



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ़ इंडिया लि.

भारत सरकार (रेल मंत्रालय) का उपक्रम

Dedicated Freight Corridor Corporation of India Limited

A Govt. of India (Ministry of Railways) Enterprise

No. 2023/HQ/Admin/RTI-589

New Delhi: 26.07.2023

Sh. Sachin Bansal  
Delhi

**Subject: Providing information w.r.t. Original RTI Application received under the RTI Act 2005.**

Reference: 1. Your RTI application dated 13.07.2023 received through DOPT portal.

2. CPIO's online response dated 25.07.2023.

Since you have deposited the amount of Rs. 44/- the information of points no. 1 & 2 as received from concerned record holding office is attached and information of point no. 3 already have been provided through this office letter dated 25.07.2023.

First Appeal if any may be made to the First Appellate Authority within 30 days of receipt of reply. The name, designation & address of the First Appellate Authority is as under;

**Mr. Gaurav Sharma**  
**GM/Administration DFCCIL,**  
**5th Floor, Supreme Court Metro Station Building,**  
**Pragati Maidan, New Delhi-110001**

DA: 22 sheets

(S.K. Panda)

JGM/Admn.(CPIO)

Mob.-9717636811

E-mail: [skpanda@dfcc.co.in](mailto:skpanda@dfcc.co.in)

**NOTE**

Sub: Information sought under Right to Information Act-2005  
 Ref: DGM/Admin (PIO) letter no. 2023/HQ/ADMIN/RTI-589 dated  
 13.07.2023 of Shri Sachin Bansal (RTI applicant)

With reference to the above note, as per available record the desired information are as under-

Item No.	Point	Reply
01	Kindly provide details regarding the process used to assess the suitability of the staff members listed as eligible for the Junior Manager/OP&BD (E2) CBT as outlined in Annexure-I of Circular No 19/2022 (No. HQ/HR/DFCCIL/CBT/2022)	The details regarding the process used to assess the suitability of the staff is shown in the Circular No 19/2022 dated 30.05.2022 & Para 8.7.(b) (i) of Circular No 640/2020 . (Copy attached)
02	Kindly share the eligibility criteria, for iner-cluster promotion(CBT) for the Junior Manager/OP&BD (E2) role, apt from the minimum requirement of three years of experience as E0/E1	Eligibility criteria specified in Para 8.7.(b) (i) of Circular No 640/2020. Copy attached
03	If a candidate has a minimum of three years of experience as an Executive/OP&BD (E0), is it mandatory to hold an MBA degree for inter-cluster promotion (CBT) for the Junior Manager/OP&BD (E2) position?	Applicant has asked information in the form of clarification which does not qualify under section 2 (F) of RTI Act.

JGM/HR

JGM/Admin.(PIO)

AM/HR (OP&BD)



No.: HQ/HR/DFCCIL/CBT/2022

Dated: 30/05/2022

**Circular No- 19/2022**

**Sub:** Computer Based Test (CBT) for inter-cluster promotion.

**Ref:** 1) Circular No. 640/2020 dated 16.10.2020.

2) Circular No.: 29/2021 dated 19.01.2021.

3) Circular No.: 06/2022 dated 09.02.2022.

Vide this office Circular No. 640/2020 dated 16.10.2020, revised Recruitment and Promotion policy was notified. An accelerated channel for inter cluster promotion to N5, E0 & E2 grades (i.e., to lowest grade of Cluster B, C & D) through departmental examination has been introduced wherein, employees working in clusters (i.e., A, B & C) with 3 years of minimum service have an option to appear in the Competitive Examination (Computer Based Test) for promotion.

**2. ELIGIBILITY.**

For inter cluster promotion to N5, E0 & E2 grades, all the working employees in the lower cluster (i.e. in A, B & C) with 3 years of minimum service (as on 01.01.2022) can appear in the Competitive Examination (Computer Based Test (CBT)) for consideration.

The list of eligible candidates has been enclosed herewith at *Annexure-I*.

**3. SYLLABUS:**

The syllabus for various posts of N5, E0 & E2 grades of all the departments was notified vide this office Circular No.: 29/2021 dated 19.01.2021, 06/2022 dated 09.02.2022 (revised syllabus of Civil department). The syllabus for Rajbhasha is detailed at *Annexure-II*.

**4. PATTERN OF QUESTION PAPERS**

CBT exam for all notified vacancies will be of two (02) hours duration, comprising of three Sections in the question papers as under:



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Dedicated Freight Corridor Corporation of India Limited  
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Post	Compulsory		Optional (C)	
	(A)	(B)	Rajbhasha (C1)	General (C2)
	General	Technical/Subject Knowledge (Department Specific)		
N5 (Junior Executive) Common Exam	60	30	10	10
E0 & E2 (Executive & Jr Manager all Depts.)	20	70	10	10

Multiple Choice Questions (MCQ) will consist of three Sections i.e. General-A, Technical/Subject knowledge (Department Specific)-B & Optional-C as indicated above. Out of above three (03) Sections, Section A & B will be compulsory.

In Optional Section C, the candidates will be able to view in the online exam both C1 & C2 sub sections. However, the candidate has to decide in the first instance which sub-section he/she will attempt to answer. Once the candidate has decided a particular sub-section, he/she has to answer 10 MCQs from that sub-section only. In case the candidate chooses to answer MCQs from the other sub-section, the answers attempted in the earlier sub-section will get deleted automatically. Therefore, the candidate cannot answer a combination of MCQs from both the sub-sections.

There will be No negative marking in the CBT exam.

## 5. QUALIFYING MARKS

As indicated in para 8.7 (b) (i) of the Circular No. 640/2020 referred above, Minimum qualifying marks is 60% marks in CBT & APAR individually. The overall qualifying marks shall be 60%. However, APAR for last 4 years will be considered and weightage of each APAR will be of 10 marks. If APAR for 4 years are not available, then marks will be awarded on pro-rata basis on the basis of available APARs.

Further, distribution of marks for APARs is to be done in terms of para 8.7.4 of the Circular No. 640/2020.

## 6. VACANCIES

Vacancy position available as on 01.01.2022 (including one higher cluster and anticipated vacancies up to 31.12.2022) for various posts i.e. in N5, E0 & E2 grades for various departments, along with break-up and number of employees eligible for all grades is given as under: -

Post	Department	Total Vacancies	UR	SC	ST	No. of eligible employees	Remarks
N5	OP&BD	289	224	44	21	34	Common CBT exam for the post of N5 grades will be conducted for employees in Cluster "A" as being a common cadre
	Electrical	286	216	47	23		
	S&T	215	167	32	16		
	Mechanical	17	12	04	01		
E0	Civil	233	174	33	16	13	
	Electrical	128	98	20	10	05	
E2	Civil	56	34	15	07	35	
	OP&BD	115	89	18	08	02	
	Finance	15	12	02	01	01	
	Electrical	09	04	02	03	15	
<b>Total</b>		<b>1363</b>	<b>1030</b>	<b>217</b>	<b>106</b>	<b>105</b>	

**NOTE:** For S&T deptt., E2 level matter is sub-judice in Hon'ble Supreme Court, New Delhi. Result for CBT held on 13.11.21 for cycle 2021 is on hold. Therefore, there will be no CBT for S&T Department (E2 level posts), till the matter is sub-judice.

## 7. SCHEDULE OF THE EXAM

The tentative schedule will be notified separately.

## 8. REGISTRATION FOR COMPUTER BASED TEST

i. The link for registration process for said CBT exam by all the eligible/willing employees will be live from 01/06/2022 from 10:00 AM to 21/06/2022 up to 11:45 PM detailed as under:

The Online application portal link is as under:-

<https://cdn.digialm.com//EForms/configuredHtml/1258/77325/Instruction.html>

Candidates can register and login using the above link. Detailed instructions for registration are also provided therein, for adherence.



- ii. In case of issues like discrepancies in personal data, online application form, or difficulty faced during the registration, the employees can immediately contact the technical/designated official through following modes along with a brief description of their issue along with a screenshot:

Helpline no: +917353014447

Email @ dfccildep2022@gmail.com

- iii. In case the issue is not resolved within 02 working days they can reach out to the Cadre officers and then the Nodal officer as listed below:

Department	CONTACT DETAILS OF CADRE OFFICERS		
	Mobile No.	Name & Desig.	Nodal Officer
CIVIL	9717636972	Sh Girish Kumar Nim, MGR/HR email id: gknim@dfcc.co.in	Smt Kamna Thakur, DGM/HR/CO Mob. No.:9717636974 email id: kthakur@dfcc.co.in
ELECTRICAL	9717636808	Sh Sanjeev Kumar Jain, AM/HR email id: skjain1@dfcc.co.in	
FINANCE			
OP&BD	9717636809	Sh Pradeep Kumar Singhal, AM/HR email id: pkumar4@dfcc.co.in	
S&T	9717636945	Smt Renu Agnihotri, AM/HR email id: ragnihotri@dfcc.co.in	
Mechanical	9717636973	Smt Shuchi, DGM/HR/CO email id: shuchi@dfcc.co.in	
MTS (all deptts.)			

#### 9. OPTION TO CHOOSE DEPARTMENTS ON PROMOTION TO N5 LEVEL.

- i. Candidates/employees have to submit three (03) options for the departments on promotion in N5 level while applying for on-line registration for the Computer Based Test.
- ii. Panel in N5 level will be made department wise purely on the basis of option of the employee, merit and availability of vacancies (community wise) in the departments.
- iii. Option exercised in order of preference for the department (i.e., in N5 grade) at the time of registration will be final and no request for change will be considered later on.


## 10. GENERAL INSTRUCTIONS

- i. Employees are advised to carefully read instructions before filling the registration form.
- ii. Employees can edit their detail by logging into the portal prior to cut-off date and time. No change will be permitted after the deadline/cut-off date.
- iii. All the eligible employees filling the form to register for the CBT exam of 2022 will also have to submit a declaration online that he/she is physically working at his/her present post and is not absconding or on unauthorized absence on the date of registration.
- iv. All the eligible employees must complete their on-line registration process only through the notified link mentioned at para 8 above, well before the deadline/cut-off date i.e. well in advance in order to avoid the last minute rush, by filling requisite details and uploading requisite documents while registration.
- v. An employee is required to register only once. For anyone who does multiple registration, his/her candidature will be cancelled and will call for disciplinary action as deemed fit against him/her.
- vi. All employees will be required to appear at the examination centre along with their admit card (generated online) and relieving letter issued by the Controlling/Designated officers in the prescribed format **Annexure-III**.
- vii. All eligible employees should appear in the exam as per schedule. No supplementary examination will be held.
- viii. PWD candidates who seek additional time in the CBT on grounds of their disability are required to carry the original medical certificate issued by the Competent Medical Authority. Otherwise, no additional time will be granted to such candidates.
- ix. Employees found indulging in unfair means at the time of CBT will be expelled from the examination centre and debarred from appearing in the future CBT, apart from facing disciplinary action as deemed fit against him/her.
- x. Employees appearing in the CBT should be dressed in their official uniform and carrying their official ID's.



11. All CGMs/GGMs/GMs/GMs(Co-ord) are advised to circulate this notification widely among the eligible employees working under their control and ensure strict compliance of following points:-
- (i) To nominate a suitable/responsible officer to issue relieving letter to the eligible candidates who have completed their registration process.
  - (ii) Relieving letter to be issued in Annexure-II in terms of point (i) above, only in respect of those employees who are physically working on their post and not absconding or on unauthorized absence on the date of issue of relieving letter.

- Encl: 1. Eligibility list for all grades. *(Annexure-I)*  
2. Rajbhasha Syllabus. *(Annexure-II)*  
3. Format of relieving order. *(Annexure-III)*

  
30/5/2012  
(Sunder Singh)  
GM/HR/CO

**Copy for Information to:**

1. Secy to MD for information of MD.
2. Dir. /Infra, Dir./PP, Dir./Fin, Director /OP & BD and CVO.
3. All EDS/GGMs/GMs in Corporate office.
4. All CGMs/GMs(Co-ord)/GMs.
5. Unit HR officers for information and n.a.
6. Manager/IT for uploading on the Website & ESS portal
7. Notice Board.





डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ इंडिया लि.  
Dedicated Freight Corridor Corporation of India Limited  
(भारत सरकार का उपक्रम)  
(A Govt. of India Enterprises)

HQ-HROCOPO(HRP)/1/2020-HR-COORD AND POLICY /100

Dated:16.10.2020

**CIRCULAR No. 640 /2020**

**Sub: Revised Recruitment & Promotion Policy**

The Board of Directors (BoD) in their 74<sup>th</sup> meeting held on 13.10.2020 (Item No 74.3.2) has approved the Revised Recruitment & Promotion Policy as indicated below-

**1. Sourcing and Cadre formation:**

- a) All the posts up to E8 level in DFCCIL will be distributed among different cadres as explained below. All posts in E9 level will be ex-cadre.

	Cadre
Infrastructure	Civil
Systems	Electrical
	S&T
Operations	Operations & BD
Mechanical	Mechanical
Finance	Finance
HR	HR, Administration & Legal
IT	IT

**Note - Detailed functions for each cadre/post will be prepared with the approval of MD.**

- b) The organizational structure of the company would be as decided from time-to-time.
- c) Up to E8 level, seniority will be maintained cadre wise.
- d) All the posts in Cluster A (N1 to N4) for different cadres will have common centralized seniority and employees can be posted and utilized as per requirement in different cadres/departments. At the time of promotion/selection from Cluster A (common cadre) to Cluster B (where the cadres will be different), options will be called from all the employees in the Cluster A.
- e) Company reserves right to form new cadres, or split cadres as per the prevailing functional needs.
- f) Recruitment and Promotions will be made on the basis of posts sanctioned for the different cadres as per the chart given above.

*Kumar*

- g) Employees working against isolated posts/small group of posts like Company Secretary will be promoted on fulfilling the requisite residency period as per the selection procedure contained in Para 8.7.
- For the post of Company Secretary, employees fulfilling the requisite residency period may be considered for promotion up to the level of E8.
  - For the post in Secretarial department, employees fulfilling the requisite residency period may be considered for promotion up to the level of E7.
- h) The posts in Vigilance department shall be filled up by inducting staff as per instructions issued by DPE from time to time.
- i) Isolated/small group of posts may be filled on tenure basis by calling for volunteers from among DFCCIL employees or from outside through lateral induction.
- j) Promotion to E9 level (ex-cadre level) will be done on the basis of combined inter-se seniority of all cadres at E8 level.

## 2. Composition of cadre

- a) All regular employees appointed to a post/grade in a cadre/discipline referred to in Para-1, either by direct recruitment or by absorption, shall be members of the respective cadres/disciplines till E8 level.
- b) The vacancies in any of the posts/grades in a cadre referred to in Para-1 shall be filled as per the mode of filling vacancies prescribed in Para -4, except for the posts as prescribed for Direct Recruitment.

## 3. Hierarchy and cluster of Posts

The hierarchy and cluster shall be as under:

Grade	Post/Hierarchy	IDA Pay Scales	Cluster
E9	Executive Director	150000-300000	G
E8	General Manager	120000-280000	F
E7	Addl. General Manager	100000-260000	E
E6	Jt. General Manager	90000-240000	
E5	Dy. General Manager	80000-220000	
E4	Manager	70000-200000	D
E3	Assistant Manager	60000-180000	
E2	Junior Manager	50000-160000	
E1	Sr. Executive	40000-140000	C
E0	Executive	30000-120000	
N7	Jr. Executive- Grade I	29000-91000	B
N6	Jr. Executive- Grade II	28000-80000	
N5	Jr. Executive- Grade III	25000-68000	
N4	MTS -Grade I	22000-63000	A
N3	MTS -Grade II	21000-60000	
N2	MTS -Grade III	18000-52000	
N1	MTS -Grade IV	16000-45000	

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4. Mode of filling the vacancies at various levels:

Grade	Post/Hierarchy	Cluster	Mode of filling vacancies	Educational Qualifications for Direct Recruitment/ Immediate Absorption for entry in lowest grade of the cluster
E9	Executive Director (Ex-cadre)	G	By Promotion or Lateral Induction by inviting applications	
E8	General Manager	F	70% by promotion, remaining 30% by lateral induction/deputation. In case Promotion quota does not get filled up due to non-availability of suitable candidate, the vacancy will be filled up by lateral induction/deputation. However, such vacancy will revert back to promotion quota on completion of deputation term of such incumbents.	
E7	Addl. General Manager	E	70% of the vacancies in Cluster E (E5/E6/E7) should be filled up by promotion and remaining 30% should be filled through lateral induction/absorption/Deputation. The absorbed officers should be counted towards 30% quota.	
E6	Jt. General Manager			
E5	Dy. General Manager			
E4	Manager	D	50% posts in E2 to E4 grade (cluster D) shall be filled by direct recruitment. 50% posts in E2 to E4 grade (cluster D) shall be filled by Promotion from eligible employees in E0/E1 grade having 3 years minimum service through competitive examination.	Relevant Degree from a recognized Institute with minimum 60% marks.
E3	Assistant Manager			
E2	Junior Manager			
E1	Sr. Executive	C	50% posts in E0 & E1 grade (cluster C) shall be filled by direct recruitment. 50% posts in E0 & E1	Relevant Diploma from a recognized Institute with minimum 60% marks, as approved from time to time as per Clause 5 (b)
E0	Executive			

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			grade (cluster C) shall be filled by Promotion from eligible employees in N5/N6/N7 grade having 3 years minimum service through competitive examination.	
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N7	Jr. Executive-Grade I	B	50% posts in N5 to N7 grade (cluster B) shall be filled by direct recruitment. 50% posts in N5 to N7 grade (cluster B) shall be filled by Promotion from eligible employees in N1 to N4 grade having 3 years minimum service through competitive examination.	ITI approved by NCVT/SCVT / ITI equivalent, with not less than 60% marks in aggregate in ITI (Specific qualification/trade for different cadre will be prescribed separately as approved from time to time as per Clause 5 (b))
N6	Jr. Executive-Grade II			
N5	Jr. Executive-Grade III			
N4	MTS -Grade I	A	100% by Direct recruitment	ITI approved by NCVT/SCVT or ITI equivalent with not less than 60% marks in aggregate in ITI.
N3	MTS -Grade II			
N2	MTS -Grade III			
N1	MTS -Grade IV			

**Note**

- (i) For the purpose of promotion within the executive and non-executive posts from the grade of N1 to E9, the various grades have been placed in clusters viz-A,B,C,D,E,F&G as indicated above. N1 to N7 are non-executive posts, whereas, E0 and above are executive posts.
- (ii) All the posts in Cluster A (N1 to N4) will have common seniority. Employees working on these posts can be used as per requirement for different functions. For promotion from Cluster A (N4) to Cluster B (N5), where the posts will be distributed in different cadres, as per the chart in Para 1(a), options will be called from the senior most employees in the N4 grade. The promotion will be processed to N5 grade on the basis of options submitted, as per the Zone of Consideration as described in Para 8.4 (b-i).
- (iii) All Open Market Recruitment/Immediate Absorption shall be made in the lowest grade/level in the cluster.
- (iv) For higher grades/levels within the cluster, promotion will be made on completion of minimum residency period.
- (v) Vacancies earmarked at various levels will be filled up against prescribed quota. Lateral Induction/ Permanent Absorption should be made only against the quota earmarked for Direct recruitment/ Lateral induction/deputation.
- (vi) Eligibility conditions for lateral induction to Cluster E/F/G will be prescribed as per DPE guidelines.

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## 5. Open Market Recruitment

Recruitment to various levels as indicated in Para 4 will be conducted based on the following broad guidelines -

- a) All open market recruitments shall be made through reputed recruitment agency.
- b) Eligibility conditions (educational qualifications as mentioned above), other requirements/conditions will be prescribed as per requirements from time to time, with approval of MD, DFCCIL for each cadre at relevant level/grade in the cluster.
- c) The detailed advertisement will be drafted by DFCCIL for publication in Employment News and other dailies as decided from time to time. Receipt of application, scrutiny and selection process shall be undertaken through a reputed recruitment agency.
- d) The process of selection may include written test/computer-based test followed by an interview (wherever prescribed).
- e) The Interview Committee shall be constituted by selected agency/agencies undertaking the selection process. The members of Selection Committee will be nominated by MD.
- f) Reservations/relaxations for SC/ST/OBC/PH etc. shall be as per GOI instructions.
- g) Formation of panel and Standby Panel - Recruitment Agency will recommend a panel up to the number of vacancies and stand by panel up to 2.5 times the number of vacancies. The recommendations of Recruitment Agency will be put up to Appointing Authority as per SOP for approval. Currency of panel will be for one year from the date of approval. Currency of panel can further be extended for one year with the approval of Appointing Authority as per SOP.
- h) Offer of appointment will be issued only after suitability in the medical test from the approved Hospital. The appointment will be subject to verification of character antecedents, caste certificate (either online or through respective issuing authority) and verification of educational qualifications (either online or from the Institute through correspondence). Any adverse report received in the verification will lead to termination of services of the employee without assigning any further reasons.
- i) Direct Recruits will be required to execute a bond as per the policy which will be prescribed from time to time.
- j) Probation
  - i. Direct Recruits shall be on probation for a period of two years from the date of joining. They shall be confirmed subject to satisfactory completion of the probationary period including test/training as prescribed.
  - ii. Probation period can be curtailed or extended on merits of individual cases duly bringing out the justification/ reasons of each individual case with the approval of appointing authority.
  - iii. Employees on probation may be discharged from the service during period of probation without assigning any reasons.

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## 6. Absorption

### 6.1 Permanent Absorption

Employees working on deputation will be allowed to take Permanent Absorption against the vacancies earmarked for Direct Recruitment/Lateral Induction/ deputation as per the rules prescribed separately.

### 6.2 Immediate Absorption

Immediate Absorption will be allowed against vacancies earmarked for Direct Recruitment/ Lateral Induction as per the rules prescribed separately.

## 7. Lateral Induction

Lateral induction by inviting applications will be allowed against vacancies earmarked as mentioned in Para 4 above as per the rules that may be prescribed separately.

## 8. Promotion

### 8.1 Minimum Residency

#### Cluster A

Multi-Tasking Staff-Grade I (N4)  
⇄ 3 Yrs  
Multi-Tasking Staff -Grade II (N3)  
↓ 3 Yrs  
Multi-Tasking Staff-Grade III (N2)  
↑ 3 Yrs  
Multi-Tasking Staff-Grade IV (N1)

#### Cluster A to Lowest Grade in Cluster B

Total three years' service in Grade N1/N2/N3/N4 will be required for employees to sit in the 'Competitive examination' for promotion to Junior Executive Grade -III (N5).

#### Cluster B

Jr. Executive- Grade I (N7)  
↑ 3 Yrs  
Jr. Executive- Grade II (N6)  
↑ 3 Yrs  
Jr. Executive- Grade III (N5)

#### Cluster B to Lowest Grade in Cluster C

Total three years' service in Grade N5/N6/N7 will be required for employees to sit in the Competitive examination for promotion to Executive (E0).



**Cluster C**

Sr. Executive(E1)  
↑ 4 Yrs.  
Executive(E0)

**Cluster C to Lowest Grade in Cluster D**

Total three years' service in Grade E0/E1 will be required for employees to sit in the Competitive examination for promotion to Junior Manager (E2).

**Cluster D**

Manager(E4)  
↑ 4 Yrs.  
Assistant Manager(E3)  
↑ 3 Yrs.  
Junior Manager(E2)

**Cluster D to Lowest Grade in Cluster E**

Dy. General Manager(E5)  
↑ 4 Yrs.  
Manager(E4)

**Cluster E**

Addl. General Manager(E7)  
↑ 4 Yrs.  
Jt. General Manager(E6)  
↑ 4 Yrs.  
Dy. General Manager(E5)

**Grade E7 to grade E8**

General Manager(E8)  
↑ 4 Yrs.  
Addl. General Manager(E7)

**Grade E8 to grade E9**

Executive Director(E9)  
↑ 4 Yrs.  
General Manager(E8)

**Note:**

Jr. Manager (E2) grade was introduced vide HR's Letter No. HQ / HR / E2 / Pt.I / 201501794 Dt. 10.02.2016. To ensure that the promotional prospects of existing Sr. Executives (as on 10.02.2016) is not adversely affected by the insertion of new level of E2, such Sr. Executives who have completed 3 years or more in E1 (Sr. Executive) grade may be given an option to opt either -



- (i) For promotion to E3 on completion of six years residency in E1 (Sr. Executive) grade; or
- (ii) For promotion to the new E2 (Jr. Manager) grade on completion of 3 years in E1 (Sr. Executive) grade and will become eligible for promotion to E3 (Assistant Manager) on completion of 3 years residency period in E2 (Jr. Manager) grade.

## **8.2 Counting of Residency**

### **8.2.1 Counting of residency period of employees on promotion**

- a) The residency period will be counted from the prescribed dates, i.e 1<sup>st</sup> January and 1<sup>st</sup> July every year in case of promotions within the cluster. For inter cluster promotions, residency will be counted from the date of availability of vacancy.
- b) The actual financial benefits and the date of pay and increment fixation will be w.e.f the actual date of joining by the employee in the higher post.

### **8.2.2 Counting of residency period of employees on permanent absorption**

For the purpose of counting residency period for promotion in the case of employees joining on deputation followed by permanent absorption in DFCCIL, they will be governed by the following: -

- a) In the cases where the employees are considered for absorption in higher grade, their date of residency would be the date of absorption.
- b) In cases where they are absorbed in the same grade in which they are working on the date of absorption, their date of residency would be the date of entry to the grade in which absorption is being made but not before the date of joining on deputation.
- c) It is further clarified that the employee on deputation, if absorbed in the same grade in which he joined DFCCIL originally, will get the benefit of residency period. The employee, who was on deputation and later on given higher designation and later on, absorbed in higher designation, will not be entitled for the benefit of residency period.

## **8.3 Assessment of vacancy for promotion**

### **(a) Within the cluster**

- i. The number of posts in each grade/level within one cluster will be on floating basis.
- ii. Promotion within the cluster will be considered on completion of requisite residency period in the present grade, irrespective of vacancy, as per the selection procedure contained in Para 8.7.
- iii. Assessment for promotions shall be undertaken twice in a year. For this purpose, eligibility lists of employees completing the minimum required residency for promotion to the next grade shall be prepared as on 1<sup>st</sup> July and as on 1<sup>st</sup> January.

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**(b) From one cluster to another cluster**

- i. Promotion from one cluster to another cluster shall be subject to availability of vacancy. Promotion from lower cluster to the lowest grade/level of next cluster as well to the post of GM (E8) and ED (E9) shall be subject to availability of vacancy, as per the selection procedure contained in Para 8.7.
- ii. Reservation will be applicable for promotions from Cluster A to B, Cluster B to C and Cluster C to D.
- iii. Post based rosters will be maintained for each cluster where reservation is applicable as mentioned above.
- iv. Assessment of vacancies for promotion from one cluster to another (inter cluster promotion) in N5, E0, E2 grade shall be undertaken on 1<sup>st</sup> January. Assessment of vacancy for E5, E8, E9 grade will be undertaken on 1<sup>st</sup> January and 1<sup>st</sup> July of every year. For assessing the vacancy, the existing and anticipated vacancies that will arise in the next six months/ one year will be taken into consideration.
- v. The anticipated vacancies will cover the following-
  - a) Vacancies on account of normal wastage, viz retirement on superannuation
  - b) Vacancies likely to be caused as a result of resignation provided the same are likely to be accepted.
  - c) Vacancies in higher clusters in the channel, the filling of which will result in the need to make consequent appointments from the proposed panel.
  - d) Vacancies likely to be caused due to staff approved to go on deputation to other units.
  - e) Number of staff already empanelled for ex-cadre posts.
  - f) Vacancies likely to arise due to creation of additional posts in higher clusters and in the same cluster, with approval of Competent Authority.

**8.4 Zone of Consideration (ZOC) for Promotion**

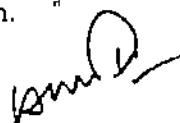
**a) Within the cluster**

All eligible employees who have completed the minimum residency period as on 1<sup>st</sup> January or 1<sup>st</sup> July will be called for selection.

**b) From one cluster to another Cluster**

**(i) For promotion to N5, E0, E2 grades.**

All the employees in lower cluster with 3 years minimum service will be eligible to appear in the competitive examination.



(ii) For promotion to E5, E8, E9 grades

The Zone of Consideration (ZOC) for E5, E8 and E9 grades, i.e. number of employees to be called for selection process out of the employees who have completed minimum residency period, as on 1<sup>st</sup> January or 1<sup>st</sup> July shall be as under -

Number of Vacancies(X)	Normal ZOC
Up to 10	2X+4
More than 10	1.5X+3 but not less than 24.

**8.5. Issue of notification of vacancies** - The number of vacancies to be filled on promotion (within cluster or from one cluster to another cluster) will be notified. For promotion to N5, E0, E2, option will be called from the employees working in lower cluster who have completed 3 years of service in the cluster. List of employees who fall within the Zone of Consideration as explained in Para 8.4, who have opted for competitive examination in terms of Para 8.4 (b)(i) will be published.

**8.6. Composition of Selection Committee (DPC)**

- Selection Committee (DPC) shall be nominated by the Appointing Authority as per SOP.
- Composition of the Selection Committee (DPC) for various grades shall be as under:

For promotion to	Selection Committee Composition
GM and ED (E8 and E9)	Three Directors including Director in-charge of HR.
AGM, JGM, DGM (E5, E6, E7)	Three GGM/GMs, one each from HR, the concerned department and the sister department.
Manager and Asst. Manager (E3, E4)	Three AGMs one each from HR, the concerned department and the sister department.
Junior Manager (E2) (Cluster C to Cluster D)	<ul style="list-style-type: none"><li>Three AGMs one each from HR, the concerned department and the sister department. (One member should belong to SC/ST category).</li><li>In case no member is available from SC/ST category, another member can be co-opted at one grade/level lower to the committee.</li></ul>
Sr. Executive (E1)	Three AGMs one each from HR, the concerned department and the sister department.
Executive (E0) (Cluster B to Cluster C)	<ul style="list-style-type: none"><li>Three AGMs one each from HR, the concerned department and the sister department. (One member should belong to SC/ST category).</li><li>In case no member is available from SC/ST category, another member can be co-opted at one grade/level lower to the committee.</li></ul>
Junior Executive Grade I and Junior Executive	Three AGMs/JGMs one each from HR, the concerned department and the sister department.

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Grade II (N6, N7)	
Junior Executive Grade III (N5) (Cluster A to Cluster B)	<ul style="list-style-type: none"> <li>• Three AGMs/JGMs, one each from HR, the concerned department and the sister department. (One member should belong to SC/ST category).</li> <li>• In case no member is available from SC/ST category, another member can be co-opted at one grade/level lower to the committee.</li> </ul>
Multi Tasking Staff (N2, N3, N4)	Three DGMs one each from HR, the concerned department and the sister department.

### 8.7. Selection Procedure

#### 8.7.1 Method

##### a) Within the cluster

- (i) For N2 to N3, N3 to N4, N5 to N6, N6 to N7 and E0 to E1 grades, promotions will be made on the basis of performance of the employee in the Annual Performance Appraisal. APAR's for last 3 years will be considered. Weightage of each APAR will be of 10 marks. Minimum Qualifying marks for the promotion will be 60% of the Total marks, (i.e 18 marks out of 30).
- (ii) For E2 to E3, E3 to E4, E5 to E6 and E6 to E7 promotions will be made on the basis of performance of the employee in Professional/Managerial Ability (Presentation), Personality Traits (Interview) and APARs. APAR's for last 4 years will be considered. Weightage of each APAR will be of 10 marks (through pro rata conversion). Distribution of Marks will be as under -

Professional/ Managerial ability (Presentation)	Personality Traits(interview)	APAR	Total
25	25	50	100

Minimum Qualifying marks for the promotion will be 60% of Professional/Managerial ability (Presentation) & Personality Traits (Interview) and 60% of APAR. Thus, overall Qualifying marks shall be 60% (i.e minimum 60 marks out of 100).

##### b) From one cluster to another Cluster

- (i) For promotion to N5, E0, E2 grades

For Cluster A to lowest Grade in Cluster B (N5), Cluster B to lowest Grade in Cluster C (E0) and Cluster C to lowest Grade in Cluster D (E2) promotions will be made on the basis of performance of the Employee in competitive examination

comprising of Professional/Managerial ability (Written Test) and APARs.

All the employees in lower cluster with 3 years minimum service will be eligible to appear in the competitive examination.

Marks obtained in the written test (computer-based test) as per the result given by the reputed testing agency will be tabulated along with marks for APARs by the Selection Committee. APARs for last 4 years will be considered. Weightage of each APAR will be of 10 marks. Distribution of Marks will be as under -

Professional/Managerial ability (Written Test)	APAR	Total
60	40	100

If APAR for 4 years are not available then marks will be awarded on pro-rata basis on the basis of available APARs. Minimum Qualifying marks for the promotion will be 60% in Professional/Managerial ability (Written Test) and 60% in APAR. Thus, overall Qualifying marks shall be 60% (i.e. 60 marks out of 100).

(ii) **For promotion to E5, E8, E9 grades.**

For Cluster D to lowest Grade in Cluster E (E5), Grade E7 to Grade E8 and Grade E8 to Grade E9 respectively, promotions will be made on the basis of performance of the Employee in Professional/Managerial Ability (Presentation), Personality Traits (Interview) and APARs. APAR's for last 4 years will be considered. Weightage of each APAR will be of 10 marks (through pro rata conversion).

Distribution of Marks will be as under: -

Professional/Managerial ability (Presentation)	Personality Traits(interview)	APAR	Total
25	25	50	100

**For promotion to E5 grade,** minimum qualifying marks shall be 60% in Presentation and Interview and 60% in APAR. Thus, overall qualifying marks shall be 60% (i.e. minimum 60 marks out of total 100).

**For promotion to E8 and E9 grade,** minimum qualifying marks shall be 75% in presentation and interview and 75% in APAR. Thus, overall qualifying marks shall be 75% (i.e. minimum 75 marks out of total 100).

### **8.7.2 Presentation**

Candidates may be required to make a presentation about his/her professional/managerial achievements/abilities before Selection Committee (DPC), wherever prescribed, for promotion to various levels. Topics for presentation will be decided by member of the Selection Committee for the concerned department /cadre.

### **8.7.3 Written Test**

Candidates may be required to appear in the written test for his/her Professional/Managerial Abilities, wherever prescribed, for promotion to various levels. Computer-Based Test (CBT) will be conducted through reputed testing agency. Syllabus for the test will be prescribed with the approval of Appointing Authority.

### **8.7.4 Distribution of Marks for APAR**

- a) For the purpose of assessing the suitability of the employees for promotion in every grade, the Selection Committee (DPC) shall award the marks against APARs four (04)/ three (03) preceding years, as prescribed.
- b) While awarding the marks under APAR head sum total of marks obtained on scale of 1 to 10 should be taken into account.
- c) Where one or more APAR is not available out of 03/04 (three/four), as prescribed, the Selection Committee may consider the APARs of preceding period. If this is also not available, Selection Committee may award the marks on the average of other available APARs.

### **8.7.5 D&AR & Vigilance Clearance**

At the time of consideration of the cases of eligible employees for promotion, details of their D&AR/Vigilance clearance should be obtained and details thereof, should be brought to the notice of the Selection Committee.

### **8.8 Recommendations of Selection Committee**

- a) The Selection Committee (DPC) after assessment of the employees shall prepare Select List/Panel.
- b) Cases in respect of employees, who are under suspension or who have been charge-sheeted or against whom criminal charges have been framed by a Court of Law, will specifically brought to the notice of the Selection Committee (DPC). The Selection Committee shall assess the suitability of such employees for promotion. The assessment and the recommendations of the Selection Committee shall be kept in a sealed cover.
- c) If the disciplinary case/ criminal prosecution proceedings are still pending against such employees at the time of subsequent selections, the Selection

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Committee (DPC) shall assess the suitability for promotion and the recommendations of the Selection Committee shall be kept in a sealed cover for each subsequent year.

- d) Detailed procedure and guidelines relating to processing the case kept in sealed cover will be issued from time to time.

## **8.9 Formation of Panel**

### **8.9.1 a) Within the cluster**

- (i) For **N2 to N3, N3 to N4, N5 to N6, N6 to N7 and E0 to E1**, Selection Committee will recommend names of the employees who have qualified as per the prescribed procedure in order of seniority.
- (ii) For **E2 to E3, E3 to E4, E5 to E6 and E6 to E7**, Selection Committee will recommend names of the employees who have qualified as per the prescribed procedure in order of seniority.

### **b) From one cluster to another Cluster**

- (i) **For promotion to N5, E0, E2 grades.**

Selection Committee will recommend names of the employees in the order of merit as per vacancies notified from amongst the employees who meet the prescribed selection criteria.

- (ii) **For promotion to E5, E8, E9 grades**

Selection Committee will recommend names of the employees in the order of merit as per vacancies notified from amongst the employees who meet the prescribed selection criteria.

### **8.9.2 Approval of Panel**

The recommendation of Selection Committee (DPC) for promotion will be put up to Appointing Authority for approval, as per SOP.

### **8.9.3 Notification of Panel**

List of candidates approved on recommendation of selection committee shall be notified.

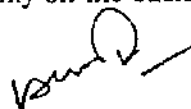
### **8.9.4 Currency of the Panel**

The currency of the panel shall be for a period of 12 months- up to the period of assessment of vacancies for next cycle.

## **8.10 Supplementary Selection**

### **a) Within the cluster**

- (i) For **N2 to N3, N3 to N4, N5 to N6, N6 to N7 and E0 to E1**, no supplementary selection will be required as the assessment is made only on the basis of APARs only.



(ii) **For E2 to E3, E3 to E4, E5 to E6 and E6 to E7**

If an employee is unable to appear in the Presentation/Interview for promotion on the scheduled date due to self - sickness or self-marriage or for any other extraordinary circumstances beyond his/her control, he/she may be considered for supplementary selection with approval of Competent Authority based on the merits of each case. The representation regarding inability to attend the selection should be submitted by the employee, duly forwarded by his/her Controlling Officer, to HR department/CO within 15 days from the scheduled date of selection. Supplementary Selection may be fixed on a convenient date after decision has been taken on the representation to convene Supplementary Selection. The supplementary meeting of the Selection Committee should as far as possible be attended by the same Officers who were present at the first Selection Committee. Not more than one supplementary selection will be held to cater to such situation. Revised panel may be issued based on the results of the Supplementary Selection Proceedings.

**b) From one cluster to another Cluster**

(i) **For promotion to N5, E0, E2 grades-** No supplementary written test (CBT) will be conducted. All the employees should appear in the written test (CBT).

(ii) **For promotion to E5, E8, E9 grades-** If an employee is unable to appear in the Presentation/Interview for promotion on the scheduled date due to self - sickness or self-marriage or for any other extraordinary circumstances beyond his/her control, he/she may be considered for supplementary selection with approval of Competent Authority based on the merits of each case. The representation regarding inability to attend the selection should be submitted by the employee, duly forwarded by his/her Controlling Officer, to HR department/CO within 15 days from the scheduled date of selection. Supplementary Selection may be fixed on a convenient date after decision has been taken on the representation to convene Supplementary Selection. The supplementary meeting of the Selection Committee should as far as possible be attended by the same Officers who were present at the first Selection Committee. Not more than one supplementary selection will be held to cater to such situation. Revised panel may be issued based on the results of the Supplementary Selection Proceedings.

**8.11 Orders of Promotion**

- a) Within the cluster- Employees borne on the panel will be promoted irrespective of the vacancy by upgradation/down gradation of posts.
- b) Inter Cluster (one cluster to another) - Employees borne on the panel will be promoted subject to availability of vacancy.



- c) If an employee who is recommended for promotion by the Selection Committee, but in whose case, any of the circumstances indicated in Para 8.8 (c) arises after the notification of the panel but before he/she is actually promoted, the employee shall not be promoted until the case is finalized.

#### **8.12 Refusal of promotion**

In the event of an employee refusing promotion for any reason, he/she shall be debarred for promotion for a period of two years from the date of refusal by such employee. Further, an employee who has been called for selection for promotion to the next higher grade/post, declines to attend or fails to attend for any reason, he/she shall be considered again only in the next Promotion cycle.

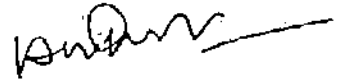
#### **9. Applicability**

In grades where CBT is not prescribed as method of promotion, policy shall be effective from date of issue. For grades where CBT will be conducted, policy shall be effective from 01.01.2021.

The above policy is applicable on Permanent Cadre and may be reviewed from time to time.

#### **10. Interpretation**

MD would be the competent authority to decide/clarify the provisions, issue necessary administrative instructions and procedural order, etc. for implementation of Promotion Policy. This policy may be reviewed periodically.



(S.K Panda)

Joint General Manager/HR

Copy to -

1. Secy. to MD, for kind information of MD
2. Director/Infra, Director/OP&BD, Director/Finance, Director/PP, CVO
3. ED/EDFC, ED/WDFC
4. GGMs/GMs/CGMs/GM-Coordination- for information of all employees
5. Company Secretary
6. Manager/IT - For placing the circular on intranet