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**THE PLANTATION CORPORATION OF KERALA LIMITED**  
**Registered Office : Kottayam-686 004**

**RECRUITMENT RULES IN RESPECT OF OFFICERS OF THE PLANTATION**  
**CORPORATION OF KERALA LIMITED, FINALISED BY THE**  
**SUB-COMMITTEE OF THE BOARD ON 4-11-1976**

1. These Rules may be called "The Recruitment Rules in respect of Officers of the Plantation Corporation of Kerala Limited".

2. They shall come into force on 26-11-1976.

3. Definitions:

In these Rules, unless the subject or context otherwise requires:

- a) "Appointing Authority" shall mean the Managing Director of the Plantation Corporation of Kerala Limited or such other Officer of the Corporation as may be empowered by the Managing Director in writing to exercise all or any of the powers of the Appointing Authority for the purpose of these Rules.
- b) "Corporation" shall mean the Plantation Corporation of Kerala Limited.
- c) "Government" shall mean the Government of Kerala.
- d) "Management" shall mean the Management of the Plantation Corporation of Kerala Limited for the time being and shall include its Managing Director.
- e) "Managing Director" shall mean the Managing Director of the Plantation Corporation of Kerala Limited for the time being.
- f) "Office" shall mean the Head Office of the Plantation Corporation of Kerala Limited and shall include any of its branch offices, factories, estates or other Establishments.
- g) "Officer" shall mean any person employed in a supervisory, technical, non-technical, executive, managerial or administrative capacity who is not a workman as defined in the Industrial Disputes Act 1947 and shall include any other employee who is declared by the Management of the Plantation Corporation of Kerala Limited to be an Officer for the purposes of these Rules.
- h) "Personnel Department" shall mean the Personnel Department of the Plantation Corporation of Kerala Limited for the time being.
- i) "Personnel Manager" shall mean the Personnel Manager of the Plantation Corporation of Kerala Limited for the time being.

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- j) "Post" shall mean a post of Officer cadre in the Plantation Corporation of Kerala Limited.
- k) "Promotion Committee" shall mean the Sub Committee of the Board for the time being appointed by the Board of Directors of the Plantation Corporation of Kerala Limited for the purpose.
- l) "Schedule" shall mean the Schedule annexed to these Rules.
- m) "Selection Committee" shall mean the Selection Committee for the time being appointed by the Board of Directors of the Plantation Corporation of Kerala Limited.

#### 4. Application of the Rules

These Rules shall apply to all Officers of the Corporation.

#### 5. Classification, scale of pay & minimum qualifications

The classification of various posts, the method of recruitment and other matters relating thereto shall be as specified in the relevant columns of the Schedule.

#### 6. Procedure in cases where recruitment to be direct/by promotion

Where under the Schedule, the method of recruitment in respect of a post is indicated as direct/promotion, the following procedure shall be followed:

- a) Recruitment will be made as far as possible by promotion in accordance with the procedure for promotion laid down in these Rules.
- b) Where, in the opinion of the Management, suitable persons are not available to fill the posts by promotion, direct recruitment will be made in accordance with the procedure for direct recruitment laid down in these Rules.

#### 7. Procedure in cases of direct recruitment

In cases where it is proposed to make direct recruitment in accordance with these Rules, the concerned posts will be advertised suitably on a local, regional or All India basis, as may be decided by the Management, taking into account the nature of the posts. The Personnel Department will be responsible for issuing such advertisements and for receiving all applications, arranging and classifying them suitably and thereafter forwarding them to the appropriate Selection Committee for screening. The appropriate Selection Committee will screen the applications and prepare a list of eligible candidates to be called for a written test/practical test/interview. The Personnel Department will then call the

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candidates on the aforesaid list for written test/practical test/interview as may be decided by the Selection Committee, the time, date and venue of such test/interview being fixed with the concurrence of the Chairman of the Selection Committee. The Selection Committee may conduct such written test/practical test/interview as they may consider necessary to assess the suitability of candidates for particular posts and selection may be made on the basis of the results of such tests/interview. A list of candidates selected will be prepared in order of merit by the Selection Committee, signed by all members of such Committee and forwarded to the Appointing Authority with such comments/suggestions/recommendations as such Committee may consider necessary.

#### 8. Procedure in cases of promotion

Promotions to various posts will be entirely at the discretion of the Management, having regard to merit, seniority, ability, efficiency, amenability to discipline, regularity of attendance, past performance and general suitability. All Officers possessing the relevant minimum qualifications and experience will be considered for promotion; provided that subject to such general or special reduction/exemption as may be made by the Management, an Officer will be eligible for promotion to a higher post only on completion of a minimum period of three years service in his existing post.

All promotions to higher posts, as a rule, will in the first instance be considered by an appropriate Promotion Committee, which may for the purpose of ascertaining eligibility for promotion have regard to the following records which shall be maintained by the Corporation with respect to all the Officers in its service.

- (i) Personal files
- (ii) Confidential records
- (iii) Gradation lists

#### Personal Files

Personal Files shall be maintained in respect of all Officers in the Service of the Corporation. The personal file shall contain the full history of service of the Officer and give a connected account of the changes in their appointments emoluments, leave of absence etc. Copies of orders relating to these matters shall be filed in the personal file in chronological order and sheets numbered serially. Any punishment imposed or any reward or certificate for meritorious service rendered should be recorded in the personal file together with a brief description of the circumstances leading to the punishment or reward as the case may be.

### Confidential records

Confidential records shall be maintained in respect of all Officers in the service of the Corporation and kept in the safe custody of the Personnel Manager. The entries in the confidential records shall be clear and precise and shall be based on the immediate Superior Officers observation of the work and conduct of the concerned Officer. Any aspect of meritorious service deserving of special mention should also be briefly recorded in the confidential record. Similarly any punishment imposed and the circumstances leading to such punishments should also be mentioned. The confidential reports should be prepared every half year and shall be written up before the end of July and January and shall not be delayed lest it becomes a product of memory and more routine. If there is any adverse remark in the confidential record of an Officer, the Managing Director shall notify the Officer of the fact and shall give an opportunity to the Officer to submit his appeal against the remark. The appeal shall be considered by the appropriate Authority and on the basis of such consideration the remark may be expunged or retained.

### Gradation list

A list showing the relative seniority of the Officers in any given scale of pay shall be maintained up-to-date by the Personnel Department and shall be the primary document for deciding claims, if any, of the Officers based on seniority. The seniority of an Officer in a particular scale of pay will be decided by the date of his first appointment in a regular capacity in that scale of pay and in a permanent post. Where more than one person has been appointed to a post carrying the same scale of pay on the same date, seniority will be determined as follows:

- (i) Where the appointment was made by promotion, the seniority will be determined by the order of merit ranked by the Promotion Committee.
- (ii) Where the appointment was made by direct recruitment, seniority will be determined by the order of merit ranked by the Selection Committee.

A gradation list shall be prepared in the first instance and published among the Officers inviting objections, if any. Such objections shall be considered and if sustainable, the list shall be amended accordingly. The final list shall then be published; provided, however, that before an amendment is introduced on the basis of the representation of any Officer, the other Officers likely to be affected by such amendment shall be given an opportunity to present their counter claims as against the first petition which shall also be taken into consideration before the final list is prepared and published. The list shall be under constant review consequent on any changes in appointment held by the Officer included in the list or orders effecting the seniority of any Officer. The changes shall be incorporated then and there and a complete revised list shall be

published every year or at such longer intervals, as the Managing Director deem fit. Personal files, confidential records and the gradation lists of all eligible Officers will be placed before the Promotion Committee for proper assessment. The said Committee will also be provide with a written report of the immediate superior Officer on the work and conduct of the Officer concerned. The Promotion Committee may also conduct an interview and/or written test to assess the suitability of the candidate and selection may be made on the basis of the results of such interview/test. A list of candidates eligible for promotion shall then be prepared by the Promotion Committee in the order of merit signed by all members of the said Committee and forwarded to the Appointing authority with such comments/suggestions/recommendations as the Committee may consider necessary.

#### 9. Communal representation

Notwithstanding anything contained in these Rules, instructions regarding communal/scheduled caste/scheduled tribe representation issued by the Government from time to time will be followed in respect of posts to be filled up direct recruitment.

#### 10. Medical certificate

No person may be appointed as an Officer in the Corporation service without his producing a medical certificate of health the form annexed below and signed by a Medical Officer not below the rank of District Medical Officer.

#### FORM

I do hereby certify that I have examined.....a candidate for employment in the Plantation corporation of Kerala Limited, Kottayam and have been unable to discover that he/she has any disease constitutional affections or bodily infirmity except ..... I do not consider this a disqualification for employment in the post of .....

#### 11. Period of probation

Every Officer appointed to a post whether by direct recruitment or by promotion shall be on probation in that post for a period of one year with effect from the date of commencement of his appointment as declared by the Appointing Authority provided that the Appointing Authority may extend the period of probation s\by such period as it deems fit for reason to be recorded in order directing the extension.

#### 12. Termination of service in the case of probationers

The Appointing Authority may terminate the services of an Officer appointed to a post by direct recruitment or revert Officer appointed to a post by promotion to his permanent post during or at the end of probation/extended

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period of probation if his work or conduct in that post is found to be unsatisfactory. If his work and conduct were found to be satisfactory during period of the prescribed probation/extended period of probation the Appointing Authority shall as soon as the prescribed person of probation is ever/during the extended period of probation after its completion as the case may be, declare that he has completed his probation satisfactorily.