

**PRAGATI POWER CORPORATION LIMITED**

**RECRUITMENT & PROMOTION REGULATIONS FOR THE POST OF**

**ASSTT. MANAGER (IT)**

1	<b>Name of post</b>	ASSTT. MANAGER(IT)
2	<b>No. of post</b>	03
3	<b>Level</b>	E-1
4	<b>Pay scale / band</b>	19000-39100 + 7000 (GP)
5	<b>Age limit for Direct Recruitment / Short-term Contract</b>	30 years
6	<b>Method of recruitment</b>	By Direct Recruitment Short-term contract in exceptional cases.
7	<b>Minimum Educational Qualification &amp; Experience required for Promotion / Direct Recruitment / Short-term Contract</b>	<p><b><u>Direct Recruitment / Short-term Contract</u></b></p> <p><b><u>Educational Qualification</u></b></p> <p>- A. Master's degree in Computer Science/ Computer Applications/B.Tech. in Computer Engineering from a recognized and reputed University / Institute.</p> <p><b><u>Experience</u></b></p> <p>Two years experience in IT, Computer Programming, System Design and System Analysis.</p> <p>[DR will be carried out through Written Test, Interview and selection would be based on merit]</p>
R & P Regulations approved vide BoD's Resolution No XXXXXX dt. XXXXXX		

**PRAGATI POWER CORPORATION LIMITED**

**RECRUITMENT & PROMOTION REGULATIONS FOR THE POST OF  
MANAGER (IT)**

1	Name of post	MANAGER(IT)
2	No. of post	01
3	Level	E-3
4	Pay scale / band	19000-39100 + 8800 (GP)
5	Age limit for Direct Recruitment / Short-term Contract	38 years
6	Method of recruitment	By promotion, failing which by direct recruitment Short-term contract in exceptional cases.
7	Minimum Educational Qualification & Experience required for Promotion / Direct Recruitment / Short-term Contract	<p><b><u>Promotion</u></b></p> <p>Asstt.Manager(IT) with eight years continuous service for those possessing Master's degree in Computer Science/ Computer Applications/B.Tech. in Computer Engineering from a recognized and reputed University / Institute.</p> <p>(Promotion will be based on performance, appraisal and interview.)</p> <p><b><u>Direct Recruitment / Short-term Contract</u></b></p> <p><b><u>Educational Qualification</u></b></p> <p>Must possess one of the following qualification: -</p> <p>-</p> <p>A. (i) Master's degree in Computer Science/ Computer Applications/B.Tech. in Computer Engineering from a recognized and reputed University / Institute.</p> <p>(ii) Eight years of post qualification experience in IT Computer Programming, Design, Analysis, Development and Management of Computer System out of which a minimum of three years of experience in:</p> <ul style="list-style-type: none"><li>▪ CDA pay scale of Rs. 15600-39100+6600(GP) or comparable IDA Scale, if working in Central or State PSU; <b><u>OR</u></b></li><li>▪ Comparable pay and profile if employed in Private Sector Company.</li></ul> <p>[DR will be carried out through Interview and selection would be based on merit]</p>
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**PRAGATI POWER CORPORATION LIMITED**

**RECRUITMENT & PROMOTION REGULATIONS FOR THE POST OF**  
**ASSISTANT MANAGER (LW)**

1	<b>Name of post</b>	Assistant Manager(LW)
2	<b>No. of post</b>	01
3	<b>Level</b>	E-1
4	<b>Pay scale / band</b>	19000-39100 + 7000 (GP)
5	<b>Age limit for Direct Recruitment / Short-term Contract</b>	30 years
6	<b>Method of recruitment</b>	By Direct Recruitment; Short-term contract in exceptional cases.
7	<b>Minimum Educational Qualification &amp; Experience required for Promotion / Direct Recruitment / Short-term Contract</b>	<p><b><u>Direct Recruitment / Short-term Contract</u></b></p> <p><b><u>Educational Qualification</u></b></p> <p>Must possess one of the following qualification: -</p> <ul style="list-style-type: none"><li>a. Master's of Social Works from a recognized and reputed university/institute.</li><li>b. Adequate knowledge of the language spoken by the majority of the workers in the organization.</li></ul> <p><b><u>Experience</u></b></p> <p>Two years post qualification experience in welfare departments in manufacturing and generation company.</p> <p><b><u>Additional Requirement for all three recruitment methods:</u></b></p> <p>Good knowledge &amp; experience of working in Computerized environment.</p>

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**PRAGATI POWER CORPORATION LIMITED**

**RECRUITMENT & PROMOTION REGULATIONS FOR THE POST OF  
PRIVATE SECRETARY**

1	Name of post	Private Secretary
2	No. of post	11
3	Level	E-1
4	Pay scale / band	19000-39100 + 7000 (GP)
5	Age limit for Direct Recruitment / Short-term Contract	30 years
6	Method of recruitment	75% by promotion, failing which by Direct Recruitment; 25% by Direct Recruitment Short-term contract in exceptional cases.
7	Minimum Educational Qualification & Experience required for Promotion / Direct Recruitment / Short-term Contract	<p><b><u>Promotion</u></b></p> <p>A) Sr.Personal Asstt. with five years continuous service.</p> <p>[Promotion will be based on Written Examination, Performance Appraisal &amp; Interview]</p> <p><b><u>Direct Recruitment / Short-term Contract</u></b></p> <p><b><u>Educational Qualification</u></b></p> <p>-</p> <p>1.(a) Graduate from a recognized and reputed university/institute Or Three years Diploma in Modern Office Practice from a recognized and reputed university/institute</p> <p>(b) Speed at the rate of 120 words per minute in stenography and transcription on computer and typing on computer at the rate of 45 words per minutes.</p> <p><b><u>Experience</u></b></p> <p>Two years post qualification experience in Central/ State/ Public Sector Undertakings.</p> <p>[DR will be carried out through Written Test, Interview and selection would be based on merit]</p>
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**PRAGATI POWER CORPORATION LIMITED**

**RECRUITMENT & PROMOTION REGULATIONS FOR THE POST OF**

**SENIOR PRIVATE SECRETARY**

1.	<b>Name of post</b>	Sr. Private Secretary
2	<b>No. of post</b>	06
3	<b>Level</b>	E-2
4	<b>Pay scale / band</b>	19000-39100 + 7800 (GP)
5	<b>Age limit for Direct Recruitment / Short-term Contract</b>	35 years
6	<b>Method of recruitment</b>	By promotion, failing which by Direct Recruitment Short-term contract in exceptional cases.
7	<b>Minimum Educational Qualification &amp; Experience required for Promotion / Direct Recruitment / Short-term Contract</b>	<p><b><u>Promotion</u></b></p> <p>Private Secretary with four years continuous service.</p> <p>[Promotion will be based on Performance Appraisal &amp; Interview]</p> <p><b><u>Direct Recruitment / Short-term Contract</u></b></p> <p><b><u>Educational Qualification</u></b></p> <p>1.(a) Graduate from a recognized and reputed university/institute Or Three years Diploma in Modern Office Practice from a recognized and reputed university/institute</p> <p>(b) Speed at the rate of 160 words per minute in stenography and transcription on computer and typing on computer at the rate of 45 words per minutes.</p> <p><b><u>Experience</u></b></p> <p>Six years post qualification experience in Govt. / Public Sector Undertakings.</p> <p>[DR will be carried out through Interview and selection would be based on merit ]</p>

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**PRAGATI POWER CORPORATION LIMITED**

**RECRUITMENT & PROMOTION REGULATIONS FOR THE POST OF**  
**EXECUTIVE SECRETARY**

1	Name of post	Executive Secretary
2	No. of post	01
3	Level	E-3
4	Pay scale / band	19000-39100 + 8800 (GP)
5	Age limit for Direct Recruitment / Short-term Contract	38 years
6	Method of recruitment	75% By promotion, failing which by Direct Recruitment; 25% By Direct Recruitment Short-term Contract in exceptional cases.
7	Minimum Educational Qualification & Experience required for Promotion / Direct Recruitment / Short-term Contract	<p><b><u>Promotion</u></b> Sr.Private Secretary with four years continuous service for those possessing MBA from a recognized and reputed University/Institute [Promotion will be based on Performance Appraisal &amp; Interview]</p> <p><b><u>Direct Recruitment / Short-term Contract</u></b></p> <p><b><u>Educational Qualification</u></b></p> <p>1.(a) MBA from a recognized and reputed university/institute Or Two years Post Graduate Diploma in HR/Industrial Relation from a recognized and reputed university/institute</p> <p>(B) Speed at the rate of 160 words per minute in stenography and transcription on computer and typing on computer at the rate of 45 words per minutes.</p> <p><b><u>Experience</u></b></p> <p>Eight years post qualification experience in Govt. / Public Sector Undertakings.</p> <p>[DR will be carried out through Interview and selection would be based on merit ]</p>
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**PRAGATI POWER CORPORATION LIMITED**

**RECRUITMENT & PROMOTION REGULATIONS FOR THE POST OF**  
**ASSISTANT MANAGER (SECURITY)**

1	Name of post	Assistant Manager (Security)
2	No. of post	01
3	Level	E-1
4	Pay scale / band	19000-39100 + 7000 (GP)
5	Age limit for Direct Recruitment / Short-term Contract	30 years
6	Method of recruitment	By promotion. Short-term contract in exceptional cases.
7	Minimum Educational Qualification & Experience required for Promotion / Direct Recruitment / Short-term Contract	<p><b><u>Promotion</u></b> ASO with five years continuous service and must be graduate from a recognized and reputed university/institute.</p> <p><b><u>Short-term Contract</u></b></p> <p><b><u>Educational Qualification</u></b> Must possess the following qualification: -</p> <p style="padding-left: 40px;">1. Graduate from a recognized and reputed university/institute</p> <p>Officers of the rank of Inspector of Police or Sub-Inspector of Police/ Armed Forces with five years service in the grade rendered after appointment thereto on a regular basis from the Central /State Governments.</p> <p><b><u>Experience</u></b> Officers of Police Forces/Armed Forces/PSUs/Central or State Govt./ Autonomous bodies having at least five years experience in Security department in the CDA pay scale 9300-34800-4200 (GP).</p> <p>[Short Term Contract will be carried out through written test, Interview and selection would be based on merit ]</p> <p><b><u>Additional Requirement for all three recruitment methods:</u></b> Good knowledge &amp; experience of working in Computerized environment.</p>
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**PRAGATI POWER CORPORATION LIMITED**

**RECRUITMENT & PROMOTION REGULATIONS FOR THE POST OF**  
**ASSISTANT MANAGER (SANITARY)**

1	Name of post	Assistant Manager (Sanitary)
2	No. of post	01
3	Level	E-1
4	Pay scale / band	19000-39100 + 7000 (GP)
5	Age limit for Direct Recruitment / Short-term Contract	30 years
6	Method of recruitment	By promotion. Short-term contract in exceptional cases.
7	Minimum Educational Qualification & Experience required for Promotion / Direct Recruitment / Short-term Contract	<p><b><u>Promotion</u></b> Chief Sanitary Officer with five years continuous service and must be graduate from a recognized and reputed university/institute.</p> <p><b><u>Short-term Contract</u></b></p> <p><b><u>Educational Qualification</u></b></p> <p>Must possess the following qualification: -</p> <ol style="list-style-type: none"><li>1. Graduate from a recognized and reputed university/institute And</li><li>2. Sanitary Inspector's Diploma from a recognized and reputed institute.</li></ol> <p><b><u>Experience</u></b></p> <p>Two years post qualification experience in Health department of Govt. / Public Sector Undertakings.</p> <p>[Short Term Contract will be carried out through written test, Interview and selection would be based on merit ]</p>
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