

	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;">NEEPCO RECRUITMENT RULES</p>	<p>VOLUME : I SECTION : A DATE OF EFFECT : 06/05/1983 UPDATED AS ON : 01/06/2019 PAGE NO. 1 of 6</p>
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1. TITLE AND APPLICATION:

- (i) These Rules will be called “North Eastern Electric Power Corporation Limited Recruitment Rules” and will come into force with effect from 6th May, 1983.
- (ii) Except as otherwise provided by or under these Rules, they shall apply to all persons appointed against regular posts in connection with the activities of the Corporation or any of the Project/Unit under its administrative control. These Rules shall not apply to appointments on casual or work-charged basis or on contract basis for specific jobs and periods.

2. DEFINITIONS :

- (i) “**Corporation**” means “North- Eastern Electric Power Corporation Limited” and includes Projects /Units under its administrative control.
- (ii) “**Board**” means the Board of Directors of the Corporation.
- (iii) “**Chairman**” means the Chairman and Managing Director of the Corporation.
- (iv) “**Appointing Authority**” means the authority empowered to make appointments to the posts under the Corporation and any other authorities duly delegated by the competent authority.

3. CLASSIFICATION OF POSTS:

For the purpose of recruitment, the Posts under the Corporation are Classified in the following cadres / groups.

Sub-Clause No.	Cadre / Group	Posts	Grade Code
3 (a)	Management Cadre	Executive Director Chief General Manager General Manager Dy. General Manager	E-9 E-8 E-8 E-7
3 (b)	Executive Cadre	Sr. Manager Manager Dy. Manager Asst. Manager Engineer / Officer / Jr. Company Secy., etc (for promotees) Executive Trainee (for fresh recruits) Asst. Engg. / Asst. Officer Junior Executive (not operative)	E-6 E-5 E-4 E-3 E-2 E-1 E-0
3 (c)	Supervisory Cadre	Sr. Supervisor Supervisor Jr. Supervisor	S-3 S-2 S-1
3(d)	Non- Supervisory Cadre	Workmen	W-1 to W-8

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4. SOURCES OF RECRUITMENT:

The posts under the Corporation shall be filled in by resorting to one or more of the following methods:

- (a) Direct recruitment from outside candidates who meet the prescribed qualifications and experiences, subject to instructions issued by the Central Government from time to time.
- (b) Promotion of existing employees from the lower scales, who meet the prescribed qualifications and experiences as laid down separately by the Corporation.
- (c) Through Employment Exchanges as per provisions of the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.
- (d) Deputation from Central Government/State Government or Public Sector Enterprise and state Electricity Boards.

5. The conditions regarding eligibility for appointment on the basis of Nationality / Domicile shall be as laid down by the Government of India from time to time.

6. METHOD AND PRINCIPLES OF RECRUITMENT :

6.1 Subject to any direction issued by the Corporation, appointment to posts may be made on the basis of the recommendations of a selection Committee which shall be constituted as per orders of the Chairman of the Corporation from time to time, depending on the type of posts to be filled in. In constituting Selection Committees, the Chairman shall be guided by the directives and decisions of the Board, if any.

6.2 Levels of Recruitment:

Recruitment shall generally be made to the lowest of the grades in each Cadre/Group, as indicated below, but can also be made in higher Grades, wherever considered necessary by the Corporation:-

Category	Grade
(a) Non-Supervisory Group	
(i) Unskilled / Semi-skilled	W-1 and W-2
(ii) Skilled/ Non-supervisory	W-3 and W-5
(b) Supervisory Cadre	S-1 (Tech)
(c) Executive / Management Cadre	E-2 and above

7.1 Direct Recruitment from Outside

When a post is to be filled up by direct recruitment including recruitment from the sources indicated at items (a) to (d) under rule 4 above, the governing principle shall be to secure the services of the candidates most suitable to post (s). To achieve this objective the method of recruitment shall be :-

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- (i) To invite applications by open advertisement giving full information regarding the nature and duties of the post, Qualifications, Experiences and Age limits, prospect of promotion and other relevant information. Ordinarily for each post not less than 7 candidates from outside shall be called for interview.
- (ii) When direct recruitment is resorted to, existing Employees of the Corporation may also apply against advertisements, the provided they fulfill the prescribed requirements. Relaxation in the qualification/ experience of internal candidates may be considered by Appointing Authority.
- (iii) To prescribe, where necessary, written competitive examination/test and/or oral examination by means of Interview of Candidates by a Selection Committee to be constituted by the Competent Authority or any other delegated Authority, depending upon the post.

Discontinuance of interviews for all Group C & D posts and to Group B induction level posts in recruitment. However, Skill Test/ Physical Test shall continue to be conducted wherever necessary.

- (iv) The Selection Committee will arrange the names of the Selected Candidates in order of merit and the Appointing Authority will make appointments in that order, unless for any special reasons to be recorded, it is found necessary to vary that order in any particular case.

Panel of Selected Candidates (Kept in reserve), which normally shall not exceed 50% of the number of advertised vacancies, will remain alive for a period of one year.

7.2 Recruitment by Deputation:

When a post is to be filled in by deputation, no organization will normally be approached to lend a particular officer by name, but such relevant particulars will be supplied to the concerned organization, as will enable it to suggest name/names of suitable persons for post (s) in question.

The deputation period will not normally be allowed to exceed the limits prescribed by the Bureau of Public Enterprises from time to time for various categories of posts.

In the case of each deputationist, the Management will decide within a period of one year from the date of appointment or at least 3 months before expiry of the deputation period, whichever is later whether the deputationist has to be continued on deputation, absorbed or reverted.

The retirement and other benefits such as Seniority, Leave, Provident Fund, Gratuity etc. to be allowed to deputationist on absorption shall be regulated as per the provisions in "Guide Lines for Absorption of deputationist issued from time to time by B.P.E. and Government of India.

7.3 Appointment by Promotion:

Rules relating to promotion of Employees will be laid down separately by the Corporation.

7.4 Extent of Recruitment:

Recruitment shall be in adherence to the overall manpower budget for the year.

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7.5 Pay Fixation :

The Selection Committee may recommend higher start normally not exceeding 5 increments in the Scale applicable to the post and other terms of service depending upon the experience, qualifications etc. of the candidates at the time of interview.

7.6 Age:

The age of a person at the time of appointment to the services of the Corporation shall not be less than 18 years.

7.7 Reservation of Posts and Relaxation in Age Limits:

The directives of Central Government regarding reservation and age relaxation for Scheduled Castes, Scheduled Tribes, Ex-Servicemen and other Categories, if any, issued from time to time, shall be followed.

7.8 Bigamous Marriage:

No candidate who has more than one spouse living or who, having a spouse living, contracts another marriage which is valid by reason of its taking place during the lifetime of such spouse, shall be eligible for appointment to any posts in the Corporation, except where this may be permitted under the Central Government rules for its Employees.

7.9 Medical Fitness:

No person shall be appointed in the services of the Corporation unless such a person has been certified by a duly qualified and registered medical practitioner or medical board approved by the Corporation to be medically fit to discharge his duties, except that in case of persons appointed from the Government of Public Enterprises, such a certificate, at the option of the Corporation, will not be necessary, if he had been earlier medically examined for the previous employment.

7.10 Verification of Character and Antecedents:

7.10.1 Appointment of any person in the services of the Corporation or his continuance in service, shall be subject to his character and antecedents being verified and found satisfactory, in the prescribed manner.

7.10.2 In case of a person appointed from the Government or other public Enterprises, the Corporation may accept the verification of character and Antecedents done by his previous employer.

7.11 Probation:

- (a) All initial appointment, except transfer/deputation from the Government or Public Enterprises, shall be on probation for a minimum period of 12 months.
- (b) During the period of probation, an employee shall be liable to be discharged from the services of the Corporation without notice, or without assigning any reason, at the sole discretion of the Corporation.
- (c) The period of probation may be extended or curtailed in individual cases, by the Appointing Authority, on the merits of each case depending upon probationer's performances.
- (d) On satisfactory completion of the period of probation, the employees shall be regularized in the Post, but shall not be regarded as having been automatically regularized, unless an order to this effect is issued to him in writing.

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7.12 **Seniority:** Seniority in essence means length of service in a particular post or grade. Thus the seniority shall be determined with reference to the date of appointment to a particular Post/ Grade. If an appointment order contains names of more than one person, the seniority shall be according to the merit list drawn after the selection and person whose name figures first in the merit list will be senior to the one whose name appears next to his and so on.

7.13 **Liability for Service:** A person recruited to a post under the Corporation shall be liable to be posted anywhere in India and abroad.

7.14 **Training:** All employees are liable to undergo such theoretical and/or practical training for such period and undertake such examination as may be prescribed by the Corporation from time to time.

8. APPOINTING AUTHORITY:

8.1 The Board of Directors shall be the appointing authority for all appointment to posts in the grade E-8(CGM) and E-9.

8.2 Appointments to all posts of Executive in the grade E-1 to E-8(GM) shall be made by the Chairman & Managing Director, provided that in respect of those posts for which subordinates have been delegated powers of appointment, such appointment may be made by those authorities, provided further such delegation or sub-delegation shall not be made to an authority lower in rank than that of Director (Personnel). Appointments to all posts of Supervisory and Non-Supervisory cadre shall be made by the Director (Personnel).

List of Panel Approving Authority and Appointing Authority is given at Annexure-I.

8.3 Additions/Alterations:

The Recruitment Rules are liable to modifications/changes depending upon the future needs of the Corporation. Notwithstanding whatever contained in these rules, the CMD may at his discretion relax any of the provision of these rules.

ANNEXURE I

Sl. No	Category of Employees	Appointing / Panel Approving Authority
1.	Workman & Supervisory	Director (Personnel)
2.	Executive / Management cadre (E1 to E8(GM))	Chairman and Managing Director
3.	Management cadre (E-8(CGM) and E-9)	Board of Directors

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REFERENCES / AMENDMENTS / INCLUSION

Clause No.	Board Approval	Circulated vide
<p style="text-align: center;">3 (Classification of Posts)</p>	<p style="text-align: center;">158th Meeting held on 02.07.2007</p>	<p style="text-align: center;">Office Order 958 vide Memo No. Pers 25/34/7056-90 dtd. 30.07.2007</p>
<p style="text-align: center;">6.2 (Levels of Recruitment)</p>	<p style="text-align: center;">-do-</p>	<p style="text-align: center;">-do-</p>
<p style="text-align: center;">8 (Appointing Authority)</p>	<p style="text-align: center;">-do-</p>	<p style="text-align: center;">-do-</p>
<p style="text-align: center;">7.1 (iii)</p>	<p style="text-align: center;">As approved in the 219th Board Meeting held on 18.12.2015</p>	<p style="text-align: center;">Office Order No. 194(A) dtd 04.01.2016 and circulated vide Memo No. Pers-07/G-59/4452-4453 dtd 04.01.2016</p>
<p>Existing E1 to E9 grades of Executives revised as approved by the Board of Directors in the 234th Board Meeting held on 14.11.2017</p>		<p style="text-align: center;">Office Order No. 889 dtd. 09.01.2018 and circulated vide Memo No. Pers/23/109/10,809-60 dtd. 09.01.2018</p>
<p>Revision of Designation of Executives as per DPE Guidelines approved by the Board of Directors in the 251st Board Meeting held on 10.05.2019</p>		<p style="text-align: center;">Office Order No. 381 dtd. 31.05.2019 and circulated vide Memo No. Pers/25/72/9381-430 dtd. 31.05.2019.</p>

PREPARED BY	REVIEWED BY	APPROVED BY
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