

URANIUM CORPORATION OF INDIA LIMITED
UCIL RECRUITMENT AND PROMOTION RULES, 1973

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URANIUM CORPORATION OF INDIA LIMITED
UCIL RECRUITMENT AND PROMOTION RULES , 1973

SECTION I - SCOPE , DEFINITIONS AND APPLICABILITY

01. **Name** These rules may be called "UCIL Recruitment and Promotion Rules, 1973"

02. **Date of enforcement** These rules will come into force with effect from *

* This will be the date on which approval to these rules is granted by President of India under the Articles of Association.

03. **Applicability** Except where the context otherwise requires, these rules shall apply to all employees of the company excluding -

- i) Casual employees
- ii) Persons appointed on deputation
- iii) Persons appointed under contract and
- iv) Persons appointed by President of India in terms of the Articles of Association of the Company.

04. **Definitions** In these rules, unless the context otherwise requires -

- a) Appointing Authority in relation to a post, means the authority which has been given the power to make appointments to the post, whether by the Articles of Association of the Company or by delegation of powers.
- b) Competent Authority in relation to exercise of any power means any authority authorise in that behalf.
- c) Employees means any persons employed by the Company and includes casual employees, persons on deputation to the Company, persons appointed under contract and persons appointed by President of India in terms of the Articles of Association of the Company.
- d) Managing Director means the Managing Director of Uranium Corporation of India Limited.
- e) Scientific or Technical posts means posts which require the employment of highly skilled, skilled and semi-skilled artisans on a monthly rate or which

require the possession of scientific or technical qualifications the acquisition of which involves systematic study of the physical or biological science.

- f) The Company means Uranium Corporation of India Limited and includes its mines, factories, registered office, and other offices wherever situated.

SECTION II - GENERAL

05. **Methods of filling posts** Various posts in the Company may be filled either-

- i) by direct recruitment ;
- ii) by promotion of persons already in service of the company ;
- iii) by obtaining the services of persons from Central/State Governments and their attached and subordinate organisations, statutory corporations and other companies on deputation on such foreign service terms and conditions as may be mutually agreed upon between the company and the lending organisation ;
- iv) on contract for a specific period ;
- v) from amongst trainees or apprentices who have received training at the Company's expense ;
- vi) by absorption of deputationists, persons appointed under contract or trainees or apprentices.

06. **Classification** Posts under the Company shall be classified as follows :-

Posts of officers carrying a pay or scale of pay with a maximum of not less than Rs.16400 -3%- 40500 /-	- Group-A
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Pay of supervisors carrying a pay or scale of pay Rs.12600-3%-32500/-	- Group-B
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Posts of workmen carrying a pay or scale of pay with a maximum of not less than Rs.9850-3%-15350/- and upto Rs.12340-3%- 19230/-	- Group-C
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Posts of workmen carrying a pay
or scale of pay the maximum of
which is Rs.9490-3%-14800/-

- Group-D

07. **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 particular cases after taking such steps as may be considered necessary by it.

08. **Marital Status**

- a) 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.
- b) 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.

Provided that in the case of sub-rules (a) and (b) above, the Managing Director may, if he is satisfied that there are special grounds, exempt any person holding a Class-III(non-supervisory) or Class-IV post, from the operation of any of these sub-rules. Such exemptions shall be reported to the Board of Directors. Similar exemptions to persons holding any higher post may be granted by the Board of Directors.

09. **Interested persons.**

- a) No person who has, by himself or through his partner, agent or wife, any share or interest in any contract with the company, shall be eligible for employment in the Company.
- b) No person who is connected with a director of the Company within the meaning of Section 314 of the Companies Act, 1956 shall be eligible for employment in the Company except in terms of the provisions of that Section.

10. **Prohibition for employment**

No person -

- a) Whose service under the company (or under any other organization or Company with which the company has reciprocal arrangements on this account) were earlier terminated for misconduct ;

- b) 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 ;
- c) who is, in the opinion of appointing authority, not a suitable person keeping in view the security of India ;
- d) who is an un-discharged insolvent or has at any time been adjudged on insolvent ; or
- e) 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 ;

Provided that the provisions at (d) and (e) above shall apply in the case of Class I and Class II posts only.

11. **Age**

- a) 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.
- b) The Managing Director may prescribe a suitable upper age limit in the case of any post or set of posts, while constituting the cadres mentioned in rule 17, or otherwise.
- c) The prescribed upper age limit may be relaxed by the Board of Directors in special cases.
- d) 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.

12. **Verification of date of birth.**

- a) Any of the following documents in this order of preference may be accepted as proof of date of birth :-
 - i) Matriculation Certificate or Higher Secondary Certificate or any other Certificate of an equivalent examination, in case the date of birth is recorded in the Certificate.
 - ii) School Leaving Certificate of any Class, in cases where the candidate has not passed any of the examinations mentioned in (i) above.
 - iii) Extracts from a Birth Register certified by competent authority.

iv) Discharge Certificate from army, navy or air force or Certificate of Age issued by previous employer of the candidate in case the previous employer is Central or a State Government or an Undertaking of a State or Central Government.

b) In case of doubt or lack of proof, appointing authority may, before taking a decision, adopt such methods and procedures as it may deem necessary so as to ascertain the age of the candidate and may also refer the case to the Chief Medical Officer of the Company for an opinion. The Chief Medical Officer may in turn obtain the opinion of any of the Medical Officers working under him. No application for change of date of birth will be entertained if declaration of higher/lower age with documentary proof as in Clause (a) above had been advantageous for securing the initial appointment.

13. **Medical examination**

- a) 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 in terms of the provision to rule 39.
- b) Managing Director may, if necessary, lay down specific standards of medical fitness in the case of some or all the posts under the Company.
- c) The medical examination shall normally be done by Chief Medical Officer of the Company or by a Medical Officer who may be nominated by the Chief Medical Officer in this regard.
- d) The recommendations of Chief Medical Officer or the Medical Officer will be submitted to the appointing authority who will normally accept the recommendations. However, the appointing authority may decide either to refer the case to Chief Medical Officer of the Company for reconsideration or may obtain another expert medical opinion from outside the Company at the Company's expense, before taking a decision.
- e) The appointing authority may, if necessary sanction to the candidate travelling allowance appropriate to the status of the post to be filled (limited to actuals) when the candidate is called upon to appear for the medical examination or the second medical examination.

14. **Resignations and terminations.**

- a) The service of a person who is governed by Standing Orders in force in the Company may be terminated in accordance with such Standing Orders.
- b) The Corporation reserves the right not to accept the resignation of the officers and supervisors holding Group-'A' and 'B' posts 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 officer/supervisor has served the notice of termination of services.
- c) Where the services of a person, who is not governed by the Standing Orders in force in the Company for the time being, 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 an opportunity to the persons concerned will be detrimental to the security of the country.

15. **Prescribing of minimum qualifications and experience.**

The minimum requirements of qualification and experience in respect of each cadre of posts or set of posts for appointments to be made in accordance with these rules will be laid down by the Board of Directors. Managing Director may authorise relaxation of such requirements in individual cases except in cases where appointing authority is the Board of Directors. Reasons for such relaxation shall be recorded in writing.

SECTION - III – PROMOTION

16. **Types of Promotions.** A promotion may be decided by any of the following three methods :-

- a) On the basis of seniority subject to fitness for higher post. The fitness for higher post will be ascertained inter alia from the Annual Confidential Reports in which there will be a column for the fitness of the person for promotion to higher post.
- b) By selection by a Promotion Committee.
- c) By selection by a Promotion Committee through a limited competitive examination.

17. **Cadres, Promotion Channels and Seniority**

- a) Managing Director will have the authority to constitute similar posts into Cadres and to lay down Channels of promotion keeping in view the following principles :-

- i) A cadre will consist of posts of a substantially similar nature so that persons of substantially similar qualification and experience can perform the duties of any of the posts in a cadre or a sub-cadre.
- ii) In the case of promotion by seniority subject to fitness for higher post, the channels along which such promotions will be effected will be laid down.
- iii) In the case of promotions by selection by promotion committee with or without limited competitive examinations, the zones of consideration for eligibility for promotion to the various cadres will be laid down.
- iv) In the case of Class III and Class IV posts, there will be a separate set of cadres for each Project of the Company.

Explanation(A). The present Mine, Mill, Administrative Offices and Colony of the Company at Jaduguda will constitute one Project for the purpose while fresh works taken up by the Company in one locality will be treated as a separate Project. In case of doubt, the matter will be referred to the Board of Directors of the Company for its final decision.

Explanation(B). In view of special type of professional or technical nature of some posts or keeping in view the requirements of specialised experience for some posts, Managing Director may constitute separate cadres for Finance & Accounts, Stores & Purchase, and others in any Project. On similar grounds, Managing Director may constitute separate cadres for the various posts in the Mine and the Mill.

- v) In the case of Class I and Class II posts all posts under the Company will be constituted into only one set of cadres.
- b) Seniority in cadre will be fixed on the basis of the following principles :-
 - i) The date of appointment in the Company in a particular grade will be normal criterion for seniority. Provided that as between persons selected by a Selection Committee or Promotion Committee, the order of merit if given by the Committee, and not the actual date of joining, shall determine the seniority inter-se of such persons if the actual dates of joining are not separated by more than 90 days.

Explanation Grant of advance increments to an individual whether at the time of Selection or otherwise will not ipso facto entitle him to a higher seniority.

- ii) Where rule (b) (i) above cannot help in deciding the seniority inter-se of some persons because their services were/are transferred to the Company on the same date, the effective date for the purpose such seniority inter-se shall be taken to be the date on which the individual concerned was placed in the scale of pay which he

was holding at the time of transfer without any break in service which has not been condoned by competent authority.

- iii) All employees in a higher scale of pay in a cadre will be senior to those in a lower scale of pay in the same cadre.

Explanation: The maximum of the scale of pay will be compared in order to find whether a scale of pay is higher or lower than another.

- iv) A person who joins in the forenoon will be senior to another who joins in the afternoon of the same day on the same scale of pay in a cadre.
- v) In the case of persons appointed on the same forenoon or afternoon on the same scale of pay in a cadre, seniority shall be decided on the basis of the order of merit given by the Selection Committee or the Promotion Committee.
- vi) Managing Director may decide the seniority inter-se of persons whose seniority cannot be determined on the basis of the above principles. Provided that an employee whose seniority is thus fixed by Managing Director may represent, through proper channel, to the Board of Directors for a final decisions.

18. Weightage of seniority in promotion

- a) Subject to the provisions of sub-rule (d), in the case of Class III and Class IV posts, two thirds of the post that may fall vacant (not the newly created posts) will be filled on the basis of seniority subject to fitness for higher post from amongst those who have put in at least 3 years service in the next lower grade (see rule 17(a)(ii)) and also possess the requisite qualifications. Provided that for these two thirds of the vacancies
- i) Where some special qualifications, experience or skill is required to be possessed by the incumbent of a post, the method of selection by Promotion Committee with or without a limited competitive examination may be ordered to be adopted by the appointing authority who will make a declaration in writing that the post in question requires special qualifications, experience or skill in terms of this proviso and should not be filled on the principle of seniority subject to fitness for higher post. The zone of consideration or eligibility for the selection or the examination will be decided in terms of rule 17(a)(iii).
- ii) In case there is no person in the Project or in the Company, as the case may be, who is fit for a particular higher vacant post, or the chances of locating such a person are slim, and the appointing authority makes a declaration in writing to that effect, it may order for the procedures for direct recruitment to be followed and in such recruitment the employees of the Company may be given a marginal preference, the preference being in the order of seniority inter-se when more than one employees are considered together.

- iii) Board of Directors may by issuing general orders in respect of a group of posts relax the condition of 3 years' service in the next lower grade subject to the conditions that may be specified in the orders.
- b) Subject to the provisions of sub-rule (d), in the case of Class II posts, two thirds of the posts that may fall vacant (not the newly created posts) will be filled on the basis of seniority subject to fitness for higher post from amongst those who have the requisite qualification and experience as per rule 15. Provided that for these two thirds of the vacancies.
 - i) Where some special qualifications, experience or skill is required to be possessed by the incumbent of a post, the method of selection by promotion committee with or without a limited competitive examination may be ordered to be adopted by an authority superior to the appointing authority who will make a declaration in writing that the post in question requires special qualifications, experience or skill in terms of this provision and should not be filled on the principle of seniority subject to fitness for higher post. The zone of consideration or eligibility for the selection or the examination will be decided in terms of rule 17 (a) (iii).
 - ii) In case there is no person in the Company who is fit for a particular higher vacant post or the chances of locating such a person are slim and the authority superior to appointing authority makes a declaration in writing to that effect as in (b) (i) above, he may order for the procedures for direct recruitment to be followed and in such recruitment the employees of the Company may be given a marginal preference, the preference being in the order of seniority inter-se when more than one employees are considered together.
- c) Subject to the provisions of sub-rule (d), while filling up all Class I posts (whether newly created or others), the employees of the Company will be given a prior consideration on the basis of service records. A Promotion Committee will be constituted and its recommendations will be kept in view before the appointing authority decides to fill a post. The main criterion in cases of equal merit. For this purpose, the Promotion Committee and the appointing authority will be guided by written Confidential Reports, seniority list of the concerned cadres, the zones of consideration or eligibility for promotion mentioned in rule 17 (a)(iii) and other relevant considerations.
- d) i) Notwithstanding anything contained in sub-rules (a), (b) and (c), all posts in the lowest scale of pay in a trade or profession and all posts in the lowest scale of pay in any of the classes of posts mentioned in rule 6, shall not be filled on the basis of promotion by seniority subject to fitness for higher post but shall be filled by any such other method (s) (mentioned in Rule 5) as may be decided by the appointing authority.

- ii) The percentages referred to in sub-rules (a) and (b) shall, as far as possible, be applied collectively to a cadre in respect of all posts which are covered by these sub-rules. Whether or not it is possible to adhere to these percentages for each cadre, the overall percentage in respect of all posts covered by sub-rule (a) and overall percentage in respect of all posts covered by sub-rule(b) shall be ensured separately as approximately in a calendar year as possible after taking into account even the ex-cadre vacancies(i.e. vacancies of posts which have not been included in a cadre constituted under rule 17. Whereas balances may be carried forward from year to year, at the end of 5 calendar years, all balances will lapse and a fresh account shall be started for the purpose of these sub-rules.

19. Result of supersession.

Even if a person is superseded as a result of promotion granted on the basis of seniority subject to fitness for higher post, he will remain eligible to be considered for promotion on the basis of his subsequent confidential reports.

20. Methods of selection for balance of the posts

The balance one third of the vacant posts (not the newly created posts) mentioned in rules 18(a) and 18(b) may be filled either from within the Company by selection by Promotion Committee with or without limited competitive examination or by direct recruitment from outside the Company or by any other method depending on the sole discretion of appointing authority.

21. Pay on Promotion

- a) The pay of a person on promotion (except in the case of promotion from one Group-A post to another Group-A post and promotion from workmen category, Group-C post to the supervisory cadre Group-B post) will be fixed at the minimum of the scale of the post to which he is promoted or at the stage in that scale which is next higher than the notional pay arrived at by increasing the pay of the person in his scale of pay before promotion by one increment, whichever is greater.
- b) The pay of a person on promotion from one Group-A post to another Group-A post will be fixed at either at the minimum of the scale of the higher post or at the stage in the scale of the higher post next above the pay in the scale of the post before promotion whichever is greater.
- bb) It is further clarified that in case of a senior Group-A officer promoted to a higher post prior to the above amendment draws less pay than the junior promoted to such higher post after the amendment, the pay of the senior officer in the higher post will be stepped upto a figure equal to the pay as fixed for the junior officer in that higher post. The stepping up may be done with effect from the date of promotion of junior officer and will be subject to the following conditions :-

- i) Both the senior and junior officer should belong to the same cadre and the posts in which they have been promoted on a regular basis should be identical in the same cadre.
 - ii) The scales of pay of the lower and higher posts in which they are entitled to draw pay should be identical ; and
 - iii) The anomaly should be directly as a result of the application of the revised orders.
- c) In case of promotion from Group-C to Group-B posts, the total of the notional basic pay arrived at by increasing the pay of person in his scale of pay before promotion by one increment(except where one increment has been allowed under Service Linked Advancement Scheme) together with the fixed DA and VDA admissible thereon in the scale from which he is promoted, will be compared and taken at the nearest higher total of basic pay and all allowances of the scale of the promoted post, to allow a minimum benefit of Rs.50/- over the former total notional pay and allowances. The basic pay corresponding to this total pay and allowances in the promoted post will be the basic pay in the scale for the promoted post.

Provided that the appointing authority may, on the recommendation of The Promotion Committee, fix the pay on promotion at any other point in the scale of pay.

22. **Date of promotion.**

Unless the appointing authority decides otherwise, promotion will take effect from the day on which the promoted person takes charge of the post to which he is promoted. Further the employee has an option, to be exercised within one month from the date of appointment, for fixation of his pay in new post either straightway from the date of his appointment to the new post or from the date of his next increment in the old post.

23. **Promotion Committees.**

Promotion Committees will be constituted as follows :-

- a) **For Class IV posts** the Promotion Committee will consist of Class I or Class II Officer (not less than three in number) to be nominated by the appointing authority.
- b) **For Class III posts** the Promotion Committee will consist of Class I Officers (not less than three in number) to be nominated by the appointing authority.
- c) **For Class II posts** the Promotion Committee will consist of Officers (not less than 3 in number) the maximum of whose scale of pay is more than Rs.1000/- and who are nominated by the appointing authority.

- d) **For Class I posts** the Promotion Committee will consist of Officer (not less than three in number) who are in any scale of pay higher than that of the post to be filled and who are nominated by the appointing authority.
- e) A Promotion Committee (or a Standing Promotion Committee may include expert(s) from outside the Company.

24. **Screening Officers and Chairman of the Promotion Committee**

- a) The appointing authority will nominate one of the members of the Promotion Committee to act as Chairman of the Committee.
- b) The initial screening of applications (if necessary) will be done jointly by two officers nominated by the appointing authority. Both these officers will be in a scale of pay higher than the scale of pay of the post to be filled. At least one of these officers, being eligible under rule 23, shall be a member of the Promotion Committee also.

25. **Promotion by seniority-cum-fitness.**

A Promotion Committee will be constituted even where promotion is to be made on the basis of seniority subject to fitness for higher post. The Promotion Committee will decide the cases of promotion on the basis of service records and other relevant factors.

26. **Procedures for selection**

Where promotion is to be made on the basis of selection from candidates who are within the zone of consideration or eligibility, the Promotion Committee may take its decision on the basis of service records and other relevant factors, if necessary after calling for applications by issuing a notice. It may, also to interview the candidates before making a decision for promotion.

27. **Procedures for Selection with limited competitive examination.**

Where promotion is to be made by selection through limited competitive examination, the Promotion Committee will be free to decide the steps and procedures (including interview etc.) leading to selection except to the extent of rules for such examinations, which might have already been framed and also except to the extent of the instructions if any, that may be given by the appointing authority.

28. **Gradings**

The Promotion Committee will categorise the eligible candidates into three categories, namely 'Outstanding', 'Very Good' and 'Good'. The candidates within each category may, in case of equality, be arranged in the order of seniority. The grading of the Scheduled Castes and Scheduled Tribes candidates will then be increased as per President of India's directions referred to in Rule 52.

29. **Select lists**

If the appointing authority so desires, the promotion committee may prepare a select list to be used for promotions for filling posts that may fall vacant during a specified period after which the select list may, if necessary, be directed to be revised for use during another specified period. The specified period shall not extend beyond one year from the date on which the select list is prepared by the promotion committee.

30. **Standing Promotion Committee**

If the Appointing Authority considers it necessary, it may constitute a Standing Promotion Committee for posts that may fall vacant in a particular cadre.

31. **Acceptance of recommendation of the Promotion Committee.**

The recommendations of the Promotion Committee will be submitted to the appointed authority for a decision. In case where the appointing authority does not accept the recommendations made by the Promotion Committee, the appointing authority may pass such orders as it may be fit, if necessary, after taking such steps (including interview of the candidate (s) or referring the matter back to the Promotion Committee for reconsideration) as may be considered appropriate.

32. **Probation**

- a) All those who are promoted from a lower post to a higher post may be placed on probation for a period of six months. The period may be extended or curtailed at the discretion of the appointing authority but shall not normally be extended so as to exceed one & half years in all.
- b) A probationer who does not come up to the required standard of work and conduct, may be reverted back to his original post and such reversion will not constitute a punishment. A probationer who completes his period of probation satisfactorily, shall be confirmed in the higher post to which he was promoted
- c) A person will be deemed to be a probationer even after the expiry of his period of probation till formal orders for his confirmation are issued.

33. **Acting Allowance.**

- a) Any person who is appointed to act for more than 15 days on a higher post which falls vacant for a short period, shall be entitled to receive an acting allowance for the period for which he acts on the higher post at the rate of 20% of his basic pay subject to the condition that the basic pay plus acting allowance shall not exceed that pay (in terms of rule 21) which he would have got had he been promoted to the higher post in a regular manner. Such acting promotions shall be approved by the appointing authority only in

the exigencies of Company' work, at its sole discretion and strictly on the basis of seniority subject to fitness. The authority may, in any particular case, not issue the orders and arrange for the carrying out of the work when the post is temporarily vacant.

- b) Where the appointing authority for a post is the Board of Directors, the acting promotion may be granted by the Managing Director. Provided that in case the period of such acting promotion exceeds or likely to exceed 3 months, approval of the Board of Directors will be sought as soon as possible.
- c) The entrusting of additional responsibilities and grant of acting allowance will not confer any right to regular appointment against the higher post(or against any other similar post) which, if it falls vacant permanently, may be filled according to normal rules and procedures.
- d) As temporary measure (for a period of not more than 90 days), appointing authority may by written orders authorise an employee to officiate in one or more independent posts in addition to his normal duties. The appointing authority may allow to such an employee an officiating allowance up to a maximum of 20% of his basic pay. Sub-rules (b) and (c) above shall apply, mutatis mutandis, in the case of officiating allowance also.

34. **Reservation.**

While filling posts by promotion, due effect will be given to the reservations for Scheduled Castes and Scheduled Tribes as mentioned in the directive referred to in Rule,52.

35. **Reviews.**

- a) Any individual who is aggrieved by an order of promotion on the ground that he is superseded, may represent to appointing authority through proper channel.
- b) The representation must be submitted within 30 days of the date of order granting promotion by which the individual concerned was superseded. The appointing authority should dispose of such representations as quickly as possible and such orders shall be final and binding on the person aggrieved.

SECTION IV - DIRECT RECRUITMENT

36. **General principles.**

The following general principles may be kept in view while making direct recruitment.

- a) Posts requiring unskilled workers may with advantage be filled by persons drawn from the locality where the project is situated. For such posts, efforts may be made to give preference to persons displaced from the areas acquired for the project, especially those

belonging to Scheduled Castes and Scheduled Tribes. The next preference for such posts may be given to those retrenched from other Government Undertakings.

- b) Even in case of skilled workers, Clerks and other non-technical staff in Class III & IV posts, so long as basic qualifications and experience are forthcoming, preference may be given in the order of priority mentioned in sub-rule (a) above.
- c) In case of Class II technical and non-technical posts, recruitment shall be made on an All India basis, merit and qualifications being the principal criteria.
- d) In case of Class I posts, candidates available in Industrial Management Pool or in the panels maintained by Bureau of Public Enterprises may also be considered along with others and selection shall be made on an All India basis, merit and qualifications being the principal criteria.

37. **When shall direct recruitment be made.**

- i) All newly created posts and
- ii) all vacant posts which have not to be filled by promotion in terms of rules 18 and 20, will be filled by direct recruitment. Provided that the appointing authority may instead, adopt any of the methods referred to in rule 5 for filling the post mentioned above.

38. **Direct recruitment through Selection Committee.**

Direct recruitment shall normally be made after obtaining the recommendation of a Selection Committee. Provided that it shall be open to Managing Director in respect of posts on scales of pay up to and including Rs.700-1250, to make urgent ad-hoc appointments for a period of six months only, after recording the reasons for the urgency in writing. Such ad-hoc appointments shall be reported to the Board of Directors for information.

39. **Selection Committee.**

The Selection Committee will be constituted as follows :

- a) **For Class IV posts** the Selection Committee will consist of Class I or Class II Officers (not less than 3 in number) to be nominated by the appointing authority.
- b) **For Class III posts** the Selection Committee will consist of Class I Officers (not less than 3 in number) to be nominated by the appointing authority.
- c) **For Class II posts** the Selection Committee will consist of officers (not less than 3 in number) the maximum of whose scale of pay is more than Rs.1,000/- and who are nominated by the appointing authority.

- d) **For Class I posts** the Selection Committee will consist of officers (not less than 3 in number) who are in any scale of pay higher than that of the posts to be filled and who are nominated by the appointing authority.
- e) A Selection Committee (or a Standing Selection Committee) may include expert(s) from outside the company.

40. **Screening Officers and Chairman of the Selection Committee.**

- a) The Appointing Authority will nominate one of the members of the Selection Committee to act as Chairman of the Committee.
- b) The initial screening of applications will be done jointly by two officers nominated by the appointing authority. Both these officers will be in a scale of pay higher than the scale of pay of post to be filled. At least one of these officers, being eligible under rule 40, shall be a member of the Selection Committee also.

41. **Standing panels of selected candidates.**

If the Appointing Authority so desires, the Selection Committee may prepare a standing panel of selected candidates who may be appointed to posts which may fall vacant during a specified period and which have to be filled by direct recruitment. The specified period shall not extend beyond one year from the date on which the standing panel is prepared by the Selection Committee.

42. **Standing Selection Committee :**

If the Appointing Authority considers it necessary, it may constitute a Standing Selection Committee for posts that may fall vacant in a particular cadre.

43. **Selection Procedures .**

- a) Subject to any directions that may be given by the Appointing Authority, a Selection Committee will be free to decide the steps and procedures (including interview, tests, examination etc.) leading to selection except to the extent of some rules which might have already been framed in this regard.
- b) The recommendations of the Selection Committee will be submitted to the Appointing Authority for a decision. In case, where the Appointing Authority does not accept the recommendations made by the Selection Committee, the Appointing Authority may pass such orders as it may deem fit, if necessary, after taking such steps (including interview of the candidates or referring the matter back to the Selection Committee for reconsideration) as may be considered appropriate.

44. **Verification of character and antecedents.**

- a) In order to satisfy itself that the character and antecedents of a person proposed to be appointed are such as do not render him unsuitable for the appointment, the appointing authority shall arrange to verify his character and antecedents.
- b) The verification of character and antecedents may be completed before orders for the confirmation of the person are issued. Provided that the Managing Director may specify the posts the appointments to which shall not be made before the character and antecedents have been duly verified.

45. Probation.

- a) A new entrant appointed to a post may be placed on probation for a period of 6 months. The period may be extended or curtailed at the discretion of the appointing authority but shall not be extended so as to exceed one & half years in all.
- b) The services of a probationer who does not come up to the required standard of work and conduct may be terminated after giving due notice and such termination will not constitute a punishment. A probationer who completes his period of probation satisfactorily shall be confirmed in the post.
- c) A person shall be deemed to be on probation even after the expiry of his period of probation until formal orders for his confirmation are issued.

46. Fixation of pay on first appointment.

- a) When a person is appointed to a post, his basic pay will be fixed at the minimum of the scale of pay of that post. However, depending upon qualifications, experience and other relevant factors, the appointing authority may, on the recommendation of the Selection Committee, grant advance increments in the scale of pay.
- b) The initial pay of a person who is in the service of the Company and who is offered a higher post through direct recruitment, shall be fixed mutatis-mutandis in accordance with rule 21.

SECTION V- RECRUITMENT BY OTHER METHODS

47. Deputations

Services of persons on deputation shall be obtained generally speaking, in special circumstances and not as a rule.

48. Service Contracts.

Contracts for services of individuals for specific period shall, generally speaking, be entered into by the Company only in order to avail of specialised knowledge of some individuals for limited periods. Terms and conditions of such contracts may be settled by the appointing authority.

Explanation

The above rule refers to the two-sided contract in which the company as well as the individual have the right to the continuance of the contact for a particular period and to terminate it on well defined terms and conditions and not to the service bonds that may be obtained from the trainees or apprentices or other who may be taken on the rolls of the Company.

49. Trainees and apprentices.

Separate schemes may be framed detailing the terms and conditions on which various trainees and apprentices may be recruited, trained and absorbed or relieved. The relevant legal provisions shall be kept in view in framing these schemes.

SECTION VI - RESERVATIONS

50. Reservations for Scheduled Castes and Scheduled Tribes

- a) The directive issued by the President of India under Article 119 of the Articles of Association of the Company providing certain reservations and concessions to be given to Scheduled Castes & Scheduled Tribes, vide Government of India, Department of Atomic Energy letter No.9/1/(1)/70 Min dated 5.6.1970, as amended from time to time, shall be duly complied with. Any other directions issued by the Government will also be followed.
- b) For the purpose of reservations and concessions for Scheduled Castes and Scheduled Tribes, all posts in any one of the classes as mentioned in rule 6 shall be taken to be in one cadre. Provided that Managing Director may decide that such reservations shall apply separately to any one of the cadres constituted under rule 17 if in his opinion there are sufficient number of posts in that particular cadre.

51. Reservations for ex-servicemen etc.

- a) The directive issued by the President of India under Article 119 of the Articles of Association of the Company providing for certain reservations and concessions to be given to ex-servicemen and dependants of those killed in action vide Government of

India, Deptt. of Atomic Energy letter No.9/(5)/72-Min dated 18.3.1972 as amended from time to time, shall be duly complied with. Any other directive, issued by the Govt. of India will also be followed.

- b) In addition to the reservations mentioned above, Managing Director may by general orders provide that preference will be given to ex-servicemen and dependants of those killed in action for recruitment to certain specified posts or cadres.

SECTION VII - INTER-PROJECT TRANSFERS.

52. 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.
53. An employee selected for appointment to a higher post in another project/office as a result of open selection or promotion will be deemed to have been permanently transferred to the concerned project/office except in the case of Class I and Class II posts which have to be constituted in one set of cadres for the whole company in terms of rule 17(a) (v).
54. Permanent transfer of an employee from one Project to another will not constitute a break in service and his accumulation of leave, provident fund and entitlement of leave travel concession will be carried over.

SECTION VIII- SUPERANNUATION.

55. a) (i) Normal retirement age for class IV posts shall be 60 years.
- (ii) Except as otherwise provided specifically every employee at below board level whose age of retirement is currently 58 years shall now retire from the services on the afternoon of the last date of month in which he/she attains the age of 60 years. However, below board level employees whose date of birth is the first of the month shall retire from the services on the afternoon of the last date of the preceding month on attaining the age of 60 years. There shall, however, be no change in the age of retirement in respect of technical/scientific posts which is currently 60 years.
- b) There shall be a complete ban on extension of service beyond the age of superannuation, i.e. 60 years.
- c) Notwithstanding anything in this rule, the appropriate authority shall, if it is of the opinion that in the Company's or public interest so to do, have the absolute right or retire any employee by giving him notice of not less than one month or three month's in-writing or one month's or three month's pay and allowances, as the case may be, in lieu of such notice.

- i) If he is in Group-A or B post or service in permanent or temporary capacity or in a Group-B or C post or service but officiating in a Group-A or Group-B post or service respectively after he has attained the age of 55 years.

Provided that employee of the Corporation who is in a Group-B post or service but is holding a Group-A post or service in a officiating capacity shall, in case it is decided to retire him from the Group-A post or service in the Company's/public interest, be allowed on his request in writing to continue in service in Group-B post or service which he holds in permanent capacity.

NB: Rule 55-g is read as Rule 55-c.

SECTION IX - DELEGATIONS

56. Managing Director may, from time to time, pass orders with any of the following objects :-
- a) To lay down detailed instructions and procedures within the frame-work of these rules.
 - b) The prescribe any forms to be used and reports to be submitted.
 - c) To recruit casual workers for execution of casual jobs, in accordance with the procedures he may prescribe.
 - d) The grant relief in individual cases of genuine hardships caused by operation of these rules. Provided that in cases where the relief is of a financial nature and is beyond his financial powers, the matter shall be submitted to the Board of Directors as soon as possible for its approval.
 - e) Without prejudice to generality of the delegations mentioned above, Managing Director may lay down instructions and procedures or prescribe forms or reports on any of the following subjects :-
 - i) Manner of circulation of notices in respect of posts reserved for ex-servicemen.
 - ii) Advertisement and/or limited circulation of posts.
 - iii) Number of candidates to be called for interview etc.
 - iv) Application fee to be charged from the candidates.
 - v) Allowance to be paid to candidates called for interview etc.
 - vi) Verification of character and antecedents.

- vii) Receipt of applications for employment through employment exchange, where considered necessary.
- viii) Receipt of applications for employment through proper channel i.e. through the present employer of a candidate, where considered necessary.
- ix) Allowance etc. to members of a Selection Committee or Promotion Committee.
