

Name of the Department : Manipur State Power Company Limited (MSPCL)

SI No	Name of post	Current job profile and responsibilities
1	Managing Director	Managing Director is the Head of the Company and responsible for execution of all decision of the Board of Director of the Company in respect of all technical, financial and overall administrative works.
2	Executive Director	Executive Director report and assist the Managing Director in the execution of various functions like management of Human Resource of the Company , Adminisration, IT & Legal matter, execution of various function like implementation of Generation Projects, looking after the various Civil Works, implementation of various Transmission projects, operation and maintenance of Power Sub-Stations, Transmission Lines and financial management of the Company.
3	Chief Vigilence Officer	Keep watch on the activities of staff to prevent from indulging in any activity against the interest of the Company.
4	General Manager	General Manager are head of Circle Offices looking after Power Sub-Stations, Transmission lines, management & monitor of power supply in the state, planning needs of the company, materials needs of the company, procurement of materials, tendering of works, financial matters of the Company, and looks after Civil works of the Company.
5	Deputy General Manager	Deputy General Manager are Divisional Heads looking after various functions like connection, Operations and Maintenance, of Sub-Stations and Lines of various Voltage levels, civil works, human resource, finance matters, legal matters and IT related works of the Company
6	Company Secretary	The Company Secretary is responsible for the efficient administration of a company, particularly with regard to ensuring compliance with statutory and regulatory requirements and for ensuring that decisions of the Board of Directors are implemented.
7	Manager	This is a middle level officer assisting the Deputy General Manager o fthe Company in executing various works of the Comany in diverse fields.
8	Head Establishment Assista	Generally assist Head of Offices in establishment/Service matters in Divisional and Circle Offices.
9	Establishment Assistant	Assist Head Establishment Assistant in service and establishment matters.
10	Junior Establishment Assistant	Junior Establishment Assistant is the Clerical Staff. This staff performs basic administrative and office duties for the company.
11	Personal Assistant	To carry out stenography job in the office of Managing Director.
12	Steno Gd. I	To carry out stenography job in the office of Senior Officers.
13	Steno Gd. II	To carry out stenography job in the office of Senior Officers.
14	Sr. Accounts Manager	Deals with account matters of different offices

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15	Junior Engineer	Junior Engineer is the Junior Middle level Manager in the Company hierarchy just below the Manager and they are responsible for coordinating the activities within the sub-division/ offices.
16	Deputy Manager (HR)	Deputy Manager(HR) is the Junior Middle level Manager in the Company hierarchy just below the Manager and they are responsible for coordinating the activities within the sub-division.
17	Deputy Manager (Finance)	Deputy Manager(Finance) is the Junior Middle level Manager in the Company hierarchy just below the Manager and they are responsible for coordinating the activities within the sub-division.
18	Surveyor	A surveyor in the Company encompasses all activities that measure and record information for construction of substation and lines.
19	Head Technical Assistant	Head Technical Assistant acts as Supervisor in Operations and Maintenance of Lines and Sub-Stations of various Voltage levels and assist the Assistant Manager (Elect).
20	Technical Assistant	Assist the Head Technical Assistant in Operations and Maintenance of Lines and Sub-Stations of various Voltage levels.
21	Control Room Assistant	Control Room Assistant performs the duty of manning a substation.
22	Engine Operator	Running and maintenance of generators, electrical engines and others electrical appliances.
23	Driver	Driver is responsible for transportation of personnel and goods.
24	Senior Store Assistant	Maintenance and look after the materials keep in the stores.
25	Asst. Store Keeper	Assist the Senior Store Assistant in maintenance and look after the materials keep in the stores.
26	Jr. System Assistant	Jr. System Assistant is the first front line employee in the Company. They perform task of operation & maintenance of transmission system - lines and substation at 33 kV and above voltage system, and responsible for maintaining interrupted power supply, 24X7 power supply.
27	Office Assistant	This is the entry level position in the Company and ensures general cleanness and upkeep of the office.
28	Mali	Mali maintains the flower, trees and green spaces of the Corporate Office.
29	Watchman Cum Cleaning Assistant	Watchman Cum Cleaning Assistant ensures general cleanness and upkeep of the office and facilities and perform certain security duties.
30	Legal Advisor	Assist Administrators in Legal matters.
31	Computer Operator	Data Entry works.
32	System Administrator	Maintain the essentials such as business application, securities tools, web server, email, PCs, Local & Wide Area Networks etc.

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33	Draftsman Gd.I	Drawing and Printing of design/model of constructions of Office building/Sub-Stations foundation etc.
34	Draftsman Gd.III	To assist the Draftsman Gd-I in Drawing and Printing of design/model of constructions of Office building/Sub-Stations foundation etc.
35	Guage Reader	To gauge the ratio of rainfall in particular area.
36	Turbine Operator	Operations and maintenance of Pump, Motors, Repairing of Pipe and Fitting of water supply.
37	Driller	To drill for soil testing of the areas required for construction
38	Fitter Gd.II	To assist the Fitter Gd-I. involving fitting, cutting, threading of ferrous and non-ferrous materials.
39	Civil Assistant	To assist the work of surveyor.
40	Mechanic	Maintenance of engines and others electrical appliances.
41	Asstt. Mechanic	Servicing, repairing and overhaul adjustments, to control, inspection and assembly of Mechanical and Electrical plants.
42	Stationery Assistant	Stationery Assistant takes charge of office procurement & supply of stationery items
43	Helper	Unskilled work and general assistance to workmen on the electrical site etc.