

## **PROMOTION POLICY AND PROCEDURE FOR EXECUTIVES**

### 1. **Coverage** :-

This policy shall be called MECL's Promotion Policy and shall be applicable to all regular executives on the rolls of the company including those who are out on deputation to some other organization and are retaining lien in the Company.

### 2. **Objectives**

The objectives of the promotion policy and its procedure are:

- a) To recognize and reward, merit and competence.
- b) To develop existing executives to meet the future needs of the organization.
- c) To improve organizational and functional effectiveness.
- d) To provide career opportunities and a sense of fulfillment to executives of the Company.

### 3.0 **Definitions**

- 3.1 **"Appointing Authority"** means Chairman-cum-Managing Director of the Company.
- 3.2 **"Board"** means Board of Directors of the Company.
- 3.3 **"Company"** means Mineral Exploration Corporation Limited.
- 3.4 **"Executives"** for the purpose of these rules shall mean all executives of the company at the level of E-0 grade and above upto and including the Executives at the level of E-7 grade.
- 3.5 **"Masculine"** includes "Feminine".
- 3.6 **"Singular"** shall imply the "plural" where relevant or vice-versa.

### 4.0 **Guiding principles under lying promotion policy :**

The guiding principles underlying the Promotion Policy of the Company aim at providing and maintaining appropriate resources and environment for the effectiveness, efficiency and satisfaction of its executives and motivating them to apply and develop their abilities and capacities to achieve the objectives of the Company. It will be the policy of the Company to provide its executives with appropriate opportunity, encouragement and career growth, consistent with their contribution to the growth of the Company, on the basis of the following basic principles:

- a) To ensure fairness, consistency and uniformity in the matter of promotion of executives in the Company.
- b) To provide broad equality of opportunity in growth and career prospects;
- c) To create and sustain the morale of the executives by informing them of the kind of career promotion opportunities that exist in the Company and the basis of and the manner in which such promotion will be effected.

**5.0 Promotion policy**

- 5.1 Promotion shall mean movement of executives from the post in the lower grade to the post in the next higher grade in the line of promotion as defined herein. Jumping of scale(s) /grades shall not be allowed.
- 5.2 The promotions will be given effect from 1<sup>st</sup> January and 1<sup>st</sup> July. The Executives completing qualifying service during 1<sup>st</sup> July to 31<sup>st</sup> December will be given promotion from 1<sup>st</sup> January and those completing the qualifying service from 1<sup>st</sup> January to 30<sup>th</sup> June will be given promotion from 1<sup>st</sup> July. However, the monetary benefits will accrue from the actual date of taking over charge of the promoted post by the Executives.
- 5.3 All promotions shall be subject to completion of minimum qualifying period and other requirements as laid down in this policy. Mere fulfillment of the qualifying period of service will not confer any right for promotion.
- 5.4 Promotions from E-0 to E-1, E-1 to E-2 and E-2 to E-3 shall be on the basis of seniority-cum-merit and of combined sanction of all the posts in the cluster. In other word, vacancies will not be constraint for promotion within the cluster of grades.
- 5.5 The promotions from E-3 to E-4, E-4 to E-5, E-5 to E-6 and E-6 to E-7 shall be on merit-cum-seniority basis. Promotions from E-3 to the cluster of E-4 & E-5 and from E-5 to E-6 and E-6 to E-7 shall be subject to availability of vacancies. The number of executives to be considered for promotion, in case of promotions where the promotions are vacancy based, shall not exceed five times the number of available vacancy (ies)
- 5.6 Executives shall be considered for promotion strictly in accordance with the approved line of promotion for each category or posts.
- 5.7 Executives of MECL on deputation to other PSU/Central Government/Autonomous body and are retaining lien in the Company, shall be entitled for proforma promotion in MECL. The Promotion will be effective only after the employee repatriates to the Company.
- 5.8 The eligibility for qualifying service for promotion to next higher grade will be determined on the basis of continuous service in the lower grade. The training period of Engineer Trainees/Officer Trainees shall be counted towards qualifying service. EOL on medical grounds up to the permissible limits and other authorized leave shall count as qualifying period for promotion.
- 5.9 The basic induction level in the Executive cadre in the Company will be E-1 grade to which the entry will be largely through Officer Trainee Scheme. To provide promotional avenue to the Executives in E-0 grade, the mode of recruitment to the posts in E-1 grade shall be 30% by promotion and 70% by direct recruitment.

6.0 **Performance appraisal system**

- 6.1 The DPC shall consider the Performance Appraisal Reports for the preceding five years from the date of consideration of promotion.
- 6.2 In the case of direct appointees in E-1 scale under Engineering trainees/Officer Trainees Schemes, where five PARs may not be available, the DPC shall take into consideration only two available PARs for the preceding years to aggregate the marks required as per para 13.4.
- 6.3 Performance Appraisal Report for any period less than four months in an appraisal year shall not be taken into consideration for the purpose of promotion. However, where two or more reports are written in any appraisal year by reason of any executive having been posted under two different officers, the appraisal report for the longer duration shall be taken into account.
- 6.4 The appraisal system will be on 5 point scale i.e. "Outstanding", "Very Good", "Good", "Average" and "Poor" as defined in the appraisal formats.
- 6.5 In case of wide variance in the appraisal rating of Initiating /Reviewing/ Accepting Officer, which is not supported by reasons, the Chairman-cum-Managing Director, on the recommendations of the concerned Director, may moderate the appraisal rating keeping in view the performance reflected in the earlier reports.

7.0 **Departmental Promotion Committee**

- 7.1 All promotions shall be approved by the Chairman-cum-Managing Director only on the recommendations of a duly constituted Departmental Promotion Committee (DPC). The DPCs shall be constituted in the following manner:-

i) **For all Executive posts of E-0 to E-3 :-**

- a) Concerned GM/HOD as Chairman
- b) Representative of Finance Division as Member
- c) Representative of P&A Division as Member Secretary
- d) SC/ST Representative as Member

ii) **For E-4 & E-5 posts (Technical Divisions):**

- a) Director (Technical) as Chairman
- b) Concerned GM/HOD as Member
- c) HOD (P&A) as Member Secretary
- d) HOD (F) as Member
- e) SC/ST Representative as Member

iii) **For E-4 & E-5 posts (Finance Division):**

- a) Director (Finance) as Chairman
- b) GM (P&A) as Member Secretary
- c) HOD (Finance) as Member
- d) SC/ST Representative as Member

iv) **For E-4 & E-5 posts (P&A Division):**

- a) Director (Finance) } Senior Director will
- b) Director (Technical) } function as Chairman
- c) GM (P&A) as Member Secretary
- d) HOD (Finance) as Member
- e) SC/ST representative of appropriate level as Member

v) **For E-6 & E-7 posts:**

- a) Chairman-cum-Managing Director as Chairman
- b) Director (F) as Member
- c) Director (T) as Member
- d) Concerned HOD as Member
- e) HOD (P&A) as Member Secretary
- f) SC/ST representative of appropriate level as Member

7.2 Subject to fulfillment of the principles, minimum criteria and other conditions as laid down here in and subject to other relevant rules and orders in force in the Company, the DPC shall recommend for the approval of the Chairman-cum-Managing Director, a panel of names of eligible Executives, who are considered suitable for promotion to positions in the next higher grade/post. Where the CMD himself is the Chairman of the DPC, the said panel shall be deemed to have been approved. The panel so approved shall constitute the basis and authority for promotion of Executives to the appropriate higher grade/post.

7.3 After approval by the Chairman-cum-Managing Director of the panel prepared by the DPC, the orders of promotions will be issued to candidates in order of merit. The panel approved by the Chairman-cum-Managing Director shall remain valid for a period of six months from the date of approval.

7.4 Cases of promotion of Executives on deputation to other organizations retaining their lien in the Company shall be considered by DPC if they are otherwise eligible and come under zone of consideration. If they are placed in the select panel, they shall be given a proforma promotion. The actual benefit will be made available only after he repatriates to the Company.

**8.0 Cluster of Posts:-**

For the purpose of promotion and career planning of Executives, the posts will be grouped in the following clusters:

Cluster	Grade Code	Scale of pay (IDA) (In Rs.)
I	E-0	12,600-32500
II	E1 E2 E3	16400-40500 20600-46500 24900-50500
III	E-4 E-5	29100-54,500 32900-58,000

**9.0 Minimum qualifying period**

The minimum qualifying period for promotion from E-0 to E-7 based on the qualifications shall be as under:

Grade		Qualifying Period		
From	To	B.E/M.Sc./ M.Tech. (Applied Geology/Geol ogy/Applied Geoph./Geoph y/Chemistry/ Phys.)/MBA/M CA/CA/ ICWA/CS or equivalent	Diploma in Engg./Graduation + P.G.Diploma(one year)/Inter CA/Inter ICWA or equivalent	M.Com/MA/B.Sc B.Com./BBA/BA or equivalent
(1)	(2)		(4)	(5)
E-0	E-1	03 yrs	04 yrs	05
E-1	E-2	02 yrs	04 yrs	07
E-2	E-3	04 yrs	05 yrs	07
E-3	E-4	04 yrs	05 yrs	Not eligible
E-4	E-5	04 yrs	05 yrs	Not eligible
E-5	E-6	03 yrs	Not eligible	Not eligible
E-6	E-7	03 yrs	Not eligible	Not eligible

**Note:**1. The details of the qualifications indicated under Col.-3 of the above table are given in Annexure-I based on which criteria of qualifying period under Col.-3 will be determined.

2. The existing employees in their present positions will continue. However, for future promotions the Committee of functional Directors is authorized to consider relaxations for one level from E-0 to E-1 and E-1 to E-2 in case of Matriculates and Matriculates with ITI qualifications on merit of each case.
10. The Executives who acquire higher qualification after joining in a particular lower post, which is similar to or higher than as provided in the above table, then he will be considered for his next promotion with lesser qualifying period as in the col.3 or 4 of above table, as the case may be.
11. Promotion to the post of Manager (E-4), Deputy General Manager (E/6) and General Manager (E/7) will be subject to availability of vacancy.
12. In case where an executive under consideration for promotion from E-5 to E-6 or E-6 to E-7 is senior in the seniority list but has not completed the qualifying service on the relevant cutoff date, he shall also be considered for promotion along-with his juniors (who have completed the qualifying service on the relevant cutoff date). This dispensation shall, however, be given to an executive only once in his entire service career. The short fall in the qualifying period of the senior executive vis-à-vis his junior in the same panel will be notional and with effect from the date the executive completes eligibility period for promotion. His inter-se-seniority shall also remain unaltered unless determined otherwise by the DPC.
- 13.0 **Promotion from the grade of E-0 to E-1, E-1 to E-2 and E-2 to E-3**
- 13.1 Promotion to these posts shall be on the basis of seniority cum merit and assessed by the DPC based on their performance as reflected in the Performance Appraisal Reports and other parameters as provided in Para-13.2, 13.3 and 13.4 below.
- 13.2 **Performance appraisal reports : 50 marks**

Performance Appraisal Reports shall constitute 50 marks in all in the cases of promotions where five PARs are considered and 20 marks in the cases of promotions where only two Performance Appraisal Reports are considered. The appraisal system will be on a five points scale i.e. Outstanding, Very Good, Good, Average and Poor. For the purpose of aggregation marks shall be allotted to various ratings as under:

Outstanding	:	10
Very Good	:	08
Good	:	06
Average	:	04
Poor	:	00

The minimum qualifying marks for promotion in PAR shall be 32, where five PARs are considered and 14, where two PARs are considered.

13.3 The DPC shall award up to a maximum of 10 marks to each eligible Executive keeping in view his general conduct, aptitude, sense of involvement, commitment to the organization and the potentiality and suitability for the specific job position to which he is to be promoted. The minimum qualifying marks will be 05 for general candidates and 04 for SC/ ST candidates.

13.4 **Qualifying marks**

Marks secured by each eligible candidate in terms of sub-paras 13.2 and 13.3 shall be aggregated. To qualify for promotion each eligible candidate must secure minimum aggregate marks as indicated below:

A) In the cases where 05 PARs are considered :

37 marks by general candidates and 36 marks by SC/ST candidates.

B) In the cases where 02 PARs are considered :

19 marks by general candidates and 18 marks by SC/ST candidates.

14.0 **Promotion from Assistant Manager (E-3) to Manager (E-4) and above.**

14.1 Since the posts of E-4 & E-5 are in one cluster, the promotions from E-3 to E-4 will be based on the vacancies available in the combined cluster of E-4 & E-5. However, the numbers of posts in E-5 grade out of the combined cluster of E-4 & E-5 posts, will not exceed 50% of the sanctioned strength of E-4 & E-5 posts.

14.2 **Promotion from Manager (E-4) to Sr. Manager (E-5)**

Promotion of Executives from the post of Manager (E-4) to Sr. Manager (E-5) being in the same cluster, will be based on the condition of vacancy as provided in Para 14.1 above and as assessed by the DPC of their performance in their PARs and other parameters provided in Para 14.4 to 14.6 below.

14.3 **Performance appraisal reports : 60 marks**

Performance Appraisal Reports shall constitute 60 marks in all. The appraisal system will be on a five points scale i.e. Outstanding, Very Good, Good, Average and Poor. For the purpose of aggregation marks shall be allotted to various ratings as under:

Outstanding	:	12
Very Good	:	10
Good	:	08
Average	:	06
Poor	:	00

The minimum qualifying marks for promotion in PAR shall be 44.

14.4 **Interview: 30 marks**

The DPC will award up-to a maximum of 30 marks to eligible executive for interview keeping in view the relevant factors like educational qualifications, professional knowledge, ability to reason out logically, presentation of ideas coherently, leadership, potential for decision making and communication skills, etc. The minimum qualifying marks in the interview will be 15 for general candidates and 13 for SC/ST candidates.

14.5 **Qualifying marks**

Marks secured by each eligible candidate in terms of sub-paras 14.3 and 14.4 shall be aggregated. To qualify for promotion each eligible candidate must secure a minimum aggregate of 59 marks in case of General Candidates and 57 marks in case of SC/ST Candidates.

15.0 **Probation**

15.1 The period of probation of the Executive promoted to any higher post will be one year. The probation may be extended at the discretion of the appointing authority by one year and under exceptional circumstances by another period of one year.

15.2 On successful completion of the period of probation, the Executive will be regularized in the post. He shall not be regarded as having been automatically regularized unless an order to this effect is issued to him in writing. If, during the probation period, including extensions, if any, the performance of the Executive is not found satisfactory for being retained in the post to which he was promoted, the Appointing Authority may revert him to the post he was occupying prior to his promotion. However, it would be necessary to serve the Executive with atleast one written warning each prior to either extending the probation period or reverting him..

16 **Fixation of seniority in case of promoted Executives**

The fixation of seniority in case of promoted Executives will be on the basis of merit ranking given by the DPC and approved by the Appointing Authority. In case where the channel of promotion to a particular post may be from more than one post in the lower grade, the inter-se-seniority between the candidates promoted from two different lower posts will be



fixed on the basis of their dates of initial appointment on regular basis in the lower grades.

17.0 **Promotion of Executives who are under suspension or against whom departmental proceedings are pending (Sealed Cover Procedure) :**

17.1 At the time of consideration of the cases of Executives for promotion, details of Executives in the consideration zone for promotion falling under the following categories shall be specifically brought to the notice of the Departmental Promotion Committee:-

- (i) Executives under suspension ;
- (ii) Executives in respect of whom a charge sheet has been issued and the disciplinary proceedings are pending, and ;
- (iii) Executives in respect of whom prosecution for a criminal charge is pending.

17.2 The Departmental Promotion Committee shall assess the suitability of the Executives coming within the purview of the circumstances mentioned in para 17.1 above along with other eligible candidates without taking into consideration the disciplinary case/criminal prosecution pending. The assessment of the DPC, including "Unfit for Promotion", and the grading awarded by it will be kept in a sealed cover. The cover will be superscribed "Findings regarding suitability for promotion to the grade/post of \_\_\_\_\_ in respect of Shri \_\_\_\_\_ (name of the Executive). Not to be opened till the termination of the disciplinary case/criminal prosecution against Shri \_\_\_\_\_." The proceedings of the DPC need only contain the note, "The findings are contained in the attached sealed cover."

17.3 The same procedure outlined in para 17.2 above will be followed by the subsequent Departmental Promotion Committees convened till the disciplinary case/ criminal prosecution against the Executive concerned is concluded.

**Action after completion of disciplinary cases/criminal prosecution :**

17.4 On the conclusion of the disciplinary case/criminal prosecution, which results in dropping of allegations against the Executive, the sealed cover or covers shall be opened. In case the Executive is completely exonerated, the due date of his promotion will be determined with reference to the position assigned to him in the findings kept in the sealed cover/covers and with reference to the date of promotion of his next junior on the basis of such position. The Executive may be promoted, if necessary by creating supernumerary post. He may be promoted notionally with reference to the date of promotion of his junior. However, whether the Executive concerned will be entitled to any arrears of pay for the period of notional promotion preceding the date of actual promotion,

and if so to what extent, will be decided by the Appointing Authority by taking into consideration all the facts and circumstances of the disciplinary proceedings/criminal prosecution. Where the authority denies arrears of salary or part of it, it will record its reasons for doing so.

- 17.5 If any penalty is imposed on the Executive as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover/covers shall not be acted upon. His case for promotion may be considered by the next DPC in the normal course and having regard to the penalty imposed on him.

**Six monthly review of 'sealed cover' cases:**

- 17.6 It is necessary to ensure that the disciplinary case/criminal prosecution instituted against any Executive is not unduly prolonged and all efforts to finalize expeditiously the proceedings should be taken so that the need for keeping the case of an Executive in a sealed cover is limited to the barest minimum. The Appointing Authority concerned, therefore, should review comprehensively the case of the Executive whose suitability for promotion to a higher grade has been kept in a sealed cover on the expiry of six months from the date of convening the first Departmental Promotion Committee, which had adjudged his suitability and kept its findings in the sealed cover. Such a review should be done subsequently also every six months. The review should, inter-alia, cover the progress made in the disciplinary proceedings/criminal prosecution and further measures to be taken to expedite their completion.

**Procedure for ad-hoc promotion:**

- 17.7 In spite of the six monthly review referred to in para 17.6 above, there may be some cases, where the disciplinary case/criminal prosecution against the Executive is not concluded even after the expiry of two years from the date of the meeting of the first DPC, which kept its findings in respect of the Executive in a sealed cover. In such a situation, the appointing authority may review the case of the Executive, provided he is not under suspension, to consider the desirability of giving him ad-hoc promotion keeping in view the following aspects:
- a) Whether the promotion of the employee will be against public interest;
  - b) Whether the charges are grave enough to warrant continued denial of promotion;
  - c) Whether there is no likelihood of the case coming to a conclusion in the near future;
  - d) Whether the delay in the finalization of proceedings, departmental or in a court of law, is not directly or indirectly attributable to the Executive concerned; and

- e) Whether there is any likelihood of misuse of official position which the Executive may occupy after ad-hoc promotion, which may adversely affect the conduct of the departmental case/criminal prosecution.
- 17.8 The Appointing Authority should also consult the Central Bureau of Investigation and take their views into account where the departmental proceedings or criminal prosecution arose out of investigations conducted by the Bureau.
- 17.9 In case the Appointing Authority comes to a conclusion that it would not be against the public interest to allow ad-hoc promotion to the Executive his case should be placed before the next DPC held in the normal course after the expiry of the two years period to decide whether the officer is suitable for promotion on ad-hoc basis. Where the Executive is considered for ad-hoc promotion, the Departmental Promotion Committee should make its assessment on the basis of the totality of the individual's record of service without taking into account the pending disciplinary case/criminal prosecution against him.
- 17.10 After a decision is taken to promote an Executive on ad ad-hoc basis, an order of promotion may be issued making it clear in the order itself that;
- i) the promotion is being made on purely ad-hoc basis and the ad-hoc promotion will not confer any right for regular promotion; and
  - ii) The promotion shall be "until further orders". It should also be indicated in the order that the Company reserves the right to cancel the ad-hoc promotion and revert at any time the Executive to the post from which he was promoted.

If the Executive concerned is acquitted in the criminal prosecution on the merits of the case or is fully exonerated in the departmental proceedings, the ad-hoc promotion already made may be confirmed and the promotion treated as a regular one from the date of the ad-hoc promotion with all attendant benefits. In case, he could have normally got his regular promotion from a date prior to the date of his ad-hoc promotion with reference to his placement in the DPC proceedings kept in the sealed cover(s) and the actual date of promotion of the person ranked immediately junior to him by the same DPC, he would also be allowed his due seniority and benefit of notional promotion as envisaged in para 17.4 above.

- 17.11 If the Executive is not acquitted on merits in the criminal prosecution but purely on technical grounds and the Company either proposes to take up the matter to a higher court or to proceed against him departmentally or if the Executive is not exonerated in the departmental proceedings, the ad-hoc promotion granted to him should be brought to an end.

**Applicability of 'sealed cover' procedure to the Executives coming under cloud after holding of DPC but before promotion:**

17.12 The Executive, who is recommended for promotion by the departmental promotion committee but in whose case any of the circumstances mentioned in para 17.1 arise after the recommendations of the DPC are received, but before he is actually promoted, will be considered as if his case had been placed in a sealed cover by the DPC. He shall not be promoted until he is completely exonerated of the charges against him and the provisions stated above will be applicable in his case also.

**18.0 Effect of penalty on promotion.**

18.1 In case where any Executive is awarded any minor penalty under the Conduct, Discipline & Appeal Rules, he shall be debarred for promotion for a period of one year or until the period of his penalty comes to an end, whichever is later.

18.2 In case where any Executive is awarded major penalty under the Conduct, Discipline & Appeal Rules, he shall be debarred for promotion for a period of two years or until the period of his penalty comes to an end, whichever is later.

**Clarification:**

- a) Wherever the promotion has been delayed from the eligibility date for a period of one year, in case of minor penalty and for more than 2 years in case of major penalty, due to disciplinary proceedings (for no fault of the executives concerned) the clause 18.1 and 18.2 as may be applicable, would run concurrently with the currency of the punishment.
- b) If the Executive completes his penalty before he becomes eligible for promotion, debarring period as per clause 18.1 /18.2 as the case may be, would commence from the date, he become eligible for promotion.

**19. Appeals against promotion orders.**

An Executive, who is aggrieved by an order of promotion on the ground that he has been superseded, may appeal or represent his case to the Appointing Authority through proper channel within three calendar months succeeding the month of issue of the order granting such promotion.

20. **Reservation of posts.**

The directives of Central Government regarding reservation of posts for Scheduled Castes, Scheduled Tribes and other categories, if any, issued from time to time shall be followed.

21. **Relaxation.**

The Chairman-cum-Managing Director, at his discretion, may relax any of the provisions of this policy to mitigate the cases of hardship or to meet Organizational requirements. However, as far as relaxation in qualifying time period for promotion at various levels is concerned the Chairman-cum-Managing Director will seek approval of the Board.

22. **Interpretation.**

In case of any doubt about any of the provisions of this policy, the interpretation of rule by the Chairman-cum-Managing Director shall be final.

23. **Amendments/Modifications.**

The Chairman-cum-Managing Director may, at any time, depending upon the requirements of the Company modify/amend and/or alter any of the provisions of the promotion policy in the overall interest of the Company.

24. **Previous Orders.**

The provisions of this policy shall supersede all the rules, cadre schemes and orders framed/issued from time to time on the subject of promotions of Executives by the Company.

---

**ANNEXURE-I****Details of Qualifications required for line of promotion under Col.-3 of the table at Para-9.0**

Sl. No	Post	Required Qualification
01.	OT(Geology)	M.Sc./ M.Tech./ M.Sc. Tech.(Geology/Applied Geology)/ M.Tech.(Geological Technology) with First Division (Minimum 65% marks)
02.	OT(Geophysics)	M.Sc./M.Tech/M.Sc.Tech (Geophysics/ Applied Geophysics)/M./Tech.(Geophysical Technology) with First Division (Minimum 65% marks)
03	OT (Minerology)	Master's Degree in Physics with specialization in X-Ray or Spectroscopy or Solid State Physics OR Master's Degree in Physical Chemistry with First Division (Minimum 65% marks)
04.	OT(Chemistry)	M.Sc.(Chemistry) with First Division (Minimum 65% marks)
05	OT (HR)	Graduate with full time Post Graduate Degree/Full Time Post Graduate Diploma (02 yrs. duration) in Personnel Management & Industrial Relations with Ist Division (minimum 65% marks) OR Full Time Post Graduate Degree in Management with specialization in HR/IR(02 yrs duration) with Ist Division (minimum 65% marks) OR Master in Business Administration (MBA/HR) with Ist Division (minimum 65% marks) OR Master of Management Studies(MMS-HR) with Ist Division minimum 65% marks OR MSW with 1 <sup>st</sup> Dn (65%) marks).
06	OT(Statistics)	M.Sc.(Statistics)/Master of Statistics with Ist Division (minimum 65% marks)
07.	Engineering Trainee (Instrumentation)	B.E./B.Tech./ B.Sc. (Electronics/Instrumentation Engineering) with First Division (Minimum 65% marks)
08.	Engineering Trainee (Mechanical).	B.E./B.Tech./B.Sc.(Mechanical Engineering) with first Division (Minimum 65% marks)

09	Engineering (Civil)	Trainee	B.E./B.Tech./B.Sc.(Civil Engineering) with Ist Division (minimum 65% marks)
10.	Engineering (Electrical)	Trainee	B.E./B.Tech./B.Sc.(Electrical Engineering) with Ist Division (minimum 65% marks)
11.	Engineering (Mining).	Trainee	B.E./B.Tech./B.Sc.(Mining Engineering) with First Division (Minimum 65% marks)
12.	Engineering Trainee(IT)		B.E./B.Tech.in Computer Science OR MCA with Ist Division (Minimum 65% marks)
13.	Accounts Officer		C.A./ICWA
14.	Legal Officer		Graduate in any discipline and Degree in Law with Ist Division (Minimum 60% marks) OR Five years Integrated LL.B with Ist Division (minimum 60% marks) with 3 years' post qualification experience of Drafting/Vetting/executing of legal documents, handling cases in various courts, arbitration proceedings/legal education.
15.	हिन्दी अधिकारी		Master's Degree in Hindi or English with English or Hindi as one of the elective subjects at Graduate level with Ist Division (minimum 65% marks)

**NOTE :**

- i) For promotion of Executives in Mining Discipline, the candidate must possess the Statutory Competency Certificates, in addition to the qualification under Para-9.0, as indicated below:
- (a) From E-0 to E-1 and E-1 to E-2      Foreman Competency Certificate (UR) under Metal mines
- (b) From E-2 to E-3 & E-3 to E-4      Second Class Mines Manager Competency Certificate (UR) under Metal Mines if not possessing Degree in Mining Engineering
- (c) E-4 to E-5 & above      First Class Mines Manager Competency Certificate (UR) under Metal Mines
- ii) The Chairman-cum-Managing Director will be the Competent Authority for any further addition/deletion to the above table.

## **PROMOTION POLICY AND PROCEDURE FOR NON-EXECUTIVES**

### 1.0 **COVERAGE** :-

This policy shall be called MECL's Promotion Policy and shall be applicable to all the regular non-executive employees of the Company.

### 2.0 **OBJECTIVES**

- a) To recognize and reward, merit and competence.
- b) To develop existing regular non-executives to meet the future needs of the organization.
- c) To improve organizational and functional effectiveness.
- d) To provide career opportunity and a sense of fulfillment to regular non-executives of the Company.

### 3.0 **DEFINITIONS**

- 3.1 "**Appointing Authority**" means General Manager (P&A)/HOD (P&A) for the posts upto W-8 and the CMD for E-0 posts.
- 3.2 "**Board**" means Board of Directors of the Company.
- 3.3 "**Company**" means Mineral Exploration Corporation Limited.
- 3.4 "**Non-Executives**" for the purpose of these rules shall mean all regular employees of the company at the level of W-1 grade and above up to and including the employees at the level of W-8 grade.
- 3.5 "**Masculine**" includes "Feminine".
- 3.6 "**Singular**" shall imply the "plural" wherever relevant or vice-versa.

### 4.0 **GUIDING PRINCIPLES UNDER LYING PROMOTION POLICY :**

The guiding principles underlying the Promotion Policy of the Company aim at providing and maintaining appropriate resources and environment for the effectiveness, efficiency and satisfaction of its regular non-executives and motivating them to apply and develop their abilities and capacities to achieve the objectives of the Company. It will be the policy of the Company to provide its regular non-executives with appropriate opportunity, encouragement and career growth, consistent with their contribution to the growth of the Company, on the basis of the following basic principles:

- a) To ensure fairness, consistency and uniformity in the matter of promotion of regular non-executives in the Company.
- b) To provide broad equality of opportunity in growth and career prospects;
- c) To create and sustain the morale of the regular non-executives by informing them of the kind of career promotion opportunities that exist in the Company and the basis of and the manner in which such promotion will be effected.



## 5.0 **PROMOTION POLICY**

- 5.1 Promotion shall mean movement of regular non-executives from the post in the lower grade to the post in the next higher grade in the line of promotion as defined herein. Jumping of scale(s) /grades shall not be allowed.
- 5.2 All promotions shall be subject to completion of minimum qualifying period and other requirements laid down in this policy. Mere fulfillment of the qualifying period of service will not confer any right for promotion.
- 5.3 Promotions shall be on the basis of combined sanction of all the posts. In other words, vacancies will not be a constraint for promotion.
- 5.4 All regular non-executives shall be considered for promotion strictly in accordance with the approved line of promotion for each category of posts as prescribed in the policy.
- 5.5 The DPC shall consider the Performance Appraisal Reports for the preceding five years. The grading of the PARs will be on 05 point scale i.e. Outstanding/Very Good/Good/Average/Poor.
- 5.6 Eligibility as regards qualifying service in the lower grade will be determined on the basis of the date of regular appointment in the said lower grade in the Company and on completion of requisite number of year of service. EOL on medical grounds upto the permissible limit and other authorized leave will count as qualifying service for promotion.
- 5.7 The induction of Non-Executive employees henceforth will be at the levels indicated below:
- |      |                |   |     |
|------|----------------|---|-----|
| i)   | Un-skilled     | - | W-1 |
| ii)  | Semi-skilled   | - | W-2 |
| iii) | Skilled        | - | W-4 |
| iv)  | Highly Skilled | - | W-7 |

The qualification for induction in the above categories will be as per Annexure-I.

The employee possessing the educational qualification as per table under Para-6.4 will be eligible for promotion on completion of qualifying period as prescribed in the said table, in his own line of promotion as given in Annexure-II. The employees of Mining Division should also possess statutory certificate, as indicated in the Table and note under Para 6.4 in addition to the educational qualification.

## 6.0 **Departmental Promotion Committee**

All promotions shall be approved by the Appointing authority only on the recommendations of a duly constituted Departmental Promotion Committee. The DPC shall be constituted in the following manner:-

### 6.1 **For all Non Executive posts :-**

- a) Concerned HOD as Chairman
- b) Representative of Finance Division as Member
- c) Representative of P&A Division as Member Secretary
- d) SC/ST Representative of appropriate status as Member

6.2 The promotions will be given effect from 1<sup>st</sup> January and 1<sup>st</sup> July. The employees completing qualifying service during 1<sup>st</sup> July to 31<sup>st</sup> December will be given promotion from 1<sup>st</sup> January, and those completing qualifying service during 1<sup>st</sup> January to 30<sup>th</sup> June, will be given promotion from 1<sup>st</sup> July. However, the monetary benefits will accrue from the actual date of taking over charge of the promoted post by the employee.

6.3 The selection panels as recommended by DPCs will be put up to the Appointing Authority for approval.

**6.4 QUALIFYING PERIOD**

The qualifying period for promotion in following groups of qualifications shall be as under:

Grade	Engineering Diploma/ Inter pass of CA/ICWA	Graduate (Science/ Commerce/ Arts)/ITI/ Mining Mate Certificate of Competency (UR)	10 <sup>th</sup> Pass (Matriculation) or more but less than Graduate	Less than 10 <sup>th</sup> class (Matriculation)
(01)	(02)	(03)	(04)	(05)
W-1 to W-2	--	--	--	06 yrs
W-2 to W-3	--	--	06 yrs	08 yrs
W-3 to W-4	--	--	06 yrs	08 yrs
W-4 to W-5	--	05 yrs	07 yrs	08 yrs
W-5 to W-6	--	06 yrs	07 yrs	08 yrs
W-6 to W-7	--	06 yrs	07 yrs	Not eligible
W-7 to W-8	05 yrs	07 yrs	08 yrs	Not eligible
W-8 to E-0	05 yrs	07 yrs	Not eligible	Not eligible

**NOTE:** 1. Employees in the Category of Mining Mate will be eligible for promotion to the post of Junior Mining Engineer (E-0) only on acquiring Foreman Certificate of Competency (UR) for metal mines. Similarly employees of Electrical stream will be eligible for promotion to the post of Junior Engineer (Electrical) (E-0) only on acquiring of Electrical Supervisor Certificate valid for mines.

2. Existing employees in their present positions will continue. However, for future promotions, the Committee of Functional Directors is authorized to consider relaxations for one level from W-8 to E-0 in case of Matriculates on merits of each case.

6.5 After approval by the Appointing Authority of the panels recommended by the DPC, the orders of promotions will be issued to candidates in order of merit.

6.6 The panel approved by the Appointing Authority shall remain valid for a period of 06 months from the date of approval.

## 7.0 **PERFORMANCE APPRAISAL REPORTS**

The general candidate who has awarded at least two very good and one good rating and the SC/ST candidate who has been awarded at least one very good and two good ratings in PARs, out of the five PARs under consideration shall only be considered suitable for promotion.

## 8.0 **Probation**

8.1 The period of probation of the employees promoted to any post in the pay scale of W-2 to W-6 will be six months and for those promoted to the posts carrying pay scale of W-7 and above will be one year. The probation may be extended at the discretion of the Appointing Authority up to six months and under exceptional circumstances by another period of six months.

8.2 On successful completion of the period of probation, the employee will be regularized in the post. He shall not be regarded as having been automatically regularized unless an order to this effect is issued to him in writing. If, during the probation period, including extensions, if any, the performance of the employee is not found satisfactory for being retained in the post to which he was promoted, the Appointing Authority may revert him to the post he was occupying prior to his promotion. However, it would be necessary to serve the employee with atleast one written warning each prior to either extending the probation period or reverting him.

## 09. **Fixation of seniority in case of promoted employees**

The fixation of seniority in case of promoted employees will be on the basis of merit ranking given by the DPC and approved by the Appointing Authority. In case where the channel of promotion to a particular post may be from more than

one post in the lower grade, the inter-se-seniority between the candidates promoted from two different lower posts will be fixed on the basis of their dates of initial appointment on regular basis in the lower grades.

## 10.0 **Promotion of officials who are under suspension or against whom departmental proceedings are pending (Sealed Cover Procedure) :**

10.1 At the time of considerations of the cases of employees for promotion, details of employees in the consideration zone for promotion falling under the following categories shall be specifically brought to the notice of the Departmental Promotion Committee:-

- (iv) Employees under suspension ;
- (v) Employees in respect of whom a charge sheet has been issued and the disciplinary proceedings are pending, and ;
- (vi) Employees in respect of whom prosecution for a criminal charge is pending.

- 10.2 The Departmental Promotion Committee shall assess the suitability of the employees coming within the purview of the circumstances mentioned in para 10.1 above along with other eligible candidates without taking into consideration

the disciplinary case/criminal prosecution pending. The assessment of the DPC, including "Unfit for Promotion", and the grading awarded by it will be kept in a sealed cover. The cover will be superscribed "Findings regarding suitability for promotion to the grade/post of \_\_\_\_\_ in respect of Shri \_\_\_\_\_. Not to be opened till the termination of the disciplinary case/criminal prosecution against Shri \_\_\_\_\_." The proceedings of the DPC need only contain the note, "The findings are contained in the attached sealed cover."

- 10.3 The same procedure outlined above will be followed by the subsequent Departmental Promotion Committees convened till the disciplinary case/criminal prosecution against the employee concerned is concluded.

**Action after completion of disciplinary cases/criminal prosecution :**

- 10.4 On the conclusion of the disciplinary case/criminal prosecution, which results in dropping of allegations against the employee, the sealed cover or covers, shall be opened. In case the employee is completely exonerated,

the due date of his promotion will be determined with reference to the position assigned to him in the findings kept in the sealed cover/covers and

with reference to the date of promotion of his next junior on the basis of such position. The employee may be promoted, if necessary by creating supernumerary post. He may be promoted notionally with reference to the date of promotion of his junior. However, whether the employee concerned will be entitled to any arrears of pay for the period of notional promotion preceding the date of actual promotion, and if so to what extent, will be decided by the appointing authority by taking into consideration all the facts and circumstances

of the disciplinary proceedings/criminal prosecution. Where the authority denies arrears of salary or part of it, it will record its reasons for doing so.

- 10.5 If any penalty is imposed on the employee as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover/covers shall not be acted upon. His case for promotion may be considered by the next DPC in the normal course and having regard to the penalty imposed on him.

**Half yearly review of 'sealed cover' cases:**

- 10.6 It is necessary to ensure that the disciplinary case/criminal prosecution instituted against any employee is not unduly prolonged and all efforts to finalize expeditiously the proceedings should be taken so that the need for keeping the case of an employee in a sealed cover is limited to the barest minimum. The Appointing Authority concerned, therefore, should review comprehensively the case of the employee whose suitability for promotion to a higher grade has been kept in a sealed cover on the expiry of six months from the date of convening the first Departmental

Promotion Committee, which had adjudged his suitability and kept its findings in the sealed cover. Such a review should be done subsequently also every six months. The review should, inter-alia, cover the progress made in the disciplinary proceedings/criminal prosecution and further measures to be taken to expedite their completion.

**Procedure for ad-hoc promotion:**

10.7 In spite of the Half yearly review referred to in para 10.6 above, there may be some cases, where the disciplinary case/criminal prosecution against the employee is not concluded even after the expiry of two years from the date of the meeting of the first DPC, which kept its findings in respect of the employee in a sealed cover. In such a situation, the appointing authority may review the case of the employee, provided he is not under suspension, to consider the desirability of giving him ad-hoc promotion keeping in view the following aspects:

- f) Whether the promotion of the employee will be against public interest;
- g) Whether the charges are grave enough to warrant continued denial of promotion;
- h) Whether there is no likelihood of the case coming to a conclusion in the near future;
- i) Whether the delay in the finalization of proceedings, departmental or in a court of law, is not directly or indirectly attributable to the employee concerned; and
- j) Whether there is any likelihood of misuse of official position which the employee may occupy after ad-hoc promotion, which may adversely affect the conduct of the departmental case/criminal prosecution.

10.8 The Appointing Authority should also consult the Central Bureau of Investigation and take their views into account where the departmental proceedings or criminal prosecution arose out of investigations conducted by the Bureau.

10.9 In case the Appointing Authority comes to a conclusion that it would not be against the public interest to allow ad-hoc promotion to the employee, his case should be placed before the next DPC held in the normal course after the expiry of the two years period to decide whether the officer is suitable for promotion on ad-hoc basis. Where the employee is considered for ad-hoc promotion, the Departmental Promotion Committee should make its assessment on the basis of the totality of the individual's record of service without taking into account the pending disciplinary case/criminal prosecution against him.

10.10 After a decision is taken to promote an employee on ad ad-hoc basis, an order of promotion may be issued making it clear in the order itself that;

- i) the promotion is being made on purely ad-hoc basis and the ad-hoc promotion will not confer any right for regular promotion; and

- ii) The promotion shall be “until further orders”. It should also be indicated in the order that the Company reserves the right to cancel the ad-hoc promotion and revert at any time the employee to the post from which he was promoted.

If the employee concerned is acquitted in the criminal prosecution on the merits of the case or is fully exonerated in the departmental proceedings, the ad-hoc promotion already made may be confirmed and the promotion treated as a regular one from the date of the ad-hoc promotion with all attendant benefits.

In case, he could have normally got his regular promotion from a date prior to the date of his ad-hoc promotion with reference to his placement in the DPC proceedings kept in the sealed cover(s) and the actual date of promotion of the person ranked immediately junior to him by the same DPC, he would also be allowed his due seniority and benefit of notional promotion as envisaged in Para 10.4 above.

- 10.11 If the employee is not acquitted on merits in the criminal prosecution but purely on technical grounds and the Company either proposes to take up the matter to a higher court or to proceed against him departmentally or if the employee is not exonerated in the departmental proceedings, the ad-hoc promotion granted to him should be brought to an end.

**Applicability of ‘sealed cover’ procedure to the employees coming under cloud after holding of DPC but before promotion :**

- 10.12 The employee, who is recommended for promotion by the departmental promotion committee but in whose case any of the circumstances mentioned in para 11.1 arise after the recommendations of the DPC are received, but before he is actually promoted, will be considered as if his case had been placed in a sealed cover by the DPC. He shall not be promoted until he is completely exonerated of the charges against him and the provisions stated above will be applicable in his case also.

**11.0 Effect of penalty on promotion.**

- 11.1 In case where any employee is awarded any minor penalty under the Conduct, Discipline & Appeal Rules or Standing Orders, he shall be debarred for promotion for a period of one year or until the period of his penalty comes to an end, whichever is later.
- 11.2 In case where any employee is awarded major penalty under the Conduct, Discipline & Appeal Rules or Standing Orders, he shall be debarred for promotion for a period of two years or until the period of his penalty comes to an end, whichever is later.

**Clarification:**

- 1) Wherever the promotion has been delayed from the eligibility date for a period of one year, in case of minor penalty and for more than 2 years in case of major penalty, due to disciplinary proceedings (for no fault of the Non-Executives concerned) the clause 11.1 and 11.2 as may be applicable, would run concurrently with the currency of the punishment.
- 2) If the employee completes his penalty before he becomes eligible for promotion, debarment period as per clause 11.1 /11.2, as the case may be, would commence from the date, he becomes eligible for promotion.

12. **Appeals against promotion orders.**

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 Appointing Authority , through proper channel within three calendar months succeeding the month of issue of the order granting such promotion.

13. **RELAXATION**

The Chairman-cum-Managing Director may relax any of the provisions of this policy to mitigate the cases of hardship or to meet Organisational requirements. However, as far as relaxation in qualifying time period for promotion at various levels is concerned, the Chairman-cum-Managing Director will seek the approval of the Board.

14. **INTERPRETATION**

In case of any doubt about any of provisions of this policy, the interpretation of rule by the CMD shall be final.

15. **AMENDMENTS**

The Chairman-cum-Managing Director may, at any time, depending upon the requirements of the Company modify/amend and/or alter any of the provisions of the promotion policy in the overall interest of the Company.

17. **PREVIOUS ORDERS**

The provisions of this policy shall supersede all the rules, cadre schemes and orders framed/issued from time to time on the subject of promotions of Non-Executives by the Company.

-----

**Details of qualifications for Induction Posts i.e W-1, W-2, W-4 and W7 grades in various Disciplines**

**P&A Discipline**

Grade	Scale of Pay (Rs.)	Name of the post	Details of qualifications and experience required for the post
W-1	8000-15500	Messenger	<b><u>Education qualification</u></b> Class VIII pass.
W-1	8000-15500	Safaiwala	<b><u>Education qualification:</u></b> - <b><u>Experience :-</u></b> One year's experience as Sweeper/Safaiwala in Govt. Department or other big organisation
W-2	8100-15700	Security Guard	<b><u>Education qualification</u></b> Class VIII pass. Should be trained in Fire fighting and having good health, height and personality. <b><u>Experience:</u></b> 3 years' experience as Watchman <b><u>Preferred :</u></b> Ex-Military personnel and/or having passed Matriculation
W-2	8100-15700	Canteen Boy	<b><u>Education qualification</u></b> Literate <b><u>Experience:</u></b> 2 years' experience in the line
W-4	8500-18600	Assistant (P&A)	<b><u>Education qualification</u></b> Graduate in any stream with typing speed of 40 w.p.m. on computer. <b><u>Experience</u></b> 2 Years' experience of working as Office Assistant in a reputed company (Public/Private) or organization. <b><u>Desirable:</u></b> Post Graduate Diploma in Personnel Management/Labour Laws/Labour Welfare.
W-4	8500-18600	Assistant ( Hindi)	<b><u>Education qualification</u></b> Graduate with Hindi and English as main subjects or Degree in English and having passed equivalent examination in Advance Hindi. <b><u>Desirable Qualification</u></b> Post Graduate Degree in Hindi. <b><u>Experience</u></b> 3 years' experience in translation work from Hindi to English and vice-versa.



W-4	8500– 18600	Stenographer (Hindi)	<b><u>Education qualification</u></b> Graduate in any stream with shorthand and typing speed of 80 and 30 w.p.m. (typing on computer) respectively in Hindi. <b><u>Experience:</u></b> 2 Years' experience of Hindi stenography.
W-4	8500– 18600	Stenographer	<b><u>Education qualification:</u></b> Graduate in any stream with English as a subject and shorthand and typing speed of 100 and 50 w.p.m. (typing on computer) respectively. <b><u>Experience</u></b> : 2 years' experience of stenography <b><u>Preferred</u></b> : Person having experience as Stenographer will be given preference <b><u>Desirable</u></b> : Knowledge of Hindi typing and stenography.
W-7	9500 - 24800	Hindi Translator	<b><u>Essential Education qualification:</u></b> Graduate with English & Hindi as main subjects. <b><u>Desirable qualification:</u></b> Post Graduate Degree in Hindi. <b><u>Essential Experience:</u></b> 5 years' experience of translation from English to Hindi and vice-versa including technical articles. <b><u>Desirable Experience:</u></b> Journalistic experience in a Technical Journal and knowledge of computer.

### **Accounts Discipline**

Grade	Scale of Pay (Rs.)	Name of the post	Details of qualifications and experience required for the post
W-4	8500 – 18600	Assistant (Accounts )	<b><u>Essential Education qualification</u></b> B.Com. with typing speed of 40 w.p.m. on computer. <b><u>Desirable:</u></b> M.Com <b><u>Experience</u></b> 2 Years' experience in Accounts Work in Government Organization/ Public Undertakings or Private Organizations of Repute.
W-7	9500- 24800/-	Accountant	<b><u>Essential Education qualification</u></b> Graduate/Post Graduate with Intermediate pass of CA/ICWA

### Materials Discipline

Grade	Scale of Pay (Rs.)	Name of the post	Details of qualifications and experience required for the post
W-1	8000-15500	Khalasi	<b><u>Education qualification</u></b> Literate and capable of hard outdoor work
W-2	8100-15700	Store Helper	<b><u>Education qualification</u></b> Class VIII pass. <b><u>Experience</u></b> Two years' experience in handling stores in a large organization <b><u>Preferred:</u></b> Matriculation having knowledge of typing and office procedures.
W-4	8500–18600	Assistant (Materials )	<b><u>Essential Education qualification</u></b> Graduate with mathematics <b>OR</b> B.Com. with typing speed of 40 w.p.m. on computer <b><u>Experience</u></b> 2 Years' experience in handling engineering and technical stores in a large organization.

### System Discipline

Grade	Scale of Pay (Rs.)	Name of the post	Details of qualifications and experience required for the post
W-4	8500 – 18600	Operator (Computer)	<b><u>Educational / Professional qualification</u></b> Degree of BCA/BCS/BCCA/B.Sc. (Computer Science/IT/Computer Applications)/Bachelor of Information System & Management (BISM) from a recognized University OR Graduation in any stream and having 1 (one) year Diploma/PG Diploma in IT/Computer Science/Computer Applications from a recognized Board/University

## Geology Discipline

Grade	Scale of Pay (Rs.)	Name of the post	Details of qualifications and experience required for the post
W-2	8100-15700	Survey Helper	<b><u>Essential Education qualification</u></b> Matriculate or equivalent <b><u>Experience:</u></b> 2 years' experience in survey parties or in large drawing office
W-2	8100-15700	Sampling Helper	<b><u>Essential Education qualification</u></b> Matriculate or equivalent <b><u>Experience:</u></b> 2 years' experience in core/Mine Sampling
W-2	8100-15700	Library Attendant	<b><u>Essential Educational qualification</u></b> Matriculate or equivalent <b><u>Experience:</u></b> 2 years' experience of working in large library.
W-2	8100-15700	Laboratory Attendant	<b><u>Essential Educational qualifications :</u></b> Matriculate or equivalent <b><u>Experience:</u></b> 2 years' experience in a Laboratory
W-4	8500 - 18600	Technician (S&D)	<b><u>Essential Educational qualifications :</u></b> Matriculate or equivalent with ITI Certificate in Survey/Draftsmanship (Civil). <b><u>Experience :</u></b> 2 years'. experience in the line
W-4	8500-18600	Technician (Sampling)	<b><u>Essential Educational qualifications :</u></b> B.Sc. with 2 yrs. Experience of Drill Core/Mine Sampling
W-4	8500-18600	Technician (Laboratory)	<b><u>Essential Education qualifications :</u></b> B.Sc. in Chemistry, Physics or Geology <b><u>Preferred Experience:</u></b> 2 years' experience in an analytical, petrological or Mineralogical Laboratory.
W-4	8500-18600	Library Assistant	<b><u>Essential Education qualifications :</u></b> Diploma in Library Science <b><u>Essential Experience:</u></b> 2 years' professional experience in a Library.

## Mining Discipline

Grade	Scale of Pay (Rs.)	Name of the post	Details of qualifications and experience required for the post
W-2	8100-15700	Mining Helper	<p><b><u>Essential Educational qualification</u></b> : Literate</p> <p><b><u>Desirable</u></b> : VIII Class pass</p> <p><b><u>Experience:</u></b> Two years' experience of working in Underground Mines</p>
W-2	8100-15700	Junior Drillman (UG)	<p><b><u>Essential Educational qualification</u></b> : <i>Literate</i></p> <p><b><u>Desirable:</u></b> VIII Class pass.</p> <p><b><u>Experience:</u></b> 2 years' experience of drilling in underground metal mines. Should be well acquainted with Jack Hammer drilling.</p>
W-2	8100-15700	Junior Technician (Mining)	<p><b><u>Essential Educational qualification</u></b> : <i>Literate</i></p> <p><b><u>Desirable:</u></b> VIII Class pass.</p> <p><b><u>Experience:</u></b> 2 years' experience of timbering , masonry, track laying, pipe fitting , gas cutting &amp; welding and raise equipping work in underground metal mines.</p>
W-2	8100-15700	Junior Operator (Mining)	<p><b><u>Essential Educational qualification</u></b> : Literate</p> <p><b><u>Desirable:</u></b> VIII Class pass.</p> <p><b><u>Experience</u></b> 2 years' experience in operating the face mucking machinery like Rocker Shovel Loader, Hopper Loader and also experience in operating Locomotives, Hoist, Generator, Compressor and Winding Engine in Underground metal mines.</p>
W-4	8500-18600	Mate-cum-Blaster	<p><b><u>Essential Educational &amp; Statutory qualification:</u></b> Matriculate or equivalent with Mining Mate Competency Certificate (UR) for metal mines.</p> <p><b><u>Experience :</u></b> 2 years' experience of working in underground mines.</p>
W-4	8500-18600	Electrician	<p><b><u>Essential Educational qualification :</u></b> Matriculate or equivalent with ITI (Electrical) and valid wireman certificate.</p> <p><b><u>Desirable:</u></b> Valid Electrical Supervisors certificate.</p> <p><b><u>Experience</u></b> 2 years' experience of working in Mines, in repairs of electrical machinery and motors, generating sets and power generation, distribution and electrification.</p>
W-7	9500-24800/-	Foreman (Mining)	<p><b><u>Essential Educational qualification :</u></b> Diploma in Mining Engineering with Gas Testing Certificate and having one years' experience of working in Underground Mines.</p>

## Engineering Discipline

Grade	Scale of Pay (Rs.)	Name of the post	Details of qualifications and experience required for the post
W-2	8100-15700	Mechanic Helper	<b><u>Essential Educational qualification</u></b> : Class VIII pass <b><u>Experience:</u></b> 2 years' experience in a reputed workshop in mechanic or any of the related workshop trades.
W-2	8100-15700	Machinist Helper	<b><u>Essential Educational qualification</u></b> : Class VIII pass <b><u>Experience:</u></b> 2 years' experience in a reputed workshop in machinist or related trades.
W-4	8500-18600	Machinist	<b><u>Essential Educational qualification</u></b> : Matriculate or equivalent with ITI certificate in Turner, Machinist, Grinder or Miller trade with 2 years' experience in a reputed workshop in Machinist or related Trades, after passing ITI Certificate
W-4	8500-18600	Mechanic (Diesel/Motor Mechanic Trade)	<b><u>Essential Educational qualification</u></b> : Matriculate or equivalent with ITI Certificate in Diesel/motor mechanic/fitter trade. <b><u>Experience</u></b> 3 years' experience in diesel/motor mechanic/fitter trade after ITI Certificate
W-4	8500-18600	Mechanic (Welder Trade)	<b><u>Essential Educational qualification</u></b> : Matriculate or equivalent with ITI Certificate in Welder Trade. <b><u>Experience</u></b> 3 years' experience in Welder Trade after ITI Certificate.

## Transport Discipline

Grade	Scale of Pay (Rs.)	Name of the post	Details of qualifications and experience required for the post
W-4	8500-18600	Driver	<b><u>Essential Educational qualification</u></b> : Matriculate or equivalent and possessing valid license for driving light and heavy vehicles. <b><u>Experience:</u></b> 4 years' experience of driving and maintenance of light/heavy vehicles and also articulate trucks on hilly and rough terrain.

## **Drilling Discipline**

Grade	Scale of Pay (Rs.)	Name of the post	Details of qualifications and experience required for the post
W-2	8100-15700	Drill Helper	<b><u>Essential Educational qualification</u></b> : Class VIII pass <b><u>Experience:</u></b> 2 years' experience in diamond drilling operation
W-4	8500-18600	Technician (Drilling)	<b><u>Essential Educational qualification</u></b> : Matriculate or equivalent with ITI Certificate in Mechanic (Earth Moving Machinery) (EMM)/ Diesel Mechanic/Motor Mechanic/Fitter trade). <b><u>Experience</u></b> 3 years' experience in drilling trade is desirable.

The Chairman-cum-Managing Director will be the Competent Authority for any modification, addition or deletion in the above table.

**STATEMENT SHOWING LINE OF PROMOTION**

<b>Pay grade</b>	<b>Fin. &amp; Accounts</b>	<b>Material Management</b>	<b>Personnel and Administration</b>	<b>Secretarial</b>
W-1	--	Khalasi Gr-III	Messenger Gr-III, Safaiwala Gr-III,	--
W-2	--	Khalasi Gr.II, Store Helper Gr-III	Messenger Gr.II, Safaiwala Gr.1I, Canteen Boy Gr-III, Security Guard	--
W-3	Jr.Assistant (A/c)	Khalasi Gr.I, Store Helper Gr.-II, Jr. Assistant (Materials)	Messenger Gr.I, Safaiwala Gr.I, Canteen Boy Gr.II, Sr.Security Guard, Jr.Assistant(P&A), Record Keeper Gr-III, Cook Gr-III	--
W-4	Assistant (Accounts)	Khalasi Special Gr.III, Store Helper Gr.I, Assistant (Materials)	Messenger Special Gr.III, Safaiwala Special Gr.III, Canteen Boy Gr.I, Head Security Guard, Assistant (P&A), Assistant (Hindi), Record Keeper Gr-II, Cook Gr-II	Stenographer/ Stenographer (Hindi)
W-5	Senior Assistant (Accounts)	Khalasi Special Gr.II, Store Helper Special Gr.III, Senior Assistant ( Materials)	Messenger Special Gr.II, Safaiwala Special Gr.II, Canteen Boy Special Gr.III, Subedar, Senior Assistant (P&A), Senior Assistant (Hindi), Record Keeper-I, Cook Gr-I	Senior Stenographer/ Senior Stenographer (Hindi)
W-6	Junior Accountant	Khalasi Special Gr.I, Store Helper Special Gr.II, Jr. Superintendent (Materials)	Messenger Special Gr.I, Safaiwala Special Gr.I, Canteen Boy Special Gr.II, Assistant Supervisor (Security), Junior Superintendent (P & A), Junior Superintendent (Hindi), Record Keeper Special Gr.III, Cook Special Gr-III	Junior Personal Assistant/ Junior Personal Assistant (Hindi)

W-7	Accountant	Superintendent (Materials)	Supervisor (Security), Superintendent ( P &A), Superintendent (Hindi), Translator (Hindi)	Personal Assistant / Personal Assistant (Hindi)
W-8	Senior Accountant	Sr. Superintendent (Materials)	Senior Supervisor (Security), Senior Superintendent ( P & A), Senior Superintendent (Hindi), Senior Translator (Hindi)	Senior Personal Assistant/ Senior Personal Assistant (Hindi)
E-0	Assistant Accounts Officer	Assistant Materials Officer	Assistant Security Officer, Assistant Personnel & Administrative Officer, Assistant Hindi Officer	Assistant Personal Secretary

### Geological Services

Pay Grade	Sampling	Survey	Laboratories	Documentation	Library
W-2	Sampling Helper	Survey Helper	Lab. Attdt.-cum-Helper	-	Library Attendant
W-3	Jr.Tech(Sampling)	Jr. Tech.(S&D)	Jr. Tech(Lab)	Jr. Operator(Doc)	Sr. Library Attendant
W-4	Technician (Sampling)	Technician (S&D)	Technician (Laboratory)	Operator (Documentation)	Library Assistant
W-5	Senior Technician (Sampling)	Senior Technician (S&D)	Senior Technician (Laboratory)	Senior Operator (Documentation)	Sr. Library Assistant
W-6	Junior Technical Assistant (Sampling)	Junior Technical Assistant .(S&D)	Junior Technical Assistant (Laboratory)	Junior Supervisor (Documentation)	Assistant Librarian
W-7	Technical Assistant (Sampling)	Technical Assistant (S&D)	Technical Assistant (Laboratory)	Supervisor (Documentation)	Senior Assistant Librarian
W-8	Senior Technical Assistant (Sampling)	Senior Technical Assistant (S&D)	Senior Technical Assistant (Laboratory)	Senior Supervisor (Documentation)	Senior Assistant Librarian Gr.II
E-0	Assistant Sampling Officer	Assistant Survey & Map Officer	Assistant Mineralogist / Assistant Chemist	Assistant Documentation Officer	Senior Assistant Librarian Gr.I



### Drilling & Allied

Pay Grade	Drilling Operations	Maintenance	Manufacturing	Driver
W-2	Drill Helper	Mechanic Helper	Machinist Helper	Helper Gr-III
W-3	Jr. Tech.(Drilling)	Jr. Mechanic	Jr. Machinist	Helper Gr.II, Jr. Driver
W-4	Technician (Drilling)	Mechanic	Machinist	Helper Gr.I, Driver
W-5	Senior Technician (Drilling)	Senior Mechanic	Senior Machinist	Helper Special Gr.III, Senior Driver
W-6	Junior Foreman (Drilling)	Junior Foreman (Mechanical)	Junior Foreman (Mechanical)	Helper Special Gr.II, Driver (S. G)
W-7	Foreman (Drilling)	Foreman (Mechanical)	Foreman (Mechanical)	Driver (S. G) Gr-I
W-8	Senior Foreman (Drilling)	Senior Foreman (Mechanical)	Senior Foreman (Mechanical)	Driver (S. G) Gr-II
E-0	Assistant Drilling Officer/Engineer	Assistant Mechanical Engineer	Assistant Mechanical Engineer	--

### Mining

Pay Grade	Mining	Carpentry	Compounder
W-2	Mining Helper Gr-III, Jr. Drillman (Mining), Jr. Technician (Mining), Jr. Operator (Mining)	--	--
W-3	Mining Helper Gr-II, Drillman(Mining), Technician (Mining), Operator (Mining), Jr. Electrician	Jr. Tech.(Carpenter)	--
W-4	Mining Helper Gr-I, Sr. Drillman (Mining), Sr. Technician (Mining), Sr. Operator (Mining), Electrician, Mate-cum-Blaster	Technician (Carpenter)	Junior Compounder
W-5	Mining Helper Special Gr-II, Senior Drillman (Mining) Special Gr-II, Senior Technician (Mining) Special Gr-II, Senior Operator (Mining) Special Gr-II, Senior Electrician, Senior Mate-cum-Blaster	Senior Technician (Carpenter)	Compounder

W-6	Mining Helper Special Gr.I, Senior Drillman (Mining) Special Gr.I, Senior Technician (Mining) Special Gr.I, Senior Operator (Mining) Special Gr.I Junior Foreman (Electrical), Mining Mate	Junior Foreman (Carpenter)	Senior Compounder
W-7	Foreman (Mining), Foreman (Electrical), Senior Mining Mate,	Foreman (Carpenter)	Senior Compounder Gr-II
W-8	Senior Foreman (Mining), Senior Foreman (Electrical) Senior Mining Mate Gr.I	Sr. Foreman (Carpenter)	Senior Compounder Gr-I
E-0	Junior Mining Engineer, Junior Engineer (Electrical)	--	--

**Systems**

Pay Grade	Designations
W-3	Junior Operator (Computer)
W-4	Operator (Computer)
W-5	Senior Operator (Computer)
W-6	Junior Console Operator
W-7	Console Operator
W-8	Senior Console Operator
E-0	Junior Programmer