

Chairman and Managing Director

Job Description

The role of the Chairman and Managing Director in addition to that of any Director is to look after the interest of the Corporation by ensuring that the Corporation functions for sustainable development of the Power Sector of the State on sound commercial principles and for the objectives it is created for. He would be ably supported by four full time Functional Directors.

The role of CMD could be summarized as follows:

1. Create strategic vision for the business that stems from organization's strength and builds on its competitive advantages.
2. Create and work with the Board that is capable of helping and supporting him in the overall direction and governance of the organization.
3. Establish basic priorities, ethical values, policies and attitudes that will transform the company from being a repeating culture into a learning culture; instill a sense of personal involvement and commitment to the strategic vision throughout the organization.
4. To act as Managing Director with a clear mandate to achieve expected / laid down standards of operational, financial and administrative performance of the Corporation.
5. With the help of concerned whole time Directors, he is to maintain standards of performance in terms of criteria such as customer services, product quality, technological leadership, market share and financial measures that will meet expectations of the investors, the Consumers and all other stake holders.
6. To maintain public relations with all stakeholders, especially at the Government level.
7. Lead the Corporation so as to transform it into a platform for serving the consumers and attract investment.
8. Chair the Board and General Meetings.

The overall responsibility of Chairman and Managing Director is to effectively manage the business of the Corporation in totality and ascertain continuous and sustained growth with improved performance enabling the organization to increase consumer satisfaction and commercial viability.

Eligibility

In line with the demands of reforms, the eligibility criteria for Chairman and Managing Director is suggested as follows:

1. Person with a bachelor's degree.
2. Continuous professional experience in administration and adequate exposure of working at the level of Chief General Manager or higher in the power sector.
3. The total professional experience should be at least continuous 25 years in Administration/Engineering/Finance & or Accounts.
4. Preferably he/she has attained minimum age of 50 years on the date of selection. Person should be physically and mentally fit to hold such responsibility and should have vigilance clearance at the time of appointment.



ELIGIBILITY AND RESPONSIBILITY BOARD LEVEL OFFICERS

1. Director (Technical)

Job Description : The role of Director (Technical) is to manage the technical aspects of the business in totality & ensure continuous growth with improved performance enabling the organization to meet its objectives following sound operational and commercial principles. He will be a whole time Director and is to be responsible for all major decisions related to technical matters.

The following responsibilities are proposed to be entrusted to Director (Technical).

- a. He is to interact with different functional heads within his jurisdiction to communicate and control, monitor inspects performance of operation and maintenance work on generation, transmission and distribution including revenue collection and commercial matters. He will also handle and advise all technical matters of the corporation related to planning, design, technical specification, project report, plant and machinery maintenance, T&D project execution, tariff, matters, power generation, quality control etc.
- b. Billing, Metering and Revenue collection will be one of his prime responsibilities, alongwith quality power supply to consumers.
- c. He is to interact and communicate all technical decision on detailed discussion with other Directors. He is also to prepare agenda note on technical proposal for placing it in the Board for approval.
- d. He is also responsible for interaction in technical matter with person/ organization/ institution outside the corporate boundary and to build public awareness programme on technical activity of the corporation. He is to discuss and communicate technical decision to concerned counterpart or authority on behalf the corporation.
- e. Organize MIS to fulfill the requirements of State Electricity Regulatory Commission.

All activities of the Corporation will be influenced by the technical decision of Director (Technical)

Eligibility :

1. Person with a bachelor's degree in the branch of Electrical Engineering from a recognized institute/ University.
2. Must have served continuously for 25 years in the Power Sector and worked as Chief General Manager or equivalent.
3. He must have adequate knowledge in planning, designing, operation including commercial activity, maintenance of power plants, lines, transmission & distribution substation, technical evaluation of tenders etc. Preferably he/she has attained minimum age of 50 years on the date of selection.
4. Person should be physically and mentally fit to hold such responsibility and should have vigilance clearance at the time of appointment.



2. Director (Generation Projects)

Job Description & Responsibility : The role of Director (Generation Projects) is to handle work pertaining to new generation projects including formulation of generation scheme. He plan out the projects with a vision to achieve ultimate goal of completing project within stipulated time with optimum use of manpower and materials and to avoid chances of cost escalation by controlling time over run factor. He will be a whole time Director of the Corporation.

The following responsibilities are proposed to be entrusted to Director (Generation Projects).

1. Development of construction strategies and monitoring plans that reflect the long term corporate goals and priorities established by the Board.
2. Maintain dialogue with the CMD of the Corporation and other Members and to initiate actions to undertake activities to enhance the Generation Capacity of the State by undertaking setting up of new Generation Plants.
3. Ensuring the deployment of competent and well-motivated staff at all levels, which can work as a team.
4. Preparation and identification of technical requirement for the optimal utilization of resources, which include capital work for performance improvement, business growth, diversification etc.
 - (a) He will coordinate with all officers within his directorate and under his jurisdiction to expedite setting up of new generation plants.
 - (b) He will handle and coordinate all project related activities with outside agencies.
7. Project planning, Investigation, formulation, DPR preparation, evaluation of bids including procurement of project materials etc.
8. Agenda on all project and related work for discussion in the Board.
9. Liaison with the Government agencies, public bodies and civil administration to expedite setting up of new generation projects.

Eligibility:

1. An individual with a bachelor's degree in the branch of Civil Engineering from a recognized institute/ University.
2. One must have served continuously for 25 years in the Power Sector and worked as Chief General Manager or equivalent.
3. One must have adequate knowledge in planning, designing, operation and maintenance of power plants including commercial activity, transmission network, technical evaluation of tenders etc.

Preferably he/she has attained minimum age of 50 years on the date of selection. Person should be physically and mentally fit to hold such responsibility and should have vigilance clearance at the time of appointment.



3. Director (Finance & Accounts)

Job Description : The role of the Chief Financial Executive is to manage the financial business in totality and ascertain a continuous growth with improved performance enabling the organization to increase profitability. Director (Finance & Accounts) should interact with the Board and take directives from the Board in order to uphold the interest of the stakeholders and maintain transparency. He will be a whole time Director of the Corporation.

To be specific, the following responsibilities are to be discharged by Director (Finance) :

1. Development of business strategies and operating plans that reflect the long-term corporate goals and priorities established by the corporation.
2. Maintain dialogue with CMD and Board to ensure that the goals and priorities are updated to reflect changes in the external environment.
3. Restructuring the business portfolio in line with board's decision that determines the future shape of the Corporation.
4. He will be responsible for resource planning, financial budget preparation, loan servicing plan and implementation. Auditing of annual accounts after compilation of accounts.
5. He will also be responsible for monitoring of financial operations.
6. He will look into the financial aspects of procurement activities.
7. He will be responsible for proper planning and fund management for optimum use of funds and will ensure timely availability of funds.
8. He is to be in liaison with the Government and other appropriate agencies for all financial dealings of the Corporation.

Eligibility:

1. A graduate with 25 years of experience in Finance and Accounts. Preferably a Chartered or Cost Accountant, or MBA (Finance).
2. Should have experience of at least 5 years in the Power Sector and worked as Chief General Manager or equivalent in Finance & or Accounts.

Preferably he/she has attained minimum age of 50 years on the date of selection Person should be physically and mentally fit to hold such responsibility and should have vigilance clearance at the time of appointment.



4. **Director (Corporate Affairs)**

Job Description: The role of Director (Corporate Affairs) is to run, co-ordinate all matters related to running of administrative machinery of the corporation. He will be a whole time Director of the Corporation.

The following responsibilities are proposed to be entrusted to Director (Corporate Affairs)

1. To develop business strategies of the Corporation for achievement of goals of the Corporation and prioritize the same (Corporate Plans etc)
2. For discharging his responsibilities he would coordinate with different wings of the Corporation.
3. As he is looking after major portion of administrative function of the Corporation, maintenance of organizational discipline is his responsibility.
4. He is to interact with the CMD of the Corporation for decisions regarding implementation of administrative activities.
5. Human resource management.
6. He is also responsible for controlling , dealing legal matters, transfer, posting, recruitments, Trainings etc.
7. Security of the assets and other aspects as may be required from time to time.
8. All press release, public relations, land and property matters are also to be handled by his Directorate.
9. He is also to maintain liaison with / State Govt., local bodies, other organizations for running day to day affairs of the Corporation.

Eligibility:

1. A graduate preferably with MBA/ LLB or a post graduate degree in industrial relations or HR or a Company Secretary.
2. Must have served continuously for 25 years and worked as Chief General Manager (Administration) or equivalent.

Preferably he/she should attained minimum age of 50 years on the date of selection. Person should be physically and mentally fit to hold such responsibility and should have vigilance clearance at the time of appointment.



In addition to the above, for all whole time Directors of the Board including CMD the following is proposed:

- a) Super annuation age may be decided by the State Government.
- b) A person shall be disqualified from being appointed on the Board if he is a Member of Parliament, State legislature or any local authority.
- c) They would be governed by the service rules and regulations of the proposed Corporation during their tenure as Directors and CMD.

a) BELOW BOARD LEVEL EXECUTIVES

	DESIGNATION/ GRADE	ELIGIBILITY	RESPONSIBILITY
5	Chief General Manager (Generation) (GRADE: E-9)	Must be a graduate Electrical / Mechanical Engineer and must have continuous field experience of 20 years service of which five years in the field of generation/power plant management in any capacity after graduation and must have served as Sr. General manager or its equivalent for 1 year. Must have experience in execution and operation maintenance of power generation projects. He must have attained 42 years of age on the date selection and must have vigilance clearance. He must be physically and mentally fit for holding such responsible post. (Selection by promotion)	He is to prepare generation schedule, budget for O & M and new generation scheme, checking of DPR for new scheme, specification and purchase document scrutinizing, inspecting and monitoring of generation project O&M works. Technical guidance to subordinate officers or GMS, arrangement of inventory flow for works, optimum use of time for breakdown maintenance, erection process etc. Overall responsible for total generation process and productivity under his jurisdiction. He should inspect, monitor and co-ordinate, the generation activity of the Corporation and report to Director (Technical).
6	Chief General Manager (Transmission) (GRADE: E-9)	Must be an Electrical Engineer having a valid Electrical Engineering degree from a recognized Institute/University. He should have vast knowledge in the field of power transmission. He must have served 20 years continuously have 5 years experience in transmission line, O & M works at any capacity. He also has served as SGM for 1 year before the date of selection. Candidate must have attained 42 years of age on the date of selection. He must have vigilance clearance and mentally and physically fit for holding such responsibility. (Selection by promotion)	He is to prepare transmission and transformation scheme, formulation of project report (DPR), Load survey papers, line and substation maintenance schedule. Overall monitoring and Co-ordination of works between GMS, breakdown minimization plan, efficiency building of transmission line staff and officers. He is to report to the Director (Technical).

7	<p>Chief General Manager (Distribution)</p> <p>(GRADE: E-9)</p>	<p>Must be an Electrical Engineer with a valid Bachelor degree in Electrical Engineering from a recognized Institute/University. Must have 20 years of continuous service experience including in the field of distribution and worked as Sr. General Manager or equivalent for 1 year Must have experience in execution / operation maintenance work of electrical line & substation including consumer related works and should have attained 42 years of age at the time of selection. He must be physically & mentally fit. Must have vigilance clearance, (Selection by promotion),</p>	<p>Must be responsible for all distribution related project formulation, evaluation of bids, planning of schedule of maintenance for distribution line/substation. All distribution network maintenances restoration of power supply to consumers and revenue collection and commercial activity related to consumer is his main job. He is to monitor works of all GMS and co-ordinate works of SGMS for proper power flow maintenance. He is to report to the Director (Technical).</p>
8	<p>Chief General Manager (RE)</p> <p>(GRADE: E-9)</p>	<p>Degree in Electrical Engineering from a recognized Institute/ University. Must have continuous service experience of 20 years worked as SGM or equivalent for 1 year. He must have some experience in construction of line and substation in rural sector. A person should be physically and mentally fit for holding such post. He should have attained 42 years of age on the date of selection and must have vigilance clearance on date. (Selection by promotion).</p>	<p>Formulation of Rural Electrification Plan for the corporation, preparation of DPR, specification, tender processing and finalization for works and procurement. To Co-ordinate, monitor, inspect, working of all subordinate officers including GM within his jurisdiction. He must plan schedule of work and material & money flow in such a way that by optimum use of man & material work can be completed within stipulated time. He is to report to the Director (Technical).</p>
9	<p>Chief General Manager (Civil), (Planning & Design)</p> <p>(GRADE: E-9)</p>	<p>A valid degree in civil engineering from a recognized Institute /University. He must have continuous working experience of 20 years worked as SGM or equivalent for 1 year. He must have adequate knowledge of planning and design and must have attained 42 years of age on the date of selection. Person should be mentally and physically fit for holding such post and should have vigilance clearance at the time of selection. (Selection by promotion).</p>	<p>Under the guidance of Director he must be able to conduct planning and design work for schemes and also able to undertake technical evaluation of tenders etc. He is to guide scrutinizing work of contract or purchase documents and prepare technical comments on it; review of purchase specification and standards is also to be done by him. He is to control procurement process for project or O & M work. He is to report to the Director (Generation Projects).</p>

10	<p>Chief General Manager (Commercial)</p> <p>(GRADE: E-9)</p>	<p>Degree in Electrical Engineering from a recognized Institute/ University. Must have continuous service experience of 20 years including 5 yrs in the field of commercial function and worked as SGM or equivalent for atleast 1 year. A person should be physically and mentally fit for holding such post. He should have attained 42 years of age on the date of selection and must have vigilance clearance on date. (Selection by promotion).</p>	<p>He will be responsible for all commercial activity, Tariff matters, preparation of tariff proposals, SERC related matters. He is to report to the Director (Technical).</p>
11	<p>Chief General Manager (Execution)</p> <p>(GRADE: E-9)</p>	<p>Person must be a graduate Civil Engineer passed degree from a recognized Institute/ University. He should have continuous 20 years of service experience worked as SGM or equivalent for 1 year. Person must have adequate knowledge in execution of Projects and must be technically sound for taking decision at site. He should attain at least 42 years of age on the date of selection. There should be vigilance clearance on the date of selection. (Selection by promotion).</p>	<p>He is responsible for total execution of all projects work including other Contract jobs. He is also responsible for scrutinizing work schedule, material flow schedule for execution work, monitor and inspection of all works related to projects, arranging feed back to procurement cell on proper verification of purchases. He is to plan execution work in such a way that time over run can be avoided and project can be completed in time. (He is to report to the Director Generation project.)</p>
12	<p>Chief General Manager (Audit)</p> <p>(GRADE: E-9)</p>	<p>Person must be graduate with mathematics as one of the subject at degree level preferably a Chartered/Cost Accountant MBA (Finance) have served continuously 20 years and also worked as SGM (Accounts/Finance) or equivalent for 2 years. Must have adequate knowledge in modern audit practices. Person should have vigilance clearance at the time of selection and of 42 years of age on the date of selection. (Selection by promotion)</p>	<p>He is to control and manage total auditing system of the corporation, all matters related to internal or central audit to be handled by him, report to be prepared for each division or DGM's office in time any deviation from financial procedure to be reported to the Director (Finance & Acc.). All Cash/Bank Accounts of field office or corporate office to be audited. Audit work to be completed within the stipulated period. He is to report to the Director (Finance & Acc.)</p>



13	<p>Chief General Manager (Accounts)</p> <p>(GRADE: E-9)</p>	<p>A graduate with 20 years of experience in Finance & accounts. Preferable Chartered Accountant/Cost Accountant/MBA (Finance) with 20 years of continuous service of which two years or more to be as SGM (Accounts) or equivalent. Must have vigilance clearance on the date of selection and attained 42 years of age on the date of selection. He must be mentally and physically fit to hold such responsible post. (Selection by promotion)</p>	<p>He is responsible for compilation of Accounts, operating trust fund, pension activity and schedule management of all financial matters. All fund, cash and bank to be handled and monitored by him. He is to report to the Director (Finance & Acc.)</p>
14	<p>Chief General Manager (HR)</p> <p>(GRADE: E-9)</p>	<p>A graduate engineer with adequate knowledge in HRD and aptitude in HR related development work. Total 20 years of experience including working experience as SGM or equivalent for 1 year, minimum age should be 42 years as on the date of selection, must have vigilance clearance on the date selection and he should be mentally and physically fit for holding such post. (Selection by promotion)</p>	<p>He will be responsible for planning and implementation of all HR development programme, quality management system, recruitment and posting of staff and officers. He is to report to the Director (Corporate Affairs).</p>
15	<p>Chief General Manager (Admn.)</p> <p>(GRADE: E-9)</p>	<p>Person must be graduate with preferably MBA/Law degree from a recognized Institute/University. Must have worked in Administrative management service for at least 20 years of which one year as ACGM/ 3 years as SGM or equivalent level. Age to be 42 years and there should be vigilance clearance on the date of appointment. He should be mentally or physically fit to hold the post. (Selection by promotion).</p>	<p>He is to manage entire administrative machinery of the corporation along with security, public relation, legal affairs and estate management. He is to report to the director (Corporate Affairs).</p>



16	<p>Chief General Manager (Finance & Budget)</p> <p>(GRADE: E-9)</p>	<p>A graduate degree with 20 years of working experience in finance & Accounts. Preferably a Chartered Accountant/Cost Accountant/MBA (Finance) having 20 years of service experience and worked as SGM or equivalent for 2 years, should be well conversant in budget matters, bank transactions, commercial Accounting etc. should have attained 42 years of age on the date of selection and have vigilance clearance on date. He should be mentally and physically fit. (selection by promotion)</p>	<p>He is totally responsible for all kinds of financial and banking affairs and budget preparation. Finalization of annual budget, resource management and loan servicing. He is to monitor budget preparation works by subordinate officers and final budget to be scrutinized by him. He is to report to the Director (Finance & Acc.)</p>
17	<p>Add'l Chief General Manager (Admin)</p> <p>(GRADE: E-8A)</p>	<p>A degree with 19 years of service experience including 1 year as SGM or equivalent. He should have attained 40 years of age and have vigilance clearance at time of selection. (Selection by promotion)</p>	<p>All administrative works specially in the establishment section, education and security are to be looked after by him. He is to report to the Director (Corporate Affairs)</p>
18	<p>Senior General Manager (Engineering)</p> <p>(GRADE: E-8)</p>	<p>A Graduate Degree in Electrical / Civil / Mechanical engineering from a recognized institute/ university. Must have served continuously at least for 18 years of which two years to be in the rank of general manager. He should attain 38 years of age on the date of selection and cleared by vigilance on the date selection should be mentally & physically fit. (Selection by promotion)</p>	<p>The person will be responsible for works concerned to his area of operation including planning, DPR preparation, Coordination, Monitoring, inspection etc. and report to the chief general manager of particular wing to which he is attached.</p>
19	<p>Senior General Manager (Vigilance)</p> <p>(GRADE: E-8)</p>	<p>A graduate with a post graduate degree in Law/MBA in personnel Management with 18 years of practical experience, and worked as GM or equivalent for 2 years. Knowledge of consumer laws, Commercial and Technical matter is also preferable. Minimum age should be 42 years on the date of selection and must be cleared by vigilance. He should be physically and mentally fit to hold the post. (By selection and not by promotion)</p>	<p>He is entirely responsible for all vigilance matter of the corporation. Moreover periodic or surprise checks are to be carried out for keeping every body alert and chances of corrupt practices can be avoided. He is to report to the Director - Corporate affaires and CMD. He can by pass Director (Corp. Affairs) and can directly report to the CMD whenever necessary.</p>



20	<p>Senior General Manager (Account / Finance etc.)</p> <p>(GRADE: E-8)</p>	<p>A Degree with 18 years of working experience in accounts & finance and preferably a Chartered Accountant / Cost Accountant/ MBA Finance 18 yrs total experience of which 3 years to be in the rank of General Manager (Finance / Accounts) minimum age to be 38 years and to be cleared by vigilance on the date of selection should be mentally and physically fit to hold the post. (Selection by promotion)</p>	<p>Responsible for day-to-day work on , financial and accounts matters, formulation of financial scheme. Cash / bank/ fund affairs management monitoring and inspection of financial operation and report to the respective chief general managers (Accounts / Finance) / Director (Finance & Accounts)</p>
21	<p>Senior General Manager (Legal)</p> <p>(GRADE: E-8)</p>	<p>He must be a graduate in Law, having worked for 18 years in the field of legal matters including three years as GM (Law) or equivalent.</p> <p>A person of integrity and should be mentally and physically fit for holding such post. Knowledge of corporate law, personnel law is essential. He must attain 38 years of age at the time of selection. (Selection preferably by promotion)</p>	<p>To handle all legal matters of the corporation.</p> <p>Assist senior counsel for legal matters and to represent corporation on all legal matters. He is to advise the Corporation in legal matters.</p> <p>He is to report to the Chief General Manager (Admin). All advices and comments of legal cell to be in written form.</p>
22	<p>Senior General Manager (Admin/ Personnel)</p> <p>(GRADE: E-8)</p>	<p>Must be a graduate preferably with postgraduate degree in administration/ personnel management/MBA. Minimum experience is 18 years of which at least 5 years as General Manager equivalent level. Minimum age required to be 38 years and must be mentally and physically fit and have vigilance clearness at time of selection. (Selection by promotion).</p>	<p>All works related to respective wing under the guidance of CGM(Admin) monitoring or inspection of work of subordinate officers and to coordinate action plan for smooth running of administrative machinery is desirable. They are to report to the CGM (Admin).</p>
23	<p>Company Secretary</p> <p>(GRADE: E-8)</p>	<p>Person with degree in any discipline and past company secretary exam from a recognised institute and having atleast 15years experience in company affairs. Knowledge with degree of law will be an added qualification. Must be physically & mentally fit to held the post. (Selection by promotion/ recruitment)</p>	<p>All works related to company affairs, correspondences, preparation of notes for meeting, boards meetings for placement of agenda, notices for meetings, general correspondences preparation for CMD. He is to report to CMD.</p>



24	<p>Senior General Manager (HRD)</p> <p>(GRADE: E-8)</p>	<p>Degree in electrical / Mechanical engineering/MBA from or recognized institute/ university, aptitude in HR development programme, computer Aided training (CAT) and having total experience of 18 years including 2 years as GM or equivalent. He must have attained minimum 38 years of age and have vigilance clearance at the time of selection. He should be mentally and physically fit for holding such responsible post. (Selection by promotion)</p>	<p>He is responsible for programme planning, implementation and scheduling of training for different category of staff of the corporation. Major job for SGM (HRD) to co-ordinate work of GMS for training and quality management. He is to maintain liaison between all HR institution and department and arrangement of experts faculty members for conducting training programme.</p>
25	<p>General Manager (Electrical / Mechanical / Civil) HRD/ Quality Management</p> <p>(GRADE: E-7)</p>	<p>A degree/ diploma in appropriate branch of engineering must have served for 15 years of which minimum 3 years to be in the rank of DGM or equivalent must have vigilance clearness and have attained 35 years of age at the time of selection. He should be mentally & physically fit to hold such post. (Selection by promotion)</p>	<p>All connected jobs of related field as decided by the Sr. General Manager of the wing under whom he is posted including monitoring of execution of works and inspection on quality standard of jobs including procurement or HR or administration wherever necessary. He is to report to the concerned senior General Manager.</p>
26	<p>General Manager (Finance/Accounts)</p> <p>(GRADE: E-7)</p>	<p>A graduate degree (preferably Chartered/Cost Accountant/MBA(Fin)) having 15 years of working experience of which 4 years to be in the rank of Deputy General Manager (Finance / Accounts). Minimum age to be 35 years and to be cleared by vigilance on the date of selection (Selection by promotion) or 25% of the post may be filled by direct recruitment of Chartered / Cost accountant/ MBA(Fin) with 10 years practical working experience.</p>	<p>Should undertake works allotted by the SGM or CGM independently and monitor and inspect works done by the subordinate officer. He is to report to the Senior General Manager (Finance / Accounts).</p>



27	General Manager (Legal) (GRADE: E-7)	A degree in Law from a recognized institute / university. He must have 15 years of working experience of which 3 years to be as DGM or equivalent. Age should be 35 years and should have vigilance clearness at the time of selection. He should be mentally or physically fit to hold such post. (Selection by promotion)	To prepare legal papers, guide all legal / contract matters for the interest of the corporation. He is to report to the senior general manager (Legal).
28	General Manager (Admin) (GRADE: E-7)	A graduate preferably with a degree in industrial relation / personnel management , having 15 years of experience including 5 years as DGM (Admin). Must be mentally and physically fit to hold the post. (Selection by promotion)	All work allotted by CGM / SGM (Admin) related to administration / monitoring work of DGMs under him. He is to report to the SGM/ ACGM / CGM (Admin).
29	DGM (Civil / Elect. / Mech) (GRADE: E-6)	A degree/diploma in appropriate branch of engineering from recognized institution/ university. Should served for 8 years of which 5 years to be in the rank of AGM or equivalent. He should attain 30 years of age and must have vigilance clearness at the time of selection. (Selection by Promotion)	They are to execute/ undertake work under the guidance of respective General Managers. In the field, they are the drawing and disbursement officer and responsible for cash handling. They are to report to the GM concern.
30	DGM (Admin/ Legal / Finance) (GRADE: E-6)	A graduate level degree. Minimum 10 years experience of which 5 years to be in the rank of AGM or equivalent. Age should be 30 years and should have vigilance clearness at the time of selection. (Selection by Promotion)	They are to report to the GM.
31	DGM (PR) (GRADE: E-6)	A graduate level degree. Minimum 10 years experience in the field of publicity of which 5 years related to Industrial relations. Age should be 30 at the time of selection. (Selection by Promotion)	To handle the publicity and public grievances. He would report to the GM.
32	Asst. General Manager (Engineering) (GRADE: E-5)	A degree/ diploma in respective branch of engineering from a recognized institute / university. Must have 4 years of experience as manager. Age should be above 25 years. (placement)	All allotted duty under concerned division / DGM. Construction/ Generation / transmission / O & M / Civil, or MG Civil Division. He is to report to the GM concerned.



33	Asst. General Manager (Admin/ Legal) (Accounts*) (GRADE: E-5) * To minimize disparity the qualifying the qualifying period has been adjusted.	A degree with 3 years working experience as Manager (Accounts /legal/ admn) . Age should be 25 years or above. (placement)	All works allotted to him to be completed and to be reported to the controlling officer / DGM.
34	Manager (Engg) (GRADE: E-4)	A graduate degree/diploma in engineering from a recognized institute / university. He must attain 21 years of age. Should be mentally or physically fit. Recruitment by selection test + interview or by promotion from junior manager level with 8 years of experience. (Selection by promotion/ recruitment)	To assist AGM/GM or controlling officer in operation, Maintenance construction or office work.
35	Manager (Admin/ Finance/ Accounts etc.) (GRADE: E-4)	Graduate and must be selected by promotion from the existing junior manager who worked for at least 5 years as deputy manager or equivalent. (Selection by promotion)	To assist AGMs in office admn./ finance works.
36	Stenographer Grade-1 (GRADE: E-4)	10 + 2 pass preferably graduate with short hand certificate + 20 years of experience as stenographer of which 5 years should be as stenographer grade- II (Selection by promotion)	All attached secretarial assistance to the Director / CGMs. To keep the programme and meeting / diary of the controlling officer and record minutes of discussions.
37	Deputy Manager (Accounts) (GRADE: E-3)	A degree from a recognized institute/ university must have served as junior manager at least for 3 years in the accounts & finance department. (Selection by promotion)	All work in the accounts section of a division including compilation, cash balance checking, guiding cashier in cash entry, advising DGM for proper accounts maintenance system, reconciliation of cash and above accounts, preparation of audit copy etc.
38	Deputy Manager (Admin) (GRADE: E-3)	A degree from a recognized institute/ university must have served as section manager at least for 2 years in the admin department. (Selection by promotion)	Supervising establishment job and overall coordination of section under him & guiding section manager in administrative matters in the corporate office. He is to report to Manager/ Asst Manager (Admin).



39	Sr. Computer Operator (GRADE: E-3)	Graduate or Diploma in Computer Science or diploma in electrical Engg. With certificate course in computers. Atleast 5 yrs. experience as Jr. Computer operator. (Selection by promotion)	To lead the team of Jr. Computer operators or guiding computer operation activity. Reporting to AGM incharge of computer section
40	Section Manager (Admin) (GRADE: E-2)	Graduate/ undergraduate having served for atleast 15 yrs. Out of which atleast 3 yrs. As JM(Admin). Minimum age should be 40 yrs. (Selection by promotion)	Supervising establishment jobs of a section under the corporate office. Dealing administrative matter in Corporate directorate or in CGM's office. Reporting to CGM concerned.
41	Asst. Manager (Engg) (GRADE: E-1)	A diploma in engineering and minimum age to be 18 years at the time of selection. (Selection by recruitment)	To assist manager or asst. general manager in works.
42	Junior Manager (Admin / Finance / Accounts) (GRADE: E-1)	A degree and 2 years working experience (Selection by promotion) / A degree and selected by written test for recruitment.	To assist Asst. Manager or Asst. General Manager in office / Admin/ Finance work.
43	Jr. Computer Operator (GRADE: E-1)	Graduate or Diploma in Engg. with basic knowledge of computer application. Minimum age should be atleast 21 years (Selection by recruitment)	To handle computer operations and related activities. Reporting to Sr. Computer Operator
44	Stenographer Grade– II (GRADE: E-1)	10+2 pass preferably graduate with certificate in short hand + computer typing + 10 years of experience as stenographer grade – II (Selection by promotion)	All attached secretarial job assistance to the CGM/ SGM

b) SUPERVISOR LEVEL EMPLOYEES

	DESIGNATION/ GRADE	ELIGIBILITY	RESPONSIBILITY
1	Construction Foreman (Grade : S-6)	Class 10 pass with ITI certificate in the trade. Atleast 10 yrs experience with 5 yrs. exp. as Supervisor Gr.I. (Selection by promotion)	Supervisory work for construction and reporting to AGM incharge of construction.
2	Supervisor I (GRADE : S-5)	Class 10 pass + ITI certificate + supervisory licence with 5 years experience as supervisor(Engg) II, for direct recruit supervisor. For promotees lineman I + supervisory licence holder 5 years experience as supervisor II.	A very superior category job supervision under the direct control of manager or asst. general manager works. Connected to construction, operation, maintenance of line/ substation and power station.



3	Chemist (GRADE : S-5)	B.Sc with Chemistry as subject. Minimum 21 yrs of age. (Selection by recruitment)	Testing job in laboratory.
4	Senior Asst. II (GRADE : S-4)	Graduate with 5 years exp. as Senior Asst. III.	Establishment job in the office of CGM.
5	Supervisor II (GRADE : S-3)	Class X passed, ITI certificate + Supervisory trade license for direct recruit. 25 years of field experience including as lineman I + supervisor licence. (Selection by promotion)	Supervising field job under the guidance of junior manager / manager. Lead the team of skilled manpower and control unskilled or semiskilled manpower.
6	Senior Asst. III (GRADE: S-3)	Person must be graduate Experience as Jr. Asst. Age should be above 28 years. Must be mentally and physically fit.(Selection by promotion)	Drafting of letters and to monitor works allotted to Junior Asst. Proper filling of letters / recording of correspondence and documents. Handling of cash whenever required.
7	Stenographer Grade – III (GRADE : S-2)	10+2 pass preferably graduate with certificate in short hand and DTP . Age should be above 21 years (Selection by promotion)	All attached secretarial job assistance to the controlling officer.
8	Junior Asst. (GRADE : S-2)	A fresh graduate with some knowledge in computer/ operation including typing and printing. Age should be above 20 years. (Selection by promotion)	Carryout official jobs under the guidance of Sr. Asst. Preparation of pay bills of staff.
9	Supervisor Kanungo (GRADE : S-1)	Pre university pass + Certificate in land survey + 5 years experience as Mandal (Selection by promotion)	Supervising survey work under estate department.

c) WORKMAN LEVEL EMPLOYEES

	DESIGNATION/ GRADE	ELIGIBILITY	RESPONSIBILITY
1	Lineman I Electrician I SB Operator I Fitter I Mechanic I Driver I Welder I (GRADE : W-6)	5 years experience in the lower grade. Age 43 years for class VIII standard license holder. At least 2 license (Part 1 to 5 & 6) in the trade or 40 years for class X pass license holder having 3 licenses in the trade	Very skilled worker work to be done independently as directed by the supervisor of supervising / junior executives.
2	Data Entry Operator (GRADE : W-6)	Graduate Knowledge in computer/ operation including documentation of information. Minimum age is 21 years Knowledge of short hand will be added qualification.	All data entry job/DTP jobs. Record keeping of official documents.



3	Store Keeper (GRADE : W-6)	Secondary Exam Passed. Knowledge in material handling, some training in data entry by computer is desirable. Age above 24 years	To receive and to issue materials, keeping material accounts up to date , bin card entry, ledger entry store measurement etc.
4	Line man II Electrician II SB Operator II Fitter II Mechanic II Driver II Technician I Welder II/ Blacksmith (GRADE : W-5)	Class VIII + License (Part VI & VII) in the trade for 2 stage, + 20 years experience in the field of which 5 years in the next worker group, age 38 years (by promotion) Or Class X passed and ITI trade certificate . 15 years working experience in the trade, minimum age 35 years.	Middle level skilled workman, performing activity in the trade under the supervision of supervisor / Junior Manager related to operation & maintained or construction work as and when required.
5	Bill Clerk (GRADE : W-5)	Secondary examination passed 6 week training in bill preparation or collection. Age 24 years	Preparation of bill, ledger entry, bill collection work.
6	Telephone Operator (GRADE : W-5)	Class X standard + Experience in O & M of Telephone Exchange Age above 21 years	Handling of electronic exchanges (PABX)
7	Asstt (Typist) (GRADE : W-5)	Class X pass + Typing speed 30 wpm. Age – 18years. (by direct recruitment + Promotion for class X pass peon with ability as typist.	Typing job in the office
8	Lineman III Electrician III SB Operator III Fitter III Mechanic III Driver III Welder III Technician II (GRADE : W-4)	Class VIII standard . a valid license in the concern trade. Sec. 1,2,3 &6 wherever applicable. At least 5 years experience as helper I or Technician II. Minimum age 33 years. (By Promotion) Or Class X standard ITI certificate in the trade. 5 years working experience, minimum age 30 years. Should be physically and mentally fit	Technical job connected to maintenance of line/ sub station / power station under the guidance of J/M or manager incharge of work.
9	Meter Reader (GRADE : W-4)	Class X Pass training in Meter reading job.	To read meter and enter in the bill form.
10	Mason (GRADE : W-4)	Class VII standard with three years experience in concrete construction work. Age 21 years	A skilled worker who can build items with steel structure / bricks/ stones/ sand/ cement as per direction.
11	Plumber (GRADE : W-4)	Class VII standard and certificate in the trade + 3 Years. Working Experience. Age above 21 years	All connected plumbing job and repairing or refitting of fixtures.
12	Record sorter (GRADE : W-4)	Class VII, with at least 40 years experience including 5years as Duftary. Age above 38 years.	Record sorting job on cataloging of documents.



13	Technician III (GRADE : W-3)	Class VIII Standard. 5 year experience as helper I power house.	A skilled workman, mainly Conversant with power station/ witch yard work.
14	Helper I (GRADE : W-3)	Class VIII standard. Minimum age above 28 years. 5 years experience as helper II	Assisting line man / wireman/ fitter etc. and independently also allotted some small job and termed as semi skilled labour.
15	Photostat Mechanic (GRADE : W-3)	Class X pass + technical certificate from Photostat manufacturing company on maintenance. + age 21 years. (Selection from peon with class X qualification)	Maintenance of Photostat machine of the corporation.
16	Duftary (GRADE : W-3)	Class VIII pass, 15years as peon . age to be 33 years or above. (Selection by promotion)	Stationary handling job under corporate / director office.
17	Helper II (GRADE : W-2)	Class VIII standard age above 23 years. 5 years working experience as helper –III	Helping and assisting job attached to lineman, fitter, mechanic, technician etc.
18	Cleaner I (GRADE : W-2)	5 years experience as cleaner II	Cleaning job
19	Sweeper I (GRADE : W-2)	5 years experience as sweeper grade I. Age above 23 years. (Selection by promotion form sweeper II)	To maintain office / residential building / premises clean, spraying disinfectant wherever necessary and monitor sweeping work of sweeper II.
20	Peon I (GRADE : W-2)	Must have 5 years experience as peon II . minimum age 23 years	Keeping office documents , helping in carriage of office files and stationary/ delivery of office letters.
21	Chowkidar I (GRADE : W-2)	5 years experience with tested integrity as chowkidar – II. Minimum age 23 years. (Selection by promotion from chowkidar II	Keeping watch on the office and store building, responsible for opening and closing of main gate / doors.
22	Mandal (GRADE : W-2)	Class X pass + certificate in survey work.	Work in land section
23	Helper III (GRADE : W-1)	Class VIII standard, Age above 18 years, Physically and mentally fit to do manual job.	Helping and assisting technician III / II / I Electrician. Fitter Mechanic etc.
24	Cleaner II (GRADE : W-1)	Class VIII standard some experience in cleaning job. Age – 18 years.	Cleaning of office building, furniture and fixtures
25	Sweeper II (GRADE : W-1)	Class V Standard knowledge of sweeping and cleaning job. Age above 18 years by selection	He is to keep clean office building, sewage / sanitary system attached to building or premises.
26	Peon II (GRADE : W-1)	Class VIII . Minimum age is 18 years	Helping work at office building including carriage of office letter , files and stationary



27	Chowkidar II (GRADE : W-1)	Class VIII, Minimum age 18 years	Keeping watch on office/ store, custodian of keys for gate and main door . any deviation in normal arrangement to be brought to the notice officer in-charge.
28	Mali (GRADE : W-1)	Class VIII standard + gardening job experience.. Age 21 years	Preparation of flower bad cultivation of flower garden
29	Chainman (GRADE : W-1)	Class VIII pass + Physical fitness for field work at per line helper. Age 18 years.	Chain pulling work in survey section.

d) Medical Service (hospitals & dispensary)

	DESIGNATION/ GRADE	ELIGIBILITY	RESPONSIBILITY
1	Chief Medical officer / Chief General Manager (Medical) (GRADE : E-9)	MBBS degree from a recognized university preferably with specialization in medicine/ surgery . 20 years practical experience of which 3 years to be the rank of senior general manager (medical). Person must attain 42 years of age and to be physically and mentally fit to hold such post. (selection by promotion)	He is responsible for management of total medical system of the corporation. He is to monitor works of all medical officers under him and for administrative purpose he is to report to the director (corporate affairs).
2	Senior Medical Superintendent(Sr. G.M. (Medical) (GRADE : E-8)	MBBS degree from a recognized institution preferably a postgraduate degree in medicine / surgery. Having 18 years of working experience of which 3 years to be in the rank of medical superintendent / equivalent . age – 38 years. Must be mentally and physically fit to hold the post. (selection by promotion).	He is to control and monitor all medical activities by senior most him. He is to report to the chief medical officer / chief General Manager (Medical).
3	Medical superintendent/ GM (Medical) (GRADE : E-7)	MBBS degree or preferable with post graduate degree in medical science. 15 years experience of which 5years as sr. medical officer. Age should be 35 years. (selection by promotion).	He is to manage medical services of the corporation under the guidance of CMO/ SGM. He is to monitor activity or subordinate medical officers.
4	DGM (Medical) / Sr. Medical Officer (GRADE : E-6)	MBBS degree from a recognized university. Preference will be given to MD/ MS degree holder. 5 years working experience as Medical officer/ AGM (Medical) must be mentally and physically fit. Age should be 31 years. (Selection by promotion).	Medical attendance including running of hospital and dispensary. He is to report to the GM or Medical Superintendent.
5	AGM (Medical) / Medical officer / Asst. Surgeon (GRADE : E-5)	A MBBS degree from a recognized university . at least 23 years of age, mentally and physically fit to hold such post . Selection by direct recruitment on interview.	Medical duty as and when required in corporation's hospital / dispensary or any other place decided by the CGM (Medical)



6	Compounder (GRADE : W-6)	Class x or matric with two years diploma in pharmacy. Age 20 years. (by direct recruitment)	Assisting doctor in phenomenal job attached to hospital or dispensary.
7	Auxiliary Nurse. (GRADE : W-6)	Class X / Matric with diploma in ANM course. Age – 20 years. (By direct recruitment)	Assisting medical officer.
8	Mid- wife (GRADE : W-5)	Matriculate / class X with training in mid- wifery work or ANM. Age – 20 years. (By direct recruitment)	To assist medial officer.
9	Dresser (GRADE : W-2)	Class VIII pass with 5years experience as ward attendant. Age 23 years. (by promotion)	Assisting surgical departmental work.
10	Ward attendant (GRADE : W-1)	Class VIII pass, age 18years. (by direct recruitment)	To attend ward in the hospital.

e) Education Services

	DESIGNATION/ GRADE	ELIGIBILITY	RESPONSIBILITY
1	Head Master / Head Mistress (High/ Secondary School) (GRADE : E-3)	Must be graduate with B.ED/ BT. Degree. Preference will be given to person having good postgraduate degree with B.ED or MED degree. Must have 10 years experience as teacher with at least 2 years as asst. head master / mistress. Must have attained 35 years of age and must be mentally and physically fit to hold such post. (Selection by promotion)	Over all administrative management of the school. Monitoring teaching, expenditure, scheduling of examination, classes and control and run the school in a disciplined manner. He/she is to report to the Sr. GM (Estt).
2	Asst. Head Master / Mistress (High/ Secondary School) (GRADE : E-1)	A degree in Arts/ Science / Commerce with BED/ BT. 8 years teaching experience. Age should be above 33 years at the time of selection. (selection by promotion).	Maintenance of school discipline, work schedule for teachers, assisting head master/ mistress in administrative management of the school and report to the Head master.
3	Head Master/ mistress (ME School) (GRADE : S-2)	Graduate with BED / BT degree at least 6 years teaching experience. Age should be above 31 years. (Promotion on selection)	Management of administration of the school and guiding teachers for overall development. He/she is to report to the Sr. GM (Estt.)
4	Asst. teacher (High School) (GRADE : S-1)	Graduate preference will be given postgraduate or honors degree holder candidate. Age 25 years. (direct recruitment)	Teaching in classes and guiding student in development activity and report to the Head Master / Head Mistress.
5	Asst. teacher (ME. School) (GRADE : W-6)	A degree in Arts/ science/ commerce. Age 21 years. (by direct recruitment)	Teaching in class and report to the head master/ mistress.
6	Asst. teacher (Under graduate) (GRADE : W-5)	P.U. Pass with teacher training passed 24 years. (direct recruitment)	Teaching in ME school and report to the head master
7	Teacher (Matric) (GRADE : W-5)	Matriculate with basic teacher's training.	Teaching in primary section and report to the head master/ mistress.



e) Security Services

	DESIGNATION/ GRADE	ELIGIBILITY	RESPONSIBILITY	Remarks
1	General Manager (Security) (GRADE: E-7)	He should be graduate and have post graduate training in security affairs. Must have served for 15 years of which 5 years to be in rank of DGM or equivalent. He should have attained 35 years of age and have vigilance clearness at the time of selection. He should be mentally and physically fit to hold the post. (Selection and not by promotion)	All security related program, routine security matters of installation including offices to be managed by him. He is to report to the Senior General Manager (Admin).	
2	DGM (Security) (GRADE : E-6)	Must be graduate with 5 years experience as DSP/Manager (Security) or equivalent. Minimum age 30 yrs. Should be mentally and physically fit to hold such post. (Selection by promotion)	Incharge of security division. Co-ordinate security related jobs, reporting to GM (Security)	Proposed for control of division level security matters.
3	Dy. Manager (Security) (GRADE : E-3)	Must be graduate with 2 years experience as Jr. M Security (for placement) or 7 years Inspector or equivalent. Minimum age 30 yrs. Should be mentally and physically fit to hold such post. (Selection by promotion)	Incharge of security sub-division. Co-ordinate security related jobs, reporting to DGM (Security)	Proposed for Jr M Security placement post of after 2 years is proposed
4	Jr. Manager (Security) (GRADE : E-1)	Must be graduate with 5 years experience as Inspector. Minimum age 28 yrs. Should be mentally and physically fit to hold such post. (Selection by promotion)	Co-ordinate security related jobs, reporting to Dy. M Security	
5	Inspector (Security) (GRADE : S-6)	Must be graduate/ undergraduate with 5 years experience as Sub-Inspector or equivalent. Minimum age 26 yrs. Should be mentally and physically fit to hold such post. (Selection by promotion)	Incharge of security posts. reporting to Manager (F)	
6	Sub-Inspector (Security) (GRADE : S-5)	i)by direct recruitment Must be graduatewith NCC C Certificate. Minimum age 21 yrs. ii) Selection by promotion Class Xth pass with min. 3 yrs. Experience as Asstt Sub-Inspector For both cases, the candidates should be mentally and physically fit to hold such post.	Working and assisting Inpector on security matters.	



7	Asstt. Sub-Inspector (Security) (GRADE : W-6)	Class VIII th pass with min. 5 yrs. Experience as Havildar. Should be mentally and physically fit to hold such post. (Selection by promotion)	Controlling security Guard in the section	
8	Havildar (GRADE : W-4)	Class VIII th pass with min. 3 yrs. Experience as Naik. Should be mentally and physically fit to hold such post. (Selection by promotion)	Guiding/leading sub-section of security guards.	
9	Naik (GRADE : W-3)	Class VI th pass with min. 3 yrs. Experience as LC Naik. Should be mentally and physically fit to hold such post. (Selection by promotion)	Leading a group of Security Guards	
10	Lc Naik (GRADE : W-2)	Class VI th pass with min. 3 yrs. Experience as Security Guard. Should be mentally and physically fit to hold such post. (Selection by promotion)	Attending and leading a group sub-group of Security Guards	
11	i) Security Guard ii) Security Guard (Driver) (GRADE : W-1)	Class VI pass, min. age 18 yrs. Class VI pass, min. age 18 yrs., a valid LMV driving license. Direct recruitment for both posts, the candidates should be mentally and physically fit to hold such post.	Guarding security posts Driving Vehicles	

Minimum height of Candidates for the Security services should be 157 cms for Meghalayan Tribes and 162 cms. for others



Proposal of Re- Designation

	<u>Designation</u>	<u>Proposed</u>	<u>Grade</u>	<u>Remarks</u>
1	Chairman	Chairman & Managing Director (CMD)		
2	Member Technical	Director Technical	E-10	
	Member Hydro	Director Generation Projects		
	Member Finance	Director Finance		
3	Member Secretary	Director (Corporate Affairs)	E10	
4	Chief Engineer	Chief General Manager (CGM)	E9	
5	Chief Accounts Officer	Chief General Manager (F&A)	E9	
6	Addl. Chief Engineer,.	Senior General Manager (SGM)- Engineering	E8	
7	Joint Secretary,	Senior General Manager (SGM) – admin/ personnel	E8	
8	Dy. Chief Accounts Officer,	Senior General Manager (SGM) – accounts/ audit/ finance	E8	
9	Dy. Chief Medical Officer	Senior General Manager (SGM) – medical	E8	
10	Dy. Secretary,	General Manager (Admin)	E7	
11	Chief Personnel Officer	General Manager (GM) - Personnel	E7	
12	Medical Superintendent,	General Manager (GM) –Medical	E7	
13	Superintending Engineer,	General Manager (GM) – Engineering	E7	
14	Sr. Accounts Officer	General Manager (GM) - Accounts	E7	
15	Under Secretary,	Deputy General Manager (DGM) -	E6	
16	PS to Chairman,	Deputy General Manager (DGM) – PS	E6	
17	Chief Security Officer,	Deputy General Manager (DGM)- Security	E6	
18	Executive Engineer /	Deputy General Manager (DGM) – Engg.	E6	
19	Public Relations Officer,	Deputy General Manager (DGM) – P.R	E6	
20	Account Officer	Deputy General Manager (DGM) – Accounts	E6	
21	Asst. Executive Engineer,	Asst. General Manager (AGM)	E5	
22	Sr. Steno Grade-I / (PS to Director).	AGM - PS	E5	
23	Administrative Officer	Manager (M)	E4	
24	Asst. Public Relations Officer,	Manager (M)	E4	
25	Sub- Divisional Officer,	Manager (M)	E4	
26	Asst. Engineers,	Manager (M)	E4	



27	Computer Engineer,	Manager (M)	E4
28	Asst. Accounts Officer,	Manager (M)	E4
29	Steno Grade-1/(PS to CGMS),	Manager (M)	E4
30	Medical Officer / Asst. Surgeon.	Manager (M)	E4
31	Superintendent (Board's Sectt.) / Registrar,	Deputy Manager – Dy.M	E3
32	Head Master / Head Mistress (High School / Secondary school)	Head Master / Head Mistress (High School / Secondary school)	E3
33	Divisional Accounts Officer,	Dy. M – Accounts	
34	Section Officer,	Dy. M – Admin/ Accounts	E3
35	Sr. Computer Operator/ Electronic Data processing Supervisor.	Dy. M - CO	E3
36	Asst. Security Officer -I	Dy. M – Security	E3
37	Asst. Superintendent (Board's Sectt.), Superintendent (CE's Office).	Section manager– SM	E2
38	Junior Engineer	Assistant Manager-AM *	E1
39	Senior Assistant,	Junior Manager – JM	E1
40	Asst. Headmaster / Asst. Headmistress (High School / Secondary School)	Asst. Headmaster / Asst. Headmistress (High School / Secondary School)	E1
41	Superintendent (Circle Office),	Junior Manager – JM	E1
42	Junior Divisional Accountant,	Junior Manager – JM	E1
43	Steno Grade – II / (PS to Sr. GM),	Junior Manager – JM - PS	E1
44	Junior Computer Operator	Junior Manager – JM	E1
45	Asst. Security Officer -II	Junior Manager – JM - Security	E1

As Junior Engineers were class II officers in MeSEB, their status was above the employees in other categories in the same pay scale. Hence their re-designation is proposed to AM.

Note: Company Secretary will be in the rank of Senior General Manager.- E8

Annx – 2B

REDESIGNATION PROPOSAL FOR NON-EXECUTIVE POSTS
(TECHNICAL / NON TECHNICAL)

	Original Designation	Proposed Designations	Proposed Grade	
1	Inspector (Security);	Inspector (Security),	S-6	
	Construction Foreman;	Construction (Foreman),	S-6	
	Cable Jointer Grade – I;			* Due to development of technology, Cable Jointer job can be done by Electrician. Hence post of Cable Jointer is proposed to be withdrawn
	Driller Grade – I;	Driller Gr. I *	S-6	
2.	Asstt. Teacher (Graduate) High School/Hindi Teacher (Ratna);	Assistant Teacher (Graduate) High school / Hindi Teacher (Ratna),	S-5	
	Sub-Inspector (Security);	Sub Inspector (Security),	S-5	
	Engg. Supervisor;	Supervisor I(Engineering	S-5	
	Draftsman (Senior);	Sr. operator (CAD), Sr	S-5	
	Head Assistant (Divisional);	Sr. Asst I (Div)	S-5	
	Head Assistant (Cash);	Sr. Asst. I (Cash),	S-5	
	Chemist;	Chemist,	S-5	
	Junior Assistant (GAD)	Asstt.(GAD)	S-5	
3	Upper Divisional Asstt. (CE's Office)	Sr. Asst. II (CEs office)	S-4	
4	Engineering Supervisor – II	Supervisor (Engineering) II	S-3	
	Draftsman (Junior	Jr operator (CAD),	S-3	
	Divisional Plumber	Sr. Plumber,	S-3	
	Line Supervisor;	Supervisor (Line),	S-3	
	Engineering Supervisor – II	Supervisor (Engineering) II,	S-3	
	Instrument Mechanic;	Sr. Mechanic (instrument),	S-3	
	Driller Grade – II	Driller – II	S-3	
	Instrument Repairer	Sr. Mechanic (instrument repair)	S-3	
	Tester (lab)	Supervisor (Lab testing),	S-3	
	Computer Mechanic (I)	Sr. Mechanic- computer	S-3	
	Earth Moving Machinery Mechanic;	Sr. Mechanic (Earth moving),	S-3	
	Cable Jointer		S-3	* Due to development of technology, Cable Jointer job can be done by Electrician. Hence post of Cable Jointer is proposed to be withdrawn
	Ware man	Sr. Wireman	S-3	
	Head Electrician	Sr Electrician	S-3	
	Divisional Electrician	Sr. Operator (Control Room)	S-3	

	Rigger	Mechanic Rigger	S-3	
	Divisional Mechanic,	Sr. Mechanic	S-3	
	Control Board Operator Grade-I	Operator (Control Board-1)	S-3	
	Head Welder	Sr. Welder	S-3	
	Head Fitter-cum- Mechanist	Sr. Filter & Sr. Mechanic	S-3	
	Head Turner	Sr. Turner	S-3	
	Surveyor Plain Tabler Grade-I	Sr. Asst.-III	S-3	
	UDA (Circle/ Divn. / Sub-Divn.)	Sr. Asst - III	S-3	
	Su-Divisional Head Assistant	Sr. Asst - III	S-3	
	Head Store Keeper (Central Store	Sr. Store Keeper	S-3	
	Senior Meter Reader	Sr. Meter Reader	S-3	
	Accounts Assistant	Sr. Asst III (Accounts)		
5	Steno Grade –III	Steno Grade –III	S-2	
	Auto Machine Operator	Operator (Auto Machine)	S-2	
	Radial Gate Operator-cum- Electrician	Operator (Radial Gate -cum- Electrician)	S-2	
	Control Board Operator Grade – KK	Operator Control Board	S-2	
	Crane Operator (Special Grade)	Sr. Operator (Crane)	S-2	
	Surveyor Plain Tabler Grade –II	Surveyor Plain Tabler –II	S-2	
	High Pressure Pipe fitter	High Pressure Pipe fitter	S-2	
	Driller Grade –III	Driller –III	S-2	
	Turbine Operator Grade- I	Operator Turbine - I	S-2	
	Mason Grade- I	Mason - I	S-2	
	Diesel Engine Operator Grade- I	Operator (Diesel Engine) - I	S-2	
	Auto Electrician Grade- I	Electrician (Auto- I)	S-2	
	Switch Board Operator Grade- 1	Operator Switch Board - 1	S-2	
	Turner Grade-1	Turner -1	S-2	
	Plumber Grade-1	Plumber -1	S-2	
	Lineman Grade –1	Lineman –1	S-2	
	Assistant Rigger	Assistant Rigger	S-2	
	Crane Operator Grade-1	Operator Crane -1	S-2	
	Electrician Grade –1	Electrician –1	S-2	
	Junior Wire man	Junior Wire man	S-2	
	Mechanic Grade-1	Mechanic -1	S-2	
	Fitter Grade- 1	Fitter - 1	S-2	
	Photostat Machine Operator cum Mechanic	Operator (Photostat Machine) cum Mechanic	S-2	
	Blacksmith Grade-1	Blacksmith -1	S-2	
	Pipe Fitter Grade –1	Fitter (Pipe) –1	S-2	
	Earth Moving Operator Grade-I	Operator (Earth Moving)-I	S-2	
	Headmaster /Head mistress (ME School)	Headmaster /Head mistress (ME School)	S-2	
	Hindi Teacher (Ratna)	Hindi Teacher (Ratna)	S-2	
	Computer & Electronic (Technician)(Computer Centre)	Computer & Electronic (Technician)	S-2	
	Asstt. Teacher (Graduate) ME School	Asstt. Teacher (Graduate) ME School	S-2	



6	Supervisor Kanungo;;.	Supervisor Kanungo,	S-1	
	Electronic Data Processing Assistant;	Asst. (Data processing)	S-1	
	Assistant Horticultural Inspector	Asst. (Horticultural)	S-1	
	Laboratory Assistant	Asst. (Laboratory)	S-1	
7	Auxiliary Nurse	Auxiliary Nurse,	W-6	
	Assistant Teacher (under Graduate)	Assistant Teacher (under Graduate)	W-6	
	Assistant Teacher (Matric Normal Passed);	Assistant Teacher (Matric Normal Passed);	W-6	
	Assistant Sub-Inspector;	Assistant Sub-Inspector;	W-6	
	LDA (CE's Office);	Jr.Asst. -1 (CE's Office);	W-6	
	Horticultural Assistant;	Horticultural Assistant;	W-6	
	Data Entry Operator	Data Entry Operator;	W-6	
	Store Keeper	Store Keeper,	W-6	
	Compounder	Compounder,	W-6	
	Mid Wife	Mid Wife,	W-6	
	E/S Grade – III	E/S Grade – III	W-6	
8	Mid Wife	Mid Wife	W-5	
	Asst. Teacher (Matric Basic Trained)	Asst. Teacher (Matric Basic Trained)	W-5	
	LDA-Cum Typist,	Asst. (Typist) -II	W-5	
	Asst. Store Keeper (Division and Sub Division)	Asst. Store Keeper	W-5	
	Telephone Operator	Operator (Telephone)	W-5	
	Punch Operator	Operator (Punch)	W-5	
	Blacksmith Grade-II	Blacksmith -II	W-5	
	Turbine Operator Grade-II	Technician (Turbine)	W-5	
	Turbine Attendant,	Turbine Attendant,	W-5	
	Switch Board Operator Grade –II	Operator Switch Board	W-5	
	Sub Station Attendant	Sub Station Attendant	W-5	
	Lineman Grade-II	Lineman	W-5	
	Mason Grade-II	Mason	W-5	
	Turner Grade-II	Turner - II	W-5	
	Diesel Engine Operator Grade-II	Operator Diesel Engine -II	W-5	
	Engine Operator Grade-II	Operator (Engine) -II	W-5	
	Auto Electrician Grade-II	Electrician (Auto)-II	W-5	
	Fitter Grade –II	Fitter –II	W-5	
	Electrician Grade-II	Electrician -II	W-5	
	Crane Operator Grade –II	Operator (Crane) –II	W-5	
	Test Asst grade-II	Asst (Test) -II	W-5	
	Pipe Fitter Grade –II	Fitter (Pipe) –II	W-5	
	Pipe Joiner	Pipe Joiner	W-5	
	Plumber Grade-II	Plumber -II	W-5	
	Welder Grade –II	Welder –II	W-5	
	Pump Operator (High grade)	Operator (Pump -High grade)	W-5	



	Pump Operator (Intake Pump House	Operator (Pump)	W-5	
	Water Feed House,	Water Feed House,	W-5	
	Circulation Water Pump House	Circulation Water Pump House	W-5	
	Painter Grade –II	Painter –II	W-5	
	Carpenter Grade-II	Carpenter -II	W-5	
	Radial Gate Operator Grade-II	Radial Gate Operator -II	W-5	
	Press Operator	Operator Press	W-5	
	Heavy Vehicle Driver and Driver of other vehicles defined to be heavy be the Board,	Heavy Vehicle Driver and Driver as define by corporation	W-5	
	Compressor Mechanic	Mechanic Compressor	W-5	
	Driver of Bull Dozer / Dumpers	Driver (Bull Dozer / Dumpers)	W-5	
	Earth Moving operator Grade-II	Operator Earth Moving -II	W-5	
	Mandal	Mandal	W-5	
	Meter Reader (Qualified)	Meter Reader (Qualified)	W-5	
	Typist	Typist	W-5	
9	Asst. Teacher(Matric)	Asst. Teacher(Matric)	W-4	
	Asst. Teacher (Under Matric Normal)	Asst. Teacher (Under Matric Normal)	W-4	
	Asst. Teacher (T.T. Passed Under Matric)	Asst. Teacher (T.T. Passed Under Matric)	W-4	
	Dresser	Dresser	W-4	
	Head Sentry	Head Sentry	W-4	
	Havildar	Havildar	W-4	
	Security Cum Driver	Security Cum Driver	W-4	
	Tracer	Tracer	W-4	
	Meter Tester	Meter Tester	W-4	
	Compressor Operator	Operator Compressor	W-4	
	Driver	Driver	W-4	
	Carpenter	Carpenter	W-4	
	Mason	Mason	W-4	
	Asst. Photostat Machine Operator	Machine –II Photostat	W-4	
	Meter Reader (under Qualified)	Meter Reader -II	W-4	
	Telephone attendant	Telephone attendant	W-4	
	Bradma Attendant	Bradma Attendant	W-4	
	Stenographer(Under Qualified)	Stenographer	W-4	Not existing
	Light vehicle Driver	Driver (Light vehicle)	W-4	
	Record Sorter	Record Sorter	W-4	
	Section Asst. (Muhorrier	Section Asst. (Muhorrier	W-4	
	Cook	Cook	W-4	
	Senior Peon Grade-1	Senior Peon -1	W-4	
10	Naik	Naik	W-3	
	Sub-station Attendant Grade-II	Technician (Sub Station)	W-3	
	Muhorriir- cum-Lab attendant	Asst. (Lab&Section)	W-3	
	Motor Boat Operator	Operator(Motor Boat)	W-3	
	Oil Attendant-cum-Muhorriir	Tehnician/ Helper-1	W-3	
	Bill Printer	Operator (Printing / blue printing –III)	W-3	
	Blue Printer	Operator (Bill Printer)	W-3	
	Pump Attendant	Technician (pump)-III	W-3	



	Fitter Attendant	Technician (Fitting)	W-3	
	Lab Attendant	Technician (Lab)	W-3	
	Boat Driver	Boat Driver	W-3	
	Cook	Cook	W-3	
	Cook Cum Attendant	Cook Cum Attendant	W-3	
	Duftry	Duftry	W-3	
	Senior Peon	Peon-I	W-3	
	Filter Operator	Operator (Filter Pump)	W-3	
	Pump Operator	Operator (Filter Pump)	W-3	
11	Lance Naik	Lance Naik	W-2	
	Security Guard	Security Guard	W-2	
	Jugali	Helper	W-2	
	Fitter Jugali	Helper (Fitter)	W-2	
	Ward Attendant	Ward Attendant	W-2	
	Boatman	Operator (Boat)	W-2	
	Gauge Reader	Technician (Gauge Reader)	W-2	
	Sorter-cum-Peon(Computer Centre)	Record Sorter	W-2	
	Female Nursing Attendant(Summer dispensary)	Nursing Attendant(female)	W-2	
12	Khalasi	Helper –III	W-1	
	Chowkidar	Chowkidar	W-1	
	Mali	Mali	W-1	
	Orderly	Peon(Orderly)	W-1	
	Chaprasi	Peon	W-1	
	Sweeper	Sweeper	W-1	
	Cleaner	Cleaner	W-1	
	Sentry	Sentry	W-1	
	Assistant	Helper(Pipe)	W-1	
	Pipe Jugali	Helper (Oilier)	W-1	
	Oilier & Wiper	Helper(Veh)	W-1	
	Handyman	Helper(vehicle)	W-1	
	Peon	Peon	W-1	
	I.B Attendant & Chainman	Peon(IB Attendant) Chainman	W-1	

