



## **HOTEL CORPORATION OF INDIA LIMITED**

### **RECRUITMENT & PROMOTIONS RULES & REGULATIONS**

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## **HOTEL CORPORATION OF INDIA LIMITED**

### **RECRUITMENT AND PROMOTION RULES & REGULATIONS**

The Management hereby lays down the Rules relating to Recruitment, Promotion, Seniority and other allied matters for employees of Hotel Corporation of India Limited.

#### **1. SHORT TITLE, COMMENCEMENT & APPLICABILITY**

1. These rules shall be known as “Hotel Corporation of India Limited Recruitment & Promotion Rules & Regulations 1986-87”.
2. These Rules shall come into force with immediate effect in suppression of all previous Rules, practices and decisions, if any, on the subject in so far as they are inconsistent with these Rules.
3. They shall apply to all the employees of the Corporation working in its Head office, various Department/Units, including Units managed by the Corporation as also employees whose services are deputed/lent to other agencies.
4. Unless so provided in these Rules, these shall not apply to:
  - i. Persons employed on daily wages, including casual labour, part-time employees temporary employees, contractual employees and
  - ii. Apprentices/Trainees.



## **2. DEFINITIONS**

In these Rules, unless the context otherwise requires/ provides:

1. “Act” means Companies Act, 1956 as amended from time to time.
2. “Appointing Authority” means as Officer empowered by Competent Authority to make appointment to posts in the Corporation.
3. “Approved Services” means the period of services in a scale rendered by an employee after selection/promotion according to the prescribed procedure for permanent employment to that scale.
4. “Board” means the board of Directors of Hotel Corporation of India Limited constituted by Air-India in consultation with the Government of India in terms of the Articles of Association of the Corporation.
5. “Chairman” means chairman appointed by Air India in consultation with the Government of India in terms of the Articles of Association of the Corporation.
6. “Managing Director” means Managing Director appointed by Air India in consultation with the Government of India in terms of the Articles of Association of the Corporation.
7. “Corporation” means Hotel Corporation of India Limited, having its registered office at Transport Annexe Building, 1<sup>st</sup> Floor, Air India Complex, Santacruz (East), Mumbai 400 029.
8. “Competent Authority” means in relation to exercise of any power, the Board, the Chairman or Managing Director or any other Officer specified in that behalf.
9. “Confirmation” means the appointment on permanent basis by the Competent Authority of probationer to a post on the satisfactory completion of the period of probation.



10. “Departmental Promotion Committee” means Committee constituted under these Rules by the Competent Authority for the purpose of selection of an employee for promotion to a post in a higher scale.
11. “Direct Recruit” means a person recruited in accordance with the provision of these Rules.
12. “Employee” means any person in the whole time employment of the Corporation excluding persons employed on daily wages, casual labour, temporary employees, contractual employees and Apprentices/Trainees.
13. “Head of Department/Unit” means an Officer designated as such by the Chairman or Managing Director or by the Competent Authority.
14. “Head Office” means the various Departments including the Secretariat of the Chairman or Managing Director.
15. “Deputy Director – Medical Services, Assistant Director – Medical Services, Deputy Chief Medical Officer, Assistant Chief Medical Officer, Senior Medical Officer and Medical Officer” of Air India are to be termed hereafter as Medical Officers of the Corporation and also includes Medical Officer/part-time Medical Officer/Medical Board appointed by the Competent Authority for specific purposes.
16. “Memorandum and Articles of Association” means Memorandum and Articles of Association of Hotel Corporation of India Limited.



17. “Non-Selection Post” means a post other than a selection post which is to be filled on the basis of seniority, subject to suitability and elimination of unfits.
18. “Permanent Employee” means an employee who has successfully completed the prescribed probationary period and who has been confirmed in writing against a permanent post.
19. “Part-time Employee” means an employee whose services are engaged on part time basis.
20. “Officiating Appointment” means appointment of an employee in a particular post by the Competent Authority to perform the duties of a higher post for a minimum period of 30 days or more.
21. “Permanent Post” means a post created by Competent Authority without specifying any definite period.
22. “Probationer” means a person employed and put on probation and also includes an employee who is on extended probation against a sanctioned post.
23. “Promotion” means appointment by Competent Authority to a post in a higher scale made in accordance with these Rules.
24. “Sanctioned Strength” means the number of posts sanctioned in various scales by the Competent Authority in respect of each Department/Unit of the Corporation.
25. “Selection Committee” means a committee constituted under these Rules by the Competent Authority for the purpose of selection of personnel for appointment to any selection post in the Corporation.



26. “Selected List” in relation to any post means select list of candidates prepared in accordance with these Rules.
27. “Selection Post” means a post, recruitment/promotion to which is to be made by selection based on merit and suitability assessed through evaluation of reports/interviews/written test or otherwise as may be prescribed by the Management from time to time.
28. “Temporary/Contractual Employee” means an employee whose services have been engaged for a specific period, which may be extended from time to time.
29. “Temporary/Contractual Post” means a post created by the Chairman or Managing Director or Competent Authority for a specified period on terms and conditions as stipulated in the sanction.

### **3. CLASSIFICATION ON POSTS**

The posts in the Corporation shall be Classified as follows:

<b><u>POST</u></b>	<b><u>CLASSIFICATION</u></b>
i. All posts in the scale of pay starting with Rs.17,500/- or above	Senior Executive (G.M. and Above)
ii. All posts in the scale of pay the Minimum of which is not below Rs.8,600/- and does not exceed Rs. 16,000/-	Executives (Sr. Asst. Manager up to Dy. G.M)
iii. All posts in the scale of pay the Minimum of which is not below Rs.6,400/-and does not exceed Rs.7,000/-	Supervisory/Technical (other/Asst. Manager)



- iv. All posts in the scale of pay the Non Executive  
Minimum of which is below Rs,6,400/- (Unionized )

#### **4. CREATION/REDESIGNATION AND ABOLITION OF POSTS**

- i. The Competent Authority shall, from time to time, review and determine the number of posts in each category needed in the Corporation.
- ii. When new post is created, the Competent Authority specifies the scale and the job specifications of the post.
- iii. The Competent Authority may re-designate, upgrade, downgrade or abolish any posts according to requirements.

#### **5. UNIT OF APPOINTMENT, TRANSFER, PROMOTION, ETC.**

1. The following will be treated as a single Unit for the purpose of appointment, seniority, promotion, reversion and retrenchment:

- |  |                     |
|--|---------------------|
| a) Senior Executives   | All of India basis  |
| b) i) Executives in the scale of pay with minimum starting basic of Rs.12,000/ and above | All India basis     |
| ii) Executives in the scale of pay with minimum starting basic pay of Rs.8600/ and above | Department and Unit |
| c) Supervisory/Technical   | Department and Unit |
| d) Other   | Department/Unit     |



2. The Senior Executives and Executives are liable to be posted anywhere in India and abroad depending upon exigencies of Work.
3. Supervisory/Technical personnel and others may be transferred out of their Department only at their request, in which case their seniority will not be protected.
4. Supervisory/Technical personnel and others are, however, liable to be transferred on temporary basis from one Department to another or from one Unit to another, anywhere in india, depending upon exigencies of work, so long as the period temporary transfer does not exceed 180 days.

#### **6. GENERAL CONDITIONS RELATING TO APPOINTMENTS**

The following general conditions shall apply to all appointments to the posts in the Corporation:

- i) No persons shall be eligible for appointment unless he/she has attained the age of 18 years.
- ii) A candidate for appointment in the services of the Corporation shall be
  - a) A citizen of India, or
  - b) A subject of Nepal, or
  - c) A subject of Bhutan or
  - d) A Tibetan refugee who come over to India before the 1<sup>st</sup> January, 1962 with the intention of permanently settling in India.

OR





- e) A person of India origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganike and Zanzibar) with the intention of permanently setting in India.

“PROVIDED THAT” a candidates belonging to categories (b), (c) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of India.

- iii) No person shall be appointed unless he/she has been certified to be of sound constitution and medically fit to discharge his/her duties by the Medical officer of the Corporation, or by a qualified Registered Medical Practitioner approved by the Appointing Authority.

Provided that if at any time it appears to the Competent Authority that he/she has contacted infectious/contagious disease, the Competent Authority may get him/her Medically and physically checked.

Provided further that the Chairman/ Managing Director for reasons to be recorded in writing, approve of an appointment notwithstanding the medical opinion expressed, if he is satisfied that the disability reported is not likely to affect the occupational suitability of the employee.

All employees shall be subject to medical examination at such interval and in such manner as may be prescribed by the Competent Authority. The Competent Authority may terminate the employment of an employee who is found to be suffering from a communicable disease.



- iv) No person shall be eligible for appointment who has been convicted in a court of Law for any offence involving moral turpitude or who has been previously dismissed or compulsorily retired on account of proved misconduct or doubtful integrity.
- v) A person who has entered into or contracted a marriage with a person having a spouse living or who, having a spouse living, has entered into or contracted a marriage with any person, shall not be eligible for appointment in the services of the Corporation.
- vi) Without prejudice to the generality of the provisions of Clauses (iii), (iv) and (v), no person shall be appointed unless the appointing authority is satisfied that the person is fit for appointment in all respects.
- vii) The appointment/employment of all persons shall be subject to verification of their antecedents. In case of an adverse verification report, the services of the employee shall be terminated summarily without assigning any reason.
- viii) With the approval of the Chairman or Managing Director or Competent Authority, the appointing authority may make the following appointments.
  - a) Contract appointment for a specified period
  - b) Part-time appointments.
- ix) Government/Bureau of Public Enterprises Directives relating to recruitment/promotion/seniority to various posts will be adhered to.



## **7. RESERVATION OF VACANCIES**

Reservation of vacancies and employment of Scheduled Castes/Scheduled Tribes, Ex-Servicemen and other categories will be regulated as per directives/instructions issued by the Government/Bureau of public Enterprises from time to time.

## **8. EMPLOYMENT OF PHYSICALLY HANDICAPPED PERSONS**

Reservation of vacancies and employment of physically handicapped person will be regulated as per directives received from the Government/Bureau of Public Enterprises from time to time.

## **9. ASSOCIATION OF OUTSIDE EXPERTS SELECTION/ DEPARTMENT PROMOTION COMMITTEES**

For assisting the recruitment/promotion, the competent authority may, include, according to the requirements, outside experts in any Selection and Departmental promotion Committees.

## **10. METHOD OF RECRUITMENT**

- i) Posts under the Corporation shall be filled in by one or the other of the following methods:
  - a) by direct recruitment;
  - b) by promotion/transfer;
  - c) by deputation from any of the organized services for the posts in the Central or State Government or public sectors Undertakings;
  - d) by recruitment of trainees under the training schemes of the Corporation approved by the Competent Authority;



- e) by holding special Selection Committee for selecting persons possessing expertise in various disciplines pertaining to highly qualified/skilled and scarce categories of personnel such as chefs, cooks, or Technical personnel of like nature;
  - f) on specially negotiated terms on contract for a specified period against skilled posts like Sous Chef, Chef, etc. with the approval of the Competent Authority.
- ii) Posts under the Corporation shall be filled in accordance with the job specification and job requirements of the various posts.

#### **11. DIRECT RECRUITMENT**

- i) When a post is to be filled in by the method of direct recruitment the governing principle shall be to secure the services of the most suitable candidates.
- ii) The Competent Authority will from time to time lay down the educational qualification, experience, age limit etc. for various posts required to be filled by direct recruitment. The educational qualification, experience, age limit etc. once laid down for a post, shall not normally be changed over a period of time, except when it is felt that age to higher educational qualification, experience, age limit, etc. having been prescribed, sufficient number of applicants are not responding to the advertised post. In such case, the educational qualifications, experience, age limit etc. may be reduced/ altered for reasons to be recorded in writing.



No candidate who does not fulfill the prescribed educational qualification and experience shall be called for interview. The laid down experience, etc. may however be relaxed in the case of SC/ST candidates, Ex-servicemen/Disabled Ex-servicemen/Dependents of Ex-Servicemen killed in action, physically handicapped persons etc.

- iii) Filling of vacancies by direct recruitment would be in accordance with these rules. Eligible employees who possess the prescribed qualification and expertise can also apply against these posts and compete with outsiders. Such departmental candidates will be treated at par with outside candidates.

However, separate guidelines, if any, issued relating to recruitment and performance appraisal of the departmental candidates in the Corporation will be kept in view. The direct recruitment shall be conducted through such procedures of advertising the vacant posts, screening of applications, calling the candidates for such tests/interviews/oral discussions etc. as may be prescribed by the Competent Authority from time to time.

- iv) In case the response to advertisements is not adequate, it shall be open to the Corporation to invite names of suitable candidates through established organization or eminent persons in that line.
- v) Vacancies which are required to be notified to the Employment Exchange as per Employment Exchange (Compulsory) Notification of Vacancies Act, 1959 will be so notified and in this regard directives received from Bureau of public enterprises will also be adhered to.



- vi) Similarly, the vacancies shall be notified to other authorities as prescribed by the Government/Bureau of public Enterprises.
- vii) Where considered necessary, vacancies may also be notified to Educational/Professional Institutions such as Institute of Hotel Management, catering & Nutrition, Institute of chartered Accountants of India, Institute of Cost & Works Accountants of India and Institute of Company Secretaries of India etc.
- viii) All the vacancies will be invariably displayed on the Notice Board of the Unit of recruitment.
- ix) The particulars of the candidates received from the employment Exchange, applications received in response to the advertisement and from the SC/ST organizations/Government agencies shall be screened by the Administration/Personnel department. The recommendations of the Unit/Department shall be taken into considerations of the time of initial selection. The most eligible candidates will be recommended to be called for interviews, except that due consideration would be given to SC/ST candidates, Ex-Servicemen/Disabled Ex-Servicemen/Dependants of Ex- Serviceman killed in action, Physically Handicapped persons etc. The number of applicants called for interview will be at-least five times the number of vacancies existing or anticipated.
- x) In addition to the provisions contained above, the Competent Authority may request various recognized Institutions to sponsor candidates for filling up suitable posts.



Recruitment – clause 12 ( page No. 7 & 8)

(To be amended as under)

## **12. SELECTION COMMITTEES**

### **(A) COMPOSITION**

Selection Committee for the post shall be constituted as Under:

- (a) For posts of Senior Executives (Rs.17500-22300 and above), the Selection Committee will be constituted by the Managing Director comprising of minimum of 3 official and could include
  - i) An outside Expert if considered necessary
  - ii) A Representative of SC/ST where so required

The Head of Administrative Department being the Secretary.

- b) For posts of Executives in the scale of pay of Rs.16,000-20,800, Rs.15,300-18,800 and Rs.14,500-18,700, the Selection Committee will be constituted by Vice President Administration comprising of 3 officials and could include a Representative of SC/ST where so required.
- c) For post of Executives in the Scale of pay of Rs.13,000-18,250 and Rs.12,000-16,800, the Selection Committee will be constituted by Vice President Administration comprising of 3 officials and could include a Representative of SC/ST where so required.



- d) For posts in the scale of pay of Rs.10750-16750 and Rs.8600-14600
- i) Head of the Unit/or his Nominee
  - ii) Nominee of the Head Office
  - iii) Personnel Manager of the Unit
  - iv) A Representative of SC/ST where so required.
- e) For Supervisor/Technical posts: The Selection Committee with a minimum of 3 Official will be constituted by Department/Unit Head with at-least 1 Representative of the Department of the Unit to which the Selection relates, a Representative of the Administration/personnel Department of the Unit and a Representative of SC/ST where so required.
- f) For other posts: The Selection Committee with a minimum of 3 Officials will be constituted by Department/Unit Head with at-least 1 Representative of the Department of the Unit to which the Selection relates, a Representative of the Administration/Personnel Department of the Unit and a Representative of SC/ST where so required.
- g) Where considered necessary, an outside expert may be associated with the Selection Committee mentioned from (b) to (f)





- h) The Selection Committee will consist of a minimum of three Officers in a scale of pay which is two grades higher than the posts for which the interviews are being conducted. The senior most officer shall be the Chairman of the Committee. However, in special Circumstances, where it is not possible to have all Officer in the Scale of pay which is two grade higher than the post for which Selection is being made, Officers in scales of pay which are one grade higher than the post for which interviews are being conducted may be associated with the approval of the Competent Authority.

**(B) SELECTION PROCEDURE**

- i) Selection Committee will assess the suitability of candidates on the, basis of their qualification, professional knowledge, experience, performance in interviews and/or tests and recommend select list in order of merit. The Committee may recommend upto five advance increments to deserving candidates giving full justification. The Committee should give due consideration to deserving retrenched employees, son/daughter of an employee who died while in service, physically handicapped person and window of war here.
- ii) The selection Committee will be at liberty to assess the merits of the candidates keeping in view the job requirements for the post. However, the following principal is laid down for the guidance of the Selection panel:

“There will be 100 marks for each candidate, which may be sub divided into 30,30 and 40 marks for qualifications, experience and performance in the interview (including



written or practical test if any) respectively. Whenever a test is included, the aggregate of 100 marks would be subdivided into 20,20,30,30 for qualifications, experience, test and performance in the interviews respectively. While marks may vary for qualification and experience depending upon the post, at the discretion of the Selection panel, not more than 40 marks may be allowed for performance. The qualifying marks shall be 50 or more. This will be subject to an additional proviso that to qualify, a candidate must get 50% marks in the interview besides 50% in the aggregate.”

- iii) If two or more candidates obtain equal marks in the interview, the Selection Committee will decide the order of merit for candidates depending upon their experience and qualifications.
- iv) A candidates who has applied or whose name has been sponsored for a post in a higher scale of pay may be considered along with others for a post in the lower scale of pay in his own discipline, provided he is willing to be considered for the lower post and such a vacancy exists in the Corporation/Units and has also been advertised/notified and is yet to be filled up. This would however, give no overriding preference to the candidate mentioned above vis-à-vis other candidates.
- v) The report of the selection Committee shall be recommendatory. Selection Committee shall submit its recommendation to the Competent Authority who may approve in full or in part or disapprove its recommendations. The Competent Authority shall record its reasons in writing while setting aside the recommendations partly or wholly.



- vi) Select Lists will be valid for a period of one year from the date of its approval. With the approval of the Chairman or managing Directors, the validity period of the Select Lists may be extended by six months.
- vii) The Appointing authority shall make appointments in the order of merit in the Select Lists unless for any special reasons to be recorded, it is found necessary to vary that order in any particular case. Prior approval of the Competent Authority should be obtained for making any deviation in the order of merit in the Select List.
- vii) Subject to the provisions of standing Order, appointments shall normally be made on probation and the period of probation will be six months/one year, which may be extended upto a maximum period of another six month/one year at the sole discretion the Competent Authority. The stipulated period of probation may be reduced by the Chairman/Managing Director at his discretion. During this period of probation or extended period of probation, the appointing authority may terminate the services of the probationer without assigning any reasons whatsoever, by giving one month's notice, or notice as per the provisions of Law applicable to the concerned employee except that for pay in lieu of notice by the employee. The probationer may likewise quit the services of the Corporation by giving one month's notice. Pay in lieu of notice may also be given by either party to the other, as per the provisions of Law applicable to the concerned employee except that for pay in lieu of notice by the employee to the Corporation, it will be subject to the approval of the Competent Authority, depending upon exigencies of work.



### **13) PROMOTION**

- I. Department Promotion Committee for various posts shall be constituted as under:
- a) For the post of Senior Executive (Rs.17500-22300 and above) The Department Promotion Committee will be constituted by the Managing Director comprising of minimum of 3 officials and could include;
    - i) An outside Expert if considered necessary
    - ii) A Representative of SC/ST where so required

The Head of Administrative Department being the Secretary.
  - b) For posts of Executives in the scale of pay of Rs.16000-20800, Rs.15300-18800 and 14500-18700 the Departmental promotion Committee will be constituted by Vice President Administration comprising of 3 officials and could include a Representative of SC/ST where so required.
  - c) For posts of Executives in the scale of pay of Rs.13000-18250, and 12000-16800 the Departmental promotion Committee will be constituted by Vice President Administration comprising of 3 officials and could include a representative from SC/ST where so required.
  - d) For posts in the scales of pay of Rs.8600-14600 and Rs,10750-16750.
    - i) Head of the Unit/or his Nominee
    - ii) Nominee of the Head Office
    - iii) Personnel Manager of the Unit
    - iv) A Representative from SC/ST where so required



- e) For Supervisory/Technical posts: The Departmental promotion Committee with a minimum of 3 officials will be constituted by Department/Unit Head with at least 3 Representative of the Department of the Unit to which the promotion relates, a representative of the Administration/Personnel Department of the unit and a Representative from SC/ST where so required.
  - f) For other posts: The Departmental promotion Committee with a minimum of 3 officials will be constituted by Department/Unit with at least 1 Representative of the Department of the Unit to which the promotion relates, a representative of the Administration/personnel Department of the Unit and a Representative from SC/ST where so required.
  - g) Wherever considered necessary, an outside expert may be associated with the Departmental promotion Committee mentioned from (b) to (f)
  - h) The Departmental promotion Committee will consist of a minimum of 3 officers in the scale of pay which is two grades higher than the posts for which the interviews are belong, conducted. The senior most Officer shall be the Chairman of the committee. However, in special circumstances, where it is not possible to have all officers in the scale of pay which is two grades higher than the post for which selection is being made, Officers in the scale of pay which are one grade higher than the post for which interviews are being conducted, may be associated with the approval of the Competent Authority.
- II) In making promotion, the guiding principles should be to ensure that suitability of the candidates for promotion is considered in objective and impartial manner.



- III) For considering promotion, the Confidential Reports for the previous 3 years will be taken into account.
- iv) For non-selection posts, promotion will be on the basis of seniority, subject to rejection of Units. An employee would be considered unfit for promotion, even though he may be the senior most in the cadre, under the following circumstances:
- a) If an employee, as per the Annual performance Appraisal Report has been assessed as "Below Average" or "Poor" in any of the assessment factors provided for in the Annual performance Appraisal form during the last three years.
  - b) If during the last one year i.e. from the date the employee is being considered for promotion, the employee has been issued either three warning letters during that period, or he is awarded minor penalties in accordance with Regulation 78 of the Services Regulations.
  - c) If during the last two years i.e. from the date the employee is being considered for promotion, the employee has been awarded major penalties viz. Reduced to a lower grade or post or in a lower stage in the time scale.
- v) For promotion to selection posts, merit will be the primary/overwhelming factor though other factors such as seniority, integrity and qualifications and experience shall be given due consideration. However, an employee will not be considered for promotion even though being within the zone of consideration if:
- a) The candidate in the Annual Appraisal Reports has been assessed as "Below Average" or "Poor" in any of the assessment factors provided for in the Annual performance Appraisal Report for the past three years.



- b) If during the last one year i.e. from the date the employee is being considered for promotion, the employee has been issued either three warning letters during that period, or he is awarded minor penalties in accordance with Regulation 78 of the Service Regulations.
  - c) If during the last two years i.e. from the date the employee is being considered promotion, the employee has been awarded major penalties viz. Reduced to a lower grade or post or a lower stage in the time scale.
- VI) Merit should be objectively assessed by measuring the abilities, qualities and attributes of the employee, which are necessary for the post for which promotion is being considered. Merit shall be determined on the basis of Annual Performance Appraisal Report, personal records as well as personnel interview. The assessment of merit shall be made in quantitative terms. Maximum marks for merit will be 100 out of which 60 marks will be on the basis of Annual Performance Appraisal Report and 40 marks will be on the basis of personal interview.
- VII) For selection posts, the Departmental Promotion Committee will consider the Annual Performance Appraisal Report of the last three reporting years together with the personal records. Where an employee is on Study Leave or on Leave Without pay or otherwise, absent or under suspension and the Appraisal Report are not available, where latest Appraisal Reports are available, will be taken into consideration. Whenever the exercise of selection for promotion is done after June, then the Departmental Promotion Committee should call for an interim Appraisal Report of those eligible candidates who are in the



grade for more than six months and the interim appraisal report should be taken into consideration for evaluation. The number of marks to be assigned for merit reflected in the Annual Performance Appraisal Report for each year's report will be as under:

<b>Overall Rating</b>	<b>For Appraisal Report in the Present Grade</b>
"A"	20 marks
"B+"	15 marks
"B"	10 marks
"C"	NIL

In case an employee in the zone of consideration for promotion is in the grade for less than 3 years and three Performance Appraisal Reports (including interim appraisal) are not available, the evaluation for such employee will be on the following basis

a)	For Employees with two Appraisal Reports	Marks obtained in two Appraisal Reports x 1.375
b)	For Employees with one Appraisal Report	Marks obtained in respect of one Appraisal Report x 2.50





- VIII) This presupposes that there will be a proper form of assessment of work and conduct of the employee. This will be done by means of annual appraisals in the form of confidential reports by Officers who have personal knowledge of work and conduct of the employee concerned and countersigned by officers senior to reporting officers after satisfying themselves about the objectivity and correctness of the appraisals. The annual appraisal report will be shown to the employee concerned so that he may have the opportunity to know his defects and make efforts to remedy or overcome his defects.
- IX) For selection posts, in the personal interview, the employee will be assessed in terms of the following five factors and the points to be assigned to each factor will be as under:-

<b><u>Factor</u></b>	<b><u>Maximum Marks</u></b>
Professional Knowledge	15
Managerial Ability	10
Communication Ability	5
Interpersonal skills/General Awareness	5
Professional qualifications relevant to the job attained while in the present grade (only recognized Diploma and Degree will be considered) OR special assignment/projects undertaken.	5



In order to facilitate a meaningful interview, the employee may highlight their achievements during the past three Years, in a brief note to the Departmental Promotion Committee. The Committee may evaluate and satisfy itself of the achievements and contributions claimed by the employees.

- X) In many cases, trade test plays an important part in assessing the candidate's suitability and performance. Therefore, whenever it is found necessary to evaluate the suitability of a candidate for promotion in addition to the Annual Performance Appraisal Report and personal interview, trade test may be introduced as a procedure for promotion to the next higher level. Whenever trade tests are already held, the same may be continued. No separate weightage/marks to be allocated for Trade Test. The employees who are in the zone of consideration for promotion are required to qualify in the Trade test. The minimum marks (cut-off) for qualification in the Trade test to become eligible for consideration for promotion according to the Promotion Policy would be decided by the Management.
- XI) The promotion to any scale of pay, the starting basic pay of which is less than Rs.6,400/- will be done on the basis of seniority, subject to rejection of the unfits and promotion to all other posts shall be on the basis of merit (selection method) though other factors such as seniority, integrity, qualifications and experience shall be given due consideration.
- XII) Selection for promotion will be made as far as possible well in advance of the occurrence of a vacancy
- XIII) The employees eligible for promotion will be considered in the order of seniority. Where selection is involved, the zone of consideration will be regulated as under:



<b>No. of Vacancies</b>	<b>No. of Employees to be considered</b>
1	5
2	8
3	10
4 or more	3 times the number of vacancies

However, where the number of eligible employees in the feeder grade is less than the number to be considered as per the above criteria, all the employee so eligible shall be considered.

- XIV) In case of employee selected and sponsored by the Company for specified training abroad for period exceeding 18 months, such employees on their return, after successful completion of specialized training abroad may be promoted in a scale of pay higher than their immediate scale of pay of promotion provided an undertaking is taken from the employee to serve the Company for a certain minimum period on their return to India after training.
- XV) If the higher post which is to be filled is one which needs special qualifications or background which those coming within the zone of selection are not normally expected to possess, notification will be issued inviting application from employees possessing the requisite qualification/experience/background and selection will be made from among the employees who apply for such posts in response to the notification.



XVI) The Departmental Promotion Committee shall prepare Select list as under:

a) Non Selection posts: On the basis of seniority subject to elimination of unfits as clarified in Para (IV) above.

b) Selection Posts :

i) Those eligible employees who have obtained 70 marks or more on the basis of Annual Performance Appraisals and Personal interview would be suitable for promotion. Those who secure less than 70 marks would be treated as unsuitable for promotion.

ii) Those eligible employees who have obtained 70 marks or more and found suitable will be placed in two groups as under :

Group 'A' Those who have obtained 80 marks and above

Group 'B' Those who have obtained less than 80 marks

XVII) Preparation of final list of Selected Candidates:

a) For Promotions upto the scale of pay, the starting basic of pay which is Rs.13000-18250 and below, those who have been found suitable for promotion will be placed in the order of their inter-se seniority, irrespective of the total marks obtained by them in their Annual Performance Appraisal Reports and personal interview.



- b) For the promotion to the scale of pay, the starting basic pay of which is Rs.14500-18700 and above those who have been found suitable and are in Group 'A' will be placed in the order of their inter-se seniority. Thereafter, those who have been found suitable and are in group 'B' will be placed in the order of their inter-se seniority, below Group 'A' irrespective of the total marks obtained by them in the Annual Performance Appraisal Report and Personal interview.
- XVIII) The select List will be valid for a period one year from the date of its approval. The validity period of the Select list may be extended by six months with the approval of the Chairman or Managing Director.
- XIX) The departmental Promotion Committee shall submit its recommendation to the appointing authority who may approve in full or in part or disapprove its recommendations. The appointing authority shall record its reasons in writing while setting aside the recommendations partly or wholly and may appoint higher level Committee to review the recommendations of the Departmental Promotion Committee.
- XX) The appointing authority shall make appointment in the order of merit in the Select List unless for any special reasons to be recorded it is found necessary to vary that order in any particular case. Prior approval of the Competent Authority should be obtained for making any deviation in the order of merit in the select list.
- XXI) Promotions from the Select List shall be made on probation for a period of six months/one year, subject to provisions of Standing Order and subject to disciplinary clearance and the promotee will be confirmed on satisfactory completion of the probationary period.



If during or at end of this period his performance is found unsatisfactory, the appointing authority may extend the probationary period by a maximum of six months/one year, or revert him to the post held by him before such promotion.

XXII) Eligibility conditions regarding age and educational qualifications prescribed for direct recruits may not generally apply in case of promotions. The Management, however, reserves its right to specify/prescribe such conditions as may be necessary for due performance of the duties of the post.

XXIII) Consideration of Officers who are facing disciplinary action:

a) The cases of Officers (a) who are under suspension or (b) against whom disciplinary proceeding are pending or (c) a decision has been taken by the Competent Authority to initiate disciplinary proceedings against him or (d) against whom prosecution has been launched in a court of Law, should also be considered for promotion by the Departmental Promotion Committee, if they by virtue of seniority, come within the zone of considerations and are otherwise eligible for being considered for promotion and the findings made on the basis of their available performance appraisal reports and performance in the interview should be kept secret and should not be revealed until such time, the outcome of the disciplinary case is known. If the disciplinary proceedings take a long time and before the final outcome is known, another Departmental Promotion Committee considerations Officers for Promotion, the case of such Officers should be reviewed once again and the same procedure of recording their assessment on the basis of Appraisal Report and interview, should be followed and kept secret.



- b) On the conclusion of the departmental/Court proceedings, if the concerned Officers is completely exonerated and in case he was under suspension, it is held that the suspension was wholly unjustified, and if he was found suitable by the Departmental Promotion Committee, he should be promoted from the date, from which he would have been promoted, had he not been facing disciplinary/Court proceedings. His pay and seniority should also be given effect to, from the same date. However, he will be on probation for the prescribes period from the date of actual promotion and on satisfactory completion of probation, his seniority in the promoted grade, will be reckoned as if he had been promoted/Confirmed, had he not been facing disciplinary action/Court proceedings.
- c) On conclusion of the departmental/Court proceedings, if the officer concerned is not completely exonerated and a punishment has been imposed on the Officer, as a result of the disciplinary proceedings or if found guilty in the Departmental/court proceedings against him, the recommendations of the Departmental Promotion Committee will not be acted upon. The Officer's case for promotion will be considered on the next occasion of promotion by the Departmental Promotion Committee who will take into consideration the seriousness of the misconduct and the punishment imposed by the appropriate disciplinary authority on the Officer, as provided in Para (iv) and (v) above.



**14. DEPUTATION :**

- i) In case no suitable candidate is available from within the Corporation, with the approval of the appointing authority, the services of Central/State Government Servants or employees of public Sector Undertakings or Other Organizations with the specialization in the relevant field may be obtained on such terms and condition as determined by the Corporation.
- ii) Subject to suitability and satisfactory performance and with the approval of the Competent Authority, the services of a person on deputation may be absorbed in Public interest in the services of the Corporation on such terms and conditions of service as determined by the Corporation.

**NOTE :**

The term “Deputation” occurring in this rule would not include the employees applying for the post against advertised vacancies and joining the Corporation by retaining their lien in the Parent Department and subsequently absorbed in the Corporation. Such persons will be regarded as direct recruits for all intents and purposes.





## **15. RECRUITMENT OF TRAINEES**

The appointing authority may, with the approval of the Competent Authority, recruit trainees under the approved training scheme, including schemes for recruitment of Management Trainees in the Corporation. Such trainees may be selected through campus recruitment, the serving employees may be considered for recruitment under any training scheme against their applications therefore. The Corporation may also introduce special Career Development Schemes linked to the ladders of promotion with a view to providing incentives to the serving employees for advancing their skills. For this purpose Management may also review cadre strength periodically and make necessary adjustments of the posts at different levels.

## **16. STANDING SELECTION COMMITTEE**

The Competent Authority may constitute a standing selection Committee for selecting possessing expertise in various disciplines pertaining to highly qualified, skilled and scarce categories of personnel such as Chefs, cooks or technical personnel whose applications may have been received by the Corporation, provided all other requisite personnel are not available. The Standing Selection Committee will assess the suitability of the candidates on the basis of their qualifications, experience, performance in the interview and/or test and prepare a Select List in accordance with Rule 12(B)

The Selection List will be submitted for approval of the Competent Authority.



**17. The Seniority of employees will be determined as follows :**

- i) Competitive Examination/Tests and/or interview.  
When appointments are made on the basis of competitive examination/tests and/or interview, the seniority of the successful candidates shall be determined on the basis of final select list and subject to their successful completion of probationary period.

The direct recruits shall be sent the offer of appointment strictly in accordance with the select list. The seniority of direct recruits will be reckoned from the date of their joining the Corporation. In case more than one candidate in the same Select List joins duty on a particular date, the seniority will be reckoned in accordance with their position in the Select List.

- ii) Promotees

The seniority of promotees on the basis of selection will be in accordance with the ranking in the Select List by the Departmental Promotion Committee so along as all the promoted candidates assume charge of higher posts within 3 months of the first person assuming the charge. In case of those join the promotion post after the period of 3 months, their interse-seniority will according to the date of their assumption of charge in the promoted posts and subject to their successful completion of probationary period.



iii) Deputationists

The Seniority of deputationists absorbed in the services of the Corporation shall be determined as under :

- a) From the date of their joining the Corporation, if their services are absorbed in the same scale as the scale of the post in which they join the Corporation on deputation.
- b) In the case their services are absorbed in a scale higher than the scale of the deputation post, from the date of their absorption in the higher post.

iv) Transferred employees

An employee covered under Rule 5 (I), (ii) transferred from one Unit to another at his own request, will be ranked as the junior most in the particular category on the date he/she joins the new Unit. If however, such transfer in the opinion of the Competent Authority is in the interest of the Corporation, seniority of the transferee will be fixed in the new Unit after giving full weightage to the service in the particular category in the old Unit.

- v) The seniority of promotees vis-à-vis those directly recruited in the same grade in the same transaction will be determined on the basis of the assumption of the charge of the post. When the date of appointment in the case of promotees and the date of appointment of a direct recruit are the same, promotees will be placed above the direct recruits.



## **18. INTERPRETATION**

If any question arises relating to the interpretation of these rules, it shall be referred to the Chairman or the Managing Directors, whose decision thereon shall be final.

## **19. AMENDMENTS**

The Chairman or Managing Director may amend, modify, repeal, or add to these rules from time to time and all such amendments, modifications etc. shall take effect from the date stated therein.

## **20. DELEGATION OF POWERS.**

Chairman or Managing Director may sub-delegate his power from time to time to such Executives of the Corporation as he deem fit.

## **21. RELAXATIONS**

Notwithstanding anything contained in these Rules, the Chairman or Managing Directors for reasons to be recorded in writing may relax any of the Rules for the purpose of regulating matters in respect of employees in the posts which he is competent to in terms of the powers delegated to him by the Board.

## **EXPLANTORY NOTES**

1. The Departmental candidates applying for the posts earmarked for direct recruitment should be from a level not exceeding two scales of pay below the one to which direct recruitment is to be made. Such departmental candidates should not be on probation and should fulfil the academic/professional/technical qualification and experience prescribed for the post,



but age shall not be a bar provided the employee has at least 3 years to Superannuate and is medically fit.

2. The posts earmarked to be filled up by the direct recruitment when filled from the amongst departmental candidates will be regarded as recruitment to the post and reservation orders will apply accordingly.
3. It is the Company's policy to provide as far as possible, opportunities for the employees for advancement within the Company. Vacancies in higher grades will be filled by promotion of employees who are considered suitable according to the procedure laid down. Promotion to higher grades will, in any case, be subject to availability to vacancies against the standard force. However, in an expanding organization like Hotel Corporation of India Limited, a certain number of vacancies at various levels will necessarily have to be filled by direct recruitment.
4. The Competent Authority may from time to time, add, delete, alter or substitute the nomenclature of posts in the various categories within the overall parameters regarding the method of recruitment and filling up of the posts.
5. Mere completion of the prescribed period of services in a lower scale shall not entitled any employee to claim promotion to the higher level and such promotions shall be regulated on in accordance with the availability of sanctioned posts in the higher scales in that category.



6. The Corporation's detailed scales of pay corresponding to the minimum and maximum are given in Annexure I.
7. Deputationists: Whenever a post is filled up by a Deputationist from Government Departments or elsewhere, it should be counted for against the posts earmarked for direct recruitment.

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