

ENERGY EFFICIENCY SERVICES LIMITED
(A JV OF FOUR CPSEs UNDER Ministry of Power)

RECRUITMENT POLICY AND PROCEDURES – CONTENTS

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ENERGY EFFICIENCY SERVICES LIMITED
RECRUITMENT POLICY AND PROCEDURES

1.0 Preamble

Energy Efficiency Services Limited, hereinafter referred to as EESL or the company, subscribes to the belief that success of the organisation depends largely on the skills, abilities and commitment of the employees who constitute the most important asset of the organisation.

Since the field of Energy Efficiency is still in its nascent stages, getting right kind of talent suiting the company's business needs is difficult, especially at senior levels. This is on account of following reasons:-

- a. In established businesses, there is ample availability of specialized manpower i.e. in the field of Electrical engineering, Mechanical engineering, etc., however, in Energy Efficiency business the availability is meagre.
- b. Since EESL is a JV and not a PSU, as such experienced personnel from leading PSU's are hesitant to join. Even if they get selected they try to maintain lien with their parent company and may not be fully aligned to the company's objectives.
- c. On the other hand, as our pay scales are lower as compared to leading private sector enterprises, we are unable to attract the best of talents from private companies. As such adequate amount of non-monetary benefits are required to be in-built in company's policy which shall attract required talents from private sector.
- d. Most of the existing manpower are on fixed tenure basis or are outsourced, who leave the organisation on termination of contract or tenure or on finding a more stable job, once they have gained experience. Thus, the efforts of the company in training such manpower and making them aware of the business model of the company squandered. This source need to be tapped so that the company does not lose the trained manpower, which is scarce in this industry.

Thus the need to provide a RECRUITMENT POLICY which enables the Organisation to meet the above challenges, attracts, motivates and retains talents from all sectors and creates a continual source of trained professionals for meeting the fast growing needs of the organisation in a changing Business scenario.

2.0 Preliminary

- 2.1 The policy statement and the rules and procedure made hereunder will be applicable to recruitment and selection of employees of all classes and categories irrespective of whether they are against regular, fixed tenure, temporary, casual, or trainee posts, unless specifically stated otherwise.
- 2.2 Standard Designations, Grades, Pay scales of the regular employees of the company and Consolidated Pay in respect of Fixed Tenure Employees are described in **Schedule IA**, which is a part and parcel of these rules. Allowances and other benefits shall be in accordance with the NTPC HR Policy, in respect of the Regular Employees. Some of the Allowances, Benefits, etc. in respect of regular employees are enlisted in **Schedule IB**. In case of Fixed Tenure Employees the monthly remuneration shall be limited to the Consolidated Pay as mentioned in Schedule IA and insurances as applicable from time to time.

3.0 Definitions:

- 3.1 "Company" means Energy Efficiency Services Limited having its Head Office at Delhi / NCR and includes its manufacturing units and site offices.
- 3.2 "Competent Authority" means the Board of Directors or any other officer, of the company to whom the power in this regard have been specially delegated by the Board.

3.3 "Appointing Authority" means the Board of Directors, Managing Director (MD) or any other officer, of the company to whom the power In this regard have been specially delegated.

3.4 "Employee" means any person directly employed in the company other than Personnel on deputation.

3.5 "Trainee" means a learner recruited under any of the training schemes of the Company and who is engaged in learning and is governed by the terms and conditions laid down in the bond/agreement by him with the company, excluding apprentice under the Apprenticeship Act.

3.6 "Fixed Tenure Employee" means an employee who has been employed by the company for a fixed tenure.

4.0 Manpower Planning and Budgeting

4.1 Before the end of August every year, each Zonal Head, Project Head and Services department head will review of adequacy of the available manpower with reference to the tasks and targets and determine any additional requirements of manpower in qualitative and quantitative terms for the immediately following financial year.

4.2 Based on the requirements of additional manpower, the detailed manpower plan for the financial year will be prepared jointly by the Corporate Planning and Human Resource Departments for the Regions as a whole giving specific details of each new post other than casual posts and justification therefore and this manpower plan

containing details of expenditure involved will form a part of the overall manpower Budget of the Region.

- 4.3 The requirement of casual and other contingent staff will not form a part of the Manpower Budget as the same will be shown only in terms of estimate of expenditure to be incurred in respect thereof as a part of the Manpower Budget. However, in case of contingent staff required to be deployed overseas, or to be deployed through an outsourcing agency located abroad, special mention should be made about the level, salary package, city/country, qualification, tenure etc.
- 4.4 Annual manpower plans including the additional manpower requirements along with all relevant details and estimated cost involved for all the Zones/Regions/Projects will be consolidated into an integrated Company Manpower Plan which will form a part of the Annual Budget to be submitted for approval of the Board of Directors.
- 4.5 On approval by the Board, these manpower plans will constitute sanction for creation of posts including posts of trainees and form the general basis of recruitment during the financial year.

5.0 Creation of Posts

- 5.1 Notwithstanding the Board's overall sanction for the creation of posts as above, specific sanction for each new post from the Competent Authority will be necessary before initiation of action for filling the posts and the Competent Authority will issue the necessary sanction depending on the requirements from time to time during the year within the approved budget sanction and manpower plans subject, however, to the

policies and directives that may be issued by the Board of Directors, as the case may be.

5.2 For the purpose of according sanction to the creation of regular, trainee and temporary posts in different categories within the approved budget provisions and approving appointments to such posts, the following will be the competent authorities to be referred to hereinafter as the Appointing Authority.

5.2.1 Authorities competent to accord sanction to creation of posts within approved budget provisions, as per Delegation of Powers are:-

Posts	Authority
a) Posts at the level of Executive Director (E9)	Board of Directors
b) Posts at the level of DGMs (E6) and above upto General Manager (E8)	Chairman
c) All other exec. and non-exec posts level of Sr. Manager	Managing Director

5.2.2 Authorities competent to approve appointments to the posts created within the manpower budget provisions.

Posts	Authority
a) Posts at the level of Executive Director (E9) & above	Board of Directors
b) Posts at the level of DGMs (E6) and above upto General Manager (E8)	Chairman
c) All other exec. and non-exec posts level of Sr. Manager	Managing Director

5.3 In respect of casual posts for a duration of not more than 90 days, Heads of Department not below the rank of Deputy General Manager will be the appointing authority who will, however, consult the Human

Resource Department prior to the issue of such sanctions.

Provided that no extension will be granted to any employee in such casual posts beyond 90 days, whether with a break of service or without, except with the approval of the Appointing Authority as prescribed in Clause 3.3.

- 5.4 While the authority competent to sanction the creation of posts will have the flexibility to reappropriate posts as between various functions under his control subject to overall provisions in the budget, no non-executive post shall be created unless such post is included in the approved budget and manpower plans except with the prior approval of the Chairman who may accord the necessary approval only in exceptional cases. Proposals for creation of such posts not covered by the annual manpower plan will be accompanied by full justifications and explanation of reasons and circumstances due to which the necessary provision could not be made at the time of formulating the annual manpower plan.

6.0 Job Title, Job specification, Role Outline and Pay Scales

- 6.1 Job specifications indicating the basic eligibility requirements in terms of minimum educational and/or professional qualifications, length, nature and quality of experience, upper age limit etc. are laid down in the **Schedule II** annexed to these rules, which shall form a part and parcel of these rules.

- 6.2 To ensure uniformity and consistency, such job titles, job specifications and role outlines together with the pay scales applicable in respect of all categories of posts will be issued by the Corporate Office from time to time with the approval of the Managing Director..
- 6.3 No appointment shall be made to any post in the Company unless the person fulfils the minimum eligibility requirements and conforms to the specifications prescribed for the post except where general relaxations are made in the case of reserved vacancies for candidates belonging to Scheduled Castes, Scheduled Tribes, Ex-servicemen and other special categories.

Provided, however, that in special and exceptional cases appointments may be made subject to the approval of the Appointing Authority in relaxation of the prescribed specifications wherein he is satisfied that such relaxation is essential in the interest of the Company.

7.0 Induction Levels

- 7.1 Keeping in view the need for induction of experienced personnel during the formative stage of a new organisation, recruitments in EESL during the initial years may take place at all levels/Grades of the organisational hierarchy but while manning the positions it should be ensured as far as possible that the number inducted in higher grades within a cadre is proportionately smaller than the number inducted in the lower grades. Lateral entry recruitments at middle level may also be undertaken on account of creation of

vacancy due to resignation, separations, special technical or managerial requirements, etc.

7.2 At the appropriate stage of the growth of the organisation, recruitments will be restricted by and large to the induction levels i.e. at ET grades for Executive positions, ST (Supervisor Trainees) grades for Supervisory positions and W1 and W3 grades for Workmen positions, so as to ensure that prospects of career growth of existing employees are in no way impaired. Channel of promotion across various cadres/ Career path is depicted in **Schedule III**. Rest details are discussed under Promotion Policy of the company. With the proposed change in Recruitment rules the eligibility period for promotions is also, correspondingly, modified as mentioned in the footnote of **Schedule III**.

7.3 Infusion of new blood to the executive and supervisory cadres will be through the Executive Trainee and Supervisory Trainee Schemes under which training based on specific requirements of the company will be imparted to the fresh professional graduates and diploma holders to be recruited on a regular annual basis. The training period shall be for a period of one year. During the training period they shall be posted under HRD section. After satisfactory completion they shall be absorbed at E1/ S1 grades.

8.0 Agencies for Recruitment

8.1 All recruitment to the executive and supervisory cadres inclusive of Executive/Supervisory Trainees for all Zones and Regions of the company will be centralised in the Corporate Centre and dealt with by the Corporate Human Resource Department.

- 8.2 Until such time, till the company's Regions do not have their separate training facilities, all recruitments of Workmen cadres will be done by the Corporate Human Resource Department. These employees will undergo training under a centralised special Induction Training Scheme at Corporate Office.
- 8.3 Wherein manpower is required to be deployed in overseas for a period of more than 60 days, therein, outsourcing may be resorted to. Outsourcing may be done through a specialised agency, which shall be identified by the HR Head, and shall be put up to Managing Director for approval. Upon approval, the Agency shall be provided with the requirement. The agency shall be responsible for all Labour Laws/ Employment Laws compliance in the country of where the company proposes its operations. The Agency shall take company into confidence before finalizing the deployment.

9.0 Sources and Modes of Recruitment

- 9.1 For recruitment of professional personnel in Company's executive cadre including executive trainees, selection will be made on an all-India basis and for this purpose, the posts to be filled will be duly notified through press advertisements and Company Notice Boards and/or through circulars issued to Government Departments and Public Sector Undertakings where suitable candidates of the required expertise are expected to be available. The selection of candidates for the senior positions of E4 and above would be on the basis of interviews of shortlisted candidates based on merit. In case of recruitment to the posts of E3 and below

the criteria would be - In case the ratio of vacant position to the number of applications is more than 1:15 then written exam shall be conducted, which shall be followed by Group Discussion/Interview. Group Discussion shall be conducted when the ratio of Posts to candidates is more than 1:9.

9.2 In respect of recruitment to non-executive posts of the levels of W6/S0 and below, all vacancies will be notified to the Employment Exchanges in terms of Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and also through press advertisements. For final selection, written exam shall be conducted in case of Workmen cadre. However, in case of Supervisory cadre, written exam shall be conducted, in case the ratio of vacant position to the number of applications is more than 1:15, which shall be followed by Group Discussion/Interview. Group Discussion shall be conducted when the ratio of Posts to candidates is more than 1:9.

9.3 In addition to the above, induction of executive and specialist non-executive personnel may be made as deemed necessary and appropriate by the authority competent to create the posts from one or more of the following sources :

(a) Deputation from Central/ State Government/Electricity Boards and Public Sector Organisations where suitable personnel on terms offered by the Company may not be available at the right time from other sources and where the time and cost involved in processing recruitments through open

advertisements may not be justified in view of the number or nature of posts to be filled.

- (b) Campus interview and recruitment in the level of E1 grade or below and the post of Executive Trainees/Supervisor trainees from reputed Engineering/Management/Polytechnic institutions, may also be resorted to. Colleges should be selected on Region-wide basis on specific criteria advertised on open press advertisement. List of such colleges from which Campus recruitment is proposed, shall have to be approved by the Chairman with information to the Board of Directors.
- (c) Through absorption of Fixed Tenure Employees in regular scales, when they have completed minimum one year of service in EESL, provided their performance has been satisfactory and their PMS score is not less than Excellent or equivalent. However, they shall have to meet the minimum eligibility criteria as described under **Schedule II**. They shall have to appear for interview before duly constituted committee and score more than 75% marks. In case the concerned Fixed Tenure Employees do not fulfill the post experience criteria, they can be fitted into appropriate lower Pay scale/Grade. All such absorptions shall be made at the start of the scale. Such Fixed Tenure employees who fail to qualify to be absorbed may continue to be on the same position for the balance period of the tenure on the recommendation by the Appointing authority, after which his/her services will terminate.

In special cases, based on exigencies of work, the Fixed Tenure employees tenure may be extended

further based on approval by Managing Director for not more than two years and with the approval of Chairman for not more than three years.

Notwithstanding the above, Board of Directors shall be intimated of such absorptions. Such absorption should not be a rule and shall be done only in exceptional circumstances, subject to proper business justification.

- (d) Through absorption of manpower, employed by Outsourcing agencies and deployed in EESL for more than two years, based on exigencies of work and requirement of skilled and experienced manpower. All such absorptions would be done at positions below Supervisory levels (S4 or below) on fixed tenure basis based on written examination and/or interview. Such positions shall be circulated internally and written exam, GD/interview shall be conducted. Only such candidates who meet the specified standards would be considered for absorption.

Notwithstanding the above, no such absorption of Outsourced Employees into Fixed Tenure Pay scales of the company, shall be done without the prior intimation to the Board of Directors. Such absorption should not be a rule and shall be done only in exceptional circumstances, subject to proper business justification.

10.0 To fill job openings by selection from within

- 10.1 The internal candidates who fulfil all eligibility requirements may be considered along with other candidates.

Provided, however, that they should not have been considered for a similar position in any of the Departments/Units of the Company and found unsuitable in the course of one year preceding the time of the current recruitment.

10.2 For being considered for selection from within the organisation, on the basis of internal circulars for a job opening in a particular grade, employees in the next lower grade only are eligible. Provided that he/she must have served for a minimum of one year in the existing grade in EESL. However, this provision shall not be applicable in cases wherein the employee is applying against an open advertisement and fulfilling all the criteria for the advertised higher position.

10.2.1 However, for induction level recruitment, selections based on Employment Exchange notification and/or open advertisement, the fulfilment of Service Rules condition of putting in one year of service in the existing grade will not be necessary, provided the candidates meet the minimum qualification and other requirements for the notified/advertised post.

11.0 Application Formalities

11.1 No appointment other than appointments on deputation will be made in the company except on the basis of an application giving details and particulars as may be prescribed from time to time.

11.2 Wherever online system is available applications have to be filled in online along with attachments as

prescribed from time to time. Managing Director may take a decision to change the application system.

12.0 Forwarding of Applications of Candidates from Government and Public undertakings

- 12.1 Consistent with the guidelines issued by the Department of Public Enterprises EESL will accept application if they are forwarded through proper channels or No-Objection certificate during the interview, in respect of persons employed in the Central and State Governments and in those Public Undertakings whose rules provide for carry forward of gratuity, leave, provident fund and other benefits of transfer on movement to another organisation in the public sector with the consent of both the organisations concerned.

Provided, however, that applications from candidates from public undertakings referred to above may be accepted without being forwarded through proper channels if the candidate submits a declaration along with the application stating that if selected for appointment in EESL on terms acceptable to him :

- (a) He will be agreeable to forego the benefits of carry forward of leave, gratuity, etc.; and
- (b) He will be able to secure due release from his present organisation within the stipulated notice period.

- 12.2 Applications submitted through proper channel may be processed on the basis of advance copies but the candidate, if and when called for interview, must submit a 'No Objection Certificate' from his present employer which must also state that he will be relieved in the event of his selection for appointment in EESL.
- 12.3 In respect of candidates from Government and Public Sector Organisations who apply through proper channel, Human Resource Department will obtain copies of the annual appraisal reports or their abstracts in EESL's reference check forms which will be placed before the Selection Board during or after interview but before the finalisation of the panel of selected candidates.

13.0 Processing of Applications

- 13.1 All applications received against a specific notification/ advertisement will be subject to preliminary scrutiny by the Human Resource Department who will ensure that:
- (a) Applications are duly completed and accompanied by the prescribed application fees and were received within permitted time.
 - (b) Age of the applicant is within the prescribed limit.
 - (c) Qualifications and experience of the candidates conform to those prescribed.
 - (d) Applications have been submitted 'Through Proper Channel' wherever required.
 - (e) In the case of candidates from Scheduled Castes and Scheduled Tribes, OBC, Ex- Servicemen etc.

application is accompanied by a certificate to that effect from the competent authority.

- 13.2 If required and found inexpedient to do so, the HR Department may consult the concerned department. The company if finds it efficient and effective can outsource the process of invitation of applications and screening as per pre-fixed criteria.
- 13.3 On completion of the screening The HR department will call for test and / or interview and the candidates selected from the tabulated list. The number of the candidates to be called for interview shall ordinarily be approximately five to six times the number of posts to be filled up. However, if the number of valid applications is more than nine times the number of posts to be filled up, Group Discussion may be undertaken to restrict the number of candidates for interview. Wherever, deemed fit, interviews may be conducted through video conferencing.

14.0 Selection Process and Constitution of Selection Boards

- 14.1 Various selection methods like trade/skill tests, written tests, group discussions, interview, etc. may be employed depending on the requirements of the job for which selection is being made and for this purpose. The Human Resource Department in association with the concerned Department, wherever necessary will evolve and prescribe uniform methods of selection in all Units for similar jobs.

14.2 All direct appointments to every post in the company, whether regular, temporary, trainee or casual, except appointments on deputation from Government organisations and public sector undertakings, will be made only on recommendation of a duly constituted Selection Board/Committee.

14.3 Constitution of selection boards will be done by the HR/ Administration in consultation with the Chairman/ MD of the Company. The constitution of the selection boards will be as follows:

14.3.1 Posts (technical & non-technical) whose scale of pay is (Sr. Mgr.) and above:

- a. Experts in the relevant field
- b. Expert from department for which recruitment is being done
- c. HR representative
- d. Any other representative as may be deemed fit for the post

14.3.2 For all other posts (Technical / Non-Technical)

- a. BUH where vacancy exists
- b. HR representative
- c. Any other representative as may be deemed fit for the post

14.3.3 Overseas : Hiring of outsourced staff

Although, generally, deployment of staff through outsourcing agency is beyond the scope of these Recruitment rules, however, in case of any deployment through Outsourcing agency in overseas sites, the candidates must be introduced to the officials duly

nominated by the company. This clause may be read along with clause 8.3 above.

14.3.4 The member of committee should normally hold at least one grade higher and preferably two grades higher than the post for the recruitment of which the committee is constituted. Notwithstanding the above, the Managing Director may nominate any other person from the Industry or a reputed Professional as member of the selection committee, as he deems fit.

14.4 Honorarium and reimbursement of boarding and lodging expenses may be made to Members of the Selection Board/ Committee from outside the organisation as per rates and rules in this regard laid down by Corporate Centre from time to time.

14.5 Notwithstanding the above, EESL reserves the right to cancel / restrict /enlarge / modify / alter the recruitment/ selection process, with the approval of Competent Authority

15.0 Appearing for Group Discussion/Interview

15.1 All candidates called for Group Discussion/ interview/Skill tests who come from places beyond a distance of 30 will be reimbursed actual expenses incurred on travel to and fro travel fare from the place of interview on production of money receipt or any other supporting documentary evidence in respect of the onward journey, limited to:

Return air-fare (Economy) -
By the shortest route

For all executive posts
in the position of DGM
and above

I class/II class AC sleeper return -
rail fare by the shortest route
Second class return rail fare -
by the shortest route

For executive posts in
the level of E2 and above
For executive posts in the
E1 position including
Executive Trainees, all
Non-executive posts
Including supervisor and
other trainees under
company training
scheme.

The shortest route for this purpose will be the
correspondence address mentioned in the application
form.

- 15.2 The call letters to the candidates for appearing for
interview before the Selection Board, to be issued by e-
mail or/ and by display in company's website only.
- 15.3 In the case of recruitment for vacancies reserved
exclusively for the Scheduled Castes and Scheduled
Tribes, separate interviews exclusively for candidates
belonging to these communities will be held before the
Selection Board which should include, whenever
possible, a member nominated by the Commissioner of
Scheduled Castes and Scheduled Tribes or a Manager
of the Company belonging to any of these communities
as required under the Presidential directives issued in
this regard.
- 15.4 Human Resource Department will make available to the
members of the Selection Board the following
documents and particulars regarding the candidates
called for interview:
 - (a) A copy of the advertisement/ notification together
with the specific requirements and duties and
responsibilities of the posts.

- (b) Bio-data/Resume of each candidate.
- (c) Applications in original.
- (d) Appraisal reports and comments of forwarding authority in the case of internal candidates.
- (e) Annual appraisal reports wherever available in the case of candidates from Government and public sector organisations whose applications have been forwarded through proper channel.
- (f) Results of Tests/ Group Discussions held prior to interview, if any.

15.5 Keeping in view the qualifications, experience, results of tests/group discussion, if any, and other relevant facts vis-a-vis the specific requirements of the posts and on the basis of the standards of technical skill, professional competence and overall personality factors as assessed from the candidates performance in the interview, the Selection Board will assign a final percentage marks to each candidate considered suitable and recommend a panel of names of all such suitable candidates in order of merit on the basis of the marks so assigned.

Provided that when two or more candidates secure equal marks they will be empanelled in the chronological order of their dates of birth, the oldest being placed first among them.

Provided also that in respect of the reserved vacancies, the Selection Board will draw up and recommend a separate panel of names of suitable candidates

belonging to Scheduled Castes, Scheduled Tribes and Other Backward Class.

15.6 The Selection Board/committees shall record the performance by awarding marks in Group Discussions and Interview. While making its recommendations in Interview, the Selection Board may make special mention of the following wherever appropriate:

- (a) The amount of starting basic salary in cases where pay is to be fixed above the minimum of the grade. The selection Board can recommend up to five additional increments over and above the minimum of the basic pay in the relevant scale in deserving cases.
- (b) Any remarks regarding accelerated promotion to the next higher grade subject to satisfactory performance in exceptional cases of candidates who are too senior to start afresh in the grade to which they are selected but not senior enough for selection to the higher grade for reasons of internal company policy.
- (c) Area/areas of specification and strength where the candidate would be best suited.
- (d) Any other recommendation/ remark considered relevant and necessary in respect of any candidate.

16.0 Operation of Panel of Selected Candidates

16.1 The panel of candidates in order of merit as recommended by the Selection Board, on approval by

the Appointing Authority, will form the basis for issue of offers of appointment.

- 16.2 The functional panel of selected candidates will normally remain valid and operative for a period of six months from the date of approval and on expiry of this period it will cease to operate unless decided otherwise by the appointing authority for reasons to be recorded in writing.
- 16.3 Based on the panel as recommended by the Selection Board, Human Resource Department will issue offers of appointment to one or more candidates in the order given in the panel depending on the number of posts as sanctioned by the appointing authority from time to time.
- 16.4 Where there is a separate panel of selected candidates from the Scheduled Castes, Scheduled Tribes and Other Backward Class in respect of vacancies exclusively reserved for them, the model roster prescribed by the Government will be followed while making offers of appointment.

17.0 Offers of Appointment

- 17.1 Human Resource Department will issue the offers of appointment in the prescribed form in duplicate and the contract of appointment will be complete on receipt of the letter of acceptance along with the copy of offer duly signed by the candidate. Acceptance received through e-mail is also valid.
- 17.2 Based on the length of notice period, for release from the present employment as indicated in the application form or during interview and depending on the urgency of filling

the vacant post, the offer of appointment will state the last date by which the candidate must join the Company failing which the offer of appointment will be deemed to have been withdrawn unless an extension of the last date has been granted by the appointing authority prior to the expiry of the joining time as indicated in the offer of appointment.

18.0 Medical Fitness

- 18.1 Nobody will be appointed to any post in the Company whether regular, temporary, trainee or casual unless he is declared physically fit as per the medical fitness standards prescribed for the post after a medical examination by the Company's empanelled hospital or from a Doctor of Government Hospitals/Health centres at the time of appointment in the Company's service.
- 18.2 Notwithstanding the above, internal candidates and candidates joining EESL from the organisations in the Government and Public Sector who have been examined and declared fit at the time of their initial appointment in the Government or Public Sector as the case may be provided they furnish a certificate or declaration to that effect.

19.0 Joining Formalities

- 19.1 Employees on the first appointment to the Company's service will furnish to the Human Resource Department copies of documents and other details and particulars in prescribed format.
- 19.2 In case of recruitment to executive and supervisory posts, prescribed application blanks will include a column for the

candidates to give names of two references to whom in the event of selection of the candidate, reference will be made in the prescribed form for eliciting their views and opinions on the suitability of the candidate for employment in the Company.

- 19.3 On appointment of a person in the company, the District authorities concerned will be requested to verify and report on the antecedents of the person in the prescribed attestation form in terms of directives issued by the Government from time to time in this regard.

Provided, however that such verification of antecedents may not be insisted upon in the case of persons employed in the Government/Semi Government Organisations and Public Sector Undertakings immediately prior to the appointment in the company whose applications have been forwarded through proper channel and satisfactory evidence is made available in support of the fact that due verification of antecedents was made at the time of their appointment to the Government, Semi-Government Organisation or Public Sector Undertaking, as the case may be.

- 19.4 The selected candidates for the positions in Grades E1 to E3 may/ shall have to execute a bond of Rs. 2.5 Lakh on a non-judicial stamp paper to serve the company for a period of two years, including the probation or the trainee period. Provided, however that such bond may not be insisted upon in the case of persons employed in the Government/Semi-Government Organisations and Public Sector Undertakings immediately prior to the appointment in EESL provided they have completed two

years in their earlier organisation and whose applications have been forwarded through proper channel or No-objection certificate from parent organisation has been produced during the Interview.

20.0 Probation and Confirmation

- 20.1 The selected candidates on joining the Company will be under probation for a period of twelve months unless otherwise specified. However permanent employees of the Government and Semi Government organisations and regular employees of Public Sector undertaking who join initially on deputation/foreign services/ who are entitled to retain lien in the previous posts shall be exempted from the requirements of probation
- 20.2 During the period of probation, an employee shall be liable to be discharged from the service of the Company without notice, or without assigning any reasons there for, at the sole discretion of the Company.
- 20.3 During their period of probation, the performance of the new employees will be under observation. Follow-up reports from the Heads of Departments/BUH/Reporting Officer where new employees have been posted, will be sent to the Human Resources Department of the Zones/Unit concerned or corporate office as the case may be, indicating performance of the new employees. These feedback reports will be analyzed for a continuous appraisal and evaluation of the existing selection system.
- 20.4 The period of probation can be extended for a period of one year at a time, depending on probationer's performance and conduct, but such extension cannot be beyond two years. No increment shall be payable to an employee while on probation.

20.5 On satisfactory completion of the period of probation, the employee 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.

20.6 However, Engineer/Executive Trainee or any other Trainee, taken at the induction level, on “On the Job Training” for a period of One Year or more, shall be absorbed on the regular rolls on E-I/S-1/other relevant grade on successful completion of the training and for them no further probation period would be required.

21.0 Interpretation

21.1 In the case of any doubts arising with regard to any of the provisions in the Recruitment Policy and Procedures and in the cases not covered by these rules, final authority of interpretation will vest in the Managing Director whose decision will be final.

SCHEDULE IA

ENERGY EFFICIENCY SERVICES LIMITEDSTANDARD DESIGNATIONS, GRADES AND PAY
SCALES EXECUTIVE POSITIONS

GRADE	NATURE	DESIGNATION	SCALE (Rs.)(in case of Regular Employees)			Consolidated Pay (in Rs..pm) of Fixed Tenure Employees in equivalent grade
E9	Executive	EXECUTIVE DIRECTOR	62000	-	80000	NOT APPLICABLE
E8	Executive	CHIEF GENERAL MANAGER	51300	-	73000	NOT APPLICABLE
E7A	Executive	GENERAL MANAGER	51300	-	73000	NOT APPLICABLE
E7	Executive	ADDITIONAL GENERAL MANAGER	51300	-	73000	150000
E6	Executive	DY. GENERAL MANAGER	43200	-	66000	125000
E5	Executive	SR. MANAGER	36600	-	62000	100000
E4	Executive	MANAGER	32900	-	58000	80000
E3	Executive	DY. MANAGER	29100	-	54500	70000
E2	Executive	ASST. MANAGER	24900	-	50500	60000
E1	Executive	ENGINEER/EXECUTIVE	20600	-	46500	50000
ET	Executive	ENGINEER TRAINEES/EXECUTIVE TRAINEES/	20600	-	46500	NOT APPLICABLE

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SCHEDULE IA

ENERGY EFFICIENCY SERVICES LIMITED

STANDARD DESIGNATIONS, GRADES AND PAY SCALES

SUPERVISORY POSITIONS

GRADE	NATURE	DESIGNATION	SCALE (Rs.)(in case of Regular Employees)			Consolidated Pay (in Rs..pm) of Fixed Tenure Employees in equivalent grade	REMARKS
S7	Supervisory	SR. ADDL. ENGINEER GR. I / SR. ADDL. OFFICER GR.I	29100	-	54500	NOT APPLICABLE	
S6	Supervisory	SR. ADDL. ENGINEER GR. II / SR. ADDL. OFFICER GR.II	24900	-	50500	NOT APPLICABLE	
S5	Supervisory	ADDL. ENGINEER GR. I / ADDL. OFFICER GR. I	20600	-	46500	NOT APPLICABLE	Pay scale equivalent to E1 scale
S4	Supervisory	ADDL. ENGINEER GR. II / ADDL. OFFICER GR. II	20000	-	42500	40000	
S3	Supervisory	DY. ENGINEER / DY. OFFICER	18500	-	40000	35000	
S2	Supervisory	ASSTT ENGINEER GR. I / ASSTT OFFICER GR. I	17000	-	37000	30000	
S1	Supervisory	ASSTT ENGINEER GR. II / ASSTT OFFICER GR. II	16000	-	35500	29000*	
S0	Supervisory	SUPERVISORY TRAINEES / ASSTT ENG GR. III/ ASSTT OFFICER GR. III	14500	-	32000	28000*	

* Revised vide approval Note sheet dated 07/03/2017

SCHEDULE IA

ENERGY EFFICIENCY SERVICES LIMITED

STANDARD DESIGNATIONS, GRADES AND PAY SCALES

WORKMEN POSITIONS

GRADE	NATURE	DESIGNATION	SCALE (Rs.)(in case of Regular Employees)			Consolidated Pay (in Rs..pm) of Fixed Tenure Employees in equivalent grade	REMARKS
W11	Workmen	ASSISTANT SPECIAL GR.I/SR.CHIEF TECHNICIAN	20000	-	42500	NOT APPLICABLE	
W10	Workmen	ASSISTANT SPECIAL GR.II/ CHIEF TECHNICIAN	18500	-	40000	NOT APPLICABLE	
W9	Workmen	ASSISTANT SPECIAL GR.III/ GENERALTECHNICIAN	17000	-	37000	NOT APPLICABLE	
W8	Workmen	SR.ASSISTANT GR.I/MASTER TECHNICIAN	16000	-	35500	NOT APPLICABLE	Pay scale equivalent to S1 scale
W7	Workmen	SR.ASSISTANT GR.II/SR.TECHNICIAN	15500	-	34500	NOT APPLICABLE	
W6	Workmen	SR. ASSISTANT GR.III/TECHNICIAN	14500	-	32000	NOT APPLICABLE	Pay scale equivalent to S0 scale
W5	Workmen	ASSISTANT GR I/ TECHNICAL ASSISTANT GR.I	13500	-	29500	NOT APPLICABLE	

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ENERGY EFFICIENCY SERVICES LIMITED
STANDARD DESIGNATIONS, GRADES AND PAY
SCALES

WORKMEN POSITIONS

GRADE	NATURE	DESIGNATION	SCALE (Rs.)(in case of Regular Employees)			Consolidated Pay (in Rs..pm) of Fixed Tenure Employees in equivalent grade	REMARKS
W4	Workmen	ASSISTANT GR.II/ TECHNICAL ASSISTANT GR.II	12500	-	27500	NOT APPLICABLE	
W3	Workmen	ASSISTANT GR.III /TECHNICAL ASSISTANT GR.III	11500	-	26000	27000	
W2	Workmen	DATA ENTRY OPERATOR GR.I/ OFFICE ATTENDANT GR.I	11000	-	24500	NOT APPLICABLE	
W1	Workmen	DATA ENTRY OPERATOR GR.II/ OFFICE ATTENDANT GR.II	10500	-	23000	22000	
W0	Workmen	OFFICE ATTENDANT GR.III	8700	-	20000	16000	

NOTE:

1. Rate of Annual and Stagnation Increment shall be 3% of basic pay. , rounded off to the next Rs 10/-.
2. After reaching maximum of the scale Employees, in regular pay scale, shall be allowed to draw upto three stagnation increments, one after every 2 years, provided he/she gets a performance rating of "Good" or above. Stagnation Increments shall be treated as Basic Pay for all purposes except for further stagnation increments and promotion benefit.
3. Standard dates of Increment shall be as follows :

Regular Employees appointed / promoted between	Standard date
1 st January and 31 st March	1 st January
1 st April and 30 th June	1 st April
1 st July and 30 th September	1 st July
1 st October and 31 st December	1 st October

ALLOWANCES APPLICABLE IN RESPECT OF ALL REGULAR EMPLOYEES OF
ENERGY EFFICIENCY SERVICES LIMITED

1.0 DEARNESS ALLOWANCE (IDA)

DA shall be revised on 1st April, 1st July, 1st October and 1st January of each year based on the percentage increase in the quarterly average of AICPI for the quarters ending February, May, August and November respectively over AICPI (Basis 2001=100)

2.0 PERQUISITES AND ALLOWANCES

2.1 House Rent Allowance (HRA)

(If not Company owned or Company Leased Accommodation is not provided)

HRA shall be granted as per the classification of cities / towns declared by the Central Government on basic pay, as under:

Classification of Cities / Towns	Rates of HRA (% of basic pay)
X (previously classified as A1)	30%
Y (previously classified as A, B1 & B2)	20%
Z (previously classified as C & Unclassified).	10%

The classification of cities shall be governed by the guidelines issued by Directorate of Public Enterprises (DPE) from time to time.

2.0 COMPANY LEASED ACCOMMODATION

(If not provided Company owned accommodation and not in receipt of HRA)

The monthly rental ceilings for hiring of Company Leased Residential Accommodation shall be at par with NTPC policy.

3.0 CAFETERIA

3.1 “Cafeteria approach” shall be adopted for other perquisites and allowances allowing executives to choose from a given set or cafeteria of perquisites and allowances subject to the condition that the sum total of these perquisites and allowances shall not exceed 47% of basic pay.

The following shall form part of the cafeteria :

Sl. No.	Perks & Allowances	Percentage of Basic Pay
1.	Canteen Allowance / Meal Vouchers	7.5%
2.	Children Education Reimbursement	
	Child 1	5%
	Child 2	5%

	Hostel Subsidy	
	Child 1	5%
	Child 2	5%
3.	Professional Updation Allowance	10%
4.	Conveyance / Transport Allowance	5%
5.	Washing Allowance	5%
6.	Reimbursement of expenditure on vehicle repair & maintenance.	5%
7.	Domestic Help Allowance	10%
8.	Electricity Reimbursement	10%
9.	Newspaper/ Professional Literature reimbursement	5%
10.	Driver Allowance	10%
11.	House Upkeep Allowance	5%
12.	Self Development Allowance	15%
13.	Club Membership	10%
14.	Gardener Allowance	10%
15.	LTC	15%
16.	Other Allowances	10%

4.0 OTHER ALLOWANCES, ADVANCES, ETC.

All other allowances, advances and benefits shall be in accordance with NTPC rules issued from time to time till EESL forms its own Remuneration policy.

5.0 SUPERANNUATION BENEFITS

5.1 Employees of the company shall be member of Employees Provident Fund and Miscellaneous Provisions Act, 1952.

5.2 Company shall contribute 30% of (Basic Pay + DA) for superannuation benefits. This shall include Contributory Provident Fund (CPF) @ 12%, Gratuity, Pension and Contributory Post-Retirement Medical Facility.

5.3 Ceiling on Gratuity shall be Rs 10 lakhs or as revised from time to time as per Payment of Gratuity Act, 1972.

5.4 Post-retirement benefit shall be covered separately under Medical Attendance Rules. However, the expenses shall be under the ceiling prescribed under Para 5.2

6.0 MEDICAL BENEFIT:

OPD expenses: reimbursement shall be equivalent to one month's basic in highest of the relevant scale or actuals, whichever is lower, subject to submission of vouchers/medical prescription. This will include preventive check-ups and reimbursement of lenses/spectacles, not exceeding Rs.5000/- (Rs. Five Thousand Only). However, in case of spectacles the bills should be accompanied with the test report of an optometrist/ophthalmologist and such reimbursement shall not be admissible more than once in a financial year. Further,

this amount shall be within the overall ceiling limit for OPD expenses.

IPD expenses: medical insurance of appropriate value may be taken by EESL for coverage of cases of hospitalization. Alternatively, EESL may also provide treatment in case of IPD treatment to self or family members or allow reimbursement of bills on production for IPD treatment subject to a limit of Rs.10 Lakh in a financial year or as prescribed from time to time.

Medical Benefits shall be covered in detail in the Medical Attendance Rules

7.0 VARIABLE PAY: Performance Related Payment (PRP)

To be decided from time to time

SCHEDULE II**QUALIFICATION, EXPERIENCE AND UPPER AGE-LIMIT FOR
VARIOUS GRADES**

GRADE	POST QUALIFICATION EXECUTIVE EXPERIENCE	UPPER AGE LIMIT(IN YEARS)	GRADE	POST QUALIFICATION SUPERVISORY EXPERIENCE	UPPER AGE LIMIT(IN YEARS)	GRADE	POST QUALIFICATION EXPERIENCE	UPPER AGE LIMIT (IN YEARS)
ET	NOT REQUIRED	27	ST	NOT REQUIRED	27	W1	1 year	30
E1	1	30	S1	1	30	W3	4 years	30
E2	2	37	S2	3	37			
E3	4	37	S3	6	37			
E4	7	42	S4	9	42			
E5	10	47	S5	12	47			
E6	12	47	S6	15	47			
E7	14	47	S7	18	47			
E7A	17	52						
E8	21	52						
E9	24	55						

BASIC MINIMUM QUALIFICATION FOR VARIOUS POSITIONS

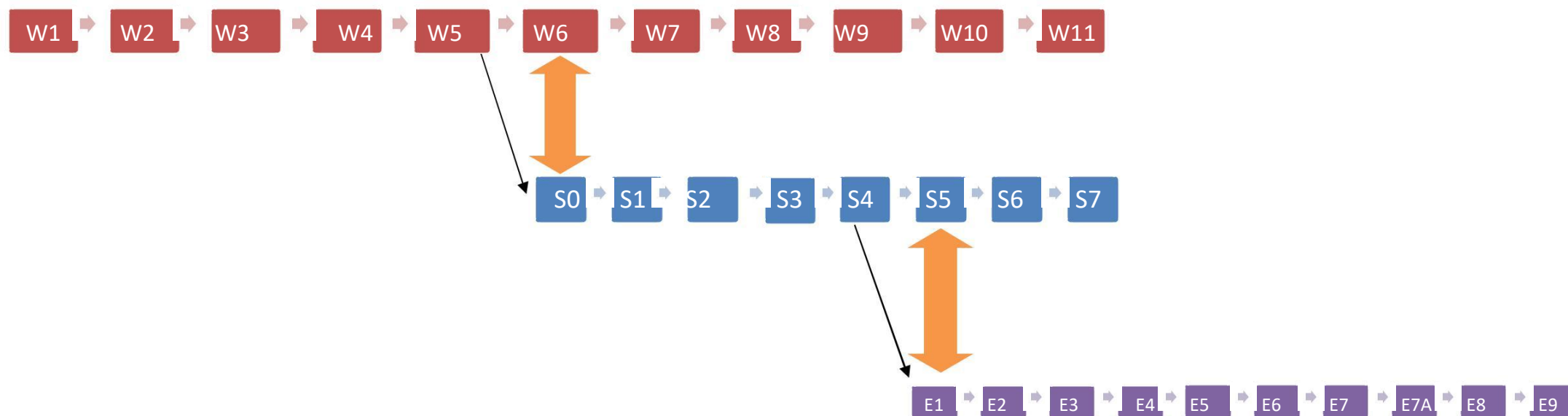
SL.	Category	Basic Minimum Qualification in w.r.t ET, E1 and above grades	Basic Minimum Qualification in w.r.t S0 to S7 grades	Basic Minimum Qualification in w.r.t W3 to W11 grades
1	Engineering/ Technical	Bachelor in Engineering / Technology – Full Time Desirable: MBA (Mktg/Fin)	Diploma in Engineering / Technology – Full Time	ITI
2	Finance	CA/ICWA Desirable: MBA (Fin)	M.Com	B.Com
3	HR	Two years full time, Post graduate Degree /Equivalent course in HR /Personnel Management / Industrial Relations/Psychology. Or Masters in Business Administration (MBA) with specialization in HR/Personnel Management Desirable: LLB/ PG Diploma in Labour Laws	Two years full time, Post graduate Degree /Equivalent course in HR /Personnel Management / Industrial Relations/Psychology. Or Masters in Business Administration (MBA) with specialization in HR/Personnel Management	Graduate
4	IT / Systems	BE (Computer Science) / MCA – Full Time/ Master of Science in Software Engg. Or equivalent Desirable: MBA	Diploma (Computer Science) / BCA – Full Time/ BSc in Software Engg. Or equivalent	Graduate
5	Contracts	Bachelor in Engineering/ Technology (full time) Desirable: MBA/PG Diploma (MM)	Diploma in Engineering / Technology – Full Time	Graduate
6	Legal	LLB / Bachelor of Law (Full Time) Desirable: MBA	LLB / Bachelor of Law (Full Time)	Graduate
7	Company Secretary	Associate Member of Institute of Company Secretaries of India	Not Applicable	Not Applicable

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SL.	Category	Basic Minimum Qualification in w.r.t ET, E1 and above grades	Basic Minimum Qualification in w.r.t S0 to S7 grades	Basic Minimum Qualification in w.r.t W3 to W11 grades
8	Business Development	Bachelor in Engineering/ Technology (full time) with M.B.A or P.G Diploma in Retailing/ Marketing/ International Trade & Business.	Diploma in Engineering/ Technology (full time) / M.B.A or P.G Diploma in Retailing/ Marketing/ International Trade & Business.	Graduate

Note :

1. All Qualifications should be from UGC/AICTE recognised institute/Board.
2. In case the candidate is from a PSU/internal candidate of EESL then he/she should have served a minimum of one year of service in next lower scale for which he/she is being considered.
3. Teaching Experience shall not be considered.
4. Training Experience is not to be considered unless it is against a permanent vacancy and leads to absorption in a regular pay-scale in a Public Sector Undertaking
5. The above list is indicative and not exclusive. The qualifications may be relaxed/modified/upgraded/alterd at the sole discretion of the Managing Director, if the same is inexpedient to do so in the interest of the company.
6. In all the Grades preferable or desirable qualifications may be appended with the approval of Appointing Authority.
7. The Basic qualification for W0/W1/W2 grades shall be Class 12th pass. Although, recruitments shall be limited to W1 and W3 grades, unless specifically provided by Board of Directors, the Basic Minimum Qualifications shall be taken into account for promotions.
8. Skill tests may be taken in case of Workmen grades i.e. W1 to W11.
9. Certificate of Energy Auditor/Energy Manager from the BEE shall be desirable qualification for all Technical positions in Executive cadre.
10. PSU experience may be given additional weightage with the approval of Competent Authority. For this purpose experience in EESL/the company shall be treated at par with PSU experience.

GRADE-WISE CHANNEL OF PROMOTION**NOTE:**

1. W5/S4 WILL GET THREE CHANCES TO SWITCH TO SUPERVISOR/EXECUTIVE CADRE ON FULFILLMENT OF ELIGIBLE YEARS, QUALIFICATION, MEETING PRESCRIBED PERFORMANCE STANDARDS, PERFORMANCE INTERVIEW ASSESSMENT AND POTENTIAL APPRAISALS
2. IN CASE THE SWITCH DOES NOT HAPPEN THE EMPLOYEE SHALL CONTINUE IN HIS/HER RESPECTIVE CADRE.
3. NOT APPLICABLE FOR EMPLOYEES ON FIXED TENURE
4. THE PERIODICITY OF ELIGIBILITY FOR PROMOTIONS SHALL BE AS PER PROMOTION POLICY/ GUIDELINES ISSUED BY THE CORPORATE OFFICE FROM TIME TO TIME. MANAGING DIRECTOR SHALL HAVE THE POWERS TO REDUCE THE ELIGIBILITY PERIOD, SUBJECT TO MAXIMUM OF SIX MONTHS BASED ON MERITS OF EACH CASE.
5. REST DETAILS IN PROMOTION POLICY