

# **NESPAK RULES**

**(Induction & Promotion in Service, Criteria for  
Conversion to Regular Service, Higher  
Qualification/Educational Allowances)**

## PROCEDURE FOR INDUCTION AND PROMOTION

### 1. Introduction

The Management has laid down the following eligibility criteria for induction and promotion of all staff as a minimum requirement which must be fulfilled before any person can be inducted or any presently serving employee of NESPAK can be considered for promotion. **It must, however, be understood that just fulfilling the eligibility criteria does not entitle a person to be appointed or promoted.** The appointment or promotion is entirely at the discretion of the Management.

These criteria are subject to review by the Board of Management (BoM) from time to time as deemed appropriate.

### 2. Procedure For Induction

- a) All induction of employees in NESPAK are made through applications received online via NESPAK recruitment against advertised requirements.
- b) An anticipated requirement for hiring of staff as determined by the concerned Division Head and approved by the Managing Director for publication in important daily newspaper across the country as well as on NESPAK website. The advertisement for publication on both mediums is prepared by the Human Resources Division.
- c) Shortlisted candidates strictly in accordance with the requirements as mentioned in advertisement are interviewed by the multi-divisional interview committee as issued by the Human Resources Division.
- d) A merit list will be prepared on the basis of marks obtained in the interviews. Fulfilment of the requirement of staff will then be made from the merit list on as and when required basis. The merit list will remain valid upto a year from the date of finalization.
- e) Approval of the Managing Director for hiring of selected candidates in order of merit will be obtained by the concerned Division Head through Human Resources Division. The shortlisted/approved candidates will have to undergo medical test before appointment.
- f) Human Resources Division will then process the case for degree verification to concerned university/board. After the receipt of degree verification from the concerned university/board, appointment letters in accordance with the Company Rules are issued by Human Resources Division.

### 3. Minimum Credit Points Table for Induction in Various Grades:

	Grades	3	4	5	6	7	8(b)	8	9	10	11	12
Credit Points for Induction	Professionals (Engineers, Architects & Town Planners)	-	-	-	-	-	-	48	76	103	133	168
	Other Professionals	-	-	-	-	-	48	60	76	103	133	168
	Para- Professionals	4	12	16	22	32	44	56	76	106	136	NA
	Support Staff	4	12	22	34	46	60	78	96	126	NA	NA

#### 4. Procedure for Promotion

Promotion of an employee is a four-tier process i.e., assessment by the Reporting Officer, recommendation by the Head of Division, evaluation process by the Administrative Committee and finally approval of the Management:

- a) Annual Performance Review Report (APRR) of each employee shall be written by a Reporting Officer (RO) who shall be an authorized officer, for reporting for the year ending on 30<sup>th</sup> June every year, on the respective APRR forms.
- b) Credit points for every year of performance in NESPAK (P1), shall be as per prescribed.
- c) Eligibility for promotion of a regular/contract employee, who has been promoted to the current grade while in the service of NESPAK, shall be as under:

- i.  $P1 \geq P$  (Stay-in-Grade Criteria)  
OR
- ii.  $P2 \geq N1$  (Induction Criteria) and  $P1 \geq 0.7P$ ;

where,

- N1 = Credit points prescribed by the minimum value given in the criteria stated in para 3 for induction in the next higher grade
- P = Credit points prescribed by the minimum value given in the criteria stated in para 5;
- P1 = Credit points in the current grade actually earned for performance in NESPAK as on the date of assessment; and
- P2 = Credit points earned on the basis of qualifications, past experience and service in NESPAK

- d) A regular/contract employee, who has been inducted in the current grade on appointment, shall be eligible for promotion when he fulfills the following criteria:

- $P2 \geq N1$  (Induction Criteria);  
or  
 $P1 \geq P$  (Stay-in-grade Criteria).

However, for promotion from grade 8 to 9, fresh inductees who had obtained less than 60 credit points for qualification at the time of induction, will have to qualify both the Induction Criteria and the Stay-in-grade Criteria as stated above.

- e) The candidates recommended for promotion from Grade-10 to Grade-11 by the Administrative Committee, will be required to appear for an assessment interview before a sub-committee of BOM. The candidates qualifying the interview will be considered by the BOM for promotion from Grade-10 to Grade-11; BOM will, however, reserve the right to accept or reject recommendations of the sub-committee.

The grading of candidates will be based on following criteria:

- Interview marks max. = 50%                      Past performance max. = 50%
- Minimum overall qualifying score will be 75% to be considered for inclusion in the recommended list.

- f) Support staff (Drivers, Naib Qasids, Guards, sweepers etc.) may be promoted subject to their respective grade ceilings when they complete at least 07 years continuous service in NESPAK in their respective grades, irrespective of their previous experience.
- g) Promotion of eligible employees shall be considered only after a definite recommendation for promotion is received by the BoM from the concerned Division Head at the time and in the manner prescribed by the Management from time to time.
- h) The employees who do not fulfill the induction criteria of the current grade shall not be promoted to the next grade until they fulfill such criteria, regardless of the fact that they may have fulfilled the Stay-in-Grade Criteria i.e.,  $P1 \geq P$  as defined hereinabove.
- i) In case of promotions from Grade 11 to Grade 12, a short-list of employees finally recommended for promotion, shall be prepared by the BoM after review of each case on merit and points criteria. The BoM shall interview short-listed employees and forward their recommendations based on the following parameters to the Managing Director for approval:
- j) 30% weightage of credit points earned for last 5 APRRs.
  - ii) 70% weightage of the marks obtained in interview.

k) Accelerated Promotion (discontinued for the time being since January, 2019)

An employee who does not fulfill the eligibility criteria and is recommended for accelerated promotion by the Head of his Division, shall, for the purpose of assessing his suitability for promotion, be interviewed by the BoM, provided:

- i. all but one of his APRRs in the current grade show 'Outstanding' performance: the excepted APRR must not be lower than 'Very Good;
- ii. the current year's and the last year's APRRs (if applicable) show 'Outstanding' performance; and
- iii. the credit points earned by him fall short of the eligibility criteria by not more than the credit points awarded for one year of outstanding service.

l) Category wise percentage/quota limits upto Grade-10 (excluding support staff)

- i) Outstanding and Very Good as 60% of the total employees in each category with Outstanding not more than 10%.
- ii) Good and below as 40%

5. Minimum Credit Points for Promotion to Next Grade:

	Promotion from Grade	3 to 4	4 to 5	5 to 6	6 to 7	7 to 8(b)	8(b) to 8	8 to 9	9 to 10	10 to 11	11 to 12
Credit Points for Stay in Grade	Professionals (Engineers, Architects & Town Planners)	NA	NA	NA	NA	NA	NA	16 to 28*	27	30	35
	Other Professionals	NA	NA	NA	NA	NA	12	16	27	30	35
	Para- Professionals	6	6	6	10	12	12	20	30	30	NA
	Support Staff	8	10	12	12	14	18	18	30	NA	NA