

NALCO RECRUITMENT & PROMOTION RULES FOR EXECUTIVES -2025

Ref. No. 1.1	Date: 18/06/2025
Title	Recruitment and Promotion Rules for Executives - 2025
Approved By	Board of Directors in 356th meeting held on 18/06/2025
Effective Date	18/06/2025
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 2017, shall be known as the **Nalco Recruitment & Promotion Rules for Executive- 2025** 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

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 Chairman-Cum-Managing Director generally from the following:

- a. Open advertisement.
- b. Graduate Engineer Trainees/ Management Trainees through own exam or through GATE/UGC-NET, CLAT-PG and CA/CMA/CS marks;
- c. Deputation from Government departments, Public Sector Enterprises, depending upon the specific requirements either through immediate absorption or absorption of deputationists / lien holders after completion of their tenure.
- d. Tenure based appointments, as per the requirement of the Company.

Advertisement of vacancies through all of the following media:

- i. For Executive level Posts: Abridged advertisement in National Newspapers (minimum one English and one Hindi) and two Local Language newspapers and Employment News;
- ii. Hosting on career section of Company website.
- iii. National Employment Service;
- iv. Social Media like X, LinkedIn, etc.;
- v. Circulation amongst Employees, Government departments and other Public Sector Enterprises, if need felt so;

Note: In case issuance of corrigendum to the Notification becomes necessary, the same shall be issued in the career section of Company website and other media wherever possible. In such situation, the last date for receipt of applications shall also be suitably extended. However, no modification in number of vacancies, notified specifications/criteria would be generally made to the Employment Notification.

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/GETs/MTs 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 normally at E2 and above levels to the extent necessary.

- 1.1.6.4 GET/MT Recruitment:
- i. Selection Criteria:
Own exam or through GATE /UGC-NET, CLAT-PG and CA/CMA/CS
Marks : 90 % weightage
Personal Interview: 10% weightage;
 - ii. Minimum percentage of marks in:
 - a. For GETs: 65% in essential qualification
 - b. For MTs: Degree with 65% in essential qualification However, for MTs in Finance & CS: 50% in essential qualification.
 - c. Wherever applicable, necessary relaxation against the reserved post as per Government guidelines may be extended.
 - iii. Induction Scale: Rs. 40000- 3%-140000/- during training period and shall be regularized at pay scale of Rs. 60000- 3%-180000/- along with one increment.
 - iv. The Period of training shall normally be one year.
- Note:
Existing provision of two increments for having M. Tech degree, shall be annulled herewith.

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 HRDepartment.

1.1.7.2 PROCESS OF RECRUITMENT

- 1.1.7.3 The list of Short-listing of candidates shall be uploaded in the website indicating the date and time of written test/ Group Discussion and/or interview.
- 1.1.7.4 Intimation of call letter shall be issued to the candidates, at least 15 days in advance prior to selection process through email.
- 1.1.7.5 Officers designated for this purpose will carry out verification of original documents along with photocopies to ascertain whether a candidate is eligible as per the eligibility criteria stipulated in the advertisement and in the online application.
- 1.1.7.6 The responsibility for verification of the testimonials / documents solely lies with the concerned officer(s) who has been entrusted with the task.
- 1.1.7.7 Candidates working in PSUs/Govt. should generally apply through proper channel or produce 'No Objection Certificate' at the time of interview. However, in case of failing in this regard, the candidate would only be allowed to join, if selected, after formal release order from his/her present organization. Further, Candidate shall be eligible for the Travelling Allowance (TA) for appearing in the personal interview as per other candidate.
- 1.1.7.8 ISSUE OF OFFER OF APPOINTMENT:
- i. All mode of communication shall be either through post or digital medium.
 - ii. Offer of appointment shall be issued in order of merit based on number of posts advertised adhering to reservation guidelines issued by GOI from time to time.

- iii. The offer of appointment shall indicate the last date of joining failing which the offer of appointment will be deemed to have been withdrawn unless an extension of the last date has been granted by the Competent Authority.
- iv. Generally candidates except GETs/MTs shall be allowed with one month's time for joining. Extensions, if any on reasonable grounds shall be accepted with approval of ED (HR).
- v. In case of GETs/MTs, around 3 weeks' time will be given for joining and extensions shall be examined on case to case basis to accommodate candidates in batches.

1.1.8.0 **MANPOWER BUDGET PLANNING AND CREATION OF POSTS**

- 1.1.8.1 All recruitment shall be within the total manpower approved by the Board from time to time.
- 1.1.8.2 Irrespective of overall sanction of posts specific sanctions for each new post shall require approval from the CMD 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 CMD will be necessary before filling up the vacancy.
- 1.1.8.4 The user department shall send their requirement for recruitment of any post clearly indicating the grade, scope of work, roles and responsibilities and other criteria(if any), to Corporate IE, preferably **by September of each year.**
- 1.1.8.5 In case of M&R and S&P Complex, the proposal shall include recommendation of Unit/Complex IE Department through respective Complex Head. Corporate IE Department shall study the proposal in terms of sanction and in position of manpower with the grade, scope of work, roles and responsibilities, discipline and other criteria(if any) given by the Unit.
 - i. Based on the inputs received from different departments/Units, the Corporate Industrial Engineering Department, shall put up the consolidated proposal for approval of CMD.
 - ii. Based on the approved vacancies, initiation of recruitment process shall be done by the corporate recruitment cell.

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 CMD is the Competent authority to amend, modify or vary the prescribed qualification for any post at any point of 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 Chairman-Cum-Managing Director (CMD).

- 1.1.11.2 The Selection Committee for recruitment shall normally consist of the following members:

Level	Committee Member
E8-E9	CMD(Chairman of the Committee) Concerned Functional Director Director (HR) One Government Nominee Director/ Independent Director External subject Expert(s) SC/ST, Female, HR, OBC, Minority representatives of appropriate level
E7	Concerned Functional Director(Chairman of the Committee) One Independent Director Functional E8 / E9 Officer External subject Expert(s) SC/ST, Female, HR, OBC, Minority representatives of appropriate level
E5-E6	Concerned Functional Director (Chairman of the Committee) One Independent Director Functional E8 / E9 Officer Internal expert* External subject Expert(s), if required SC/ST, Female, HR, OBC, Minority representatives of appropriate level
E0-E4/ GETs/MTs	E9/E8 level Officer (Chairman of the Committee) Internal subject expert(s)* (minimum E6 level) SC/ST, Female, HR, OBC, Minority representatives of appropriate level
*In case internal expert is not available, external experts may be nominated in the Selection Committee, if required.	

- 1.1.11.3 In absence of Independent Director at the time of constitution of selection committee, any one of the Functional Directors/Ex-Director will be nominated in the place of Independent Director by the CMD.

1.1.12.0 SELECTION

- 1.1.12.1 The selection process for lateral entry may be carried out as below:

Level	Mode of Selection
E8-E9	Through personal interview only.
E6-E7	Through group discussion and personal interview with 25% and 75% weightage respectively.
E2-E5	Through written test and personal interview with weightage of 85% and 15% respectively.

- For cases of medical discipline in any grade, candidates will be recruited through personal interview only.
- The Group Discussion shall be conducted by 02 member committee, one internal and one external from an/a expert agency / reputed University / Institution, with the approval of D(HR).
- The standard ratio of calling the short-listed candidates for interview process shall be 1:10. However, taking into account the number of short-listed candidates, the Appointing Authority may decide to increase or decrease the ratio, with proper justification in writing.
- QUALIFYING PERCENTAGE OF MARKS:**
The minimum qualifying marks in the Written Test and Personal Interview for

Un-reserved posts will be 50% in each component. 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. Candidate have to qualify in Written Test and Personal Interview separately, as per the case above.

- v. Shortlisting of the candidate will be done based on the required criteria/experience mentioned in the advertisement, and on the weightages assigned for % of marks obtained in essential qualification, desired qualification(if any), additional year(s) of experience, recent PSU experience, experience of the company having turnover of 250 Crores or more / experience of listed companies etc. In addition to the same, experience from Mining, Metallurgical, Chemical, Power, Manufacturing / Production sectors will have additional weightage, as per the details mentioned below:

Sl. No.	Criteria	Marks
1	% of marks in essential Qualification (Max Marks-10)	Above 70%-10 Marks, 60-70%-7.5 Marks, others-05 Marks
2	Required experience-(Max Marks-10)	Required recent experience of CPSEs-10 Marks, SPSE/PSB/Other Govt. Org.-7.5 Marks Other- 5 Marks
3	For every additional year of experience (rounded to nearest whole number) (Max Marks-10)	2 marks per year limiting to max 10 marks
4	Turnover of the Company (250 Crores or more) or listed Company	5 marks
5	Experience from Mining, Metallurgical, Chemical, Power, Manufacturing/ Production sector	5 marks

- 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 copy of the advertisement with specific requirements of the post;
- Bio data of each candidate;
- Applications in original;
- Appraisal reports and comments of forwarding authority in case of internal candidates, wherever necessary;
- 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 DEFINITIONS

- i. 'Appraisal Year' means Financial Year for all Executives.
- ii. 'Eligibility Criteria' means the various qualifying requirements that an executive has to fulfil in order to be eligible for consideration for promotion to next higher grade.
- iii. 'Eligibility Period' means minimum length of 'qualifying service' required to be rendered by an executive in his/her existing grade/scale of pay for being considered for selection for promotion to the next higher grade in his/her line of promotion, subject to fulfilment of all other requirements laid down in these Rules.
- iv. Seniority: Seniority inter-se will be determined by the notional date of promotion / induction to the grade. However, in case of initial appointment the comparative merit position shall be the base for determining the seniority.
- v. 'Seniority Weightage' means weightage given for years of service rendered by an executive in the grade, beyond his/her normal period of eligibility for promotion to the next grade. However, carry forward of seniority of his/her previous organization shall be as laid down in the terms of initial appointment.
- vi. DPC interalia along with promotion recommendation will also give recommendation for inter-unit transfer or change in assignment within unit/location, as per the requirement of the organization.

1.1.16.1 COVERAGE

- 1.1.16.2 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.
- 1.1.16.3 The following rules shall apply to all promotions within executive cadre of the Company.
- 1.1.16.4 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.
- 1.1.16.5 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 organization or for study purpose i.e. retaining lien in the Company, he / she would not be considered for promotion during the period of his/her lien. He/she would merely retain the option to return to his/her substantive scale/post.

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:

Clusters	Scale/ Grade code
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-4 shall be as per the centralised cadre scheme detailed at Annexure-C.

1.1.19.4 Cadres at E-5 to E-7 level (on promotion from E-4 level) shall be as per integrated allied cadre detailed at Annexure-D.

In vacancy based promotions, the distribution of operable posts amongst cadres shall be decided by the Chairman-cum-Managing Director. However, it will be done in consultation with concerned Functional Director(s) with reasons to be recorded, considering the uniform approach to manpower positioning in all functions.

1.1.19.5 The Chairman-cum-Managing Director 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.

After completion of minimum three years of service in deputed cadre, change of cadre may be considered based on the recommendation of concerned Functional Director, Director (HR) and approval of CMD and such exercise of change of cadre shall be done every year in the month of April/May. The change of cadre may be implemented thereafter, as decided.

In such case, seniority shall be maintained at the bottom of the cadre

seniority in the grade.

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 GETs/MTs will be placed in E-1 grade after successful completion of training period of one year.

1.1.21.2 Qualifying Criteria

- i. Qualifying date for all purposes shall be 1st July of DPC year.
- ii. For promotion from E-0 up to E-1 (except GET/MT), the qualifying period of service in the Company for this purpose shall be:
Two years from the date of last promotion in case of having prescribed essential qualification, 04 years in case of relaxed qualification, else 05 years.
- iii. 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 on immediate absorption to the company in the same scale of Pay and executives having the prescribed essential qualification;
 - b. Five years- not meeting the prescribed essential qualification but possessing the relaxed qualification;
 - c. Seven years- not possessing the essential and relaxed qualification.

- iv. For promotion from E-8 to E-9, the qualifying period of service in the Company shall be one year.
- 1.1.21.3 In case of any extension of training / initial probation period, communicated to the executive in writing, 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 Promotion of employees within these grades shall be made subject to fulfilling the conditions of eligibility specified in rule.
The number of candidates in the zone of consideration for promotion may vary in a particular cadre.
While operating percentage based promotions with the overall number of promotions in the grade shall be limited to the percentage specified as below. The maximum percentage of eligible employees to be promoted shall be as follows:

Grade	% of eligible employees to be promoted		Eligibility period for promotion
E-0 to E-1	Up to 90%	without interview	2
E-1 to E-2	Up to 90%		3
E-2 to E-3	Up to 80%		3
E-3 to E-4	Up to 70%		3
E-4 to E-5	Up to 40%		3
E-5 to E-6	Vacancy based & Interview		3
E-6 to E-7			3
E-7 to E-8			3
E-8 to E-9			1

Note: The vacancy at E6 shall be calculated based on 50% of the sanction position at E5&E6 cluster.

- 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:

I. For posts with interview			
a	Appraisal ratings	55 marks	Of preceding three years

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 by Departmental Promotion Committee	20 marks	
	Total	100 marks	

II. For posts without interview			
a	Appraisal ratings	75 marks	Of preceding three years
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
	Total	100 marks	

1.1.22.6 The weightage of marks will be separate and as decided for the categories having:

- 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--10marks
- prescribed qualification (both essential and desirable) acquired other than through regular mode as mentioned at (a) -- 07 marks
- 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
- Relaxed qualification acquired other than through regular mode as mentioned at (c), -- 02 marks
- Not having any of the qualifications mentioned above.-- (0) No mark

1.1.22.7 While recommending promotions to posts with interview, the DPC in addition to considering the records, placed before it, shall hold interviews of eligible executives, as per operational vacancy. All the eligible candidates shall be called for interview irrespective of vacancy being operated.

The list of eligible candidates will be maintained cadre wise in order of merit in descending order based on the Appraisal Ratings, qualification 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 to 31st December of the DPC year, to ensure that positions don't remain vacant for more than 6 months. Accordingly, the eligible candidates will be considered by DPC. The orders in respect of promotions will be effective from the date of 1st of July against operated vacancies.

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-5 level, the departmental Promotion Committee may normally consist of:

(a)	Director concerned	Chairman
(b)	Director (HR) or his nominee	Member
(c)	Complex Heads	Members
(d)	Head of the Deptt. representing the discipline	Member
(e)	A representative of SC/ST community	Member

Note: Vigilance officers shall be considered under their parent cadre

1.1.23.3 For promotion of executives to posts in E-6 and above, the Departmental Promotion Committee will normally consist of the following:

(a)	Chairman-cum-Managing Director	Chairman
(b)	All full time Directors	Members
(c)	A representative of SC/ST community	Member

Note:

- i. If the vacancy is at E-8 and E-9 grades, the committee shall not include any representative at category (c) above.
- ii. An independent Director as nominated by Chairman-cum-Managing Director shall be a member of the committee for promotion from E8 to E9 grade.
- iii. The recommendation of the DPC for promotion from E8 to E9 grade and that appointment of the Company Secretary will be put up to Nomination and Remuneration committee (NRC) for their recommendations to the Board of Directors for approval. However, in absence of NRC due to non-availability of Independent Directors on Board, the recommendation of DPC shall be directly placed before the Board for approval.
- iv. Vigilance officers shall be considered under their parent cadre

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 otherwise, 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. However, an executive who has been censured shall be considered for promotion and be effected to, if recommended for promotion by DPC.

The seniority in the promoted grade shall be determined based on the date of release of promotion orders of the batch. Pay related benefits shall be applicable from the date of joining in the promoted grade.

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 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.

1.1.29.3 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.

1.1.29.4 In case of deputationists getting absorbed in the Company, the seniority shall be reckoned from the date they had joined the deputation post.

1.1.29.5 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.

1.1.29.6 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.

1.1.29.7 Selection Committee for recruitment may make special mention of 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.

1.1.29.8 **PROTECTION OF PAY & REIMBURSEMENT OF JOINING EXPENSES**

- i. 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 channel. For candidates from Govt./ PSU organizations following IDA /CDA pattern, pay (Basic Pay + DA) being drawn in the previous organisation shall be protected and next annual increment in the previous organisation, if due within 6 months, shall also be accounted for. However, in case of adjustment of annual increment of previous organization, annual increment in NALCO shall shift by 06 months.

- ii. For candidates from private sector, the fixation of pay shall be at the minimum of the scale of pay. However, on case to case basis additional increment may be provided based on the specific recommendation of the Selection Committee and with the approval of CMD, subject to a maximum of 2 increments on the minimum of scale of the post.
- iii. In case of GETs/MTs, the joining shall be at the minimum of the scale of pay, only.
- iv. The candidates may be reimbursed joining TA as per the provisions under TA Rules of the Company. However, transfer benefits would be allowed only in case of lateral recruitment as per TA rules of the company restricting to within India.

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.

1.1.31.0 COMPETENT AUTHORITY

For all purposes in these rules, including formulating of procedures, interpretation of any provision of NALCO R&P rules and removal of difficulties, the Chairman-cum-Managing Director (CMD) shall be the Competent Authority.

- 1.1.32.0 The Board of Directors is the Competent Authority to amend or cancel these rules or any part thereof at any time without notice.

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.

ANNEXURE -A

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

Level	Age limit (yrs)	Minimum length of post-qualification experience at executive level (Years)
E-0	30	0
E-1	32	2
E-2	35	5
E-3	38	8
E-4	41	11
E-5	45	14
E-6	48	17
E-7	56	20
E-8		23
E-9		24

Notes:

- (1) The Competent Authority may vary the experience requirement depending upon the requirement within the length of experience mentioned against each level.

Note: The relaxation in experience to SC/ST communities is annulled herewith.

- (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.

ANNEXURE-B

**PRESCRIBED QUALIFICATION FOR APPOINTMENTS TO
CADRE/EX-CADRE EXECUTIVE POSTS**

Sl. No.	Cadre/Discipline	Prescribed qualification for appointment
TECHNICAL STREAM		
1	Chemical Engineering	Degree in Chemical Engineering OR M.Tech in Applied Chemistry
2	Metallurgical Engineering	Degree in metallurgical Engineering
3	Mechanical Engineering	Degree in Mechanical Engineering
4	Electrical Engineering	Degree in Electrical Engineering/ Power Engineering/ Electrical & Electronics Engineering *
5	Civil	Degree in Civil/Architecture Engineering
6	Ceramics	Degree in Ceramics Engineering
7	Electronics & Instrumentation (Including Tele-communication)	Degree in Electrical & Electronics Engineering/ / Electrical & Instrumentation Engineering / Electronics & Communication Engineering / Electronics & Telecommunication Engineering/ Electronics Communication & Instrumentation Engineering/ Instrumentation & Process Control Engineering/ Instrumentation Engineering / Degree in Applied Electronics/Degree in Instrumentation & Control Systems^
8	Mining	Up to E3 grade#: Degree in Mining Engineering with Second Class Metalliferous Mines Manager's Certificate of Competency (Unrestricted/ Restricted) For E4 and above: Degree in Mining Engineering & First Class* Metalliferous Mines Manager's Certificate of Competency (Unrestricted/ Restricted)
9	Coal Mining	Upto E3 grade#: Degree in Mining Engineering with 2nd Class Certificate of Competency under Coal Mines regulation (Restricted / Unrestricted) For E4 and above: Degree in Mining Engineering with 1st Class Certificate of Competency under Coal Mines regulation (Restricted / Unrestricted)
10	Geology	M.Sc. Geology/Applied Geology or M. Sc. Tech. in Geology/Applied Geology or M. Tech. in Geology /Applied Geology
11	Chemistry Laboratory	M.Sc.(Chemistry) or AIC
12	Corporate Planning	Degree in Engg. OR Degree in any discipline with Post Graduate Degree in Management or equivalent recognized PG Degree/ Diploma in Management (Duration of not less than 2 years) OR CA/CMA
13	Business Development	Degree in Engg. OR Degree in any discipline with Post Graduate Degree in Management or equivalent recognised PG Degree/Diploma in Marketing/Sales Mgt./ Foreign Trade (Duration of not less than 2 years)
14	Indl. Engg	Degree in Industrial / Mechanical / Production Engineering / Production & Industrial Engineering

		OR Degree in any discipline with PG Degree/Diploma in Industrial Engineering (Duration of Not less than 2 years)
15	System	Degree in Computer Science & Engineering/ Information Technology OR Degree in any discipline with MCA
16	Environmental Engineering	Degree in Engg. with PG Diploma in Environmental Science/Degree in Environmental Engineering
17	Safety	Degree in Engg. with recognised Diploma in Industrial Safety
NON TECHNICAL STREAM		
1	Finance & Accounts (Including Internal Audit)	Degree in any discipline with CA/CMA
2	Materials Management/ Despatch/Excise/ Traffic, Shipping & Transport	Degree in Engineering^^ Or Graduate from Recognized University with PG Degree or PG Diploma in Materials/Operation/Supply Chain & Logistic Management (minimum of two years duration)
3	Marketing	Degree in Engineering^^ or Graduate from Recognized University with MBA or PG Degree or Diploma in Marketing/Foreign Trade/Sales Mgt.(minimum of two years duration)
4	HRD & Administration	Graduation with PG Degree or PG Diploma in Social Work / Labour Welfare/Personnel Management/ IR /IRPM/HR/HRM or MBA (Personnel Management/HR/HRM) minimum of two years duration.
5	Medical	MBBS/BDS for posts at E-0 to E-6 only. MD/MS/MDS Recognised post MBBS Diploma for induction at E-2 and above level.
6	Publics Relations & Corporate Communication	Graduate with PG Degree or Diploma in PR/Journalism/Mass Communication. (Minimum of two years duration)
7	Horticulture	B.Sc. (Agriculture/Horticulture/Forestry) of four years duration.
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	Secretarial including Co-ordination	Post Graduate in any discipline with Diploma in Secretarial Practice/ Commercial Practice / Office Management.
11	Raj Bhasa	(i) M.A.(Hindi) with English as one of the subjects at Degree level and (ii) Successful completion of translation course conducted by Central Translation Bureau, Ministry of Home Affairs.
* For GET post candidates must have qualified GATE in Electrical discipline.		
# For GET post candidates the required qualification shall be Mining Engineering.		
^ For GET post candidates must have qualified GATE in Instrumentation discipline.		
^^ For GET post candidates the required qualification shall be Degree in Engineering.		
Note:Library- Annulled		

Notes: Other discipline/ functions not mentioned above will be considered as Ex-cadre.

ANNEXURE-C

**CENTRALISED CADRE SCHEME
FOR PROMOTION UPTO & INCLUDING E-4**

SL NO.	Cadre/ Discipline	
<u>TECHNICAL STREAM</u>		<u>NON TECHNICAL STREAM</u>
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 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.

ANNEXURE-D**Integrated allied cadres at E-5 to E-7 level**

Sl. No.	Integrated cadre	Included Allied cadres
1	Engineering & Allied Service	Chemical, Metallurgical, Mechanical/Production Electrical, Civil Engineering including Architecture, Ceramics, Electronics and Instrumentation including telecommunication, Corporate Planning, Business Development, Industrial Engg., System, Environmental Engineering, Mining & Geology, R&D, Safety any other cadres pertaining to technical disciplines.
2	Commercial Management	Materials, Marketing, Despatch, Excise, Traffic, Shipping & Transport.
3	Human Resource, & Administration	L&D, HR, PR & Corporate Communication, Law, Rajbhasa, Horticulture, Secretarial including Co-ordination and Administration.
4	Finance & Accounts	Finance & Accounts, Internal Audit
5	Company Secretary	Company Secretary
6	Medical	Medical
Notes: 1. The promotion shall be considered based on the parent cadre of the eligible candidates in Vigilance department. 2. Cadres at E-8 & E-9 shall be the cadre known as the General Management Cadre. 3. Disciplines not covered above, shall be independent cadres for promotion to next higher grade. 4. R & D: May be drawn from other cadres on immediate absorption basis.		

ANNEXURE-E**RELAXED QUALIFICATION FOR PROMOTION**

SL.NO	Cadre/Discipline	Qualification
	<u>TECHNICAL STREAM</u>	
1	Chemical Engineering	Diploma in chemical Engineering OR M.Sc
2	Metallurgical Engineering	Diploma in Metallurgical Engineering OR 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) OR Degree in any discipline with recognised Diploma in Indl. Engg. (Duration of not less than 1 year) OR Degree in any discipline with Inter CA/ICWA and recognised qualification in EDP OR Degree in any discipline with recognised Diploma in Computer Sc. (Duration of not less than 1 year) OR Diploma in Engineering. OR 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)

NON-TECHNICAL STREAM		
1	Finance & Accounts (Including Internal audit)	Degree in any discipline with Inter CA/ICWA OR M.Com OR SAS.
2	Materials Management	Degree in any discipline with recognised Diploma in Materials Management (Duration of not less than 1 year) OR Diploma in Engineering OR 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) OR Diploma in Engineering OR 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) OR PG Degree in any discipline OR 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) OR Diploma in Engineering OR 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.