CADRE STRUCTURE

Common conditions applicable to all cadres are as below:.

1. Promotion is subject to Confidential Report/ interviews/ tests/ qualifications as may be prescribed from time to time and minimum experience as indicated in the chart .
2. Time scale shall be allowed as per government G.O. no. ve.aa.-2-560/10-45(m)99 dated 2nd December 2000 to such staff whose maximum in the scale does not exceed 10500/-)and have not been promoted due to
   A) lack of vacancy or
   B) lack of promotional avenues
3. Promotions will be subject to vacancies available.
4. New appointments will be on contract ,for such period as may be decided by the CEO.
5 For contract staff, the minimum qualification and experience in lower grade will be considered for qualifying for employment on contract for higher post.
6 For employees working in the Authority on 01-01-99 on the post mentioned at col 2, the experience criteria for promotion to the posts mentioned in Col.-3 would be as indicated in Col.-4.

S.No	Post held on 1/1/99	New promotional post	Experience criteria--- Total Of 10 Years Combined Experience At
1	2	3	**4**
1.	P.A.	P.S. Grade-I	**P.S. Grade-II+P.A.**
2.	Asstt. Manager/	Manager-I	**Asst. Manager + Manager-II**
3.	ALO (opting for promotion through common cadre)	Manager-I	**ALO+ Manager-II**
3.	Manager-I	**Sr. Manager / Townplanner	**Manager - I + Sr. Executive.**
4.	**Sr. Manager/ Town planner	G.M.	**Sr. Manager + D.G.M.**

7. The mode of filling up the posts is being separately done on the basis of service rules and keeping in consideration the existing staff of the authority as all new appointments will be on contract.
8. Vacancies arising due to non-eligibility of employees for promotions will be filled on contract till such time as the employees become eligible for the post.
9. The resultant vacancies arising because of promotion of staff at the entry level will also be filled by contract.

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Cadre Structure

SERVICE CADRE

S. N.	Designation	Qualification 100%	Pay scale sanctioned by Govt.	Total posts	Phase I sanctioned posts
1.	Dak Messenger/	8th pass or 10 th pass	2550-3200 GROUP D	40	13
2.	Drivers	8th pass + Driving license	3050-4590 GROUP C	30	12
3.	Record keeper	Graduate+Experince in Record Keeping	3050-4590 GROUP C	03	02

Promotion will be to Ministerial Staff Cadre on acquisition of qualifications prescribed for Asst. Grade-II, subject to availability of posts.

CADRE- PLANNING   AND LANDSCAPING

S.N.	Designation	Qualification 100%	Govern-ment pay scale	Total posts	Phase I sanctioned posts
1.	Draftsman Grade II	▪ Diploma in Draughts-man-ship ▪ 2 Years Experience of working on computers for structured design in AUTO CAD.	4000-6000 GROUP-C	3	3
2.	Draughts-man (Grade I)	▪ -- **for promotion** . as above (promotion to the this post after min 5 years of satisfactory service on the post of draftsman) ♦ **for direct** ▪ Diploma in architecture 1-Year Experience of working on computers structured design in AutoCAD.	5000-8000 GROUP-C	5	3
3	Architect Asstt.	▪ -- **for promotion** . as above (promotion to this post after min 5 years of service in the lower scale)	5500-9000 GROUP-C	1	1
4.	Manager (Grade II)	-do- (promotion to this post after min 5 years of service in the lower scale)	6375-9000 GROUP-C	1	0
		PLANNING ARM OF THE DIVISION			
5.	A). Manager (Grade I) (Planning.)	▪ **Direct recruitment** Qualifications shall be ♦ **Graduate Degree in Urban Planning** with **urban planning and design** ▪ Proficiency in **AutoCAD**	8000-13500 **GROUP-B**	11	4
6.	Sr. Executive (Planning)	♦ -do- ♦ and minimum of 5 years exp. at the lower scale ♦ **OR** ♦ Masters in Urban Planning with **background of Engineering Or Architecture** or **Urban Planning And Design** ♦ min 1 year experience	**8550-14600** **GROUP-B**	3	2
		ARCHITECTURE ARM OF THE DIVISION			
7.	Manager (Grade I) (Arch.)	- min 5 years of service in the lower scale ▪ **FOR RECRUITMENT** ▪ Degree in Architecture ▪ Proficiency in AUTOCAD.	8000-13500 GROUP-B	2	2

8.	Sr .Executive (arch)	♦ -Do- ♦ min 5 years of service in the lower scale	**8550-14600** **GROUP-B**	2	2
	COMMON POSTS FOR THE PLANNING DIVISION				
9.	a)Town Planner /Sr. manager (Planning)**	♦ As per Sr. exec (Planning) ,or Sr. exec (Architecture) on acquisition of qualifications prescribed in Sr. exec (Plng) ♦ and minimum of 5 years exp. at the lower scale	10325-15850/ **10000-15200 **GROUP-A**	2	2
10.	D.G.M.	▪ Qualification as above ▪ And ▪ min 5 years of service as per scales mentioned at 9 above	12000-16500	1	1
11.	G.M	▪ as above and ▪ min 5 years of service in the lower scale	14300-18300	1	1

CADRE FOR HORTICULTURE ARM

S. N.	Designation	Qualification	Government pay scale	Total posts	Phase I sanctioned posts
1	**Asstt Manager (Horticulture)**	▪ **M.Sc. Agriculture** ▪ **2 Years Experience in Horticulture.** ▪ **or** ▪ **Diploma/Degree in Engg. with** ▪ **5 years experience in Horticulture.**	**5000-8000**	6	6
2.	Manager(Grade II) (Horticulture)	▪ Qualifications as above and ▪ min 5 years of service in previous scale	6375-9000 GROUP-C	2	2
3	Manager(Grade I) (Horticulture)	▪ Qualifications as above and ▪ min 5 years of service in previous scale	8000-13500	2	2

CADRE LAND /REVENUE

S. N.	Designation	Qualifications	Government pay scale	Total posts	Phase I sanctioned posts
1.	Chainman	10 th pass	2550-3200 – GROUP D	1	1
2..	Survey Amin	Inter + 3yrs exp.	3050-4590 GROUP C	3	3
3.	Lekhpal	Graduate + Lekhpal Training Certificate + 3 yrs exp.	3050-4590 GROUP C	5	1
6.	Kanoongo	-Do- and 5 years Exp	4500-7250 GROUP C	2	0
7.	Nayab Tehsildar	Do nd 5 years Exp	6500-10500 GROUP-B	1	0
8.	Tehsildar	Do nd 5 years Exp	8000-13500 GROUP- B	1	1

CADRE FOR ACCOUNTS EMPLOYEES BELOW MANAGERIAL LEVEL

S. N.	Designation	Qualification	Recommended pay scale	Total posts	Phase I sanctioned posts
1.	a) Acctt. (Grade II)	▪ B.Com. ▪ At least three month course in Computer based Accounting package	4500-7000 **GROUP- C**	20	16
2.	Accountant (Grade I)	▪ -as above – ▪ min 5 years of satisfactory service in the lower scale	5500-9000	12	3

After this post the Promotion and postings will be through Common Cadre

CADRE COMPUTER

S. N.	Designation	Qualification 100%	Recommended pay scale	Total posts	Phase I sanctioned posts
1.	Programmer (Grade II)	▪ Graduation ▪ Knowledge data entry ▪ **PGDCA Or atleast** 1 year computer course equivalent to "A" LEVEL With knowledge of either Oracle /Unix/ database/ net working	4500-7000 GROUP -C	4	4
2.	**Programmer (Grade I)**	**for promotion** ▪ qualification as above **and** ▪ **Programming knowledge of oracle software.** ▪ promotion to this post after min 5 years of service in the lower scale	5500-9000 GROUP -C	4	4

After this post the Promotion and postings will be through Common Cadre

CADRE SECRETARIAL STAFF

S. N.	Designation	Qualification	Recommended pay scale	Total posts	Phase I sanctioned posts
1	PA	▪ Intermediate ▪ Shorthand speed English- 90 w.p.m. OR Hindi – 80 w.p.m. ▪ Typing Speed - 40wpm in English and 30 wpm in Hindi ▪ Knowledge of Computer/ Windows/ Ms-Word/Akshar or equivalent ▪ E-mail or equivalent Software ▪ file management	4500-7000 **GROUP C**	45	22
2	P.S .(GRADE II))	▪ as above ▪ and ▪ Shorthand speed English- 90w.p.m. . **and** Hindi– 80 w.p.m. ▪ Drafting of general letters/file management ▪ min 5 years of service in the lower scale	5500-9000 GROUP C	17	6
3	PS (Grade I)	▪ As above ▪ And ▪ Proficiency in secretarial practice ▪ Appointment handling etc. ▪ min 5 years of service in the lower scale	6375-9000 GROUP C	8	4
4.	Staff Officer	▪ As Above ▪ min 5 years of service in the lower scale	8000-13500 GROUP B	1	1
5.	Sr. staff officer	▪ As Above ▪ min 5 years of service in the lower scale	**8550-14600** **GROUP- B**	0	0

COMMON MANAGERIAL CADRE FOR FINANCE /MARKETING /ESTATE /SOCIAL DEV. /MUNICIPAL FUNCTION/HRD/INDUSTRIAL DEV./ MSD

S.N.	Designation	Qualification	Government pay scale	Total posts	Phase I sanctioned posts
1.	Manager (Grade II)	▪ as above – ▪ min 5 years of service in the lower scale in Computer cadre, Accounts Cadre and ALO opting for this cadre.	6375-9000	7	7
2.	Manager (Grade I)	▪ **PROMOTION** ▪ **min 5 years exp. at Manager-II level direct /deputation** ▪ MBA <u>or equivalent with specialisation in Finance</u>/ICWA/CA (Inter) ▪ Working knowledge of operating MS-Office and Financial packages etc.	8000-13500 GROUP- B	53	18
3.	Sr. Executive	▪ Qualification as Above ▪ **min 5 years exp. at Manager-I level**	**8550-14600** **GROUP- B**	16	2
4.	Sr. Manager	▪ As above ▪ **min 5 years exp. at Sr. exec level**	10000-15200 **GROUP-A**	10	3
5.	D.G. M.	▪ -do- and ▪ **min 5 years exp. at Sr. Manager level**	12000-16500 **GROUP-A**	4	0
6.	G. M.	-do-	14300- 18300 **GROUP A**	7	6

CADRE FOR ENGINEERING.

S. N.	Designation	Qualification	Govt pay scale	Total posts	Phase I sanctioned posts
1.	Asstt. Manager	▪ Diploma in Engg. From a reputed/ recognised institute ❖ Knowledge of engg software's e.g. MS-STADD /PROJECTS ETC	5000-8000 **GROUP-C**	21	21
2.	Manager (Grade II)	▪ Diploma in Engg. From a reputed recognised institute ❖ Knowledge of engg software's e.g. MS-STADD /PROJECTS ETC ▪ 5 year experience	<u>6375-9000</u> **GROUP-C**	12	8
3.	Manager (Grade I)	▪ **for promotion** ❖ QUALIFICATION as above ❖ min 5 years of satisfactory service in previous scale ❖ Knowledge of engg software's e.g. MS-STADD /PROJECTS ETC ▪ **for direct** ▪ Degree in Engg. (Civil/Elect.) (First Div.) from a reputed/recognised institute ▪ <u>Experience of working on Computer in engineering softwares</u> **OR** ▪ Master in Engg. (Civil/ Elect.) ▪ Experience of working on Computer in <u>engineering softwares</u>	8000-13500 **GROUP-B**	30	20
4.	Sr. Executive	▪ As above ▪ And ▪ min 5 years of service in previous scale	**8550-14600**	8	4
5.	Sr. Manager	▪ As above ▪ And ▪ min 5 years of service in previous scale	10000-15200 **GROUP A**	7	7
6.	D.G. M.	▪ Qualifications As above ▪ And ▪ min 5 years of service in previous scale	12000-16500 **GROUP-A**	1	1
7	G.M.	▪ Qualifications as above and ▪ min 5 years of service in previous scale	14300-18300 **GROUP-A**	1	1

The number and qualifications are for Engineers working in Project/Urban Services/HRD (Asset Maintenance) Divisions

CADRE LEGAL

S. N.	Designation	Qualification	Govt pay scale	Total posts	Phase I sanctioned posts
1	A.L.O.	▪ Law Graduates ▪ 2 Years Experience in drafting legal documents	5000-8000 **GROUP-C**	4	4
2.	DLO	▪ -do- ▪ minimum 5 years experience at ALO post	6375-9000 **GROUP-C**	1	1
2.	L.O.	▪ as above	8000-13500 GROUP- B	1	0

* The post of DLO is created against the post of L.O. and will be upgraded to the post of L.O. in the next phase
 Note:
The existing ALO'S have an option to go to the common cadre where in they can be promoted to Manager II level in case vacancy exist and become part of common **cadre.**

CADRE MINISTERIAL STAFF

S. N.	Designation	Qualification	Recommended pay scale	Total posts	Phase I sanctioned posts	New sanctioned posts
1A	Asstt- Grade(II)	▪ Intermediate ▪ Typing speed English – 40 w.p.m. ▪ **and** ▪ Hindi 30 w.p.m. ▪ Knowledge of Computer/ Windows/ Ms-Word/Akshar or equivalent ▪ Updation in computer ▪ File /record maintenance ▪ E-mail	3050-4590 **GROUP-C**	49	16	33
2	Assistant (Grade I)	▪ as above ▪ **Min 7 years** experience at Asstt. Grade II	5000-8000 **GROUP-C**	4	4	--
3	Sr. Assistant	▪ as above ▪ min 5 years experience at Asstt. Grade I	5500-9000 **GROUP-C**	3	1	--
4	Office Superintendent	▪ as above ▪ Drafting of general letters/file- management ▪ Min 5 years experience at Sr. Asstt.	7450-11500 **GROUP-C**	1	0	--
5.	Desk Officer	▪ As above ▪ Proficiency in secretarial practice ▪ Appointment / travel management ▪ Min 5 years experience as Office Superintendent	8000-13500 **GROUP-B**	0	0	--