
RECRUITMENT AND PROMOTION RULES **FOR EMPLOYEES**

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RECRUITMENT AND PROMOTION RULES FOR EMPLOYEES COVERED BY INDUSTRIAL DISPUTES ACT, 1947

1. RECRUITMENT

1. Generally, recruitment will be made for the posts for which direct recruitment is prescribed as per the method of recruitment for a post. All the vacancies in G-6 and below for which direct recruitment is prescribed will be notified to the appropriate Employment Exchange in terms of Employment Exchange Compulsory Notification of Vacancies Act, 1959 and also by inviting application through news paper advertisement in compliance with the order of the Hon. Supreme Court.
2. All future appointments to the post in G-1 to G-7 for which direct recruitments are prescribed will be initially as Trainees for a period of two years and after that suitable persons will be absorbed against regular vacancies on probation. Recruitment of trainees will be made in lowest category of posts whenever direct recruitments are proposed and in such cases the qualification for direct recruitment will be the qualification prescribed for such posts and experience if any prescribed need not be insisted. During training period they will be given consolidated wages and will be eligible for the service benefits like leave, holidays, incentive and bonus.
3. The age limit for all appointments to posts in G-1 to G-4 will be 35 years with usual relaxation admissible as per Government rules to SC / ST, BC, Ex-Servicemen, physically handicapped and repatriates from Burma and Srilanka.
4. Departmental candidates will be considered for posts to be filled up by open selection along with outside candidates and a common merit list will be prepared for consideration of the appointing authority.
5. No, person shall, on his first appointment, be allowed to join duty unless he has submitted a certificate of fitness in the prescribed form signed by an authorised medical officer of the Company or a Civil Surgeon of the Government Servant.

2. PROMOTION

1. Seniority, merit, efficiency and past performance shall form the basis for grant of Promotion. All employees will be assessed for promotion as per the procedure laid down in Annexure-I to these rules.
2. Promotions will be made by the relevant appointing authority for various posts on the recommendation of the Promotion Committee. Promotions to the posts of Chief Mechanic, Chargehand, Chief Draftsman and Senior Technical Assistant will be by selection based on the assessment for promotion. Promotions to the posts in G-3 will be by selection through tests and / or interview by the Promotion Committee. promotion to the post of Assistant Engineer /Supdt. will be by selection through assessment and interview by the promotion committee
3. Promotion Committee will consist of Managing Director, General Manager, Deputy General Manager (Mkt.) and Deputy General Manager (Finance) & Company Secretary. Managing Director will be the Chairman of the Committee. Quorum for the Committee will be three including Managing Director.
4. Promotions will be made only from the next lower grade /feeder category subject to seniority and if persons are not available In the lower grade persons below the grade will not be considered.

5. In the case of persons selected as a result of the same selection, interse seniority will be determined not in accordance with the date of their joining but in accordance with the order of ranking given in the selection. In the case of persons appointed by selection / promotion against a particular post, seniority shall be based on the ranking if any given for the promotion or selection and if no such ranking is given, based on the date of joining the job / post irrespective of the grade held by the person so appointed.

3. GRADE CHANGE

1. In order to motivate employees for continued efficient service to the Company, a scheme of grade change as specified in Annexure-III will be introduced so that those employees who do not get promotion to a post may get chances for improvement in their grades. The procedure prescribed for promotion mutatis-mutandis apply in granting grade changes.
2. Those who secure 18 and above marks in the assessment as per the procedure for assessment (in Annexure -I) will be given grade changes.

4. GENERAL RULES FOR PROMOTION / GRADE CHANGES

1. Deleted.
2. The leave availed by the employee up to the date of issue of these rules will not be made applicable in the case of first promotion / grade change arising after this date. However, this rule will be applicable to further promotions / grade changes and the leave availed of after the date of this rule will be taken into account in such promotion / grade change.
3. Employees on foreign assignment leave will not be considered for promotion / grade change during the period they are on leave or the same will not be considered as qualifying service for promotion / grade change. The employees of foreign assignment leave will be considered for promotion / grade change against a vacancy during their active service in the Company when they rejoin duty.
4. For the purpose of promotion / grade change, the service of an employee in a grade will be counted only from the date he has been given that particular grade by virtue of appointment, redesignation, promotion, anomaly rectification or any other order / any other agreement unless otherwise specified.
5. Whenever the qualification and experience (service) are prescribed for a particular post, the experience shall be post - qualification experience unless otherwise indicated.

5. FIXATION OF PAY

1. **For Promotion:-** Pay will be fixed in accordance with the provisions of Rule 28-A of the Kerala Service Rules, as follows:
 - (i) Initial fixation:- The next one increment of the lower post is first added notionally to the pay drawn at the time of promotion. Then, even if the notional pay is a stage (equal stage) in the higher scale, the next higher stage in the new scale above the pay notionally arrived at is fixed.

- (ii) **Re-fixation:-** When the promotion is in an officiating capacity, pay will be refixed in the higher post whenever there is change of pay in the lower post, i.e. the next one increment of the lower post is again added notionally to the pay of the lower post at the time of refixation; then even if the notional pay is a stage (equal stage) in the new scale, the next higher stage in the new scale above the pay notionally arrived at is fixed. But, if the promotion is substantive no refixation is allowed.
2. **For grade change:-** The next one increment of the lower post is first added notionally to the pay drawn at the time of promotion. Then, even if the notional pay is a stage (equal stage) in the higher scale, the next higher stage in the new scale above the pay notionally arrived at is fixed.
3. Persons having higher grades when promoted to posts for which the scale of pay is equal or lower, no monetary or fixation benefit will be given on the date of promotion as is followed in Govt. in line with GO[P] No.51/86/Fin.dt.13/01/1986. However, in the case of employees who get regular promotion posts as per the promotion policy refixation will be allowed on the basis of pay they would have drawn in the lower posts had they not given the higher grade in the line with GO[P]no.1081/87/Fin. Dt.16/12/1987.

6. EXISTING EMPLOYEES

Requirement of experience and qualification are given in annexure –II which shall not apply to the existing incumbents of the Company for holding their respective present positions.

7. APPEAL REGARDING PROMOTION / GRADE CHANGE

In all cases of promotions / grade changes where an employee feels aggrieved, he may submit an appeal in writing addressed to the Appellate Authority through the personnel department within 60 days of the promotion / grade change.

8. APPELLATE AUTHORITY

The Board of Directors shall be the Appellate Authority for all categories of posts under these rules and the Board shall call the aggrieved person for personal hearing if found necessary. The decision of the Appellate Authority shall be final in all cases of promotions / grade changes.

9. REPEAL OF OLD RULES

These rules are in supersession of all the previous rules and procedure in the Company regarding recruitment / promotion.

ANNEXURE – I

PROCEDURE FOR ASSESSMENT OF PROMOTION / GRADE CHANGE

1. Assessment will be made on the following factors:

1.1. For Grade Change	Marks
(i) Standard hours output for direct labour (*) /efficiency of work for indirect labour	25
(ii) Attendance	5

	30
1.2 For Promotion	
(i) Standard hours output for direct labour (*)/ efficiency of work for indirect labour.	25
(ii) Quality of work	15
(iii) Punctuality	5
(iv) Attendance	5

	50
	==
<p>(*) Standard hours of work during the assessment period.</p> $X = (25 \times T)/(N \times 200)$ <p>X - The marks T - Total standard hours worked N – Number of months</p>	
<p>1.3. a. Those who secure below 18 marks will not be considered for grade change b. Those who secure 25 and above marks in the assessment will be eligible for Promotion or for tests / interviews for promotion wherever tests / interviews are prescribed. Those who pass the test / interview will be given promotion on the basis of seniority and as per requirement. c. Employees securing below 25 marks in the assessment shall not be eligible for Promotion. d. Adverse remarks against assessment will be communicated to the individual. e. Marks for attendance will be calculated as (Total No. of days attended work x 5) / Total Number of working days.</p>	

2. Employees securing below 25 marks in the assessment shall not be eligible for promotion. Assessment in their respect shall, however, be substantiated by supporting records.
3. The period of assessment will be a maximum of three years prior to the date of consideration for promotion / grade change and the marks under each item under rule 1.1 / 1.2 will be average of the assessment made under rule 4 below.

4. Assessment will be made for a period of one year at a time by a Committee of two Officers in the department / section and it will be recorded in the form prepared for the purpose in duplicate and forwarded by the Committee to the Manager / Senior Manager / Divisional Head, as the case may be, by 31st January of every succeeding year. Marks for each factor except attendance will be awarded by the Committee.
5. A warning notice will entail deduction of 3 marks for the factor for which warning is given. The absence notice or memo also will attract a deduction of 2 marks for attendance. The deduction will be entered in the immediately preceding assessment records or the subsequent assessment as the case may be subject to the condition that it will have only effect for a period of one year from the date of issue of the warning notice or absence notice.
6. A Committee consisting of the General Manager and Head of the Division concerned will review the assessment records within two months on receipt of the same by the Dept./ Divisional Head. After review, HRM Dept. will retain one copy for record and will forward one copy to the Divisional Head. The HRM Dept. will communicate in writing the views of the Review Committee in respect of assessment of employees who have not secured the prescribed qualifying marks for grade change / promotion.

ANNEXURE -II**REQUIREMENT OF EXPERIENCE AND QUALIFICATIONS (WORKMEN)**

Sl. No. (1)	Name of Post and scale of pay (2)	Method of recruitment (3)	Qualification (4)
A. TECHNICAL WORKMEN			
1.	Chief Mechanic in G-6 (2660 – 6035)	Promotion by selection	3 years service as Mechanic in G-5.
2.	Mechanic in G-3 (2500 – 4800)	Direct recruitment (Absorption of Trainees) / Promotion by selection in the ratio of 4:1	<u>For Direct recruitment</u> National Trade Certificate in the trade of Fitter / Motor Mechanic / Tractor Mechanic/mechanic agricultural machinery. <u>For Promotion</u> 5 years service as work assistant.
3.	Chargehand (Painting) in G-6 (Rs.2660 – 6035)	Promotion by selection	3 years service as Painter in G-5.
4.	Painter in G-3 (2500 – 4800)	Direct (Absorption of Trainees) / Promotion by Selection in the ratio of 2:1	<u>For direct recruitment</u> Pass in SSLC with ITI certificate in the trade of painting. <u>For promotion</u> 5 years service as work assistant.
5.	Senior Technical Assistant in G-6 (2660 – 6035)	Promotion by selection	3 years service as Technical Assistant in G-5.
6.	Technical Assistant in G-4 (2535 – 4985)	Direct (Absorption of trainees)	Diploma in Mechanical / Metallurgical / Automobile / Agrl. Engg.
6a	Data entry Operator in G-4 (2535 – 4985)	Direct	1. Graduate in mathematics/physics/statistics/commerce 2. Diploma in computer application and word processing with data entry speed of 10000 key depressions per hour from a recognised institution 3. Typewriting higher
7.	Chargehand (Electrical) in G-6 (2660 – 6035)	Promotion by selection	3 years service as Electrician in G-5
8.	Electrician in G-3 (2500 – 4800)	Direct (absorption of trainees)	<u>For direct recruitment:</u> 1. 50% of the posts shall be from persons having Diploma in Electrical Engineering with wireman licence and they will be appointed in G-4

			grades. 2. For balance 50%, ITI Certificate in the trade of Electrician with wireman Licence.
9.	Chargehand (Civil) in G-6 (2660 – 6035)	Promotion by selection	3 years service as Civil Overseer in G-5.
10.	Civil Overseer in G-4 (2535 – 4985)	Direct (Absorption of Trainees)	Diploma in Civil Engineering.
11.	Chargehand (Maintenance) in G-6 (2660 – 6035)	Promotion by selection	3 years service as Mechanic (Maintenance) in G-5.
12.	Mechanic (Maintenance) in G-3 (2500 – 4800)	Direct (Absorption of trainees)	<u>For direct recruitment</u> 1. 50% of the posts shall be from persons having Diploma in Mechanical Engineering and they will be appointed in G-4 grade. 2. For balance 50%, ITI in the trade of Fitter / Motor Mechanic / Tractor Mechanic.
13.	Welder in G-3 (2500 – 4800)	Direct (Absorption of Trainees)	ITI in the trade of welder.
14.	Operator (MHE) in G-3 (2500 – 4800)	Direct (Absorption of Trainees)	Pass in Std. VIII and current Motor Driving Licence to drive heavy-duty vehicle and should have normal visual standards.
15.	Chief Draftsman in G-6 (2660 – 6035)	Promotion by selection	3 years service as D'sman in G-5.
16.	Draftsman in G-3 (2500 – 4800)	Direct (Absorption of trainees)	<u>For direct recruitment</u> 1. 50% of the posts reserved for direct recruitment shall be from persons having Diploma in Mechanical /Metallurgical / Automobile / Agrl. Engg. they will be appointed as D'sman in G-4 grade. 2. For balance 50%, ITI certificate in the trade of D'man(Mech)
17.	Chargehand (Machine Shop) in G-6 (2660 – 6035)	Promotion by selection	3 years service as Operator in G-5
18.	Operator in G-3 (2500 – 4800)	Direct (Absorption of Trainees)	ITI in the respective trade.
19.	Plumber in G-3 (2500 – 4800)	Direct (Absorption of Trainees)	A pass in SSLC and National trade Certificate in Plumber Trade issued by NCVT

B. NON-TECHNICAL WORKMEN			
Sl. No.	Name of Post and scale of pay	Method of recruitment	Qualification
1.	Assistant in G-4 (2535 – 4985)	Direct recruitment / Promotion by selection in the ratio 4:1	<u>For direct recruitment</u> A bachelor degree in any discipline from a recognized university and they will be appointed in G-4 grade. <u>For promotion :</u> 3 years experience as Peon in G- 2.
2.	Peon in G-2 (2465 – 4565)	Direct recruitment / Promotion by selection in the ratio 1:1	<u>For direct recruitment :</u> - S.S.L.C. <u>For promotion :</u> 3 years service as Sweeper – Cum- Cleaner and work assistant in the ratio of 1:1
3.	Sweeper-cum-Cleaner in G-1 (2440 – 3465)	Direct (Absorption of Trainees) / Promotion by selection	<u>For direct recruitment :</u> Literacy and willingness to do sweeping and cleaning of lavatories. <u>For promotion</u> 2 years service as P.T. Sweeper- cum-Cleaner.
4.	P.T. Sweeper-cum- Cleaner (consolidated wages)	Direct (Absorption of trainees)	Literacy and willingness to do sweeping and cleaning of lavatories.
5.	Driver in G-3 (2500 – 4800)	Direct recruitment	Pass in Standard VII[New] and current HDV Driving Licence of 3 years standing with separate endorsement on HPV and HGV, Drivers badge, Medical fitness as prescribed in the motor vehicle act and rules. <u>Note</u> Physically handicapped persons are not eligible to apply for the post.
6.	Work assistant in G-1 (2440 – 3465)	Direct (absorption of trainees)	Pass in Std. VIII with good physique.
6a.	Gardener in G-1	Direct	Pass in 8 th standard with good physique.1 year experience in a reputed nursery is preferable

7.	Stenographer in G-3 (2500 - 4800)	Direct recruitment	SSLC with higher grade certificate in shorthand and typewriting or Diploma in Commercial Practice. Diploma holders will be appointed in G-4 grade.
8.	Typist - Clerk in G-3 (2500 - 4800)	Direct	SSLC with higher grade certificate in Typewriting
9.	Security Assistant in G-3 (2500 - 4800)	Direct	SSLC with 5 years experience as NCO in Army, Navy, Airforce or in Industrial Security Force. Preference shall be given to those retired from artillery, infantry branches of army and having a minimum height 5'6" and sound physical standards.
10.	PABX Operator in G-4 (2535 - 4985)	Direct	Graduation + Certificate in PABX operation and should be female having fluency in English and good manners.
11.	Accountant in G-4 (2535 - 4985)	Direct	B.Com Degree or equivalent from a recognized university

ANNEXURE - III

A SCHEME FOR CHANGE FROM A LOWER GRADE TO A HIGHER GRADE TO THOSE EMPLOYEES WHO DID NOT GET PROMOTION TO A HIGHER POST FOR A LONG TIME.

1. Promotions and changes in grades are treated differently i.e. for the same job, different grades will be introduced whereas there will be a change in the job in promotions.
2. As a matter of policy sanction of the competent authority for creation of a post in a particular grade will hereafter be obtained only for additional creations and the Managing Director shall be competent to effect changes in grades by efflux of time subject to necessity for grade change in accordance with the scheme.
3. The existing sanctioned grades of pay in accordance with the scheme are given in Appendix -I.
4. Employees will be considered for changes in grades after putting in minimum period of service in each grade as specified in the ladder for grade changes in Appendix-II subject to the rules for changes in grades.
5. Grade changes will be implemented right from entry in to the service of the corporation of each employee on completion of qualifying service. Subject to the options exercised by him. For the purpose of granting grade change, the training period of the workmen will also be counted.

Appendix I - Existing sanctioned grades of pay

Sl.No.	Grade	Scale of Pay
1.	G1	Rs. 2440-40-2640-45-2865-60-3465
2.	G2	Rs.2465-45-2690-55-2965-65-3290-75-3665-90-4565
3.	G3	Rs. 2500-55-2775-60-3075-70-3425-85-3850-95-4800
4.	G4	Rs. 2535-60-2835-65-3160-75-3535-90-3985-100-4985
5.	G5	Rs. 2600-65-2925-70-3275-85-3700-95-4175-105-4700-110-5800
6.	G6	Rs. 2660-70-3010-75-3385-90-3835-100-4335-110-4885-115-6035
7.	G7	Rs. 2800-75-3175-85-3600-95-4075-105-4600-120-5200-125-6450
8.	G7A	Rs. 3050-85-3475-90-3925-100-4425-110-4975-125-5600-130-6900

Appendix II - Ladder for Grade Change

