

## 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	

### 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

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:
- a) 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**
  - b) prescribed qualification (both essential and desirable) acquired other than through regular mode as mentioned at (a) -- **07 marks**
  - c) 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**
  - d) Relaxed qualification acquired other than through regular mode as mentioned at (c), -- **02 marks**
  - e) 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:** *If the vacancy is at E-8 and E-9 grades, the committee shall not include any representative at category (c) & (d) above.*

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, in case the absorption is in the same grade and from the date of absorption in case they are absorbed in a higher grade. In case of lateral recruitment from PSUs, seniority will be determined as per provision of advertisement of the post and/or terms of offer of appointment duly approved by Competent Authority.
- 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 the protection of seniority and joining attraction benefit over the pay protection, wherever appropriate:-
- 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.

**LENGTH OF EXPERIENCE AND AGE LIMIT FOR RECRUITMENT TO  
POSTS AT VARIOUS LEVELS FOR EXTERNAL CANDIDATES**

Level	Minimum length of experience at executive level (Years)	Age limit (Years)
E-0	-	≤ 44
E-1	01	
E-2	04	
E-3	07	
E-4	10	
E-5	13	≤ 54
E-6	16	≤ 56
E-7 & above	19	

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.

**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.

SI 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 OR 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:*

## STANDARD OPERATING PROCEDURES (SOPs) FOR RECRUITMENT

### 1.0 INTRODUCTION :

1.1 This Standard Operating Procedure (SOP) is an outline of recruitment processes to achieve efficiency, quality output, clarity and uniformity in selection process and completion of procedure within the stipulated time frame.

### 2.0 REQUISITION FOR RECRUITMENT OF POSTS:

2.1 Executive Recruitment: The user department shall send their requirement for recruitment of any post clearly indicating the grade, scope of work, role and responsibility and other criteria, if any to the Corporate Recruitment Cell. Such requisition for recruitment can also be given centrally by Corporate Recruitment Section / IE section or such other section as may be notified with approval of Competent Authority.

2.2 Non-executive Recruitment: The user departments – S&P Complex, M&R Complex & outstation units shall send their requirement for recruitment of any post clearly indicating the grade, scope of work, role and responsibility and other criteria, if any to the Corporate Recruitment Cell after getting it vetted by the respective Industrial Engineering Department. In case of outstation units, other than M&R & S&P, Corporate IE Department will vet such proposals. Such requisition for recruitment can also be given centrally by Corporate Recruitment Section / IE section or such other section as may be notified with approval of C.A. In all cases where requisition is given by Corporate, vetting will be done by Corporate IE Department.

2.3 Engagement of Advisors: All proposals on engagement of Advisors / consultants etc. will be vetted by Corporate IE Department before obtaining in-principle approval of CMD.

3.0 RECRUITMENT ACTION will be taken in accordance with the nature of requirement e.g. ;

- (i) if Executive position required at induction level, the same may be dealt as per the GET/MT Scheme by Corporate Recruitment Cell;
- (ii) if experience is required for the position, the same may be initiated for lateral recruitment by Corporate Recruitment Cell in Executive Grade;
- (iii) if the position is temporary in nature, the same may be initiated as per the approved Scheme for engagement of Advisors/ Sr. Advisors/ Consultants, etc.

- (iv) In case of non-executive position, recruitment action will be taken by respective units at S&P, M&R complex, Port Facility, Vizag, Regional Offices, & Corporate Offices, etc., as per the Recruitment Scheme / Guidelines after obtaining approval of CMD for filling up posts as at Para 2.
- 3.1 Accordingly, the proposal will be examined by the recruitment cell in line with the extant recruitment rules & policies/schemes of the company and send the same to Industrial Engineering Department to study the proposal in terms of sanction & position of manpower for the concerned discipline and submit its report to the R&P Section with a recommendation whether to fill up the said post or otherwise. In case of M&R & S&P Complex, the proposal from site will include recommendation of site IE Department and SC/ST roster points. In all other Units/Regional Offices, Corporate IE Department & SC & ST Cell of Corporate Office will provide the recommendation.
- 3.2 Based on the report of the Industrial Engineering Department, the recruitment cell shall obtain the reservation roster points from the SC/ST Cell and put up before CMD for approval to fill up these posts.
- 3.3 All recruitment to regular positions shall be within the total sanctioned manpower approved by the Board.
- 3.4 Irrespective of overall sanction of posts, specific sanctions for each new post from the CMD will be necessary before filling up the posts.
- 3.5 Also in those cases where a consequential vacancy exists on account of resignation, termination, death, superannuation etc. of the incumbent, approval of the CMD will be necessary before filling up the vacancy.
- 3.6 After approval of the Competent Authority, the recruitment cell shall prepare the draft advertisement containing the name, number, grade of the post, reservation requirement, job specification in terms of age, qualification, experience etc. with relaxations if any, selection method, application fee, medical fitness requirements, last date of submission of application etc. and place the same before the Competent Authority for approval.
- 3.7 In case of requirement, job specification, etc. can also be prepared by a cross Functional team with approval of Competent Authority.
- 4.0 **RELEASE OF ADVERTISEMENT:**
- 4.1 An abridged text of advertisement may be issued in the print media at least two local newspapers having wide circulation in case of non-executives and in case of executives, at least one local newspaper and one English newspaper having wide circulation. Full Text of advertisement will also be uploaded on Nalco website. The date of advertisement for the purpose of calculating the period of

- receipt of applications will be as per the date mentioned in the advertisement in NALCO website. Govt. portal and Employment News may also carry detailed advertisement.
- 4.2 If the post(s) belong to non-executive category, the same should be notified to the local Employment Exchange in addition to above mode of advertisement. In case of Special Drive, the same should be notified to appropriate Employment Exchange and statutory agencies as applicable.
  - 4.3 The cut-off date for determining upper age limit and length of experience will be decided with reference to the closing date of receipt of application or as stipulated in the advertisement.
  - 4.4 The composition of Advertisement Number would be as under.
    - (i) The first two digit will represent the Area/Unit Code
    - (ii) The third and fourth digit will represent the year of advt.
    - (iii) The fifth and sixth digit will represent the number of advt. for the concerned year
    - (iv) The seventh and eighth digit will represent the number of position/discipline for which advt. will be published.
  - 4.6 The Management reserves the right to fill up or not to fill up any advertized post(s) without assigning any reason whatsoever including right to cancel/restrict/modify/alter the recruitment process and to increase/decrease the post advertised, if need arises without issuing any further notice or assigning any reason whatsoever.
  - 5.0 RESERVATION OF POSTS:
    - 5.1 All the recruitments must be carried out in conformity with the Presidential Directives/ Guidelines issued by Government from time to time.
    - 5.2 The reservation of PWDs will be as per the Persons with Disabilities (Equal Opportunities, Projection of Rights & Full Participation) Act and instructions issued by Government of India from time to time.
  - 6.0 QUALIFYING PERCENTAGE OF MARKS:
    - 6.1 The minimum qualifying marks in the Written Test and Personal Interview for Un-reserved posts will be 50%. For SC/ST/OBC (Non creamy layer) candidates the qualifying marks will be 40 % and for UR(PWD) and OBC/SC/ST(PWD) it will be 40% & 30% respectively. In case of non-executive employees there will be no interview and the results of selection will be declared based on written test with trade test or without trade test depending on need. In case of executive recruitment to E0 to E1 grade positions, there will be written test & interview which may include group discussion depending on

need. In case of recruitment to experienced positions of E2 to E5 grades, there will be group discussion and interview and only interview in case of senior positions of E6 and above grades.

#### 7.0 APPLICATION FEE:

7.1 The Application Fee will be charged at the following rates:

Graduate Engineer Trainee/Management Trainee	...	Rs.500.00
For all other posts	...	Rs.100.00

7.2 No application fee will be charged from SC/ST/PWD & Departmental Candidates.

7.3 The system of collection of application fee through dedicated bank account, net banking or payment through debit/credit card should be adopted to the extent possible.

7.4 Application Fee once paid shall not be refundable at any circumstances.

#### 8.0 RECEIPT OF APPLICATION:

8.1 Application will be received online through Nalco website as far as possible. In case of need, application may be invited through manual mode with approval of the competent authority.

8.2 Preferably 21 days will be allowed to the candidates for submission of online/offline applications from the date of first publication of advertisement in NALCO website and another 07 days for receipt of hard copies.

#### 9.0 SCREENING/SCRUTINY OF APPLICATIONS:

9.1 For screening of applications, basic checks for eligibility may be incorporated in the online system itself. However, the preliminary scrutiny of applications will be made by R&P Section and the technical scrutiny will be made by the Functional Department /scrutiny committee as may be formed with the approval of Competent Authority.

#### 10.0 CALLING THE CANDIDATES FOR WRITTEN TEST / TRADE TEST/GROUP DISCUSSION/ PERSONAL INTERVIEW& ASSESSMENT

10.1 Call letters should be made available to the candidates, preferably 15 days in advance from the date of the test(s) by uploading them on the Nalco Website.

10.2 The standard ratio of calling the short-listed candidates for written test/Trade Test/GD and/or personal interview is 1:10. However, taking into account the number of short-listed candidates, the appointing authority may decide to increase or decrease the ratio accordingly.

- 10.3 The result of Short-listing of candidates shall also be uploaded in the website indicating the date and time of written test/trade test/Group Discussion and/or interview. The candidates will be able to know their result of short-list through a unique password given to them.
- 10.4 The call letter should contain clear cut instructions and details about the test, test centre address, reporting time, duration of test, segments of the test or any other relevant instructions as per the requirements.
- 11.0 ASSESSMENT AND PUBLICATION OF RESULT:
- 11.1 The Written Test & Group Discussion shall be conducted by empanelled expert agency / reputed University / Institution / Government /Semi-Government / PSU organizations. Engagement of agency, etc, will be decided with the approval of Competent Authority.
- 11.2 The suitability of short-listed candidates shall be assessed by the designated Selection Committee, so constituted by the Competent Authority.
- 11.3 The candidates must secure the qualifying mark in each component i.e. Written Test/Trade Test (as applicable) and Personal Interview.
- 11.4 The List of Selected candidates shall be displayed in the company's website.
- 11.5 The final mark secured by the candidates shall also be uploaded in the website, which will be viewed by the candidate by using their login and password.
- 12.0 VERIFICATION OF DOCUMENTS:
- 12.1 Officers designated for the purpose will carry out verification of original documents to ascertain whether a candidate is eligible as per the eligibility criteria stipulated in the advertisement and in the online application. A model checklist for reference shall be provided to the officer(s) those who will carry out the verification process. In case of candidates coming from Govt., Semi-Govt., PSUs & CPSUs whose application have been forwarded by the organization, certificate verification may not be necessary.
- 12.2 After verification of the required documents, the designated officer(s) for the purpose will get signature of the candidate on the copy of each of the documents. The photograph of the candidate should also be self-attested by the candidate.

- 12.3 If a certificate of the candidate has been issued in a language other than English or Hindi, the candidates may be asked to submit a translated copy of the same either in English or Hindi with self-certification as true copy of the original certificate.
- 12.4 In case a candidate is not able to produce certificate / NOC, he/she will be provisionally allowed with the approval of Competent Authority. However, no TA will be payable. After production of such certificate, TA may be considered to be paid. In case the advertisement does not mention forwarding of application through proper channel or NOC, the same will be followed and NOC will not be asked for.
- 13.0 ISSUE OF OFFER OF APPOINTMENT:
- 13.1 Offer of appointment will be issued only to the Selected Candidates in order of merit and number of posts advertised for the concerned grade/level. All offer of appointment for Executive position will be issued by the Executive Recruitment Cell, Corporate Office. Similarly, offer of engagement for Advisor / Consultant will be issued by Executive Recruitment Cell, Corporate Office. In case of Non-Executive, respective establishments will issue the offer of appointment only after the result is uploaded in website. The concerned recruitment section will send the list of selected candidates to Corporate Communication Department for uploading in the website.
- 13.2 The offer of appointment will be sent along with other required forms by Speed Post and a copy of offer through mail.
- 13.3 Preferably one month time will be given for joining and three weeks time for acceptance of offer of appointment to the candidates. Extension in date of joining on valid ground will be accepted with approval of the Competent Authority for a period not exceeding three months. In exception cases, extension for further period may be allowed within the validity period of the panel.
- 13.4 In no case the offer will be issued beyond the validity of panel.
- 13.5 In case some candidate don't join or don't accept the offer, the offer of appointment can be given to the candidates in the panel depending on the need of the organization with the approval of Competent Authority.
- 14.0 PRE-EMPLOYMENT MEDICAL EXAMINATION:
- 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.

- 14.2 The candidates coming for pre-employment medical examination will be paid TA as per their entitled class.

15.0 PROCESS FLOW & TIME LIMIT OF RECRUITMENT ACTIVITIES:

- 15.1 In order to fulfill the objective of recruitment and requirement of the position, each recruitment activity should be completed within a reasonable time frame as mentioned below.

Sl. No.	Activities	Responsibility	Time Frame
01.	The requisitioning department shall prepare the requisition for recruitment giving the details of the grade, scale of pay, number of post to be filled up, job specification, experience, etc. in the prescribed format or in a clear note to Recruitment Section as mentioned at Para 2 of SOP.	Dealing Officer(s) / HoD of the requisitioning department	Zero date
02.	To send the proposal to IE Deptt. for study in terms of sanction & position of manpower for the concerned discipline and position.	Dealing Officer(s) of concerned Recruitment Section	Within 03 days of receipt of requisition from the User Department.
03.	Submission of recommendations of IE Department	Dealing Officer(s) of IE Deptt.	Within 03 days of receipt of proposal from Rectt. Section.
04.	To send the proposal to SC/ST Cell to obtain Roster Point for the position.	Dealing Officer(s) of Recruitment Section	Within 02 days of receipt of vacancy position from IE Department.
05.	Submission of Roster Point by SC/ST Cell	Dealing Officer(s) of SC/ST Cell	Within 04 days of receipt of proposal from Rectt. Section.
06.	Recruitment Section will firm up the draft advertisement /notification giving the details of job specification, etc. as per SOP and obtain approval of Functional Director.	Recruitment Section	Within 10 days of receipt of proposal from SC/ST Cell
07.	To initiate the proposal for in-principle approval of the Competent Authority for recruitment process.	Dealing Officer(s) of Recruitment Section	Within 02 days after firming up of draft advertisement.
08.	In principle approval of CMD for filling up the post(s) to be sent by Recruitment Section through Director (HR) to CMD's Office	Director(HR)'s Secretariat	Within 03 days
09.	To Publish Advertisement through PR&CC Department & Notification (in case of non-executive posts) to Employment Exchange	Dealing Officer(s)	Within 07 days of receipt of approval of the Competent Authority.
10.	Receipt of Application through online	Dealing Officer(s)	21 days from the date of Advertisement in NALCO's Website.
11.	Receipt of Hard Copy of Application along with required documents/application fee	Dealing Officer(s)	07 days from closer of online application.

12.	Preparation of Scrutiny Sheet & other documents through System Department and Service Provider	Dealing Officer(s)	07 days from the date of receipt of hard copy of application.
13.	Scrutiny of Applications	Dealing Officer(s)	15 days
14.	To put up the proposal before the Competent Authority to call the short-listed candidates for Written Test/Trade test/GD/Personal Interview, as the case may be & constitution of Selection Committee, modus of operandi to conduct the test/GD/PI.	Dealing Officer(s)	Within 04 days after Scrutiny of Applications
15.	Issue of Call letter to short-listed candidates for Written Test/Trade Test/GD/Personal Interview, as the case may be.	Dealing Officer(s)	Within 04 days from receipt of approval.
16.	Conduct of Written Test/Trade Test/GD/Personal Interview	Dealing Officer(s)	Minimum 15 days from issue of call letters.
17.	To initiate proposal for approval of Selection Panel	Dealing Officer(s)	Within 03 days from the date of Interview.
18.	Issue of Call Letter for Medical Test (in case of GET/MT)	Dealing Officer(s)	Within 04 days from approval of selection panel.
19.	Issue of Offer of Appointment (in case of GET/MT)	Dealing Officer(s)	Within 07 days from submission of Medical Fitness Certificate by the authorized Medical Officer.
20.	Issue of Offer of Appointment (in case of lateral recruitment)	Dealing Officer(s)	Within 07 days from approval of selection panel.
21.	Joining Time	Dealing Officer(s)	One month in case of Lateral Recruitment and 21 days in case of GET/MT.
22.	Medical Test in case of Lateral Recruitment	Dealing Officer(s)	Before the scheduled date of joining.

#### 16.0 PROTECTION OF PAY & REIMBURSEMENT OF JOINING EXPENSES :

- 16.1 Appointment to any post will generally be on the minimum of basic pay of the corresponding pay scale of the post. However, for appointment to other than initial induction level positions, pay protection will be provided to the candidates coming from other PSUs/Govt. departments through proper channels as per the rules of the company.
- 16.2 The facility of pay protection will also be extended to the candidates working in private sectors drawing higher emoluments by taking into account the comparable components of Nalco subject to specific recommendation of the Selection Committee and approval of the Competent Authority.
- 16.3 The candidates will be reimbursed joining TA. However, transfer benefits would be allowed only in case of lateral recruitment within India as per TA rules of the company.

- 17.0 Competent Authority as mentioned in the SOP will be CMD or any other Executive as may be authorized by him.
- 17.1 In case of any conflict of SOP with any guideline etc., such conflict will be resolved with the approval of CMD. As such, SOP will be followed in all cases.
- 17.2 The dealing officials will ensure strict adherence to guidelines & SOP timelines so as to ensure smooth and timely completion of the recruitment process.
- 18.0 SAVING:
- 18.1 The Company reserves the right to amend, modify, cancel or withdrawn any of the provision of this Standard Operating Procedure (SOP) at any time without notice with the approval of the Chairman-cum-Managing Director.