

 <p>एनटीपीसी NTPC A Maharatna Company</p>	<p style="text-align: center;">NTPC Limited Corporate Human Resources Division HR Policy Manual Statement of Company Policy regarding Promotion of Employees in Workman Categories</p>	<p>Section:0402_01 Issue No: III Rev.No.0 Issue Date: 23.07.2014 Updated as on: 23.07.2014 Page: 1 of 16</p>
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STATEMENT OF COMPANY POLICY REGARDING PROMOTION OF EMPLOYEES IN WORKMAN CATEGORIES

1.0 OBJECTIVE

The objective of the company's Promotion Policy for employees in the Workman categories is to provide keeping in view the organizational requirement, adequate growth opportunity consistent with merit and suitability.

2.0 CLUSTERIZATION OF GRADES

The grades in workman category shall be grouped into the following three clusters:

Grades	Clusters
W0-W2 and extended grades W3-EG and W4-EG	Cluster-A
W3-W6 and extended grades W7-EG & W8-EG	Cluster-B
W7-W11 & SG	Cluster-C

Note: EG is Extended Grade

3.0 GENERAL PRINCIPLES

The following factors will be taken into account in promotion from one grade to the next higher grade:

3.1 Channel of Promotion (COP)

All the functional areas / disciplines will be suitably grouped into well defined channels of promotion (COP) taking into account the nature of duties and other relevant considerations and the promotions will be effected strictly in accordance with the channels so laid down. The COP charts will also indicate the test, interview, minimum qualification and relevant experience if any, which will be required for promotion to a certain grade.

3.2 Movement within cluster

Vacancy shall not be a constraint for movement / promotions to grades within a particular cluster. Accordingly, workmen shall be promoted to next higher grade within the cluster on fulfilling the prescribed eligibility period and prescribed minimum performance level.

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3.2.1 Minimum performance level for promotions within the cluster

The minimum performance level i.e. the minimum performance appraisal rating marks for promotions within the cluster for DPC-2009 and onwards till further notification in this regard shall be as under:

Cluster	Grades		* Minimum performance appraisal rating marks
	From	To	
A	W0	W1	20
	W1	W2	20
B	W3	W4	20
	W4	W5	20
	W5	W6	20
C	W7	W8	20
	W8	W9	23
	W9	W10	23
	W10	W11	23
	W11	SG	23

* However, promotion to next higher grade shall also be subject to the condition that workman is not rated “unsatisfactory” in any of the performance appraisal reports considered for promotion.

3.2.2 Minimum performance appraisal rating marks in case of SC / ST candidates in Cluster A & B (W0 to W5) and W7 shall be 17 in place of 20 marks and 20 in place of 23 marks in Cluster C (W8 & above).

3.2.3 The dispensation allowed to SC / ST candidates shall also be allowed to physically challenged employees in Group C & D.

3.3 Movement across clusters

Promotions from one cluster to another i.e. from W2 to W3 and W6 to W7 shall be subject to vacancy, qualifying test / interview as prescribed in applicable COP and applicable terms and conditions.

3.4 Eligibility Period

The eligibility period i.e. the minimum length of service required to be rendered by an employee in his existing grade for being considered for promotion to next higher grade shall be as follows :

Grades	Eligibility Period
W0	8 years
W1	8 years
W2	5 years

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W3	4 years
W4	4 years
W5	4 years
W6	4 years
W7	4 years
W8	3 years
W9	3 years
W10	3 years
W11	3 years

3.4.1 However, all workmen on regular rolls in W0 grade on 1.1.2007, on completion of 4 years of service in W0 grade, shall be considered for promotion to W1 subject to their fulfilling other criteria as per extant promotion policy, with effect from DPC-2010.

3.4.2 Workmen after completing one (1) year in W10 grade shall become eligible for promotion / placement to E1 grade in executive category, in specified COPs only. The same will be subject to vacancy, possession of prescribed qualification, qualifying Test & Interview and fulfilling other conditions of the extant promotion policy. List of afore-mentioned specified COPs, alongwith pre-requisites for such promotion / placement, is enclosed as [Annexure I](#).

3.4.3 Counting of period of Extra-Ordinary Leave (EOL) for promotions

Such cases may be dealt with in line with provisions of NTPC Pay Fixation Rules circulated vide Corporate Personnel Circular No. 105/83 dt.8.2.83. Clause 9.0 of the rules provide, interalia, how the period of Extra Ordinary Leave should be treated for the purpose of drawal of increment, which is as follows :

"9.1 (ii) EOL on account of illness or for prosecution of higher scientific and technical/professional studies duly supported by a medical certificate from an authorised medical officer of the Company in case of illness and by a certificate from the Head of Division that the higher scientific and technical/professional studies are in the interest of company's work in case of leave for prosecution of such higher studies will count for the purpose of drawl of increment.

9.3.3 EOL taken on account of reasons other than illness or prosecution of higher scientific and technical/ professional studies will also count for increment provided it is for less than 3 months....."

The period of eligibility for the purpose of promotion will be computed in terms of clause of 9.1 and 9.3.3 of the aforesaid rules in case of employees proceeding on EOL.

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3.5 Departmental examination

Workmen in the grades of W10 & above in COPs specified at [Annexure I](#) will also be eligible to appear in the departmental examinations for engineering equivalent qualification (DEEQ) and professional qualification (DEPQ) to enable them to acquire the relevant qualification required for promotion / placement to E1.

3.6 Performance Appraisal Rating Marks

3.6.1 Performance appraisal rating marks for workmen in grades upto W7 shall be as under :

Grades	Marks				
	OS	VG	Good	S	US
W0, W1 & W2	6	5	4	3	0
W3, W4, W5, W6 & W7	7.5	6	5	4	0

OS – Outstanding, VG – Very Good, S – Satisfactory, US - Unsatisfactory

3.6.2 Performance appraisal rating marks for workmen in W8, W9, W10, W11 and SG grades shall be as under:

Performance Appraisal Rating	Marks
Outstanding	10
Very Good	8
Good	7
Satisfactory	6
Unsatisfactory	0

3.6.3 In case of promotions from W3 to W4, W4 to W5, W5 to W6, W6 to W7 and W7 to W8 grades, performance appraisal ratings of the last four (4) years shall be considered. In case of promotions from W0 to W1, W1 to W2 and W2 to W3, performance appraisal rating marks of the last five (5) years shall be considered. In case of promotions to grades W9 & above in workman category, performance appraisal rating marks of the last three (3) years shall be considered.

3.7 Seniority

3.7.1 The seniority lists of the employees in various grades/channels will be prepared and up-dated from time to time by the concerned HR Department in accordance with the rules framed for this purpose.

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3.7.2 Carry forward of Seniority at the time of inter / intra unit transfer

3.7.2.1 While issuing communication regarding approval of the request transfer of the concerned non-executive duly approved by the Competent Authority for transfer from one project to another, an undertaking is to be obtained from the employee that he will be placed at the junior most position in his trade/grade at the new place of posting so that the promotion prospects/ seniority of the employees of his trade/grade at the new place of posting, is not affected.

3.7.2.2 Wherever there is a request from any employee for transfer, the employee must be intimated about these provisions clearly and his acceptance obtained so that there is no grievance later raised by him on account of his not being aware of these guidelines. For the purpose of clarity and after seeing the date of entry into grade of existing junior most employee in the trade, the transferred employee may also be informed of the date w.e.f while his service in the grade will be counted for the purpose of promotion to next higher grade.

3.7.2.3 Both in case of inter-unit and intra- unit transfers (irrespective of whether the transfer is inter-departmental or intra-departmental) the employees will be allowed credit for the entire period of service put in by them in a grade, if the transfer is effected at the initiative of management. In case the transfer is due to an employee's own initiative, full credit for the entire period of service put in by him in a grade will be allowed subject, however, to the condition that at least one year's service in the unit/post to which he is transferred will be necessary before he is considered for promotion.

In case of promotion to workman grades within the cluster, the above Clause 3.7.2 shall not be applicable.

3.8 Confidential/Merit Rating Reports

Confidential Forms/Merit Rating Reports in respect of each employee will be maintained on the prescribed forms, to be written at the end of every financial year. Such reports may, however, also be asked for at any time other than the annual reports mentioned above at the discretion of the management. These reports will be kept in the custody of the concerned HR Department.

3.9 Test/Interview/Qualification Bar

In addition to fulfilling the other eligibility conditions, an employee must possess the requisite qualifications, prescribed, if any, for the next higher post against which he is to be considered for promotion. Similarly, he must qualify in the test (s) and interview, if any, laid down for consideration for promotion to the next higher post.

3.10 Reservation for SC/ST

The directives of the Central Government/Company with regard to the reservation of posts for Scheduled Caste / Scheduled Tribe candidates in the matter of promotion, issued from time to time, will also be kept in view while effecting the promotions of the employees.

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3.11 Debarring

- 3.11.1 No employee whose latest confidential/merit rating report, whether annual or special, is adjudged as 'Adverse' will be considered for promotion.

Note : Adverse entries, if not communicated within a period of six months may be ignored unless non-communication of the adverse entries within the specified period of six months can be explained by valid reasons. HR Deptt. must ensure timely communication of adverse entries in the CR's received.

- 3.11.2 No employee under suspension or against whom disciplinary or vigilance proceedings have been initiated shall be promoted until he is unconditionally reinstated or exonerated. In case of unconditional reinstatement or exoneration, he will be allowed promotion with retrospective effect, but the financial benefit accruing due to the promotion will be allowed with effect from the date his promotion order is issued and no arrears will be payable on this account unless specifically mentioned otherwise in the promotion order.

- 3.11.3 No employee under suspension or against whom decision has been taken to charge sheet, or where the charge sheet has been issued or where a criminal case is pending against him shall be promoted until he is unconditionally reinstated or exonerated. In case of unconditional reinstatement or exoneration, he will be allowed promotion with retrospective effect, but the financial benefit accruing due to promotion will be allowed with effect from the date his promotion order is issued and no arrears will be payable on this account unless specifically mentioned otherwise in the promotion order. (However, in respect of those employees who have been recommended for promotion by DPC and in whose case decision to issue charge sheet has not been taken by the Competent Authority, order of promotion be issued in normal course.

- 3.11.4 The cases of employees against whom disciplinary proceedings are pending or contemplated but are otherwise eligible for consideration for promotion shall also be considered by the CPC along with all other cases. The recommendations of the CPC, including 'unfit for Promotion' will be kept in a sealed cover. The cover will be so superscribed 'Findings regarding suitability for promotion to the grade/post of in respect of Shri..... not to be opened till the conclusion of the disciplinary case/criminal prosecution against Shri..... The proceedings of the CPC need only contain the note 'The findings are contained in the attached sealed cover'. The same procedure will be followed by the subsequent CPCs convened till the disciplinary case/criminal prosecution pending against the employee concerned is finally concluded.

- 3.11.5 In the event of delay in the conclusion of the disciplinary proceedings / criminal prosecution, the delay not being attributable to the charged employee, and the disciplinary proceedings / criminal prosecution against the employee concerned are not concluded even after the expiry of two annual CPCs from the date of the meeting of the first CPC which kept its findings in respect of the employee in the sealed cover, the Appointing Authority may review the case of the employee, provided he is not under suspension, and consider and order promotion of employee on adhoc basis, provided his case was recommended by CPC keeping in view the totality of the case, the

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availability of vacancy etc. The order of promotion should make it clear that the promotion is purely on adhoc basis, till further orders and it confers no right on the employee for regular promotion and that the Competent Authority reserves the right to cancel / revoke the adhoc promotion or to revert, at any time the employee to the post from which he was promoted on adhoc basis, without any formal proceedings.

3.11.6 On conclusion of disciplinary cases/criminal prosecution etc., the promotion of the employee will be regulated as under:

3.11.6.1 If the employee concerned is finally acquitted and is fully exonerated, the sealed cover recommendation shall be opened and in the event the employee was recommended for promotion by the Committee, the promotion shall be made effective from the date as would otherwise have been announced as if there were no proceedings against him. The financial benefits accruing due to promotion will be allowed from the date of promotion order and no arrear will be payable on this account, unless specifically mentioned otherwise in the promotion order.

3.11.6.2 If any penalty is imposed 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 shall not be considered. His case for promotion may be considered by the next CPC in the normal course and having regard to the penalty imposed on him. Such employee shall, however, not receive promotion during currency of the punishment. Where adhoc promotion has been given, it will be cancelled/revoked.

4.0 PROCEDURE

4.1 Written Test / Trade-Test/Interview, wherever prescribed, of the candidates fulfilling all the eligibility conditions as mentioned herein before will be conducted once in a year in the same order. The number of eligible candidates to be trade tested will be limited to three times the number of anticipated vacancies and all these who qualify in the test will, be allowed to appear for an interview before the Departmental Promotion Committee, the test will be conducted by a Committee comprising of General Manager's nominee, representative of the Head of Department where the vacancy exists/ is likely to occur, an officer of the Training Department and HR Officer/Senior HR Officer as nominated by the concerned Head of HR. Where, in addition to Trade Test and Interview, the candidates are required to appear for written test also, the number of eligible candidates to be called for the Written Test should be limited to four/five times the number of anticipated vacancies. Out of those who qualify in the Written Test, the number of candidates to be called for Trade Test and/or interview will be limited to three times the number of anticipated vacancies.

4.2 The relative weightage for the different factors will be as follows :

4.2.1 For promotions within the cluster

CR Report / Merit Rating – 30 marks.

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4.2.2 For promotions across clusters i.e. from W2 to W3 and from W6 to W7

Grade Seniority – 30 marks.
CR Report / Merit Rating – 30 marks.
Test, Trade Test & Interview – 40 marks.
Total – 100 marks.

4.3 Based on the seniority position, the Merit-Rating/Reports and results of the test/interview, the position of the candidates for promotions across clusters i.e. from W2 to W3 and from W6 to W7¹⁴ and E1 will be arranged in order of merit by the Committee. The qualifying marks will be 50% in each of the items in respect of which the candidates are evaluated. However, the qualifying marks for SC/ST candidates will be 40% in each of the items assessed.

4.3.1 Based on the above mentioned criteria, the panel of the successful candidates will be drawn up by the Committee on which every member of the Committee will affix his signature. Thereafter the panel will be put up for the approval of the competent authority who will be the General Manager of the concerned project/unit in all cases of promotions to non-executive posts. Approved panel in respect of a DPC will be operated against sanctioned vacancies for that DPC only.

4.4 The approved panel as well as the concerned papers/documents will be kept in the custody of the concerned HR Department, and the promotion orders in respect of the successful candidates will be issued by the concerned HR Department as per the vacancies. The effective / standard date of promotion will be 1st July of every year for all workmen found suitable for promotion by the DPC. In case of promotions from W2 to W3 and from W6 to W7, the promoted employees will be placed on probation for a period of six months, which may be extended wherever necessary.

If the performance of an employee during such probation including the extended period is not found satisfactory, he shall be reverted to the lower post and then shall not be considered for promotion for one year from the date of his reversion.

4.5 The requirement of probation or otherwise in case of promotion and placement to higher grades under the notified fast track schemes is detailed below:

Promotion / Placement	Requirement of probation
Promotion within Cluster A (W0 to W1, W1 to W2, W2 to W3EG, W3EG to W4EG)	No
Promotion from Cluster A to Cluster B (W2 to W3)	Yes
Promotion within Cluster B (W3 to W4, W4 to W5, W5 to W6, W6 to W7EG and W7EG to W8EG)	No
Promotion from Cluster B to Cluster C (W6 to W7)	Yes
Promotion within Cluster C (W7 to W8, W8 to W9, W9 to W10, W10 to W11 and W11 to SG)	No
Placement to W2, W3, W6, W7 or W8 under the notified Fast Track Schemes	Yes
Lateral placement from extended grade to regular grade (for example W4EG to W4)	No

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5.0 EXTENDED GRADES

The existing system of Service Linked Placement Scheme (SLPS) stands discontinued on introduction of Extended Grades with effect from 1.7.2009. The designations in the Extended Grades and existing SLPS grades shall be the applicable designations of the grades suffixed by "EG".

- 5.1.1 Existing workmen under SLPS shall after redesignation remain in the existing grades. However, workmen in W3 under SLPS shall after redesignation be allowed to go upto "W4-EG" on fulfillment of applicable terms and conditions. The eligibility period shall be considered from the date of placement in W3 under SLPS.
- 5.1.2 However, workmen in W2 under SLPS shall be deemed to be in W2 grade with effect from date of placement in W2 pay-scale under SLPS and shall be accordingly redesignated.
- 5.2 As shown at Clause 2.0 above, there shall be two "Extended Grades" in both Cluster-A and Cluster-B, namely "W3-EG" and "W4-EG" in Cluster-A and "W7-EG" and "W8-EG" in Cluster-B.
- 5.3 Workmen not promoted to the next higher cluster from Cluster-A or Cluster-B on account of vacancy constraint and / or not meeting the qualifying requirements shall be placed in Extended grades "W3-EG" or "W7-EG" respectively on completion of six (6) years in the respective pre-placement grades i.e. W2 and W6 respectively. Subsequently, such workmen shall be placed in "W4-EG" or "W8-EG" on completion of 6 years in the pre-placement extended grade. However, further placement in extended grades shall not be allowed.
- 5.3.1 On placement in the extended grades i.e. "W3-EG" / "W4-EG" / "W7-EG" / "W8-EG", pay-fixation shall be done as per pay-fixation rules applicable in case of promotion.
- 5.3.2 Placement in the extended grades shall be further subject to the condition that the latest performance appraisal rating is not "Unsatisfactory".
- 5.4 If workmen in the extended grades acquire the qualifying requirements for promotion to the relevant cluster, they shall be laterally placed in the existing grade in the next Departmental Promotion Committee (DPC). Vacancy shall not be a constraint for such lateral placement from extended grade to regular grade and designation shall be the applicable designation of the regular grade.
 - 5.4.1 Promotion benefit shall not be admissible in cases of lateral placement from extended grade to regular grade.

6.0 FAST-TRACK CAREER GROWTH

6.1 Technical Areas

- 6.1.1 On acquiring Degree in Engineering or equivalent qualification in relevant disciplines (Mechanical, Electrical, Civil, Electronics / Instrumentation etc.), workmen in W8 and above grades will be eligible for consideration for appointment to E1 grade against open advertisement / internal

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circular and those in W7 & below grades will be considered for placement in W8 at the time of DPC.

- 6.1.2 On acquiring Diploma in Engineering qualification in relevant disciplines (Mechanical, Electrical, Civil, Electronics / Instrumentation etc.), workmen in W6 grade with at least 1 year experience in the grade will be considered for placement in W7 grade at the time of DPC and those in the grades of W5 & below will be considered for placement in W6 grade at the time of DPC and further on completion of 1 year in W6 grade will be considered for placement in W7 grade in the next DPC.
- 6.1.3 On acquiring ITI qualification in relevant trades like Fitter, Electrician, Instrumentation etc., workmen in W2 grade with at least 1 year experience in the grade will be considered for placement in W3 grade at the time of DPC and workmen in the grades of W2 and below will be considered for placement in W2 grade at the time of DPC and further on completion of 1 year in W2 grade will be considered for placement in W3 grade in the next DPC.

6.2 Non-Technical Areas

In selected Channels of Promotion (COPs), as detailed below:

6.2.1 Assistant (Accounts)-F&A

6.2.1.1 Workmen in above COP, having or acquiring CA / ICWA or duly recognized MBA with Finance qualification of at least 2 years duration in case of full-time course and 3 years duration in case of part-time or correspondence course, shall be eligible for fast track career growth as under :

- (i) Workmen in W8 and above grades shall be eligible for consideration for appointment to E1 against open advertisement / internal circular subject to vacancy and qualifying test & interview.
- (ii) Workmen in W7 and below grades shall be considered for placement in W8 at the time of DPC.

6.2.1.2 Workmen in above COP, having or acquiring CA (Inter) / ICWA (Inter) or B.Com with duly recognized Diploma / PG Diploma in the area of Finance of at least 1 year duration in case of full-time course and 2 years duration in case of part-time or correspondence course, shall be eligible for fast-track career growth as under :

- (i) Workmen having at least one year service in W6 grade shall be considered for placement in W7 grade at the time of DPC.
- (ii) Workmen in the grades of W5 & below shall be considered for placement in W6 grade at the time of DPC and further on completion of one year in W6 shall be considered for placement in W7 grade in the next DPC.

6.2.2 Assistant (General)-HR

6.2.2.1 Workmen in above COP, having or acquiring duly recognized MBA with HR / Post Graduate Degree / Diploma in the area of IR / PM / HR / Social Work of at least 2 years duration in case of

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full-time course and 3 years duration in case of part-time or correspondence course, shall be eligible for fast-track career growth as under :

(i) Workmen in W8 and above grades shall be eligible for consideration for appointment to E1 against open advertisement / internal circular subject to vacancy and qualifying test & interview.

(ii) Workmen in W7 and below grades shall be considered for placement in W8 at the time of DPC.

6.2.2.2 Workmen in above COP, having or acquiring Graduate qualification with duly recognized Diploma / PG Diploma in the area of IR / PM / HR / Social Work of at least 1 year duration in case of full-time course and 2 years duration in case of part-time or correspondence course, shall be eligible for fast-track career growth as under :

(i) Workmen having at least one year service in W6 grade shall be considered for placement in W7 grade at the time of DPC.

(ii) Workmen in the grades of W5 & below shall be considered for placement in W6 grade at the time of DPC and further on completion of one year in W6 shall be considered for placement in W7 grade in the next DPC.

6.2.3 Assistant (Materials) / Storekeeper-C&M

6.2.3.1 Workmen in above COP, having or acquiring Degree in Engineering / duly recognized MBA or Post Graduate Degree / Diploma in Materials Management of at least 2 years duration in case of full-time course and 3 years duration in case of part-time or correspondence course, shall be eligible for fast-track career growth, as under :

(i) Workmen in W8 and above grades shall be eligible for consideration for appointment to E1 against open advertisement / internal circular subject to vacancy and qualifying test & interview.

(ii) Workmen in W7 and below grades shall be considered for placement in W8 at the time of DPC.

6.2.3.2 Workmen in above COP, having or acquiring Diploma in Engineering / Graduate qualification with duly recognized Diploma / PG Diploma in the area of Materials Management of at least 1 year duration in case of full-time course and 2 years duration in case of part-time or correspondence course, shall be eligible for fast-track career growth, as under :

(i) Workmen having at least one year service in W6 grade shall be considered for placement in W7 grade at the time of DPC.

(ii) Workmen in the grades of W5 & below shall be considered for placement in W6 grade at the time of DPC and further on completion of one year in W6 shall be considered for placement in W7 grade in the next DPC.

6.2.4 Steno-Typist / Secretarial

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6.2.4.1 Workmen in above COP, having or acquiring duly recognized MBA / Post Graduate Degree / Diploma in Management / Office Administration of at least 2 years duration in case of full-time course and 3 years duration in case of part-time or correspondence course, shall be eligible for fast-track career growth, as under :

(i) Workmen in W8 and above grades shall be eligible for consideration for appointment to E1 against open advertisement / internal circular subject to vacancy and qualifying test & interview.

(ii) Workmen in W7 and below grades shall be considered for placement in W8 at the time of DPC.

6.2.5 All qualifications prescribed above should be duly recognized by UGC / AICTE / DEC / State Government / Central Government and should be obtained from an Indian Institute / University. This may be verified by the concerned project / region before extending the benefit of fast track career growth in the above COPs.

6.2.6 As a special one-time dispensation, workmen in possession of MBA / NIPM / PGDBM of two years duration, obtained through part-time / correspondence from recognized Institutions, as on 29.5.2009 i.e. the date of issuance of CHRC No. 659/2009 notifying the Fast-Track Career Growth Scheme for employees in workman category in non-technical areas, shall be considered for appointment under the said notified Fast-Track Scheme, subject to fulfilling other terms and conditions.

6.3 Above placements will be subject to fulfilling other requirements of promotion policy.

6.4 Pay-fixation in all such cases shall be done as per Clause 7.1 of Pay-Fixation Rules, applicable to cases of promotion.

7.0 APPEAL

An employee aggrieved due to his non-promotion may take recourse to the prescribed Grievance Procedure for redressal of the same.

8.0 GENERAL

The policy shall be reviewed after two years of its operation. The management, however, reserves the right to modify, cancel, add or amend any of these rules at any time.

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Annexure-I

Specified channels for promotion / placement from workman to executive category (E1)

S.N.	Trade	Area	Requirement of Qualification, Test & Interview
1.	Operator	Operation (O&M)	DEEQ / Diploma in Engineering + Test + Interview
2.	Technician (Mech / Elect / C&I)	Mntc (O&M)	DEEQ / Diploma in Engineering + Test + Interview
3.	Work Assistant	Equipment Erection	DEEQ / Diploma in Engineering + Test + Interview
4.	Work Assistant	Civil Const. / Mntce.	DEEQ / Diploma in Engineering + Test + Interview
5.	Technician	Workshop	DEEQ / Diploma in Engineering + Test + Interview
6.	Technician	Auto Base Mntce.	DEEQ / Diploma in Engineering + Test + Interview
7.	Operator	Print Room	Diploma in Printing Technology or equivalent + Test + Interview
8.	Technician (NDT)	QA / Inspection	DEEQ / Diploma in Engineering + Test + Interview
9.	Lab Assistant	Chemistry / MGR / QA	BSc (Chem) + Test + Interview
10.	Assistant (Accounts)	Finance & Accounts	Departmental examination equivalent to Professional Qualification + Interview
11.	Assistant (Materials) / Storekeeper	Materials Management	Departmental examination equivalent to Professional Qualification / (Graduate + Diploma in Materials Management) / DEEQ / Diploma in Engineering + Test + Interview
12.	Assistant	General	Departmental examination equivalent to Professional Qualification / Post-Graduate Diploma in Personnel

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S.N.	Trade	Area	Requirement of Qualification, Test & Interview
			Management + Test + Interview
13.	Steno-Typist	Secretarial	Graduate + Written Test + Interview
14.	Draughtsman	Design / Planning	DEEQ / Diploma in Engineering + Test + Interview
15.	Operator	IT	Departmental examination equivalent to Professional Qualification + Interview
16.	Staff Nurse	Medical	BSc (Nursing) / Nursing Diploma + Certificate in Hospital Administration + Test + Interview
17.	Pharmacist	Medical	Graduation + Diploma in Hospital Administration + Test + Interview
18.	Technician (X-Ray)	Medical	Graduation + Diploma in Hospital Administration + Test + Interview
19.	Lab Technician	Medical	Graduation + Diploma in Hospital Administration + Test + Interview
20.	Gangman / Trolleyman	MGR (Track Mntce)	DEEQ / Diploma in Engineering + Test + Interview
21.	Assistant (Library)	Library	B.Lib / (Grad + Dip in Library Sc.) + Test + Interview
22.	Assistant (Hindi)	Hindi	PG in Hindi with English as a subject in Graduation + Test + Interview
23.	Assistant (Horticulture)	Horticulture	BSc (Agriculture) + Test + Interview
24.	Assistant (PR)	PR	Graduation + PG Diploma in PR / Journalism + Test + Interview
25.	Assistant (Training)	Training	DEEQ / Diploma in Engineering + Test + Interview
26.	Assistant (Safety)	Safety	DEEQ / Diploma in Engineering / (Graduate + Diploma in Safety) + Test + Interview

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S.N.	Trade	Area	Requirement of Qualification, Test & Interview
27.	Assistant (Sect)	Company Secretariat	Graduate with ACS + Test + Interview
28.	Sociologist	Sociology	MSW + Test + Interview

Note :

- i) DEEQ – Departmental examination for Diploma in Engineering equivalent qualification.
- ii) Employees who qualify Departmental examination are not required to appear for the test.

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RECORD OF REVISIONS

Section-Clause No.	Revision No.	Revision Date	Amendment Details
0402_01-Record of Revisions	0	23.07.2014	Provision Added

PREPARED BY	REVIEWED BY	APPROVED BY
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