES

Sr. No.	Name of Post	Scale of Pay in Rs.	Maximum Age in years	Qualification & Experience ¹⁴
01	General Manager	20500-26500 (51300-73000- Revised)	58 ¹⁵	<p>Essential¹⁶ Degree in Civil/Electrical/Mechanical Engineering with minimum 20 years total experience of which not less than 01 year as Chief Engineer or equivalent in the pay scale of Rs.18,500-23,900 (Rs.43200-66000- revised) or equivalent relating to planning, investigations, designs, construction, operations etc. for Water Resources, Power and Infrastructure Development Projects.</p> <p>Desirable Experience in Hydro-Electric Projects, Roads, Water Resources Development Projects, Geo-technical investigations, Project Management, Construction Supervision etc.</p>
02.	Chief Engineer (Civil)	18500-23900 (43200-66000- Revised)	56	<p>Essential Degree in Civil Engineering with minimum 15 years total experience of which not less than</p>

¹⁴ In 179th Board Meeting held on 31.5.2010 vide Agenda item no. 179.12, it was decided as follows with regard to Experience:

While making recruitment for deputation quota as well as regular quota overall experience of the personnel in different organizations instead of minimum experience in a particular cadre/level shall be taken into account for considering eligibility required while making recruitment.

¹⁵ As revised vide Circulation dated 15.5.2008 and confirmed and noted by the Board in its 166th meeting held on 21.7.2008 vide Agenda item no. 166.10.

¹⁶ As proposed and approved in its 163rd Board meeting held on 24.1.2008 vide Agenda item no. 163.04 for the post of General Managers (Tech.) only.

Sr. No.	Name of Post	Scale of Pay in Rs.	Maximum Age in years	Qualification & Experience ¹⁴
				<p>02 years as Addl. Chief Engineer or equivalent in the pay scale of Rs. 16000-20800 (Rs. 32900-58000 revised) or equivalent relating to investigations, planning, designs, construction, operation etc. for water resources / infrastructure / development projects.</p> <p>Desirable Areas of specialization required for the particular post under consideration to be indicated at the time of notifying the vacancy.</p>
03.	Chief Engineer (Elect)	18500-23900 (43200-66000-Revised)	56	<p>Essential Degree in Elect. Engineering with minimum 15 years total experience of which not less than 02 years as Addl. Chief Engineer or equivalent in the pay scale of Rs. 16000-20800 (Rs.32900-58000 revised) or equivalent relating to investigations, planning, designs, construction, operation etc. of Hydro power projects, transmission and distribution systems.</p> <p>Desirable Areas of specialization required for the particular post under consideration to be indicated at the time of notifying the vacancy.</p>
04.	Addl. Chief Engineer (Elect)	16000-20800 (32900-58000-Revised)	56	<p>Degree in Elect. Engineering from a recognized university with minimum 13 years total experience of which not less than 03 years as Dir/Sup. Engineer or equivalent in the pay scale of Rs. 14500-18700 (Rs. 29100-54500 revised) or equivalent in the field</p>

Sr. No.	Name of Post	Scale of Pay in Rs.	Maximum Age in years	Qualification & Experience ¹⁴
				of investigations, planning, designs, construction, supervision and preparation of specifications, planning of sub-transmission and distribution systems as well as protection system, knowledge of metering and tariffs in an electrical utility, economic analysis of alternatives for least cost option, operation and maintenance of distribution system and procurement of electrical equipment & material. Knowledge of software used in power system and SCADA.
05.	Addl. Chief Engineer (Civil)	16000-20800 (32900-58000- Revised)	56	Degree in Civil Engineering from a recognized university with minimum 13 years total experience of which not less than 3 years experience as Director / Superintending Engineer or equivalent in the grade of Rs. 14500-18700 (Rs. 29100-54500 revised) IDA of equivalent in the field of investigations, planning, designs, construction, operation etc. for Water Resources and Hydro power development projects
06.	Deputy Chief Engineer (Civil)	14500-18700 (29100-54500- Revised)	45	Degree in Civil Engineering from a recognized university with minimum 10 years total experience of which not less than 05 years as Executive Engineer or equivalent in the pay scale of Rs. 10750-16750 (Rs. 20600-46500 revised) or equivalent in the field of investigations, planning, designs, construction, operation etc. for Water Resources development projects

07.	Deputy Chief Engineer (Elect)	14500-18700 (29100-54500 Revised)	45	Degree in Elect. Engineering from a recognized university with minimum 10 years total experience of which not less than 05 years as Executive Engineer or equivalent in the pay scale of Rs. 10750-16750 (Rs. 20600-46500 revised) or equivalent in the field of investigations, planning, designs, construction, operation etc. of Hydro-Power projects transmission and distribution systems
08.	Senior Engineer (Civil) Gr. II	10750-16750 (20600-46500 Revised)	40	Degree in Civil Engineering from a recognized university with minimum 05 years experience as Assistant Engineer or minimum 4 years experience as Assistant Executive Engineer or equivalent in the pay scale of Rs. 8600-14600 (Rs. 16400-40500 revised) or equivalent in the field of investigations, planning, designs, construction, operation etc. for Water Resources development projects
09.	Senior Engineer (Elect) Gr. II	10750-16750 (20600-46500 Revised)	40	Degree in Elect. Engineering from a recognized university with minimum 05 years experience as Assistant Engineer or minimum 4 years experience as Assistant Executive Engineer or equivalent in the pay scale of Rs. 8600-14600 (Rs.16400-40500 revised) or equivalent in the field of investigations, planning, designs, construction, operation etc. for Hydro power projects, transmission and distribution systems
10.	Survey Officer Gr. I	10750-16750 (20600-46500 Revised)	40	BE (Civil)/AMIE from a recognized university / institute with minimum 5 years total experience in the field of survey, out of which 4 years must be in the grade of Rs. 8600-14600

				(Rs.16400-40500 revised) or equivalent as Survey officer Gr. II or equivalent. Minimum 03 years experience of survey work in any foreign assignment / projects in India.
11.	Engineer (Civil/ Computer)	8600-14600 (16400-40500- Revised)	30	Degree in Civil/Computer Engineering from a recognized university with practical experience in one or more fields of investigations, planning, designs, construction, operation etc. for Water Resources Development projects for a minimum of 02 years.
12.	Engineer (Elect/ Mech)	8600-14600 (16400-40500- Revised)	30	Degree in Elect/Mech Engineering from a recognized university with practical experience in one or more fields of investigations, planning, designs, construction, operation etc. of Hydro Power projects, transmission and distribution systems for a minimum period of 02 years.
13.	Systems Officer/ Programmer	8600-14600 (16400-40500- Revised)	30	B.E./B. Tech. in Information Technology / Computer Science / Electronics & Communication or MCA from a recognized University with minimum 2 years experience.
14.	Assistant System Officer/ Assistant Programmer	6550-11350 (12600-32500- Revised)	28	B.E. / B. Tech. in Information Technology / Computer Science / Electronics & Communication or MCA from a recognized University. Experience in Systems Analysis of the related fields will be preferable
15.	Chief Surveyor	6550-11350 (12600-32500- Revised)	28	BE (Civil) / AMIE from a recognized university / institution with 2 years experience OR Graduate from a recognized university / institution with two

				years Diploma in Surveys from Survey of India with 3 years experience
16.	Junior Programmer	6000-9200 (12000-28000- Revised)	28	Graduate with Maths / Statistics / Economics as one of the subjects from a recognized university or 3 years diploma in engineering from a recognized Board of Technical Education. Field Related: DOEACC 'A' level certificate + one year experience in using a database package or program development using any language out of C, C++, Basic / FORTRAN
17.	Supervisor	5000-7700 (10000-23400- Revised)	30	Diploma in Civil Engineering from a recognized Board of Technical Education. Should be capable of carrying out field surveys independently and preparing estimates of costs
18.	Technical Assistant	5000-7700 (10000-23400- Revised)	27	Graduate from recognized university, Post Graduate in Sociology / Environmental Science / Chemistry / Zoology / Botany with minimum three years experience in Research / Consultancy organization. Field experience on EIAs will be preferred.
19.	DEO Gr. II	4000-6100 (8000-18700- Revised)	27	Graduate from a recognized university or 3 years diploma in engineering from a recognized Board of Technical Education Field Related DOEACC 'O' level certificate. A certificate in usage of Windows & MS Office Packages.
20.	Draftsman Gr. III	4600-7100 (9200-21500- Revised)	27	Sr. Secondary (10+2) and a Diploma in Draftsmanship from a recognized Institution. Knowledge in Auto CAD with two years experience is essential. Over one year's training in Leory

				printing in a Government Department or Public Sector Undertaking or commercial firm of repute.
21	Surveyor Gr.III	4600-7100 (9200-21500- Revised)	27	Sr. Secondary (10+2) and a Certificate in surveying from a recognized Board / Institute with minimum 02 years field experience of survey work. OR Diploma in Civil Engineering

NOTE:

- i) Minimum age for entry into service shall be 18 years
- ii) Age for appointment by transfer on deputation should not exceed 56 (58 years for the post of GM(Tech) years as on the closing date for receipt of applications.
- iii) Vide Circulation dated 15.5.2008 and confirmed and noted by the Board in its 166th meeting held on 21.7.2008 vide Agenda item no. 166.10; the qualifications as prescribed above in respect of the following posts have been relaxed for the purpose of promotions.

Sl. No.	Designation & Pay Scales	Qualification under these rules	Qualification for promotions after relaxation
1	Sr. Programmer (Grade-II) Rs.10750-16750 (Rs. 20600-46500 revised)	B.E./B. Tech. in Information Tech./Computer Science/Electronics and Communication or MCA from a recognized university	Graduation in Science/Arts/Commerce or equivalent
2	Programmer Rs. 8600-14600 (Rs. 16400-40500 revised)	B.E./B. Tech. in Information Tech./Computer Science/Electronics and Communication or MCA from a recognized university	Graduation in Science/Arts/Commerce or equivalent
3.	Computer Operator 5000-7700 (Rs. 10000-23400 revised)	Graduate from a recognized university or 3 years diploma in engineering from a recognized Board of Technical Education. Field Related: DOEACC 'O' level certificate. A certificate in usage of Windows & MS Office Packages.	Graduation in Science/Arts/Commerce or equivalent

- iv) In respect of the following isolated posts, in respect of which no qualification has been prescribed in these rules, vide Circulation dated 15.5.2008 and confirmed and noted by the Board in its 166th meeting held on 21.7.2008 vide Agenda item no. 166.10, the following qualifications have been prescribed for upgradation of the posts held by the incumbents.

Sl No.	Designation	Qualification in the prescribed R&P Rules	Qualification for upgradation
1	Sr. Soil Expert (Rs.14500-18700) (Rs.29100-54500 - revised)	NIL	M.Sc. (Agri. Science) and Ph.D. (Soil Science)
2.	Dy Agriculture Officer (Rs.8600-14600) (Rs.16400-40500 - revised)	NIL	Graduation Degree in Agriculture Science or equivalent.

It was also approved that in respect of such posts as are not covered above, qualification, experience and specialization for promotion prospect of existing employees shall be determined by the Chairman-cum-Managing Director on the recommendation of committee of senior level officers approved by him and reported to the Board.

- v) (a) In 166 Board Meeting held on 21.7.2006, CMD has been delegated the power for a period of 3 years to relax the qualifications for promotion to the next grade for all categories of officers and staff members. However, for direct recruitment whenever required the qualifications prescribed in the revised R&P Rules shall be valid.
- (b) In the 180th Board Meeting held on 25.06.2010 vide Agenda Item No. 180.04, CMD has been delegated the power for a further period of 5 years beyond the period of 3 years (i.e. 20.7.2011) already approved to relax the qualifications for promotions to the next grade for all categories of officers and staff members.

III. COMPUTER OPERATOR CADRES

Scale of Pay in Rupees (IDA)				Eligibility period for promotion from lower grade to next higher grade
Lower Grade		Higher Grade		
Pre-revised	Revised	Pre-revised	Revised	
13000-18250	24900-50500#	14500-18700	29100-54500	3 years
10750-16750	20600-46500#	13000-18250	24900-50500	2 years
8600-14600	16400-40500	10750-16750	20600-46500	4 years
6550-11350	12600-32500	8600-14600	16400-40500	3 years
6000-9200	12000-28000	6550-11350	12600-32500	3 years
5000-7700	10000-23400	6000-9200	12000-28000	4 years
4600-7100	9200-21500	5000-7700	10000-23400	4 years
4000-6100	8000-18700	4600-7100	9200-21500	4 years

Five years shall be combined service in the grade of Rs.24900-50500 (Revised) and Rs.29100-54500 (Revised) shall be governing criteria for promotion from Sr. Engineer to Dy. Chief Engineer and equivalent posts. This relaxation was approved through Circulation dated 15.5.2008 and confirmed and noted by the Board in its 166th meeting held on 21.7.2008 vide Agenda item no. 166.10.

**DETAILS OF QUALIFICATION, EXPERIENCE, AGE ETC. FOR
APPOINTMENTS ON DIRECT RECRUITMENT & ON DEPUTATION /
CONTRACT BASIS IN NON TECHNICAL (ADMINISTRATION AND
FINANCE) CADRES**

Sr. No.	Name of Post	Scale of Pay in Rs.	Maximum Age in years	Qualification & Experience ¹⁷
01	General Manager (Admn/Fin)	20500-26500 (51300-73000 - Revised)	56	Degree from a recognized university. MBA with specialization in Personnel Management / Financial Management / CA / ICWA from a recognized university / institute with minimum 17 years total experience, of which not less than 2 years as Chief Manager in the grade of Rs. 18500-23900 (Rs.43200-66000 revised) or equivalent.
02.	Secretary (C&LA)	18500-23900 ¹⁸ (43200-66000- Revised)	56	Degree from a recognized university with Membership of Institute of Company Secretaries of India possessing experience not less than 15 years out of which minimum 2 years in the pay scale of Rs. 16000-20800 (Rs.32900-58000 revised) or equivalent in corporate matters including contract and legal aspects. Desirable Degree in Law

¹⁷ In 179th Board Meeting held on 31.5.2010 vide Agenda item no. 179.12, it was decided as follows with regard to Experience:

While making recruitment for deputation quota as well as regular quota overall experience of the personnel in different organizations instead of minimum experience in a particular cadre/level shall be taken into account for considering eligibility required while making recruitment.

¹⁸ Upgraded to Rs.20500-26500 (Rs.51300-73000-Revised) in the 163rd Board Meeting held on 21.1.2008.

Sr. No.	Name of Post	Scale of Pay in Rs.	Maximum Age in years	Qualification & Experience ^{PT}
03.	Chief Manager (P&A)	18500-23900 (43200-66000- Revised)	56	<p>Essential Degree from a recognized university.</p> <p>MBA with specialization in personnel Management.</p> <p>Minimum 15 years total experience in the field of personnel management, recruitment, promotion, placement, development, manpower forecasting, industrial relations, policy planning matters etc. in Public Sector Enterprises or in Central Govt. Organizations out of which minimum 2 years must be in the Grade of Rs. 16000-20800 (Rs.32900-58000 revised) or equivalent.</p> <p>Desirable Post-Graduate Degree, preferably in Social Sciences.</p> <p>5 years experience at Supervisory level in Central Govt. offices dealing with policy, procedures, planning, recruitment, disciplinary matters etc.</p> <p>Good exposure to Govt. rules and regulations.</p>
04.	Dy. Chief (P&A)	16000-20800 (32900-58000- Revised)	56	<p>Degree from a recognized university.</p> <p>MBA with specialization in personnel management.</p> <p>Minimum 13 years total experience in the field of personnel management,</p>

Sr. No.	Name of Post	Scale of Pay in Rs.	Maximum Age in years	Qualification & Experience ¹⁷
				<p>recruitment promotion, placement, development, manpower forecasting, industrial relations, public relation, policy planning matters etc. in Public Sector Enterprises or in Central Govt. Organizations out of which minimum 3 years must be in the Grade of Rs. 14500-18700 (Rs. 29100-54500 revised) IDA or equivalent.</p> <p>Desirable Post-Graduate Degree, preferably in Social Sciences.</p> <p>5 years experience at Supervisory level in Central Govt. offices dealing with policy procedures, planning, recruitment, disciplinary matters etc.</p> <p>Good exposure to Govt. rules and regulations.</p>
05.	Dy. Chief (Fin.)	16000-20800 (32900-58000- Revised)	56	<p>Degree from a recognized university with associate membership of the Institute of Cost and Works Accountants of India with CA/ICWA from recognized university / institute.</p> <p>Minimum 13 years total experience in different fields of financial management, accounting, international financing, exchange control rules and regulations, marketing, commercial accounting, costing, auditing, taxation etc. of which at least 3 years should be in the Grade of Rs. 14500-18700 (Rs. 29100-54500 revised) or</p>

Sr. No.	Name of Post	Scale of Pay in Rs.	Maximum Age in years	Qualification & Experience ¹⁷
				equivalent. Candidates having experience in international consultancy organization in the above field of activities will be preferred.
06.	Sr. Manager (Pers. & Admn.)	14500-18700 (29100-54500- Revised)	56	<p>Degree from a recognized university.</p> <p>MBA with specialization in personnel management.</p> <p>Minimum 10 years experience in the field of personnel management, recruitment, promotion, placement, development, manpower forecasting, industrial relations, public relations, policy planning matters etc. in Public Sector Enterprises and in Central Govt. organizations, out of which 5 years should be at Executive Level in the Grade of Rs. 10750-16750 (Rs. 20600-46500 revised) or equivalent.</p> <p>Desirable Post-Graduate Degree, preferably in Social Sciences.</p> <p>5 years experience at Supervisory level in Central Govt. offices dealing with policy, procedures, planning, recruitment, disciplinary matters.</p> <p>Good exposure to Govt. Rules and Regulations.</p>
07.	Sr. Manager (Fin.)	14500-18700 (29100-54500- Revised)	56	Degree from a recognized university with Associate Membership of the Institute of

Sr. No.	Name of Post	Scale of Pay in Rs.	Maximum Age in years	Qualification & Experience ¹⁷
				<p>Cost and Works Accountants of India with CA/ICWA from recognized university / institute with 10 years post qualification experience in different fields of financial management, accounting, international financing, exchange control rules and regulations, marketing, commercial accounting, costing, auditing, taxation etc. of which at least 5 years should be in the Grade of Rs. 10750-16750 (Rs. 20600-46500 revised) or equivalent.</p>
08.	Manager (Pers. & Admn.)	10750-16750 (20600-46500-Revised)	40	<p>Degree from a recognized university in Arts / Science / Commerce.</p> <p>MBA with specialization in personnel management.</p> <p>Minimum 5 years experience in the field of personnel management and administration in reputed PSUs / Government offices / Autonomous Bodies.</p> <p>At least 4 years experience in the Grade of Rs. 8600-14600 (Rs. 16400-40500 revised) or equivalent.</p> <p>Desirable Knowledge of Govt. rules / procedures / practices, disciplinary matters, recruitment and selection, general administration, office services, establishment matters etc. and knowledge of government rules.</p>

Sr. No.	Name of Post	Scale of Pay in Rs.	Maximum Age in years	Qualification & Experience ¹⁷
09.	Manager (Fin.)	10750-16750 (20600-46500- Revised)	40	Essential Degree from a recognized university with CA/ICWA from recognized university / institute with minimum 5 years experience out of which 4 years must be in the grade of Rs. 8600-14600 (Rs. 16400-40500 revised) or equivalent.
10.	Dy. Manager (Pers. & Admn.)	8600-14600 (16400-40500- Revised)	40	Essential Degree from a recognized university. <u>MBA</u> with specialization in personnel management with minimum 2 years experience in the Grade of Rs. 6550-11350 (Rs. 12600-32500 revised) or equivalent dealing with administrative and establishment matters in Government offices / PSUs / Public bodies. Desirable Knowledge of Govt. rules and regulations.
11.	Dy. Manager (Fin.)	8600-14600 (16400-40500- Revised)	40	Essential Degree from a recognized university. CA/ICWA from recognized institute with minimum 2 years experience in the matters relating to financial management, commercial, accounting, costing, auditing, taxation in the grade of Rs. 6550-11350 (Rs. 12600-32500 revised) or equivalent.
12.	Asstt. Manager (Admn)	6550-11350 (12600-32500- Revised)	35	Essential Degree from a recognized university with <u>P.G. Diploma</u> in Personnel Management from a

Sr. No.	Name of Post	Scale of Pay in Rs.	Maximum Age in years	Qualification & Experience ¹⁷
				<p>recognized institute. Minimum of 3 years experience in the grade of Rs. 6000-9200 (Rs.12000-28000 revised) or equivalent.</p> <p>Desirable Knowledge of Govt. Rules and regulations.</p>
13.	Hindi Translator	5000-7700 (10000-23400- Revised)	30	<p>Essential Post Graduate Degree in Hindi from a recognized university with English as a subject at Degree level or Post Graduate Degree in English with Hindi as a subject at degree level. Or Post Graduate Degree in any subject through Hindi medium with English as a subject at degree level</p> <p>Desirable Should have Sanskrit as a subject at degree or equivalent examination. Should have knowledge of any Modern Indian Language in addition to Hindi. Should have experience of translation from Hindi to English and vice-versa.</p>
14.	Jr. Personal Assistant	4600-7100 (9200-21500- Revised)	25	<p>Essential Graduate or equivalent from a recognized university Minimum speed 80/30 W.P.M. in shorthand and typing respectively. Knowledge of computer operation is essential</p>

Sr. No.	Name of Post	Scale of Pay in Rs.	Maximum Age in years	Qualification & Experience ¹⁷
15.	Junior Assistant	4000-6100 (8000-18700- Revised)	25	Essential Graduate or equivalent from a recognized university. Computer knowledge of DOEACC 'O' level.
16.	Receptionist-cum-Telephone Operator Grade II	4000-6100 (8000-18700- Revised)	25	Degree from a recognized university. Computer knowledge of DOEACC 'O' level + Experience in operation of EPABX and Diploma in EPABX from a recognized institute. Fluency in speaking in English and Hindi and pleasing personality
17.	Staff Car Driver Gr. III /Despatch Rider	4000-6100 (8000-18700- Revised)	25	Passed 10 th class Should possess valid Driving License 5 years experience in driving
18.	Messenger Gr. III	3000-4500 (6000-13900- Revised)	25	Passed 8 th class
19.	Chowkidar Gr. III	3000-4500 (6000-13900- Revised)	25	Passed 8 th class
20.	Safaiwala Gr. III	3000-4500 (6000-13900- Revised)	25	Primary pass desirable

NOTE:

- i) Vide Circulation dated 15.5.2008 and confirmed and noted by the Board in its 166th meeting held on 21.7.2008 vide Agenda item no. 166.10, the qualifications as prescribed above in respect of the following posts have been relaxed for the purpose of promotions.

Sl. No.	Designation	Qualification under these rules	Qualification for promotions after relaxation
1.	Dy. Chief Manager (Finance) (Rs.16000-20800) (Rs.32900-58000 revised)	Degree from recognized University with associate membership of the Institute of Cost & Works Accountants of India with CA/ICWA from recognized University/Institute	Graduation Degree or equivalent.
2.	Deputy Manager (Finance) (Rs.8600-14600) (Rs.16400-40500 revised)	Graduate Degree from recognized university with CA/ICWA from recognized Institute	Graduation Degree or equivalent.
3.	Assistant Manager (Finance) (Rs.6550-11350) (Rs.12600-32500 revised)	Graduate or equivalent from a recognized University with Post Graduate Diploma in Financial Management	Graduation Degree or equivalent
4.	Senior Manager (Personnel/Admn.) (Rs.14500-18700) (Rs.29100-54500 revised)	Degree from recognized University and MBA with specialization in Personnel Management.	Graduation Degree or equivalent.
5.	Manager Gr.II (Personnel/Admn.) (Rs.10750-16750) (Rs.20600-46500 revised)	Degree from recognized University and MBA with specialization in Personnel Management	Graduation Degree or equivalent
6.	Assistant Manager (Personnel/Admn.) (Rs.6550-11350) (Rs.12600-32500 revised)	Degree from recognized University with Post Graduate Diploma in Personnel Management	Graduation Degree or equivalent.

Sl. No.	Designation	Qualification under these rules	Qualification for promotions after relaxation
7.	Chief Surveyor (Rs.6550-11350) (Rs.12600-32500 revised)	BE (Civil) / AMIE from a recognized university / institution with 2 years experience. or Graduate from a recognized university / institution with two years Diploma in Surveys from Survey of India with 3 years experience.	Diploma in Civil Engineering from recognized Institute or Graduate with 2 years Diploma in Surveys from Survey of India

- ii) The following isolated posts, in respect of which no qualification has been prescribed in these rules, vide Circulation dated 15.5.2008 and confirmed and noted by the Board in its 166th meeting held on 21.7.2008 vide Agenda item no. 166.10, the following qualifications have been prescribed for upgradation of the posts held by the incumbents.

Sl. No.	Designation	Qualification in the prescribed R&P Rules	Qualification for upgradation
1.	Manager (Library) (Rs.10750-16750) (Rs. 20600-46500 revised)	NIL	Graduation Degree in Library Science or equivalent
2.	Dy Liaison Officer (Rs.8600-14600) (Rs. 16400-40500 revised)	NIL	Graduation Degree or equivalent

It was also approved that in respect of such posts as are not covered above, qualification, experience and specialization for promotion prospect of existing employees shall be determined by the Chairman-cum-Managing Director on the recommendation of committee of senior level officers approved by him and reported to the Board.

- iii) (a) In 166th Board Meeting held on 21.7.2006, CMD has been delegated the power for a period of 3 years to relax the qualifications for promotion to the next grade for all categories of officers and staff members. However, for direct recruitment whenever required the qualifications prescribed in the revised R&P Rules shall be valid.
- (b) In the 180th Board Meeting held on 25.06.2010 vide Agenda Item No. 180.04, CMD has been delegated the power for a further period of 5 years beyond the period of 3 years (i.e. 20.7.2011) already approved to relax the qualifications for promotions to the next grade for all categories of officers and staff members.

PROMOTIONAL AVENUES IN NON-TECHNICAL CADRES

Scale of Pay in Rupees (IDA)				Eligibility period for promotion from lower grade to next higher grade
Lower Grade		Higher Grade		
Existing	Revised	Existing	Revised	
18500-23900	43200-66000	20500-26500	51300-73000	1 year E-8
17500-22300	36600-62000@	18500-23900	43200-66000	1 year E-7 Ment ⁷
16000-20800	32900-58000	17500-22300	36600-62000	2 years E-6
14500-18700	29100-54500#	16000-20800	32900-58000	3 years E-5
13000-18250	24900-50500#	14500-18700	29100-54500	3 years E-4
10750-16750	20600-46500	13000-18250	24900-50500	2 years E-3
8600-14600	16400-40500	10750-16750	20600-46500	4 years E-2
6550-11350	12600-32500	8600-14600	16400-40500	3 years E-1
6000-9200	12000-28000	6550-11350	12600-32500	3 years
5000-7700	10000-23400	6000-9200	12000-28000	4 years
4600-7100	9200-21500	5000-7700	10000-23400	4 years
4400-6700	8800-20400	5000-7700	10000-23400	5 years
4000-6100	8000-18700	4600-7100	9200-21500	4 years
3500-5400	7000-16600	4000-6100	8000-18700	7 years
Staff Car Driver Cadre				
4600-7100	9200-21500	5000-7700	10000-23400	5 years
4400-6700	8800-20400	4600-7100	9200-21500	5 years
4000-6100	8000-18700	4400-6700	8800-20400	5 years
Group-D				
3200-4900	6400-15100	3500-5400	7000-16600	7 years
3000-4500	6000-13900	3200-4900	6400-15100	7 years

Present Posts	
GM	GM
CE	AGP
	CE-3
ACE	CE-2
DCE	ACE
	DCE
	Sr En
	En
	14
	11
4	16
2	12
3	18
3	19
9	20
	21

Five years combined service in the grade of Rs.24900-50500 (Revised) and Rs.29100-54500 (Revised) shall be governing criteria for promotion from Sr. Engineer to Dy. Chief Engineer and equivalent posts. This relaxation was approved through Circulation dated 15.5.2008 and confirmed and noted by the Board in its 166th meeting held on 21.7.2008 vide Agenda item no. 166.10.

@ E-6 Grade Introduced in 184th Board Meeting held on 13.5.2011 vide Agenda Item No. 184.05.

Notes:

1. Board has approved in its 164th meeting held on 16/4/2008 vide item no. 164.06, that such posts as are not covered by the recommendations of Committee, Qualification, experience and specialization for promotion prospects of existing employees shall be determined by the CMD on the recommendations of Committee of Senior level officers approved by him, and reported to Board.

2. In Group-D and for Staff Car Drivers cadre there is time bound promotion policy. They are considered for placement in next grade after 7 and 5 years of service in one grade within Group-D and SCD's grades respectively.
3. In case any new post is created or re-designated in equivalent grade of pay scale irrespective of Technical or Non-Technical posts shall be incorporated at appropriate column.
4. Above promotional avenues and grades are prescribed for uniformity purposes and it has to be read with the qualifications including professional qualifications prescribed for various supervisory and managerial posts. However, promotions below supervisory cadre shall be on the basis of performance and possession of qualification prescribed at the entry level post of the cadre concerned.

GUIDELINES FOR HIRING OF CONTRACT EMPLOYEES

- a) Contract employees should be engaged only against project requirement
- b) Panels of contract employees for different categories should be drawn in Delhi / Gurgaon by giving advertisement in the newspapers and names sought through Employment Exchanges. The panels will be valid for one year, which can be extended for a maximum period of six months by the CMD. Any requirements of contract employees in Delhi / Gurgaon should be met through such panels by conducting interviews.
- c) At regional offices / project sites, for project works exceeding six months and requirement exceeding 5 persons, panels should be drawn by giving advertisement in the local newspapers and names sought through local Employment Exchange. For requirement up to 5 persons, applications received in the Company from time to time will be utilized for meeting immediate requirements. The panel shall be valid for one year, which can be extended for a maximum period of 6 months by CMD.
- d) Initially, the contract employees would be engaged for a period maximum upto the duration of project. Further extension would be considered depending upon the requirements.
- e) The contract employees shall be paid remuneration on consolidated basis only which shall be not less than the Minimum Wages fixed by the Local Authorities in the region in each category. Besides statutory dues like EPF, Gratuity etc. shall be paid as applicable. However, against long term requirement of project exceeding one year, pay scale with usual allowances attached to equivalent post can be considered by the Management especially when the suitable persons are not available in regular cadre to meet the requirement of Project / works of regular nature against the regular vacancy.
- f) Salary and other incidental expenses in respect of contract employees of a particular project will be charged only to that project.
- g)* Wherever there is a problem in finding candidates with desired qualification / experience /age# as per R&P Rules, the Selection Committee shall be authorized to decide the required qualification, experience and age for contract appointment considering the availability of candidates, project requirement, location, duration of project etc. subject to the condition that for finding the persons with required qualification/experience/age, all efforts should be made by the management. The Selection Committee will submit its recommendations through GM/ Head of Centre for approval of CMD.

* As amended in 179th Board Meeting held on 31.5.2010 vide Agenda item no. 179.03.

The maximum age in each category may be 10 years more than as provided in the R&P Rules.

In urgent requirement cases, company may resort to walk in interviews by giving suitable advertisement in the local newspapers.

- h) The engagement of contract employees should be project specific and experienced contract employees may be used in another project as per fresh contract.
- i) The Government rules for reservation of SC/ST/OBC as applicable should be followed.
- j) Wherever any regular vacancies arises, the contract employees may be given an opportunity to compete with other candidates. They would be given relaxation in respect of age etc. but no benefit for serving WAPCOS since benefits may come in conflict with the interest of other candidates from open market.

**Suitable and efficient contract employees, who have rendered at least 5 years contract service in the Company, can be given preference and opportunity, at the discretion of the management, for regular appointment against direct recruitment vacancies including vacancies against deputation quota, subject to their suitability. A Selection Committee after assessing their performance on the job, qualification, experience and suitability for the post, will recommend their cases for regular appointment.

** As decided in 180th Board Meeting held on 25.6.2010 vide Agenda item no. 180.05.

EWIGN E_Drive backup 281.21 NR&P 9.10.10 R&P Rules draft as on 31.03.2012 received by mail on April 16, 2012

Extracts from Minutes.

**Item No. 197.07 Recruitment and Promotion Rules -
Relaxation etc.**

The proposal, as put up in the Agenda, was perused by the Board. It was informed that in the recent years, 71 regular employees at the level of Engineers and above have resigned/left and 25 regular employees have superannuated/expired. Similarly, 1176 contract employees including Engineers and above have left the Company. As WAPCOS works on commercial lines, continuous filling up of positions to deliver the projects to clients is an absolute necessity. The Board also took note of the fact that response against advertisements for filling of Senior positions on Regular basis/Deputation has not been encouraging. After detailed discussions, the following decisions were taken in the matter:

- (i) The prescribed minimum length of service at two levels viz E-6 level (IDA Pay Scale Rs.36600-62000) and E-7 level (IDA Pay Scale Rs.43200-66000) for promotion to next respective levels i.e. E-7 and E-8 (IDA Pay Scale Rs.51300-73000) be reduced from the existing two years to one year in each case and Recruitment & Promotion Rules of the Company shall stand amended accordingly,

- (ii) The vacancies earmarked for direct recruitment and deputation may be filled-up by promotion or by regularizing contract personnel working atleast for a minimum of 3 years at Senior Level for critical project/field postings, at the discretion of CMD, to fill the gaps in the work interest and also to give better

opportunities to employees for career progression and sense of commitment and belongingness to the Company.

- (iii) As regards contract employment, keeping in view the urgent projects requirements, applications received in response to career opportunities column of WAPCOS' website / walk in interviews / applications received from interested candidates from time to time directly shall be considered for engagement and Guidelines for Hiring of Contract Employees at Annexure - v of Recruitment and Promotion Rules of the Company shall stand amended accordingly
- (iv) CMD was delegated the power for a further period of 3 years beyond 20th July, 2016 to relax the qualifications for promotion to the next grade for all categories of Officers and staff.

Name of the Organisation: Water and Power Consultancy Service (I) Ltd

Sl. No.	Group	Designation/ Pay scale (IDA) (Rs.)	Sanctioned
1	2	3	4
1	A	CMD 22500-27300	1
2		General Manager 20500-26500	7
TECHNICAL CADRE			
3		Chief Engineer & equivalent 18500-23900	15
4		Addl. Chief Engineer & equivalent 16000-20800	27
5		Add. Chief (Surveys) 16000-20800	1
6		Dy. Chief Engineer & equivalent 14500-18700	36
7		Dy. Chief (Surveys) 14500-18700	1
8		Sr. Engineer & equivalent Gr.I & II 13000-18250/ 10750-16750	62
9		Sr. Programmer Gr.I & II 13000-18250/ 10750-16750	9
10		Survey Officer Gr.I 10750-16750	1

1	2	3	4
11		Training-cum-Drawing & Documentation Officer 10750-16750	1
12		Programmer 8600-14600	2
13		Engineer & equivalent 8600-14600 Engineer Trainee Rs.7500/-per month	41 8 } 49
14		Survey Officer Gr.II 8600-14600	11
15		Drawing & Documentation Officer 8600-14600	11
NON-TECHNICAL CADRE			
16		Chief Manager (P&A) 18500-23900	1
17		Secretary (C&LA) 18500-23900	1
18		Deputy Chief Manager (F) 16000-20800	1
19		Dy. Chief Manager (P&A) 16000-20800	1 x
20		Sr. Manager (F) 14500-18700	4
21		Sr. Manager (P&A) 14500-18700	3
22		Manager (F) Gr.I & II 13000-18250/ 10750-16750	10
23		Manager (Per/Admn/OLI) Gr.I & II 13000-18250/ 10750-16750	13

1	2	3	4
24		OSD Gr. I & II 13000-18250/ 10750-16750	3 1
25		Dy. Company Secy. 10750-16750	1
26		Dy. Manager (F) 8600-14600	5
27		Dy. Manager (Admn/Pers/Hindi) 8600-14600	11
28		Dy. Manager (Lib.) 8600-14600	1
29		Private Secretary 8600-14600	7
TOTAL			297
TECHNICAL CADRE			
30	B	Chief Surveyor 6550-11350	2
31		Asstt. Agriculture Officer 6550-11350	1
32		Asstt. Programmer 6550-11350	8
33		Chief Draftsman 6550-11350	6
34		Sr. Tech. Asstt. 6000-9200	1
35		Jr. Programmer / Sr. Tech. Asstt. 6000-9200	3
NON-TECHNICAL			
36		Asstt. Manager (F) 6550-11350	2
37		Asstt. Manager (Admn/Pers/HRD/ OLI) 6550-11350	7

1	2	3	4
38		Supervisor (Maintenance) (S/G) 6550-11350	1
39		Asstt. Liaison Officer (SS) 6550-11350	1
40		Sr. PA 6550-11350	1
41		Sr. Asstt. Gr.I(F)/ Jr. Programmer 6000-9200	6
42		Sr. Asstt. Gr.I(A) 6000-9200	14
43		PA Gr.I 6000-9200	9
44		Sr. Electrician Gr.I 6000-9200	1
45		Sr. R.T.O. 6000-9200	1
		TOTAL	64
TECHNICAL CADRE			
46	C	Surveyor Gr.I 5600-8600	11
47		Surveyor Gr.II 5000-7700	4
48		Draftman Gr.I 5600-8600	16
49		Draftman Gr.II 5000-7700	3
50		Draftman Gr.III 4600-7100	6
51		Computer Operator 5000-7700	2
52		Tech. Asstt. (Sociology) 5000-7700	1

15

25

1	2	3	4
53		D.E.O. Gr.I 4600-7100	8
NON-TECHNICAL CADRE			
54		Sr. S.C.D.-cum- Mechanic 5600-8600	1
55		Sr. Asstt. Gr.II (F) 5000-7700	6
56		Sr. Asstt. Gr.II (Admn.) 5000-7700	12
57		Sr. Asstt. Gr.II (Hindi) 5000-7700	2
58		P A Gr.II 5000-7700	5
59		Care Taker Gr.I 5000-7700	3
60		Sr. Electrician 5000-7700	1
61		Sr. S.C.D. 5000-7700	1
62		S.C.D. Gr.I 4600-7100	3
63		S.C.D. Gr.II 4400-6700	2
64		S.C.D. Gr.III 4000-6100	3
65		Jr. P A 4600-7100	3

1	2	3	4	
66		Jr Translator (Hindi) 4600-7100	1	
67		Asstt (F) 4600-7100	7	
68		R.T.O. Gr.II 4600-7100	2	
69		Asstt (A) 4600-7100	15	26
70		Jr. Asstt. /Typist(A) 4000-6100	11	
71		Care Taker Gr.II 4400-6700	2	
72		Despatch Rider Gr.II 4400-6700	1	
73		Jr. Asstt. (F)/ Typist 4000-6100	7	
74		Jr. Asstt./Typist (Hindi) 4000-6100	1	
75		Word Processor 4000-6100	4	
76		Jr. Asstt. (Record) 4000-6100	3	
77		Jr. R.T.O 4000-6100	1	
78		Senior Jamadar 3500-5400	9	
79		Photostat Machine Operator 3500-5400	3	
80		Record Sorter/ PMO 3500-5400	5	

1	2	3	4
81		Daftly Grade II 3500-5400	
82		Messenger Gr II PMO 3500-5400	
		TOTAL	100
83	D	Messenger Gr. II 3200-4900	11
84		Messenger Gr. III 3000-4500	15
85		Safaiwala Gr. II 3200-4900	3
86		Safaiwala Gr. III 3000-4500	3
		TOTAL	32
		TOTAL(A+B+C+D)	562

Note - The regular strength of various posts as on 1st July, 2005 has been mentioned in Annexure - VI to R&P Rules. However, the optimum requirement of this strength can be reviewed periodically based on projects/works in hand by CMD and it can be modified as per the requirement.

Agenda No. and Date of the meeting	Agenda	Extracts from the Minutes																
203.04 on 26.08.2014	<p data-bbox="506 331 1364 437">Review of qualifications prescribed in R&P Rules of WAPCOS for appointments in computer cadre posts</p> <p data-bbox="506 480 1364 703">The Recruitment and Promotion Rules of WAPCOS were revised in 2005 and came into force with effect from 14th September 2005. Clause 5.1 of R&P Rules prescribes the requisite qualifications, experience and age limit for recruitment to both Technical and Non-Technical posts, as given below :</p> <table border="1" data-bbox="506 740 1352 1433"> <thead> <tr> <th>S. No.</th> <th>Name of Post</th> <th>Scale of Pay in Rs.</th> <th>Qualification & Experience</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Jr. Programmer</td> <td>12000-28000</td> <td>Graduate with Maths /Statistics/Economics as one of the subjects from a recognized university or 3 years diploma in Engineering from recognized Board of Technical Education. <u>Field Related:-</u> DOEACC 'A' level certificate + one year experience in using a database package</td> </tr> </tbody> </table>	S. No.	Name of Post	Scale of Pay in Rs.	Qualification & Experience	1	Jr. Programmer	12000-28000	Graduate with Maths /Statistics/Economics as one of the subjects from a recognized university or 3 years diploma in Engineering from recognized Board of Technical Education. <u>Field Related:-</u> DOEACC 'A' level certificate + one year experience in using a database package	<p data-bbox="1384 480 2112 967">The proposal was perused by the Board. Considering the difficulties being faced by the Company in getting nominations/applications of suitable candidates against the notification /advertisement released for recruitment of Jr. Programmers, Computer Operators and Data Entry Operators, as the qualification prescribed in R&P Rules for such posts are not in vogue, it was decided to prescribe such qualifications and experience for direct recruitment to the following posts with effect from 26.8.2014 as mentioned against each: -</p> <table border="1" data-bbox="1384 1007 2101 1439"> <thead> <tr> <th>S. No</th> <th>Name of Post</th> <th>Scale of Pay in Rs.</th> <th>Qualification & Experience</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Jr. Programmer</td> <td>12000-28000</td> <td>- Graduate in Computer Applications/Computer Sciences/IT - Minimum 2 years experience - Preference shall be given to post</td> </tr> </tbody> </table>	S. No	Name of Post	Scale of Pay in Rs.	Qualification & Experience	1	Jr. Programmer	12000-28000	- Graduate in Computer Applications/Computer Sciences/IT - Minimum 2 years experience - Preference shall be given to post
S. No.	Name of Post	Scale of Pay in Rs.	Qualification & Experience															
1	Jr. Programmer	12000-28000	Graduate with Maths /Statistics/Economics as one of the subjects from a recognized university or 3 years diploma in Engineering from recognized Board of Technical Education. <u>Field Related:-</u> DOEACC 'A' level certificate + one year experience in using a database package															
S. No	Name of Post	Scale of Pay in Rs.	Qualification & Experience															
1	Jr. Programmer	12000-28000	- Graduate in Computer Applications/Computer Sciences/IT - Minimum 2 years experience - Preference shall be given to post															

Agenda No. and Date of the meeting	Agenda				Extracts from the Minutes			
				or program development using any language out of C, C++, Basic/FORTRAN.				Graduate candidates
	2	Computer Operator	10000-23400	Graduate from a recognized University or 3 years diploma in Engineering from a recognized Board of Technical Education.				<ul style="list-style-type: none"> - Graduate in Computer Applications/Computer Sciences/IT. - Minimum 1 year experience. - Preference shall be given to post Graduate candidates.
	3	D.E.O. Gr.II	8000-18700	<u>Field Related:</u> DOEACC 'O' level certificate. A certificate in usage of windows & MS Office packages.		D.E.O. Gr.II	8000-18700	<ul style="list-style-type: none"> - Graduate in any discipline with minimum 1 year Diploma in Computer Applications.
<p>The existing qualifications prescribed in R&P Rules for the posts of Jr. Programmer & Data Entry Operator are not in vogue. Accordingly, we are facing enough difficulties in getting nominations/applications of suitable candidates against our notification/advertisement released for recruitments to these posts. In the Circumstances, the recruitment process gets delayed and official works suffer a lot, owing to non-appointment of required strength of staff. Hence, the existing qualifications for the posts</p>					<p>It was clarified that the existing employees working on regular basis in the above cadres shall be governed by the existing qualifications and experience contained in R&P rules of the Company.</p>			

Agenda No. and Date of the meeting	Agenda				Extracts from the Minutes
	<p>of Junior Programmer, Computer Operator and Data Entry Operator Gr.II prescribed in R&P Rules are required to be reviewed.</p> <p>It is proposed that the under-mentioned qualifications and experience may be prescribed for appointments to the post of Jr. Programmer, Computer Operator and Data Entry Operator Gr. II:-</p>				
	S. No.	Name of Post	Scale of Pay in Rs.	Qualification & Experience	
	1	Jr. Programmer	12000-28000	<ul style="list-style-type: none"> - Graduate in Computer Applications/Computer Sciences/IT - Minimum 2 years experience - Preference shall be given to post Graduate candidates 	

Agenda No. and Date of the meeting	Agenda				Extracts from the Minutes
	2	Computer Operator	10000-23400	<ul style="list-style-type: none"> - Graduate in Computer Applications/Computer Sciences/IT. - Minimum 1 year experience. - Preference shall be given to post Graduate candidates. 	
	3	D.E.O. Gr.II	8000-18700	<ul style="list-style-type: none"> - Graduate in any discipline with minimum 1 year Diploma in Computer Applications. 	
<p>The above proposed qualifications and experience for the post of Jr. Programmer, Computer Operator and Data Entry Operator Gr.II will be applicable in respect of fresh/new recruitments on regular basis; whereas, the existing employees working on regular basis in the above cadres shall be governed by the existing R&P rules of the Company.</p> <p>Submitted for consideration and approval of Board.</p>					