



**THE ODISHA
INDUSTRIAL INFRASTRUCTURE
DEVELOPMENT CORPORATION
(METHOD OF RECRUITMENT AND CONDITIONS
OF SERVICE) REGULATIONS, 2019**



**ODISHA INDUSTRIAL INFRASTRUCTURE
DEVELOPMENT CORPORATION**

**(A Government of Odisha Undertaking)
ISO 9001 & 14001 Corporation**

**IDCO TOWERS, Janpath, Bhubaneswar-751 022, Odisha
Tel: 0674-2542784, 2540820, Fax: 0674-2542956, E-mail : cmd@idco.in**



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**Approved by Govt. of Odisha, Vide No - IND - HI2
Rules - 0005-2014-5008/I, Bhubaneswar, Dated- 02.08.2019**



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**GOVERNMENT OF ODISHA
INDUSTRIES DEPARTMENT**

No. IND-HI2-RULES-0005-2014-5008/I, Bhubaneswar, Dated - 02.08.2019

From

Shri Monoj Kumar Pattnaik,
Additional Secretary to Government.

To

The Chairman-cum-Managing Director,
IDCO, Bhubaneswar.

Sub: Approval of OIIDC Method of Recruitment and Conditions of Service of Staff Regulations, 2019 along with Cadre Strength.

Sir

In inviting reference to your letter No. 11220 dated 28.05.2018 on the above noted subject, I am directed to send here with a draft copy of the OIIDC Method of Recruitment and Conditions of Service of Staff Regulations, 2019 along with Cadre Strength duly approved by Government with observation that "No recruitment in Group 'D' posts. Outsourcing of services should be resorted to"

I therefore, request you to kindly take further necessary action on the matter accordingly.

You faithfully

Sd/-

Additional Secretary

Memo No. 5009/I, Bhubaneswar, Dated - 02.08.2019

Copy forwarded to P.S. to Principal Secretary to Government, Industries Department, Odisha for kind information of Principal Secretary.

Sd/-

Additional Secretary

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ODISHA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION

No. IDCO/HO/P&A/EST/E-3118/2019 (P-II) - 14024, Dated - 14.08. 2019

In exercise of the powers conferred by Section 59 of the Odisha Industrial Infrastructure Development Corporation Act, 1980, the Board of Directors is pleased to make the following regulations regulating recruitment and conditions of service of persons appointed to different posts under Odisha Industrial Infrastructure Development Corporation namely :-

PART-I

GENERAL

1. Short title and Commencement :

- 1) These Regulations may be called the Odisha Industrial Infrastructure Development Corporation (Method of Recruitment and Conditions of Service) Regulations, 2019.
- 2) These regulations shall come into force on the date as may be decided by the Board.

2. Definitions: In these regulations, unless the context otherwise requires : -

- a) "Appointing Authority" means the appointing authority specified in regulation 35 of these regulations;
- b) "Board" means the Board of Directors of Odisha Industrial Infrastructure Development Corporation;
- c) "Chairman" means the Chairman of the Odisha Industrial Infrastructure Development Corporation;
- d) "Corporation" means Odisha Industrial Infrastructure Development Corporation;
- e) "Direct Recruit" means a person recruited to a post on the basis of a competitive examination or interview or both conducted by the Selection Committee;
- f) "Executive / Non-Executive Post" means the post approved by the Board carrying the scale of pay (which may be revised from time to time) as specified in Appendix-I.
- g) "Government" means the Government of Odisha;
- h) "Managing Director" / "Chairman-cum-Managing Director" means "Managing Director" / "Chairman-cum-Managing Director" (CMD) of the Odisha Industrial Infrastructure Development Corporation;
- i) "Persons with Disability" means person who has been granted disability certificate by the Competent Authority as per the provisions of Rights of persons with Disabilities Act, 2016;
- j) "Probationer" means a person who is provisionally employed to fill a vacancy in a permanent post and has not successfully completed the prescribed period of probation;
- k) "Year" means the calendar year;
- l) "Sanctioned Post" means the post sanctioned by the Board;

- m) "Scheduled Castes and Scheduled Tribes" shall have reference to the Scheduled Caste specified in the Constitution (Scheduled Castes) order, 1950 and Scheduled Tribes specified in the Constitution (Scheduled Tribes) order, 1950 made under Articles 341 and 342, respectively of the Constitution of India and as amended from time to time;
- n) "SEBC" means Socially and Educationally Backward Classes as referred to in clause (e) of Section 2 of the Odisha Reservation of Posts and Services (for Socially and Educationally Backward Classes) Act, 2008; and
- o) "Selection Committee" means the Selection Committee specified in regulation 8 of these regulations;

3. **Applicability:**

- 1) These regulations shall apply to all duty posts of the Corporation provided that the Board may by way of notification include or exclude any post from the purview of all or any of the provisions of these regulations.
- 2) These regulations shall not apply to,
 - a) The posts filled up by employees on deputation from the State or Central Government or other Corporations or Organizations;
 - b) The posts filled up on part time basis / contract basis, adhoc/casual appointments, manpower engaged on contingent charges or on outsourcing basis;
 - c) The posts filled up by persons re-employed after superannuation from service;
- 3) These regulations shall also not apply to appointment made for a specific period, persons engaged as "apprentice" under an agreement or as per provisions of the Apprentices Act, 1961 and persons engaged against any project / scheme under tenure based posts etc.

4. **Classification of posts :**

- 1) All posts under the Corporation shall be classified as Group-'A', Group-'B', Group-'C' and Group-'D' with the scale of pay attached to such posts as may be decided by the Board:

Provided that the Board may for good and sufficient reasons revise the scale of pay or grade pay attached to any post/class of posts under the Corporation.
- 2) The various types of posts covered under different Groups are as shown in Appendix-I appended to these regulations.

5. **Cadre Strength:**

The Board shall determine, from time to time, the number of posts of various categories and create as many posts in each category as needed in respect of all groups of posts with approval of Government. The sanctioned strength shall be reviewed annually and the latest strength shall be notified to Government.

PART-II
RECRUITMENT

6. Assessment of Vacancy and Criteria for Recruitment:

- 1) Vacancies arising in a recruitment year to be filled up by direct recruitment and promotion shall be determined by the Managing Director/ Chairman-cum- Managing Director taking into consideration the number of persons due to retire on superannuation and the number of posts to be created under new schemes or expansion of old schemes.
- 2) Proposals for creation of posts shall be approved of by the Board.
- 3) The minimum age for entry into service shall be 18 (eighteen) years for Group 'D' posts and 21 (twenty one) years for other posts. The upper age limit shall be 32 (thirty two) years for all posts.

Provided that, the upper age limit prescribed for entry into the Corporation service in sub-regulation 3 above shall be relaxed in case of the following categories of persons to the extent mentioned against each, namely :-

- | | |
|--|----------|
| a) Scheduled castes | 5 years |
| b) Scheduled tribes | 5 years |
| c) Women | 5 years |
| d) Socially and Educationally Backward Classes | 3 years |
| e) Physically Handicapped | 10 years |
| f) IDCO employees in the immediately lower grade /
Post who have completed 10 years of continuous
service in the post having requisite qualification | 10 years |
| g) Employees continuously working under IDCO for
at least 10 years on contractual basis. | 15 years |

Explanation: A person who comes under more than one category shall be eligible only for one benefit which shall be most beneficial to him/her.

- (5) The upper age limit prescribed for entry into the Corporation service in sub-regulation 3 above may, however, be suitably relaxed for Ex-Servicemen, Sports Persons, Persons in Government service, Persons serving under Public Sector Undertakings or State Agencies, recipients of national recognition for outstanding achievements in various fields including science, culture & social work.

7. Mode of Recruitment:

- 1) Subject to other provisions made in these regulations, the recruitment to the Posts in the service shall be made by the following methods, namely:
 - a) Direct recruitment ; or
 - b) Promotion of persons already in the service of the Corporation; or

- c) Deputation from the State or Central Government or a State or Central Government undertaking; or
- d) Recruiting the service of qualified persons on contract basis for specific periods on either full time or part time basis; or

(2) The Managing Director/ Chairman-cum- Managing Director shall decide by which of the aforesaid modes vacant posts are to be filled up provided that prior approval of the Board shall be taken before filling up posts.

3) The Board may prescribe the required percentage of posts and general and technical qualifications for filling up the posts by direct recruitment and where no such qualifications are prescribed, the Chairman may fix the same befitting to the past.

8. Constitution of the Selection Committee :

1) The Chairman shall constitute one or more selection committees for the purpose of selecting suitable persons for making appointments to all posts filled up by direct recruitment or promotion except Group-'D' posts and nominate not less than three members to each such committee :

Provided that the Chairman shall be the Chairman of the Selection Committee constituted for Group-'A' posts and the Managing Director shall be the Chairman of the Selection Committee constituted for selection of persons for Group-'B' & Group-'C' posts :

Provided further that if there is a Chairman-cum-Managing Director, the Chairman cum Managing Director shall be the Chairman of the Selection Committee for Group-'A', Group-'B' & Group-'C' posts.

2) Group-D posts shall be filled up by way of outsourcing of services.

3) The General Manager (P & A)/ Chief General Manager (P&A) shall be the Member Convener of the Selection Committees.

9. Notification of Vacancies:

In case of direct recruitment, the vacancies shall be notified to the Local Employment Exchange under provision of Employment Exchange (Compulsory Notification of Vacancies) Act to sponsor the names of suitable candidates. The vacancies may also be advertised in at least two local newspapers having wide circulation, website and Notice Board of IDCO. The advertisement shall indicate the job specification, the qualification and experience expected from the applicant and reservation of posts for ST and SC candidates, SEBC, Women, Ex-Servicemen, Physically Handicapped & Sports persons. The sample application form shall be as in **Appendix-II**.

10. Reservations:

Not with standing anything contained in these rules, reservation of vacancies for -

a) Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions of the Odisha Reservation of Vacancies in Posts and Services, (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made there under; and

- b) SEBC, Women, Sports Persons and Physically Handicapped shall be made in accordance with the provisions made under such Act, Rules, or Orders and Instructions issued in this behalf by the Government from time to time with the approval of the Board.

Provided that the Board may induct eminent sports persons in Group-B posts in pursuance of the policy of the Government outlined in General Administration Department Resolution No.10350/ Gen dated 06.05.2016 over and above normal reservation prescribed for the sports persons.

11. Recruitment Procedure:

- 1) The Board shall decide the modality for selection of candidates for different posts. They shall also decide the procedure of written examination, interview / viva-voce test etc.
- 2) Applications received within the stipulated date complete in all respects shall be considered for recruitment test:

Provided that the applications may be shortlisted so that applicants not more than 5 time, the number of advertised vacancies are called for the recruitment test :

Provided further that the applicants shortlisted shall not ordinarily be less than ten.

- 3) The applicants so shortlisted shall be called for written test and interview / viva-voce on the date and time fixed for the purpose.
- 4) On the basis of the written test and the viva-voce, the Selection Committee shall form its recommendations and prepare a merit list of the candidates. On approval by the Appointing Authority with such modifications as may be considered proper, the merit list shall form the select list and shall remain in force ordinarily for one year :

Provided that the recommendations of the Selection Committee shall not be invalid merely on the ground of non-attendance of a member who has been duly invited to attend the meeting of the Selection Committee.

Provided further that, nothing in this regulations shall debar the Board from inducting eminent sports persons in Group-B posts under the Corporation in pursuance of the policy of the Government outlined in General Administration Department Resolution No.10350/ Gen dated 06.05.2016.

12. Eligibility Criteria for Selection:

- 1) The Selection Committee shall see that the candidates selected satisfy the stipulation mentioned below:
 - a) He / She must have possessed prescribed general and technical qualification and experience. The period of experience shall be calculated with reference to the date specified in the notification / advertisement inviting applications for recruitment.
 - b) He / She must satisfy the criteria of minimum age and upper age limit as laid down under regulation 6.
 - c) The upper age limit prescribed under clause (b) above shall be calculated with reference to the date on which the vacancy is notified.

- d) The date of birth as recorded in the School Leaving Certificate or the Matriculation Certificate shall be accepted for the purpose of proof of age.
- e) He / She should be of good character.
- f) He / She must be of sound health, good physique and free from organic defects or bodily infirmity.
- g) A candidate if married must not have more than one spouse living:

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person or there are other grounds for doing so, exempt any person from the operation of this rule.

13. Provisional/Temporary Appointment:

- 1) All appointments shall be provisional subject to verification of original certificates and verification of character and antecedents.
- 2) The order of temporary appointment shall be valid for a period of 30 days and lapse automatically unless extended by the appointing authority.
- 3) The appointing authority may issue temporary appointment orders to the candidates in order of merit in the select list subject to verification of their character and antecedents by the appropriate authority. In case an adverse report is received, the services shall be terminated forthwith as per the stipulation indicated in the appointment order to that effect. In case no adverse report is received the temporary appointment shall be made final from the date the temporary appointment order was issued.
- 4) Failure on the part of a candidate to join the post not later than 30 days from the date of issue of appointment order shall result in no claim for appointment.
- 5) Concealment of any material information during the process of recruitment shall entail forfeiture of appointment.

14. Verification of Antecedents:

- 1) All regular appointments shall be subject to verification of antecedents, as may be prescribed by the corporation from time to time.
- 2) Appointment of any person in the corporation shall be liable to be terminated summarily at any time during his / her service, if it is found that the employee has given false or incorrect information regarding his / her antecedents, age, caste, education, experience etc.

Provided that before taking any such action reasonable opportunity to show cause against the proposed termination of service shall be given.

15. Disqualification:

- 1) No person shall be appointed to any post by direct recruitment unless;
 - a) He / she is found medically fit for discharging duties and to that effect he / she shall be required to produce a certificate of medical fitness from any of the authorized medical attendants / Doctors in the employment of the Corporation

and / or any medical officer of the State Government not below the rank of Assistant Surgeon;

- b) The appointing authority is satisfied that he / she possesses good moral character;
- 2) No candidate shall be eligible for appointment if he/she has been convicted in a court of law for any offence involving moral turpitude under the Indian Penal Code.
- 3) Every person appointed by direct recruitment shall give an undertaking that he shall abide by the two child norm in national interest. Failure to abide by the undertaking may lead to termination of the services of the employee concerned.

16. Probation:

- 1) Every person appointed to a post filled up by direct recruitment shall be on probation for a period of one year:

Provided that the appointing authority may for good and sufficient reasons to be recorded in writing extend the period of probation of any employee for not more than three years.

Provided further that such period of probation shall not include -

- a) extraordinary leave;
 - b) period of unauthorized absence; or
 - c) any other period held to be not being on actual duty."
- 2) If the performance of the employee is not found satisfactory during the period of probation including the extended period, his services shall be terminated forthwith:

Provided that if a probationer is discharged on ground of misconduct, as a penal consequence or a stigma is attached to the order, he shall be provided with reasonable opportunity of being heard following the provisions of the OIIDC Employees Conduct, Discipline, Appeal & Service Regulations, 1996.

PART-III
PROMOTION

17. Status of Vacant Posts:

- 1) Assessment of vacancies to be filled up by promotion shall be made as per provisions under sub-regulation (1) of regulation 6.
- 2) All promotions shall be made by selection on the basis of merit and suitability in all respects with due regard to seniority and the names of persons included in the select list shall be arranged in order of seniority in the feeder grade.
- 3) Eligibility criteria for consideration of promotion to the next higher grade / post shall be as specified in Appendix-I.

18. Zone of consideration :

- 1) For filling up of promotional posts, the Odisha Civil Service (zone of consideration for promotion) Rules, 1988 and relevant provisions of the Odisha Reservation of Vacancies in Posts and Services, (for Scheduled Castes and Scheduled Tribes) Act, 1975 and rules made there under shall be followed.

- 2) The zone of consideration for unreserved category shall be three times the number of estimated vacancies to be filled up from the said category:

Provided that where the number of vacancies meant to be filled up is not more than three, the zone of consideration shall be ten.

- 3) For consideration of promotion from Group-'C' to Group-'B', within Group-'B' and from Group-'B' to Group-'A' posts, the principle of common zone of consideration, i.e., seven times the total number of vacancies shall be followed and for consideration of promotion to Group-'C' and within Group-'C' posts, the principle of separate zone of consideration, i.e., seven times the number of vacancies meant for the Scheduled Caste and the Scheduled Tribe shall be followed.

19. Selection Committee:

- 1) The Selection Committee shall be the same as laid down under regulation 8 for the purpose of promotion to different posts.

20. Procedure before the Selection Committee:

- 1) In order to judge the suitability of a person for promotion, the selection committee shall scrutinize preceding five years available PAR and other documents, if any, having a bearing on the performance and conduct of all eligible persons unless for reasons to be recorded, if it is considered necessary to refer to any, earlier record to adjudge a person's suitability.

- 2) Performance rating of employees coming under the zone of consideration shall be as below on the basis of entries in their PARs:

Outstanding	A+
Very Good	A
Good	B
Average	C

Provided that expressions used in PARs such as Extra ordinary / Brilliant shall be treated as Very Good and that of Fair / Satisfactory as Good.

- 3) At the time of consideration of cases of persons for promotion, details of such persons in the zone of consideration falling under the following categories should be specifically mentioned in the memorandum placed before the Selection Committee :-
 - a) Employees under suspension;
 - b) Employees in respect of whom a charge sheet has been issued in a major penalty proceeding and the proceeding is pending; and
 - c) Employees in respect of whom prosecution for criminal charge is pending at a stage where cognizance of the offences have been taken.
- 4) The Selection Committee shall assess the suitability of the officers coming within the purview of the circumstances mentioned in sub-regulation 3 above along with other eligible candidates without taking into consideration the fact of suspension and

pendency of disciplinary / criminal prosecution. The assessment including unfit for promotion / fit for promotion and the grading awarded by it will be kept in sealed cover to be opened only after reinstatement of the employee in service or conclusion of disciplinary proceedings / criminal case.

- 5) A person who has been considered fit for promotion by the Selection Committee but in whose case any of the circumstances mentioned in sub-regulation 3 above arises before he is actually promoted, will be considered as if his case has been kept in sealed cover.
- 6) Pendency of minor penalty proceeding shall not be a bar for promotion.

21. Suitability of Persons for Promotion:

- 1) Suitability of persons for promotion to different posts shall be as below:
 - a) Group-'A':
 - i) Since categories of posts like Deputy General Manager, General Manager & Chief General Manager come under Senior Management and carries higher responsibilities, persons having capability / supervising ability and brilliant performance shall be considered for promotion.
 - ii) An Officer securing minimum two 'A' grade and three 'B' grades during the preceding five years shall be considered for promotion to the Group 'A' post.

b) Group-'B' posts:

For promotion to Group-'B' posts, a person should have minimum 'B' grading on an average during the preceding five years. Persons having adverse entry in any year in the PAR of preceding five years shall not be eligible for promotion.

Grading can be arrived at through a system of award of marks against ratings as below:

1	Outstanding	'A+'	5 marks
2	Very Good	'A'	4 marks
3	Good	'B'	3 marks
4	Average	'C'	2 marks

c) Group-'C':

An employee securing 4 'C' grade or adverse entries during the preceding five years shall not be treated as suitable for promotion.

For promotion within Group-'C' posts an employee has to secure minimum 2 'B' grades in any two years during preceding five years for making her / him suitable for promotion.

d) Group-'D' to Group-'C':

For promotion from Group-'D' to Group-'C' posts, criteria for selection shall be purely on the basis of seniority:

Provided that a person whose performance is unsatisfactory shall not be considered suitable for promotion.

- 2) A person must have put in five years of service in the feeder post / grade so as to consider him / her suitable for promotion to the next higher post / grade:
Provided that the experience criteria of 5 years can be relaxed to 3 years in case of promotion to the posts of Deputy General Manager where such relaxation is considered necessary and expedite to do so.
- 3) The Selection Committee after assessment of the suitability of the persons for promotion prepare merit list and place the same before the Managing Director / Chairman-cum-Managing Director along with its recommendations for consideration. On approval by the Managing Director / Chairman-cum-Managing Director, the merit list shall form the select list and shall ordinarily remain in force for one year and acted upon and orders of promotion passed by the competent authority.
- 4) On conclusion of the disciplinary proceeding / criminal prosecution as referred to under sub-regulation 3 of regulation 20 the sealed cover shall be opened. In case the employee is completely exonerated, the due date of his promotion will be determined with reference to the findings of the Selection Committee kept in the sealed cover and with reference to the date of promotion of his next junior on the basis of such findings. He may be promoted notionally with reference to the date of promotion of his junior in the select list.
- 5) In case of complete exoneration the employee will also be paid arrears of salaries and allowances:
Provided that if taking into consideration all the facts and circumstances of the disciplinary proceeding / criminal prosecution the competent authority denies arrear salary or part of it, the reasons for doing so shall be recorded.
- 6) In cases where an employee is awarded with the minor penalty of Fine, Censure, Withholding of Increments or Recovery of any pecuniary loss caused, he / she shall be given promotion considering the findings in the sealed cover from the date his immediate junior was given promotion and his pay will be notionally fixed in the time scale of the higher grade / post with affect from that date, but no arrears of financial benefits be paid for the period for which he / she has not actually worked in the higher grade / post.
- 7) In case where an employee is punished with minor penalty of "suspension", he will be promoted from the date on which his period of suspension will be over.
- 8) In case where the punishment of "withholding of promotion" has been imposed, the concerned employee cannot be promoted with retrospective effect even if found suitable by the Selection Board. His case will be taken up for consideration in the next Selection Board meeting held in normal course.
- 9) If any major penalty is imposed on the employee, as a result of the disciplinary proceedings or found guilty in a criminal prosecution, the findings of the Selection Committee kept in sealed cover shall not be acted upon. His case for promotion may be considered by the next Selection Committee in the normal course and having regard to the penalty imposed.
- 10) An employee who is aggrieved by an order of promotion to a Group-'A' post may represent his case to the Board and in other cases to the Managing Director / Chairman-cum-Managing Director.

22. Accelerated promotion :

Notwithstanding anything contained under Sub-regulation 2 of regulation 17, a junior officer of exceptional merit and suitability, may be assigned a place higher than his seniors and in such cases the assignment of higher position in the select list shall be limited to the same batch or year of allotment.

PART-IV

CONDITIONS OF SERVICE

23. Tenure of appointment:

- 1) An employee of the Corporation shall hold office till the last day of the month on which he attains the age of superannuation which is 60 (Sixty) years except in case of resignation, voluntary / compulsory retirement:

Provided that where the date of birth of an employee falls on the 1st day of the month, he shall retire on the last day of the previous month.

- 2) An employee, by giving three months' notice in writing or three months emoluments in lieu thereof, may resign from the service. An order of acceptance of resignation shall be issued forthwith and if no such order is issued, the employee shall be deemed to have resigned from service after expiry of three months from the date tendering resignation.

Provided that the appointing authority may refuse grant of resignation in case where (i) a major penalty proceeding is pending or contemplated against the employee, that may, on conclusion, result in awarding the penalty of removal or dismissal from service or (ii) a criminal prosecution has been launched against the employee.

- 3) At any time after completion of twenty years qualifying service an employee by giving notice of not less than three months in writing may voluntarily retire from service:

Provided that the notice of voluntary retirement shall require acceptance by the appointing authority which shall be generally allowed except in case where (i) a major penalty proceeding is pending or contemplated against the employee, that may, on conclusion, result in awarding the penalty of removal or dismissal from service or (ii) a criminal prosecution has been launched against the employee.

- 4) At any time after attaining the age of 52 and 57 years or completion of thirty years of qualifying service, an employee may be required by the appointing authority to retire in the public interest on review of his performances:

Provided that the appointing authority where decides to take recourse to this sub-regulation shall give a notice in writing to the employee at least three months from the date on which he is required to retire in the public interest or three months pay and allowances in lieu of such notice.

24. Inter-se-Seniority:

- 1) The Inter-se-Seniority of the employee in a particular grade shall be fixed accordingly to the order of merit in which his / her name is placed in the select list in case of direct recruitment or promotion.

- 2) Where vacancies are filled up both by direct recruitment and by promotion of existing employees, the seniority of the promoted candidates shall be fixed above the candidates directly recruited during the year.

25. Transfer:

- 1) Every Officer / staff of the Corporation including Officer / staff on deputation to this Corporation, shall be liable for transfer to any place(s) of business / project sites / Divisions of the Corporation or any other place of work related to the Corporation and the Officer / staff shall duly serve at such offices / places of work.
- 2) The Managing Director/Chairman-cum-Managing Director, being the competent authority, in respect of all Officers / staff of the Corporation, may depending upon the exigencies of the works transfer an officer / staff to any such office / division / project sites.
- 3) An Officer / staff may be required to serve for a minimum period of 3 (Three) years in a particular station. However, the competent authority may transfer any of the officer / staff before the aforementioned period on administrative grounds or in the interest of the Corporation.
- 4) Annual transfer would be made during the transfer season i.e. from the month of April to June every year. Transfer beyond the transfer season would be minimum and made on administrative grounds and interest of the Corporation. Transfer of Officer/ staff can also be made in the event of promotion / suspension / retirement and closer of project sites.
- 5) In case transfer of an Officer / staff made on her / his representation, no Transfer T.A. would be admissible.
- 6) For annual transfer during the transfer season, all Departmental Heads / Divisional Heads of the Corporation should assess performance of existing officer and staff, the additional requirement of staff and surplus staff depending upon the work-load for coming year and furnish proposal to the Corporate Office by March-15 for general transfer / reshuffle of employees.
- 7) The concerned Departmental Heads / Divisional Heads would see that one Officer / staff posted under their control would not continue in a particular seat / assignment for more than 3 (Three) years except in exceptional cases.
- 8) Request of an Officer / staff for transfer before 3 (Three) years of her / his posting in a particular Division / project site can only be entertained on the specific ground / administrative ground to be recorded in writing on case to case basis.
- 9) Representation of Officer / staff posted in KBK district, who have served there for more than 3 (Three) years in a continuous spell and employee retiring within two years can be considered sympathetically.
- 10) An Officer/ staff, under orders of transfer shall be relieved within a maximum seven days by the concerned controlling Officer on receipt of the transfer order.

- 11) No leave would be granted to the Officer / staff under orders of transfer and the transferred Officer / staff would join her / his new place of posting immediately.
- 12) As per OIIRC Employees Conduct, Discipline, Appeal and Service Regulations, 1996, an Officer / staff would not get outsider to canvas / interfere on her / his behalf. This will be treated as misconduct.

26. Deputation and Training:

- 1) An employee of IDCO may be transferred on deputation for specified periods and on such terms and conditions as may be specified.
- 2) The IDCO may sponsor an employee for attending seminars and conferences for the benefit of the organisation and the period of absence shall be treated as duty for all purposes.
- 3) Every Employee will be required to undergo such training or course conducted in-house and outside as may be prescribed by the Management or Appointing Authority.
- 4) The Employee who is required to undergo any training or course may be required to execute a bond to serve the Corporation for such period as may be prescribed which shall not exceed 12 months for every one month of training or course subject to a maximum of three years after completing the training or course. Failure to serve the corporation for the stipulated period will render the employee liable to refund the emoluments paid to him during the training period.
- 5) Every Employee on training will be considered to be on duty and be provided with benefits and allowances as decided by the Management or Appointing Authority.
- 6) Every Employee will undergo and training whether specialized or technical or managerial as deemed fit by the Competent Authority:

Provided that an Employee found to be guilty of misconduct will be liable to be discharged from the training course even before the completion of the period of training. Such employee will be liable to refund full amount of the emoluments paid to him during the period of training.

27. Maintenance of Service Records:

- 1) The IDCO shall maintain the Service Book (including leave account) of the employees and all entries therein shall be checked and authenticated by the officer entrusted to the task.
- 2) The PAR of the employees shall be maintained in such manner as may be specified by the Managing Director / Chairman-cum-Managing Director.
- 3) Gradation list of all employees shall be maintained in respect of each category of posts in the cadre. The gradation list shall be maintained up to date and published each year which will form the basis of determining inter-se-seniority of the employees. In case of objection, the orders of the Managing Director/Chairman-cum-Managing Director shall be final.

28. Temporary Posts:

The engagement of employees made under IDCO purely on contractual basis or on fixed tenure or as consultants with fixed remuneration shall be regulated by an executive order save as otherwise provided under these regulations.

29. Pay, Allowances and Incentives:

- 1) Pay as sanctioned for the post held by an employee substantially or in officiating capacity which he is entitled by reason of his position in the cadre including special pay and personal pay shall be as may be prescribed.
- 2) The pay of a direct recruit shall ordinarily be fixed at the initial stage in the time scale applicable to the post:
- 3) All duty in a post on a time scale including (i) service on deputation (ii) foreign service (iii) leave other than extra ordinary leave (iv) officiating service in higher post and (v) joining time shall count towards increment and shall be allowed as a matter of course for satisfactory completion of each year of service w.e.f. the 1st day of the month on which it falls.

Provided that subject be such conditions EOL taken on account of illness or for any reason beyond the control of the employee or for higher scientific, technical study shall count towards increment.

- 4) Dearness allowance shall be allowed at par with the employee of the Government.
- 5) House Rent Allowance at the prescribed rate shall be allowed to the eligible employees of IDCO subject to such terms and conditions as may be prescribed by the Board.
- 6) Travelling Allowance and Daily Allowance shall be allowed to the employees of IDCO for approved tours inside and outside the state as decided by the Board from time to time.
- 7) Transfer Travelling Allowances as admissible shall be allowed to the employees of IDCO for their transfer from one station to another.
- 8) Incentive Allowance to green card holders shall be at par with the Government employees.
- 9) Washing allowance for Group-'C', Group-'D' and NMR employees-@Rs.125/- per month.
- 10) Medical allowance for all employees / Officers / Persons on deputation to IDCO- @ Rs. 900/- per month.
- 11) House Keeping Allowance for Group 'B' and above level Officers including Officers on deputation to IDCO- @Rs.1000/- per month.
- 12) Conveyance Allowance for Group-A Officers drawing Grade Pay of Rs.5,400/- and above - @Rs. 1400/- per month against own Car:

Provided that the Board may revise the rate of incentives and allowances admissible to the employees and officers of IDCO as and when it considers proper:

Provided further that the Board may include any other incentive and allowance or exclude any such incentive allowance at any time it considers appropriate.

30. Medical Facilities:

- 1) Notwithstanding anything contained in Regulation 29, the employees and officers of IDCO shall be entitled to reimbursement of medical claims as per the guide lines issued by the Government from time to time subject to approval of Board.
- 2) The medical retainer of IDCO will be treated as competent authority to refer for treatment at referral hospital as notified by Government from time to time.

31. Loans and Advances:

Subject to availability of funds, permanent employees of IDCO, shall be entitled to Conveyance Advance for purchase of Moped/ Motor Cycle / Motor Car in their names as specified hereunder:-

Sl.No.	Name of the Conveyance	Maximum limit of Advance	Admissibility of Employees/ Officers for such Advance	Rate of Interest	Nos. of Installments for repayment
1	2	3	4	5	6
1	Moped	Rs.24,000/-	Group-D & Group-C up to Grade pay Rs.2400/-	11.5% P.A	60 (sixty)
2	Motor Cycle/ Scooter	Rs.40,000/-	Group-C whose Grade pay is Rs.4,200/-&above	11.5% P.A	60 (sixty)
3	Motor Car	(i) For the 1st occasion Rs. 3.00 lakhs or 30 months' basic pay or anticipated cost of the Vehicle which is the least. (ii) For the 2nd and subsequent occasion Rs. 2.50 lakhs or 25 months' basic pay or anticipated cost of the Vehicle which is the least.	Group -A Officers	15 % P.A	60 (sixty)

Provided that the interest accrued on the advance shall be recovered in 12 (twelve) monthly consecutive installments:

Provided further that the vehicle purchased shall be hypothecated to IDCO till recovery of the advance and interest there on:

Provided further that an employee / Officer of the Corporation shall be entitled to avail Conveyance Advances for the 2nd occasion only after repayment of the earlier advance availed by him together with interest.:

- 2) Willing employees of the Corporation shall be entitled an advance of Rs. 30,000/- at the maximum for purchase of Computer and its peripherals. The advance shall be recovered in 30 installments and interest @ 12 % P.A in subsequent five installments.
- 3) The employees/ officers of the Corporation and persons on deputation to IDCO shall be entitled to House Building Advance as per the terms and conditions prescribed by the Board. The modality for sanction, disbursement & recovery of house building advance shall be as prescribed by Board from time to time and notified under orders of Managing Director/ Chairman-cum- Managing Director.

- 4) Medical Advance for treatment of self and family members may be sanctioned free of interest up to such limit as may be decided by the Managing Director/ Chairman-cum-Managing Director in favour of the Corporation employees / Officers on the advice of the Medical Retainer, the Corporation or the treating physician.
- 5) Interest free Festival Advance of Rs. 15,000/-or may be sanctioned in favour of employees IDCO and persons on deputation to IDCO with grade pay up to Rs.4,200/- recoverable in 10 (ten) consecutive monthly installments from the succeeding month.
- 6) Interest free temporary advance up to a maximum one month's salary may be sanctioned in favour of the employees of the Corporation including those in probation and persons on deputation or transfer to the Corporation recoverable in 3 (three) consecutive monthly installments from the succeeding month:

Provided that this advance shall only be paid to meet emergent and unforeseen expenditure, prolonged medical treatment, obligatory expenses on account of ceremonies, rituals, social functions, annual repair of house and in case of employees whose L.P.C has not been received from the previous station:

Provided further that the advance can be paid up to a maximum of twice in a year:
- 7) Employees of the Corporation and persons on deputation to the Corporation shall be entitled of TTA/ TA Advance and benefits of leave travel concession as may be decided by the Managing Director/ Chairman-cum- Managing Director from time to time.

32. Leave and Holidays:

- 1) The employees of the Corporation and persons on deputation to IDCO shall be allowed to avail public holidays as notified by Government from time to time.
- 2) With prior permission, the employees of the Corporation and persons on deputation to the Corporation may avail two days of optional holidays during the year on festive occasions.
- 3) The following kinds of leave may be granted to the employees of the Corporation and persons on deputation namely;
 - a) Casual leave.
 - b) Earned leave
 - c) Half pay leave.
 - d) Extraordinary Leave.
 - e) Maternity Leave.
 - f) Quarantine leave.
 - g) Commuted leave.
 - h) Paternity leave.

Provided that leave specified above shall be sanctioned following prescribed procedure as decided by the Board from time to time.

33. Retiral Benefits:

- 1) Consequent upon retirement from service, the employees of the Corporation shall be entitled to Gratuity at the prescribed rate.

- 2) Unutilized leave salary in lieu of earned leave at the credit of the employee as on the date of retirement shall be paid under orders of the competent authority or as decided by the Board from time to time.
- 3) The regular employees of the Corporation on retirement shall be entitled to one time pension as may be decided by the Board from time to time.

Provided that resignation removal or dismissal from service shall entail forfeiture of past service and in consequence entitlement to no pensionary benefits.

34. Employees provident fund:

The employees of the Corporation shall be covered *under* the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 as amended from time to time and guidelines issued there under.

PART-V

MISCELLANEOUS

35. Appointing Authority:

- 1) The Chairman / Chairman-cum-Managing Director shall be deemed to be the appointing authority in respect of all the Group-'A' posts.
- (2) The Managing Director / Chairman-cum-Managing Director shall be deemed to be the appointing authority in respect of Group-'B', Group-'C' and Group-'D' posts.

36. Hiring of persons on Deputation:

- 1) The Managing Director / Chairman-cum-Managing Director shall decide which of the posts under the Corporation shall be filled up by getting suitable employees on deputation from Central or State Government or from Central or State Government Undertakings in view of the expertise and specialized knowledge needed for a particular post or a group of posts.
- (2) The Managing Director / Chairman-cum-Managing Director shall take steps to bring the services of suitable employees on deputation.
- (3) The designation of the employees brought on deputation shall be as per the notification of their parent department or determined by the Managing Director / Chairman-cum-Managing Director subject to the general principles laid down by the Board.

37. Transitory provisions for Existing Employee:

All persons holding different posts under the administrative control of the Corporation at the commencement of these regulations shall be deemed to have been appointed as per provisions of these regulations and their conditions of service shall be governed by the said provisions.

38. Amendment:

The Board may amend any of the provisions of these rules for reasons to be recorded in writing. The Corporation may follow rules and regulations of Government of Odisha in absence of / to supplement relevant provisions of the regulations.

39. Relaxation:

Where the Board is of opinion that it is necessary or expedient to do so, it may by order and for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any class or category of persons in public interest.

40. Repeal and savings:

The OIIDC (Method of Recruitment and Conditions of Service) Regulations, 2001 are hereby repealed:

Provided that in these regulations, any order made or any action taken under the regulations repealed shall be deemed to have been made or taken under the corresponding provisions of these regulations.

41. Directives of the Government :

Notwithstanding anything contained in any of the regulations, the Government may from time to time issue such directives as they may consider necessary in regard to the recruitment and promotion of staff and those directive shall be binding on the Corporation for immediate implementation.

42. Interpretation:

If any question arises relating to the interpretation of these regulations, it shall be referred to the Board for decision and the decision of the Board shall be final.

**Encl:- Appendix-I & Appendix-II &
draft Order copy of Guidelines
relating to engagement of
person on contractual basis.**

**Sd/-
Chairman-cum-Managing Director
Odisha Industrial Infrastructure
Development Corporation**

No. 14031

Date. 14.08.2019

ORDER

Sub: Guidelines relating to engagement of person on contractual basis.

The role of IDCO has assumed paramount significance in augmenting growth of industries in the State. It undertakes planning and executing important construction projects of the State with optimum cost in scheduled time. Being the primary institution of the State entrusted to the task of industrial growth of the State and activities ancillary there to its activities have increased manifold in the recent years. The available manpower falls short of meeting the challenge. It has therefore, been felt necessary and expedient to engage skilled professionals for timely completion of the activities undertaken.

2. Keeping the above objectives in view and pursuant to provisions under regulation 28 of the OIIDC (Method of Recruitment and Conditions of Service) Regulations, 2019 this order issues with the approval of the Board of Directors regulating need based engagement, remuneration and conditions of service of persons of the following categories employed by IDCO namely:

- i) Engagements made purely on contractual basis for temporary schemes / establishments and for specialized nature of jobs;
- ii) Occasional or tenure based assignments on fixed remuneration as consultants;
- iii) Re-engagement of retired functionaries;
- iv) Services hired through service providers.

3. Applicability:

These guidelines shall apply to persons to be engaged to such posts as may be decided by the Board from time to time.

4. Eligibility Conditions

- 1) Persons above 21 years of age and having requisite qualification applicable to the post shall be eligible for consideration of engagement.
- 2) Persons who have retired from IDCO / Government / PSU / Corporate Service shall also be eligible to apply.

Provided that the maximum age limit of the applicants shall be 40 years except in case of retired / retiring functionaries.

Provided further that person against whom departmental proceedings and criminal cases are contemplated / pending or who have been penalised for misconduct during the preceding 5 years shall not be eligible for consideration.

5. Selection process:

- 1) Selection shall be made through open advertisement.
- 2) There shall be a selection committee as may be decided by the Managing Director / Chairman-cum- Managing Director for the post / posts required to be filled up on contractual basis.

- 3) Modalities for selection shall be formulated by the committee and approved of by the Managing Director/ Chairman-cum- Managing Director before the process of engagement of persons starts.
- 4) The process of selection shall be supervised by the Managing Director/ Chairman-cum- Managing Director in the manner he considers appropriate and the list of persons selected shall be placed before the Board for approval.

6. Tenure:

- 1) The tenure of engagement shall be for a term of one year only and shall automatically end on the completion of the term.
- 2) Further engagement for a term / terms not exceeding one year at a time can be considered on satisfactory completion of the earlier term of engagement if it is considered necessary to do so in the interest of the organization.

7. Stipulations of engagement:

- 1) Before taking contractual / tenure based assignment, the selected person shall execute a bond with the General Manager(P&A)/ Chief General Manager (P&A) to the effect that he will lay no claim for absorption against the post any time in future. He may however, be allowed age relaxation as contemplated under regulation 6 (4) of the Odisha Industrial Infrastructure Development Corporation (Method of Recruitment and Conditions of Service) Regulations, 2019 while competing with other candidates for direct recruitment.
- 2) Failure to join the post within 30 days of receipt of intimation and non-execution of bond shall entail forfeiture of claim for engagement against the post for which the person has been selected.
- 3) The engagement shall be purely temporary and can be terminated at any time by the appointing authority without assigning any reason thereof by giving one months notice. On the contrary, the person so engaged can resign the post by giving one month written notice to the competent authority.

8. Remuneration:

- 1) During the period of contractual engagement, the person shall be paid consolidated monthly remuneration not exceeding the initial corresponding Pay and Grade Pay applicable to similar posts under IDCO.
- 2) Persons so engaged shall not be entitled to DA, HRA, RCM and other allowances during the period of engagement.

Provided that persons of exceptional skill and competency who have achieved excellence in the field relevant to the need of IDCO can be paid a higher amount of remuneration as may be considered appropriate.

9. Leave:

Casual leave of 10 days for terms of engagement of one year shall be admissible and availed with prior permission.

10. TA/DA:

For conducting tours outside Head Quarters for smooth transaction of duties entrusted to them, the persons engaged under IDCO shall be entitled to TA / DA as admissible to employees of IDCO in the corresponding grade / rank.

11. Conduct and Discipline:

Persons engaged under IDCO on contractual basis as per these guidelines shall at all time maintain absolute integrity and decorum of conduct and devotion to duty and shall not commit any act which will amount to personal immorality or failure to discharge duties properly.

12. Relaxation:

Where the Board of Directors is of opinion that it is necessary or expedient to do so, it may by order and for reasons to be recorded in writing relax any of the provisions of this order in respect of any class or category of persons in interest of the organization.

13. Interpretation:

If any question arises relating to the interpretation of these guidelines, it shall; be referred to the Managing Director/ Chairman-cum- Managing Director whose decision thereon shall be final.

By Order of CMD
Sd/-
Chief General Manager (P&A)

CADRE STRENGTH OF IDCO, BHUBANESWAR

APPENDIX – I

CADRE STRENGTH (ON DEPUTATION)										
Sl. No.	Name of the Post	Group	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	Chairman-cum- Managing Director/Managing Director.	A	On deputation		1	1				
2	Chief General Manager (P&A)	A	On deputation from Govt., OAS in the cadre of Joint Secretary/ Addl. Secretary rank		1	1				
3	Chief General Manager (Civil)	A	On deputation from Govt. in the cadre of Chief Engineer.		1	1				
		A	In case of Corporation Cadre.	Minimum 5 years service as General Manager (Civil) in the Corporation.			PB-4	37400-67000/-	8,800/-	
4	Chief General Manager (P&C)	A	On deputation cadre from Govt. in the cadre of Chief Engineer rank and above.		1	1				
			In case of Corporation Cadre.	Minimum 5 years service as General Manager (Civil) in the Corporation.			PB-4	37400-67000/-	8,800/-	
5	Chief General Manager (Finance)	A	On deputation, OFS in the cadre of Joint Secretary/ Addl. Secretary rank		1	1				

CADRE STRENGTH (ON DEPUTATION)

Sl. No.	Name of the Post	Group	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
6	Chief General Manager (Land)	A	On deputation, OAS in the cadre of Joint Secretary/Addl. Secretary rank		1	1				
7	Chief General Manager (MSME)	A	On deputation, OIS in the cadre of Joint Secretary/Addl. Secretary rank		1	1				
8	Chief General Manager (Env.)/ DCF	A	On deputation, O.F.S in the cadre of Joint Secretary/Addl. Secretary rank.		1	1				
9	Planning Member	A	On deputation from State Government/through open advertisement		0	1				
10	Land Officer	A	On deputation, OAS in the cadre of Under Secretary/ Deputy Secretary/ Joint Secretary.		7	7				
11	Asst. Executive Engineer (Civil)	A	On deputation from Govt. with B.Tech in Civil		0	11				
12	Asst. Executive Engineer (Elect.)	A	On deputation from Govt. with B.Tech in Electrical		0	3				
13	Range Officer	B	On deputation in the rank range Officer.		0	2				
14	Asst Director(P&C)	B	On deputation in the rank Asst. Director (P&C)		1	1				
				Total:-	16	33				

(CIVIL BRANCH)

Sl. No.	Name of the Post	Group	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	General Manager (Civil/PH)	A	On deputation S.E. (Civil & PH) & above In case of Corporation employees.	Minimum 3 years service as Dy. General Manager (Civil & PH)	1	3	P.B-4	37400-67000/-	8700/-	
2	Dy. Gen. Manager (Civil/PH)/ Arch./ Infrastructure Expert)	A	On Promotion If necessary allowed deputation cadre	Minimum 5 years service as Manager(Civil)/ Arch.	6	12	PB-3	15600-39100/-	7600/-	
3	Manager (Civil/PH)/ (Arch.)/ (Infrastructure Expert)	A	On Promotion	Minimum 5 years service as Jt. Manager (Civil)/ Dy. Manager (Civil & PH)/ Dy. Manager (Arch.)	17	24	PB-3	15600-39100/-	6600/-	
4	Joint Manager (Civil)	A	On Promotion		6	0	PB-3	15600-39100/-	6600/-	The existing post will be abolished after promotion/ retirement/ death of existing staff.
5	Dy. Manager (Arch)	A	On Promotion		1	0	PB-3	15600-39100/-	5,400/-	The existing post will be abolished after promotion/ retirement/ death of existing staff.

(CIVIL BRANCH)

Sl. No.	Name of the Post	Group	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008		Remarks	
							P.B	Scale of Pay (Rs)		Grade Pay (Rs)
1	2	3	4	5	6	7	8	9	10	11
6	Dy. Manager (Infrastructure Expert)	A	Direct Recruitment	Direct recruitment, M.B.A (Industrial Relation etc.)	0	3	PB-3	15600-39100/-	5,400/-	
7	Dy. Manager (Civil & PH)	A	On Promotion	Minimum 5 years service as Asst. Manager (Civil/PH)	10	29	PB-3	15600-39100/-	5,400/-	
8	Asst. Manager (Civil)	B	Promotional Post (50%)	Minimum 5 years service as Jr Engg (Civil)	0	44	PB-2	9300-34800/-	4,600/-	
			Direct Recruitment (50%)	B.Tech in relevant subject						
9	Jr. Engineer (Civil/PH),	C	Diploma in Engineering in the relevant subject.	Direct Recruitment	2	55	PB-2	9300-34800/-	4200/-	
				Total:-	43	170				

(ELECTRICAL BRANCH)

Sl. No.	Name of the Post	Group	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	General Manager (Electrical)	A	On deputation S.E. (Electrical) & above On promotion In case of Corporation employees.	Minimum 3 years service as Dy. General Manager (Electrical)	1	1	P.B-4	37400-67000/-	8700/-	
2	Dy. Gen. Manager (Elect.)	A	On Promotion	Minimum 5 years service as Manager (Electrical)	0	2	PB-3	15600-39100/-	7600/-	The existing post will be gradually reduced to 4 after promotion/ retirement/ death of existing staff.
3	Manager (Elect.)	A	On Promotion	Minimum 5 years service as Dy. Manager (Electrical)	7	4	PB-3	15600-39100/-	6600/-	
4	Dy. Manager (Elect)	A	On Promotion	Minimum 5 years service as Asst. Manager (Elect.)	11	8	PB-3	15600-39100/-	5400/-	The existing post will be gradually reduced to 8 after promotion/ retirement/ death of existing staff.
5	Asst. Manager (Elect)	B	Promotional Post (50%) Direct Recruitment (50%)	Minimum 5 years service as Jr Eng. (Electrical) B.Tech in relevant subject	0	10	PB-2	9300-34800/-	4600/-	
6	Jr. Engineer (Elect.)	C	Diploma in Engineering in the relevant subject.	Direct Recruitment	1	9	PB-2	9300-34800/-	4200/-	
				Total:-	20	34				

(FINANCE BRANCH)										
Sl. No.	Name of the Post	Group	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	General Manager (Finance)	A	On deputation cadre of (Dy. Secretary/Jt. Secretary)		0	1				
			On Promotion	Minimum 3 years service as Dy. General Manager (Finance)			P.B-4	37400-67000/-	8700/-	
2	Dy Gen. Manager (Fin)	A	On Promotion	Minimum 5 years service as Manager (Fin)	1	1	PB-3	15600-39100/-	7600/-	
3	Manager (Finance)	A	On Promotion	Minimum 5 years service as Dy Manager (Finance)	0	2	PB-3	15600-39100/-	6600/-	
4	Dy. Manager (Fin.)	A	On Promotion	Minimum 5 years service as Asst Manager (Finance)	7	7	PB-3	15600-39100/-	5400/-	
5	Asst. Manager (Fin.)	B	Promotional Post (50%)	Minimum 5 years service as Accountant	24	10	PB-2	9300-34800/-	4600/-	The existing post will be gradually reduced to 10 after promotion/ retirement/ death of existing staff.
			Direct Recruitment (50%)	Master Degree in Commerce with Cost Accountant						
6	Accountant	C	On Promotion	Minimum 5 years experience as Accts. Asst. in the corporation	1	12	PB-2	9300-34800/-	4200/-	
7	Acct. Assistant	C	Direct Recruitment	Degree in Commerce,	1	20	PB-1	5200-20200/-	2400/-	
				Total:-	34	53				

(INVESTMENT & PROMOTION/MARKETING)

Sl No	Name of the Post	Group	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008		Remarks	
							P.B	Scale of Pay (Rs)		
1	2	3	4	5	6	7	8	9	10	11
1	Dy. Gen. Manager (Investment & Promotion/Marketing)	A	On Promotion	Minimum 5 years service as Manager (Investment & Promotion/Marketing)	0	1	PB-3	15600-39100/-	7600/-	
2	Manager (Investment & Promotion/Marketing)	A	On Promotion	Minimum 5 years service as Dy. Manager (Investment & Promotion/Marketing)	0	1	PB-3	15600-39100/-	6600/-	
3	Dy. Manager (Investment & Promotion/Marketing)	A	Direct Recruitment	M.B.A in Marketing.	0	2	PB-3	15600-39100/-	5,400/-	
				Total:-	0	4				

(ADMN./ MSME BRANCH)

Sl No	Name of the Post	Group	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008		Remarks	
							P.B	Scale of Pay (Rs)		
1	2	3	4	5	6	7	8	9	10	11
1	General Manager (Admn.)	A	On Promotion	Minimum 3 years service as Dy. General Manager (Admn.)	0	1	P.B-4	37400-67000/-	8700/-	
2	Dy. Gen. Manager (Admn./MSME/MIS/PR)	A	On Promotion	Minimum-5 years service as Manager (Admn)	0	5	PB-3	15600-39100/-	7600/-	
3	Manager (Admn./MSME/MIS/PR)	A	On Promotion	Minimum 5 years service as Dy Manager (Admn)	2	10	PB-3	15600-39100/-	6600/-	
4	Dy. Manager (PR)	A	Direct Recruitment	M.B.A (H.R/PR)	0	1	PB-3	15600-39100/-	5,400/-	
5	Dy. Manager (MIS)	A	Direct Recruitment	B.Tech. in Computer Science/MCA	0	3	PB-3	15600-39100/-	5,400/-	
6	Dy. Manager (Admn./MSME)	A	On Promotion	Minimum 5 years service as Asst. Manager (Admn)	2	16	PB-3	15600-39100/-	5,400/-	

(ADMN/MSME BRANCH)

Sl No	Name of the Post	Group	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
7	Asst. Manager (Admn/MSME)	B	Promotional Post (50%) Direct Recruitment (50%)	Minimum 5 years service as Sr. Asst. Degree in Arts/Science or Commerce with M.B.A.	22	30	PB-2	9300-34800/-	4600/-	
8	Senior Assistant	C	On Promotion	Minimum 5 years experience as Jr. Asst in the corporation	21	15	PB-2	9300-34800/-	4200/-	The existing post will be gradually reduced to 15 after promotion/ retirement/ death of existing staff.
9	Junior Assistant	C	On promotion from Clerk / Direct recruitment.	Minimum 5 years experience as Clerk in the corporation/ Degree in Arts/Science or Commerce with DCA	0	20	PB-1	5200-20200/-	2400/-	
10	Clerk	C	No Further Recruitment.		19	0	PB-1	5200-20200/-	2200/-	The existing post will be abolished after promotion/ retirement/ death of existing staff.
				Total:-	66	101				

(LAW)										
Sl No	Name of the Post	Group	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	General Manager (Law)	A	On deputation cadre.	In the rank of Joint Secretary in Law Department.	0	1	P.B-4	37400-67000/-	8700/-	
			On Promotion	Minimum 3 years service as Dy. General Manager (Law)						
2	Deputy General Manager (Law)	A	On Promotion	Minimum 5 years service as Manager (Law)	0	1	PB-3	15600-39100/-	7600/-	
3	Manager (Law)	A	On Promotion	Minimum 5 years service as Dy Manager (Law)	0	2	PB-3	15600-39100/-	6600/-	
4	Dy. Manager (Law)	B	On Promotion	Minimum 5 years service as Asst. Manager (Law)	1	3	PB-3	15600-39100/-	5400/-	
5	Assistant Manager (Law)	B	Direct Recruitment	Graduate in Law	3	3	PB-2	9300-34800/-	4600/-	
				Total:-	4	10				

OFFICER ON SPECIAL DUTY (OSD) TO CMD

Sl No	Name of the Post	Group	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	Officer on Special Duty (OSD) to CMD	A	Direct Recruitment	B.Tech / M.B.A.	0	1	PB-3	15600-39100/-	6600/-	
				Total:-	0	1				

(EXECUTIVE DIRECTOR(ID)/PROJECT/FINANCE)

Sl No	Name of the Post	Group	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008		Remarks	
							P.B	Scale of Pay (Rs)		
1	2	3	4	5	6	7	8	9	10	11
1	Executive Director (ID/Project/Finance)	A	Direct recruitment	Equivalent rank of Addl. Secretary/ CGML	0	3				
				Total:-	0	3				

(ARCH. ASSISTANT)

Sl. No.	Name of the Post	Group	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008		Remarks	
							P.B	Scale of Pay (Rs)		
1	2	3	4	5	6	7	8	9	10	11
1	Sr. Planning Officer	A	On Promotion	Minimum 5 years service as Planning Officer.	0	2	PB-3	15600-39100/-	6600/-	The existing post will be abolished after promotion/ retirement/ death of existing staff.
2	Planning Officer	A	On Promotion	Minimum 5 years service as Arch Asst(L-I)	4	4	P.B-3	15600 - 39100/-	5400/-	The existing post will be abolished after promotion/ retirement/ death of existing staff.
3	Arch. Assistant (L-I)	B	On Promotion	Minimum 5 years service as Arch. Asst(L-II)	1	2	PB-2	9300-34800/-	4600/-	The existing post will be abolished after promotion/ retirement/ death of existing staff.
4	Arch. Assistant (L-II)	C	No Further Recruitment.		2	0	PB-2	9300-34800/-	4200/-	The existing post will be abolished after promotion/ retirement/ death of existing staff.
				Total:-	7	8				

(SR. TYPIST)

Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008		Remarks	
							P.B	Scale of Pay (Rs)		Grade Pay (Rs)
1	2	3	4	5	6	7	8	9	10	11
1	Section Officer	B	On Promotion	Minimum 5 years service as Head Typist.	5	6	P.B-2	9,300/- 34800/-	4600/-	The existing post will be abolished after promotion/ retirement/ death of existing staff.
2	Head Typist	C		Minimum 5 years experience as Sr Typist in the corporation.	10	0	PB-2	9300-34800/-	4200/-	The existing post will be abolished after promotion/ retirement/ death of existing staff.
3	Senior Typist	C			1	0	PB-1	5200-20200/-	2400/-	The existing post will be abolished after promotion/ retirement/ death of existing staff.
				Total:-	16	6				

(STENOGRAPHER)

Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008		Remarks	
							P.B	Scale of Pay (Rs)		Grade Pay (Rs)
1	2	3	4	5	6	7	8	9	10	11
1	St. Private Secretary	A	On Promotion	Minimum 5 years service as P.S.	0	4	PB-3	15600-39100/-	6600/-	
2	Private Secretary (P.S)	B	On Promotion	Minimum 5 years service as Personal Asst.	8	8	P.B-3	15600 -39100/-	5400/-	
3	Personal Asst. (PA)	B	On Promotion	Minimum 5 years service as Sr Steno/Steno-cum-Secretarial Asst.	16	12	P.B-2	9300-34800/-	4600/-	The existing Post will be reduced to 12 after promotion/ retirement/death of existing staff.

(STENOGRAPHER)

Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
4	Sr. Steno/Sr. Steno-cum-Secretarial Assistant.	C	On Promotion	5 years service as Jr. Stenographer	1	5	PB-2	9300-34800/-	4200/-	
5	Jr. Stenographer / Steno-cum-Secretarial Assistant.	C	Direct Recruitment	Minimum qualification : +2 Arts/Science/Commerce with knowledge in Computer and certificate from a recognized Stenographic Institute.	2	5	PB-1	5200-20200/-	2400/-	
				Total:-	27	34				

(LAB)

Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	Dy. Manager (Lab)	B	On Promotion	Minimum 5 years service as Asst Manager (lab)	0	1	PB-3	15600-39100/-	5400/-	
2	Asst. Manager (Lab)	B	Direct Recruitment	B.Sc. with 3 years of experience.	1	1	PB-2	9300-34800/-	4600/-	
				Total:-	1	2				

(PR)										
Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	Asst. Manager (PR)	B	Direct Recruitment	MBA in HR / Public Relation.	1	0	PB-2	9300-34800/-	4600/-	The existing post will be abolished after retirement/ death of existing staff.
				Total:-	1	0				

(AMIN)										
Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	Revenue Supervisor	C	On Promotion	Minimum 5 years experience as Inspector land in the corporation	3	3	PB-2	9300-34800/-	4200/-	
2	Inspector (Land)	C	On Promotion	Minimum 5 years experience as Amin. in the corporation	6	7	PB-2	9300-34800/-	4200/-	
3	Amin	C	Direct Recruitment	Matriculation. Should have Certificate of training in survey and preparation of record of rights from a recognized institute of survey training.	2	14	PB-1	5200-20200/-	2000/-	
4	Chairman	D			1	0	PB-1	4930-14680/-	1750/-	The existing post will be abolished after retirement/ death of existing staff.
				Total:-	12	24				

(ASST. PHOTOCOPIER OPT.)										
Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	Sr Xerox. Opt	C	On Promotion	Minimum 5 years experience as Xerox. Opt. in the corporation	1	1	PB-2	9300-34800/-	4200/-	
2	Xerox. Opt	C	On Promotion	Minimum 5 years experience as Asst. Photocopier in the corporation	0	1	PB-1	5200-20200/-	2400/-	The existing post will be abolished after retirement/ promotion/ death of existing staff.
3	Asst. Photocopier Oprtr.	C	No further Recruitment		1	0	PB-1	5200-20200/-	2000/-	The existing post will be abolished after retirement/ promotion/ death of existing staff.
				Total:-	2	1				

(DATA ENTRY OPERATOR)										
Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	St. Data Entry Opt	C	On Promotion	Minimum 5 years experience as Data Entry Opt. in the Corporation	0	2	PB-1	5200-20200/-	2400/-	The existing post will be abolished after retirement/ promotion/ death of existing staff.
2	Data Entry Operator	C	No further Recruitment		2	0	PB-1	5200-20200/-	2200/-	The existing post will be abolished after retirement/ promotion/ death of existing staff.
				Total:-	2	2				

(DIARIST-CUM - DESPATCHER)										
Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	Sr. Diarist-cum-Despatcher	C	On Promotion	Minimum 5 years experience as Diarist-cum-despatcher in the corporation	1	5	PB-1	5200-20200/-	2200/-	
2	Diarist-cum - Despatcher	C	Direct recruitment /on promotion	HSC with Computer Knowledge / HSC with Minimum 5 years experience as Group-D employee in IDCO.	20	10	PB-1	5200-20200/-	2000/-	The existing Post will be reduced to 10 after promotion/ retirement/ death of existing staff.
				Total:-	21	15				

(DRAFTSMAN)										
Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	Sr. Draftsman	C	On Promotion	Minimum 5 years of service as a Draughtsman in the Corporation	0	2	PB-2	9300-34800/-	4200/-	
2	Draftsman	C	On Promotion	Minimum 5 years of service as a Tracer in the Corporation	2	2	PB-2	9300-34800/-	4200/-	
3	Tracer	C	Direct Recruitment	I.T.I with tracing certificate	0	4	PB-1	5200-20200/-	2000/-	
				Total:-	2	8				

(ELECTRICIAN)

Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008		Remarks	
							P.B	Scale of Pay (Rs)		
1	2	3	4	5	6	7	8	9	10	11
1	Gr-I Electrician/ Chargman	C			6	0	PB-2	9300-34800/-	4200/-	The existing post will be abolished after retirement/ death of existing staff.
2	Electrician	C			10	0	PB-1	5200-20200/-	2400/-	The existing post will be abolished after retirement/ death of existing staff.
3	Sr Wireman	C			2	0	PB-1	5200-20200/-	2200/-	The existing post will be abolished after retirement/ death of existing staff.
4	Wireman	C	On promotion.	ELBO-B workman permit with 5 years experience in Elect Helper/ Pump Helper.	12	0	PB-1	5200-20200/-	2000/-	The existing post will be abolished after retirement/ death of existing staff.
5	Elect Helper	D	No Further Recruitment.		26	0	PB-1	4930-14680/-	1750/-	The existing post will be abolished after retirement/ Promotion/ death of existing staff.
				Total:-	56	0				

(TELEPHONE OPERATOR)

Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	Head Telephone Operator	C			2	0	PB-2	9300-34800/-	4200/-	The existing post will be abolished after retirement / death of existing staff.
2	Sr. Telephone Operator	C			1	0	PB-1	5200-20200/-	2400/-	The existing post will be abolished after retirement / death of existing staff.
3	Telephone Operator	C	Direct Recruitment	HSC with Technical Knowledge	0	1	PB-2	5200-20200/-	2200/-	
				Total:-	3	1				

(LIFT OPERATOR)

Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
	Sr Lift Opt.	C	On promotion	Minimum 5 years of service as a Lift Op. in the Corporation	3	2	PB-1	5200-20200/-	2200/-	The existing post will be reduced to 2 after retirement / death of existing staff.
1	Lift. Opt	C	No further recruitment/ appointment		2	0	PB-1	5200-20200/-	2000/-	The existing post will be abolished after retirement/ promotion/ death of existing staff.
				Total:-	5	2				

(LV DRIVER)										
Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	Head Driver	C			19	0	PB-2	9300-34800/-	4200/-	The existing post will be abolished after retirement/ death of existing staff.
2	LV Driver	C			3	0	PB-1	5200-20200/-	2200/-	The existing post will be abolished after retirement/ death of existing staff.
				Total:-	22	0				

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(PLUMBER)										
Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	Sr Plumber	C			5	0	PB-1	5200-20200/-	2200/-	The existing post will be abolished after retirement/ death of existing staff.
2	Plumber	C			4	0	PB-1	5200-20200/-	2000/-	The existing post will be abolished after retirement/ death of existing staff.
3	Plumber Helper	D			9	0	PB-1	4930-14680/-	1750/-	The existing post will be abolished after retirement/ death of existing staff.
				Total:-	18	0				

(PUMP OPERATOR)

Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	Sr Pump Operator	C			8	0	PB-1	5200-20200/-	2200/-	The existing post will be abolished after retirement/ death of existing staff.
2	Pump Operator	C			3	0	PB-1	5200-20200/-	2000/-	The existing post will be abolished after retirement/ death of existing staff.
3	Pump Helper	D			11	0	IS	4930-14680/-	1750/-	The existing post will be abolished after retirement/ death of existing staff.
				Total:-	22	0				

(WORKSARKAR)

Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	Senior Supervisor	C			14	0	PB-1	5200-20200/-	2400/-	The existing post will be abolished after retirement/ death of existing staff.
2	Supervisor	C			3	0	PB-1	5200-20200/-	2200/-	The existing post will be abolished after retirement/ death of existing staff.
3	Worksarkar	C			13	0	PB-1	5200-20200/-	2000/-	The existing post will be abolished after retirement/ death of existing staff.
				Total:-	30	0				

(PEON)

Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	Senior Daftari	C			12	0	PB-1	5200-20200/-	2200/-	The existing post will be abolished after retirement/ death of existing staff.
2	Daftari	C			28	0	PB-1	5200-20200/-	2000/-	The existing post will be abolished after retirement/ death of existing staff.
3	Peon	D	Direct Recruitment	Literate in Local language	28	0	PB-1	4930-14680/-	1750/-	No recruitment in Group 'D' posts. Outsourcing of services should be resorted to.
				Total:-	68	0				

(WATCHMAN)

Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	Head Watchman	C			19	0	PB-1	5200-20200/-	2000/-	The existing post will be abolished after retirement/ death of existing staff.
2	Watchman	D			10	0	PB-1	4930-14680/-	1750/-	The existing post will be abolished after retirement/ death of existing staff.
				Total:-	29	0				

(CONCRETE MIXTURE OPERATOR)

Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	Sr Con. Mix Operator	C			6	0	PB-1	5200-20200/-	2200/-	The existing post will be abolished after retirement/ death of existing staff.
2	Concrete Mixture Operator (CMO)	C			12	0	PB-1	5200-20200/-	2000/-	The existing post will be abolished after retirement/ death of existing staff.
				Total:-	18	0				

(WELDER)

Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	Sr. Welder	C			1	0	PB-1	5200-20200/-	2200/-	The existing post will be abolished after retirement/ death of existing staff.
2	Welder	C			1	0	PB-1	5200-20200/-	2000/-	The existing post will be abolished after retirement/ death of existing staff.
				Total:-	2	0				

(TR. SARKAR)

Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	Tr. Sarkar	C			3	0	PB-1	5200-20200/-	2000/-	The existing post will be abolished after retirement/ death of existing staff.
				Total:-	3	0				

(SR. MILLER. OPT)

Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	Sr. Miller. Opt	C			1	0	PB-1	5200-20200/-	2200/-	The existing post will be abolished after retirement/ death of existing staff.
				Total:-	1	0				

(MECH. HELPER)

Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	Sr Marker- cum- Fitter	C			1	0	PB-1	5200-20200/-	2200/-	The existing post will be abolished after retirement/ death of existing staff.
2	Marker-cum-Fitter	C			4	0	PB-1	5200-20200/-	2000/-	The existing post will be abolished after retirement/ death of existing staff.
3	Mech Helper	D			11	0	PB-1	4930-14680/-	1750/-	The existing post will be abolished after retirement/ death of existing staff.
				Total:-	16	0				

(SWEEPER)

Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	Head Sweeper	C			6	0	PB-1	5200-20200/-	2000/-	The existing post will be abolished after retirement/ death of existing staff.
2	Sweeper	D			6	0	PB-1	4930-14680/-	1750/-	The existing post will be abolished after retirement/ death of existing staff.
				Total:-	12	0				

(WATCHMAN-CUM-MALI)

SI No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	Head Mali	C			9	0	PB-1	5200-20200/-	2000/-	The existing post will be abolished after retirement/ death of existing staff
2	Watchman-cum-Mali	D			34	0	PB-1	4930-14680/-	1750/-	The existing post will be abolished after retirement/ death of existing staff.
				Total:-	43	0				

(MATE-CUM-PEON)

SI No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	Mate-cum-Peon	D			29	0	PB-1	4930-14680/-	1750/-	The existing post will be abolished after retirement/ death of existing staff.
				Total:-	29	0				

(ROAD ROLLER DRIVER)

Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008		Remarks	
							P.B	Scale of Pay (Rs)		Grade Pay (Rs)
1	2	3	4	5	6	7	8	9	10	11
1	Road Roller Driver	C			8	0	PB-2	9300-34800/-	4200/-	The existing post will be abolished after retirement/ death of existing staff.
Total:-					8	0				

(RRD/DRIVER (HV))

Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	Road Roller Driver (HV)	C			2	0	PB-1	5200-20200/-	2400/-	The existing post will be abolished after retirement/ death of existing staff.
Total:-					2	0				

(CRANE OPT.)

Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008			Remarks
							P.B	Scale of Pay (Rs)	Grade Pay (Rs)	
1	2	3	4	5	6	7	8	9	10	11
1	Crane Operator	C			1	0	PB-2	9300-34800/-	4200/-	The existing post will be abolished after retirement/ death of existing staff.
Total:-					1	0				

(CARPENTER)

Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008		Remarks	
							P.B	Scale of Pay (Rs)		Grade Pay (Rs)
1	2	3	4	5	6	7	8	9	10	11
1	Carpenter	C			1	0	PB-2	9300-34800/-	4200/-	The existing post will be abolished after retirement/ death of existing staff.
Total:-						1	0			

(HEAD FERRO PRINTING OPERATOR)

Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008		Remarks	
							P.B	Scale of Pay (Rs)		Grade Pay (Rs)
1	2	3	4	5	6	7	8	9	10	11
1	Head Ferro Printing Operator	C			1	0	PB-2	9300-34800/-	4200/-	The existing post will be abolished after retirement/ death of existing staff.
Total:-						1	0			

(HEAD DRIVER (HV))

Sl No	Name of the Post	Grade	Method of Recruitment/ Appointment	Minimum qualification for Direct Recruitment/ Eligibility criteria for promotion	Existing (Post category wise) No in Position	Proposed Cadre Post	Revised ORSP Rules, 2008		Remarks	
							P.B	Scale of Pay (Rs)		Grade Pay (Rs)
1	2	3	4	5	6	7	8	11	10	11
1	Head Driver (HV)	C			3	0	PB-2	9300-34800/-	4200/-	The existing post will be abolished after retirement/ death of existing staff.
Total:-						3	0			
Grand Total:-						667	513			

Additional qualification if any

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Subject of specialization/ interest

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Extra curricular activities

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Projects Undertaken if any:

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Experience/ filed of experience

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Marital Status:

Single		Married	
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Self certified copies of certificates/ marks sheets shall be attached.

CERTIFICATE

I certify that above informations furnished by me is true to my knowledge and belief. I also undertake that in the event of any misrepresentation and/ or falsification of information, my appointment shall be liable for termination without notice and without prejudice to any other administrative/ legal proceedings that IDCO may deem fit to initiate

Place:	Signature:
Date:	Name: