

**THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD.**  
**D-2, SAHIDNAGAR, BHUBANESWAR- 751007.**

**RECRUITMENT & PROMOTION RULES-1984**

**1. PREAMBLE AND TITLE:**

These rules may be known as Recruitment and Promotion Rules' of the Odisha State Cooperative Milk Producers' Federation Ltd., 1984.

**2. DEFINITIONS:**

Unless the subject or context otherwise requires, the terms are used in these rules in the sense here explained.

- a) The 'Board' means the Board of Directors of the Odisha State Cooperative Milk Producers Federation Ltd.
- b) 'Backward Class', 'Disabled person', 'Ex-Serviceman', 'Scheduled Caste' and Scheduled Tribes' are the communities declared as such by the Government from time to time.
- c) A 'Competent Authority' in relation to the exercise of any power under these rules is the Board or the authority to which such specific power has been delegated by the Board.
- d) 'Employees' means all persons in the whole time employment of the Federation in all its Departments except temporary or whether employed as advisors, or in Managerial or Clerical cadres or under service contract, or on deputation.
- e) The 'Federation' means the Odisha State Cooperative Milk Producers' Federation Ltd.
- f) 'Government' means the Government of Odisha.
- g) 'Management Cadre' consists of those employees in a Managerial or administrative capacity, who in the course of carrying out their duties and assignments on behalf of the Federation, control men, money or material and method or work and who are in the pay scale of Rs.9, 300-34,800/-, Gr. Pay-4,600/-and above.
- h) The 'Unit' means any factory, workshop, depot, unit or office of the Federation functioning as individual entity separate from the head office of the Federation.

The Board shall be competent to declare any class, category of services or posts as a separate "Unit" for purpose of appointment, seniority, promotion etc..

## CHAPTER-II

### CREATION OF POSTS:

During the first Board of Directors meeting in every financial year of the Federation, the Managing Director shall submit an Organisational Chart specifying the division-wise/unit-wise requirement of additional staff, indicating clearly the existing staff position, for undertaking the activities of the Federation, for the consideration and approval of the Board.

However, in the case of exigencies, the post may be created by a circular agenda or according to the powers delegated by the Board for such approvals, which shall be got ratified by the Board in its next meeting.

## CHAPTER-III

Classification of Employees-Recruitment-Condition for Appointment-Probation-Seniority-Promotion.

### 3. CLASSIFICATION:

The Board shall be at liberty to classify the cadres, charge and designation given to any employee, to fix grade or category, scale of pay, educational and technical qualifications and other requirements for the posts under the Federation.

The various services in the Odisha State Cooperative Milk Producers' Federation Ltd. shall be classified as follows subject to the modification that the Board may decide from time to time.

### 4. RECRUITMENT:

Vacancies shall be filled up by the Competent Authority in accordance with the Recruitment and Promotion Rules of the Federation.

#### **A. Top Management Cadre (In the Scale of Rs.15, 600-39,100/-, Gr. Pay-6,600/- & above)**

1. Managing Director.(Deleted vide Resolution No.254)
2. Chief General Manager.
3. General Manager.
4. Dy.General Manager.
5. Manager.

#### **B. Middle Management Cadre ( In the Scale of Rs.9, 300-34,800/-, Gr. Pay-4,600/-& above but less than (A) above)**

1. Deputy Manager.
2. Assistant Manager/Department-wise Officer.
3. Private Secretary.

**C. Junior Management & Supervisory Cadre (In the Scale of Rs.9, 300-34,800/-, Gr. Pay-4,300/-& above but less than (B) above)**

1. Department-wise Jr. Manager .
2. Chemist.
3. Sr. Personal Assistant.( Created vide Resolution.No.1023)
4. Supervisor.
5. Accountant.
6. Superintendent.
7. Overseer.
8. Personal Assistant.

**D. Staff Cadre(In the scale of Rs.5, 200-20,200/-, Gr. Pay-2,000/- but less than (C ) above, excluding those detailed in (E) below)**

1. Assistant (All categories)
2. Stenographer.
3. Operator(All categories).
4. Jr. Stenographer. (Created vide Resolution.No.904)
5. Sr. Typist. (Created vide Resolution.No.1023)
6. Technician (All categories).
7. Jr. Assistant/Jr Mktg Assistant/ Jr. Tech. Assistant (Dairy).
8. Typist.

**E. Subordinate Staff Cadre**

1. Driver.(All categories)
2. Jr. Driver/Jr. Transport Mechanic. (Created vide Resolution.No.953)
3. Sr. Dairyman/Sr Attendant/ Sr. Sales Promoter/  
Diarist (Created vide Resolution.No.953)
4. Attendant.
5. Helper, Mazdoor, Worker(All Categories.)
6. Watch & Ward Staff.
7. Jr.Sales Promoter/Jr. Attendant.

**5. RECRUITMENT & PROMOTION AUTHORITY**

For the purpose of recruitment and promotion, the unit shall be classified and the recruitment and promotion authority shall be as follows:

\*Modified in terms of Resolution No. 1720 passed in the in the 95<sup>th</sup> Meeting of Board of Directors of OMFED held on 2<sup>nd</sup> August, 2014.

**Category-A ( Top Management Cadre-Posts in the rank of Manager & above)**

- i) CMD / MD as the case may be.
- ii) Representative of F & ARD, Odisha.
- iii) Director, AH & VS, Odisha or his Representative.
- iv) One Director out of farmers' representative in the Board to be co-opted by CMD / MD, OMFED.
- v) One Chairman of the Milk Unions to be co-opted by CMD / MD, OMFED.
- vi) Representative of NDDB.
- vii) Two experts on the subject to be co-opted by CMD / MD, OMFED.

**Category-B (Middle Management Cadre-Posts in the rank of Assistant Manager & Deputy Manager below the rank of Manager) & Category -C Subordinate staff to Junior Management Cadre-Posts below the rank of Junior Manager).**

- i) CMD / MD as the case may be.
- ii) Representative of F & ARD, Odisha.
- iii) Director, AH & VS, Odisha or his Representative .
- iv) One Director out of farmers' representative in the Board to be co-opted by CMD / MD, OMFED.
- v) One Chairman of the Milk Unions to be co-opted by CMD / MD, OMFED.
- vi) General Manager / Senior Manager, OMFED being Secretary to Board.
- vii) Two experts on the subject to be co-opted by CMD / MD, OMFED.

In case of promotion, decision of the Committee will be submitted to the Board for approval / ratification.



Provision prior to modification as above. .

<b>Cadre</b>	<b>Selection Authority</b>	<b>Promotion Authority</b>
Subordinate staff to Jr.Management Cadre	<p>(Resolution No.718 of 37<sup>th</sup> BDM held on 09.01.91)</p> <ol style="list-style-type: none"> <li>Chairman-cum-Managing Director</li> <li>A Director out of farmers representative in the Board.</li> <li>General Manager / Sr.Manager of the Corporate Office.</li> <li>An expert on the subject, if necessary, to be co-opted by Chairman-cum-Managing Director.</li> <li>A representative of the N.D.D.B.</li> </ol>	<p>(Resolution No.135 of 9<sup>th</sup> BDM held on 25.04.83)</p> <p>As regards Category B for promotion to the rank of Junior Manager and below (Resolution No.1409 of 78<sup>th</sup> BDM), the following will be members of the Committee.</p> <ol style="list-style-type: none"> <li>Managing Director – Chairman of the Committee.</li> <li>One of the Directors – Member of the Board.</li> <li>General Manager – Member</li> <li>An expert in the subject if necessary to be co-opted by the M.D – Member.</li> </ol> <p>Board empowered the Chairman to approve the Minutes of Departmental Promotion Committee Meeting held under the Chairmanship of Managing Director (Modified as per 1653 of 92<sup>nd</sup> B.D.M. Prior to modification – (The decision of the Committee will be submitted for approval by the Managing Director and this may be placed before the Board for information ).</p>
Middle Management to Top Management	<ol style="list-style-type: none"> <li>Chairman-cum-Managing Director</li> <li>A Director out of Board of Directors of the Federation.</li> <li>One of the farmer representatives in the Board of Directors of the Federation.</li> <li>An expert on the subject, if necessary, to be co-opted by Chairman-cum-Managing Director.</li> <li>A representative of the N.D.D.B.</li> </ol>	<p>As regards Category-A for promotion to the rank of Assistant Manager and above (Resolution No.1409 of 78<sup>th</sup> BDM), following will be members of the Committee.</p> <ol style="list-style-type: none"> <li>Managing Director – Member, Convenor of the Committee.</li> <li>Any Directors of the Board of the Directors of the Federation – Member</li> <li>Representative of NDDB / IDC – Member</li> <li>An expert in the subject if necessary to be co-opted by the M.D – Member.</li> </ol> <p>The decision of the Committee will be submitted for approval by the Board.</p>

## 6. ANTECEDENTS:

Appointment of any person in the Federation shall be liable to be terminated summarily at any time or stage of his service, if it is found that he has given false or incorrect information regarding his antecedents, age, community, education and experience, income statement etc.

7. AGREEMENT TO BE EXECUTED BY THE CANDIDATES:

Every candidate, selected for any post in the Federation shall have to enter into an agreement with the Federation for serving the Federation for a minimum period of 3 years. He shall also have to furnish a surety bond from two sureties on their liability to pay the fixed compensation as decided by the Board for various categories of staff. The approved agreement and surety bond format are annexed in the Rule.

In the event of breach of agreement by an employee, the security deposit made by the employee stated below would be forfeited.

The security deposit to be obtained from the new recruits including recruitment to any post on a regular basis should be one month's salary(viz. Pay & Dearness Allowance) in the initial scale of the post. The proposal for realising the security deposit in 12 (twelve) consecutive monthly installments in case any employee is not able to deposit the full amount of security during the time of his initial recruitment was also approved. The members of the Board also suggested that a small interview fee should also be levied from the candidates appearing in interviews. (Resolution No.841 of 45<sup>th</sup> BDM held on 17.02.83.)

**APPRENTICES:** In case of breach of agreement by an apprentice during the apprenticeship period, he has to pay full amount of the stipend receipt during the apprenticeship, plus expenditure incurred by the Federation on his training.( Resolution.No.576 of 31<sup>st</sup> BDM held on 02.11.88.)

**NOTE:** Once an apprentice becomes a regular employee, after successful completion of his apprenticeship period he has to execute a fresh agreement and bond, and in case of breach of agreement he will pay compensation as per the prevailing Rules.

8. PROBATION:

i) Every person appointed to a category on regular basis shall from the date on which he joined duty be on probation for minimum period of one year.

ii) The performance and suitability of the probationer shall be closely watched and reported quarterly by the authority next in line above him and by his next higher authority for 4 quarters in a year. The appointing authority may in his discretion extend the period of probation without assigning any reason thereof. If the probation is not extended, or if the termination of services is not ordered within a period of 6 months from the date of completion of probation, the individual shall be deemed to have completed the probation satisfactorily.

iii) Jurisdiction of Higher Authority:

The powers conferred on the appointing authority other than the Board, may be exercised by any authority higher than the appointing authority.

9. SENIORITY:

The seniority of a person or the inter-seniority if there is more than one person in a class of post shall be determined by the rank shown by the Selection Committee for the group of persons who join within the stipulated time. However, if the extension in the stipulated joining date is requested, the seniority shall be on the basis of joining time.

10. PAY AND ALLOWANCE:

Pay, Dearness Allowance, Additional Dearness Allowance and other allowances and perquisites shall be paid to the employees at the rates to be decided by the Board from time to time.

A.TIME BOUND ADVANCEMENT SCALE.

Employees of Jr manager grade who are not promoted to the rank of Assistant Manager as per Sub-rule-14(D) due to lack of entry point qualification as required for Assistant manager i.e. Degree/Diploma and also employees in other grades, where there is no promotional avenue besides Class-IV employees i.e. Jr.Attendant / Jr.Sales Promoter / Attendant / Helper / Sales Promoter/Dairyman and Driver on completion of 15 years of service and on completion of 25 years of service, in the existing post held by them shall be allowed to draw pay and allowance in the next higher pay scale of the existing post held by them subject to review of performance. An employee, who completes 15/25 years of service on any day during the currency of a calendar month, shall be allowed to draw the time bound advancement scale from the 1<sup>st</sup> day of next month. (Introduced in terms of Resolution No.1099 of 60<sup>th</sup> B.D.M, modified subsequently vide Resolution No.1185 of 65<sup>th</sup> B.D.M. as circulated in office order no.143/2000 dtd.12.05.2000 and Resolution No. 1283 of 70<sup>th</sup> BDM, circulated in Office Order No.170/05 dated 06.09.2005))

**Rule 10(B) : Option for Fixation of basic pay on promotion (Resolution on. 1532 of 84<sup>th</sup> BDM)**

Employees of the Federation on Promotion shall be entitled to exercise option for fixation of basic pay on the promotional post/grade from the date, beneficial to the employee concerned, on following terms and conditions:



01. Such date of option for fixation of basic pay shall not extend beyond the date on which next annual increment falls due in the pre-promotional post after the promotion of the employee concerned.
02. Consequent upon fixation of pay, the next date of increment will fall due on completion of 12 months qualifying service from the date of the pay fixed on promotion.
03. Option should be exercised in writing within one month from the date of issue of promotion order.
04. Option can be exercised in case of regular promotion only. Option is not admissible in case of combination of appointment or on purely temporary promotion.
05. Option once exercised shall be final.

11. INCREMENT:

i) In an incremental scale, the increment accrues after completion of one year continuous service, the same may be granted with effect from the 1<sup>st</sup> day of the month in which the individual completes one year service. CCR/PAR should not be linked for sanction of annual increment. (Modified as per Resolution No. 1652 of 92<sup>nd</sup> BDM held on 03.05.2013)

Provision prior to modification:

In an incremental scale, the increment accrues on the completion of a satisfactory service for a period of one year at each stage of that scale of pay. However, the increment shall be granted with effect from the first day of the month in which the individual completes one year of satisfactory service. If the performance is found unsatisfactory, then the increment of the employee concerned shall be withheld without cumulative effect, unless it is specified otherwise. The withheld increment shall be granted from the next due date on which the individual completes satisfactory service.

ii) Service in a post of fixed pay, the period of initial training, or apprenticeship or of leave without pay and allowances will not count for increment. In case of LWP being availed by an individual, for a month or part thereof, the increment shall be postponed by a month.

iii) Grant of Advance Increment: The authority competent to grant advance increment at any stage to an employee for the reasons approved by the Board. Further, increments in the time scale shall accrue from the date of which such increment is granted.

iv) The Authority competent to sanction increment is empowered to sanction three stagnation increment in favour of the employees, those who have been stagnated for two years or more or may hereinafter for two years or more in the maximum of their scale of pay, each stagnation increment being equivalent to the rate of increment last drawn by them in their pay scales at the interval of two years. Such increment will be treated as personal pay effecting the same from the date of approval of the Board. (Resolution No. 1081 of 59<sup>th</sup> BDM held on 17.04.98.)



## 12.A. ELIGIBILITY FOR RECRUITMENT:

To be eligible for appointment under the Federation.

- i) One must be a citizen of India.
- ii) One must have attained 21 years of age.
- iii) One must possess the special and general qualification and training prescribed by Federation from time to time for the respective post or such other qualification which the Board may decide to be equivalent to those prescribed qualification.
- iv) One must possess adequate knowledge of Oriya. If one does not possess it at the time of appointment it shall be acquired subsequently within two years of appointments. An examination to the effect shall be conducted for such official those who do not clear reading, writing and spoken Oriya of Vth class shall not be entitled for increments.
- v) One must possess sound health and must be free from such bodily defects or infirmities rendering him unsuitable for service except declared disabled person.
- vi) One must satisfy the Appointing Authority that his character, conduct and antecedents are such as to qualify him for such service.

## B. QUALIFICATION, EXPERIENCE AND PAY-SCALES:

The essential minimum qualification, experience and the pay scales in respect of different categories of staff to be recruited by the Federation are detailed in the following statements.

**STATEMENT U/R-12.B OF THE RECRUITMENT & PROMOTION RULES**

<b><u>Sl.No.</u></b>	<b><u>Designation</u></b>	<b><u>Pay Scales</u></b>	<b><u>Qualification</u></b>	<b><u>Experiences</u></b>
1.	Managing Director	(Deleted vide Resolution no.254)	As per the Bye-laws	--
2.	Chief General Manager	Rs.37, 400-67,000/-, Gr. Pay-8,700/- Pay Band-04.	Degree in Food technology/ Engineering/Dairy/Technology/ Animal Husbandry/Veterinary/ Dairy Husbandry/Agriculture etc. Preferable with Post Graduate Qualification in Management.	Managerial Experiences 10 years
3.	General Manager	Rs.15, 600-39,100/-, Gr. Pay-7,600/- Pay Band-03.	-do-	7 years
4.	Dy. General Manager	Rs.15, 600-39,100/-, Gr. Pay-7,100/- Pay Band-03.	Degree in the specific discipline as per the requirement of post preferably with Post Graduate Degree/Diploma in respective field.	7 years
5.	Manager	Rs.15, 600-39,100/-, Gr. Pay-6,600/- Pay Band-03.	-do-	5 years
6.	Dy.Manager	Rs.15, 600-39,100/-, Gr. Pay-5,400/- Pay Band-03.	-do-	3 years
7.	Assitant Manager/Officers	Rs.9, 300-34,800/-, Gr. Pay-4,600/- Pay Band-02.	-do-	2 years (Except in case of technical persons).
8.	Jr.Manager/Chemist/ Sr.Personal Assistant (Resolution.No.1023)	Rs.9, 300-34,800/-, Gr. Pay-4,400/- Pay Band-02.	Degree/Diploma in the specific discipline as per the requirement of the post.	2 years
9.	Supervisors/Overseers	Rs.9, 300-34,800/-, Gr. Pay-4,300/- Pay Band-02.	Degree/Diploma in the specific discipline as per the requirement of the post.	2 years

<u>Sl.No.</u>	<u>Designation</u>	<u>Pay Scales</u>	<u>Qualification</u>	<u>Experiences</u>
10.	Superintendents/Accountant/ Personal Assistants.	Rs.9, 300-34,800/-, Gr. Pay-4,300/- Pay Band-02.	-do-	2 years
11.	Assistants/Steno/Marketing Assistant (Res.NO.435 of 25 <sup>th</sup> BDM)	Rs.9, 300-34,800/-, Gr. Pay-4,200/- Pay Band-02.	-do-	1 year(Except for technical/Extension staff)
12.	Plant Operator/Draughtsman/ Mechanics Gr-I	Rs.9, 300-34,800/-, Gr. Pay-4,200/- Pay Band-02.		
13.	Plant Operator/Draughtsman Mechanics/	Rs.5, 200-20,200/-, Gr. Pay-2,800/- Pay Band-01.	I.T.I certificate in the required Field. *Boiler Attendant Certificate of Competency,Gr-II issued by any State Govt.,shall be the essential Qualification for the post of Plant Operator(Boiler).(Resolution No. 831 of 44 <sup>th</sup> BDM held on 06.11.92.)	Nil
14.	Telex Operator/Tel.Opt.	Rs.5, 200-20,200/-, Gr. Pay-2,800/- Pay Band-01.	Intermediate or equivalent with required certificate wherever essential.	(Kept equal with the grade of Pl.Op,Res.No.583 of 31 <sup>st</sup> BDM held on 02.11.88)
15.	Laboratory Asst.	Rs.9, 300-34,800/-, Gr. Pay-4,200/- Pay Band-02.	Degree with Chemistry	2 years
16.	Asst-II/Mktg Asst.,Gr-II (Res.No.904)	Rs.5, 200-20,200/-, Gr. Pay-2,800/- Pay Band-01.		
17.	Jr. Stenographer (Res.No.904)/ Sr.Typist(Res.No.953)	Rs.5, 200-20,200/-, Gr. Pay-2,800/- Pay Band-01.		



<u>Sl.No.</u>	<u>Designation</u>	<u>Pay Scales</u>	<u>Qualification</u>	<u>Experiences</u>
18.	Driver (Spl. Grade) (Res. No. 1410 of 78 <sup>th</sup> BDM)	Rs.9, 300-34,800/-, Gr. Pay-4,300/- Pay Band-02.		
19.	Driver, Gr-I	Rs.9, 300-34,800/-, Gr. Pay-4,200/- Pay Band-02.		
20.	Driver	Rs.5, 200-20,200/-, Gr. Pay-2,800/- Pay Band-01.	8 <sup>th</sup> Class Standard	3 years
21.	Jr. Assistant.	Rs.5, 200-20,200/-, Gr. Pay-2,000/- Pay Band-01.	(Degree in the specific discipline as per the requirement of post). Modified as Matriculation vide Resolution No.483.	
22.	Jr. Marketing Asst.	Rs.5, 200-20,200/-, Gr. Pay-2,000/- Pay Band-01.	Matriculation	(Created in Res No.483)
23.	Jr. Tech. Asst.(Dairy) (Res. No. 1649 of 92nd BDM)	Rs.5, 200-20,200/-, Gr. Pay-2,000/- Pay Band-01.	I.D.D.(DT)/ Degree in Dairy Tech.	
24.	Typist	Rs.5, 200-20,200/-, Gr. Pay-2,000/- Pay Band-01.	Intermediate or equivalent with required certificate wherever essential.	Nil
25.	Junior Plant Operator	Rs.5, 200-20,200/-, Gr. Pay-2,000/- Pay Band-01.	I.T.I certificate in the required Field. *Boiler Attendant Certificate of Competency,Gr-II issued by any State Govt.,shall be the essential Qualification for the post of Jr. Plant Operator (Boiler).	Nil
26.	Jr. Driver/ Jr. Transport Mechanic	Rs.5, 200-20,200/-, Gr. Pay-2,000/- Pay Band-01.		

<u>Sl.No.</u>	<u>Designation</u>	<u>Pay Scales</u>	<u>Qualification</u>	<u>Experiences</u>
27.	Diarist (Spl. Grade) (Res. No. 1410 of 78 <sup>th</sup> BDM)	Rs.5, 200-20,200/-, Gr. Pay-2,800/- Pay Band-01.		
28.	Sr.Dairyman/Sr. Attendant/ Sr. Sales Promoter/ Diarist (Res.No.953)	Rs.5, 200-20,200/-, Gr. Pay-2,000/- Pay Band-01.		
29.	Attendant/Dairyman/ Helper/Watchman/Sales Promoter/ Mktg Attendant (Res.No.435 of 25 <sup>th</sup> BDM)	Rs.5, 200-20,200/-, Gr. Pay-Rs. 1,900/- Pay Band-01.	Certificate wherever essential	Nil
30.	Jr. Attendant/ (All recruitment to the post of Attendant should be made at this level, Resolution No.583 of 31 <sup>st</sup> . BDM held on 2.11.88)/ Jr.Sales Promoter/ Sweeper.	Rs.4, 750-14,680/-, Gr. Pay-Rs. 1,500/- Pay Band-1S.		

### C. DISQUALIFICATION:

No candidate shall be eligible for appointment and no employee shall be entitled to continue in the Federation service if he has been convicted by a Court of Law for any offence under Indian Penal Code, Criminal Procedure Code and involving moral turpitude or anti-national activities or debarred from Public Service or dismissed by Government or public sector undertakings or Federation authority.

### D. AGE:

- i) Age shall be computed from the date of birth, evidence of which shall be as recorded in school records or SSLC Book or the College or University Records in original. Minimum and maximum age limit for appointment in the Federation service upto the middle management cadre shall be 21 years and 30 years respectively. Relaxation will be given only to SC / ST / Ex-Service personnel and orthopaedically handicapped candidates as declared from time to time by the Government/Federation up to a maximum limit of 5 years. Age relaxation on re-employment of ex-servicemen shall be given on the following formulae. Actual age-No of years of service in the force-3yrs. Managing Director is authorized to relax the age limit in suitable cases and put up to Board for information (Resolution no.597 of 31<sup>st</sup> B.D.M-2.11.88). No minimum limit relaxation will be permitted. In case of Top Management Cadre, the minimum age would be fixed by the Board for different categories.
- ii) If the year of birth of candidate is known but not the month and date, the 1<sup>st</sup> July shall be taken as the date of birth. If both the month and the year are known and not the exact date, 16<sup>th</sup> of the month shall be taken as the date of birth.
- iii) All employees of the Federation shall retire in the afternoon of the last day of the month in which they complete the age of 60 years (Created in Resolution.No.619 of 32<sup>nd</sup> B.D.M).

### E. RESERVATION OF VACANCIES:

The reservation of vacancies for Scheduled Castes and Scheduled Tribes/Ex-Servicemen/Orthopaedically handicapped and other minorities shall be followed as per the orders and instructions of the Government issued from time to time in this regard.

### F. FEES

The Managing Director may prescribe suitable amount for application fees to the posts in the Federation.



#### G. METHODS OF RECRUITMENT:

Vacancies of the posts in the Federation shall normally be filled up by any of the following methods stated below:

- a) By promotion from among the Federation employees on the basis of the recommendation by Promotion Committee.
- b) By utilising the service of the Employment Exchange or by conducting campus interviews.
- c) By advertising the vacancies in the newspapers for recruitment from open market or through other services agencies as approved by the Board.
- d) By drawing persons from Government or other public undertakings on deputation basis.
- e) For any reason, if it is considered expedient to resort to recruitment to any category by any other method it can be done with the approval of the Board.

#### H. NOTIFICATION OF VACANCIES TO THE EMPLOYMENT EXCHANGE:

Vacancies for all categories requiring recruitment from open market shall be notified to the concerned Employment Exchanges.

I. MODE OF APPOINTMENT: All appointments (direct recruitment or by promotion) shall be made by the Appointing Authority, after the recruitment or selection is done by the Committees constituted for the purpose.

#### COOPTION OF TECHNICAL/ADMINISTRATIVE EXPERTS FROM OUTSIDE:

The Committee constituted for the purpose of recruitment and selection shall be competent to co-opt. such other technical or administrative experts, as they deem fit, for the purpose of assessment of suitability of the candidates.

#### J. EMPLOYEES OF THE FEDERATION ELIGIBLE TO APPLY FOR OTHER POSTS IN THE FEDERATION.

In cases of direct recruitment the employees of the Federation shall also be eligible to apply alongwith the outside candidates provided such employees fulfill the requirements prescribed for the post and completed at least one year of service in the present post.

### 13. EFFICIENCY BAR:

An employee shall not be allowed to draw an increment after he reached the stage of Efficiency Bar in the respective prescribed scale of pay. Only after the employee is permitted to cross the efficiency bar by the competent authority by assurance of a written order, he shall be entitled to draw the next increment.

[After the employee has crossed the efficiency bar his designation would be prefixed by the word same "Senior" with the designation, wherever feasible.] (Deleted vide Resolution No. 590 of 31<sup>st</sup> BDM held on 02.11.88)

## CHAPTER-IV

### 14. LINE OF PROMOTION:

Following shall be common line of promotion for all categories of posts in the Federation.

#### TOP MANAGEMENT

##### A) Managing Director (Deleted vide Resolution No.254)

Chief General Manager,  
General Manager,  
Dy. General Manager  
Manager.

##### B) MIDDLE MANAGEMENT

Manager  
Dy. Manager,  
Asst. Manager or Equivalent.

##### C) JUNIOR MANAGEMENT

Asst. Manager or Equivalent,  
Jr. Manager,  
Supervisor,  
Superintendent or Equivalent.

D) TECHNICAL STAFF

Asst. Manager,  
Jr. Technical Officer/Chemist etc.,  
Supervisor,  
Superintendent,  
Operator Gr-I,  
Operator,  
Jr. Plant Operator (Resolution No.-583 of 31<sup>st</sup> BDM).

E) MINISTERIAL STAFF

Private Secretary,  
Sr. Personal Asst. (Created in Resolution.No.1023),  
Personal Assistant,  
Stenographer,  
Jr. Stenographer (Created in Resolution.No.904)/Sr. Typist (Created in Resolution.No.953)  
Typist.

F) STAFF CADRE

Jr. Manager,  
Supervisor,  
Superintendent,  
Assistant,  
Assistant Gr-II(Created in Resolution.No.904)  
Jr. Assistant.

G) SUBORDINATE STAFF

Driver (Spl. Grade),  
Driver Gr-I,  
Driver,  
Jr. Driver  
Record Keeper/Diarist/Sr.Dairyman (Created in Resolution.No.953)/  
Sr Attendant/Sr Sales Promoter,  
Attendant,  
Jr. Attendant.



## 15. DECLARATION OF PROMOTIONAL POSTS:

Posts be filled up both by promotion as well as by open recruitment through Employment Exchange as approved by the Board in Resolution No.665 of 35<sup>th</sup> BDM held on 19.05.90.

Provision prior to modification:

In accordance with the Line of Promotion suggested above and the intake of fresh candidates to certain posts, different posts of the Federation have been classified on the basis of promotional and/or open recruitment post as per following details

A) Exclusively Promotional Post:

Chief General Manager,  
Dy. Manager,  
Jr. Officer,  
Supervisor,  
Record keeper.

B) Exclusively open recruitment post:

Stenographer,  
Plant Operator/Technician,  
Jr.Assistant  
Typist.  
Driver,  
Attendant, Watchman, Workers, Helpers etc.

C) Post to be filled either by promotion or by open recruitment.

Managing Director(Deleted resolution No.254)  
General Manager/ Dy. General Manager,  
Manager,  
Asst. Manager/Equivalent,  
Assistant,  
Superintendent/Accountant,  
Personal Assistant.

NOTE: For the promotional posts, if no suitable candidate is found, these may be filled by advertisement.

## 16. ELIGIBILITY FOR PROMOTION:

An employee shall be eligible for promotion if he has completed the minimum 3\*(modified) years service in the lower grade. Promotion in all cases shall be made on grounds of merit, ability and seniority.

\*Modified in terms of Resolution No.1191 of 65<sup>th</sup> BDM held on 19.04.00 and Resolution No.1204 of 66<sup>th</sup> BDM held on 06.01.01.

Eligibility for promotion is hereby modified as follows:

<u>Sl.No.</u>	<u>Grade / Pay Scale</u>	Minimum years of service for Consideration for promotion to <u>Next grade</u>
1.	General Manager	06 years( Modified in Resolution No.1204).
2.	Dy. General Manager	06 years.
3.	Manager	06 years.
4.	Dy.Manager	06 years.
5.	Assistant Manager	07 years.
6.	Jr. Manager	07 years.
7.	Superintendent	07 years.
8.	All other grades	08 years.

Persons having Outstanding C.C.Rs during the period of assessment shall be given one year relaxation in the minimum years of qualifying service for consideration for promotion to the next higher grade. Those employees having C.C.Rs “less than good” their minimum qualifying year of service for promotion shall be extended by one year for(\* each year) of such C.C.Rs . Every year the Departmental Promotion Committee will be held preferably in the month of March or April and promotion should be given to deserving employees w.e.f. 1<sup>st</sup> June of the same year. Promotion in all cases shall be made on account of Merit, Achievements and Seniority. (Effective from 19.04.00 as per Office Order no.148/2000 dt.18.05.2k).

\*Those employees having C.C.Rs “less than good”, their minimum qualifying year of service for promotion shall be extended by one year for every 3 years of such C.C.Rs. Every “less than good” C.C.Rs shall be communicated to concerned employee to enable him to improve his performance. However, this shall not be considered as adverse entry in C.C.Rs. (The substituted provision made effective from 1<sup>st</sup> June,2000 in terms of Resolution No.1204 of 66<sup>th</sup> B.D.M.& Office Order no.11/01 dt 02.02.01.)

#### 17. RECOMMENDATION OF PROMOTION COMMITTEE:

Promotion shall be made only on the recommendation of promotion Committee duly approved by the Competent Authority. The Managing Director shall publish gradation list/seniority list for each cadre annually.

#### 18. RECORD OF SERVICE:

A record of service and leave account shall be maintained by the HRD (Resolution no.1521 of 84<sup>th</sup> BDM) (P&A) Division in respect of all employees.

19. PERFORMANCE APPRAISAL:

The Federation shall have a system of performance appraisal for purpose of selection or promotion to higher post.

20. PROMOTION BY SELECTION:

- (i) All cases of promotion shall be made by the appointing authority after assessing their suitability with reference to their qualification, past performance and confidential records; such screening and selection shall be made by the Federation promotion committee concerned.
- (ii) These Committee also shall be competent to co-opt administrative/technical experts from outside to assist them in assessing the merits and suitability of the candidates for promotion.

21. POWERS TO ADD, MODIFY, RELAX OR DELETE ANY OF THESE RULES:

Powers to add, modify, relax, or delete in specific cases for suitable reasons any of these rules shall vest with the Board. On all questions of interpreting the rules the Board's decision shall be final and binding.

Board authorised the Managing Director to reduce the apprenticeship period by 06 months in case of suitable apprentices on the basis of merit.( Created in Resolution No.-436, 25<sup>th</sup> B.D.M., 08.04.86).