

RTI REQUEST DETAILS (आरटीआई अनुरोध विवरण)

Registration Number (पंजीकरण संख्या) :	CSLTD/R/2019/50027	Date of Receipt (प्राप्ति की तारीख) :	30/07/2019
Type of Receipt (रसीद का प्रकार) :	Online Receipt	Language of Request (अनुरोध की भाषा) :	English
Name (नाम) :		Gender (लिंग) :	
Address (पता) :			
State (राज्य) :		Country (देश) :	India
Phone Number (फोन नंबर) :		Mobile Number (मोबाईल नंबर) :	
Email-ID (ईमेल-आईडी) :			
Status (स्थिति)(Rural/Urban) :		Education Status :	
Is Requester Below Poverty Line ? (क्या आवेदक गरीबी रेखा से नीचे का है?) :	No	Citizenship Status (नागरिकता) :	Indian
Amount Paid (राशि का भुगतान) :	10) (original recipient)	Mode of Payment (भुगतान का प्रकार) :	Payment Gateway
Request Pertains to (अनुरोध निम्नलिखित संबंधित है) :	Kala . V		
Information Sought (जानकारी मांगी):	1) Please provide the recruitment policy of executives. 2) Please provide the promotion policy of executives.		
<input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="Close"/>			

कोचीन शिपयार्ड लिमिटेड

(भारत सरकार की श्रेणी-1 मिनिराल कंपनी, पोत परिवहन मंत्रालय)



COCHIN SHIPYARD LIMITED

(A Government of India Category-1 Miniratna Company, Ministry of Shipping)

SEC/50/2019-III

August 17, 2019

Sub: Information Under Right to Information Act

Dear Sir,

1. Please refer your RTI request no. CSLTD/R/2019/50027 dated July 30, 2019. The information sought under the said request is given below:

(i) Please provide the recruitment policy of executives.

Answer:

The Recruitment Policy of Executives at CSL is placed at **Annexure I**.

(ii) Please provide the promotion policy of executives.

Answer:

The Promotion Policy of Executives at CSL is placed at **Annexure II**.

2. If you are not satisfied with the above reply, you may prefer an appeal within 30 days from the date of receipt of this letter to Shri Suresh Babu N V, Director (Operations) & Appellate Authority, Cochin Shipyard Limited, Administrative Building, Cochin Shipyard Premises, Perumanoor, Kochi – 682 015.

Thanking you,

Yours faithfully,


V Kala

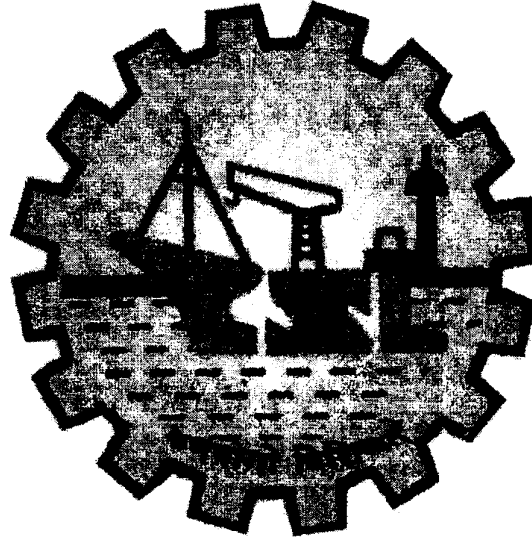
Company Secretary & CPIO



पंजीकृत कार्यालय : प्रशासनिक भवन, पी.ओ.बैग सं 1653, पेरुमानूर पी. ओ., कोच्ची - 682 015
Registered Office : Administrative Building, P.O. Bag No. 1653, Perumanoor P.O., Kochi - 682 015
फोन / Phone : +91(484) 2361181 / 2501200 फाक्स / Fax : +91 (484) 2370897 / 2383902
वेबसाइट / Website : www.cochinshipyard.com, सीआईएन / CIN: L63032KL1972GOI002414

Anneanet

COCHIN SHIPYARD LIMITED
COCHIN-15
KERALA



RECRUITMENT POLICY IN COCHIN SHIPYARD LIMITED
CSL/QMS/P&A/PCMM/STAFFING 03

Issue: A00

EFFECTIVE DATE: 05 FEB 2019

	Designation	Date	Signature
Prepared by	KEERTHI R, DM (HR)	05 FEB 2019	
Checked by	MUKESH SHANKER M S, SM (PERL)	5/2/2019	
	A K SUBASH, DGM (P&A) & CWO	5/2/2019	
Approved by	K J RAMESH, CGM (HR & TRG)	5/2/2019	

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के जे रमेश
K J RAMESH
मुख्य प्रबंधक (मानव संसाधन & प्रशिक्षण)
Chief General Manager (HR & Training)
कोचीन शिपयार्ड लिमिटेड
Cochin Shipyard Ltd.
कोच्ची / Kochi-682 015

कीर्ति आर / KEERTHI R
उप प्रबंधक (मानव संसाधन)
Deputy Manager (HR)
कोचीन शिपयार्ड लिमिटेड
Cochin Shipyard Ltd.
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RECRUITMENT POLICY IN COCHIN SHIPYARD LTD

CSL/QMS/P&A/PCMM/STAFFING 03

Initial Issue: 05 FEB 2019

Revision History:

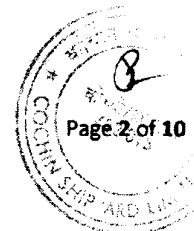
Sl. No.	Revision Number	Revision Date	Reviewed by	Approved by	Amendment details in brief

COCHIN SHIPYARD LTD.
REVISION A00
DATE: 05 FEB 2019

REVISION A00

DATE: 05 FEB 2019

कोचिन आर/KEEP
उप प्रबंधक (मानव संसाधन)
Deputy Manager (HR)
कोचीन शिपयार्ड लिमिटेड
Cochin Shipyard Ltd.
कोच्ची / Kochi - 682 015





RECRUITMENT POLICY

1.0 Prelude

- 1.1 The policy and procedure elucidated hereunder shall be applicable to recruitment and selection process of categories of employees below Board level unless specifically stated otherwise.

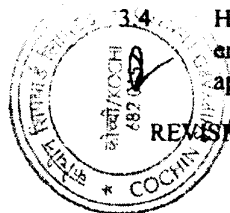
2.0 Human Resource Planning

- 2.1 P&A Department shall facilitate and coordinate the review of manpower requirement taking into account the retirements and targets set for Shipyard to decide optimum manpower and also augmentation plans for a financial year or for any other period as required.
- 2.2 All departments are required to provide the requirements of manpower for one year or a fixed period as required giving specific details of each new post other than existing posts which are vacant due to wastage and justification for creation and filling up the posts. Any augmentation in the existing posts should be submitted with justification.
- 2.3 Based on the requirements of manpower received from the departments and taking into account the separations, a detailed recruitment plan for the year or any other period within the stabilized strength sanctioned by the Board will be consolidated by P&A Department.
- 2.4 The approved recruitment plan will form the basis for recruitment activities during the financial year.

3.0 Creation of Posts

- 3.1 The Board has approved a stabilized strength in each category of employees on the regular rolls of Shipyard. Notwithstanding the sanctioned stabilized strength in each category by the Board, approval of CMD is necessary for creation of any new posts and replacement for existing posts due to wastages. Action for filling up the posts will be initiated with the approval of CMD.
- 3.2 In line with the Government Directives, Posts in executive cadre E-7 and above shall be created with the approval of Board and Administrative Ministry. CMD is competent to create all posts in the workmen, supervisor and executive cadre upto E-6.
- 3.3 Approval of CMD is required for operation of Specialized Training Scheme and induction under such schemes and appointment of contract personnel and accordingly appointments shall be made to the posts created within the approved recruitment plan.

- 3.4 Head (HR) shall have full powers to issue orders of appointment to any category of employees, trainees and contract personnel subject to approval of CMD/Directors as applicable.



DATE: 05 FEB 2019


7/8/19
केरथी आर / KEERTHI R
उप प्रबंधक (मानव संसाधन)
Deputy Manager (HR)
कोचीन शिपयार्ड लिमिटेड
Cochin Shipyard Ltd
कोच्ची / Kochi - 682 0



RECRUITMENT POLICY IN COCHIN SHIPYARD LTD

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4.0 Recruitment Rules

- 4.1 Recruitment Rules for a post will invariably contain Job title, grade, scale of pay, reservation, qualification, experience requirements, age limit and method of recruitment for the post whether by direct recruitment, promotion, deputation, transfer or otherwise. Relaxation in upper age limit and experience requirements applicable to any categories shall also be specified.
- 4.2 Recruitment Rules in respect of all categories of posts will be issued by P&A from time to time with the approval of the CMD.
- 4.3 All appointments shall be made in Shipyard with the candidates meeting the eligibility requirements prescribed for the post as per the Recruitment Rules. Relaxation in the case of reserved vacancies for candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-servicemen, Person with Benchmark Disabilities (PwBD), Economically Weaker Sections (EWS) and any other special categories will be extended as per Government of India guidelines.

5.0 Induction Levels

- 5.1 In all categories, Direct Recruitment will be resorted only at the entry levels to the extent possible with a view to provide opportunity to the employees to gain hands on experience to move to higher grades or positions.
- 5.2 Direct recruitment to fill up higher grades or positions through lateral entry shall also be explored to meet the organisational requirements to bridge the gap in any cadre or higher grades or to meet the business requirements.
- 5.3 Executive cadre E-1 posts generally filled by way of Induction of Executive Trainee under the Executive Trainee scheme of Shipyard and training for one year will be imparted to fresh professional graduates recruited in various disciplines.

6.0 Agencies for Recruitment

- 6.1 Recruitment activities in all cadres of Shipyard including those recruited as trainees, apprentices or on fixed contract basis will be the responsibility of P&A department.
- 6.2 Written /Online / Practical/ Skill/ Physical tests shall be conducted by Shipyard either utilizing its own resources or by an external agency appointed through an open tender process, depending upon the number of applications received/expected against notified posts.

7.0 Mode of Recruitment

- 7.1 Posts are filled up by way of direct recruitment, deputation, transfer, redesignation and

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[Signature] 17/8/19
कीर्ति आर / KEERTHI R
उप प्रबंधक (मानव संसाधन)
Deputy Manager (HR)
कोचीन शिपयार्ड लि.
Cochin Shipyard Ltd.
कोच्ची / Kochi - 682 015

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RECRUITMENT POLICY IN COCHIN SHIPYARD LTD

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promotion. Mode of recruitment as under.

Category	Mode	Reservation
Group A	Direct Recruitment –All India other than open competition	SC-16.66%, ST-7.5%, OBC-25.84%, PwBD-4%, EWS -10%
Group B	Direct Recruitment –All India open competition	SC-15%, ST-7.5%, OBC-27%, PwBD-4%, EWS -10%
Group C	Direct Recruitment –Regional Level	SC-10%, ST-1%, OBC-27%, PwBD-4%, EWS -10%
Group D		

7.2 Recruitment of Executive Trainees. Assistant Manager E-1 Grade will be made on an All-India open competition basis. The vacancies shall be notified on Shipyard website, NCS Portal, news dailies, Employment News and Shipyard Intranet.

7.3 For other executive posts at higher grade for E-2 Grade and above, appointment will be made on all-India other than open competition basis. All posts falling under these categories shall be duly notified through the following modes:

- 7.3.1 Press advertisements
- 7.3.2 Employment News
- 7.3.3 NCS Portal
- 7.3.4 Shipyard website
- 7.3.5 Intranet

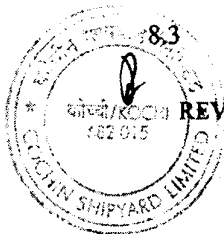
7.4 For recruitment to posts falling under Supervisory and workmen cadres and any temporary posts for more than 45 days, in addition to the modes mentioned at para 7.3 above, requisitions in the prescribed formats will also be furnished to the District Employment Exchange, Special Employment Exchange for PwBD, Zila Sainik Welfare Office, Ernakulam. Efforts will also be taken to announce vacancies through FM Radio.

8.0 Filling of Posts

8.1 Only application received from candidates against a notified post shall be considered. For posts falling under Group C & D, candidates sponsored by Employment Exchanges will also be considered.

8.2 * Application for a post shall be submitted to Cochin Shipyard Ltd in the manner through online or as specified in the vacancy notification.

8.3 The internal candidates who fulfill all eligibility requirements may be considered along with other candidates.



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उप प्रबंधक (मानव संसाधन)
Deputy Manager (HR)
कोचीन शिपयार्ड लिमिटेड
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कोच्ची / Kochi - 682 015

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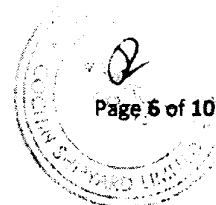
CSL/QMS/P&A/PCMM/STAFFING 03

- 8.4 For higher grades in the executive cadre, candidates from within the organisation or from any other Govt organisation should have minimum period of experience specified in the immediate next lower grade. In the case of candidates from private organisation should have experience of specified period in a post carrying a CTC equivalent to an immediate lower grade of the post in Shipyard to which the recruitment is made.
- 8.5 Subject to fulfillment of minimum eligibility requirements and other prescribed criteria, regular employees including deputationists will be considered eligible for selection to a post in open competition along with external candidates.
- 8.6 Applications of all internal candidates should be forwarded to P&A Department through proper channel.
- 9.0 **Reservation for Candidates Belonging to Scheduled Castes/Scheduled Tribes/ Ex-Servicemen, Persons with Benchmark Disabilities, Economically Weaker Sections etc.**
- 10.0 **Application Formalities**
- 10.1 For all recruitments, applications should be in the forms prescribed for different categories from time to time may be submitted through online or as notified.
- 10.2 Application fee (non refundable) as prescribed by Shipyard shall be paid in the manner as specified in the vacancy notification. However, candidates belonging to Scheduled Castes, Scheduled Tribes and Persons with Benchmark Disabilities are exempted from the payment of application fee.
- 10.3 In all recruitments based on open advertisement, there will be a last date for the receipt of applications through online, after which no application will be entertained. Last date of application will be the cut off date for considering the age, educational qualification and experience of candidates.
- 11.0 **Forwarding of Applications of Candidates from Government and Public undertakings**
- 11.1 Candidates under the employment of Government, Central or State Public Sector Undertaking and Autonomous Bodies should either forward their application complete in all respect through the employer or submit No Objection Certificate along with their application or produce at the time of test/interview. If application is submitted through online, candidate should inform their employer about the same and produce NoC at the time of test/interview. Failure on the part of candidate to comply the above requirements, may entail rejection of candidature and they will not be permitted to attend test/interview.

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17/8/19
कीर्ति आर/KEERTHI R
उप प्रबंधक (मानव संसाधन)
Deputy Manager (HR)
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Cochin Shipyard Ltd.
कोच्ची / Kochi-682 015





RECRUITMENT POLICY IN COCHIN SHIPYARD LTD

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12.0 Processing of Applications

12.1 All applications received against a specific notification/advertisement will be considered with or without a preliminary scrutiny by P&A Department, as notified. If scrutiny is conducted, it is ensured that :

- (a) Applications are duly completed and accompanied by the prescribed application fees and were received within permitted time.
- (b) Age of the applicant is within the prescribed limit, considering all age relaxations applicable.
- (c) Qualifications and experience of the candidates conform to those prescribed.
- (d) Applications have been submitted 'Through Proper Channel' wherever required.
- (e) In the case of candidates from Scheduled Castes and Scheduled Tribes, OBC, Ex-Servicemen, Economically Weaker Sections etc. application is accompanied by a certificate to that effect from the competent authority.
- (f) Candidates belonging to Persons with Benchmark Disability, should submit certificate in the prescribed format obtained from a notified Medical Authority by Central / State Government for the purpose.

12.2 Submission of application is deemed as the candidate has accepted all terms and conditions of vacancy notification.

12.3 Applications that fulfill the prescribed eligibility and other requirements after preliminary scrutiny as above will be short listed for appearing for test/interview. If required support of other departments may be sought for scrutiny of applications.

12.4 In case of regular / contractual posts, the list of candidates who are not short listed for test/interview will be published on Shipyard website along with specific reasons.

12.5 Giving false information, suppression of facts, production of fake certificates etc. or using illegal means for securing employment will be disqualified a candidate or if employed expulsion from service at any time.

13.0 Selection Process and Constitution of Selection Committees

13.1 Selection methods like trade/Skill tests, Physical/proficiency test, written tests, online tests, power point presentations, brain storming exercises, group discussions, competency based interview etc. may be employed depending on the requirements of the job for which selection is being made and for this purpose.

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कोमल आर/KEERTHI
उप प्रबंधक (मानव संसाधन)
Deputy Manager (HR)
कोचीन शिपयार्ड लिमिटेड
Cochin Shipyard Lt
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RECRUITMENT POLICY IN COCHIN SHIPYARD LTD

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- 13.2 Selection committees for the above purpose will be appointed with the approval of CMD. All selection committees shall consist of an Officer at appropriate level as in charge of the committee and members representing SC/ST, OBC, Minority, Woman and a representative of P&A Department. The members of the committee shall have qualification and experience in the relevant discipline/post.
- 13.3 The Selection Committee Report along with recommendations made by the selection committee appointed will be put up to the Chairman for approval subsequent to which all appointments to regular posts, fixed term contract basis and trainees shall be made.
- 13.4 All appointments to posts fall under Group C & D and Apprentices; interview process for selection has been dispensed. Interview shall be conducted only for selection to posts fall under Group A & B.
- 13.5 If required experts from outside will also be included in the selection committee. Honorarium and reimbursement of boarding and lodging expenses may be made to such members.
- 13.6 All information to the candidates shall be disseminated through Shipyard website.

14.0 Reimbursement of Travel expenses

- 14.1 All SC/ST/PwBD candidates called for test/interview who come from places beyond a distance of 30 km will be reimbursed actual expenses incurred on travel to and from the place of test/ interview on production of proof of travel or any other supporting documentary evidence in respect of the onward journey, limited to :

Third AC return rail fare by the shortest route	- For executive posts in the level of E1 and above, Executive Trainees
Sleeper class return rail fare by the shortest route	- All Other posts


The shortest route for this purpose will be from the mailing address mentioned in the online application to Shipyard on production of proof.

- 14.2 The call letters to the candidates for appearing for test/ interview before the Selection Board, to be issued by e-mail or candidate should download the same from Shipyard website.
- 14.3 One of the members in the Selection Committee should be from P&A Department as far as possible. Apart from participating generally in the selection process, the representative of the P&A Department in the Selection Committee will have the following specific responsibilities:

- (a) At the commencement of the proceedings of the Selection Board, he will brief the members generally on the specific requirements, responsibilities and

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उप प्रबंधक (मानव संसाधन)
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remuneration for each post, approximate number of suitable candidates to be selected and empanelled for immediate and further requirements and any other matter relating to the Selection.

- (b) While the specialist/technical members of the Selection Board will be primarily concerned with the suitability of the candidates in terms of knowledge, skill expertise and technical and professional competence, it will be the primary responsibility of the P&A representative to call the attention of the Committee to the attitudinal, motivational and personality aspects relevant to the job requirements.
- (c) Ensure consistency in the selection standards.
- (d) Assist the Committee by providing information on grade, scale of pay, salary, seniority, status, time allowed for joining etc. and furnish relevant information regarding allowances, benefits, amenities, career prospects, service rules and other allied matters, if and when asked for by any candidate.

14.4 The guidelines issued for conduct of selection issued by P&A Department have to be strictly followed by the selection committee. Considering all aspects of qualifications, experience, results of tests/group discussion, if any, and other relevant facts vis-a-vis the specific requirements of the posts and on the basis of the standards of technical skill, professional competence and overall personality factors as assessed, the Selection Committee will grade the candidates in the order of merit. In case, same marks secured by more than one candidate, marks scored in the subject / trade related part of the test (where test is conducted) will be considered as the basis of determining the order of merit list. In case of a tie thereafter, relative merit will be decided based on seniority in age.

15 Operation of Rank list and Medical Fitness

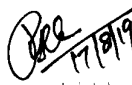
15.1 The Rank List of candidates in order of merit against notified vacancies as recommended by the Selection Committee and recommendations of P&A Department regarding reservation will be submitted for approval of CMD. On approval the candidates recommended for selection will be directed to undergo Medical examination in specified hospitals and be further subject to verification by the Company Medical officer.


15.2 If any candidate is found to be medically unfit by the Medical Officer of Shipyard, offer for appointment will not be issued to such candidates and selection of such candidates will be cancelled. Those candidates found to be medically fit will be issued offer of appointment accordingly.

15.3 The Rank List will be valid till all notified vacancies are filled up.

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कांत आर/KEER
उप प्रबंधक (मानव संसाधन)
Deputy Manager
कोचीन शिपयार्ड लि.
Cochin Shipyard
Kochi


कीर्ति आर/KEER
उप प्रबंधक (मानव संसाधन)
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16 Offers of Appointment /joining time

- 16.1 P&A Department will issue the offer of appointment in the prescribed form in duplicate. Receipt of the duplicate offer of appointment duly signed by candidate will be construed as acceptance of all terms and conditions of the contract of appointment.
- 16.2 Candidates who are employed will be permitted joining time to cover the notice period if any as per the contract with their employer but not more than three months. Depending on the urgency of filling the vacant post, the last date by which the candidate must join Shipyard will be informed to the candidate failing which the offer of appointment will be deemed to have been withdrawn.

17 Joining Formalities

- 17.1 Candidates in the initial appointment in Shipyard's service in regular posts shall furnish copies of all documents and other details and particulars as given in Annexure-A.
- 17.2 Cochin Shipyard reserves the right to make any enquiries on educational qualification, previous employment and such other details so as to verify the genuineness of information furnished and certificates produced by the candidates.
- 17.3 On appointment of a person in Shipyard, the character and antecedents of the person will be verified through the District Collector/District Magistrate concerned. The prescribed attestation form will be forwarded to the authorities for the above purpose in line with orders issued by the Government of India from time to time in this regard. Provided, further that such verification of antecedents reveals that the persons is unfit to hold a post under the Government and in Shipyard, his/her appointment in Shipyard will be cancelled forthwith.
- 17.4 SC/ST/OBC(NCL)/EWS certificates shall be verified by the District Magistrate/ Certificate Issuing Authority and Vigilance department of Cochin Shipyard Ltd.

18 Interpretation

- 18.1 In the case of any doubts arising with regard to any of the provisions in this Recruitment Policy and Procedures and in the cases not covered by these, the interpretation and decisions of the Chairman and Managing Director will be final and binding on all concerned.
- 18.2 Any dispute arising out of Recruitment process of Shipyard shall be instituted in courts having jurisdiction at Ernakulam.

Checklist of joining formalities

Annexure A

Sl No	Particulars	Remarks
1	Duplicate copy of offer signed on all pages as token of acceptance along with acknowledgement portion duly filled	To be e-mailed to career@cochinshipyard.com within 3 days of receipt of offer and to be submitted at the time of joining.
2	Attestation Forms - 2 copies	To be submitted at the time of joining along with self attested copies of Sl Nos. 6 to 13
3	Character Certificate - 2 nos	
4	Police Clearance Certificate	
5	Form of undertaking	
6	Online application print-out (with Registration number) and Original certificates of qualification & work experience (with discharge certificate from present employer)	
7	Caste Certificate (if applicable)	
8	Disability Certificate (if applicable)	
9	Copy of passport, PAN card, Aadhar (please ensure that name and date of birth in Aadhar matches that in SSLC/10th Std Certificate)	
10	Declaration of Marital status	
11	Recent passport size colour photograph	
12	EPF Member Pass book	
13	Front page of Savings Bank account pass book (containing account number & IFSC code) and PAN Card	To be e-mailed to career@cochinshipyard.com within 3 days of receipt of offer
14	Upload of Soft copy of the recent passport size colour photograph citing Name, proposed designation and other personal details	To be filled at the time of joining vide e-mail from csl.dataupload@gmail.com

2


 कीर्ति आर / KEERTHI R
 उप प्रबंधक (मानव संसाधन)
 Deputy Manager (HR)
 कोचीन शिपयार्ड लिमिटेड
 Cochin Shipyard Ltd.
 कोच्ची / Kochi - 682 015

कोचीन शिपयार्ड लिमिटेड
COCHIN SHIPYARD LIMITED
कोच्ची/Kochi - 15

(कार्मिक एवं प्रशासन विभाग / P&A Department)

No.PERL/18(27)/94 Vol III

03 Dec 2018

कार्यालय आदेश सं./ OFFICE ORDER NO.PERL/109/2018

कार्यपालकों की पदोन्नति नीति
PROMOTION POLICY FOR EXECUTIVES

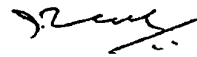
1. कृपया कार्यपालकों की पदोन्नति नीति से संबंधित दिनांक 05 फरवरी 2000 के कार्यालय आदेश सं. पीईआरएल/024/2000, दिनांक 07 अप्रैल 2003 के सं. 089, दिनांक 25 सितंबर 2003 के सं. पीईआरएल/233/2003 और दिनांक 18 दिसंबर 2006 के सं. पीईआरएल /292/2006 का संदर्भ लें।

Ref. Office orders No. PERL/024/2000 dated 05 Feb 2000, No. 089 dated 07 Apr 2003, No. PERL/233/2003 dated 25 Sep 2003, No. PERL/292/2006 dated 18 Dec 2006 regarding Promotion Policy for Executives.

2. निदेशक मंडल ने दिनांक 31 अक्टूबर 2018 के अपनी 245 वीं बैठक में अनुबंध -1 के अनुसार कार्यपालकों की पदोन्नति नीति के संशोधनों को अनुमोदित किया है। वही दिनांक 31 अक्टूबर 2018 से लागू होगा।

- The Board of Directors in their 245th Meeting held on 31 Oct 2018 have approved amendments to the Promotion Policy for Executives as at Annexure-I. The same will come into force with effect from 31 Oct 2018.

3. यह अध्यक्ष एवं प्रबंध निदेशक के अनुमोदन से जारी किया जाता है।
This issues with the approval of C&MD.



(रमेश के जे)

(K J Ramesh)

मुख्य महा प्रबन्धक (मा.सं. एवं. प्रशि)
CHIEF GENERAL MANAGER (HR&TRG)

सेवा में /To

All Executives : Thro' Intranet

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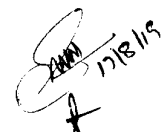
D(F)/D(O)/D(T)

PS to CMD

Secretary, CSOA

कोचीन शिपयार्ड लिमिटेड
कोच्ची-15
कोच्ची-682 015

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Deputy Manager (HR)
कोचीन शिपयार्ड लिमिटेड
Shipyard Ltd.
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ANNEXURE-I

(Annexure to Office Order No. PERL/109/2018)

PROMOTION POLICY AND RULES FOR EXECUTIVE CADRES

1. The Policy and Rules notified hereunder will apply to promotion of Executives Below Board level (E-1 to E-2, E-2 to E-3, E-3 to E-4, E-4 to E-5, E-5 to E-6 and E-6 to E-7).
2. These Rules aim at providing reasonable opportunity for growth and career advancement consistent with the needs of the Company and the qualifications and performance of Executives in the organisation.
3. Promotions shall mean movement from one post to another post in the immediately higher grade in the direct line of advancement i.e. in posts within the group to which the individual belongs.
4. Level jumping will be treated as Direct Recruitment and such posts shall be open to Executives who fulfill the job specifications laid down for Direct Recruitment.
5. For the purpose of these Rules Executives in different departments will be grouped as under:-
 - (a) Finance Department
 - (b) Civil Engineering
 - (c) Secretariat and Personnel
 - (d) All the remaining Departments

Executives eligible for promotion shall be considered for appointment to the vacancies in the group to which they belong.

6. (a) For promotion to the grades E5, E6 & E7, depending upon organizational requirements, vacancies in these grades shall be notified and only those Executives in the respective groups meeting eligibility requirements shall be shortlisted for consideration for selection.
- (b) Where there is no eligible candidate within the Organisation for promotion to any of the vacancies, which may arise as a result of the operation of these Rules or due to other reasons, such posts may be filled up by Direct Recruitment or by deputation from other sources.

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7. (a) Promotions from E-1 to E-2, E-2 to E-3, E-3 to E-4 grades under the scheme shall normally be considered twice a year on 01 January and 01 July, the qualifying period being determined with reference to 31 December and 30 June of the year respectively.
- (b) Depending upon Organisational requirements and availability of vacancies, promotions from E-4 to E-5, E-5 to E-6 and E-6 to E-7 under the scheme shall normally be considered once in a year.

8. Eligibility

- (a) **Qualifying Period:** For all groups mentioned in Para 5 the qualifying period for consideration for advancement to higher Executive Grade is as given below:-

Sl. No.	Category	Eligibility Period (Years)					
		E1-E2	E2-E3	E3-E4	E4-E5	E5-E6	E6-E7
(i)	Category A	3	3	4	3	3	2
(ii)	Category B	3	4	5	4	4	-
(iii)	Category C	3	5	6	5	-	-

- (b) Depending upon the qualifications possessed by the Executives, they will be divided into three categories viz. Category A, Category B and Category C. Equivalent or suitable qualifications can be included in the above categories by the Company.
- (c) **Qualification:** For the purposes of regulating Career Advancement/Promotion under the Scheme, a list of qualifications applicable and that are essential requirements for discharge of duties in the respective groups/categories are given below. The qualifications/ certificates issued should be from recognized Colleges / University/ Approved Professional bodies.

(i) **Category A - Qualification**

- (i) Graduate in Engineering (any discipline) or equivalent.
- (ii) Graduate in Medicine.
- (iii) Graduate with Membership in Professional bodies like ICA of India/ ICWA of India/ ICS of India.

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- (iv) Graduate with Masters' Degree qualification in Business Administration, Social Work with specialization in Labour Welfare and Industrial Relations, Personnel Management, Computer Applications, Computer Science, Information Technology, Industrial Safety and Hygiene.
- (v) LLB Graduate/B.L (5 years).

(ii) Category B - Qualification

- (i) Master's Degree in Arts, Science or Commerce as applicable to the nature of job.
- (ii) Diploma Holders in Engineering (any discipline).
- (iii) Graduate with SAS or equivalent, (pass in the examination conducted by Shipyard for Accountants).
- (iv) Graduate with Degree/ Diploma of minimum one year duration in specific discipline in Computer Applications/ Data Processing/ System Analysis/Management/Library Science/ Industrial Safety and Hygiene/Public Relations as applicable to job.

(iii) Category C

Those who possess qualifications not covered under Category A or Category B.

- (d) Executives who possess qualifications as stipulated under Clause 8(c)(i) and 8(c)(ii) will only be eligible for selection to E6 grade after the completion of stipulated eligibility as indicated at Clause 8(a).
- (e) Executives who possess qualifications as stipulated under Clause 8(c)(i) will only be eligible for selection to E7 grade after the completion of stipulated eligibility as indicated at Clause 8(a).

9. Norms for Promotion/Career Advancement

- (a) Advancement from E-1 to E-2, E-2 to E-3, and E-3 to E-4 will be made on merit-cum-seniority basis. The Departmental Promotion Committee (DPC) nominated by Head (HR)/Directors/CMD will grade all eligible Executives based on their Annual Performance Assessment Reports (APARs) for the previous three years for advancement from E1 to E2, E2 to E3 grade and four years for advancement from E3 to E4 grades respectively and on other factors as detailed below. Only those who secure minimum prescribed marks will be eligible for career advancement subject to availability of vacancies and in the order of seniority.

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- (b) For advancements from E1 to E2 the DPC will consider the suitability of Executives for advancement to the next higher grade based on the following factors and marks apportioned as under:

Factor	Max. Marks	Remarks
Annual Performance Appraisal Reports	70	Total APAR marks secured for the preceding three years divided by 300 and multiplied by 70
Work Diary	5	Diary pertaining to the immediate preceding year of consideration for career advancement
Power Point presentation	5	Presentation on major assignments carried out and achievements
DPC	20	Personal interview-Competency based assessment.
Total	100	

- (c) In the case of executives in E2 and E3 grades suitability for advancement will be decided based on APARs, Seniority and overall assessment by the DPC as shown below:-

(i) Weightage for APARs

Weightage for APAR will be calculated by adding the marks of APAR for the prescribed eligibility period immediately preceding the date of consideration for career advancement and converting into marks corresponding to the weightage percentage as applicable.

Weightage (Max. Marks)	
E2 to E3	E3 to E4
50	50

- (ii) Weightage of seniority would be calculated as under:

Factor	Weightage (Max.Marks)	
	E2 to E3	E3 to E4
For completion of minimum eligibility period as stipulated for each category in clause 8	20 marks	20 marks
For every additional year spent in the grade	2.5 marks	2.5 marks
Maximum Marks	30	25

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(iii) DPC assessment will be based on following factors:-

Factor	Weightage (Max. Marks)		Remarks
	E2 to E3	E3 to E4	
Assessment	5	5	Assessment of the efforts taken for acquiring additional Qualification/Training related to Job and Exposure by Job Rotation.
Power point Presentation	5	5	Presentation on major assignments carried out and achievements
Personal Interview	10	15	Personal interview- Competency based assessment.
Total	20	25	

(iv) Minimum qualifying marks would be as under:

Minimum Qualifying Marks			
Category	E1 to E2	E2 to E3	E3 to E4
SC/ST/PwD	60	65	70
Others	65	70	75

- (d) Promotions from E4 to E5, E5 to E6 and E6 to E7 grades will be on "Merit-cum-Seniority" basis, seniority being relevant only to determine the eligibility for consideration in terms of the period set out in the Policy. To be eligible for consideration for promotion from E4 to E5, E5 to E6 and E6 to E7, Executives should secure "Very Good" grading or above in their Annual Performance Assessment Reports (APARs) consecutively during the immediately preceding 3, 3 and 2 years respectively. The candidates will be required to appear before a Selection Committee (DPC), nominated by CMD for a personal interview. The DPC nominated will assess candidates based on factors as detailed below:-

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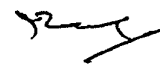
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(i) Promotion from E4 to E5 and E5 to E6

Factor	Max. Marks	Remarks
Qualification	10	Marks for entry level qualification as possessed: 5 marks. Marks for additional post graduate qualification in the relevant discipline/ function: 5 marks.
Seniority	10	For completion of prescribed eligibility period : 5 marks Additional one mark for each year thereafter
APAR	50	Total APAR marks secured for the preceding three years divided by 300 and multiplied by 50
Power point Presentation	10	Presentation on major assignments carried out and achievements
Personal Interview	20	Personal interview- Competency based assessment.
Total	100	

Only those who secure at least 75 marks (70 marks for SC/ST/PWD) in the overall assessment by the Committee based on the performance at the interview as well as APARs will be considered fit for the promotion, subject to availability of vacancies. The select list will be arranged in the order of merit, which will form the seniority in the higher grade.



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(ii) Promotion from E6 to E7

Factor	Max. Marks	Remarks
APAR	70	Total APAR marks secured for the preceding two years divided by 200 and multiplied by 70
Power point Presentation	10	Presentation on major assignments carried out and achievements
Personal Interview	20	Personal Competency interview-based assessment.
Total	100	

Only those who secure at least 75 marks in the overall assessment by the Committee based on the performance at the interview as well as APARs will be considered fit for the promotion, subject to availability of vacancies. The select list will be arranged in the order of merit, which will form the seniority in the higher grade.

10. For promotions from E1 to E2, E2 to E3 and E3 to E4 grades, the final grading/rank awarded by the DPC will form the basis for determining seniority in the respective grades.

11. Head (HR)/Directors/CMD shall nominate appropriate Departmental Promotion Committee and Selection Committee to consider and make recommendations for promotion.

12. Qualifying period fixed will only determine the eligibility of the Executives for consideration for promotion to existing vacancies and completion of such period will not confer any right for automatic promotion.

13. Any Executive against whom disciplinary proceedings have been initiated or who is under suspension shall not be debarred from consideration for promotion, but such an Executive shall be promoted where found otherwise suitable only from the date he is unconditionally reinstated or exonerated. His seniority will, however, be governed by

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Clause 9/10 as the case may be. Further an Executive who has been punished as a result of disciplinary proceedings will not be eligible for consideration for promotion for a period of one year from the date of imposition of the penalty.

14. Appeal, if any, against supersession may be made to a Committee of the Board of Directors within two calendar months from the date of promotion order. The Committee will consider the appeal and their decision will be communicated within two months of receipt of such an appeal. The decision of the Committee shall be final. Reasons for supersession will not be communicated in writing to the Officer concerned.

15. Probation:-

- a) Executives in the grades of E-4, E-5 and E-6 on promotion to the respective higher grades will be on probation for a period of one year w.e.f. the date of the Promotion order/assumption of charge of the Post in the higher scale of pay.
- b) During the period of probation the performance of the Executives will be assessed on a half yearly basis. On satisfactory completion of Probation the Executive will be confirmed in the higher scale of Pay. Probation may be extended if the work and conduct during the period of probation is not satisfactory. In such cases if an Executive is not confirmed he may be informed of the position in writing within one months' time.
- c) Probation may be extended, not more than once by a period not exceeding six months. The decision to extend the probation shall be communicated within one month of the expiry of the probation period.
- d) In the event of the probation being extended the Executive concerned shall not earn his normal increment either during the original probation period or during the extended period and his date of increment shall be postponed by the period for which the probation is extended. If he is confirmed in the scale of pay on satisfactory completion of the extended period of probation he shall draw his increment from the date of completion of the extended period of probation.
- e) If the performance of an executive promoted is not found satisfactory even during the extended period of probation the promotion effected will be treated as cancelled and be withdrawn and he shall be placed in the scale from which he was promoted. He will be considered for promotion next only after completing one year in that scale.

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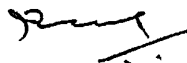
16. The Chairman and Managing Director may, at his discretion relax these Rules to meet organizational requirements or special circumstances.

17. Amendment to this Policy shall be made only with the approval of the Board.

18. Pay Grades:- The Executive grades below the Board level covered by this Promotion Policy and their pay scales are as under:-

E-1	-	₹ 40000-140000
E-2	-	₹ 50000-160000
E-3	-	₹ 60000-180000
E-4	-	₹ 70000-200000
E-5	-	₹ 80000-220000
E-6	-	₹ 90000-240000
E-7	-	₹ 100000-260000

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