

**STEEL AUTHORITY OF INDIA LIMITED  
ROURKELA STEEL PLANT  
ROURKELA**

PL-RR-3(13)

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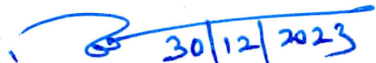
PERSONNEL POLICY CIRCULAR NO.1174

**RULES FOR PROMOTION FRAMED UNDER THE POLICY FOR PROMOTION  
FROM NON-EXECUTIVE TO EXECUTIVE CADRE**

- 1.0 The Revised Rules framed under the Policy for Promotion from Non-executive to Executive cadre are annexed.
- 2.0 All promotion from Non-executive to Executive cadre will be conducted in accordance with the aforementioned Policy and Rules.
- 3.0 The implementation and co-ordination function in connection with promotion from Non-Executive to Executive cadre in Rourkela Steel Plant shall be done by Personnel-OD Section.

This issues with the approval of the Competent Authority.

(Authority: SAIL Letter No. PER/IR & W/E-438/22 dated 28.12.2023)

  
30/12/2023  
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Distribution:

ALL HEADS OF DEPTT. / OFFICES

## RULES FOR PROMOTION FRAMED UNDER THE POLICY FOR PROMOTION FROM NON-EXECUTIVE TO EXECUTIVE CADRE

### 1.0 OBJECTIVES

1.1 To provide mechanism for implementation of the Policy in an objective manner.

### 2.0 DEFINITIONS

2.1 'Policy' means the extant Policy for promotion from Non-executive to Executive Cadre.

2.2 'Performance' as assessed under the Non-executive Appraisal System.

2.3 'Promotion Year' the year in which promotions are effected w.e.f. 30<sup>th</sup> June.

### 3.0 DETERMINATION OF ELIGIBILITY

3.1 The eligibility for promotion to Executive Cadre will, qualification wise, be as under:

Years of service in S6 and above grade	Minimum Qualification in Technical stream	Minimum Qualification in Non-Technical Stream
2	Degree in Engineering or equivalent	Any specified Professional qualification
5	Diploma in Engineering or equivalent/ BSc	Graduates or equivalent
10	Matric or Matric+ITI In technical category only	

While determining eligibility, highest applicable qualification for the category of qualification (Technical/Non Technical) opted for, by the employee shall be reckoned.

3.1.1 The employee should have completed 10 years of continuous service in the Company, which includes training period, for being eligible to be considered for promotion under the Policy.

3.1.2 Candidates must possess the eligibility qualification as on the date of issuance of circular inviting applications from eligible candidates for consideration for promotion under the policy. Candidates having appeared in the examination to acquire qualification envisaged/opted for where results are awaited shall not be considered. During the ongoing process of JO, the request for incorporation of qualification in the Personnel records shall not be entertained/taken cognizance of after final submission of application against JO Circular.

3.2 The qualifications to be reckoned as equivalent to Degree in Engineering for technical stream and Professional qualification in non-technical stream have been specified in Annexure-I.

3.3 The qualifications to be reckoned as equivalent to Diploma in Engineering for Technical stream and Graduate for Non-technical stream have been specified in Annexure-II.

3.4 For the purpose of this scheme, in addition to Works, employees working in Technical areas of Projects, Mines, Town Maintenance/Town Engineering, C&IT, IED, SQC, TQM, INCOS, Internal Audit, Inspection in Materials Management and Stock Verification in Finance will be considered under technical stream, provided they have qualification as required under technical stream.

3.5 The employees working in non-technical areas having Matric/Matric+ITI qualification or a qualification specified for technical stream, can opt for promotion in technical stream. Similarly employees working in technical stream can also opt for promotion in non-technical stream provided they have the qualification specified for that area. In such cases, the employee will have to qualify in the test to be conducted for the stream opted by him/her. In case of selection, such employees will be posted in the stream in which they appeared for selection.

- 3.6 The eligibility of the candidates will be reckoned as on 30<sup>th</sup> June of the Promotion Year.
- 3.7 The Employee should have minimum of one (1) year of service left as on the 30<sup>th</sup> June of the Promotion Year.

#### 4.0 SELECTION PROCEDURE

##### 4.1 Inviting Applications

- 4.1.1 Applications from the eligible candidates will be invited online through a circular issued by Corporate Office or any other plant/unit coordinating the process. Applications will capture basic information of the employee related to his/her candidature, including his qualification as per Personnel records, length of service etc. along with an undertaking of no objection to transfer. Changes, if any in the personal details/basic information may be requested by candidates before final submission of application which will be verified/corrected by concerned Personnel Executive/Nodal Officer of respective Plant/unit. The eligibility qualifications should be on or before the date of issuance of circular. The verified data would then be forwarded to agency conducting the written test (CBT) for issue of admit card and further processing.
- 4.1.2 Length of Service marks and Qualification shall be transparent and be available to the candidate at the time of applying for the promotion.

##### 4.2 Conduct of Written test (CBT)

- 4.2.1 The written test (CBT) will be of objective type, multiple choice of questions with no negative marking. The qualification wise broad structure would be as under:-

Qualification category	Broad Test Segments
<b>Technical</b>	
(i) Degree in Engineering or equivalent (ii) Diploma in Engineering or equivalent / BSc.	<ul style="list-style-type: none"> <li>• Industry &amp; Company awareness</li> <li>• Reasoning, Data Interpretation and English Comprehension</li> <li>• General Plant Operation Engineering</li> </ul>
Matric/ Matric+ITI	<ul style="list-style-type: none"> <li>• Industry &amp; Company awareness</li> <li>• Reasoning, Data Interpretation and English Comprehension</li> <li>• General Plant Awareness</li> </ul>
<b>Non-Technical</b>	
(i) Specified Professional qualification (ii) Graduates or equivalent	<ul style="list-style-type: none"> <li>• Industry &amp; Company awareness</li> <li>• Reasoning, Data Interpretation and English Comprehension</li> <li>• General Functional Management</li> </ul>

The weightage of written test (CBT) segments would be as under:

Segments	Weightage
Industry & Company Awareness	30
Reasoning, Data Interpretation and Comprehension	30
GPOE/GPA/GFM as the case may be	40

- 4.2.2 The written test (CBT) will be conducted at plants/units location centrally by an external agency and Corporate Office or any other plant/unit will function as an overall coordinating agency.

4.2.3 Employees of Plants/Units who are posted at other plant/unit locations can appear in the written test (CBT) at respective plant / unit location.

#### 4.3 Qualifying criteria in Written test (CBT) and calling for Interview

4.3.1 To qualify in the written test (CBT), candidates will have to obtain a minimum of 50% marks in aggregate and 40% marks in each segment of the written test (CBT) (40% in aggregate and 30% in each segment for SC/ST/PwBD candidates; 45% aggregate and 35% in each segment for PM's Shram Award winners; 35% aggregate and 25% in each segment for SC/ST/PwBD candidates who are PM's Shram Award winners). Those candidates who will qualify in the written test (CBT), will be considered for inclusion in Merit list prepared by the external agency based on the consolidated score of Written test (CBT), Performance Rating and Length of Service, separate for each qualification segment. Candidates will be called for interview in the ratio of 1:3 in order of merit. In case there is more than one candidate with the same merit points and within the zone of consideration, all of them will be called for interview.

4.3.2 The comparative position of candidates in the merit-list shall not be disclosed till the Interview process is over.

#### 4.4 Departmental Promotion Committees

4.4.1 Two separate DPCs will be constituted under Head of Works and Senior most Functional Head in non-technical area for technical and non-technical areas respectively. Separate DPC for Technical area under In-charge of Mines in a Plant/unit may be constituted for plants/units having mines. The DPCs will have minimum three members including a representative of SC/ST and a representative of Personnel Department. The DPC will finalise merit lists based on combined performance of the candidates in written test (CBT), interview, performance ratings & length of service after attaining eligibility and other conditions w.r.t. performance and conduct (clause 4.5).

#### 4.4.2 The merit list shall be prepared with following weightage:

Component	Weightage
Written test (CBT)	60%
Interview	15%
Performance Rating*	9%
Length of Service**	16%

\*Weightage of performance rating will be based on ratings of last 3 years as per guidelines given at Annexure-III.

\*\*Each completed year of service after attaining the eligibility of Two/Five/Ten years subsequent to entry in S-6 grade as the case may be, will carry a weightage of 1 mark subject to a maximum of 16 marks. Length of Service shall be counted on the basis of the stream-Technical/Non-technical, where the candidate has applied.

4.4.3 The promotion orders under the policy will be issued by the plant/unit after obtaining approval of the respective Chief Executive on the recommendations of the DPCs.

4.4.4 In cases where two or more candidates secure equal aggregate marks, the following principles may be adopted to resolve the tie:

- (i) Candidates securing more marks in written test (CBT) to be ranked higher.
- (ii) In case of marks mentioned at (i) above are same, the candidates securing more marks in Length of Service to be ranked higher.
- (iii) In case of marks mentioned at (i) & (ii) together above are equal, the candidates securing more marks in interview to be ranked higher.

- (iv) In case of marks mentioned at (i), (ii) & (iii) above are same, the principle of grade seniority would be taken as the criteria for resolving the tie at cut off point.
- (v) In case of marks mentioned at (i),(ii),(iii) & (iv) above are same, the age will be taken as criteria i.e. candidates with higher age will be ranked higher

#### **4.5 Condition with respect to performance & conduct**

- 4.5.1 The candidate should have minimum 'B' or equivalent ratings in the last 3 consecutive years. Applications from candidates with ratings below 'B' or its equivalent in any of the last three consecutive years will not be considered for the promotion process.
- 4.5.2 The candidate should be clear from disciplinary and vigilance angle as on 30<sup>th</sup> June of promotion year as well as on the date of issuance of order.
- 4.5.3 Candidates adopting unfair means, practice in the test/interview of the promotion process, would be debarred from applying under the policy for the next two cycles, apart from other disciplinary actions as per applicable rules.

#### **4.6 Frequency of promotions**

- 4.6.1 The promotions will be carried out based on Organizational requirement, but not earlier than two completed years between two cycles of promotion. The orders will be effective from 30<sup>th</sup> June of the promotion year.
- 4.6.2 If promotion orders are issued on any date after the specified date of promotion i.e, 30<sup>th</sup> June, the notional seniority as well as pay fixation shall be affected from the specified date of promotion but the monetary benefit will accrue on assuming the charge of the Junior Officer Grade.

#### **4.7 Number of chances to appear in the Written test (CBT)**

- 4.7.1 There will be no limit in the number of chances a candidate can appear for written test (CBT).

#### **4.8 Seniority of Candidates**

- 4.8.1 The seniority of the employees coming to executive stream through this policy shall be determined as per the existing rules on determination of seniority.

#### **5.0 NUMBER OF PROMOTIONS**

- 5.1 The number of promotions in a plant/unit would not be more than 2% (i.e. rounded down to the nearest whole number) of the total employee strength in S-6 to S-11 grades on the 1<sup>st</sup> day of the month of notification, in the respective plant/unit. Within the overall number of promotions so decided, plant/unit can decide the stream wise distribution of candidates as per requirement.
- 5.2 While effecting the promotions plant/unit may keep the number of promotions restricted in non-technical stream to 15% of total promotions. However, for units of non-technical nature such as CMO, CO, etc., the number of promotions restricted in technical stream to be 15% of total promotions.
- 5.3 In technical stream also the number of promotions to employees having eligibility due to minimum qualification of Matric/ Matric+ITI may be kept upto 10% of the total promotions in technical stream.
- 5.4 However, if sufficient numbers of SC/ST/PwBD candidates are not available within the above upper limits, plants/units can relax these conditions for SC/ST/PwBD candidates to meet the reservation requirements.

- 5.5 In plants/units where technical employees are very few, if posts remain unfulfilled in technical stream, they may be filled by candidates from non-technical stream and vice-versa.
- 5.6 At least one post may be provided in each functional category at plant/unit where the candidates have qualified but no post is getting allocated as per the calculation prescribed in the policy
- 5.7 Smaller units may be combined for the purpose of conduct of written test (CBT) and effecting promotions such as Ranchi Based Units (RDCIS, CET, MTI & SSO) and Central Units (Corporate Office, GD+SGW and EMD)

## **6.0 ROTATION OF SELECTED CANDIDATES**

### **6.1 Provisions**

- (i) The employees selected for promotion to JO may be transferred to any other department within the plant/unit or to any other plant/unit of the Company.
- (ii) The transferred employees will not be allowed to seek/apply for transfer before five (5) years from the date of promotion.
- (iii) Candidates will be required to submit an undertaking at the time of submitting online application and at the time of interview that they will have no objection if transferred to any other department/plant/unit of SAIL on selection under the non-executive to executive cadre promotion policy.
- 6.2 The HoPs of the five ISPs and Corporate Office will constitute the Standing Committee to decide about inter-plant/unit rotation of the selected employees. The decision for rotation of selected candidates will be based on the recommendations of Plants/Units.
- 6.3 Rotation of candidates within the plant/unit will be decided by the respective Chief Executive of the plant/unit.
- 6.4 On inter-plant/unit transfer, a period of one month will be given to the selected candidate to join his new place of posting. This will be relaxable to one more month in case the Management is convinced of any genuine difficulty faced by him/her in assuming charge of the Junior Officer's post. If the selected candidate does not assume charge of the higher post within two months of issue of the order, his/her promotion order will stand cancelled and he/she will be debarred to appear in the next cycle of such promotion process.

## **7.0 POST SELECTION TRAINING**

- 7.1 The selected candidates will be placed in Junior Officer grade and they will be put under training for six (6) months duration. Performance of the candidates on training will be evaluated by the respective plant/unit.

## **8.0 PROBATION**

- 8.1 On successful completion of training, the Junior Officers will be placed under probation for one year. The period of probation will be reckoned from the date of completion of training. The procedure for confirmation and extension of probation will be as per the procedure explained in the rules framed under executive promotion policy.

## **9.0 GROWTH IN THE EXECUTIVE CADRE**

- 9.1 On successful completion of probation period, the candidates will be placed to E-1 grade. The subsequent promotion will be as per the existing Executive Promotion Policy. However the date for Junior Officer grade will be reckoned from 30<sup>th</sup> June of promotion year.

## **10.0 RESERVATION**

10.1 Reservation to SC/ST/PwBD candidates will be provided as per Presidential Directives and relevant Acts.

**11.0 SAVINGS**

11.1 Amendment/Modification/Clarification of the rules framed under the Policy will be carried out/issued with approval of Director (Personnel).

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**Department-wise/Stream -wise Professional Qualifications :**

S. NO.	STREAM	QUALIFICATION
1.	<b>Technical</b>	i. Degree in any branch of Engineering for all departments in Technical category (including Town Maintenance, Project, Mining, R&D, IED/SQC, EDP/INCOS/Computer Section), MCA ii. For Industrial Engineering/SQC Department, Post graduate degree/ diploma of not less than two years' duration in Industrial Engineering/ Operations Research shall also be considered. iii. For EDP/INCOS/Computer Section areas, Post-graduate Degree/Diploma in Computer Science/ Computer Application or MBA (systems) of not less than two years duration, shall also be considered. iv. 1 <sup>st</sup> /2 <sup>nd</sup> class Mines Manager Certificate in Mines v. MSc./M Tech. in Geology in Mines vi. Doctorate in Chemistry in R&C Lab area.
2.	<b>Non-Tech.</b>	
	A. Marketing	vii. MBA or Post-graduate Degree/ Diploma in Management/ Business Management / Business Administration. / Marketing Management / Export Management of not less than two years duration.
	B. Materials	viii. MBA or Post-graduate Degree/ Diploma in Management/ Business Management/ Business Administration / Materials Management of not less than two years' duration.
	C. Personnel	ix. MBA or Post-Graduate Degree / Diploma in Business Management/ HRM/ HRD/ Personnel Management/ Industrial Relations/ Industrial Psychology/ Organisational Behaviour/ Labour Laws/ Social Welfare/Labour Welfare of not less than two years' duration.
	D. Administration including Town Administration	x. MBA or Post-Graduate Degree/ Diploma in Business Management/ Business Administration of not less than two years duration.



E . Law	xi.	Degree in Law with Graduation (LLB) and eligible for enrolment as an Advocate.
F. Finance	xii.	MBA(Finance)/Graduation with CA/CMA
G. Other Disciplines	xiii.	<b>Official Language Cell:</b> Doctorate/ M.Phil. in Hindi
	xiv.	<b>Education:</b> Master's Degree in Education
	xv.	<b>Horticulture:</b> Post-Graduate Degree/ Diploma in Horticulture of not less than two years duration
	xvi.	<b>Public Relations:</b> Post Graduate Degree/Diploma in Public Relations/Journalism of not less than two years' duration.
	xvii.	<b>Guest House/Canteen:</b> Post-Graduate Degree/ Diploma in Tourism/Hotel Management/ Catering Technology/ Food Technology of not less than two years' duration.
	xviii.	<b>Library Science:</b> PG Degree/Diploma in Library Science of two years duration.
	xix.	<b>Medical Department:</b> PG Degree/Diploma in Social Welfare of two years duration, for employees working in Family Welfare Section of Medical Department
	xix(a)	Post graduate full time regular degree in paramedical stream of not less than 2 years, duly recognised by UGC/AICTE/statutory bodies like Pharmacological Council of India, Indian Nursing Council etc. recognized by Govt of India after graduation in the relevant discipline
	xx.	<b>Photo Unit:</b> PG Degree/Diploma in Photography of two years duration.

Note:

- a) All the above qualifications should be duly recognised by UGC/AICTE
- b) PG Diploma qualifications specified above should have recognition equivalent to PG degree in the respective specialisation.



## Department-wise/Stream-wise qualifications to be treated as equivalent to Graduation:

S. NO.	STREAM	QUALIFICATION
1.	<b>Technical</b>	<p>i. Diploma in any branch of Engineering</p> <p>ii. B.Sc.</p> <p>iii. For EDP/INCOS/Computer Section areas: BCA, 'A' level certificate from DOEACC, PG diploma in computer applications of 1 year duration from recognised University.</p> <p>iv. Certificate of Boiler Proficiency</p> <p>v. Certificate of Mining Mate/ Mining Sirdar/ Mining Foreman/ Mines Surveyor in Mines</p>
2.	<b>Non-Technical</b>	<p>vi. Graduation in any stream (B. Com for Finance)</p> <p>vii. For Medical department, Diploma in Nursing, Pharmacy, Lab. Technician etc. of minimum two years duration, acquired after Matriculation or higher qualification shall be treated as equivalent to Graduation</p>



**Guidelines for providing weightage for ratings earned by the candidates under Non-Executive Appraisal System**

Each rating of 'O', 'A' and 'B' will carry a weightage of 3, 2 and 1 marks respectively, as illustrated below:-

Rating	Marks
OOO	9
OOA	8
OAA /OOB	7
OAB/AAA	6
OBB/AAB	5
ABB	4
BBB	3

