

BALMER LAWRIE & CO LTD

RECRUITMENT RULES FOR OFFICERS AND NON-UNIONISED SUPERVISORY STAFF

1.0 Purpose

- 1.1 To develop and retain a talent pool consistent with the operation and growth plans of the Company.
- 1.2 To plan and induct manpower consistent with the required levels of skills and competencies needed for the effective functioning of the organization.
- 1.3 To ensure that the Presidential directives and guidelines issued by the Government of India in matters of employment are adhered to.
- 1.4 To ensure that there is complete transparency, uniformity and fairness in the process of recruitment.

2.0 Scope and applicability

- 2.1 These rules shall apply to the recruitment of Non-Unionised Supervisors and Officers of all grades in the Company below the Board level, excluding that at the level of Trainees.
- 2.2 These rules shall not apply to recruitment to any post, including those at the Board level, appointment to which is made by the Central Government.

3.0 Definition:

In these rules, unless there is anything repugnant to the subject or context:

- 3.1 “Appointing Authority” means the designated officer[s] of the Company to whom the power of making appointments to various categories of posts has been delegated, as per clause 6.2 of these rules.
- 3.2 “Board” means the Board of Directors of the Company
- 3.3 “Company” means the Balmer Lawrie & Company Limited
- 3.4 “Joint Venture” means a body corporate in which the Company has financial participation and has been incorporated through a shareholder agreement to which the Company is a signatory and is so declared by the Company.
- 3.5 “Manpower Agency” means a firm or service provider engaged in providing manpower solution by way of assisting in recruitment, selection and placement of human resource for a consideration.
- 3.6 “Recruitment” shall mean and include the process of filling up a vacancy through any of the following processes:
 - (a) Selection of Officers/Non-Unionised Supervisors to posts below Board level from the open market;
 - (b) Selection of Officers/Non-Unionised Supervisors from candidates sponsored by specialized manpower pools such as the Scientists’ Pool of CSIR, Employment Exchanges and other Employment Agencies catering to reserved categories, such as SC/ST/OBC/PH etc.
 - (c) Selection from amongst suitable candidates nominated/sponsored by any other established organization, and/or any other knowledgeable source including a manpower agency.

Note: *The process of filling up a vacancy through any of the following processes shall, however, not be construed as recruitment under these rules:*

- (a) *Promotion from amongst existing employees of the company or lateral movement to another post;*
 - (b) *Deputation from Central/State Government Department/Agencies, including Defence Services and other Public Sector Organizations;*
 - (c) *Selection of Management/Executive/Supervisory Trainees from educational institutions/campuses;*
 - (d) *Secondment and/or absorption from joint venture companies.*
- 3.7 “Sanctioning Authority” means the authority on which the power has, for the time being, been vested to sanction addition to the manpower strength or upgradation of any of the existing posts.
- 3.8 “Secondment” means the giving or taking of the services of a person to or from one of the joint venture company for a specified period in terms of the policy in vogue.
- 3.9 “Upgradation of post” means placing a post in a classification higher than the one in which it was originally sanctioned because of qualitative change in the content of the job.
- 4.0 **Levels of Recruitment:**
- 4.1 Recruitment to posts in induction grades [S1, O2, A or B] will normally be by absorption of Trainees unless there is a special requirement for lateral induction of experienced manpower or the nature of job is such that experienced personnel are required to man the job. In the latter cases, suitably experienced persons will be appointed as per these rules.
- 4.2 The Company believes in development of its employees and in providing career opportunities to them. Accordingly, sanction for external recruitment to grades other than induction grades shall be accorded only when the Sanctioning Authority is satisfied that suitable candidates for a particular post are not available within the Company.
- 4.3 Recruitment shall be made only to a vacant post within the approved manpower strength and may be necessitated by transfer/promotion/retirement/resignation/termination/dismissal/death of an incumbent or by creation of a new post. In all cases of fresh recruitment, approval of the Sanctioning Authority shall be obtained. The instrument of delegation of authority spells out the authorities for creation of new posts.
- Note: In accordance with the present delegation of authority, the authority to create new posts and to upgrade posts up to Deputy General Manager [Officer Grade G or equivalent] vests with the Managing Director and with the Board of Directors for General Managers [Grade H] and above posts.*
- 4.4 In principle approval to fill up or upgrade any position of Non-Unionised Supervisor or Officer shall be obtained from the Sanctioning Authority for which recommendations with justification shall be forwarded through the Director concerned to Corporate HR Department.
- 4.5 If a position, which has been sanctioned for appointment, is not filled up for more than 12 months, the same shall stand automatically surrendered, except for positions approved by the Board. Revival of the post will require the same procedure as for creation.

5.0 Nodal Agency for Recruitment:

5.1 The nodal agency for recruitment to various posts shall be as indicated below:

- (i) For Non-Unionised Supervisors & Officers up to Grade A: Respective Associate Personnel Departments [APD]
- (ii) Officers in Grade B and above: Corporate HR Department (CHRD)

However, based on specific decisions or on the requests of the SBU/Corporate Functions, the Corporate HR Department may also perform the function of recruiting to positions in Grade A and below.

6.0 Job Specification:

6.1 Job specification for all posts shall be approved by the respective Appointing Authorities. While laying down the job/person specifications, it should be ensured that qualification, length of experience and age for a post are, as far as possible, consistent with those laid down for similar posts in the same Grade.

6.2 For the purpose of these rules, the Appointing Authorities will be as under:

Level of recruitment	Appointing Authority
Supervisors & Officers up to Grade A	Head of SBU/Corporate Function not below Grade H
Officers Grade B to C	Respective Executive Director
Officers Grade D to F	Respective Director
Officers Grade G and above	Managing Director

7.0 Source of Recruitment:

7.1 The source of recruitment shall be decided by the Appointing Authority as specified under 6.2 from out of those listed at 3.6 [a] to [c].

7.2 In case of selection from open market, an internal candidate on permanent rolls may also apply. In such a case, the age restriction shall not apply.

8.0 Recruitment from Open Market & Advertisement:

8.1 All recruitments from open market as per clause 3.6(a) shall be carried out through a process of Recruitment Advertisement. For recruitment of Non-Unionised Supervisors and Officers posts up to Grade A, the advertisement in the print media may be restricted to the Region[s] in which the post[s] is/are to be filled up. However, for posts in Officers Grade B & above, advertisement should be released in newspapers/ periodicals with all India coverage, and yet be consistent with the principles of economy. The print media should be selected to ensure that the advertisement reaches the target group. All recruitment advertisements shall also be simultaneously uploaded on the website of the Company.

8.2 Where the post is reserved for SC/ST/OBC/PH person, as the case may be, the fact of the same shall be specifically mentioned in the recruitment advertisement along with relaxations applicable in age and other qualifying conditions, if any.

8.3 In case of 8.2 above, the advertisement shall also be forwarded to Special Employment Agencies catering to the concerned reserved category for sponsoring suitable candidates.

9.0 Registration and Scrutiny of Applications:

- 9.1 All applications received within the stipulated time against each post shall be registered serially in the Associate Personnel /Corporate HR Department, as the case may be, and a registration number corresponding to the serial number given to each application. While registering the applications, details such as name, address for communication, date of birth, category [SC/ST/OBC/PH/Gen, etc], educational/professional qualification, details of past employment and any other relevant information, should be entered to facilitate short-listing. The Appointing Authority may allow consideration of the applications received after the stipulated date, but before the shortlisting for test/interview is done.
- 9.2 All applications received shall be scrutinized and all candidates found meeting the minimum requirement shall be short-listed. While short-listing, due regard will be given to relaxed qualifying conditions prescribed, if any, for the reserved categories. All short-listed applications shall be further scrutinized for quality of experience and those found prima facie suitable shall be called for written tests/group discussion/interview, as considered necessary. The number of persons to be called for tests/group discussion/interview shall be regulated taking into consideration the number of vacancies available and administrative convenience; the decision in this regard being that of the Appointing Authority.
- 9.3 During the course of scrutiny of applications, if it is found that adequate number of candidates within the age group with requisite qualification and/or experience is not available for consideration, the Appointing Authority may recommend relaxation in age or qualification, provided the candidate is otherwise considered suitable. All such relaxations will require approval of the Sanctioning Authority. While making such recommendation, the internal relativities vis-à-vis the existing personnel should be kept in mind.

10.0 Constitution of Selection Committee:

- 10.1 The Selection Committee shall be constituted by the Appointing Authority. It shall normally consist of at least three officers of appropriate status and rank in relation to the post to which recruitment is being made.
- 10.2 The Selection Committee shall necessarily have a representative of the Personnel/HR Department and as far as possible, a representative from a function/unit other than that for which the recruitment is being made.
- 10.3 For reserved posts or posts against which reserved category candidates have been short-listed for consideration, a representative of SC/ST/OBC of appropriate status, will be nominated to the Selection Committee, in terms of the directive/guidelines issued by the Government of India on the subject.
- 10.4 The Appointing Authority may nominate additional members, including subject specialists from within or outside, to the Selection Committee to function as advisers.

11.0 Selection Process

- 11.1 The selection shall be made on the basis of interview, preceded, where considered necessary, by written tests and/or group discussion. The selection committee may also administer psychometric tests to assess the personality of the candidates.

- 11.2 Outstation candidates called for test/group discussion/interview shall be reimbursed traveling expenses, at the following levels, by the shortest route on submission of proof of travel:

For Vacancies in	Mode of Travel	Remarks
Non-Unionised Supervisory Category	Second Class Sleeper or Chair car	
Officer Grades O2 and A	First Class/AC 3 tier rail fare	
Officer Grades B to E	AC 2 tier rail fare	Director-in-charge may in appropriate cases use discretion and allow travel by economy air to candidates called for interview in Grades D and E.
Officer Grade F and above	Economy Air Fare/AC First Class rail fare	
Employees of the Company	As per entitlement during traveling on business of the Company	

- 11.3 Candidates called for interview shall be asked to fill up the application form and the processing/nodal agency concerned should scrutinize these and ensure that the form is complete in all respects.
- 11.4 Certificates/testimonials of the candidates appearing for test/interview should be checked by the relevant processing/nodal agency to verify the authenticity of declaration with respect to educational/professional qualifications, age, SC/ST/OBC/PH status and where possible the details of previous employment(s) and salary drawn.
- 12.0 Assessment of Suitability**
- 12.1 The Selection Committee shall assess the comparative merits of each candidate on the basis of knowledge, skill and other relevant factors such as personality, as assessed from the test/group discussion/interview.
- 12.2 If sufficient number of SC/ST candidates are not available on the basis of the general standard to fill up the vacancies reserved for them, candidates belonging to these communities may be considered for selection on relaxed standards, provided they meet the minimum requirements stipulated for the position. The Appointing Authority may also consider relaxation in experience in such cases. The guidelines/directives issued by the Government of India from time to time will be followed in this matter.
- 12.3 The Selection Committee will then record its recommendations in the form of proceedings, stating the names of suitable candidates, if any, in the order of their merit, and the candidates recommended against reserved positions, by applying the relaxed standards.
- 12.4 The number of persons to be placed on the panel shall be determined on the basis of existing vacancies; likely drop outs from selected candidates and future vacancies likely to arise within the next one year.
- 12.5 The Selection Committee, in case of deserving candidates, may also recommend a higher starting basic salary within the scale of pay, not exceeding 5 increments above the minimum basic, in which case it should indicate the reasons for such recommendations.
- 12.6 A candidate who is otherwise found suitable could be considered for appointment at the lower grade.

13.0 Approval by the Appointing Authority

- 13.1 Recommendations of the Selection Committee shall become effective only after the approval of the Appointing Authority. In case the Appointing Authority disagrees with the recommendations of the Selection Committee, he shall record his decision in writing indicating further action that needs to be taken.
- 13.2 Any recommendation for an initial starting pay at a point higher than the equivalent of five increments in that grade shall need approval of MD for non-unionised Supervisors and Officers up to Grade G; and by the Board in respect of Officers in Grade H and above.
- 13.3 The Appointing Authority may decide to have a second round of interview of the shortlisted candidates by a committee at a senior level, including himself as a member, and the recommendation of this committee on its approval by the Appointing Authority will be final.

14.0 Issue of Offer/Appointment Letter:

- 14.1 Letters of appointment shall be issued to the selected candidates in the order of merit as shown in the panel approved by the Appointing Authority. The letters of appointment will be issued under the signature of the Appointing Authority/authorized officer of the HR/Personnel Department.
- 14.2 All appointment orders shall specify the conditions for appointment as enunciated in the Manual of Service Terms and Conditions for Officers/non-Unionised Supervisors, as the case may be.

15.0 Medical Examination and Character Verification:

All appointments will be subject to medical fitness for which pre-employment medical examination will be carried out. On joining of a candidate, the Corporate/Associate Personnel Department should arrange to verify character and antecedents of the candidates, and continuance/confirmation in employment will be subject to clearance by the authority concerned.

16.0. Probation:

All new appointments will be on probation for a period of one year; which may be extended or curtailed at the discretion of the Appointing authority.

17.0. Validity of the Panel

- 17.1 In cases where a panel has been drawn up, the validity of the panel shall be for a period of one year from the date of approval of the selection committee recommendations by the Appointing Authority. MD may approve extension of validity of the panel beyond one year.

18.0. Appointment on Deputation/Secondment/Contract

- 18.1 In special circumstances, the Appointing Authority may recommend filling a position through appointment on deputation/secondment/contract basis for a specific period. The reason for such recommendation shall be recorded by the Appointing Authority and placed before his immediate superior. On the latter's approval, the Appointing Authority may take necessary action to make such appointment, by following the procedure prescribed for such appointments.

19.0. Systems, Procedure and Amendment:

- 19.1 MD may, on the recommendations of Corporate Head of HR, review the policy and the procedures specified in these rules and approve changes as considered necessary and appropriate without changing the basic structure.

20.0 **Repeal of the existing rules:**

21.1 These rules supersede all the existing rules/instructions/practices concerning recruitment of Non-Unionised Supervisory Staff and Officers.

22.0 **Commencement**

22.1 These rules have come into effect from 1st March 2007.

