

## **PROMOTION OF EXECUTIVES & NON-EXECUTIVES**

Promotions of Executives & Non-Executives are being effected under the following systems:

### **(A) Vacancy linked promotions**

Promotions of Executives from the posts of E/3 to E/4 Scale & above are being effected under the “Vacancy Linked promotions” through “Departmental Promotion Committee” and on need basis as per requirement.

Promotions of the eligible executives against the vacancies identified by the Management are being considered. For promotions the eligibility criteria of “length of service, Educational, Professional & Statutory qualifications” are being considered as specified in the Recruitment & Promotion Rules.

### **(B) Promotions under Cadre Scheme**

Besides the Vacancy Linked promotions as mentioned above, promotions of Executives from E/0 to E/1, E/1 to E/2 & E/2 to E/3 and all non executives are considered under Cadre Scheme and not linked to availability of vacancies. The salient features of this Cadre Scheme are given below:

#### **B (1) For Executives:**

Promotions of Executives from the posts of E/0 to E/1, E/1 to E/2 & E/2 to E/3 scales are being effected under the Cadre Scheme subject to fulfillment of the R&P Specifications/ norms for each post & found suitable by “Departmental Promotion Committee”

- (I) As per the Cadre Scheme, Executives of **all disciplines** who are professionally qualified as per R&P Specifications with 4 years service in the grade are being considered for promotion.
- (II) For executives of **Drilling Discipline** who do not fulfill the above criteria the length of service, Educational & Professional qualifications provided in the approved Cadre Scheme is as under: -

Partially qualified Executives	Xth or more but less than Diploma in Engg./ B. Sc.	Diploma in Engg./B.Sc.
E/1 to E/2	10 years	08 years
E/2 to E/3	8 years	06 years.

Further Board has approved that the similar cases in other disciplines would be dealt on the above criteria subject to requirement and need and as per CMD’s approval.

Accordingly the then C.M.D. has approved the following criteria for promotion under Cadre Scheme.

**(III) Mining Discipline**

**(A) E-1 to E-2 Cadre**

1. - Degree in Mining Engg. with 2<sup>nd</sup> Class Mines Manager Certificate. : 4 years service in the grade
2. - Dip. in Engg. or B.Sc. with 2<sup>nd</sup> Class Mines Manager Certificate. : 8 years service in the grade
3. - 10<sup>th</sup> or more but less than Dip. in Engg/ B.Sc. with 2<sup>nd</sup> class Mines Manager Certificate : 10 years service in the grade

**(B) E-2 to E-3 Cadre**

1. - Degree in Mining Engg. with 2<sup>nd</sup> Class Mines Manager Certificate. : 4 years service in the grade
2. - Dip. in Engg. or B.Sc. with 2<sup>nd</sup> Class Mines Manager Certificate. : 6 years service in the grade
3. - 10<sup>th</sup> or more but less than Dip. in Engg/ B.Sc. with 2<sup>nd</sup> class Mines Manager Certificate. : 8 years service in the grade

**Note:** For Mining Engineers, One time relaxation in experience by 50 % to all categories of Executives up to E/3 level, possessing First Class Mines Manager's Certificate is being provided.

**(IV) Survey Personnel**

**(A) E-1 to E-2 Cadre**

1. - Degree in Civil or Mining Engineering or Post Graduate Degree in Physics, Geology or Mathematics and successful completion of Officer Cadre Training of Survey of India -- 4 years qualifying service
2. - Dip. in Civil Engineering/Surveying - 8 years qualifying service
3. - Matric with I.T.I. Certificate in Survey/Draftsman Civil --10 years qualifying service.

**(B) E-2 TO E-3 Cadre**

1. - Degree in Civil or Mining Engineering or Post Graduate Degree in Physics, Geology or Mathematics and successful completion of Officer Cadre Training of Survey of India -- 4 years qualifying service
2. - Dip. in Civil Engineering/Surveying - 6 years qualifying service
3. - Matric with I.T.I. Certificate in Survey/Draftsman Civil --8 years qualifying service.

**(V) Geology Discipline**

(A) E-1 to E-2 Cadre

- Master's Degree in Geology or Applied Geology OR equivalent qualification with 4 years service as Geologist.

(B) E-2 to E-3 Cadre

- Master's Degree in Geology or Applied Geology OR equivalent qualification with 4 years service as Sr. Geologist.

**(VI) Geophysics Discipline**

E-2 to E-3 Cadre

- Master's Degree in Geophysics OR equivalent qualification with 4 years service as Sr. Geophysicist

**(VII) Chemical Discipline**

E-2 to E-3 Cadre

- Master's Degree in Chemistry OR equivalent qualification with 4 years service as Sr. Chemist

**(VIII) Instrumentation**

E-2 to E-3 Cadre

- BE/ M. Tech. / M. Sc. (Electronics) with 4 years service as Sr. Instrumentation Engineer.

**(IX) Mineralogy**

E-2 to E-3 Cadre

- Master's degree in Physics with specialisation in X-ray or Spectroscopy or Solid State Physics with 4 years service as Sr. Mineralogist.

OR

Master's degree in Chemistry with 4 years service as Sr. Mineralogist.

**(X) Finance Discipline**

(A) E-1 to E-2 Cadre

- CA / ICWA with 4 years service in the grade
- Inter C.A. / Inter ICWA with 7 years service in the grade
- M.Com with 8 years service in the grade
- Graduate in Commerce discipline with 10 years service in the grade

(B) E-2 to E-3 Cadre

- CA/ICWA with 4 years service in the grade
- Inter C.A. / Inter ICWA with 5 years service in the grade
- M.Com with 6 years service in the grade
- Graduate in Commerce with 8 years service in the grade

**(XI) Materials Discipline**

(A) E-1 to E-2 Cadre

- Degree in Engineering -- 4 years service in the grade
- Dip. In Engg. Or B.Sc. -- 8 years service in the grade
- Xth or more but less than Dip. in Engg./B. Sc. -- 10 years service in the grade

(B) E-2 to E-3 Cadre

- Degree in Engineering -- 4 years service in the grade
- Dip. In Engg. Or B.Sc. -- 6 years service in the grade
- Xth or more but less than Dip. in Engg./B. Sc. -- 8 years service in the grade

**(XII) P&A Discipline**

(A) E-1 to E-2 Cadre

- Post Graduate Degree/Diploma in Personnel Management /Social Sciences with 4 years service in the grade.
- Degree with LL.B. with 8 years service in the grade.
- Degree in any discipline with 10 years service in the grade.

(B) E-2 TO E-3 Cadre

- Post Graduate Degree/Diploma in Personnel Management /Social Sciences with 4 years service in the grade.
- Degree with LL.B. with 6 years service in the grade.
- Any Graduate with 8 years service in the grade.

### **H.R.D. Personnel**

#### (A) E-1 to E-2 Cadre

- Post Graduate in Social Sciences with Diploma in Training & Development (I.S.T.D.) -- 4 years
- Other Post Graduate with Diploma in Training & Development (I.S.T.D.) -- 6 Years
- Graduate with Dip. in Training & Development (I.S.T.D.) -- 8 years
  - Graduate -- 10 years

#### (B) E-2 TO E-3 Cadre

- Post Graduate in Social Sciences with Diploma in Training & Development (I.S.T.D.) -- 4 years
- Post Graduate with Diploma in Training & Development (I.S.T.D.)-- 5 Years
  - Graduate with Dip. in Training & Development (I.S.T.D.) -- 6 years
  - Graduate -- 8 years

### **Secretarial Personnel**

#### (A) E-1 to E-2 Cadre

- Degree with Shorthand speed of 120 WPM and Typing speed of 50 WPM with knowledge of Computer application -- 4 years service in the grade.
- Degree with Shorthand speed of 100 WPM and Typing speed of 50 WPM with knowledge of Computer application -- 8 years service in the grade.
- Degree with Shorthand speed of 80 WPM and Typing speed of 40 WPM with 10 years service in the grade.

#### (B) E-2 TO E-3 Cadre

- Degree with Shorthand speed of 120 WPM and Typing speed of 50 WPM with knowledge of Computer application -- 4 years service in the grade.
- Degree with Shorthand speed of 100 WPM and Typing speed of 50 WPM with knowledge of Computer application -- 6 years service in the grade.
- Degree with Shorthand speed of 80 WPM and Typing speed of 40 WPM with 8 years service in the grade.

### **Promotions from E/0 to E/1 Scale.** (As approved by the then C.M.D.)

<b>Qualification</b>	<b>Length of Service</b>
1. Dip. In Engg. / B.A./ B. Com./ B. Sc.	3 years Service in the grade
2. Xth or more but less than Dip. In Engg. / B.A./ B. Com. / B. Sc.	5 years Service In the grade

## **B (2) Cadre Scheme for Non-Executives.**

Under this scheme promotions are considered in r/o non-executives who have completed 10 years of service in the present post, subject to fulfillment of the R&P specifications, norms for each post and found suitable by the DPC.

Note: For promotions of Non-executives to the cadres created under Cadre Scheme i.e. W/5 & W/8, the R&P Specifications of W/4 & W/7 cadres respectively are being considered

### **Reviewed Cadre Scheme for Non Executives. :**

The non executives covered under the following Groups have been considered for promotion subject to fulfillment of the R&P specifications, norms and found suitable by the DPC for each post.

**Group I:** The Non-executives who were earlier upgraded under Service Linked Promotion Scheme between 1990 to 1997 & subsequently promoted to the same scale under Cadre Scheme & who have completed 6 years or more service after promotion have been considered for promotion to the next post & scale of pay.

**Group II:** (a) Non executives who were promoted to the newly created post of W/5 & W/8 scales under the Cadre Scheme & who have completed 12 years or more combined service in W4-- W5, W4--W6, W4--W7 & W7—W8 scale have been considered for promotion to the next post & scale of pay. These cases are broadly classified in 4 sub-groups indicated below: -

1. Employees who were earlier upgraded from W/4 scale to W/7 scale & then promoted to W/5 scale under Cadre Scheme 1999.
2. Employees who were earlier upgraded from W/4 scale to W/6 scale & then promoted to W/5 scale under Cadre Scheme 1999.
3. Employees who were in W/4 scale & were eligible to be considered for promotion to W/6 scale but after implementation of cadre Scheme 1999 were promoted to new intermediary scale of W/5 under Cadre Scheme 1999.
4. Employees who were in W/7 scale & were eligible to be considered for promotion to E/0 scale but after implementation of cadre Scheme 1999 were promoted to new intermediary scale of W/8 under Cadre Scheme 1999.

**Group II:** (b) Employees who are in W/7 post and drawing salary of E-0/E/1 scale due to upgradation under SLPS (4 cases only) have

been  
drawing

considered for promotion to the post of E-0/E-1 they were  
(as the case may be.)

**Group III:**

The non-executives who were in Dead-End posts & have completed 10 years or more service in the present post were considered for promotion to the next scale of pay.

Further the Board has authorized the Management to consider the cases of employees who fulfills the criteria indicated in reviewed Cadre Scheme in future under similar parameters.

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