

TCP RECRUITMENT RULES, 2005
(As amended in 2020)

P R E A M B L E:

In pursuance of the provisions of the Memorandum and Articles of Association of Trading Corporation of Pakistan Limited, the Board of Directors are pleased to approve the following Recruitment Rules (as amended), 2005.

1. SHORT TITLE AND COMMENCEMENT

- a) These Rules may be called the Trading Corporation of Pakistan (Pvt.) Limited Recruitment Rules (as amended), 2005.
- b) They shall come into force with immediate effect.
- c) Nothing contained in these Rules shall effect the already acquired service right or privilege of an employee through a decision or order already taken or made by the Competent Authority.

2. Application: They shall apply to all employees of the Trading Corporation of Pakistan Limited.

3. Definition: In these Rules, unless there is anything repugnant in the subject or context:

- a) "Corporation" and the abbreviation "TCP" mean the Trading Corporation of Pakistan (Pvt) Limited:
 - i) "Board" means the Board of Directors of the Corporation;
 - ii) "Chairman" means the Chairman of the Board of the Corporation;
 - iii) "Employee" means persons in employment of the Corporation on commencing day or appointed under these rules;
 - iv) "Pay" means the amount drawn monthly by an employee as basic pay which has been sanctioned for a post held by him and includes special pay but does not include House Rent Allowance, Conveyance Allowance or any of the allowances which are intended to meet the requirements of the employee in special circumstances;
 - v) "Pay Scale" means any pay scale specified in the Rules;
 - vi) "Personal Pay" means additional pay granted to an employee in exceptional circumstances;
 - h) "Prescribed" means prescribed by these Rules";
 - i) "Special Pay" means an additional remuneration of the nature of pay granted in consideration of arduous nature of duties attached to a post or specific addition to the work and responsibility;
 - j) "all other words and expressions shall have the same meanings as are assigned to them by the Board".

4. **AUTHORITY TO AMEND, DELETE OR MAKE ADDITION TO THESE RULES:**

The Rules may be amended, deleted or added by the Board in all matters and by the Chairman in respect of matter delegated to him by the Board.

5. **MATTERS NOT PROVIDED FOR IN THE RULES:**

In all matters not provided for in the Rules, the decision of the Board shall be final.

6. **METHOD OF APPOINTMENT:**

- i) Appointments to existing or newly created posts shall be made in one of the following ways as per share mentioned against each post in Rule – 7(b);
- by direct recruitment;
 - by promotion;
 - by Deputation of serving officers and staff from the Ministries/Departments of Federal or Provincial Governments, in case a post cannot be filled in either through promotion or direct recruitment.
- ii) Recruitment/Promotion to all posts in TCP shall be made by the Chairman on recommendation of a Selection Board/Selection Committee to be constituted for the purpose.

7. **CONDITIONS OF APPOINTMENT:**

All appointments to the posts shall be subject to the following conditions.

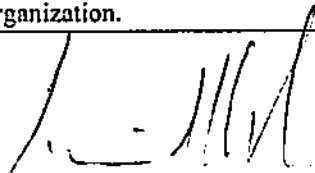
- Unless the appointing authority otherwise decides in any special case, no person who is not a national of Pakistan shall be eligible to hold any post in the Corporation;
- The minimum qualifications for appointment to various posts shall be as follows:-

Sr. No.	Post and Grade (equivalent to BPS)	Minimum Qualification, Experience & Age	Method of Appointment
i)	<u>General Manager</u> Grade-IX (BPS-19)	Master's Degree in Commerce/ Economics or Finance & Accounts or Business Administration with Computer literacy. Must possess at least fifteen (15) years experience in executive capacity with reputed Industrial or Commercial Organization or a Government Department/ Agency, concerned with commerce or industry and/ or with economic and financial administration. Postgraduate work in any relating discipline will be given preference. Age: 35 – 45 years	<ul style="list-style-type: none"> • 75% by departmental promotion as per Rule – 21. • 25% through direct recruitment.

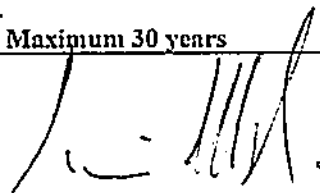
ii)	<u>Company Secretary</u> Grade-IX (BPS-19)	Master's degree in Business Administration or Commerce or a law graduate from a university recognized by the Higher Education Commission with at least five year's relevant experience; or Member of a recognized body of professional accountants; or Member of a recognized body of Corporate of Chartered Secretaries. Age: Upto 55 years	100% by direct recruitment.
iii)	<u>Chief Internal Auditor</u> Grade-IX (BPS-19)	Master's degree in Finance from a university recognized by the Higher Education Commission; or Member of a recognized body of professional accountants; or Certified Internal Auditor; or Certified Fraud Examiner; or Certified Internal Control Auditor. At least 10 years of relevant experience in audit finance or compliance, preferably as Chief Internal Auditor. Must be well versed with the International Standards on Auditing (ISA) and International best practices on risk management. Age: Upto 45 years	100% by direct recruitment.
iv)	<u>Chief Financial Officer</u> Grade-IX (BPS-19)	Member of Institute of Chartered Accountants of Pakistan (ICAP); or Member of Institute of Cost & Management Accountants of Pakistan (ICMAP), At least 10 years experience with reputable organization(s) in senior capacity. Age: Upto 55 years	100% by direct recruitment.
v)	<u>Deputy General Manager</u> Grade-VIII (BPS-18)	Master's Degree in Commerce/Economics or Finance & Accounting or Business Administration with computer literacy. At least fifteen (15) years experience with reputed Industrial or Commercial Organization or Government Department/ Agency, concerned with Commerce or industry and/or with economic and financial administration. Age: 30 - 40 years	<ul style="list-style-type: none"> • 75% by departmental promotion as per Rule - 21. • 25% through direct recruitment.
vi)	<u>Manager</u> Grade-VIII (BPS-18)	Master's Degree in Commerce/ Economics or Finance & Accounting or Business Administration with computer literacy. Must possess at least ten (10) years experience in executive capacity with reputed Industrial or Commercial Organization or a Government Department/ Agency, concerned with commerce or industry and/ or with economic and financial administration.	<ul style="list-style-type: none"> • 75% by departmental promotion as per Rule - 21. • 25% through direct recruitment.

		Postgraduate work in Business Administration, Commerce, Economics or Accounts will be given preference. Age: 30 – 40 years	
vii)	<u>Deputy Manager</u> Grade-VII (BPS-17)	Master's Degree in Commerce/ Economic/ Business Administration /Finance & Accounts with two (2) years work experience OR Bachelor Degree in above disciplines with minimum of 5 years experience in a Commercial or Industrial Organization or a Government Department/ Agency preferably one concerned with Economic, Commercial or Industrial activity with computer literacy. Age: 25 – 35 years	<ul style="list-style-type: none"> • 75% by departmental promotion as per Rule - 21. • 25% through direct recruitment.
viii)	<u>Secretary to Director</u> Grade-VII (BPS-17)	Bachelor's Degree with at least six (6) months computer certificate from institutes recognized by Boards of Technical Education/Universities and three (3) years experience in Government or Commercial Organizations with Computer literacy. Age: 25 – 30 years	<ul style="list-style-type: none"> • 75% by departmental promotion as per Rule - 21. • 25% through direct recruitment.
ix)	<u>Assistant Manager</u> Grade-VI (BPS-16) (Previously A.Es.)	Bachelor's Degree with three (3) years experience in Government or Commercial Organizations with Computer literacy. Age: 25 – 30 years	<ul style="list-style-type: none"> • 75% by departmental promotion as per Rule - 21. • 25% through direct recruitment.
x)	<u>Procurement Assistant</u> Grade-VI (BPS-16)	Bachelor's Degree with three (3) years relevant field experience in Government or Commercial Organizations with computer literacy. Age: 25 – 30 years	<ul style="list-style-type: none"> • 75% by departmental promotion as per Rule - 21. • 25% through direct recruitment.
xi)	<u>Secretary to GM</u> Grade-VI (BPS-16)	Intermediate/H.S.S.C with at least six (6) months computer certificate from institutes recognized by Boards of Technical Education/Universities (Preference will be given to Graduates). Shorthand speed 120 wpm. Typing speed 50 wpm. Five (5) years experience of working in Government, Industrial Organization. Age: 25 – 35 years	<ul style="list-style-type: none"> • 75% by departmental promotion as per Rule - 21. • 25% through direct recruitment.

xii)	<u>Assistant</u> Grade-V (BPS-11)	Bachelors Degree. Preference will be given to those who have experience of working in Government/ Industrial or Commercial Organization with computer literacy. Age: 20 – 25 years	<ul style="list-style-type: none"> • 75% by departmental promotion as per Rule – 21. • 25% through direct recruitment.
xiii)	<u>Computer Assistant</u> Grade-V (BPS-11)	Intermediate/H.S.S.C with at least six (6) months computer certificate from institutes recognized by Boards of Technical Education/ universities. Qualified in MS Office, and other computer skills relevant to office procedure, with minimum speed 40 wpm. Two (2) years experience in a reputed organization. Age: 20 – 25 years	<ul style="list-style-type: none"> • 75% by departmental promotion as per Rule – 21. • 25% through direct recruitment.
xiv)	<u>Assistant Secretary</u> Grade-V(BPS-11)	Intermediate/H.S.S.C with at least 6 months computer certificate from institutes recognized by Boards of Technical Education/Universities. Shorthand speed 100 wpm. Typing speed 40 wpm. Five (5) years experience of working in Government, Industrial or Commercial Organization. Age: 25 – 35 years	<ul style="list-style-type: none"> • 75% by departmental promotion as per Rule – 21. • 25% through direct recruitment.
xv)	<u>Godown Keeper</u> Grade-V (BPS-11)	Bachelors Degree. Preference will be given to those who have experience of working in Government/ Industrial or Commercial Organization. Three (3) years relevant field experience in Government or Commercial Organizations with computer literacy. Age: 20 – 25 years	<ul style="list-style-type: none"> • 75% by departmental promotion as per Rule – 21. • 25% through direct recruitment.
xvi)	<u>Junior Assistant-I</u> Grade-IV (BPS-8)	Intermediate/H.S.S.C and computer literacy. Typing speed 40 wpm. Preference will be given to those who have experience of work in Government, Industrial, Commercial Organization. Formal I.T qualification will be preferred. Age: 18 – 25 years	<ul style="list-style-type: none"> • 75% by departmental promotion as per Rule – 22. • 25% through direct recruitment.
xvii)	<u>Junior Assistant - II</u> Grade-IV (BPS-8)	Intermediate/H.S.S.C with 3 years experience of working in Government, Industrial or Commercial Organization. Computer literate will be preferred. Age: 18 – 25 years	<ul style="list-style-type: none"> • 75% by departmental promotion as per Rule – 22. • 25% through direct recruitment.
xviii)	<u>Sample Room Assistant</u> Grade-IV (BPS-08)	Intermediate/H.S.S.C. Preference will be given to those who have work experience in Government, Industrial, Commercial Organization.	100 % by direct recruitment.

		Three (3) years relevant field experience in Government or Commercial Organizations with computer literacy. Age: 20 – 25 years	
xix)	<u>Field Assistant</u> Grade-IV (BPS-08)	Intermediate/H.S.S.C. Preference will be given to those who have work experience in Government, Industrial, Commercial Organization. Three (3) years relevant field experience in Government or Commercial Organizations with computer literacy. Age: 20 – 25 years	100 % by direct recruitment.
xx)	<u>Godown Assistant</u> Grade-IV (BPS-08)	Intermediate/H.S.S.C. Preference will be given to those who have work experience in Government, Industrial, Commercial Organization. Three (3) years relevant field experience in Government or Commercial Organizations with computer literacy. Age: 20 – 25 years	100 % by direct recruitment.
xxi)	<u>Computer Operator</u> Grade-IV (BPS-08)	Intermediate/H.S.S.C with at least 6 months computer certificate from institutes recognized by Board of technical education/universities. Qualified in MS Office, and other computer skills relevant to office procedure with minimum speed 40 wpm. Preference will be given to those who have work experience in Government, Industrial, Commercial Organization. Two (2) years experience in Government or Commercial Organizations with computer literacy. Age: 20 – 25 years	100 % by direct recruitment.
xxii)	<u>Telephone Operator</u> Grade-IV (BPS-8)	Intermediate/H.S.S.C with three (3) years relevant experience of working in Government Industrial or Commercial Organization. Age: 25 – 35 years	100 % by direct recruitment.
xxiii)	<u>Assistant Security Supervisor</u> Grade-IV (BPS-08)	Intermediate/H.S.S.C. Preference will be given to those who have experience of working in Government/ Industrial or Commercial Organization. Three (3) years relevant field experience in Government or Commercial Organizations with computer literacy. Age: 25 – 30 years	100 % by direct recruitment.
xxiv)	<u>Driver</u> Grade-IV (BPS-08)	Middle. At least three (03) years experience in well reputed organization with valid driving license holder and well versed in the traffic rules. Age: Maximum 30 years	100% by direct recruitment.

xxv)	<u>Despatch/Dak Rider</u> Grade-IV (BPS-08)	Matriculate. Three (3) years experience with valid driving license holder and well versed in the traffic rules. Age: Maximum 30 years	100% by direct recruitment.
xxvi)	<u>Fork Lift Operator</u> Grade-IV (BPS-08)	Primary pass. Three (3) years relevant experience with valid driving license holder and well versed in the traffic rules. Age: Maximum 30 years	100% by direct recruitment.
xxvii)	<u>Fire Fighter/Fire Fighting Assistant</u> Grade-IV (BPS-08)	Diploma in relevant field from recognized institute. Three (3) years relevant field experience. Age: Maximum 30 years	100% by direct recruitment.
xxviii)	<u>Duplicate Machine Operator</u> Grade-IV (BPS-08)	Diploma in relevant field from recognized institute. Three (3) years relevant experience with knowledge of operating duplicating machine. Age: Maximum 30 years	100% by direct recruitment.
xxix)	<u>Mechanic</u> Grade-IV (BPS-08)	Diploma in relevant field from recognized institute. Three (3) years relevant experience. Age: Maximum 30 years	100% by direct recruitment.
xxx)	<u>Electrician</u> Grade-III (BPS-05)	Diploma in relevant field from recognized institute. Three (3) years relevant experience. Age: Maximum 30 years	100% by direct recruitment.
xxxi)	<u>Assistant Duplicate Machine Operator</u> Grade-III (BPS-05)	Diploma in relevant field from recognized institute. Two (2) years relevant experience with knowledge of operating duplicating machine. Age: Maximum 30 years	100% by direct recruitment.
xxxii)	<u>Assistant Telephone Operator</u> Grade-III (BPS-05)	Matriculate. Two (2) years relevant experience with knowledge of operating duplicating machine essential. Age: Maximum 30 years	100% by direct recruitment.
xxxiii)	<u>Cook</u> Grade-III (BPS-05)	Matriculate. Two (2) years experience. Age: 20 - 30 years	100% by up-gradation from the post of Naib Qasid.
xxxiv)	<u>Qasid</u> Grade-II (BPS-02)	Matriculate Age: 20 - 30 years	100% by direct recruitment
xxxv)	<u>Naib Qasid</u> Grade-I (BPS-01)	Primary Age: 20 - 30 years	100% by direct recruitment.
xxxvi)	<u>Helper</u> Grade-I (BPS-01)	Primary Age: 20 - 30 years	100% by direct recruitment.
xxxvii)	<u>Frash</u> Grade-I (BPS-01)	Primary Age: 20 - 30 years	100% by direct recruitment.
xxxviii)	<u>Chowkidar</u> Grade-I (BPS-01)	Primary Age: 20 - 30 years	100% by direct recruitment.

xxxix)	<u>Cotton Cleaner</u> Grade-I (BPS-01)	Primary Age: 20 – 30 years	100% by direct recruitment.
xl)	<u>Sweeper</u> Grade-I (BPS-01)	Primary. Two (2) years experience Age: 20 – 30 years	100% by direct recruitment.

8. **PERSONAL STAFF ATTACHED TO THE CORPORATIONS' EXECUTIVE:**

The Secretaries/Assistant Secretaries attached with the Senior Executives will be given local ranks in grades *according to* entitlement.

9. **STAFF OFFICER TO CHAIRMAN (GRADE-VIII):**

The post of Staff Officer to Chairman will be in Grade-VIII and will be filled up by promotion/through selection on the basis of fitness and seniority being the other but not the only criteria for selection.

10. **PROVINCIAL QUOTA:**

Recruitment shall be made keeping in view the provincial quota system as laid down by the Federal Government from time to time.

11. **DISABLED/SPECIAL PERSONS QUOTA:**

Recruitment shall be made keeping in view the quota fixed for disabled/special persons as laid down by the Federal Government from time to time.

12. **QUOTA FOR WOMEN:**

Recruitment shall be made keeping in view the quota fixed for women as laid down by the Federal Government from time to time.

13. **AGE LIMIT:**

No person, other than persons on deputation, less than 18 years or more than 50 years of age shall be appointed to any post in the Corporation, unless in a suitable case, the Competent Authority may relax upper age limit.

14. **CREATION OF PERMANENT POSTS:**

The Chairman shall have powers to create permanent posts upto the post of Managers grades. However, Board is competent to create permanent posts above the post of Managers.

15. **CREATION OF TEMPORARY POSTS:**

The Chairman shall have the powers to create *any* temporary posts for a period not exceeding two months at one time.

16. **APPOINTMENTS TO BE MADE ON MINIMUM OF PAY SCALES:**

Appointments in any pay scale shall normally be made at initial stage of the prescribed time scale. However, in exceptional cases the Chairman may allow high initially pay in the prescribed time-scale.

17. APPOINTMENT ON TEMPORARY BASIS:

Appointment on a temporary post or any subsequent extension of such an appointment shall not entitle an employee to permanent absorption in the service of the Corporation. All temporary appointments shall be made for a specific duration not exceeding two months.

18. MEDICAL EXAMINATION:

To join a post on initial appointment in the Corporation every person shall undergo a medical examination by the authorized medical attendant of the Corporation or such other doctor or medical authority as the Corporation may specify and no one shall hold any post nor shall be given any letter of appointment unless he is declared medically fit after such an examination.

19. RECRUITMENT PROCEDURE:

The eligible candidates have to qualify:

- i) Written test / Interview
- ii) Medical Exam.

20. SENIORITY:

An employee shall ordinarily take seniority in the grade in his cadre from the date of his appointment or promotion. The procedure of maintaining seniority shall be as under:-

- A) Temporary or probationary service rendered by an employee shall be counted for the purpose of seniority, where it is followed by appointment on a regular basis.
- B) In case where two or more persons are promoted or appointed by direct recruitment in the same cadre on the same date, the seniority shall be determined as follows:
 - i) The date of notification or appointment and not the actual date of joining the appointment shall determine the seniority.
 - ii) Interse seniority in the cadre from which they are promoted;
 - iii) Person promoted shall be senior to the person recruited.
 - iv) Seniority of the persons recruited directly shall be decided on the basis of merit indicated by the Selection Board.
 - v) Persons equal in all other respects, seniority shall be determined on the basis of age, the elder being given seniority over the younger.
 - a) Grade-wise seniority lists in respect of all cadres in the Corporation shall be maintained separately. The seniority lists shall be circulated amongst the employees concerned.
 - b) The seniority in the case of those employees who are on deputation but subsequently become the employees of the Corporation and in the case of those deputationists who are absorbed in the Corporation after they are declared surplus in their parent office, shall be determined from the date they are absorbed in the Corporation as direct recruit.

21. PROMOTION TO THE POSTS OF GENERAL MANAGER, DEPUTY GENERAL MANAGER, MANAGER AND DEPUTY MANAGER:

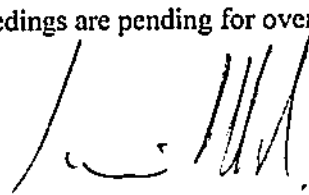
- i) Requisite criteria for promotion to the posts of General Manager, Deputy General Manager, Manager and Deputy Manager is as under:-

S. No	Requirement/ Criteria	Applicable for promotion to the posts of			
		General Manager	Deputy General Manager	Manager	Deputy Manager
a)	Feeding Post	Deputy General Manager	Manager	Deputy Manager and equivalent	Assistant Manager and equivalent
b)	Length of service	Overall 12 years length of service in officer grade including 03 years as Deputy General Manager.	Overall 09 years length of service in officer grade including 04 years as Manager.	Overall 05 years length of service in officer grade including 02 years as Deputy Manager.	Overall 03 years length of service as Assistant Manager.
c)	Capability	<ul style="list-style-type: none"> Leadership Skills Analytical Skills (as per assessment of the Training Institute) (NIM, Karachi) 	Capable to undertake the higher responsibilities, possess the skill of problem solving, fluency in noting, drafting and report writing. Capable to undertake operational duties.	Should possess the skill of problem solving, efficiency in noting, drafting and report writing. Capable to undertake operational duties.	Should possess the skill of noting, drafting and report writing.
d)	Quantification of Performance Evaluation Report (PER)	Quantification of Performance Evaluation Reports as per ESTACODE.			
e)	Training	Mid-Career Management Course (MCMC) from National Institute of Management, (NIM) Karachi would be mandatory.	4 weeks mandatory training from National Institute of Management, (NIM) Karachi.	4 weeks mandatory training from National Institute of Management, (NIM) Karachi	4 weeks mandatory training from National Institute of Management (NIM) Karachi.

- ii) Quantification of all the officers on panel for consideration of promotion will be made as per following weightages/criteria:-

(i)	Quantification of PERs	40 %
(ii)	Quantification of TERs	30%
(iii)	Selection Board	30%

- iii) The minimum threshold of marks (quantification) for promotion to various posts shall be as per following table:-
- | | | | |
|----|------------------------|---|----|
| a) | General Manager | - | 65 |
| b) | Deputy General Manager | - | 60 |
| c) | Manager | - | 55 |
| d) | Deputy Manager | - | 50 |
- iv) An employee shall be deferred due to the following reasons:-
- Not undergone the prescribed training or departmental examination (if any).
 - Non submission of Performance Evaluation Report (PER) by the concerned officer to his reporting officer in respect of his service in the present grade and the preceding grade.
 - When the TCP's Selection Board considers the record as incomplete, or wants to further watch the performance of the officer or for any other reason to be recorded in writing.
 - Disciplinary or departmental proceedings are pending against the employee.
 - The employee is on deputation to another organization including international agency.
 - The employee's inter-se seniority is sub-judice.
- v) The employee whose promotion has been deferred will be considered as soon as the reason on the basis of which deferment took place ceases to exist provided that an employee falling in the category mentioned in para 21(v)(e) above will be considered for promotion only on his return to Pakistan and earning at least one PER for one full year before he is considered for promotion.
- vi) The requisite length of service mentioned above would be subject to the analogy given in proviso (i) of the Establishment Division's O.M. No. 1/9/80-R.2 dated 02-06-1983, regarding reduction in length of service in case initial appointment is not made in BS-17.
- vii) Criteria for nomination of officers for the mandatory trainings as under:
- The officer(s) is / are in the promotion zone;
 - The officers(s) may be considered in order of seniority in their respective cadres and the officers otherwise senior to them must not be ignored.
 - The officers, who are on deputation in international organizations/study leave; may not be nominated.
 - The officers on long leave / EOL and are undergoing disciplinary proceedings may not be nominated. However, those officers whose disciplinary proceedings are pending for over one year may be nominated.

- e) An officer who is likely to retire within two years from service on attaining the age of superannuation shall be exempted from the mandatory training.
- f) Proficiency in computer related skills is pre-requisite for the course. Nominated officers, who are not computer literate, are advised to immediately start working on computers, so that they do not start the training with a handicap.
- g) If an officer selected for mandatory training declines to proceed on training, he / she would forfeit the right to be considered for promotion, provided that the TCP's Board may dispense with this provision (in any case) in the interest of the organization and allow the officer for nomination in subsequent training program as and when scheduled by the organization, enabling him to be considered for promotion thereafter.
- h) In the event of selection of officers for the training, the controlling office/Division shall relieve the officers and make an interim arrangement for disposal of work during the training period.

22. PROMOTION TO THE POSTS OF ASSISTANT MANAGER, ASSISTANT AND JUNIOR ASSISTANT:

- i) Requisite criteria for promotion to the posts of Assistant Manager, Assistant and Junior Assistant and equivalent posts is as under:-

S. No	Requirement/ Criteria	Applicable for promotion to the posts of		
		Assistant Manager or Equivalent	Assistant or Equivalent	Junior Assistant or Equivalent
a)	Feeding Post	i) Assistant; ii) Assistant Secretaries; iii) Computer Assistant; iv) Godown Keeper.	i) Junior Assistant-I; ii) Junior Assistant-II; iii) Sample Room Assistant; iv) Field Assistant; v) Godown Assistant; vi) Computer Operator	Departmental employees of Grade-I, II and III (i.e. Qasid, Naib Qasid etc.) possessing Intermediate/ H.S.S.C. qualification and passing NTS test with basic computer literacy and typing speed of 40 WPM.
b)	Length of service	Three years	Three years	One year
c)	Performance Evaluation Report	Three years satisfactory PERs	Three years satisfactory PERs	One year satisfactory Work and Conduct by the Divisional Head.

ii) An employee shall be deferred due to the following reasons:-

- a) Not undergone departmental examination/test for the post of Junior Assistant or equivalent (if any).
- b) Non submission of Performance Evaluation Report (PER)/Report on Work and Conduct by the concerned officer to his reporting officer in respect of his service in the present grade.
- c) When the TCP's Selection Committee considers the record as incomplete. or wants to further watch the performance of the employee or for any other reason to be recorded in writing.
- d) Disciplinary or departmental proceedings are pending against the employee.
- e) The employee is on deputation to another organization including international agency.
- f) The employee's inter-se seniority is sub-judice.

23. PROBATION:

- i) All the newly appointed employees upto the rank of Assistant Manager shall be placed on probation for a period of three months.
- ii) All the newly appointed officers shall be placed on the probation for a period of two years which shall be extended for a further period of one year at the sole discretion of the Competent Authority.
- iii) In the case of officers, promoted henceforth, shall be placed on Special report for a period upto six months extendable upto two years with the condition that they shall be reverted to their previous status, if their performance is not found satisfactory.
- iv) The confirmation of promotee Secretaries in the posts shall depend upon their qualifying trade test in shorthand at a speed of 120 words per minute within three months from the date of their promotion. In case they fail to qualify the test at the above mentioned speed within the specified period they shall be liable to reversion to the posts of Assistant Secretaries.

24. TERMINATION

The services of an employee may be terminated without notice and without giving reasons at any time during the period of probation by the appointing authority if the work of he employee is considered to be unsatisfactory. The Corporation may terminate the services of a confirmed employee on giving three months notice or three months pay in lieu thereof, except that the notice or pay in the case of those employees upto the rank of Assistant Manager will be of one month.

Notice of three/one months or pay in lieu thereof shall not be admissible in case of an employee who is removed from service for misconduct.

25. RESIGNATION:

An employee of the level of Deputy Manager and above desiring to leave or discontinue his service in the Corporation during the period of probation, shall be required to give one months notice in writing or surrender pay in lieu of notice. An employee whose appointment has been confirmed by the appointing authority on completion of his probation shall not leave or discontinue his service in the Corporation without giving one month's notice in writing of his intention to do so. In the event of breach of this condition, by an employee he shall be liable to pay to the Corporation as compensation a sum equal to his pay for the period of notice or for such period as the notice given falls short of the prescribed period.

26. RETIREMENT:

For regular employees of the Corporation, the age of superannuation shall be sixty years. Those employed on contract shall, however, be governed by their contract.

27. EARLY RETIREMENT:

Notwithstanding anything contained in these Rules or in the terms and conditions of service of an employee, the Board in case of employees of Grades VII, VIII & IX and the Chairman in the case of other employees may direct the retirement of an employee at any time after he has completed twenty years of service.

28. PERSONAL RECORD OF THE EMPLOYEES:

- a) A record of service of an employee shall be maintained in prescribed Forms.
- b) An employee shall not have access to his confidential Report, but he shall be informed in writing of any adverse remarks, relating to remedial defects, contained in his report so as to afford him an opportunity of explaining his position or correcting himself. In case of an event, extract of the adverse remarks for that year shall be supplied.
- c) Confidential records of officers upto Managers and staff shall be maintained by the General Manager (Admn.) and those of General Managers shall be maintained by the Staff Officer to the Chairman.

29. INCREMENTS:

- i) All employees will be allowed annual increments on 1st July each year. Subject to the condition that they have completed at least six months service in the preceding financial year.
- ii) Subject to an employee's service being satisfactory, the next annual increment in his pay scale shall accrue on completion of one year of service beginning from the date of his appointment in the posts. Cases in which increment is proposed to be withheld shall be brought to the notice of the Chairman.