

FINAL DRAFT

UTTARAKHAND POWER CORPORATION LTD

UPCL HR & Admn. Officers Service Regulations 2016

In exercise of the powers conferred by Article-49 read with Article-50 of Articles of Association of Uttarakhand Power Corporation Ltd. & Board of Directors of Uttarakhand Power Corporation Ltd. hereby make the following rules regulating recruitment and conditions of service of HR & Admn. officers.

PART – I GENERAL

1. Short title and commencement:

- (1) These rules may be called, the UPCL HR&Admn. Officers Service Regulations – 2016.
- (2) These shall come into force with immediate effect.
- (3) All the rules and regulations in force before the commencement of these rules are hereby repealed.

2. **Applicability:** (1) These Regulations shall apply to the HR&Admn. Officers of the company including those who have been transferred from U.P. Power Corporation Limited and have been absorbed in the service of UPCL in pursuance of Uttar Pradesh Re-organization Act, 2000. The cadre includes the posts of HR&Admn. Officers, Manager HR&Admn., Senior Manager (HR&Admn.), Deputy General Manager (HR&Admn.), General Manager (HR&Admn.), Executive Director (HR) and any other category of officers as may be deemed fit and included in the cadre.

3. **Overriding effect of these rules:** In the event of any inconsistency in between these rules and a specific rule or rules pertaining to any of the aforesaid posts in the cadre:-

- (i) the provisions, contained in these rules shall prevail to extent to the inconsistency in case the specific rules were made prior to the commencement of these rules, and
- (ii) the provisions, contained in the specific rules shall prevail in case they are made after the commencement of these rules.

4. **Definitions:** In these Regulations, unless the context otherwise require;

- (i) ‘Appointment’ means appointment in any post of the cadre by direct recruitment or by selection through departmental examination or by promotion.
- (ii) ‘Appointing Authority’ for the members of the service shall be as specified under clause 7 of the regulation or any other authority so notified by the Corporation.
- (iii) ‘HR & Admn. Officer (Trainee)’ means a candidate holding a MBA with major specialization in HR or Post Graduate Degree or Post Graduate diploma of minimum two years duration in HR / Personnel Management / Industrial Relations or Social Work from a University/ Deemed University established by

- a Central or State Act or from an Institution recognized by UGC/DEC-UGC/AICTE, who is selected by the Company in the manner prescribed in these rules for a course of training under the Company.
- (iv) 'HR& Admn. Officer' means a HR& Admn. Officer who may be appointed as such by the Appointing Authority. It includes such other posts of equivalent status, as may be notified by the Company from time to time and included in the Cadre.
 - (v) 'Board' means the Board of Directors of the Company;
 - (vi) 'Company' means Uttarakhand Power Corporation Ltd. formed under Companies Act-2013 which may also be referred as Corporation under these rules.
 - (vii) 'Chairman' means Chairman of the Board of Directors of the Company;
 - (viii) 'Degree' means a Degree of a University established by a Central or State Act or any other Institution recognized for this purpose by the UGC /DEC-UGC/AICTE.
 - (ix) 'Director' means full time or part time or ex-officio member of Board of Directors;
 - (x) 'Director (HR)' means the Director who is appointed or nominated to look after the matters related to Human Resources & Administration of the Company;
 - (xi) 'Disciplinary Authority' means the appointing authority or any other authority as may be specified to be the Disciplinary Authority in respect of any of the post/posts and includes all the authorities superior to the appointing authority.
 - (xii) 'Government' means Government of Uttarakhand State;
 - (xiii) 'M.D.' means Managing Director of the company and shall also include any Director authorized to discharge the function of M.D. either by delegation or otherwise by the State Government;
 - (xiv) 'Reporting Officer' means an Officer designated as such for the purpose of controlling and appraising of the work of the officer reporting to him;
 - (xv) 'Reviewing Authority' means an Officer designated as such for the purpose of reviewing the decisions of the reporting Officer;
 - (xvi) 'Accepting Authority' means an Officer designated as such for the purpose of reviewing/accepting the decision of the Reviewing Officer;
 - (xvii) 'Departmental Promotion Committee (D.P.C)' means a Committee specified in Clause 21(c)(i) & (ii)
 - (xviii) 'Select List' means the list of candidates prepared in accordance with these Regulations;
 - (xix) 'Waiting List' means the list of selected candidates waiting for appointment;
 - (xx) 'Year of Recruitment' means the year starting from 1st of July to 30th June of next calendar year;
 - (xxi) 'Member of the service' means a person appointed in a substantive capacity under the provisions of these rules and orders/rules in force previous to the commencement of these rules, to a post in the cadre of the service.
 - (xxii) Cadre means a unit or class of posts of the UPCL HR& Admn. Officer Service.

PART – II

CADRE

- 5. Strength of service:** The strength of the service of HR& Admn. Officers and of each cadre of posts therein shall be such as may be determined by the Company from time to time & approved by the Government.

Provided the appointing authority may leave unfilled or may hold in abeyance any post or class of posts without thereby entitling any person to compensation.

6. Classification of Cadres & Pay Scales

- (1) The scale of pay admissible to persons appointed to the various cadres of posts in the Establishment whether in a substantive or officiating capacity or as a temporary measure shall be such as may be determined by the Government from time to time.
- (2) The scales of pay at the time of commencement of these rules are as follows:-

S.N.	Name of the Post	Scale of Pay (w.e.f. 01-01-2006)	Grade Pay
(i)	Executive Director (HR)	Rs. 37400-67000	Rs. 11500
(ii)	General Manager (HR&Admn.)	Rs. 37400-67000	Rs. 10000
(iii)	DGM (HR&Admn.)	Rs. 37400-67000	Rs. 8900
(iv)	Senior Manager HR&Admn.	Rs. 37400-67000	Rs. 8700
(v)	Manager HR&Admn.	Rs. 15600-39100	Rs. 6600
(vi)	HR&Admn. Officer	Rs. 15600-39100	Rs. 5400

- 3) Designation of the posts in all the cadres in these regulation for the Head Office & Sub-Ordinate Offices shall be the same as given in these regulations. Designation of all the posts of Administrative Officer & Senior Administrative Officer, Section Officer, PO, SPO, Senior Executive (HR) & Dy. Chief Personnel Officer shall stand changed to the Designations given to the posts in the corresponding pay Bands & Grade Pay in these regulations.

7. **Appointing Authority:** 'Appointing Authority' for the members of the service shall be Managing Director.

PART –III RECRUITMENT

8. **Sources of recruitment:** The sources of recruitment to the various categories of posts shall be as follows:

S.N.	Name of the Post	Sources of Recruitment	percentage
(i)	Executive Director (HR)	By promotion from General Manager (HR&Admn.) who have put in a minimum of total 2 years service on the posts of General Manager as on 1st July of the selection year and having minimum 70% overall ACR ratings. Promotion shall be done on the basis of "Merit cum Seniority".	100%
(ii)	General Manager (HR&Admn.)	By promotion from Dy.GM (HR & Admn.) who have put in a minimum 4 years service as Dy.GM on 1 st July of the selection year and having minimum 65% overall ACR ratings. Promotion shall be done on the basis of "Merit cum Seniority".	100%
(iii)	Dy.GM (HR&Admn.)	By promotion from Senior Manager HR & Admn who have put in a minimum 4 years service on that post on 1 st July of the selection year and having minimum 60% overall ACR ratings. Promotion shall be done on the basis of "Merit cum Seniority".	100%

(iv)	Senior Manager HR&Admn.(Post of Dy.CPO will be merged)	By promotion from Manager HR & Admn. Who have put in a minimum 4 years service on that post as on 1 st July of the selection year. Promotion shall be done on the basis of seniority subject to elimination of unsuitable.	100%
(v)	Manager HR & Admn. (Post of Sr. AO, Sr.PO, Sr. Executive (HR) will be merged)	By promotion from confirmed HR & Administrative Officer who have put in a minimum 7 years service as HR and Administrative Officer as on 1 st July of the Selection year. Promotion shall be done on the basis of seniority subject to elimination of unsuitable.	100%
(vi)	HR&Admn. Officer (Post of PO, SO, AO will be merged)	<p>(a) By appointment from amongst HR & Admn.Officer (Trainees) who have successfully completed the training period.</p> <p>(b) By departmental selection through written examination and interview from amongst the ministerial employees who have MBA /PGDM in HR & have completed minimum 7 years service as on 1st July of the selection year in the cadre.</p> <p>(c) By promotion from Graduate Degree holder Office Superintendant who have put in not less than 7 years of the regular services in the post as on 1st July of selection year. Promotion shall be done on the basis of seniority subject to elimination of unsuitable.</p>	<p>60%</p> <p>20%</p> <p>20%</p>

PART –IV

QUALIFICATIONS FOR DIRECT RECRUITMENT

- 9. Reservation:** Reservation for the candidates belonging to Scheduled Castes, Scheduled Tribes, and other categories shall be in accordance with the orders of the Government in force at the time of recruitment. The scheduled castes/scheduled tribes only can be appointed on the post reserve for SC/ST. The general candidates are not eligible for that post.
- 10. Nationality:** A candidate for direct recruitment must be;
- (a) a citizen of India, or
 - (b) a Tibetan refugee who come over to India before January 1, 1962 with the intention of permanently settling in India, Or
 - (c) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda and United Republic of Tanzania (Formerly known as Tanganayika and Zenzibar) with the intention of permanently settling in India.

Provided that a candidate belonging to category (b) or (c) above must be a person in whose favour a certificate of eligibility has been issued by the State Government.

Provided further that a candidate belonging to category (b) will also be required to obtain a certificate of eligibility granted by the Deputy Inspector-General of Police, Intelligence Branch, Uttarakhand;

Provided also that if a candidate belongs to category (c) above no certificate of eligibility will be issued for a period of more than one year and such candidate can be retained in service after a period of one year only if he/she has acquired Indian Citizenship.

Note: A candidate in whose case a certificate of eligibility is necessary but the same has neither been issued nor refused may be admitted to interview and may also be provisionally appointed subject to the necessary certificate being obtained by him or issued in his/her favour.

- 11. Age:** A candidate for direct recruitment must have attained the age of 18 years and must not have attained the age of 42 years (or as amended by the State Govt. from time to time) as on 1st day of January if the advertisement for direct recruitment is published between 1st January to 30th June and on 1st day of July if advertisement is published between 1st July to 31st December of the year. **There will be no upper age limit for departmental candidates.**

Age for the purpose of these regulations shall be computed from the date of Birth. The evidence for the date of birth will be High School certificate or equivalent examination passed before entering the service.

Provided that the upper age-limit in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes and such other categories as may be notified by the Government from time to time shall be greater by such number of years as may be specified.

12. Academic/Professional qualification :

Besides having knowledge of reading, writing & speaking Hindi, the candidate should have the following qualifications :-

(a) Essential Qualification:-

MBA with major specialization in HR or Post Graduate Degree or Post Graduate diploma of minimum two years duration in HR / Personnel Management / Industrial Relations or Social Work from a University/ Deemed University established by a Central or State Act or from an Institution recognized by UGC/DEC-UGC/ AICTE.

(b) Preference

A candidate having a degree in law from a University/ Deemed University established by a Central or State Act shall be given preference.

13. Relaxation for ex-servicemen and certain other categories: Relaxation, if any, from any maximum age-limit, educational qualifications or / and any procedural requirements of recruitment in favour of the Ex-servicemen, disabled military personnel, dependants of military personnel dying in action, dependants of Corporation servants dying in harness and sportsmen & any other category shall be in accordance with the general rules or orders of the Uttarakhand Government in this behalf in force at the time of recruitment.

14. Character: The character of a candidate for direct recruitment must be such as to render him suitable in all respects for employment under the Corporation/Company. He must produce a certificate of good character from:

- (i) The Proctor or the Principal academic officer of the University or College or last employer in which he was last studied/employed, and
- (ii) Two responsible persons (not being relatives) who are well acquainted with him and are not connected with his University, College or School:

Provided that the appointing authority may make further inquiries regarding the character and antecedents of a candidate in such manner and from such authorities as may be considered necessary.

Note:- Persons dismissed by the State Government or the Union Government or by a local authority or a corporation or a Body owned or controlled by the Union Government or a State Government shall be deemed ineligible for appointment to a post in the Establishments. Persons convicted of an offence involving moral turpitude shall also be ineligible.

15. Marital Status: A male candidate who has more than one wife living or a female candidate who has married a man already having a wife living or vice-versa shall not be eligible for appointment to the Establishment. Provided that the Governor, if satisfied that there exist special ground for doing so exempt any person from the operation of this rule.

16. Physical Fitness: No person shall be appointed by direct recruitment as a member of the Service unless he is in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his duties.

A candidate found suitable for appointment on the results of a competitive examination shall be required to produce a certificate of fitness from a State Medical Board.

PART –V

PROCEDURE FOR RECRUITMENT

17. Recruitment to be made every year: Selection for recruitment under these rules shall be made every year or as and when necessary

18. Constitution of Selection Committee- Direct recruitment shall be made by a selection committee constituted by the approval of appointing authority comprising of :-

- (1) Managing Director
- (2) Director-HR/**Executive Director-HR**
- (3) Any one of the full time Directors .
- (4) An officer representing SC/ST categories not below the level of CE-II/GM if the appointing authority or any other member of DPC does not belong to SC/ST category.
- (5) Managing Director may invite an outside subject expert from any university/institution/organization of repute if deemed necessary.

Provided that at the time of convening the meeting of the selection committee for promotion or direct recruitment, if the post of the concerned Director nominated to the committee is vacant or the Director is not present in the organization due to any reasons, the Managing Director can nominate an officer of the equivalent status from any other corporation.

19. Procedure For Selection:-

- (1) The candidates shall be appointed as HR& Admn. Officer (Trainee) against the vacant posts/ likely vacant posts of HR& Admn. Officers earmarked for direct recruitment.
- (2) The appointing authority shall determine the number of vacancies to be filled during the selection year as also the number of the vacancies to be reserved for the candidates belonging to the Scheduled Castes, Scheduled Tribes and other categories.
- (3) Direct recruitment to the post of HR& Admn. Officer Trainee shall be made through a written competitive examination followed by interview. 12% of the total marks of the competitive examination shall be kept for interview.
- (4) For this purpose, the appointing authority shall issue an advertisement in two local daily **Hindi** newspapers and two national newspapers (**one in Hindi and one in English**) and company's website inviting applications from the eligible candidates.
- (5) The written examination and interview shall be held on such date/dates and at such place/places as may be decided by the Corporation. Corporation/Company may hold the competitive examination / interview itself or through an outside reputed recruitment agency.
- (6) Written examination shall be of objective type. Question paper will have two parts- Part I & II. Part-I shall consist of questions of General Knowledge, analytical ability, reasoning and quantitative aptitude etc. Part-II shall consist of questions on subjects of MBA/PGDM-HR. All questions will be objective type multiple choice with four alternative answers, out of which only one will be correct/best answer. Each correct answer will be awarded one mark. There will be ¼ minus marking for each wrong answer. Question papers will be bilingual i.e. in Hindi and English.
- (7) The section wise (if any) minimum qualifying percentage of marks in the written examination shall be 45% for General & OBC and 35% for Scheduled Caste/Scheduled Tribes categories candidates or as decided by the corporation from time to time.
- (8) Merit list of the candidates qualifying in the competitive written examination shall be prepared by arranging the qualifying candidates in the descending order of marks obtained in the written exam.

- (9) Marks obtained in written examination shall be kept in sealed envelope and not to be disclosed in any case till the interviews are over.
- (10) Interview & Final Merit List:
- (i) On the basis of merit list of the written examination, candidates shall be called for interview in 1:3 ratio for each category of posts. However all the Tie candidates with the last candidate called for interview shall be called to appear in interview.
 - (ii) In assessing the merit and general suitability of the candidates, the interview/selection committee shall, not only take into consideration the qualifications and experience prescribed for the post but shall also have regard for the candidates intelligence, character, personality, physical and general suitability for appointment.
 - (iii) After all the candidates have been interviewed, the selection committee shall prepare final merit list of candidates appeared in the interview on the basis of marks obtained in written examination and interview.
 - (iv) Candidates having equal marks in written examination shall be arranged in such a manner that candidate older in age shall be placed at higher position in the merit list of written examination.

20. Select List:

- (i) On the basis of final merit list, the selection committee shall prepare a select list of candidates against the vacancies of each category as advertised.
- (ii) Waiting list of 25% vacancies in all categories shall be prepared.
- (iii) Select list and waiting list shall hold good for one year from the date of disclosure of results.
- (iv) Chairman / MD / Appointing authority shall have the powers to cancel or keep in abeyance the recruitment process at any stage during the recruitment.

21. Selection through Departmental Examination/interview & by Promotion:

- (a) **Selection by Departmental Examination/ Interview ;** Recruitment to 20% of the posts of HR & Administration Officer shall be done by selection from amongst eligible departmental candidates who have MBA/ PGDM in HR and have completed minimum 7 years services as on 1st July of the selection year in the cadre through a written competitive examination & Interview which will be held in such manner, in such subjects and at such place as may be prescribed by the Appointing Authority from time to time. The procedure of selection through departmental examination shall be the same as adopted for direct recruitment.

(b) Criteria for Promotion:

1. Promotion to the post of Executive Director shall be made from the General Manager (HR&Admn.) who have put in a minimum of total 2 years service on the posts of General Manager as on 1st July of the selection year and having minimum 70% overall ACR ratings. Promotion shall be done on the basis of "Merit cum Seniority".

2. Promotion to the post of General Manager (HR&Admn) shall be made from amongst DGM (HR&Admn.) on the basis of “merit cum Seniority’ who have put in a minimum of 4 years service as on 1st July of selection Year with minimum 65% overall ACR ratings.
- 3 Promotion to the post of DGM (HR&Admn.) shall be made from amongst Senior Manager (HR&Admn.) on basis of “merit cum Seniority’ who have put in a minimum of 4 years service as on 1st July of selection Year with minimum 60% overall ACR ratings.
- 4 Promotion to the post of Senior Manager (HR&Admn.) shall be based on seniority subject to the elimination of unsuitable from amongst the Manager (HR&Admn.) who have put in not less than 4 years of regular service in the post as on 1st July of selection Year
- 5 Promotion to the post of Manager (HR&Admn.) shall be based on seniority subject to the elimination of unsuitable from amongst the HR& Admn. Officers who have put in not less than 7 years of regular service on the post of HR&Admn. Officer as on 1st July of selection Year
- 6 Promotion to the post of HR&Admn. Officer against 20% promotion quota shall be based on seniority subject to the elimination of unsuitable from amongst the Graduate Degree holder Office Superintendants who have put in not less than 7 years of regular service in the post as on 1st July of selection Year.

(c) Procedure of Promotion:

Promotions shall be made within the cadre from amongst eligible candidates through selection by the Departmental Promotion Committee (DPC) constituted as per the approval of the appointing authority consisting of the following members-

- (i) For the posts of DGM (HR&Admn.) and above
 - (1) Chairman
 - (2) Managing Director
 - (3) Director-HR/**Executive Director-HR**
 - (4) Any one of the full time Directors
 - (5) An officer representing SC/ST categories not below the level of GM/ Chief Engineer-II
- (ii) For the posts of HR& Admn. Officers and above but below DGM
 - (1) Managing Director
 - (2) Director-HR/**Executive Director-HR**
 - (3) Any one of the full time Directors
 - (4) An officer representing SC/ST categories not below the level of GM/Chief Engineer-II if the appointing authority or any other member of DPC does not belong to SC/ST category.

Provided that at the time of convening the meeting of the selection committee for promotion , if the post of the concerned Director nominated to the committee is vacant or the Director is not present in the organization due to any reasons, the Managing

Director can nominate any other Director of the Corporation or from any other Corporation.

PART-VI APPOINTMENT, PROBATION, CONFIRMATION & SENIORITY

22(a) Appointment as HR & Admn. Officer (Trainee):

- (1) All appointments shall be made only against sanctioned posts in the cadre.
- (2) The candidates shall be appointed as **HR & Admn. Officer (Trainee)** against the vacant posts/ likely vacant posts of **HR & Admn. Officer** earmarked for direct recruitment.
- (3) The appointing authority shall make appointments from the select list of candidates in the order in which their names appear in the list.
- (4) If a candidate appointed from the select list does not join, a candidate from the waiting list shall be appointed in the order of merit. However if a candidate appointed from the select list joins and there after resigns within a period of one year, this vacancy shall not be filled from waiting list but shall be carried forwarded for the next recruitment.
- (5) A candidate selected as a Trainee against a substantive post has to execute a Service bond on a Non-Judicial Stamp Paper for serving the Company for at least three years from the date of initial appointment on the substantive post after training.
- (6) The candidates appointed as **HR & Admn. Officer (Trainee)** shall have to undergo training for a minimum period of one year or such period as may be decided by the Corporation/Company.
- (7) During the period of training, a trainee will be governed by such rules, regulations and orders as may be, prescribed from time to time and the performance of the trainee shall be evaluated regularly through quarterly reports.
- (8) On completion of the training and before appointment as **HR & Admn. Officer**, a trainee will be required to pass a professional test, as may be prescribed from time to time. If a trainee fails to qualify at the professional test for appointment as **HR & Admn. Officer**, his period of training may be extended and he may be given one more chance to pass the professional test for appointment as **HR & Admn. Officer** subject to a maximum period of training of two years, where after the services of the trainee shall be liable to be terminated forthwith.
- (9) The candidate will lose his seniority if he fails to qualify in the first test or subsequent tests.

(b) Submission Of Certificates/ Declaration By Candidates:

A directly recruited candidate shall be required to produce /submit the certificates/ testimonials/ Affidavits/ Bond and declarations in the prescribed formats at the time of joining as given here under. In the absence of the same joining shall not be accepted.

(a) Certificates/Testimonials/ Affidavits/ Bond :

(I) Self attested photocopies of all the Academic/Technical/Professional qualifications from High School onwards & experience certificate along with originals for verification. The originals shall be returned after verification.

(II) Proof of date of birth.

(III) Character Certificates;

Candidate shall be required to produce;

(i) A certificate of good character in original from the Proctor or the Principal/Academic officer of the College or University last attended or his/her last employer.

(ii) Certificate of good character in original from two responsible persons (not being relatives) who are well acquainted with him and are not connected with his University, College or School:

Provided that the appointing authority may make further inquiries regarding the character and antecedents of a candidate in such manner and from such authorities as may be considered necessary.

(IV) Relieving letter/order from the last employer if the candidate was employed in any Government or Semi Government / Public Sector organization or Autonomous body

(V) Certificate of medical fitness for service issued by a State Medical Board.

(VI) SC/ST/OBC/FFD/ Ex-Serviceman/Physically Handicap or any other certificate wherever applicable as per prevailing rules regarding reservations in the State.

(VII) Permanent resident / Original inhabitant of Uttarakhand State certificate wherever applicable.

(VIII) Bond of Service - A candidate selected as a Trainee against a substantive post has to execute a Service bond on a Non-Judicial Stamp Paper of Rs 100 at the time of joining as Trainee together with a surety for not less than Rs. 2,00,000/-(two lakh) or such amount as may be specified by the Company from time to time, for serving the Company for at least three years from the date of initial appointment on the substantive post after training. In case the Trainee leaves the service of the Company before completion of three years service period from the date of initial appointment in substantive post, the trainee and the surety will pay the amount of Bond money to the Corporation jointly or severally. The bond has to be executed before a first class Magistrate or equivalent. The signature of the Trainee & the Surety on each page of the Bond should be verified by the Magistrate with Court Stamp. The bond has to be supported by a solvency certificate in respect of the surety from a Revenue Officer not below the rank of Tehsildar. If the Surety is serving in any Govt./Semi-Govt./ Public Sector organization or any other organization, the latest service certificate with complete salary details issued by the employer can be accepted in original in lieu of the solvency certificate.

Or

The candidate can also get a Fixed Deposit of Rs Two Lakh made with any Nationalised Bank / Scheduled Commercial Bank for a period of four years from the date of start of training and pledge the same to the Corporation and deposit the same with the Corporation in original, if he is unable to execute the bond. Along with the FDR , he will be required to submit an authorization

letter in the name of the Corporation on a Non Judicial Stamp Paper of Rs 10/- authorizing the Corporation to encash the FDR if the Trainee leaves the service of the Corporation before the completion of three years service after the training.

(b) Declarations /Nomination forms/ Affidavits

- (A) Declaration about the marital status & of not having more than one wife living /not married or vice-versa to a person already married.
- (B) Declaration of his/ her relationship to any person employed in the Company.
- (C) Declaration of being free from debt.
- (D) Declaration of all movable or immovable property including house property owned or acquired by him/her or member of his/her family dependent on him/her. Full and accurate details of such property be given by him/her.
- (E) Oath of Allegiance to the Corporation on a Stamp Paper duly verified by the Notary/Magistrate
- (F) Declaration of not having any affiliation/association with any political party.
- (G) Declaration of being /not being employed with any Govt./Semi Govt./Public Sector Organization.
- (H) Declaration of family members and dependents.
- (I) Details for Character and antecedents verification. (four copies)
- (J) Affidavit about the correctness and authenticity of the certificates / testimonials & declarations produced/ submitted by the candidates and declaration of not being insolvent on a stamp paper duly attested by the notary public/ magistrate.
- (K) Nomination for payment of gratuity as per The Payment of Gratuity Act, 1972.
- (L) Nomination under The Employees Provident Fund & Misc. Provisions Act, 1952 and The Employees Pension Scheme, 1995 as amended from time to time.

(c) Appointment In Substantive Capacity:

After successful completion of their training, the Trainees shall be appointed in the substantive post of HR & Admn. Officer on probation.

23. Probation –

- (1) All candidates, on appointment in or against a substantive vacancy, shall be placed on probation for a period of two years.

Provided that the appointing authority for reasons to be recorded in writing , may extend the period of probation in individual case for a maximum period of one year. An order of extension shall specify the exact date to which the extension is granted, but continuance in service beyond this date would not, in the absence of a specific order to that effect, amount to confirmation.

- (2) If it appears at any time, during or at the end of the period of probation or extended period of probation that a probationer has not made sufficient use of his/her opportunities or if he/she has otherwise failed to give satisfaction, he/she may be reverted to his/her substantive post if he/she holds one, or if directly recruited, his/her services may be terminated.

- (3) A person whose services are dispensed with during or at the end of the period of probation or extended period of probation above shall not be entitled to any compensation.

24. Confirmation

A probationer shall be confirmed in his appointment at the end of the period of probation or extended period of probation, as the case may be if his work and conduct have been found to be satisfactory, the appointing authority considers him fit for confirmation and his integrity is certified. The employee shall be considered on probation until the orders for his confirmation are issued in writing.

A promotee shall be confirmed as per the prevailing confirmation norms/policy/regulation.

25. Seniority

The seniority of the officers on their appointment to the Service shall be determined as per the prevailing Corporation/Company Seniority Norms/Policy/Regulation.

PART-VII PAY ETC

26. Pay & Allowances During Training & Probation:

- (1) A person other than one already in Corporation/Company service, appointed as Trainee to the service by direct recruitment shall during the training period, receive the initial pay of the post against which he is appointed. He will also be entitled to Dearness Allowance & other admissible allowances. The Employees who have been recruited after 14th January 2000 shall be covered by The Employees Provident Fund & Misc. Provisions Act, 1952 as amended and The Payment of Gratuity Act, 1972 as amended from time to time.
- (2) If a person is absorbed in the cadre in the regular post on successful completion of the training period/extended period of training, he/she will be eligible for first increment as per prevailing rules, in the initial pay scale at the time of absorption in regular cadre.
- (3) He/She will receive his next Annual increment on satisfactory completion of one year of his/her probation and subsequent increment on satisfactory completion of second year of probation provided that if the period of probation is extended on account of failure to give satisfaction, such extended period shall not count for increment unless the Appointing Authority directs otherwise.
- (4) The pay during probation of person already in Corporation/Company service shall be regulated by the relevant rules as amended from time to time.

PART-VIII OTHER PROVISIONS

27. Canvassing:

No recommendation for recruitment, either written or oral other than that required under these regulations shall be taken into consideration, and any attempt on the part of the candidate to enlist support, directly or indirectly, for his/her candidature will render him liable for disqualification.

28. Regulations of Pay, Allowances & Other Matters:

Except as otherwise provided in these rules or as specially covenanted in any Service Agreement, the pay, allowances, leave and other matters not specifically covered by these rules or by special orders shall be governed by such corresponding rules/regulation and orders of the State Government applicable to similar category of officers as may be or may have been adopted by the Corporation or such general rules of the Corporation applicable to similar category of Employees.

29. Relaxation from conditions of service:

- (1) When the Corporation/Company considers it expedient to do so, it may make any appointment or appointments to the service in relaxation of these regulations or in partial relaxation of any or some of the regulations and, in case of any appointment which is not in strict accordance with these regulations, such appointments shall be deemed to have made in relaxation of these regulations.
- (2) Where the Corporation is satisfied that the operation of any rule regulating the conditions of service of persons appointed to the cadre causes undue hardship in any particular case, it may, notwithstanding anything contained in the rules applicable to the case, by order, dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.
- (3) Nothing in these Regulations shall be construed to limit or abridge the power of the Corporation/Company to deal with the case of any person appointed by the Corporation/Company and governed by these regulations in such manner as may appear just and equitable.
- (4) Any relaxation as mentioned above can be given only with the approval of Board of Directors.

30. Savings:

Notwithstanding anything contained in these regulations: -

- (a) The conditions of service of persons who have been appointed or may be appointed to posts in cadre or to posts declared in addition to the cadres of the service, on foreign service from the State Government or on deputation from elsewhere shall be governed by such terms and conditions as may have been or may be settled between the Company and the State Government or other Appointing Authorities, as the case may be.
- (b) The selection and appointments already made to the posts / cadres of the Service before the promulgation of these Regulations shall be deemed to have been made in accordance with these Regulations.
- (c) The conditions of service of the persons of the Corporation/Company, who have been taken over or may, in future, be taken over by the Corporation/Company and

who may be holding or who may hold posts in the cadre of the service or posts declared in addition to the cadres of the Service shall be governed by the Corporation/Company standard terms and conditions of service if they have been taken over by the Corporation/Company on such terms, and conditions of Corporation/Company, if they have been taken over on such terms, as the case may be, unless they are given option and they opt to be governed by such rules and regulations as may be promulgated by the Corporation/Company hereafter in this behalf.

31. Delegation of Powers

The Corporation/Company may, whenever deemed expedient, delegate any of its powers to any officer or authority under these Regulations or the powers conferred on any officer or authority under these Regulations to any other Officer or authority.

32. Interpretations of Rules

In case of any doubt or in the event of conflicting claims arising about the interpretation of any regulation, sub-regulation or clause thereof, the Managing Director's interpretation shall be final and binding.

33. Power To Amend

At any time, the Managing Director of the Corporation/Company may make such amendments/changes in the Regulation as deemed fit and expedient in the interest of the Corporation/Company.