
RECRUITMENT AND PROMOTION RULES FOR MANAGERIAL AND SUPERVISORY EMPLOYEES

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KERALA AGRO MACHINERY CORPORATION LTD.

SPECIAL RULES FOR RECRUITMENT AND PROMOTION OF MANAGERIAL AND SUPERVISORY EMPLOYEES UNDER THE KAMC EMPLOYEES' STAFF BYE LAWS 1973

1. SCOPE AND EXTEND OF APPLICATION

These rules will be known as SPECIAL RULES FOR RECRUITMENT AND PROMOTION OF MANAGERIAL AND SUPERVISORY EMPLOYEES UNDER THE KAMC EMPLOYEES' STAFF BYE LAWS 1973 and would be applicable to employees of the Company to whom the Industrial Disputes Act, 1947 do not apply. In these rules, wherever, the word "Company" is used, it would mean, the " Kerala Agro Machinery Corporation Ltd."

2. RECRUITMENT

A list of posts in the Company is given in Annexure-I to these rules together with the scales of pay.

- 2.1. The method of recruitment, requirement of experience and qualifications for the posts are given in Annexure-II to these rules.
- 2.2. The qualifications recognised by the Govt. of Kerala as equivalent to the prescribed educational qualifications would also be acceptable.

3. FILLING UP OF VACANCIES

- 3.1 Open recruitments will be made for the posts for which direct recruitments alone are prescribed as per the method of recruitment for each post and in all other cases open recruitment will be resorted to only in case suitable internal candidates are not available except for the post of Asst. Engineer. In the case of Asst. Engineer in G-8, 50% of the vacancies will be filled up by open recruitment.
 - 3.1.(a) In the case of direct recruitment to the posts of Asst. Engineers and Superintendent in grade-8, the initial posting shall be as trainees for two years with a consolidated pay of Rs.7,000/- during the first year of training and Rs.7,500/- during the second year after which they shall be placed on time scales of pay for the respective posts.
- 3.2. Normal age limit for fresh recruitment will be 35 years in case or posts in G-8 and 40 years in all other cases, relaxable at the discretion of the Managing Director wherever necessary.
- 3.3. The vacancies in G-8 for which direct recruitment is prescribed will be notified to the Employment Exchange in terms of the Employment Exchanges Compulsory Notification of Vacancies Act, 1959 and if considered necessary by

advertisement in newspapers. All the vacancies in G-10 and above wherever direct recruitment is necessitated as per these rules will be filled up by advertisement in newspapers. 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.

- 3.4. The Company may fill up vacancies by obtaining employees on deputation from Government department or other Public Sector Undertakings whenever necessary in case suitable internal candidates are not available.
- 3.5. 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 State Government.

4. PROMOTION

- 4.1. Promotions to the posts of officers in G-8 will be made by a Committee consisting of the Managing Director, General Manager, Deputy General Manager (Marketing), and Deputy General Manager (Finance) & Company . The quorum for the Committee will be three including Managing Director.

Promotions to the posts in G-9 and above will be made by a Committee constituted by the Board of Directors with not less than three members and at least one of the members of the Sub Committee should be a Govt. Director. If necessary, the Committee will co-opt experts from outside. The Promotion Committee will consist of the Chairman and Managing Director also.

- 4.2. Promotions will be made only against a vacancy. Promotions will be effected only to the next higher post in the same discipline viz; HRM, secretarial , Finance, Technical etc. Promotions will be made only when there is necessity to fill up vacant posts.
- 4.3. Seniority, performance, educational qualifications and general disposition will form the basis for granting promotion. These will be judged with reference to the personal records and periodical performance appraisals of the employees and interview. For promotions against each vacancy, a panel containing at least two names should be prepared on the basis of merit-cum-seniority from out of the feeder category / categories. The Board of Directors should approve the panel and appointment will be made by the Managing Director. A panel once prepared should be valid for three years from the date of approval of the Board of Directors.

5. The period of assessment will be three years prior to the date of consideration for promotion.
6. Persons having higher grade when promoted to posts for which the scale of pay is equal, the benefit of one promotion increment will be given on the date of promotion

5. APPEAL REGARDING PROMOTION

In all cases of promotions where an employee feels aggrieved, he may submit an appeal in writing address to the Appellate Authority through the Personnel Dept. within 60 days of the promotion.

6. APPELLATE AUTHORITY

The Board of Directors shall be the Appellate Authority for all categories of posts and the Board shall have authority to call the aggrieved person for personal hearing if found necessary. The decision of the Appellate Authority shall be final in all cases of promotions.

7. GRADE CHANGE

In order to motivate employees for continued efficient service in the company a scheme as specified in annexure 111, will be introduced so that the employees who do not get promotion to higher posts may get a chance for improvements in their grades.

Time bound higher grade will be granted to the officers of this Corporation as detailed below:

- (a) Those on entry posts with the pay scale of Rs. 7200-11400 will be granted two time bound higher grades, the first on completion of 10 years of service in the entry post and the second on completion of either 8 years of service in the first promotion post or 18 years of total service in the entry post and first promotion post/higher grade together, whichever is earlier as specified in the Table below:

Revised pay scale in the entry post	First time bound higher grade for 10 years service in the entry post	Second time bound higher grade
Rs. 7200-11400	Rs.7800-12975	Rs.8250-13650

- (b) The second higher grade as mentioned under Table above will be available to all those who may get their first promotion even in a shorter span than 10 years by the operation of any of the existing norms for such promotion.
- (c) For direct recruits against posts carrying the scale of Rs. 7800-12975, one higher grade promotion in the scale of Rs. 8250-13650 will be given on completion of 10 years of service. However, a direct recruit will get the benefit of 10 year time bound higher grade promotion only if his non direct recruit senior has been promoted. For incumbents of posts on scale of pay above Rs. 7800-12975, no time bound higher grade will be allowed.

1. The following rules for fixation of pay on grade change are made applicable to the Officers covered by the Special Rules subject to the conditions in rule 28-A of KSR.

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".

8. COMMON RULES FOR PROMOTION /GRADE CHANGES

1. Promotions and grade changes are treated differently i.e. for the same job, different grades will be introduced whereas there will be a change in the job and responsibility in promotions.
2. As a matter of policy sanction of the competent authority for creation of a post in a particular grade will hereafter obtained only for a post in addition to those already sanctioned and the Managing Director shall be competent to effect changes in grades by efflux of time subject to the necessity for grade changes in accordance with these rules which shall not increase the total number of sanctioned posts at any time.
3. For the purpose of promotion / grade change, the service of an employee in a post / grade will be counted only from the date he has been given that particular post / grade by virtue of appointment, re-designation, promotion, anomaly rectification or any other order/ any other agreement unless otherwise specified.
4. Wherever the qualification and experience (service) are prescribed for a particular post, the experience shall be post-qualification experience unless otherwise indicated.
5. Grade changes will be granted to the employees on completion of the prescribed qualifying service in each grade. For the purpose of granting grade change, the training period of employees who come under the purview of the KAMC Staf Bye-laws will be considered.
6. 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 on foreign assignment leave will be considered for promotion / grade change against a vacancy during their active service in the Company when they rejoin duty.

9. REPEAL OF OLD RULES

These rules are in supersession of all the previous rules and procedure in the Company regarding recruitment / promotion. The present incumbents who do not have the qualifications / experience laid down for respective posts may continue in the same posts. However, qualifications / experience will be taken for future promotions.

ANNEXURE - I**DETAILS OF POSTS & SCALE OF PAY**

Sl.No	Grade	Name of Post	Scale of Pay
1	G 14	General Manager	16300 - 450 - 19900
2	G 13	Dy. General Manager	14300 - 400 - 18300
3	G 12	Sr. Manager	14000 - 400 - 18000
4	G 11	Manager	12600 - 375 - 15600
5	G 10	Dy. Manager	8250 - 250 - 9250 - 275 - 13650
6	G 9	Asst. Manager / Personal Secretary	7800 - 225 - 8475 - 250 - 12975
7	G 8	Asst. Engineer / Superintendent / Personal Assistant / Public Relations Officer cum Liaison Officer	7200 - 200 - 7800 - 225 - 11400

ANNEXURE - II**REQUIREMENT OF EXPERIENCE AND QUALIFICATION ETC. UNDER RULE 2 OF THE SPECIAL RULES UNDER KAMC STAFF BYE-LAWS.****1. TECHNICAL**

Sl. No.	Name of post & Scale of pay	Method of Recruitment	Requirement of qualification / experience
1	2	3	4
1	Asst. Engineer in G-8	Direct / Promotion by selection in the ratio of 1:1	<p><u>For direct recruitment:-</u> First Class degree in Mechanical / Agricultural / Automobile / Electrical Engineering.</p> <p><u>For Promotion:-</u> By selection from Chief Mechanic / Charge-hand / Chief Draftsman / Sr. Technical Assistant / Mechanic / Operator / Tech. Asst. / Draftsman / Painter / Electrician who have passed SSLC Examination plus ITI trade certificate / Diploma in Engg. and completed 5 years service in Grade-6.</p>
2	Asst. Manager in G-9	Direct / Promotion by selection	<p><u>For direct recruitment:-</u> A degree in Engineering with 3 years experience in the relevant field. MBA desirable.</p> <p><u>For Promotion :-</u> By selection from Assistant Engineers in G-8 having 3 years service.</p>
3.	Dy. Manager in G-10	Direct / Promotion by selection.	<p><u>For direct recruitment :-</u> A degree in Engineering with 6 years experience in the relevant field. MBA desirable.</p> <p><u>For Promotion:-</u> By selection from Assistant Managers in G-9 having a degree or diploma in Engineering with three years service.</p>
4	Dy. Manager System in G-10	Direct	<p>MCA or equivalent with 6 years experience in a reputed organization of which minimum three years should be in programming.</p> <p>(or)</p> <p>A degree in Engg. with Computer Science specialisation with 6 years experience in a well reputed organisation of which minimum three years should be in programming.</p> <p>(or)</p> <p>A degree in physics / Maths / Statistics with post graduate diploma in Computer Science with 10 years experience of which minimum three years should be in programming.</p>

5	Manager in G-11	Direct / Promotion By selection	<p>For direct recruitment:- A degree in Engineering with 10 years experience in the relevant field. MBA desirable.</p> <p>For Promotion:- By selection from Dy. Managers in G-10 having a degree or diploma in engineering with three years service.</p>
6	Manager (Marketing) G-11	Direct	A degree in Mechanical / Automobile Engineering with MBA in Marketing and 10 years experience in the relevant field.
7	Manager (Systems) G-11	-do-	A degree in Engineering (Computer Science / Information Technology), M.Sc. (Computer Science / Information Technology) or MCA with 10 years experience of which at least three years should be in ERP implementation, maintenance and programming. Knowledge in Oracle essential.
8	Senior Manager in G-12	Direct / Promotion by selection	<p>For direct recruitment:- A degree in engineering with 13 years experience in an Engineering Industry in the relevant field. MBA desirable.</p> <p>For Promotion:- By selection from Managers in G-11 having a degree in engineering with 3 years service.</p>
9	Senior Manager (R&D) G-12	Direct	A degree in Mechanical Engineering with 13 years experience in R&D wing of reputed Companies in the relevant field. MBA desirable.
10	Dy. General Manager in G-13	Direct / Promotion by Selection	<p>For direct recruitment:- A degree in engineering with 15 years of service in the relevant field. MBA desirable.</p> <p>For Promotion:- By selection from Senior Managers in G-12 having a degree in engineering with 3 years service.</p>
11	Dy. General Manager (Marketing) G-13	Direct	A degree in Mechanical / Automobile Engineering with MBA in Marketing and 15 years experience in the relevant field.
12	General Manager in G-14	Direct / Promotion By selection	<p>For direct recruitment:- A degree in engineering with 20 years experience in the relevant field. MBA desirable.</p> <p>For Promotion:- By selection from Dy. General Managers in G-13 having a degree in engineering and a minimum of three years experience.</p>

2. NON- TECHNICAL

A. HRM

Sl. No.	Name of post & Scale of pay	Method of Recruitment	Requirement of qualification / experience
1	2	3	4
1	Superintendent in G-8	Direct / Promotion by selection.	<p>For direct recruitment:- A University degree with degree or diploma in Personnel Management /LLB with Labour Law specialisation.</p> <p>For Promotion By Selection from Assistants having passed S.S.L.C. examination + 5 years service in the post of Assistant in Grade -6.</p>
2	PRO CUM Liaison Officer	Promotion by selection	Assistants having passed S.S.L.C. Examination + five years experience in the post of Assistant in Grade-6.
3	Personal Assistant in G-8	Direct / Promotion by selection.	<p>For direct recruitment:- A degree from a recognised University with higher grade certificate in Typewriting and shorthand and 2 years experience as Stenographer.</p> <p>For Promotion:- By selection from Stenographers having 5 years service in the immediate lower category in G6.</p>
4	Personal Secretary in G-9	Direct / Promotion by selection.	<p>For direct recruitment :- A degree from a recognised University with higher grade certificate in Typewriting And Shorthand with 5 years experience in the relevant field.</p> <p>For Promotion:- By selection from PAs / CAs having 3 years service.</p>
5	Assistant Manager in G-9	Direct / Promotion by selection.	<p>For direct recruitment:- A University degree with degree or diploma in Personnel Management / LLB with specialisation in Labour Law plus three years experience in similar capacity.</p> <p>For Promotion:- By selection from Supdts. Having a minimum of three years service as Superintendent in G-8 in Departments other than Accounts Department</p>
6	Dy. Manager in G-10	Direct / Promotion by selection	For direct recruitment:- A University degree with degree or diploma in Personnel Management / LLB with specialisation in Labour Law and six years experience in supervisory capacity, MBA desirable.

			<p>For Promotion:- By selection from Assistant Managers in G-9 having degree with three years service.</p>
7	Manager in G-11	Direct / Promotion by selection	<p>For direct recruitment:- A University degree with degree or diploma in Personnel Management / LLB with specialisation in Labour Law and 10 years experience in the relevant field. M.B.A. desirable.</p> <p>For Promotion:- By selection from Dy. Managers in G-10 having degree with three years service.</p>
8	Senior Manager in G-12	Direct / Promotion by selection	<p>For direct recruitment:- A University degree with degree or diploma in Personnel Management / LLB with specialisation in Labour Law and 13 years experience in the relevant field. M.B.A. desirable.</p> <p>For Promotion:- By selection from Managers in G-11 having a University degree with Post Graduate degree or Diploma in Personnel Management / L.L.B. with specialisation in Labour Law and 3 years service.</p>
9	Dy. General Manager in G-13	Direct / Promotion by selection	<p>For direct recruitment:- A University degree with degree or diploma in Personnel Management / LLB with specialisation in Labour Law and 15 years experience in the relevant field. M.B.A. desirable.</p> <p>For Promotion:- By selection from Senior Managers in G-12 having a University degree with Post Graduate Degree or Diploma in Personnel Management / L.L.B. with specialisation in Labour Law and three years service.</p>
10	General Manager in G-14	Direct / Promotion by selection	<p>For direct recruitment:- A University degree with degree or diploma in Personnel Management / LLB with specialisation in Labour Law and 20 years experience in the relevant field. M.B.A. desirable.</p> <p>For Promotion:- By selection from Dy. General Managers in G-13 having a University degree with Post Graduate Degree or Diploma in Personnel Management / L.L.B. with specialisation in Labour Law with three years service.</p>

B. SECURITY

Sl. No.	Name of post & Scale of pay	Method of Recruitment	Requirement of qualification / experience
1	2	3	4
1	Asst. Manager (Security) in G-9	Direct / Promotion by selection	<p>For direct recruitment:- Retired JCO with 15 years experience in Active Defence Service.</p> <p>For Promotion:- By selection from Supdt. (Security) in G-8 having three years service.</p>

C. FINANCE

Sl. No.	Name of post & Scale of pay	Method of Recruitment	Requirement of qualification / experience
1	2	3	4
1	Superintendent in G-8	Direct / Promotion by selection	<p>For direct recruitment :- A pass in the intermediate examination in CA / ICWA.</p> <p>For Promotion:- By selection from Accountants having 5 years experience.in the post of accountant in G6</p>
2	Asst. Manager in G-9	Direct / Promotion by selection	<p>For direct recruitment :- A pass in the intermediate examination in CA / ICWA. With 3 years experience.</p> <p>For Promotion:- By selection from Supdts. In G-8 having 3 years experience.</p>
3	Dy. Manager in G-10	Direct / Promotion by selection	<p>For direct recruitment :- C.A. / I.C.W.A. with 5 years experience.</p> <p>For Promotion:- By selection from Asst. Managers in G-9 having 3 years service in the relevant field.</p>
4	Manager in G-11	Direct / Promotion by selection	<p>For direct recruitment :- AICWA / ACA with 10 years experience in the Cost / Accounts Works of an Engineering Industry.</p> <p>For Promotion:- By selection from Dy. Managers in G-10 having 3 years service.</p>
5	Senior Manager in G-12	Direct / Promotion by selection	<p>For direct recruitment :- C.A. / I.C.W.A. with 10 years experience in the relevant field.</p> <p>For Promotion:- By selection from Managers in G-11 having CA/ICWA and 3 years</p>

			experience.
6	Dy. General Manager In G-13	Direct / Promotion by selection	For direct recruitment :- C.A. / I.C.W.A. with 13 years experience in the relevant field. For Promotion :- By selection from Sr. Managers in G-12 having CA/ICWA and 3 years experience.
7	General Manager in G-14	Direct / Promotion by selection	For direct recruitment :- C.A. / I.C.W.A. with 16 years experience in the relevant field. For Promotion :- By selection from Dy. General Managers in G-13 having CA/ICWA and 3 years experience.

ANNEXURE - III

GRADE CHANGE / PROMOTION CHART

