

ANNEXURE 'C'**DRAFT****PRAGATI POWER CORPORATION LIMITED****RECRUITMENT & PROMOTION POLICY****1. Objectives**

- 1.1** The initial induction of staff in PPCL would be preferably from the existing IPGCL employees who meet the eligibility criteria for which a separate transfer scheme is being formulated for the approval of the BoD. PPCL as a company assures the principle of generating growth from within, and in pursuance thereto declares that it will be the Company's general policy to look within the organization for suitable persons with the requisite skills, expertise, merit and suitability for filling up various positions from time to time.
- 1.2** Notwithstanding anything stated above PPCL will resort to lateral entry at certain levels & up to certain extent, as has specifically been provided in R & P Regulations of the respective post(s). Departmental eligible employees may also apply.
- 1.3** In order to facilitate the fulfillment of the growth expectations, PPCL will strive to create and sustain an environment conducive to efficient and effective functioning of the company and to all the employees in their roles and responsibilities and to provide the necessary scope and facilities for development of their skills and capabilities through training, job rotation, opportunity to serve in the field, job enlargement and job enrichment.
- 1.4** Based on the above principles, PPCL lays down herein its Recruitment & Promotion Policy for all the posts, be it Category A,B,C or D.

2 Scope & Coverage

- 2.1** This Policy will be applicable in PPCL for recruitment & promotion of personnel on the regular rolls of the Company in the Categories, i.e., A, B, C or D.

2.2 The policy will not be applicable to engagement of personnel who are appointed in a post for a limited tenure like deputationists, superannuated persons reappointed in the Company's service including Consultants and to other executives appointed on a purely casual or contract basis.

3.0 **Recruitment**

3.1 Whereas, Recruitment herein refers to induction from outside through methods like direct recruitment and short-term contract, the same shall be done only in cases where provided in R & P Regulations. Direct Recruitment as provided in R & P Regulations shall be effected regularly rather than in bulk at a time. Recruitment shall be planned in such way that all the vacancies including anticipated vacancies due to retirement, newly created posts, etc. are taken into account. All recruitment / promotion would be subject to availability of vacancy.

3.2 Total strength of Executive Trainee and Assistant Manager in Technical, Finance and HR shall not exceed the total sanctioned posts of AM in respective disciplines. Executive Trainee will be considered for promotion to the post of Asstt. Manager after having one year successful training.

3.3 Whereas, recruitment of ETs/AMs(Technical) would be carried out on regular basis instead of bulk at a time, requirement of ETs/AMs (Technical) for different streams (i.e., Elect, Mech, etc.) would be assessed on year to year basis by the Director(Technical) in view of operational requirement, etc.

3.4 For short duration appointment / recruitment, concerned Director can specify experience required for the post in view of specific job requirement at that time.

3.5 Where the post is to be filled up by **promotion, failing which by Direct Recruitment / Short-term contract** in the R & P Regulations, DR will be resorted to in a restrictive manner so that the career prospects of next in line employees who would be otherwise eligible for promotion in near future is not hampered. In such cases, first effort would be made to engage professionals on short-term contract basis.

- 3.6.** The direct recruitment will be conducted by the **Company itself** or through a **reputed outside Agency, engaged by the PPCL for this purpose like NTPC, NPTI, etc.** The Decision in this regard lies with the MD of the Company.
- 3.7.** While carrying out recruitment to various posts, MD's decision will be final. It will be ensured that the process of Written Exam / Trade-test, Interview and Group Discussion, wherever applicable is transparent and evaluation format will be finalized before scrutiny of applications.
- 3.8.** **Selection committees for direct recruitment :** Selection committee for direct recruitment shall be the same as prescribed for promotion (Para- 6.1 refers)

4.0 Promotion

- 4.1** **A new 9-tier career progression path has been introduced for Category-A officers which will ensure smooth progression of deserving officers. Therefore, there will be no TIME BOUND PROMOTION SCHEME in PPCL.** Promotion of eligible employees to positions in next higher grades will be on the basis of **Selection**. Selection will be based on the following five criterions:-

1. Qualifying Written Examination (For entry to Group A,B & C posts only)
2. Qualification
3. Experience in grade service
4. PAR assessment &
5. Interview
6. VC/DC clearance

- 4.2** Eligibility period will be calculated with reference to date of Selection Committee.

- 4.3** Qualifying Written Examination of eligible employees will be the primary criterion for promotion to entry level posts of Categories A, B & C posts). Only those eligible candidates for promotion who have cleared the Qualifying Written Examination shall be considered for further selection to be based on criteria given as under:-

1. Qualification : 15 Marks

2. Experience in grade service	:	20 Marks
3. PAR assessment	:	45 Marks
4. Interview	:	20 Marks
TOTAL	:	100 Marks

Detailed explanation about each criterion is given in the subsequent paras:-

4.4 Qualification: 15 Marks

The allocation of marks for qualification will be as below: -

QUALIFICATION	Possessing minimum qualification prescribed for promotion	Possessing next higher qualification in related field
Marks allotted	12	15

- 4.5** Company will make all efforts to enable its employees to improve/enhance their qualifications and knowledge base. Management shall sponsor its employees for full time higher education courses being run by recognized and reputed institutions by paying full fees of the course subject to the condition that the concerned employee will continue with PPCL for at least five years after completion of the course failing which he will have to reimburse all the expenditure incurred as well as leave salary paid to him. The sponsored employee will have to fill up a bond to that effect before study leave is granted. PPCL will also encourage its employees to enroll in part time higher education courses being run by recognized and reputed institutions and will pay course fee. Reimbursement of Course fee to the employees would be regulated in such a way that 50% would be paid on admission and balance 50% after completion of Course and submission of Passing out certificate by the employee concerned.

4.6 Experience in grade service: 20 Marks

The provisions regarding experience in grade service are as under:-

For promotion to all the posts, maximum marks allocated for experience in grade service is 20. Different years of experience have been prescribed for different educational qualifications and for different posts. **The allocation of marks for experience in grade service is as under:-**

Years of experience in grade service possessed	Marks to be allotted
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X	12
X+1	14
X+2	16
X+3	18
X+4 & above	20 (i.e. full marks)

Note: X is the minimum prescribed experience as per R & P Rules.

4.7 **PAR Assessment:** 45 Marks

Performance Appraisal Reports has been allotted 45 marks. Distribution thereof will be according to the grading and length of prescribed service for promotion for a particular post.

Example : For various posts, different years of service is prescribed for employees in feeder grades. Therefore, total 45 marks allotted for PARs will be distributed in the following manner for 2,3,4,5 and 6 years of PARs depending upon qualifying service indicated in the relevant R & P Regulations of the post:-

PARs FOR 2 YEARS

Years of PARs (for example only)	<u>Grading & Marks allotted</u>				
	Outstanding	Good	Average	Below Average	Unsatisfactory
2005-06	22.5	18	13.5	9	4.5
2004-05	22.5	18	13.5	9	4.5
Total:	45	36	27	18	9

PARs FOR 3 YEARS

Years of PARs (for example only)	<u>Grading & Marks allotted</u>				
	Outstanding	Good	Average	Below Average	Unsatisfactory
2005-06	15	12	9	6	3
2004-05	15	12	9	6	3
2003-04	15	12	9	6	3
Total:	45	36	27	18	9

PARs FOR 4 YEARS

Years of PARs (for example only)	<u>Grading & Marks allotted</u>				
	Outstanding	Good	Average	Below Average	Unsatisfactory

	Outstanding	Good	Average	Below Average	Unsatisfactory
2005-06	11.25	9	6.75	4.5	2.25
2004-05	11.25	9	6.75	4.5	2.25
2003-04	11.25	9	6.75	4.5	2.25
2002-03	11.25	9	6.75	4.5	2.25
Total:	45	36	27	18	9

PARs FOR 5 YEARS

Years of PARs (for example only)	<u>Grading & Marks allotted</u>				
	Outstanding	Good	Average	Below Average	Unsatisfactory
2005-06	9	7.2	5.4	3.6	1.8
2004-05	9	7.2	5.4	3.6	1.8
2003-04	9	7.2	5.4	3.6	1.8
2002-03	9	7.2	5.4	3.6	1.8
2001-02	9	7.2	5.4	3.6	1.8
Total:	45	36	27	18	9

PARs FOR 6 YEARS

Years of PARs (for example only)	<u>Grading & Marks allotted</u>				
	Outstanding	Good	Average	Below Average	Unsatisfactory
2005-06	7.5	6	4.5	3	1.5
2004-05	7.5	6	4.5	3	1.5
2003-04	7.5	6	4.5	3	1.5
2002-03	7.5	6	4.5	3	1.5
2001-02	7.5	6	4.5	3	1.5
2000-01	7.5	6	4.5	3	1.5
Total:	45	36	27	18	9

- The distribution of marks has been made proportionately. For example, a person having all outstanding PARs would get full 45 marks. And for all Good 36 marks, for all Average 27 marks, for all Below Average 18 marks & for all Unsatisfactory PARs he would get 9 marks.
- In case PAR for some period of a year is not available or PARs are available in parts for the whole year, marks would be given on the basis of available PARs on weighted average basis;
- Employee whose Performance Appraisal Report for the last year or Special Appraisal Report, if any, is 'Unsatisfactory' will not be considered for promotion.

- PARs of preceding years as per eligibility mentioned in R & P Regulations shall be considered. In case of one missing PAR following system shall be followed:-
 - ✓ In case self assessment is submitted by the Categor A officers, PAR of one year earlier to eligibility period may be considered. For B,C & D category employees, who are not required to fill self appraisal, same method may be adopted
 - ✓ In case self appraisal is not submitted by employee (Category-A), minimum marks as per unsatisfactory category shall be given for the period.

However no such concession would be granted where PAR for more than one year is missing.

4.7. Interview : 20 Marks

Interview is allotted maximum of 20 marks. In order to ensure transparency in the process of interview, following method has been devised:-

All the members of Selection Committee shall allot marks for interview out of maximum 20 marks and an average for each candidate will be the final score in the interview. However, only average marks obtained by the candidates shall be reflected in the result prepared by the selection committee

5.0 Qualifying Marks : 75 Marks

After completion of selection process involving 05 criterions, marks allotted in criterions 1 to 4 (as per para 4.2 consisting of Qualification, Experience, PARs & Interview) will be added and candidates having secured 75 marks, out of total 100 marks, shall qualify for promotion. However, securing 75 marks does not guarantee promotion which will be determined depending on number of vacancies. Selection Committee will ensure that **select list / panel is drawn in order of merit.**

6.0 Selection Committees for Promotion

A number of selection committees have been constituted for making selection to various posts of Category-A, B, C & D.

6.1 Constitution of Selection committees

For Promotion to the posts of Category-A [Manager & above]

1. Managing Director	: Chairman
2. Director (HR)	: Member
3. Director (Fin)	: Member
4. Director (T)	: Member
5. ED(HR)/GM (HR)	: Member Secretary
6. SC/ST Representative	: Representative at the level of DGM.

For Promotion to the posts of Category-A [Assistant Manager / ET & above up to Dy. Manager]

1. Director (HR)	: Chairman
2. Director (Fin)	: Member
3. Director (T)	: Member
4. ED(HR)/GM (HR)	: Member
5. SC/ST Representative	: Representative at the level of DGM.
6. DGM(HR)	: Member Secretary

For Promotion to the posts of Category-B

1. Director (HR)	: Chairman
2. Director concd.	: Member
3. ED(HR)/GM (HR)	: Member
4. GM(Functional Area)	: Member
5. SC/ST Representative	: Representative at the level of DGM.
6. DGM(HR)	: Member Secretary

For Promotion to the posts of Category-C & D

1. ED(HR)/GM (HR)	: Chairman
2. ED(Tech)/GM(T)	: Member
3. ED(Finance)/GM(F)	: Member
4. DGM(HR)	: Member
5. SC/ST Representative	: Representative at the level of DGM/Manager
6. Manager(HR)	: Member Secretary

6.2 Frequency of Meetings

The meetings of Selection Committees may normally be held in the months of **January & July** every year. For the meetings of Selection Committees held in

January, vacancies occurred up to 31st December of the previous year may be taken into account. Similarly, for the meetings of Selection Committees held in July, vacancies up to 30th June of the same year may be taken into account.

6.3 Papers to be placed before the Selection Committees

The **Selection Committees** will consider promotion on the basis of following papers which will be placed by the respective **HR Branch** before **Selection Committees**:-

- i) List of all eligible officers/employees to be considered along with details of their service record. VC/DC position;
- ii) Up-to-date PAR dossiers of all eligible officers along with a tentative assessment sheet for the period equaling qualifying service required for promotion.
- iii) Certificate(s) / Result-sheet showing proof of having passed the written qualifying examination.
- iv) Case files pertaining to VC/DC, if any. [*Applicable in case of employees against whom VC/DC is contemplated*]

7.0 Implementation of Recommendations of Selection Committees

7.1 Date from which Promotion will take effect

Promotion of an officer shall take effect from the date of Promotion order.

7.2 Probation Period

All officers will remain on probation for a period of one year from the date of promotion / direct recruitment to the said post.

8.0 Whereas, Career Progression path for all posts have been provided, there are a number of isolated posts in the organization which do not have normal line of promotion. In order to make normal line of promotion for them, the following procedure shall be followed : -

- a) So far as the post of Asstt. Company Secretary, Company Secretary, Asstt. Manager(Legal), Manager (Legal), Asstt. Manager(IT) & Medical

Officer/Lady Medical Officer are concerned, they will be treated at par with their counterparts in other stream as regard to time line / qualifying service for promotion by up gradation. At any point of time, number of employees will not exceed the number of the sanctioned posts in the category.

- b) Manager(IT) will be eligible for promotion to the posts of Sr.Manager(Tech.) in Technical cadre.
- c) So far posts of Asstt. Manager (Security) and Asstt.Manager(Sanitary) are concerned, there will be no direct recruitment. These posts will be filled up either by promotion or by Short Term Contract only.

9.0 Reservation for SC/ST/OBC/PH

Company shall follow all Govt of India's orders in regard to reservation of posts in promotion / direct recruitment.

10.0 Relaxation

Whereas, Recruitment & Promotion Regulations & Policy contain various provisions governing Recruitment, Promotion & Upgradation of all employees of Company, BoD can relax any of the conditions of R & P Regulations & Policy for both internal & external candidates in the interest of the company.