

CHAPTER IIISERVICE CONDITIONS

3.1.0 The following general terms and conditions of service apply to all the employees, besides other Rules and Regulations that may be framed and notified by the Corporation from time to time on various aspects.

3.2.0 Classification of Employees

3.2.1 The employees shall generally be classified as under:-

- (i) Regular
- (ii) Temporary/Adhoc
- (iii) Casual
- (iv) Probationer
- (v) Apprentice/Trainee under OPTEL Schemes.

3.2.2 'Regular' employee is an employee who has been engaged in a vacancy on the regular establishment of the Company and who has satisfactorily completed his probationary period of service and whose employment in regular service has been confirmed in writing.

3.2.3 A 'Temporary'/'Adhoc' employee is one who has been engaged on temporary basis or for work which is essentially of a temporary nature, likely to be completed within a stipulated period.

3.2.4 'Casual' employee is an employee whose employment is of an occasional or casual nature, not exceeding 30 days.

3.2.5 'Probationer' is an employee who is provisionally employed with a view to groom and watch his performance before considering him for a substantive appointment on the regular establishment of the Company.

3.2.6 An 'Apprentice'/'Trainee' is a person under training, who is paid a stipend, allowance or pay as may be decided by the Management, during the period of apprenticeship/training and, who is generally under an obligation to serve the Company for a minimum specified period after successful completion of training, if so required by the Company.

3.3.0 Probation and Confirmation

3.3.1 Unless otherwise provided in the terms of appointment or any other agreement on award, the following Rules will govern the probation and confirmation of employees, except those inducted in TML grades.

(a) All employees on first appointment in the service of the Company, including employees appointed to a higher grade consequent to promotion or on the basis of an open selection, shall be placed on probation for a period of six months during which period their performance will be observed carefully with a view to determining their suitability for confirmation against the regular post. However, employees of the Government and other Public Sector Undertakings, initially on deputation for a period of more than one year and subsequently absorbed in the Company service, are exempt from the Rules under para 3.3.0.

3.3.2 The period of probation may be extended or curtailed at the discretion of the Appointing Authority, but will generally not be extended beyond one year.