



## My Home Constructions (P) Ltd.

### POLICY ON JOB RESPONSIBILITY LEVEL (JRL)

Date: 16<sup>th</sup> Oct, 2019

Rev. Version 1

#### 1. OBJECTIVE:

- 1.1. To provide a clarity on Job Titles/Designations within MHCPL and its allied companies
- 1.2. To ensure consistency, transparency and equality in elevations/promotions at all times in the organization

#### 2. APPLICABILITY:

- 1.1. All regular employees of the organization.

#### 3. Process Owners:

- 3.1. HR and HODs

#### 4. POLICY & PROCEDURE:

4.1. The Bands/ Grades have been arrived at through a systematic process of Job Evaluation (JE). It is a process of deriving the relative worth of a job or role in an organization in a fair and logical manner.

4.2. JRL can be grouped into three areas: Sr. Management (SM), Middle Management (MM) and Jr. Management (JM), each level is typically associated with salary band.

4.3. Based on Qualification, Skill-set, Knowledge and previous Experience of the employees/staff, JRL will be categorized into three types.

4.3.1. **Technical** - (M.Tech/ B.Tech/ PG/Diploma)

4.3.2. **Support Services**

(B.Sc/B.Com/B.A/BBA/M.Com/LLB/LLM/M.Sc/M.A/MBA/MCA/ICWA/CA/CS)

4.3.3. **Staff** (Blue Collar) – (SSC/Inter/ITI/Diploma)

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Managing Director



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#### 5. Categorization of JRL:

5.1. Technical - (M.Tech/ B.Tech/ PG/Diploma)

S.No	Mgmt Band	Sal Band	Job Titles
1	SM1	S1	President/Sr. President
2		S2	Sr. VP
3	SM2	S3	Vice President
4		S4	Associate Vice President
5	SM3	S5	Sr. General Manager (Sr. GM)
6		S6	General Manager (GM)
7	MM4	S7	Sr. Dy. General Manager
8		S8	Dy. General Manager (DGM)
9		S9	Associate General Manager (AGM)
10	MM5	S10	Sr. Manager (Sr. Mgr)
11		S11	Manager
12	MM6	S12	Deputy Manager (Dy. Mgr)
13		S13	Associate Manager (Asst. Mgr)
14	JM7	S14	Sr. Engineer (SE)
15		S15	Engineer
16	JM8	S16	Jr. Engineer (JE)
17		S17	GET/PGET

Note: PGET will directly elevate to Engineer after completion of OJT period

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#### 5.1.1. Support Services -

(B.Sc/B.Com/B.A/BBA/M.Com/LLB/LLM/M.Sc/M.A/MBA/MCA/ICWA/CA/CS)

S.No	Mgmt Band	Sal Band	Job Titles
1	SM1	S1	President/Sr. President
2		S2	Sr. VP
3	SM2	S3	Vice President (VP)
4		S4	Associate Vice President (AVP)
5	SM3	S5	Sr. General Manager (Sr.GM)
6		S6	General Manager (GM)
7	MM4	S7	Sr. Dy. General Manager
8		S8	Dy. General Manager (DGM)
9		S9	Associate General Manager (AGM)
10	MM5	S10	Sr. Manager (Sr. Mgr.)
11		S11	Manager
12	MM6	S12	Deputy Manager
13		S13	Associate Manager
14	JM7	S14	Sr. Executive
15		S15	Executive
16	JM8	S16	Jr. Executive
17		S17	Management Trainee

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#### 5.2. Staff (Blue Collar) – (SSC/Inter/ITI/Diploma)

S.No	Mgmt Band	Sal Band	Job Titles
1	S1	S1	Chief Superintendent
2	S2	S2	Sr. Superintendent
3		S3	Superintendent
4	S3	S4	Associate Superintendent
7		S5	Sr. Supervisor/Sr. Foreman
8		S6	Foreman/Sr. Heavy Equipment Operator/Supervisor
9	S4	S7	Sr. Tradesman/Sr. Technician/Sr. Operator/Heavy Equipment Operator/Sr. Lab Technician/Jr. Supervisor
10		S8	Tradesman/Technician/Operator/Sr. Driver cum General Assistant/Lab Technician/Trainee Supervisor.
11	S5	S9	Jr. Tradesman/Jr. Technician/Jr. Operator/Driver cum General Assistant/Jr. Lab Technician
12		S10	Helper

#### 6. Promotions/Elevations:

6.1. Elevation of MM & SM position holders (especially AGMs and Above) once in a four years of service in the existing role subject to consistent high performance and availability of higher role & higher responsibilities in the elevated position. It is to be noted that elevation is not just title change, elevation must have validated higher responsibilities.

6.2. Employees who are working in MHCPL and in the event of their superannuation, if management desirous to extend the services based on the requirement. It will be extended only for a period of only two years (Two Extensions each year) by protecting last drawn salary and annual appraisal is not applicable for these contractual employees.

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6.3. Further, in line with the group policy, contractual employees who have joined on fixed term contract basis after rendering services in State or Central Government Service or any Pensioners are not eligible for annual appraisals (except juniors level employees on case to case basis HODs can recommended based on their good performance/contribution in the dept.)

6.4. Fixed term Contract Employees of the above category will be extended on yearly basis subject to the need and maximum of two terms only after their first term.

6.5. However, change of designation for the Sr. Management (AGM & above) can be addressed as promised at the time of hiring.

6.6. Newly joined SM/MM position holders whose CTC is bifurcated as fixed and VPP. Those who are entitled for Variable Performance Pay are eligible to get the VPP on annual basis subject performance.

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