

Name of the Department : Manipur State Power Company Limited (MSPCL)		
Sl No	Name of post	Powers and duties of employees
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 (HR/Admin/IT/Legal)	Executive Director (HR/ Admin/ IT/ Legal) report and assist the Managing Director in the execution of various functions like management of Human Resource of the Company, Administration, IT & Legal matter etc.
3.	Executive Director(Tech)	Executive Director (Tech) report and assist the Managing Director in the execution of various functions like implementation of various Transmission projects, operation and maintenance of Power Sub-Stations, Transmission Lines etc.
4.	Executive Director(Gen & Civil)	Executive Director (Gen & Civil) report and assist the Managing Director in the execution of various function like implementation of Generation Projects, looking after the various Civil Works etc.
5.	Executive Director (Finance & Accounts)	Executive Director (Finance) report and assist the Managing Director in the financial management of the Company.
6.	Chief Vigilance Officer	Keep watch on the activities of staff to prevent from indulging in any activity against the interest of the Company.
7.	General Manager (Sub-Station)	General Manager (Sub-Station) is head of Circle Offices looking after Power Sub-Stations.
8.	General Manager (Transmission)	General Manager (Transmission) is head of Circle Offices looking after Transmission Lines.
9.	General Manager (SLDC)	General Manager (SLDC) is head of Circle Offices looking after management & monitor of power supply in the state.
10.	General Manager (Planning)	General Manager (Planning) IS head of Circle Offices looking after the planning needs of the company.
11.	General Manager (Purchase & Material Management)	General Manager(Purchase) are head of Circle Offices looking after the materials needs of the company, procurement of materials, tendering of works etc.
12.	General Manager (Generation)	General Manager (Generation) assists ED (Gen & Civil) in the activities related to generation of Electric Power.
13.	General Manager (Civil)	General Manager (Civil) are head of Circle Offices looking after Civil works of the Company.
14.	General Manager (HR)	General Manager (HR) assists Executive Director(HR) in the execution of various functions like management of Human Resource of the Company , Administration, IT & Legal matter etc.

15.	General Manager (IA & A)/(Finance)	General Manager (IA & A) assists Executive Director (Finance) in the management financial matters of the Company.
16.	Deputy General Manager(Elect)	Deputy General Manager (Elect) is Divisional Heads looking after various functions like connection, Operations and Maintenance, of Sub-Stations and Lines of various Voltage levels.
17.	Deputy General Manager (Civil)	Deputy General Manager (Civil) are Divisional Heads looking after various Civil works
18.	Deputy General Manager (Finance & Accounts)	Deputy General Manager(Fin) looks after the financial matters of the Company
19.	Deputy General Manager (HR/Admin)	Deputy General Manager (HR/Admin) assists ED(HR) to ensure fair employment practise which recognised, upholds Human Resources as an important assets and lays down effective service rule within the company.
20.	Deputy General Manager (IT)	Deputy General Manager (IT) looks after various IT related matters of the Company
21.	Deputy General Manager (Legal)	Assist and advice the Company in Legal matters and defend the Court Cases in the interest of the Company.
22.	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.
23.	Manager (Elect)	This is a middle level officer assisting the Deputy General Manager (Elect) in the construction of transmission infrastructure as well as operation & maintenance of transmission infrastructure at 33 kV and above.
24.	Manager (Civil)	This is a middle level officer assisting the Deputy General Manager (Civil) in the construction of civil work as well as maintenance of civil structure.
25.	Manager (IT)	This is a middle level officer assisting the Deputy General Manager (IT) in the management of IT related works.
26.	Manager (HR)	Manager (HR) is responsible for Human Resource Management of the Company and is involved in skill development and training of the Company
27.	Manager (Finance & Accounts)	This is basically the middle level in the financial management hierarchy. The role and function of a Manager (Finance) is to assist the head of the finance department for a company and hence play a crucial part in managing as well as ensuring the company's financial operation process.
28.	Head Establishment Assistant	Generally assist Head of Offices in establishment/Service matters in Divisional and Circle Offices.
29.	Establishment Assistant	Assist Head Establishment Assistant in service and establishment matters.

30.	Junior Establishment Assistant	Junior Establishment Assistant is the Clerical Staff. These staffs perform basic administrative and office duties for the company.
31.	Personal Assistant	To carry out stenography job in the office of Managing Director.
32.	Steno Gd. I	To carry out stenography job in the office of Senior Officers.
33.	Steno Gd. II	To carry out stenography job in the office of Senior Officers.
34.	Junior Engineer (Elect)	Junior Engineer (Elect) is the Junior Middle level Manager in the Company hierarchy just below the Manager (Elect) and they are responsible for coordinating the activities within the Electrical sub-division.
35.	Junior Engineer (IT)	Junior Engineer (IT) is the Junior Middle level Manager in the Company hierarchy of the IT wing just below the Manager (IT) and they are responsible for coordinating the activities within the IT sub-division.
36.	Deputy Manager (HR)	Deputy Manager (HR) is the Junior Middle level Manager in the Company hierarchy of the Human Resource Management wing just below the Manager (HR) and they are responsible for coordinating the activities within the HR sub-division.
37.	Deputy Manager (Finance & Accounts)	Deputy Manager (Finance & Accounts) is the Junior Middle level Manager in the Company hierarchy of the Finance & Accounts wing just below the Manager (Finance & Accounts) and they are responsible for coordinating the activities within the Finance sub-division.
38.	Junior Engineer (Civil)	Junior Engineer (Civil) is the Junior Middle level Manager in the Company hierarchy of Civil wing just below the Manager (Civil) and they are responsible for coordinating the activities within the Civil sub-division.
39.	Assistant Manager (HR)	An Assistant Manager (HR) is at the highest rank of a first-line management. They act as a communicator between the first-line employees and the middle management of the company management hierarchy of the HR wing. They supervise all the essential aspects related to Human Resource Management of the Company.
40.	Surveyor	A surveyor in the Company encompasses all activities that measure and record information for construction of substation and lines.
41.	Head Technical Assistant	Head Technical Assistant acts as Supervisor in Operations and Maintenance of Lines and Sub-Stations of various Voltage levels and assists the Assistant Manager (Elect).
42.	Technical Assistant	Assist the Head Technical Assistant in Operations and Maintenance of Lines and Sub-Stations of various Voltage levels.
43.	Control Room Assistant	Control Room Assistant performs the duty of manning a substation.
44.	Engine Operator	Running and maintenance of generators, electrical engines and

		others electrical appliances.
45.	Driver	Driver is responsible for transportation of personnel and goods.
46.	Senior Store Assistant	Maintenance and look after the materials keep in the stores.
47.	Asst. Store Keeper	Assist the Senior Store Assistant in maintenance and look after the materials keep in the stores.
48.	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.
49.	Office Assistant	This is the entry level position in the Company and ensures general cleanness and upkeep of the office.
50.	Mali	Mali maintains the flower, trees and green spaces of the Corporate Office.
51.	Watchman Cum Cleaning Assistant	Watchman Cum Cleaning Assistant ensures general cleanness and upkeep of the office and facilities and performs certain security duties.
52.	Computer Operator	Data Entry works.
53.	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.
54.	Fitter Gd.II	To assist the Fitter Gd-I. involving fitting, cutting, threading of ferrous and non-ferrous materials.
55.	Civil Assistant	To assist the work of surveyor.
56.	Mechanic	Maintenance of engines and others electrical appliances.
57.	Asstt. Mechanic	Servicing, repairing and overhaul adjustments, to control, inspection and assembly of Mechanical and Electrical plants.
58.	Stationery Assistant	Stationery Assistant takes charge of office procurement & supply of stationery items