

RECRUITMENT RULES

4.1.0 Objectives

4.1.1 To plan the manpower requirements and budget the human resources with necessary qualifications, skills, aptitude, merit and suitability in accordance with the organisational requirements.

4.1.2 To ensure that the Company attracts and retains the best of personnel in every area of its functioning, since it is the cumulative results of satisfying Company needs for personnel both in qualitative and quantitative measures, that influence the future of the organisation and pre-determines the future health of the enterprise.

4.1.3 To focus on the placement of employees in jobs to which they are best fitted physically, mentally and temperamentally and, where they have strong expectations of being well adjusted to their work and to the working environment.

4.1.4 To adapt to and fulfil the socio-economic commitments of the Government to the weaker sections of the society as part of the Company's social objectives.

4.1.5 To systematically build up a model system to ensure optimum employee satisfaction and productivity thereof.

4.2.0 Definitions

4.2.1 Unless repugnant to the text or context, the following are the definitions of words used in this chapter:-

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(a) Competent Authority means the Managing Director or a General Manager in relation to personnel working under his control or any other authority delegated with powers in this behalf.

(b) Employee means any person appointed by and in the pay of the Company in a regular or temporary capacity and includes trainees/apprentices, other than those recruited under the Apprentices Act 1961. Unless the context requires otherwise, the term does not include persons on deputation or in casual employment but, includes persons holding regular full time appointments with the Company on contract rates of pay.

4.3.0 Additional Definitions

(a) Promotion means transition of an employee from one pay scale and/or level to a higher pay scale and/or level.

(b) Open Recruitment means recruitment thrown open both to fresh candidates as well as to such existing employees of the Company, who fulfil the eligibility conditions laid down for fresh inductees.

4.4.0 Procedure

4.4.1 In recruitment, primary emphasis is upon advanced planning manpower requirements. Vacancies shall be filled up by -

- (a) Open Recruitment
- (b) Promotion