

## **NALCO RECRUITMENT & PROMOTION RULES FOR EXECUTIVES -2017**

Ref. No. 1.1	Date: 05.05.2018
Title	Recruitment and Promotion Rules for Executives - 2017
Approved By	Board of Directors in 304 <sup>th</sup> Meeting held on 11.11.2017. (Read with the decisions taken in 306 <sup>th</sup> Board Meeting held on 05.05.2018)
Effective Date	11.11.2017
Replaces/Modification/Clarification	Board of Directors in 332 <sup>nd</sup> Meeting held on 12.11.2021

### **1.1.1.0      INTRODUCTION**

1.1.1.1      With a view to establishing and maintaining a dynamic organizational structure suited to meet present and future Company needs, NALCO is committed to have a system for manning executive posts in the Company with persons having appropriate level of academic/ professional qualification, skill, competence, experience and motivation and for developing its own human resources in such a manner as to integrate the aspirations for growth and development of the individual employees with the fulfilment of the Company's objectives. The company seeks to sustain high levels of performance from its executives by maintaining a working environment conducive to the efficient and effective functioning of each Executive.

### **1.1. 2.0      OBJECTIVES**

- 1.1.2.1      To meet executive manpower requirements of the Company in terms of the approved Human Resources Plan.
- 1.1.2.2      To fulfil requirements of competent executives in terms of requisite capabilities, skills, qualification, aptitude, merit and suitability with a view to fulfil Company's objectives.
- 1.1.2.3      To attract, select and retain the best talent available keeping in view the changing needs of the organisation.
- 1.1.2.4      To ensure an objective and reliable system of selection.
- 1.1.2.5      To integrate growth opportunities of the executives with fulfilment of company's objective.
- 1.1.2.6      To man executives posts in the company with competent personnel having growth potential and to maximise their capabilities through opportunities available for advancement.
- 1.1.2.7      To provide for a system which is conducive to equity, fairness and objectivity in matters concerning promotion of executives.

- 1.1.2.8 To ensure uniformity and consistency to the extent possible in promotion of executives of the Company.
- 1.1.2.9 To motivate executives of the organisation for better performance by rewarding their contribution to the growth of the organisation in deciding promotion on the basis of overall merit.
- 1.1.2.10 To ensure the continuity of the management and systematic succession planning for senior/key posts in the executive cadre.
- 1.1.2.11 To provide input for the development of executives linked to their levels of performance and strengths their specific and requirements.
- 1.1.2.12 To integrate executives into a cohesive team.
- 1.1.2.13 To ensure compliance with relevant Government policies and directives on recruitment and promotion of executives as a Public Sector Enterprise- as adopted by the company.
- 1.1.3.0 **SCOPE & LIMITATIONS**
- 1.1.3.1 These rules, which supersede the NALCO Recruitment & Promotion Rules for Executives 1997, shall be known as the **Nalco Recruitment & Promotion Rules for Executive- 2017** and shall come into force with effect from the date of approval by the Board of Directors. All action taken under and in pursuance of the earlier rules shall be saved and be deemed to have been taken under and in pursuance of these rules.

## PART-I

### RECRUITMENT

#### 1.1.4.0 **COVERAGE**

1.1.4.1 The rules contained in this part shall cover all recruitment of executives made in the Company at any level/grade (except appointments made by the Government).

#### 1.1.5.0 **SOURCES OF RECRUITMENT**

1.1.5.1 Sources of recruitment shall be decided by the Chief Executive generally from the following:

- (a) Advertisement in press on all-India basis;
- (b) Circulation amongst government departments and other Public Sector Enterprises where the candidates with requisite qualification and experience are likely to be available;
- (c) Graduate Engineer Trainees/ Management Trainees in terms of approved Schemes;
- (d) Deputation from Government departments and Public Sector Enterprises and depending upon the specific requirements, absorption of deputationists/lien holders from Government departments and Public Sector Enterprises in the Company;
- (e) Personal contacts for recruitment to posts requiring special expertise;
- (f) Circulation of vacancies within the Company.
- (g) Head hunting agencies for E7 and above grades.
- (h) Tenure based appointments initially for five years and with a provision to extend it for further period up to five years as per the approved Schemes.

1.1.5.2 The internal candidates serving in the scale next lower to the level for which recruitment is being made/who fulfil necessary requirements stipulated for the post under recruitment, and have applied for the same, may be considered along with other candidates. The prescribed age limit and application fees shall not apply in such cases.

1.1.5.3 The length of experience and age limit for recruitment to various grades (external candidates) shall be as specified at Annexure-A.

#### 1.1.6.0 **INDUCTION POINTS**

1.1.6.1 E-0 level shall be the major induction point in executive manning system of the Company.

1.1.6.2 Not less than 50% of manpower requirement at E-0 stage shall be filled up through direct recruitment including trainees.

1.1.6.3 The Company may take recourse to direct recruitment at any or all levels to the extent necessary.

#### 1.1.7.0 **CENTRALISED RECRUITMENT**

1.1.7.1 All recruitment to posts covered by these rules shall be centrally organised by the Corporate Recruitment Cell of HR Department.

1.1.8.0 **MANPOWER PLANNING AND CREATION OF POSTS**

1.1.8.1 All recruitment shall be within the total manpower approved by the Board.

1.1.8.2 Irrespective of overall sanction of posts specific sanctions for each new post from the Chief Executive will be necessary before filling up the posts.

1.1.8.3 Also in those cases where a consequential vacancy exists on account of resignation, termination, death, superannuation etc. of the incumbent, approval of the Chief Executive will be necessary before filling up the vacancy.

1.1.9.0 **DELEGATION**

1.1.9.1 Authority to recruit and/ or appoint will be the Chief Executive or as delegated by him from time to time. Where ever, Competent Authority has been mentioned in these rules, it is the Chief Executive or the executive delegated with the authority from time to time.

1.1.10.0 **PRESCRIBED QUALIFICATIONS**

1.1.10.1 The prescribed minimum educational qualifications for appointment to various cadres and ex-cadre posts shall be as specified at Annexure-B.

1.1.10.2 The competent authority may amend, modify or vary the prescribed qualification for any post at any time.

1.1.10.3 In case of cadre posts not covered at Annexure-B the competent authority shall from time to time lay down the prescribed qualifications.

1.1.11.0 **CONSTITUTION OF SELECTION COMMITTEE**

1.1.11.1 The Selection Committee shall be constituted by the Chief executive. The Selection Committee shall normally consist of at least 3 officers of appropriate status and functions including a representative from HRD Department.

1.1.11.2 In case of specialised posts, and on functional requirement, external experts may be nominated on the Selection Committee.

1.1.11.3 In case of lateral induction of executives i.e. E5 & above, the Selection Committee shall consist of one external expert and one Independent Director. However, in absence of Independent Director at the time of selection, any one of the Functional Directors will be nominated in the place of Independent Director by the Competent Authority.<sup>1</sup>

1.1.12.0 **SELECTION**

1.1.12.1 The Selection Committee may hold interviews, group discussions (GD), test or combination of these as may be considered necessary. Selection of candidates for lateral entry will be done as below:

E0 & E1 grades – through written test and personal interview with weightage of 85% and 15% respectively. In case of specialist positions including MBBS/BDS doctors for induction at E1 level, Competent Authority may dispense with the written test when there are less than 10 eligible applications against the vacancy.

E2, E3, E4 & E5 grades – through group discussion and personal interview with 25% and 75% weightage respectively. In case of specialist positions including specialist doctors with MD/MS etc., candidates will be recruited through personal interview only.

E6 grade and above grades – through personal interview only.

1.1.12.2 HRD Department will make available to the members of the Selection Committee the following documents and particulars regarding the candidates at the time of interview:

- (a) A copy of the advertisement with specific requirements of the post;
- (b) Bio data of each candidate;
- (c) Applications in original;
- (d) Appraisal reports and comments of forwarding authority in case of internal candidates, wherever necessary;
- (e) Any special information considered to be relevant to the selection of any candidate.

1.1.12.3 The HRD Department will also inform the Selection committee the likely number of posts including those reserved for SC/ST/OBC etc. required to be filled up through the selection process.

#### 1.1.13.0 **PANEL**

1.1.13.1 The Selection Committee on assessment of the candidates on the basis of their qualification, previous experience, performance in the test/interview and other relevant factors, shall prepare a panel in order of merit, of candidates considered suitable for employment for approval of the competent authority.

1.1.13.2 The panel as approved by the competent authority shall be valid for a period of one year from the date of such approval. In exceptional cases, with justification to be recorded in writing, life of the panel may be further extended by the Chief Executive by not more than six months. Offer of appointment shall be issued in order of merit from the approved panel.

#### 1.1.14.0 **MEDICAL EXAMINATION**

1.1.14.1 All appointments in the Company will be subject to the selected candidates being found medically fit by the Company's Medical Officer/Board for the post (s) for which they have been selected. Where there is no Company's Medical Officer, medical examination will be conducted by an approved Government Hospital/Medical Board. The decision of Medical Board constituted by the company will be final and binding.

1.1.15.0      **INDUCTION AND ORIENTATION**

- 1.1.15.1      All newly appointed employees in the Company will undergo suitable induction/orientation programme before being placed on the job or training. Induction programme will, among other things, aim at systematically introducing the new employees to the Company, its philosophy, its major policies, its existing status and future plans etc. The induction programme should clearly spell out the mutual expectations with emphasis on company's expectations from the new employees.

## PART-II

### PROMOTION

#### 1.1.16.0 COVERAGE

1.1.16.1 For the purpose of the promotion and career planning, all executives posts in the Company shall be classified into different grades namely E-0, E-1, E-2, E-3, E-4, E-5, E-6, E-7, E-8 & E-9.

1.1.16.2 The following rules shall apply to all promotions within executive cadre of the Company.

1.1.16.3 These rules shall not be applicable to executives:

- (a) who are appointed on tenure basis or who are reappointed/given extension after having attained the age of superannuation;
- (b) whose terms of appointment provide for promotion after completion of specified length of service in a grade for the period so specified;
- (c) who are on deputation to the company.

1.1.16.4 These rules shall not apply to any post, appointment to which is made by the Government.

#### 1.1.17.0 APPLICATION OF RULES IN CASE OF DEPUTATIONISTS ETC.

1.1.17.1 An executive on deputation to another organisation may be considered for promotion in the Company during the period in accordance with selection methodology prescribed in these rules.

1.1.17.2 In case of an executive who is on lien to another organisation i.e. retaining lien in the Company, he would not be considered for promotion during the period. He would merely retain the option to return to his/her substantive scale/post. The period of lien including the service period of NALCO will be considered for the eligibility period for promotion after return.

#### 1.1.18.0 CLUSTERS OF SCALES

1.1.18.1 For the purpose of promotion and career planning of executives, scale of pay/ grades will be grouped in the following clusters:

<b>Clusters</b>	<b><u>Scale/ Grade code</u></b>
A	E-0, E-1, E-2, E-3 & E-4
B	E-5 & E-6
C	E-7
D	E-8
E	E-9

1.1.19.0 **CADRE SCHEME**

- 1.1.19.1 For the purpose of promotion the entire spectrum of functional disciplines in the Company shall be divided in to various cadres based on function.
- 1.1.19.2 All cadres shall be centralised in scope and coverage.
- 1.1.19.3 Channels of promotion upto and including the level of E-6 shall be as per the centralised cadre scheme detailed at Annexure-C.
- 1.1.19.4 Integrated allied cadres at E-7 and E-8 level (on promotion from E-6 level) shall be as per integrated allied cadre scheme detailed at Annexure-D and vacancy distribution from the centralised cadre to the Integrated allied cadre will be as decided by the Competent Authority from time to time. Similarly, cadres at E-9 shall be the cadre known as the General Management Cadre and vacancy distribution for the same would be from the Integrated and Allied Cadre as decided by the Competent Authority from time to time.
- 1.1.19.5 The competent authority may fill up post(s) in any cadre by drawing executives from other cadre(s). The executives so drawn shall be treated on deputation to the post held and shall retain seniority in their parent cadre. They may, with the approval of the competent authority, be absorbed in the deputation cadre/post.
- 1.1.19.6 Ex-cadre posts will be those posts which are not encadred in the cadre scheme of the Company. An executive working in an ex-cadre post may be promoted to a higher grade on the basis of his qualification, experience and performance keeping in view the criteria of eligibility outlined in these rules. Such promotion shall be personal to him.
- 1.1.19.7 Executives working in ex-cadre posts may be eligible for joining a suitable cadre post on acquiring necessary qualification and competence, with approval of the competent authority.

1.1.20.0 **GENERAL PRINCIPLES**

- 1.1.20.1 Promotion from one level to another shall be made by the chief executive on the recommendations of Departmental Promotion Committee (DPC). DPCs shall meet ordinarily once in a year in June.
- 1.1.20.2 Promotions shall be effected in terms of these rules and in accordance with the approved channels of promotion indicated in the executive cadre scheme of the Company.
- 1.1.20.3 All promotions to the executive posts shall be made from amongst eligible candidates on all company basis in the approved channels.
- 1.1.20.4 All promotions from one grade/scale of pay to other grade/Scale of pay under the NALCO's R&P rules will be promotion by selection through DPC on merit.



1.1.21.0 **QUALIFYING PERIOD FOR PROMOTION**

1.1.21.1 For promotion from E-0 to E-1, the qualifying period of service in the Company for this purpose shall be as follows:

- (a) Two years for those executives satisfying the prescribed qualifications (both essential and desirable) and/or recruited directly in executive category;
- (b) Three years for those having the relaxed qualification; and
- (c) Five years for those not having the relaxed qualification.

**Note:** *GETs/MTs will be placed in E-1 grade after successful completion of training period of one year.*

1.1.21.2 For promotion from E-1 up to E-7, the qualifying period of service in the Company for this purpose shall be:

- (a) Three years in case of executives recruited directly at Executive level or through GET/MT Scheme and executives having the prescribed qualification (both essential and desirable);
- (b) Five years- not satisfying the prescribed qualification (both essential and desirable) but possessing the relaxed qualification;
- (c) Seven years- not possessing the relaxed qualification.

1.1.21.3 In case of any extension of training/ probation period, the qualifying period of service for promotion to the next higher grade will be extended accordingly.

1.1.21.4 The competent authority may relax the qualifying period at any time and without notice depending upon the needs of the Company with reasons to be recorded in writing.

1.1.22.0 **PROMOTION SYSTEM**

1.1.22.1 There will be two systems of promotion within the executive position.

- (i) Promotions within clusters of scales of pay.
- (ii) Promotion between clusters of scales of pay.

1.1.22.2 E-0 to E-4 and E-5 to E-6 levels shall be treated as stroke grades and promotion within these grades shall be made subject to overall vacancies from among the employees who fulfil the conditions of eligibility specified in rule 1.1.21.2. To be eligible for promotions, the executives should have appraisal ratings 'GOOD' and above in the eligibility period of service out of which atleast one should be 'VERY GOOD' or above for E0 to E3 grades and atleast two 'VERYGOOD' for E4 & above grades. The approximate percentage of eligible employees to be promoted shall be as follows.

E-0 to E-1	90%
E-1 to E-2	80%
E-2 to E-3	50-60%
E-3 to E-4	50-60%
E-5 to E-6	30-40 %

1.1.22.3 Promotions to all other grades shall be vacancy based and on merit only.

1.1.22.4 The candidates selected for promotion shall be based on the recommendation of the DPC considering merit, seniority, qualification, performance & potential as assessed by DPC. If the candidates with the prescribed ratings are not available, promotions to such an extent, as may be necessary, may be withheld notwithstanding the percentages indicated above.

1.1.22.5 Promotion will be on the basis of the following factors:

(a)	Appraisal ratings	55 marks	<b>Equally distributed on each year of eligibility period.</b>
(b)	Qualification	10 marks	Weightage for different qualifications will be given broadly as per para 1.1.22.6 by the Management
(c)	Seniority	15 marks	(2.5 marks for every completed year beyond the eligibility period )
(d)	Interview/Assessment of Departmental Promotion Committee	20 marks	
<b>Total :</b>		<b>100 marks</b>	

*Note: The Chief Executive is competent to review and vary the above.*

1.1.22.6 The weightage of marks will be separate and as decided for the categories having:

- Prescribed (both essential and desirable) qualification acquired through regular mode and those prescribed qualifications which can't be acquired through regular mode like CMA/CA/CS etc. for recruitment to executive cadre and recruited as GET/MT--**10 marks**
- prescribed qualification (both essential and desirable) acquired other than through regular mode as mentioned at (a) -- **07 marks**
- Relaxed qualification acquired through regular mode and those prescribed qualifications which can't be acquired through regular mode like inter CMA/CA/CS etc.,-- **05 marks**
- Relaxed qualification acquired other than through regular mode as mentioned at (c), -- **02 marks**
- Not having any of the qualifications mentioned above.-- **(0) No mark**

1.1.22.7 While recommending promotions to vacancy based posts, the DPC in addition to considering the records, placed before it, shall hold interviews of eligible executives. Candidates called for interview shall be in the ratio of four candidates per vacancy.

The list of eligible candidates will be maintained in order of merit in descending order based on the Appraisal Ratings and seniority weightage.

1.1.22.8 The vacancies at E1 to E6 grade occurring till 30th June of a year will be taken into consideration, subject to provisions of clause no.1.1.22.2 and 1.1.22.3, by the DPC. Promotions will be effected from the standard date i.e., 1st of July for the above categories of executives. In respect of promotions from E6 to E7, E7 to E8 and E8 to E9 grades, i.e., for vacancies at E7, E8 and E9 grades, DPC will consider vacancies as on 30th June of the year as well as progressive vacancies from 1st July of the year to 31st March of the succeeding year to ensure that key and critical positions don't remain vacant. The number of eligible candidates will be considered by DPC accordingly and a panel of selected executives will be prepared. The orders in respect of promotions from E6 to E7 grade will be effective from 1st of July against vacancies existing on 30th June. The orders in respect of promotions from E7 to E8 and E8 to E9 grades will be effective from the date of issue of orders in respect of vacancies as on the date of approval/ issue of orders. As regards the subsequent vacancies in E7, E8 and E9 grades between 1st July to 31st March, the promotion orders will be issued from the panel w.e.f. date of occurrence of the vacancy after obtaining administrative approval of the Competent Authority.

#### 1.1.23.0 **CONSTITUTION OF DEPARTMENTAL PROMOTION COMMITTEES:**

1.1.23.1 The Chief Executive shall constitute Departmental Promotion Committees from time to time.

1.1.23.2 For promotion of Executives upto E-4, the departmental Promotion Committee may normally consist of:

(a)	Director concerned	Chairman
(b)	Director (P&A) or his nominee	Member
(c)	Unit Heads/ Complex Heads	Members
(d)	Head of the Deptt. representing the discipline	Member
(e)	A representative of SC/ST community	Member

1.1.23.3 For promotion of executives to posts in E-5 and above, the Departmental Promotion Committee will normally consist of the following:

(a)	Chief executive	Chairman
(b)	All full time Directors	Members
(c)	Unit Heads/ Division Heads	Members
(d)	A representative of SC/ST community	Member

*Note: (1) If the vacancy is at E-8 and E-9 grades, the committee shall not include any representative at category (c) & (d) above.*

*(2) The recommendation of the DPC for promotion from E8 to E9 grade and that of the Company Secretary will be put up to Nomination and Remuneration committee (NRC) for their recommendations to the Board of Directors for approval. However, in absence of NRC due to non-availability of Independent Directors on Board, the recommendation of DPC shall be directly placed before the Board for approval. The promotions will be effective from the date of approval of Board.<sup>1</sup>*

#### 1.1.24.0 **CAREER PLANNING**

1.1.24.1 Career Planning should integrate the aspirations of executives with the operational requirements of the Company. In a large measure, this is being taken care of by the minimum assured growth which will arise within and between the clusters linked to performance. In addition, the Company adopts a development oriented approach to performance shortcomings/strengths which will ensure a more relevant and precise input in terms of Company efforts to improve performance of the executives.

1.1.24.2 Nevertheless, it still becomes necessary to identify a group of executives on whom specific attention of the Company should be focused either to assist them in improving their levels of performance or for making use of their identified potential by grooming them for higher responsibilities.

#### 1.1.25.0 **JOB ROTATION, TRAINING AND ADVANCE INCREMENT**

1.1.25.1 Executives may be rotated among other Departments. (not necessarily in their lines of promotion) in order to groom them to occupy senior posts.

1.1.25.2 Training plan for executives to meet their specific requirements and to enhance potential will be prepared every year.

#### 1.1.26.0 **EXECUTIVES WITH LOW PERFORMANCE**

1.1.26.1 Executives having overall appraisal rating of grade 'C' in any year during the preceding three years will be included in this list.

1.1.26.2 In the month of June every year, this list will also be updated for planning job rotation, training and counselling of these executives.

1.1.26.3 If their appraisal ratings remain at Grade-C for consecutively three years, the company may advise such executives to seek voluntary retirement under the scheme or withhold the normal increment till such employee improves his/her appraisal rating to 'C'+.

1.1.27.0 **INTER PLANT ROTATION**

1.1.27.1 The inter plant movement of executives will be planned considering the potentialities and exposure needs of the executives and Company's interest.

1.1.28.0 **PROCEDURE WHILE FACING DISCIPLINARY PROCEEDINGS**

1.1.28.1 Where an executives otherwise eligible for promotion is:

- (a) under suspension; or
- (b) a charge sheet has been issued and disciplinary proceedings are pending against him; or
- (c) prosecution proceeding in respect of such employee for a criminal charge is pending;

DPC shall consider his case but record its recommendations separately which shall be placed in a sealed cover.

**Notes:** *It is clarified that the case of executives against whom an investigation is in progress or completed by any agency, departmental or other wise, but has not resulted into any of the above stages, can be considered as usual i.e. without recourse to sealed cover procedure.*

1.1.28.2 If an Executive is completely exonerated of the charges i.e. no blame whatsoever attaches to him, he will be promoted from due date if so recommended by the DPC. Whether the Executive will be allowed any arrears of pay and emoluments for the period between the due date of promotion and the date of promotion order, and if so to what extent, will be decided by the Competent Authority by taking into consideration all facts and circumstances of the case. Where arrears of pay and emoluments are not allowed either full or in part, reasons for the same will be recorded. In case the Executive is not completely exonerated the promotion even if recommended by the DPC shall not be given effect to. (effective from 31.10.98).

1.1.28.3 Where the disciplinary case / criminal case against the executive is not completed even after the expiry of two years from the date of issue of the charge sheet, the concerned executive may be considered for provisional promotion subject to his eligibility, provided he is not under suspension. The desirability for provisional promotion may be considered by the Appointing Authority keeping in view whether or not:

- (a) the promotion is necessary in the interest of the Company;
- (b) the charges are serious enough to require continued denial of promotion;
- (c) there is likelihood of case coming to a close in near future;
- (d) delay in finalisation of the proceedings is attributable to the concerned executive;
- (e) the position on promotion may be misused by the concerned executive which may adversely affect the disciplinary proceedings.

*Note: The Chief Executive may consult the appropriate agency and take their views into account where the departmental proceedings arose out of the investigations conducted by it. However, the Chief Executive is the final authority to decide such cases on the basis of facts and circumstances.*

- 1.1.28.4 The case of the concerned executive may be placed before the DPC to decide his suitability or otherwise for provisional promotion. The DPC will consider his case as per the normal policy without taking into account the pending disciplinary case against him. Based on the recommendations of the DPC provisional promotion may be given to the concerned executive with the approval of Chief Executive. The provisional promotion will be valid until further orders and shall not confer any right for regular promotion. The concerned executives shall not be confirmed in the higher post until promotion is regularised. In case the executive is fully exonerated, the promotion will be regularised and confirmation order in the higher post issue effective from due date. Wherever sealed covers are kept, the same shall be opened and the promotion shall count from the date the executive was first found fit for promotion. In case the executive is not fully exonerated, the provisional promotion shall stand withdrawn and the executive shall be deemed to have not been promoted. The penalty, if any, imposed shall count in his original post.
- 1.1.28.5 The executive on whom any penalty other than censure is imposed shall not be considered for promotion in subsequent two DPCs when it is due. An executive who has been censured shall not be considered for promotion in subsequent one DPC when it is due.
- 1.1.28.6 However, the position will be different, if prosecution has been launched and the same has resulted in some punishment inflicted by the competent court and the Central Government guidelines/ instructions in this connection will be adhered to.
- 1.1.29.0 **SENIORITY**
- 1.1.29.1 Seniority lists of executives shall be suitable maintained in each category of posts as per the cadre scheme. Seniority *inter-se* will be determined by the comparative merit position in the panel both in case of initial appointment as well as promotion. Seniority as between the persons drawn from two or more independent panels shall be determined with reference to the date of the panel i.e. persons appearing in the earlier panel being senior to those appearing in the latter panel.
- 1.1.29.2 However if an executive, in case of initial appointment joins his post after expiry of 4 months from the date of issue of offer of appointment his seniority shall be counted from the date of joining his post.
- 1.1.29.3 In case of promotion, if an executive fails to join his new place of posting on personal grounds within a period of three months from the specified date of joining as per promotion order, his seniority shall be counted from



the date of joining the place of posting, if otherwise not specified in the order.

1.1.29.4 In case of Engineer/Management Trainees joining in a batch, the inter-se seniority of the trainees on their regularisation in the respective cadres shall be determined by their merit position as evaluated in the tests, their performance and conduct, in terms of approved GET/MT Scheme.

1.1.29.5 In case of deputationists getting absorbed in the Company, the seniority shall be reckoned from the date they had joined the deputation post.<sup>1</sup>

1.1.29.6 In case inter-se seniority between two or more executives cannot be determined in accordance with the aforesaid rules, their inter-se seniority shall be fixed on the basis of their inter-se seniority in the next below grade.

1.1.29.7 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 Chief Executives whose decision there on shall be final.

1.1.29.8 Selection Committee for recruitment may make special mention of joining attraction benefit over the pay protection, wherever appropriate:-<sup>1</sup>

Besides, in case of urgent requirement, Selection Committee may recommend specific period buy out from the notice period in the previous organisation of the selected candidate.

The selected candidate will be paid transfer benefits as admissible to the corresponding grade of executives under TA Rules of NALCO

1.1.29.9 STARTING BASIC IN CASES WHERE INITIAL PAY IS TO BE FIXED ABOVE THE MINIMUM OF THE GRADE:

(i) FOR CANDIDATES FROM GOVT./PSU ORGANISATIONS FOLLOWING IDA /CDA PATTERN:

The pay(Basic Pay+DA) being drawn in the previous organisation is protected and next annual increment in the previous organisation, if due within 6 months, is also accounted for. On specific recommendation of selection committee, a joining attraction benefit, up to a maximum of amount equivalent to 2 increments at the minimum of scale of the post may be considered.

(ii) FOR CANDIDATES FROM PRIVATE SECTOR: The pay fixation will be done on case to case basis based on the specific recommendation of the Selection Committee and with the approval of CMD.

1.1.30.0 **APPEALS**

1.1.30.1 Any employee, who is aggrieved by an order of promotion on any ground, may appeal to the competent authority through proper channel within a month of the date of issue of the order granting such promotion.

### PART-III

#### 1.1.31.0 **PROBATION & CONFIRMATION**

- 1.1.31.1 An executive on appointment as well as on promotion shall be on probation for a period of one year from the date he assumes charge of the post.
- 1.1.31.2 Notwithstanding anything contained in rule 32.1 the probation period of an executive may be terminated or extended for a period not exceeding one year with the approval of the Competent Authority.
- 1.1.31.3 If the probation is terminated, whether at the end of the normal probationary period of one year or at the end of the extended period.
- (a) the services of the probationer, if he was directly recruited, will be terminated, and
  - (b) if the probationer was an employee of the Company and was appointed as an internal candidate, he will be reverted back to his earlier post/ grade.
  - (c) if the probationer was placed in a higher post/ grade by way of promotion, he will be reverted back to his earlier post/grade.
- 1.1.31.4 There shall, in each case of satisfactory completion of probation, be a written order to that effect. The order shall specify the date on which the probation is deemed to have been satisfactorily completed. In the absence of such an order, the probation period will be deemed to have been extended.
- 1.1.31.5 The probation assessment will be regulated through the “Probation Assessment Scheme for Executives” as decided/modified by the Competent Authority from time to time.

#### 1.1.32.0 **COMPETENT AUTHORITY**

- 1.1.32.1 The Board of Directors is the competent authority to amend or cancel these rules or any part thereof at any time without notice. For all other purpose in these rules, including formulating of procedures interpretation of any provision of these rules and removal of difficulties, the Chief Executive is the competent authority.

#### 1.1.33.0 **GUIDELINES/DIRECTIVES OF THE CENTRAL GOVERNMENT**

- 1.1.33.1 Notwithstanding anything contained in these rules, the guidelines, directives and /or instructions issued by the Central Government to the public enterprises in general or to the Company in particular, in the matter of recruitment & promotion including reservation of vacancies for SCs & STs or any other category of persons and verifications of character and antecedents as adopted by the company shall be adhered to.



ANNEXURE -A

**LENGTH OF EXPERIENCE AND AGE LIMIT FOR RECRUITMENT TO POSTS AT VARIOUS LEVELS FOR EXTERNAL CANDIDATES**<sup>1/2</sup>

Level	Age limit (yrs)	Minimum length of post-qualification experience at executive level (Years)
E-0	30	0
E-1	32	2
E-2	35	5
E-3	38	8
E-4	41	11
E-5	45	14
E-6	48	17
E-7	56	20
E-8		23
E-9		24

Notes: Notes:

- (1) The minimum length of executive experience as mentioned above will be the minimum requirement to apply for the next higher level. However the Competent Authority may vary the experience requirement depending upon the requirement within the length of experience mentioned against each level. Candidates belonging to SC/ST Communities shall be given relaxation in total experience by one year.
- (2) Candidates belonging to SC/ST & OBC communities shall be given relaxation in age as per Government directives. However, the age limit with such relaxations should not exceed 56 years.
- (3) The Competent Authority may, for reasons to be recorded in writing, at any stage relax the minimum length of experience and the prescribed age limit for recruitment to a post, if he considers necessary in the interest of the Company.
- (4) MBBS/BDS doctors without any experience may be inducted at E0 grade based on the score obtained in NEET-PG and interview with weightage of 90% and 10% respectively. However, MBBS/BDS having post qualification experience of one year may be inducted at E1 grade.
- (5) MD/MS/Recognised post MBBS Diploma without any experience will inducted at E2 grade and for E3 grade it will be 03 years post qualification experience and for next higher grades it will increase with 03 years for each grade.

**ANNEXURE-B**

**PREScribed QUALIFICATION FOR APPOINTMENTS TO  
CADRE/EX-CADRE EXECUTIVE POSTS**

Sl No.	Cadre/Discipline	Prescribed qualification for appointment
	<b><u>TECHNICAL STREAM</u></b>	
1	Chemical Engineering	Degree in Chemical Engineering OR M.Tech in Applied Chemistry
2	Metallurgical Engineering	Degree in metallurgical Engineering
3	Mechanical Engineering (including Production engineering.)	Degree in Mechanical Engineering/ Production Engineering.
4	Electrical Engineering	Degree in Electrical Engineering. Or Power Engineering.
5	Civil Engineering (including Architecture or Ceramics)	Degree in Civil/Architecture/Ceramics Engineering.
6	Electronics & Instrumentation (Including Tele-communication)	Degree in Electronics /Instrumentation /Telecom Engineering./ Degree in Electrical Engineering.
7	Mining	Degree or equivalent Diploma in Mining Engineering & First Class Metalliferrous Mines Manager's Certificate of Competency (Unrestricted/ Restricted)
8	Geology	M.Sc.(Geology)
9	Chemistry Laboratory	M.Sc.(Chemistry) or AIC.
10	Management Service (Including Corporate Planning, Quality Management, Business Development, Indl.Engg. EDP/ System.)	Degree in Engg. OR any discipline is essential. Degree in Management or equivalent recognised PG Diploma in Management (Duration of not less than 2 years or full time regular Course of 1 year) <b>OR</b> PG Diploma in Industrial Engineering. (Duration of Not less than 2 years or full time regular Course of 1 year) <b>OR ACA/AICWA or</b> recognised qualification in EDP. <b>OR</b> recognised PG Diploma in Computer Science (Duration of not less than 2 years) <b>OR</b> Master in Computer Application <b>OR</b> /M.Tech. in Applied Science OR Degree in Indl. Engineering. / Computer Science is desirable.

Sl No.	Cadre/Discipline	Prescribed qualification for appointment
11	Environmental Engineering	Degree in Engg. with PG Diploma in Environmental Science/Degree in Environmental Engineering.
12	Safety	Degree in Engg. with recognised Diploma in Industrial Safety.
	<b><u>NON TECHNICAL STREAM</u></b>	
1	Finance & Accounts (Including Internal Audit)	Degree in any discipline with ACA/AICWA <b>OR</b> MBA with specialisation in Finance Management.
2	Materials Management	Degree in <b>Engg or</b> any discipline is essential. Degree or recognised PG Diploma in Materials Management (Duration of not less than 2 years or full time regular course of 1 year) <b>OR</b> MBA with specialisation in Materials Management/Supply Chain /Logistics (Duration of not less than 2 years or full time regular course of 1 year) <b>is desirable</b>
3	Marketing	Degree in <b>Engg or</b> any discipline is essential Degree or Recognised PG Diploma in Management majoring in Marketing or Export Management (Duration of not less than 2 year or full time regular course of 1 year) <b>OR</b> MBA with specialisation in Marketing/ Export Management (Duration of not less than 2 years) is desirable.
4	HRD & Administration	Degree in any discipline is essential. Degree or Recognised PG Diploma in Personnel Management/ Labour Welfare/ Industrial Relations/ Management/ Behavioural Science/Trg. & Development/HRD/HRM (duration of not less than 2 years or full time regular course of 1 year) <b>OR</b> MBA with specialisation in PM/IR/HRD/HRM (Duration of not less than 2 years) <b>OR</b> PG Diploma in Social Welfare (IISW,Cal) is desirable.
5	Medical	(i) MBBS/BDS for posts at E-0 to E-6 only. (ii) MD/MS/Recognised post MBBS Diploma for induction at E-2 and above level.
6	Publics Relations & Corporate Communication	Degree in any discipline is essential. Recognised PG Diploma in Journalism <b>OR</b> Mass Communication <b>OR</b> Creative Writing is desirable.

Sl No.	Cadre/Discipline	Prescribed qualification for appointment
7	Horticulture	Degree in Agriculture/ Forestry with Specialisation in Horticulture <b>OR</b> Recognised PG qualification in Horticulture.
8	Company Secretary	Degree in any discipline and ACS.
9	Legal	Degree in any discipline with Graduate Degree in Law <b>OR</b> Integrated Law of 5 yrs duration.
10	Despatch/Excise/ Traffic, Shipping & Transport	Degree in any discipline <b>is</b> essential. PG diploma in Management (Duration of not less than 2 years or full time regular course of 1 year) is desirable.
11	Secretarial including Co-ordination	Post Graduate in any discipline with Proficiency Certificate in Shorthand <b>OR</b> Graduate in any discipline with Diploma in Secretarial Practice/ Commercial Practice. MCA/Diploma in computer is desirable
12	Raja Bhasa	Post Graduate Degree in Hindi.
13	Library	Degree in any discipline with bachelor Degree in Library Science.

**Notes:**

*Other discipline/ functions not mentioned above will be considered as Ex-cadre.*

*Qualification for both Cadre and Ex-cadre posts may be formulated with the approval of Competent Authority.*

*Vigilance: May be taken on deputation from other cadres initially for a period of 3 years.*

*R&D: will be a separate cadre and prescribed qualification for the same would be prescribed with the approval of CMD.*

*All prescribed (both essential and desirable) qualifications for appointment to Executive level posts should be from Recognised Universities/ Institutions of repute conferring Degrees/ Diplomas which are recognised by the Government of India from time to time.*

**CENTRALISED CADRE SCHEME  
FOR PROMOTION UPTO & INCLUDING E-6**

SL NO.	Cadre/ Discipline	
	<b><u>TECHNICAL STREAM</u></b>	<b><u>NON TECHNICAL STREAM</u></b>
1	Chemical Engineering	1 Finance & Accounts (Including Internal Audit)
2	Metallurgical Engineering	2 Materials Management
3	Mechanical/Production Engg.	3 Marketing
4	Electrical Engineering	4 HRD & Administration
5	Civil Engineering (including Architecture or Ceramics)	5 Medical
6	Electronics & Instrumentation (Including Telecommunication)	6 Public relations & Corporate Communication.
7	Mining	7 Horticulture
8	Geology	8 Company Secretary
9	Chemistry/Laboratory	9 Legal
10	Management service (including Corporate Planning, Quality Management, Business Development, Indl. Engg. And EDP/System)	10 Despatch/Excise/Traffic, Shipping & Transport
11	Environmental Engineering	11 Secretarial including Co-ordination
12	Safety	12 Raja Bhasa.
13	---	13 Library

Notes:

*Other disciplines/functions not mentioned above will be considered as Ex- Cadre. Vigilance: May be taken on deputation from other cadres initially for a period of 3 years.*

*R& D May be drawn from other cadres on immediate absorption basis.*

**INTERGRATED ALLIED CADRES  
(E-7 & E-8 GRADE)**

SL NO.	Integrated cadre	Included Allied cadres
1.	Engineering & Allied Service	Chemical Metallurgical Mechanical/Production Electrical Civil Engineering including Architecture or Ceramics Electronics and Instrumentation including telecommunication Management Services (including Corporate Planning, Quality Management Services, Business Development, Industrial Engg. And EDP/System) Environmental Engineering
2	Mining & Geology	Mining & Geology
3	Commercial Management	Materials, Marketing, Despatch, Excise, Traffic, Shipping & Transport.
4	Human Resource, Personnel, administration, Management	Training, HRD, PR & Corporate Communication & Law
5	Finance & Accounts	Finance & Accounts and Internal Audit.

**Notes:**

1. *Disciplines not covered above, shall be independent cadres for promotion to posts upto E-8 level.*
2. *Vigilance- May be taken on deputation from other cadres.*
3. *R & D: May be drawn from other cadres on immediate absorption basis.*

**RELAXED QUALIFICATION FOR PROMOTION**

SL.NO	Cadre/Discipline	Qualification
	<b><u>TECHNICAL STREAM</u></b>	
1	Chemical Engineering	Diploma in chemical Engineering <b>OR</b> M.Sc
2	Metallurgical Engineering	Diploma in Metallurgical Engineering <b>OR</b> M.Sc
3	Mechanical Engineering (Including Production Engg.)	Diploma in Mechanical/Production Engg.
4	Electrical Engineering	Diploma in Electrical Engg. or Power Engg.
5	Civil Engineering (including Architecture or Ceramics)	Diploma in civil/architecture/Ceramics Engineering
6	Electronic & Instrumentation Engg.(Including Telecommunication)	Diploma in Electronics Engg/ Instrumentation Engg./Electrical Engg./ telecom
7	Mining	Diploma in Mining Engg. with Second Class certificate of competency in Mines/ Survey.
8	Geology	--
9	Chemistry/Laboratory	--
10	Management services (Including Corporate Planning, Quality management, Business Development, Indl. Engg., EDP/System).	Degree in any discipline with recognised Diploma in Management (duration not less than 1 year) <b>OR</b> Degree in any discipline with recognised Diploma in Indl. Engg. (Duration of not less than 1 year) <b>OR</b> Degree in any discipline with Inter CA/ICWA and recognised qualification in EDP <b>OR</b> Degree in any discipline with recognised Diploma in Computer Sc. (Duration of not less than 1 year) <b>OR</b> Diploma in Engineering. <b>OR</b> M.Sc
11	Environmental Engineering	Diploma in engineering with recognised Diploma in Environmental Science.
12	Safety	B.Sc/Diploma in Engineering with recognised diploma in Industrial safety. (Full time regular course of 1 year)

<b><u>NON TECHNICAL STREAM</u></b>		
1	Finance & Accounts (Including Internal audit)	Degree in any discipline with Inter CA/ICWA <b>OR</b> M.Com <b>OR</b> SAS.
2	Materials Management	Degree in any discipline with recognised Diploma in Materials Management (Duration of not less than 1 year) <b>OR</b> Diploma in Engineering <b>OR</b> PG degree in any discipline
3	Marketing	Degree in any discipline with recognised Diploma in Marketing or Sales Management (Duration of not less than 1 year) <b>OR</b> Diploma in Engineering <b>OR</b> PG Degree in any discipline.
4	HRD & Administration	Degree in any discipline with recognised Diploma in Personnel Mgt./Labour Welfare/Industrial Relations/Behavioural Sc./ Trg. & Dev./ HRD/ HRM (Duration of not less than 1 year ) <b>OR</b> PG Degree in any discipline <b>OR</b> Diploma in Engineering
5	Medical	--
6	Public Relations & Corporate Communication	PG Degree in any discipline
7	Horticulture	--
8	Legal	--
9	Despatch/Excise/Traffic/ Shipping & Transport	Degree in any discipline with recognised Diploma in Mgt. (Duration of not less than 1 year) <b>OR</b> Diploma in Engineering <b>OR</b> PG Degree in any discipline.
10	Secretarial including Coordination.	Degree with proficiency Certificate in Shorthand.
11	Raja Bhasa	--
12	Documentation	Degree in any discipline with diploma in Library Science.
13	Company Secretary	Degree in any discipline with Inter CS.



Notes:

*Other discipline/functions not mentioned above will be considered as Ex-cadre.*

*Vigilance: May be taken on deputation from other cadres initially for a period of 3 years.*

*R & D : May be drawn from other cadres on immediate absorption basis.*

*The prescribed relaxed qualifications are required for promotion to Executive level posts (except where candidates have been recruited to executive level with degree in any discipline as essential qualification and relevant professional qualification as desirable) and should be from recognised universities/Institutions of repute conferring Degree/Diplomas which are recognised by the Government of India and the candidates should have in line experience.*

Foot Note:

*Amendments*

- 1. Vide circular No. CHRD/RR/2.3/1397/2021 dtd 19.10.2021*
- 2. Vide circular No. CHRD/RR/2.3/1397(1)/2021 dtd 18.11.2021*