

**Accelerated Career Progression Policy for selection of
Departmental candidates to posts in grade 'A'**

1. Objective:

To motivate the existing non-officer employees at all levels to acquire professional qualification, preferably in their own area of work, and provide for avenues for appointment as officers in grade 'A'.

2. Eligibility:

All departmental candidates irrespective of their scales of pay and grade are eligible for consideration subject to their fulfilling following conditions:

- 2.1 They must possess the qualifications similar to those prescribed for external candidates. However, the condition of having obtained 1st Class or 60% in aggregate will not be insisted upon.
- 2.2 There is no upper age limit for departmental candidates.
- 2.3 Must have put in a minimum of 5 years of good and effective service in IOC.
- 2.4 Employees who have not put in minimum 5 years service may, if they so desire, appear for written test/interview, as and when held, alongwith external candidates. However, the relaxations with regard to age and the condition of having obtained 1st Class or 60% in aggregate in the qualifying examination will remain available to them.
- 2.5 The cut-off date for eligibility for selection of departmental candidates to posts in Grade 'A' is 30th June of the year.

3. Selection Criteria

The criteria for selection of eligible candidates shall be as follows:

3.1 Length of service 10 Marks

2 marks for each completed year of service in excess of 5 years

3.2 Performance Score 20 Marks

Average score for last three CR ratings:

Outstanding	20 Marks
Above Average/Very Good	10 Marks
Average/Satisfactory	5 Marks

Note: Candidates who have been awarded major penalty during their service period, will not be considered.

3.3 Qualification score 20 Marks

Marks/equivalent grade points scored in qualifying examination:

60% and above	20 Marks
55% to 60%	15 Marks
50% to 55%	10 Marks

Eligible qualifications will be:

- Graduate in Engineering or equivalent
- Post Graduate in Management or equivalent
- CA/ICWA
- MCA or its equivalent

Recognition of the qualification will be based on the guidelines for payment of incentive for acquiring higher qualification

3.4 Qualification in own area of work 10 Marks

Qualification acquired in own area of work 10 Marks
Qualification acquired in other than own area of work 0 Marks

3.5 Interview

Pre-qualification interview 25 Marks
Final interview 15 Marks

Total 100 Marks

4. Procedure

- 4.1 Pre-qualification interview is done in each Division by a Committee of GMs (one each from HR, Finance and a Line function), against 25 marks. Final selection is done by a Committee of EDs on corporate basis against 15 marks.
- 4.2 The selection panel will be prepared Division-wise based on total marks scored in line with the criteria mentioned above. The selected candidates will be appointed as per their position in the selection list as far as possible within their own Division.
- 4.3 The selection will be held every year in the month of June/ July.
- 4.4 In order to provide opportunity to internal candidates for being considered every year, internal selection will be de-linked from external recruitment and may be held every year.
- 4.5 Candidates will be allowed maximum three attempts under the scheme. This will be **effective 2010 onwards**.