

RECRUITMENT RULES

POLICY ON CENTRALISED RECRUITMENT (PS CATEGORY)

(Ref: C&MD's O/O No.58/87 Dated 15.12.1987 - effective from the year 1987)

1 OBJECTIVES:

- (a) To attract and retain the best available young talent in the country in Engineering and other areas like Finance, Marketing, Personnel etc.,
- (b) To ensure the above objective by means of a systematic scheme of Centralized Recruitment which will be regular and effective.
- (c) To create a cadre of Executives to take up higher assignments and top positions of the Company

2 SCOPE:

- (i) The recruitment of Management Trainees in Engineering and other Professional areas like Finance, Marketing, Personnel etc., at the induction-level of Executives i.e. PS III for centrally pooled recruitment of Units, Business Groups/Functional Directorates and Corporate Office by Campus Interview and Open All India Advertisement.
- (ii) Recruitment of Senior Executives at the Corporate Cadre i.e., PS VII and above in all the disciplines as per the need of the Units, Business Groups/Functional Directorates and Corporate Office.

Note : The Executive Committee in its meeting held on the 12th and 13th April, 1991 approved "in principle" introduction of a scheme for the induction of Engineering Graduates/Other Professionals other than as Management Trainees, in the grade of PS III. The Committee, however, directed that the candidates should have a minimum experience of 2/3 years. This induction is basically to be done against Unit requirements.

3 PROCEDURE FOR REQUISITION:

- (i) The Units/Business Groups/Functional Directorates should put up the proposal, to Corporate Personnel Directorate by September end, for recruitment of Management Trainees in Engineering and other areas based on sanctioned Manpower Plans as per need of the Unit/Business Group in PS III, taking into consideration the turnover vacancies as well as additional posts required against future plans.

4 PROCEDURE FOR RECRUITMENT OF MANAGEMENT TRAINEES IN ENGINEERING AND OTHER PROFESSIONAL AREAS:

- (i) The recruitment of Management Trainees in Engineering and other areas like Finance, Marketing, Personnel etc. will be made centrally by the Corporate Personnel Directorate. For such centralized Recruitment, either of the following two methods will be adopted as per need and exigency

(A) CAMPUS RECRUITMENT

(B) RECRUITMENT THROUGH OPEN ALL INDIA ADVERTISEMENT.

- (ii) Not less than 50% of vacancies projected and approved in the Manpower Operational Plans in PS III for Engineering Graduates and in various disciplines i.e. Finance, Marketing, Personnel etc. shall be filled up by inducting Professionally qualified candidates by Centralized Recruitment.

RECRUITMENT RULES

- (iii) The Campus Recruitment for the post of Executives in PS III for Graduate Engineers and Post Graduate Diploma holders in Management will be made from the recognized institutions only.
- (iv) The recruitment by Open All India Advertisement will be made for Engineering Graduates in Technical areas and for Professionally qualified candidates such as CA, ICWA, ACS, MBA, Post Graduate Diploma from NIPM, MA (PMIR), MSW, Post Graduation in Social Science with DSW (Calcutta).

5. CAMPUS RECRUITMENT:

- (i) The Campus Recruitment Committee shall comprise of senior executives not below the rank of GMs, Officer-in-Charge of OD/Centralized Recruitment will be a Member of the Committee.
- (ii) Ordinarily the Campus Recruitment shall be made in the specialized areas like R&D, CNC, Computer Systems, Industrial Engineering, Finance, Marketing, Personnel etc, and it shall not exceed 25% of the total vacancies identified to fill in by the Centralized Recruitment in a year.
- (iii) The Mode of selection shall be by way of group discussions/interview by the above committee.
- (iv) The group discussions/interview will be conducted in the Campus itself. The appointment letters will be issued only after finalization of the panel of selected candidates, interviewed in various campuses.
- (v) The selected candidates will be appointed as Executives in PS III on probation of one year, after an orientation programme and are not required to execute a Service Bond.
- (vi) In the case of Campus Selection of Executives in PS III, candidates possessing relevant additional qualification of Post –graduate degree (full time programme) and above, from Organizations/Institutions of repute like, IIMs/ IITs/ IISc/ NITIE/ XLRI/ TISS, will be granted TWO advance increments in PS III grade. For instance an Engineering Graduate with Post-graduate degree in Engineering like M.Tech/ ME/ MS/ PGDM from IIMs /IITs/ IISc and PGIE from NITIE will be eligible for the advance increments. Those with MA (Personnel Management) with MBA/Ph.D in relevant discipline as also CA/ ICWA with MBA in Financial Management will also be eligible for advance increments. However, a candidate with Post Graduate degree, which itself is the relevant basic qualification for recruitment, will not be eligible for this advance increment. For instance, candidates with MBA (Financial Management) without CA or ICWA and PGDPM from XLRI or TISS will not be eligible for this increment unless they have additional relevant Post-graduate degree or Ph.D.
- (vii) In the case of Campus Selection of Executives in PS III, the Campus Recruitment Committee may grant up to a maximum of 5 advance increments, including the two increments mentioned at sub-clause (vi) above, in exceptional cases based on past experience/qualification of the candidate.
- (viii) The Campus Recruitment will be coordinated by Officer in charge of OD/ Centralized Recruitment

RECRUITMENT RULES

6. RECRUITMENT BY OPEN ALL INDIA ADVERTISEMENT:

- (i) An All India Advertisement will be released every year, inviting applications from candidates possessing Degree in Engineering with a minimum of 60% marks in the Final year examination, candidates appearing for final year examinations during the period and who have scored 60% or more marks on an aggregate in the previous Semesters, will also be eligible to apply. Written Test will be conducted by entrusting the work to a reputed Institution in order to ensure objectivity. On receipt of the marks obtained in the test, candidates in the ratio of 1:6 will be called for Interview/Group task by a Committee consisting of senior executives not below the rank of JGM and Officer-in-charge OD/ Centralized Recruitment. Candidates whose results have not been declared at the time of application will be permitted to appear for the test only on condition that they should have passed successfully the course with requisite marks of 60% or more when they appear for interview.
- (ii) The candidates selected as Management Trainees in Engineering and other Professional areas will undergo INDUCTION TRAINING for a period of one year. The induction training will be coordinated by Center for Manpower Development & Research Department of Corporate Personnel Directorate which will plan the induction training schedule for the entire year. The trainees will be oriented in Units, Business Groups/ Functional Directorates as per the need of the Organization.
- (iii) On successful completion of induction training, the candidates will be posted to the respective Units, Business Groups/Functional Directorates and they shall be suitably designated. They shall be kept on PROBATION for a period of one year during which period their performance will be observed by the Unit Chiefs/ EDs. The verification of antecedents should be obtained during the period of induction training. Letters of confirmation will be issued by the Unit Chiefs / EDs on successful completion of probation subject to verification of their antecedents.
- (iv) The Management Trainees will be required to execute the SERVICE BOND along with the Surety, agreeing to serve the Company for a period of 3 years on successful completion of their induction training.
- (v) The compensation to be paid as contractual obligation in case they choose to leave the organization during the bond period is as follows:
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| During the training period | - Actual amount spent for training |
| During 1 st year of service after training period | - Total amount spent during training period |
| During 2 nd year of service after training period | - 80% of actual amount spent during the training period |
| During 3 rd year of service after training period | - 60% of actual amount spent during training period |

The following expenditure will be considered for calculating the compensation to be paid as contractual obligation:

- Training Allowance including Pay, Adhoc Relief, Dearness Allowance, HRA & CCA
- Training costs in the Training Center
- Travelling and Daily Allowance, if any, paid during the training period
- Cost of Medical Treatment, if any.

RECRUITMENT RULES

7. STIPEND AND OTHER ALLOWANCES & PAY FIXATION:

Whereas the candidates selected through Campus Recruitment would draw salary, the Management Trainees recruited through Open All India Advertisement would get stipend during induction training period which would be minimum of the scale in PS III plus other admissible allowances such as Adhoc Relief, DA, HRA AND CCA as applicable to the place of posting. During Official Tour they shall be eligible for TA / DA benefits as admissible to the Executives in PS III.

8. RECRUITMENT OF SENIOR EXECUTIVES:

- (i) Recruitment of senior executives at the Corporate level i.e. PS VII and above will be taken up by the Corporate Personnel Directorate once in four months in April, August and December in a Calendar Year. The proposals from the units for such recruitments for the sanctioned vacancies, as per the sanctioned manpower operational plans, should be sent to DPS in January, May and September every year, who will take further action for Centralized Recruitment of Corporate Cadre Senior Executives.
- (ii) Recruitment at the level of PS VI and below (with the exception of Management Trainees) will be undertaken by the Units/Business Groups. However, in functional areas such as Finance, Marketing, Quality, Security, Public Relations, Computer Systems, Personnel etc., the representative of Functional Director of Corporate Office will associate in the selection of candidates in the units in levels PS IV, PS V and PS VI in order to bring uniformity in selection procedures / standards.

9. RESERVATION OF SC/ST:

The reservations and relaxation for SC/ST shall be as per the Presidential Directives, issued from time to time. Prescribed minimum marks are relaxable at the discretion of Director, Personnel.

10 SAVINGS :

Management reserves the right to alter, modify, delete or add any clause(s) as per the need of the organization.

RECRUITMENT RULES

SCHEME ON RECRUITMENT OF COMPANY TRAINEES (WG CATEGORY)

OFFICE ORDER NO.32/89 DATED 8.11.1989

SUB : MULTI-FUNCTIONAL SKILLS

- 1 With the rapid advances in the field of manufacturing technology and the introduction of new sophisticated manufacturing techniques like CAE, CIM, FMS, Robotics, Artificial Intelligence etc., it is becoming increasingly difficult to compartmentalize the different manufacturing processes and methods.
- 2 The hitherto recognized methods of process-wise layouts, machine type-wise lay-outs, component-wise layouts etc., are slowly giving way to the newer methods of manufacture which call for synergising a variety of multi-functional skills.
- 3 The operators will be required to be conversant with and to specialize in a number of skills and trades simultaneously.
- 4 It has therefore been decided to develop people in multi-functional skills, trades and areas right from the time an operator/workman is inducted in the Company.
- 5 To meet this objective, it is decided to include a clause in the Appointment Orders of the Workmen concerned to the effect that they must be willing to work in a multitude of functional areas, multi-machines, skills, trades etc., depending on the needs of the Company. Such a clause in the Appointment Orders shall also be incorporated in respect of workmen appointed in the Technician and Administrative trades.
- 6 An on-the- job training is a pre-requisite to any appointment made in future in WG Cadre. It is therefore proposed to induct the future entrants to the Company in the WG Cadre as Company Trainees for a period of 2/3 years in terms of various channels on a consolidated stipend as mentioned in the Annexure.
- 7 Subject to the conditions stipulated in paras 4 and 5 above, in supersession of the earlier orders, the requisite qualification, the stipend during the training period, duration of the training, the grades in which to be reclassified on completion of such training in terms of various channels, and the period for execution of the bond, shall be as detailed in the Annexure .On successful completion of training, the trainees will be reclassified at the minimum of the prescribed wage grades. The training period can be extended by one year or the contract of training may be terminated if their performance during the training period is not found satisfactory.
- 8 The date of reclassification of the above trainees who join on or before 15th of the month will be the 1st of the month in which they successfully complete the training period. In case of trainees who join after 15th of the month, the date of reclassification will be the 1st of the month following the month in which they successfully complete the training period.
- 9 The prescribed training period or any extension of training due to non-satisfactory performance during the training shall not be considered for the purpose of qualifying period for consideration of promotion.
- 10 The above procedure shall come into effect from 1.1.1990.
- 11 This issues with the approval of the competent authority.

Sd/-
(H.R.Alva)
Director, Personnel

RECRUITMENT RULES

ANNEXURE

COMPANY TRAINEES FOR VARIOUS CHANNELS

Sl. No	Channel	Qualification	Duration of Training	Stipend during the Training			Grade on reclassification on successful training	Period of Bond (excluding Training period)	Designation on Reclassification
				1 YEAR Rs.	II YEAR Rs,	III YEAR Rs.			
1	Channel I	Below SSLC	2 Years	1350	1400		WG I	3 Years	In terms of Channel I of Promotion Policy of WG Cadre
2	Channel II	Below SSLC	2 Years	1350	1400		WG I	3 Years	In terms of Channel II of Promotion Policy of WG Cadre
3	Channel III	Below SSLC	2 Years	1400	1450		WG IA	3 Years	In terms of Channel III of Promotion Policy of WG Cadre
4	Channel IV	SSLC/ITI without SSLC	2 Years	1400	1450		WG IA	3 Years	In terms of Channel IV of Promotion Policy of WG Cadre
5	Channel V (Non-Technical)	SSLC/JR.TYPIST Exam/Steno-lower etc.	2 Years	1400	1450		WG IA	3 Years	In terms of Channel V of Promotion Policy of WG Cadre
6	Channel V (Operators for Watch units only)	SSLC	3 Years	1400	1450	1500	WG IA	3 Years	In terms of Channel V of Promotion Policy of WG Cadre
7	Channel VI (Technical)	SSLC with ITI OR NAC Certificate	3 Years (excluding period spent in ITI/NAC etc.)	1425	1475	1525	WG II	3 Years	In terms of Channel VI of Promotion Policy of WG Cadre
8	Channel VI (Non-Technical)	SSLC + Sr.Steno qualification in relevant Trades	2 Years	1425	1475		WG II	3 Years	In terms of Channel VI of Promotion Policy of WG Cadre
9	Channel VII	Graduation/ Relevant Professional Qualifications	2 Years	1425	1475		WG II	3 Years	In terms of Channel VII of Promotion Policy of WG Cadre
10	Channel VIII	Diploma in Engg./ Special Graduates in Metallurgy/Metal Testing/Chemical Testing/Library Science/ Computer/ Electronics/Relevant Professional Qualifications	2 years	1475	1525		WG III	3 Years	In terms of Channel VIII of Promotion Policy of WG Cadre