

EXECUTIVE CADRE SCHEME

PART – I

1.0 OBJECTIVE :

- 1.1 To modify the existing Promotion & Recruitment Rules of the company and rename as **Executive Cadre Scheme – 2002** and extend its coverage to all the disciplines to provide opportunities for growth and development of executives.
- 1.2 To plan and administer qualitative and quantitative development of different cadres, matching with the changing needs of the organisation in the context of emerging corporate scenario.
- 1.3 To nurture career growth of executives interlinked with organisational needs by planning and opting for optimal promotional prospects backed by well designed scheme such as job rotation, merger of cadres at higher levels and Management Development Scheme(s).
- 1.4 To lay down Job Specifications for various cadres, to channelise executive progression paths to converge with corporate goals and by integrating common functions between Divisions of the Organisation.
- 1.5 To motivate executives to upgrade their professional competence and ward off obsolescence by continuously acquiring additional knowledge/skills.

2.0 SCOPE:

- 2.1 The Scheme shall be called Uranium Corporation of India Limited Executive Cadre Scheme 2002.
- 2.2 The Scheme shall cover all promotions/recruitment made in executive posts and shall apply to all the executives
- 2.3 For the purpose of promotion and career planning all executives of UCIL will be classified as under:

	<u>Cadre</u>	<u>Scale of Pay</u>
A. <u>Jr.Executive</u>		
E-0	S-1 Foreman/A.A.O./A.P.O./A.S.O./CCPA/Sc.Asstt.-C/Matron etc.	Rs. 30000- 120000/-
	S-2 Gen Foreman/A.O./P.O./S.O./P.S./Sc.Asstt-C(SS) etc.	Rs. 30000- 120000/-
B. <u>Executive</u>		
	E-1 Asstt.Supdt./Asstt.Mgr/ACOS/ACOP/MO/Sr.GFM/Sr.Sectt.Officer etc.	Rs. 40000- 140000/-
	E-2 Dy.Supdt./Dy.Mgr/DCOS/DCOP/Sr.MO	Rs. 50000- 160000/-
	E-3 Addl.Supdt./Addl.Mgr/Addl.COS/Addl.COP/Dy.CMO	Rs. 60000- 180000/-
	E-4 Supdt./Mgr/COS/COP/Addl.CMO	Rs. 70000- 200000/-
	E-5 Chief Supdt./Chief Mgr/CCOS/CCOP/CMO	Rs. 80000- 220000/-
	E-6 DGM	Rs. 90000- 240000/-
	E-7 GM	Rs. 100000-260000/-
	E-8 Executive Director	Rs. 120000/-280000/-

The above pay scales will stand substituted by their revised equivalent (scales of pay) as and when it takes place.

- 2.4 Management Trainees appointed in E-1 grade are also covered under this Scheme.
- 2.5 The Scheme shall not apply to any post/ appointments, which is to be regulated by the Central/State Government's rules/instructions and/or contract service.
- 2.6 The various cadres covered are shown in Annexure-I.

3.0 DEFINITIONS:

- 3.1 Chairman-Managing Director The term Chairman-Managing Director means the Chairman-Managing Director of Uranium Corporation of India Limited.

3.2	Competent Authority	The Competent Authority means & include Chairman Managing Director, or other officers delegated with such powers by CMD.
3.3	Board	The term Board means the Board of Directors of Uranium Corporation of India Limited.
3.4	Appointing Authority	Appointing Authority means the authority delegated with powers to make appointment to that post.
3.5	Promotion	The term promotion means filling of vacancies from within the organisation, including time scale promotions.
3.6	Recruitment	The term Recruitment means filling of vacancies and shall include: i) Selection and absorption of Management Trainees; ii) Selection from external sources/any other source including internal candidates as decided by the Competent Authority; iii) Appointment of persons from Central Govt., State Govt., other Public Sector Organisations, directly and/ or on deputation; iv) Absorption of deputationists, appointment of Scientist from DAE Units, appointment by inviting names of suitable candidates from established organisations, eminent persons or personal contacts.

PART – II

4.0 RECRUITMENT:

4.1 CENTRALISED RECRUITMENT:

Recruitment in the executive cadre including Management Trainees shall be made by Head Office in accordance with this Scheme.

4.2 JOB SPECIFICATIONS FOR POSTS AT THE INDUCTION LEVEL:

Qualifications, experience and age limits for recruitment to posts are given in **Annexure-I**.

4.2(A) JOB SPECIFICATION FOR POSTS AT THE INDUCTION LEVEL OF SUPERVISORY CADRE/POSTS: (INSERTED VIDE AI NO.UCIL/668 DATED 19.04.2006)

“Qualification, experience and age limits for recruitment to the posts are given in Annexure-I (A) enclosed herewith.”

Age Relaxation: Upper age relaxation may be considered and approved by the Chairman & Managing Director in deserving cases for recruitment of Group ‘A’ and ‘B’ posts. The same shall be put up to the Board for information.”

4.3 JOB SPECIFICATIONS FOR POSTS OTHER THAN AT INDUCTION LEVEL:

Posts other than those falling within the normal induction levels may also be filled in by recruitment. The qualifications, experience and age limits for recruitment to such posts are given in **Annexure II**. Variance if any, shall only be with the approval of Competent Authority, if required.

4.4 STATUTORY QUALIFICATIONS:

Wherever statutory qualifications are prescribed, the incumbent should have such qualifications in addition to the job specifications mentioned in the respective annexures.

4.5 RESERVATION:

The reservation of posts for SC/ST/OBC will be as per the Government directives as applicable to Public Sector Undertakings, from time to time.

4.6 DEPUTATIONISTS:

Persons may be recruited on deputation for such period, as may be deemed proper and may be absorbed in appropriate cadre as decided by the competent authority.

**4.7 DURATION OF TRAINING OF MANAGEMENT TRAINEES: [INSERTED
VIDE A.I. NO.UCIL/668 DATED 19.04.2006]**

4.7.1 The duration of training of a Management Trainee is one year. The duration of such training is extendable equal to the period of absence without stipend in the course of training.

4.7.2 If the performance of a Management Trainee during the period of training is not found satisfactory, the training period may be extended for a further period of 6 months. If the performance is not improved and not found satisfactory even during the extended period of training, the trainee shall be relieved from the training without absorption.

PART – III

5.0 PROMOTIONS:

5.1 Educational qualifications prescribed for Promotion within executive posts are indicated at **Annexure-III** as Executives & Jr. Executives.

5.1.1 There will be two systems of promotions within the executive positions in UCIL.

5.1.2 Promotion upto and including E-4 grade will be irrespective of vacancy.

5.1.3

In view of the above, it is proposed to modify the UCIL Executive Cadre Scheme, 2002 by substituting the following provisions in line with IREL policy:

1. Clause No.5.1.3 (Page No.6) for promotion of Group-A officers and Annexure-III (Page No. 14 to 18) of Executive Cadre Scheme, 2002 (minimum educational qualification required for becoming eligible for promotion within executive posts) may be amended as follows:

Executives in	E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8
Qualification Category-I	4*	4	4	4	4	4	4	4
Qualification Category-II	5	5	5	5	5	NA	NA	NA
Qualification Category-III	7	7	7	NA	NA	NA	NA	NA

*applicable for promotion from E-0 to E-1. However, Management Trainees shall be absorbed in E-1 level on satisfactory completion of 1 year training period.

2. As per clause No.6.1.2 of IREL Policy (Page No.8), there is provision for change of group of qualification. In case an executive attains/possesses higher qualification/additional qualification, he shall be placed in a higher category of qualification (from Category-III to Category-II and Category-II to Category-I) subject to its being found suitable by a committee constituted by CMD. However, this provision does not feature in UCIL Executive Cadre Scheme, which may also be considered for incorporation.
3. The career growth of Qualification Category-II & III executives shall be capped as per above table with suitable modification in Annexure-III (Page No. 14-18) of UCIL existing scheme.

Modification made in UCIL Board of Directors meeting No.271 dated 17.12.2021 vide agenda No.17)

5.1..4 Promotion to E-5 and above shall be on need based of the company

- 5.1.5 The prescribed length of service in the lower grade for promotion to the next higher grade for executives in different groups will be as shown in the following table:

Qualification	Eligibility for Promotion to:			
	E-5	E-6	E-7	E-8
Group - I	4	4	4	4

- 5.1.6 **Junior Executives** Qualification

Grade	Graduation/Diploma in any discipline	And for others
S-1 to S-2	6	7
S-2 to E-1	5	7

“Second Class Mine Manager’s Certificate of Competency will be considered at par with Graduation/Diploma in any discipline for the purpose of promotion from S-1 and S-2 to S-2 and E-1 posts respectively.” **[INSERTED VIDE A.I. NO. UCIL/668 DATED 19.04.2006]**

- 5.1.7 The above promotion will be subject to ACR grading not below Good for the preceding 3 years.
- 5.1.8 All Executives will be promoted with effect from 1st April and 1st October every year.
- 5.1.9 Promotions to the posts in all the grades will only be considered if they have completed required number of years in the next below grade and are found suitable for promotion by the Departmental Promotion Committee duly approved by the competent authority, subject to fulfilling the criteria of qualification, ACRs for preceding 3 years and availability of vacancies.

5.2 **FAST TRACK PROMOTIONS & ADDITIONAL INCREMENT:**

Normally, an executive who has not completed the prescribed length of service in the lower grade will not be eligible for promotion to next grade. However, an executive who has rendered outstanding service will be suitably rewarded by reduction in the length of eligibility period for promotion by one year, provided his performance is outstanding for two consecutive years for Executives and three consecutive years for Junior Executives or by providing additional increments, as the case may be.

5.3 **CRITERIA FOR PROMOTION:**

For promotion from one executive post to another executive post, the following criteria will be adopted:

- Eligibility period as prescribed in para 5.1, 5.1.4 and 5.2
- Qualification as prescribed in Annexure-III.
- Assessment of suitability by Departmental Promotion Committee
- Clearance from disciplinary and vigilance angles.

5.4 **INTERVIEW FOR PROMOTION:**

Interview will be held by Departmental Promotion Committee in respect of all the posts under the scheme.

- 5.5 The duly constituted D.P.C. will assess the comparative merit of the eligible candidates on the basis of following factors while making recommendation for promotion to the post:

ACRs	40 Points
Seniority	20 Points
DPC/Selection Committee	40 Points

For getting promotion minimum marks shall be **75 out of 100 marks.**

5.6 **APPRAISAL REPORTS:**

The distribution of the points pertaining to the three preceding years will be tabulated as under:

Year	Other than Tech.	Outstanding	V.Good	Good	Satisfactory	Fair
	Tech.	A (Out-standing)	A- (Well above avg. std.)	B+ (Good avg std.)	B (The avg std.)	B- (Insufficient initiative to work without constant supervision)
Immediate Preceding year		14	11	7	4	Nil
2 nd Preceding year		14	11	7	4	Nil
3 rd Preceding year		12	8	6	2	Nil
Total		40	30	20	10	Nil

Executive will not be considered for promotion if the rating of any preceding 3 years is less than good.

The ACRs of the executives who are rated 'A' or 'B' will be placed before a Committee consisting of CMD, Functional Directors and Head of Corporate Personnel Department for final review and confirmation.

5.7 **SENIORITY:**

The maximum points for seniority are 20 and the same will be calculated in the manner indicated below:

For 5 years & above	20 points
For 4 years & above	16 points
For 3 years & above	12 points

5.8 8 YEAR TIME SCALE PROMOTION TO ALL GRADES: [“8 Years time scale promotion to all grades higher than E-4 level upto E-5 level” deleted vide A.I.No.UCIL/688 dated 19.04.2006]

Executives who have put in 8 years of good service in one pay scale can be upgraded to the next higher grade provided they have rendered good performance during the last 3 years to warrant such considerations. Recommendations of Time Scale Promotion will be approved by the Chairman-Managing Director.

6.0 GENERAL:

- 6.1 In case an employee refuses to accept promotion, he will not be considered for such promotion for a period of one year from the date of refusal of such promotion.
- 6.2 Rules for effective implementation of Executive Cadre Scheme will be framed and approved by Chairman-Managing Director.

7.0 APPEALS:

An executive who is aggrieved by an order of promotion may represent his case to the appointing authority through proper channel within a period of three months from the date of such promotion order.

8.0 INTERPRETATION AND APPLICABILITY:

- 8.1 If any doubt arises as to the application or interpretation of any of these rules, the matter shall be referred to the Chairman-Managing Director whose decision thereon shall be final.

9.0 AMENDMENTS:

Board may amend, modify or add to the Executive Cadre Scheme - 2002 from time to time and all such amendments, modifications or additions shall take effect from the dates specified therein.

10.0 COMMENCEMENT:

The Executive Cadre Scheme shall come into force with effect from year 2002.

ANNEXURE – I

JOB SPECIFICATION FOR SELECTION FOR POSTS AT INDUCTION
LEVEL AS EXECUTIVE/ MANAGEMENT TRAINEES

Sl. No.	Cadre	Minimum Educational Qualification	Age Limit		Experience	
			MT	Exe.	MT	Exe.
			28 Yrs.	30 Yrs.	Nil	2 Yrs.
01.	Mining	Degree in Mining Engg or equivalent	-do-		-do-	
02.	Mill	Degree in Chemical Engg./ Metallurgical Engg./ M.Sc. in Mineral Processing or equivalent	-do-		-do-	
03.	Geology/ Rock Mechanics	PG Degree in Geology/ Mineral Exploration/ Degree in Mining.	- do -		- do -	
04.	Physics	M.Sc. Physics/Electronics – First Class (60% marks) with Computer Science as special subject or M.Sc. (Instrumentation).	- do -		- do -	
05.	Survey	Mine Surveyor Certificate of Competency (Unrestricted) granted by DGMS under MMR, 1961 of equivalent.	- do -		- do -	
06.	Mechanical	Degree in Mechanical Engg. or equivalent	- do -		- do -	
07.	Electrical	Degree in Electrical/Electronics Engg	- do -		- do -	
08.	Inst./ Electronics	Degree in Instrumentation/ Electronics & Tele Communication Engg or equivalent.	- do -		- do -	
09.	Civil	Degree in Civil Engg. or equivalent	- do -		- do -	
10.	Finance	CA or ICWA (Modified vide UCIL BOD meetig No.252 dated31.07.2018 vide Agenda No.21)	- do -		- do -	

11.	Personnel & Admn/ HRD	Degree in any discipline including that in Engineering and two years full time PG Degree/ Diploma recognised by statutory authority/Central/State Govt. in Personnel Management, Labour/ Social Welfare, IR, Social work, Social behavioural science, Training & Development OR MBA with specialisation in Personnel Management. OR MBA/PGPM with specialisation in HRD/ Training & Development.	- do -	- do -
12.	CR&D	M.Sc.in Chemistry (Inorganic/Analytical) or M.Sc. Mineral Processing/ B.E. Metallurgy/Chemical.	- do -	- do -
13.	Stores and Purchase	Degree in Engg OR Degree in any discipline with 2 years PG Degree/ Diploma in Materials Management or MBA (with specialization in Materials Management)	- do -	- do -
14.	Medical & Occupational Health	MBBS Degree/BDS Degree recognized by Indian Medical Council. ((Modified vide UCIL BOD meeting No.262 dated10.01.2020 vide Agenda No.18)	- do -	- do -
15.	Envtl. control	Degree in Environmental Engg. OR Degree in any other Branch of Engg. OR Ph.D in Organic/ Inorganic Chemistry backed with a PG Diploma OR full time Certificate Course in Environmental Engg. OR Environmental Sciences.	- do -	- do -
16.	Public Relations & Liaison	PG Degree in Journalism/ Mass Communication or MBA	- do -	- do -
17.	Industrial Engg.	Degree in Industrial Engg. Or equivalent OR Graduate in Engg. with PG qualification in Indl. Engg.	- do -	- do -
18.	Information Technology	Degree in Computer Engg./Sciences or M.C.A.	- do -	- do -
19.	Vigilance	PG Degree in Science/ Arts/ Commerce with degree in Law.	- do -	- do -
20.	Co.Secy.	ACS	- do -	- do -

JOB SPECIFICATION FOR SELECTION FOR POSTS AT INDUCTION LEVEL
OF SUPERVISORY CADRE/POSTS

(INSERTED VIDE AI NO.UCIL/668 DATED 19.04.2006)

Sl. No.	Cadre	Minimum Educational Qualification	Age Limit	Experience
01.	Mining	Diploma in Mining and Mine Surveying	35 years	05 years
02.	Mill	B.Sc.(H) in Chemistry/Diploma in Chemical Engineering	-do-	-do-
03.	Geology/Rock Mechanics	B.Sc.(H) in Geology	-do-	-do-
04.	Physics	B.Sc.(H) in Physics	-do-	-do-
05.	Survey	B.Sc. with Diploma in Mine Surveying and Mines Surveyor Certificate of Competency	-do-	-do-
06.	Mechanical	Diploma in Mechanical Engineering	-do-	-do-
07.	Electrical	Diploma in Electrical Engineering	-do-	-do-
08.	Inst/Electronics	Diploma in Instrumentation/Electronics & Telecommunication	-do-	-do-
09.	Civil	Diploma in Civil Engineering	-do-	-do-
10.	Finance	Degree in any discipline with inter CA or Inter ICWA pass	-do-	-do-
11	Personnel & HRD	Degree in any discipline with PG Diploma in Personnel Management	-do-	-do-
12	CR&D	B.Sc.(H) in Chemistry	-do-	-do-
13	Medical & Occupational Health	B.Sc. with Diploma in Nursing or Diploma in Occupational Health	-do-	-do-
14	Stores & Purchase	Degree in any discipline with Diploma in Materials Management	-do-	-do-
15	Information Technology	Degree in any discipline with P.G. Diploma in Computer Application	-do-	-do-
16	Public Relation & Liaison	Degree in any discipline with P.G. Diploma in Journalism & Mass Communication.	-do-	-do-

ANNEXURE – II

**JOB SPECIFICATION FOR SELECTION FOR POSTS OTHER THAN
INDUCTION LEVEL FOR DIRECT RECRUITMENT**

Grade & Scale*	Minimum qualification for all cadres	Age	Experience
E2 Rs. 50000- 160000/-	As per Annexure-I	Below 30 years.	6 years
E3 Rs. 60000- 180000/-	- do -	Below 35 years	9 Years
E4 Rs. 70000- 200000/-	- do -	Below 40 Years	12 Years
E5 Rs. 80000- 220000/-	- do -	Below 45 Years	15 Years
E6 Rs. 90000- 240000/-	- do -	Below 48 Years	18 Years
E7 Rs. 100000-260000/-	- do -	Below 50 Years	20 Years

* The grades/pay scales will stand substituted by their revised grades/pay scales as and when necessary.

**MINIMUM EDUCATIONAL QUALIFICATIONS REQUIRED FOR
PROMOTION WITHIN EXECUTIVE POSTS****1. Cadres Covered: Mining, Geology/ Rock Mechanics/ Survey:**

Group	Qualifications	Maximum Grade
I	<u>MINING</u> Degree in Mining Engg. or equivalent	-
	<u>GEOLOGY</u> PG Degree in Geology/ Mineral Exploration/ Degree in Mining	-
	<u>SURVEY</u> Mine Surveyor Certificate of Competency (un restricted) granted by DGMS under MMR, 1961 or equivalent.	E-5
II	Diploma in Mining & Mine Managers' Certificate of Competency/Chemical/Metallurgical/Ore Dressing/Mechanical/Surveying or equivalent or degree in Science.	E-4

2. Cadres Covered: Chemical/Metallurgy

Group	Qualifications	Maximum Grade
I	Degree in Chemical Engg./Metallurgical Engg. or equivalent	-
II	Diploma or equivalent in Chemical/Metallurgical Engg. Or Degree in Science	E-4

**3. Cadres Covered: Mechanical/Electrical/Instrumentation/
Electronics/Civil Engg.**

Group	Qualifications	Maximum Grade
I	Degree in Engg. in relevant disciplines/Degree in Mining Machinery/Degree in Electronics and telecommunication Engg. Or equivalent.	-
II	Diploma in Engg. in relevant disciplines or equivalent or Degree or Science.	E-4

4. Cadres Covered: Finance

Group	Qualifications	Maximum Grade
I	C.A./ICWA	-
II	Graduate in Arts/Science/Commerce	E-3

5. Cadres Covered: Personnel & Administration/HRD

Group	Qualifications	Maximum Grade
I	Degree in any discipline including that in Engineering and two years full time PG Degree/Diploma recognised by statutory authority/Central State Govt. in Personnel Management, Labour/Social Welfare, IR, Social work, Social behavioural science, Training & Development OR MBA with specialisation in Personnel Management. OR MBA/PGPM with specialisation in HRD/Training & Development/Law Degree.	-
II	Graduate in Arts/Science/Commerce	E-3

6. Cadres Covered: CR&D

Group	Qualifications	Maximum Grade
I	Ph.D. in Chemistry, M.Sc., B.E. in Chemistry, Met, Mineral Processing	-
II	Graduate in Science	E-3

7. Cadres Covered: Stores & Purchase

Group	Qualifications	Maximum Grade
I	Degree in Engg. with one year Diploma in Materials Management Or Degree in any discipline and two year PG Degree/Diploma in Materials Management Or MBA with specialisation in Materials Management.	-
II	Graduate in Arts/Science/Commerce	E-3

8. Cadres Covered: Medical & Occupational Health

Group	Qualifications	Maximum Grade
I	MBBS/ BDS Degree recognised by Indian Medical Council.	-

9. Cadres Covered: Environmental Control

Group	Qualifications	Maximum Grade
I	(a) Degree in Environmental Engineering OR Degree in Chemical Engineering OR (b) Degree in Chemical Engineering OR Degree in any Branch of Engg. backed by specialised Training in respect of Environment sponsored by the Company/experience of working in environment in the company/posted in the environmental cell by the company OR (c) Degree in any other Branch of Engg. backed with PG Diploma or certificate course in Environment Science or Env't. Engg. OR Ph.D in Organic/Inorganic Chemistry with specialised training/course in Environment. Experience of working in environment in the company/posted in the Environment Cell of the Company.	-
II	(a) Diploma in Environmental Engg. OR (b) Diploma in any other Branch of Engg./B.Sc. Chemistry with a back-up full time Diploma/Certificate Course in Environmental Science or Environmental Engg. or backed by a specialised Training in respect of Environment sponsored by the Company OR (c) M.Sc. in Chemistry Organic or Inorganic with specialised training/Course in Environment/Experience of working in Environment Cell in the Company.	E-4

10. Cadres Covered: Safety

Group	Qualifications	Maximum Grade
I	Degree in Mech./ Elect./ Mining/ Chemical/ Metallurgical Engg. or equivalent with Dip. In Industrial Safety recognised by Central/ State Governments OR 1 st Class Mine Managers' Certificate of Competency (Unrestricted)	-
II	Diploma in Engg. in any discipline/ B.Sc. with Diploma in Industrial Safety recognised by Central/ State Governments.	E-4

11. Cadres Covered: Public Relations & Liaison

Group	Qualifications	Maximum Grade
I	Post Graduate Degree in Journalism/ Mass Communication	-
II	Degree in Science/Arts/Commerce	E-3

12. Cadres Industrial Engineering

Group	Qualifications	Maximum Grade
I	Degree in Industrial Engg. OR equivalent OR Graduate in Engg. with PG qualification in Industrial Engg.	-
II	Diploma in Industrial Engg. Or equivalent	E-4

13. Cadres Covered: Information Technology

Group	Qualifications	Maximum
I	Degree in Computer Engg/Sciences or Degree or MCA .	-
II	Degree in Science/Arts/Commerce	E-3

14. Cadres Covered: Vigilance

Group	Qualifications	Maximum Grade
I	Post Graduate Degree in Science/Arts/Commerce with LL.B.	-
II	Degree in Science/Arts/Commerce	E-3

15. Cadres Covered: Company Secretary

Group	Qualifications	Maximum Grade
I	ACS	-
II	Degree in Science/Arts/Commerce	E-3

16. Cadres Covered: Rajbhasha

Group	Qualifications	Maximum Grade
II	Post Graduate Degree in Hindi with English as a subject at Graduation level.	E-3

17. Lumpsum Incentive for acquiring higher qualifications

A lumpsum incentive will be paid for acquiring higher qualifications after joining company useful in the discharge of higher official work.

Sl.No.	Qualifications	Lumpsum Incentive Rs.
1.	Degree in Engineering or equivalent in the respective discipline or 1 st Class Mines Manager's Certificate of Competency.	8,000/-
2.	Postgraduate degree or equivalent in Engineering in respective discipline.	10,000/-
3.	Ph.D. in the field relevant to the functions of the Government Servant.	10,000/-

4.	Diploma or equivalent in Computer Science/Computer Applications/Information Technology relevant to the functions of the Government servant.	4,000/-
5.	PG Diploma in Computer Science/Computer Applications/Information Technology relevant to the functions of the Govt. servant.	6,000/-
6.	Degree in Computer Science/ Computer Applications/ Information Technology relevant to the functions of the Government servant.	8,000/-
7.	Postgraduate Degree in Computer Science/ Computer Applications/ Information Technology relevant to the functions of the Government servant.	10,000/-
8.	PG Diploma in Materials Management from Institute/ University/ Deemed University, etc. recognized by the All India Council for Technical Education/ Government of India.	6,000/-
9.	(a) On passing intermediate/ Part-I Examination of the Institute of Chartered Accountants of India, Cost & Works Accountants of India/ Institute of Chartered Financial Analysts of India.	4,000/-
	(b) On passing Final Examination of Institute of Chartered Accountants of India/ Cost & Works Accountants of India/ Institute of Chartered Financial Analysts of India.	8,000/-
10.	(a) On passing intermediate examination of the Institute of Company Secretaries of India.	2,000/-
	(b) On passing Final Examination of the Institute of Company Secretaries of India.	4,000/-

**RULES GOVERNING RECRUITMENT/PROMOTION UNDER THE
EXECUTIVE CADRE SCHEME, 2002**

1.0 RECRUITMENT:

- 1.1 Proposal for filling up the posts will be placed before the competent authority for approval.
- 1.1.2 Vacancies approved by the competent authority will be filled in from the sources mentioned below:
 - a) Advertisement in the newspapers.
 - b) Approved institutes of repute through campus interview.
 - c) Central Government, State Government, other Public Sector organisations directly and/or on deputation.

1.2 DOMICILE:

No person who is not a citizen of India shall be eligible for appointment in the company, provided that the Board of Directors may sanction a relaxation of this rules in particulars cases after taking such steps as may be considered necessary by it.

1.3 MARITAL STATUS:

- 1.3.1 A person who has more than one wife living, or who having a spouse living marries such that the marriage is void by reason of its taking place during the life time of such spouse, shall not be eligible for appointment to a post under the Company.
- 1.3.2 A woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall not be eligible for appointment to a post under the Company.

1.4 PROHIBITION FOR EMPLOYMENT:

No person –

- 1.4.1 Whose service under the Company (or under any other organisation or Company with which the company has reciprocal arrangements on this account) were earlier terminated for misconduct;
- 1.4.2 Who is or has at any time been convicted of an offence involving moral turpitude or of a criminal offence and sentenced in respect thereof to imprisonment for not less than six months;
- 1.4.3 Who is, in the opinion of appointing authority, not a suitable person keeping in view the security of India;
- 1.4.4 Who is an un discharged insolvent or has at any time been adjudged on insolvent; or
- 1.4.5 Who suspends or has any time suspended, payment to his creditors or has at any time made a composition with them shall be appointed to or continue in any post under the company.

1.5 AGE:

- 1.5.1 The minimum age for recruitment to any post in the company shall be 18 years except in the case of persons to be appointed as apprentices or trainees for whom a lower age limit may be prescribed by Managing Director in such a manner that, if they are found fit, their age at the time of absorption shall not be less than 18 years.
- 1.5.2 The prescribed upper age limit shall not apply in case of promotions and in the case of persons in the employment of the Company who may be permitted to compete in direct recruitment.

1.6 INTER PROJECTS TRANSFERS:

Employees of the Company are liable to be transferred from one Project or office to another at the discretion of the Company and it will be obligatory on the part of the employees to accept such transfers.

1.7 SERVING EMPLOYEES MAY RESPOND:

Employees of the Company will be eligible to apply against post(s) advertised in the Press provided they fulfil the eligibility conditions as may be prescribed in the advertisement and are presently in the next below pay scale for two years. Serving employees will not be required to pay any fees if prescribed in the advertisement.

1.8 SCREENING OF APPLICATIONS:

1.8.1 Applications received in response to vacancies advertised, will be screened by the Screening Committee keeping in view the job specification prescribed for the post(s). The number of applicants as are considered prima facie suitable will be called for interview and/or written examination.

1.8.2 Normally no relaxation will be allowed in age and experience. However, the same can be relaxed by the competent authority in deserving and exceptional cases.

1.9 CONSTITUTION OF SELECTION COMMITTEE:

1.9.1 The Selection Committee consisting of at least three officers of the appropriate status and rank (at least one scale higher) in relation to the post to which recruitment is to be made, besides representative of SC/ST or OBC shall be constituted with the approval of competent authority.

1.9.2 External expert from outside, wherever required, may be nominated on the Selection Committee with the approval of the competent authority.

1.10 SELECTIONS:

- 1.10.1 Selection at E-1 level including Management Trainees would consist of written test/interview and at other levels, through interview only.
- 1.10.2 The candidates called for interview for E-7 and above level will be reimbursed to and fro Air fare by shortest route. For other posts, reimbursement will be restricted to 1st Class/2nd AC railway fare, and for Management Trainees and Junior Executives called for interview will be reimbursed 2nd Class Sleeper fare, from their residence to the place of interview and back by the shortest route.
- 1.10.3 The selection committee shall assess the comparative merits of the candidates on the basis of their qualifications, experience and performance as reflected in written test/interview or both.
- 1.10.4 While preparing such panel, the selection committee may recommend if considered necessary, advance increments not exceeding five, to deserving candidate(s).
- 1.10.5 The selection committee shall prepare a panel of candidates found suitable for the post(s) in order of merit and such panel will be valid for a period of one year from the date of its approval.
- 1.10.6 Appointment offers will be issued to the required number of candidates from the panel in order of merit with the approval of competent authority.

1.11 MEDICAL EXAMINATION:

- 1.11.1 Every person who is proposed to be appointed for the first time in the Corporation shall be required to undergo a medical examination so as to ascertain his suitability to perform the duties of the post to which he is proposed to be appointed. Provided that no medical examination need be done in the case of a person appointed for 3 months only.

1.12 TA ON JOINING:

1.12.1 Candidate(s) selected from PSU/Govt. would be reimbursed charges for transportation of household goods and TA to his dependents, on approval from the competent authority.

1.13 DOCUMENTS TO BE PRODUCED BY THE SELECTED CANDIDATE:

1.13.1 The following original certificates will be required to be furnished by the candidate(s) at the time of joining:

- i) Degree/Diploma/Certificate of educational and other qualification.
- ii) Certificate as proof of date of birth.
- iii) Character Certificate in the prescribed form duly attested by a District Magistrate or Sub Divisional Magistrate or a Gazetted Officer.
- iv) Attested copies of documents mentioned at (I) and (ii) above, along with experience certificate, relieving certificate and vigilance clearance certificate from present employer.

1.13.2 The Character and antecedents of fresh appointee(s) will be verified from the district authority of employee's home town.

1.13.3 In case of a candidate selected from other Public Sector Undertaking, the Character and Antecedent Report will be obtained from his/her previous employer and district authority.

1.13.4 In the event of adverse reports received either from the district authority or Public Sector Undertaking, the services of such employees will be terminated forthwith.

2.0 PROMOTION:

2.1 CHANNEL OF PROMOTION:

Promotions upto E-8 grades in the respective discipline/Cadre shall be considered as per Executive Cadre Scheme.

- 2.2 The vacancies at E-2 and above will be generally filled in by the promotion from eligible candidates in the next lower grade. However, if suitable candidates are not available, direct recruitment may be resorted to.

2.3 EX-CADRE:

- 2.3.1 Ex-cadre means any cadre not defined in the Executive Cadre Scheme.
- 2.3.2 For Career growth of Executives working on Ex-cadre posts, their cases will be reviewed once in a year by the competent authority.
- 2.3.3 An executive borne on a cadre may be transferred to ex-cadre post to which he may be found suitable. In such cases, the seniority in his parent cadre will be protected. However, with the consent of the executive, he can be absorbed in ex-cadre post and in such cases, will be deemed to have migrated to ex-cadre and his/her seniority will be reckoned from the date of absorption.
- 2.3.4 If an executive makes an application for encadrement after acquiring required qualification, he/she can be considered for encadrement in E-1 grade provided that requirement exists and such executive is found suitable.

2.4 DEPARTMENTAL PROMOTION COMMITTEE:

2.4.1 The DPC shall be constituted by the Competent Authority for approved posts to be filled in by promotion and the same shall meet as and when required.

2.4.2 The Departmental Promotion Committee shall also be constituted by the Competent Authority for Promotion, and the same shall meet **once** in a year. The Committee will consider all Time Scale Promotion cases as per the criteria approved by the Competent Authority. **The promotions may be given with retrospective effect considering individual officers due date. (Modification made in UCIL Board of Directors meeting No.251 dated 18.04.2018 vide agenda No.23)**

2.4.3 Vigilance clearance will be obtained in respect of executives under consideration for promotion.

2.4.4 The recommendations of the DPC will be put to the Competent Authority for approval. If the competent authority is not in agreement with the recommendations of DPC, he may constitute a fresh committee to consider the cases of eligible executives for promotion.

2.5 SPECIAL GRADE FOR SPECIALISTS/ SCIENTISTS/ TECHNICAL EXPERTS UNDER EXCEPTIONAL CIRCUMSTANCES:

Specialists/Scientists/Technical Experts who are at a dead end post and have put in a number of years of satisfactory service but could not be promoted for want of vacancy, can be given special/higher grade at the discretion of the Competent Authority. In such cases, the special/higher grade will be considered, as personal grade to the concerned incumbent and the number of posts will not be increased as a result thereof.

3.0 PAY FIXATION:

- 3.1 When an employee is promoted to a higher grade, his pay in the higher grade shall be fixed at the stage next above his pay notionally arrived at, by increasing his pay in the lower grade by one increment.

Example:

Existing Scale & Basic	Scale to which promoted	Pay fixation on promotion
Rs.12600-3%-32500 (E-0) Basic: Rs.15600/-	Rs.16400-3%-40500 (3%=468)	Rs. 15600+Rs.468 = Rs.16068 Pay fixation at the Next Stage= Rs. 16070
Rs.36600-3%-62000 (E-6) Basic: Rs.45000	Rs.43200-3%-66000 (3%=1350)	Rs. 45000+1350 = Rs.46350 Pay fixation at the Next Stage = Rs. 46350

- 3.1.1 In case amount comprising the existing basic pay and one notional increment is lower than the minimum of the higher grade, the pay shall be fixed at the minimum of the higher grade.
- 3.1.2 If an employee is drawing pay at the maximum of the grade at the time of promotion, his pay shall be increased notionally by adding one increment at the rate of (last increment in the lower grade) and then fixed at the next higher stage in the grade to which promoted.
- 3.1.3 In case after adding the notional increment in the lower grade, the stage coincides with the stage of the next higher scale to which the executive has been promoted, the executive will be entitled for one increment.
- 3.1.4 On promotion, the date of annual increment of executives will remain unchanged i.e., 1st April/ 1st October.
- 3.1.5 The increment will be released on successful completion of probation period and the same will be effective from the due date of earlier grade. However, in cases where probation period is extended, the first increment after promotion shall be released on the following date on which the probation has been cleared but the

the next annual grade increment shall be released on due date of the earlier grade.

4.0 PROBATION & CONFIRMATION:

- 4.1 An executive recruited or promoted to a post shall be on probation for a period of one year. The probation period will be reckoned from the date the executive assumes the charge of the post.
 - 4.1.1 If the performance of an executive on the promoted post during the probation period, is not found satisfactory, he may be reverted to the original post.
 - 4.1.2 If the performance of an executive during probation, recruited to a post from outside sources, is not satisfactory, his services may be terminated.
 - 4.1.3 At the end of the stipulated period of probation, if the executive is not found suitable, he must be so informed in writing within one month's time.
 - 4.1.4 If the performance of an executive on the promoted post during the period of probation is not satisfactory, the probation is extendable and the executive is liable to be reverted to his original post. The extension of probation shall be for a period of six months and the same can be further extended or another six months.
 - 4.1.5 On satisfactory completion of probation period, the executive will be confirmed on the post.
 - 4.1.6 An executive will not be regarded as having been confirmed unless an order of confirmation is issued in writing.

5.0 SENIORITY:

- 5.1 Seniority lists of executives shall be maintained in each cadre of posts. For candidates recruited from outside, their seniority will be determined according to the panel seniority, provided they join within 4 months from the date of issue of offer of appointment. In case of management trainees, their seniority will be as per the panel seniority drawn by the Selection Committee at the time of absorption.

- 5.1.1 For internal candidates, their seniority will be reckoned as per the DPC panel, provided they assume the charge of their promoted post within one month from the date of issue of promotion order.
- 5.2 In case of doubts about the seniority of an executive or inter-se seniority of two or more executives, such cases with all material facts shall be referred to the competent authority, whose decision thereon shall be final.

6.0 PROCEDURE FOR DEALING WITH PROMOTION DURING PENDENCY OF DISCIPLINARY PROCEEDINGS ETC.

- 6.1 The case of an executive whose conduct is under departmental enquiry or investigation, may be considered for promotion on merit as if there is no case against him. The DPC/Selection Committee should not be prejudicial in determining the suitability of an executive because of his involvement in the departmental or vigilance case.
- 6.2 In case an executive is found suitable for promotion on merit, his case will be dealt with in the following manner:
- (a) His promotion will be withheld if a decision has been taken by the competent authority to start regular proceedings against him by issuing a charge-sheet.
 - (b) His promotion will be withheld if he is under suspension.
- 6.3 If the disciplinary proceedings against an executive have been initiated by issuing a charge-sheet, his case may be considered by the DPC/Selection Committee as if there is no case against him. In case the executive is considered suitable for promotion, recommendations about his suitability will be kept in a sealed cover till the conclusion of the disciplinary proceedings.
- 6.4
- a) If an Executive is completely exonerated of the charges levelled against him, his seniority will be determined with reference to the date of promotion of his next junior. However, he will draw enhanced salary with effect from the date he assumes the charge of the promoted post. His fixation of pay will be notionally arrived at from the date he has been deemed to have been promoted.
 - b) If an executive is completely exonerated of the charges levelled against him and in case the junior is not promoted, his promotion will be

determined as and when he is exonerated of the charges. However, he will draw enhanced salary from the date of promotion after exoneration.

7.0 APPOINTMENT ON TEMPORARY BASIS:

Notwithstanding the provisions herein before, the competent authority shall have powers to fill any vacancy by appointing persons on ad-hoc and temporary basis, whenever such appointment is considered essential in the interest of the company.

8.0 PERFORMANCE APPRAISAL REPORT:

- 8.1 The following procedures will be followed.
 - 8.1.1 The executives will be required to fill up Self Appraisal Form once in a year. The Self Appraisal Form is generally expected to be filled in within a period of one month.
 - 8.1.2 The Reporting Officer will record Performance of Executives at different levels on completion of six months and conduct Mid Term Review and will forward the same along with Annual Performance Appraisal Form.
- 8.2 Executives earning 'C' (Average) rating in their APA reports (Probation/Annual) the same will be communicated to them in writing to improve upon their performance.

9.0 GENERAL:

- 9.1 The competent authority may amend, modify or add to the rules governing Recruitment/Promotion under the Executive Cadre Scheme from time to time and such amendments/modifications or additions shall take effect from the date specified therein.
- 9.2 Normally, no transfer will be allowed from one cadre to another. However, in case of expediency, such transfer will be considered, if approved by the competent authority.
- 9.3 If any doubt arises with regard to application or interpretation of any of these rules the matter shall be referred to the competent authority, whose decision thereon shall be final.

- 9.4 The competent authority under these rules shall be Chairman-Managing Director.
- 9.5 The executive Cadre Scheme 2002 and its rules shall come into force with effect from year 2002.

**POLICY GUIDELINES FOR PROMOTIONS TO THE POSTS AT THE E-1
LEVEL FROM JUNIOR EXECUTIVE CATEGORIES, 2002**

1.0 COVERAGE:

- 1.1 The guidelines shall be called COMPANY Cadre Scheme and Related Policy Guidelines for Junior Executives [Group – II].
- 1.2 The Scheme shall apply to all the personnel in the Jr. Executive categories in the scale of pay of Rs.12600-3%-32500/- and its revised equivalent from time to time posted at various Mines, Mill, Projects, and the Head Office of Uranium Corporation of India Limited.
- 1.3 The guidelines shall not apply to any post, appointment which is to be regulated by the Central/State Govt. instructions.

2.0 DEFINITIONS:

2.1 Appointing Authority:

Appointing Authority in relation to a post means the authority delegated with powers to make appointment to the post.

2.2 Promotion:

The term “Promotion” refers to the process of filling in vacancies on the recommendations of Selection Committee from within the organisation.

2.2 Service:

“Service” means, experience in the discipline concerned.

2.3 Recruitment:

The term “Recruitment” refers to the process of filling in vacancies otherwise than by promotion and shall include.

- i) Selection from open advertisement.

- ii) Appointment of persons from Central Govt./State Govt. other Public Sector organisations directly or on deputation.
- iii) Absorption of deputationists.

3.0 LEVELS:

The posts in the present grades of Rs.12600-3%-32500 and its equivalent from time to time will be in Jr. Executive's category.

The levels of executive posts shall be as defined in Executive Cadre Scheme.

4.0 CENTRALISED RECRUITMENT:

Recruitment will be made by Head Office and the selection will be on corporate basis.

5.0 SELECTION GRADE PROMOTION:

Subject to requirement, normally 25% of the vacancies in E-1 grade will be filled by selection from Jr. executives. However, C&MD is authorised to relax this provision. The first vacancies will be filled by selection from candidates within the organisation. Eligibility with regards to number of years of service and qualification shall be as per Annexure-I. When internal candidates are not eligible or available, the posts may be filled by direct recruitment from outside. Selection will be by interview/written test.

6.0 TIME SCALE PROMOTION:

- 6.1 Such of the Jr. Executives who could not be selected to E-1 as per clause 5.0 will be eligible for time scale promotion to E-1 after 10 years of service in the Gen. Foreman category subject to satisfactory performance.

7.0 SUPERANNUATION:

- 7.1 Every employee in Group-A and Group-B at below board level in the company shall retire from the services on the afternoon of the last date of month in which he/she attains the age of 60 years. However, employees whose date of birth is 1st day of the month shall retire from services on the afternoon of the last date of the preceding month on attaining the age of 60 years.

- 7.2 There shall be complete ban on extension in service beyond the age of superannuation except in the case of specialists in technical cadre who can be granted extension in service on case to case basis upto the age of 62 years.

8.0 RESIGNATIONS & TERMINATIONS:

- 8.1 The Corporation reserves the right not to accept the resignation of the Jr.Executives & Executives if the circumstances so warrant, i.e., if disciplinary proceedings are pending or decision has been taken to issue charge sheet etc. on or before the concerned Executives has served the notice of termination of services.
- 8.3 Where the services of a person are proposed to be terminated on disciplinary grounds, the person concerned shall be given an opportunity to explain his case and to defend himself against the proposed punishment.

Provided that the appointing authority may decide that the provisions of this sub rule shall not apply in a case where the giving of such opportunity to the persons concerned will be detrimental to the security of the country.

9.0 MISCELLANEOUS:

The CMD's decision in all matters arising out of interpretation of these guidelines is final.

ANNEXURE – I

**MINIMUM QUALIFICATION/EXPERIENCE IN VARIOUS DISCIPLINES
FOR PROMOTION TO E-1 (Rs.16400-3%-40500) FROM JUNIOR EXECUTIVE**

CATEGORY

MINING	GEOLOGY/GEOPHYSICS
3 years Diploma in Mining Engineering and having 15 years service in COMPANY, out of which minimum 5 years in the present grade.	Science Graduate with atleast 15 years service in COMPANY, out of which minimum 5 years in the present grade. <u>OR</u> Post Graduate in Science with 12 years service in COMPANY out of which minimum 5 years in the present grade.

SURVEY	CHEMICAL/METALLURGY
Science Graduate with atleast 15 years service in COMPANY, out of which minimum 5 years in the present grade. <u>OR</u> 3 year Diploma in Mine Survey & having 15 years service in COMPANY, out of which minimum 5 years in the present grade. <u>OR</u> AMIE in surveying and having 12 years service in COMPANY, out of which minimum 5 years in the present grade.	Science Graduate with atleast 15 years service in COMPANY, out of which minimum 5 years in the present grade. <u>OR</u> 3 years Diploma in Chemical/Met. Engg. and having 15 years service in COMPANY, out of which minimum 5 years in the present grade. <u>OR</u> AMIE in Chemical/Met. Engg. and having 12 years service in COMPANY, out of which minimum 5 years in the present grade.

MECHANICAL ENGINEERING	ELECTRICAL ENGINEERING
Science Graduate with atleast 15 years service in COMPANY, out of which minimum 5 years in the present grade. <u>OR</u> 3 years Diploma in Mechanical Engg. and having 15 years service in COMPANY, out of which minimum 5 years in the present grade. <u>OR</u> AMIE in Mechanical Engg. and having 12 years service in COMPANY, out of which minimum 5 years in the present grade.	3 years Diploma in Electrical Engg., Electrical Supervisor's Cert. (valid for Surface & Underground Mines) having 15 years service in COMPANY, out of which minimum 5 years in the present grade. <u>OR</u> AMIE in Electrical Engg., Electrical Supervisor's Certificate & having 12 years service in COMPANY, out of which minimum 5 years in the present grade. <u>OR</u> The incumbent upon employment in Elect. Engg., Cadre will be required to obtain Electrical Supervisory Certificate of Competency valid for underground mine, if posted in the mine.

INSTRUMENTATION	CIVIL ENGINEERING
Science Graduate with atleast 15 years service in COMPANY, out of which minimum 5 years in the present grade. <u>OR</u> 3 years Diploma in Electronics/ Instrumentation and having 15 years service in COMPANY, out of which minimum 5 years in the present grade. <u>OR</u> AMIE in Instrumentation/Electronics and having 12 years service in COMPANY, out of which minimum 5 years in the present grade.	3 years Diploma in Civil Engg., and 15 years service in COMPANY, out of which minimum 5 years in the present grade. <u>OR</u> AMIE in Civil Engg. and having 12 years service in COMPANY, out of which minimum 5 years in the present grade.

PERSONNEL/ADMINISTRATION	LAB. SERVICES
Graduate with atleast 15 years service in COMPANY, out of which minimum 5 years in the present grade. <u>OR</u> Post Graduate in any discipline with 12 years service in COMPANY, out of which minimum 5 years in the present grade. <u>OR</u> Post Graduate with Diploma/Degree in Personnel Management having 5 years service in the present grade in COMPANY. Note: CCPAs will be considered for promotion to the posts of PS. They will also be considered for promotion in the administrative cadre. The ratio of promotion to out side recruitment to the posts of PS will be decided by management from time to time.	Science Graduate with atleast 15 years service in COMPANY, out of which minimum 5 years in the present grade. <u>OR</u> Post Graduate in Science with atleast 12 years service in COMPANY, out of which minimum 5 years in the present grade.

INDUSTRIAL ENGINEERING	COMPUTER SCIENCE
Graduate with atleast 15 years service in COMPANY, out of which minimum 5 years in the present grade. <u>OR</u> 3 years Diploma in Engg. or equivalent and having 15 years service in COMPANY, out of which minimum 5 years in the present grade <u>OR</u> AMIE or equivalent and having 12 years service in COMPANY, out of which minimum 5 years in the present grade.	Graduate with atleast 15 years service in COMPANY, out of which minimum 5 years in the present grade. <u>OR</u> Diploma in Computer Science/ Quantitative Science or equivalent and having 15 years service in COMPANY, out of which minimum 5 years in the present grade. <u>OR</u> Post Graduate with Diploma/ Degree in Quantitative Science/ Computer Sciences having 12 years service in COMPANY, out of which minimum 5 years in the present grade.
FINANCE	STORES/PURCHASE
Graduate in Commerce with atleast 15 years service in COMPANY, out of which minimum 5 years in the present grade. <u>OR</u> Post Graduate in Commerce with atleast 12 years service in COMPANY, out of which minimum 5 years in the present grade. <u>OR</u> Intermediate CA/Intermediate Cost and having 5 years minimum service in COMPANY in the present grade. <u>OR</u> Graduate with atleast 15 years service in COMPANY, out of which minimum 5 years in the present grade.	Graduate with atleast 15 years service in COMPANY, out of which minimum 5 years in the present grade. <u>OR</u> Post Graduate in any discipline with 12 years service in COMPANY, out of which minimum 5 years in the present grade. <u>OR</u> Post Graduate with Diploma/Degree in Material Management having 5 years service in the present grade in COMPANY.

Note: Posts not covered in the annexures will be deemed to be ex-cadre posts.
