

**THE WOOL DEVELOPMENT BOARD (RECRUITMENT & PROMOTION)
RULES, 1994**

1. Short title and scope of application: -

- 1.1 These rules shall be known as the “Wool Development Board (Recruitment & Promotion) Rules, 1994”
- 1.2 These rules shall apply to the officers and employees of the Wool Development Board.
- 1.3 These rules shall come into force with effect from the date the same are approved by the Board.
- 1.4 Except as otherwise provided by or under these Rules or in any agreement or letter of appointment, these shall apply for recruitment to all posts of the Wool Development Board and in regard to seniority, promotion etc. and these shall apply to all persons in the whole time employment of the Wool Development Board including its branch, field, zonal or regional offices or Centers or attached and sub-ordinate offices. These rules shall not, however, apply to persons engaged on daily wage, occasional, casual and contractual basis irrespective of the duration of such engagement.

2. Definitions, Amendments and Interpretations: -

- 2.1 Definitions:** Unless there is something repugnant to the subject or context;
- a) “Board” means the Wool Development Board and shall include its zonal/regional/area/branch/field offices or departmental purchases centers or to any of its offices for the time being attached and sub-ordinate to it.
 - b) “Chairman” means the Chairman of the Wool Development Board.
 - c) “Vice Chairman” means the Vice Chairman of the Wool Development Board.
 - d) “Member Secretary” means the Member Secretary of the Wool Development Board.
 - e) “Appointing Authority,” means the authority as the prescribed in the Wool Development Board Service Regulations.
 - f) “Temporary post” means a post sanctioned for a limited time under the power of the competent authority.
 - g) “Permanent post” means a post sanctioned without specifying any time limit or on permanent basis under the powers of the competent authority.
 - h) “Employee” means an employee of the Board including those on deputation from Central/State Governments and other Public Sector undertakings but does not include an employee who is not a regular employee of the Board and is employed for work which is essentially of occasional, contractual casual or seasonal in nature.
 - i) “Selection Committee” means the committee set up under these rules by the Board or with its approval or by the authority duly authorized by the Board for selecting persons for appointment to specific post(s) in the Board by recruitment/promotion.

2.2 Amendment to Recruitment and Promotion Rules: -

These Rules may be amended or modified from time to time, by the Board and such modifications or amendments shall take effect from the date the same are approved by the Board.

2.3 Interpretation: -

Whenever there is any conflict arising in regard to the correct interpretation of any of the provisions of these rules, the decision of the Board thereon shall be final and binding.

2.4 Power to relax: -

Where the Board is of the opinion that it is necessary or expedient to do so, it may be order, for reasons to be recorded in writing, relax, any of the provisions of these rules in respect of any class or category of employee (s) or in respect of any candidate(s) to be recruited to any post or category of posts.

3. Methods and Principles of Recruitment: -

3.1 The posts under the Board shall be filled in accordance with the recruitment rules.

3.2 The Board may, in its discretion effect from time to time such changes in the nomenclature, number and pay scales of the posts as it may deem fit.

3.3 The posts in the Board shall be filled in by one of the following methods: -

a) By direct recruitment;

b) By promotion of persons already in the service of the Board;

c) By obtaining officials from the Central/State Government, statutory authorities other organisations, institutions and Public Sector Undertakings on deputation on such Foreign Service terms and conditions as may be mutually agreed upon between the Board and the lending organisation.

3.4 For posts upto and including group 'C' level posts, appointment on deputation will not normally be made except in cases where, in the opinion of the appointing authority, appointment on deputation is necessary in the interest of the Board.

3.5 Appointment on deputation to any of the post of the Board shall be made with the approval of the Chairman of the Board.

4. Procedure for direct recruitment: -

4.1 For the purpose of direct recruitment, the following procedure shall be followed: -

a) For recruitment to posts falling in Group A & B, applications shall be invited by open advertisement in at least two local Newspapers, giving full information regarding the nature of the duties of the post, qualification and age limits required, prospect of promotion, if any, and other relevant information. In cases where advertisement fails to obtain sufficient response from applicants, it shall be open to the Member Secretary to invite names of suitable candidates through established organisations or professional institutions with prior approval of the Chairman.

- b) Recruitment to posts, falling in Group C & D, will be made through the National Employment Service i.e. the local Employment Exchange and other sources will be tapped only when the Employment Exchanges issue non-availability certificate.
- 4.2 In the event of Employment Exchanges failing to provide suitable candidates for the posts mentioned in (b) above, and on certification by the Employment Exchanges to that effect, applications may be invited through advertisement in the local/regional press as well as through established organisations or professional/technical institutions.
- 4.3 Direct recruitment to all post in-group A & B in the Board shall be made on the basis of recommendations by the Selection Committee, consisting of not less than three members, constituted by the Chairman for the purpose.
- 4.4 Direct recruitment to all posts in-group C & D in the Board shall be made on the basis of recommendations by the Selection Committee, consisting of not less than three members, constituted by the Member Secretary for the purpose.
- 4.5 For the purpose of direct recruitment, reservation of posts for various sections like SC/ST/OBC communities, ex-servicemen and dependants of defence personnel killed in action, physically handicapped persons etc. as directed by the Government from time to time shall be made and recruitment procedure modified to that extent.

5. Procedure for Promotion: -

- 5.1 The Selection Committees for direct recruitment constituted under Para 4.3 and Para 4.4 shall recommend all promotions. The basis of promotion shall be “merit with due regard to seniority” merit being judged by the Selection Committees on the basis of a person’s past performance and future potential. Persons selected for promotions shall be arranged according to there inter seniority in the grade from which they are to be promoted.
- 5.2 A person who is found fit for appointment by promotion shall be so appointed on probation basis for six months and will be confirmed on the satisfactory completion of this period. If at the end of this period his performance is not found satisfactory, his case for reversion or extension of the probation period will be placed before the appointing authority.
- 5.3 All persons eligible for promotion under the recruitment rules of the post shall be arranged in the order of their seniority and complete lists, duly certified by the Administrative Officer that no eligible person has been left out, shall be places before the respective Selection Committee. Annual performance appraisal reports in respect of the eligible persons shall be maintained and placed before the respective selection Committees for consideration.
- 5.4 The Zone of consideration will be in ratio of 1:4 to the posts under consideration for promotion.
- 5.5 Notwithstanding anything contained in this provision, persons belonging to SC/ST/OBC communities shall have the right to promotion to the reserved quota of promotion posts as fixed by the Government from time to time.

6. Principles for Determining Seniority: -

- 6.1 a) Direct Recruits: Seniority shall be determined by the order of merit in which they are selected for the appointment in the respective posts, persons appointed as a result of an earlier selection being senior to those appointed as a result of subsequent selection.
b) Where two or more persons join on the same date, and if there is no merit ranking available to determine the seniority, then age of the persons will determine the seniority, older person being senior to younger.
- 6.2 Promotees:
a) Where promotions are made on the basis of merit, the Selection Committee would rank the persons according to merit. The seniority of such promotees shall be in the order in which the Committee recommends them for such promotion.
b) Where promotions are made on the basis of seniority, subject to the rejections of the unfit, the seniority of persons considered fit for promotion at the same time shall be the same as the relative seniority in the lower grade from which they are promoted. Where, however, a person is considered unfit for promotion and is superseded by a junior such person shall not, if he is subsequently found suitable and promoted, take seniority in the higher grade over the junior person who had superseded him.
c) Where promotions are made on the basis of merit-cum-seniority, the persons will be ranked by the Selection Committee on the basis of merit with due regard to seniority. The Selection ranking will determine the seniority of such promotees.
- 6.3 Seniority between direct recruits and promotees will be determined according to the quota poster laid down for each post.
- 6.4 Deputationists - In the case of persons initially taken on deputation from Government Departments and subsequently absorbed permanently in the services of the Board seniority could be counted from the initial date of joining the Board.
- 6.5 Casual and Contractual Employees – Period of service rendered as casual employees or on contract basis will not be counted for seniority.
- 6.6 Employees appointed/promoted on ad-hoc basis-Persons appointed or promoted on ad-hoc basis will rank in seniority below the persons appointed to the grade on regular basis. Seniority will count only from the date of regular appointment.
- 6.7 Employees reverted to lower post – In case an employee is reverted to a lower post (except as a result of disciplinary action), seniority of such employees in the lower category would be determined after taking into account the period of service rendered in the higher post.
- 6.8 Where the reasons of the employee for refusing promotion are acceptable to the Appointing Authority, it has been decided that there is no need to enforce promotion. Such a person will, however, loss seniority vis-à-vis his erstwhile juniors promoted to the higher grade earlier than him irrespective of whether the post in which promotion was refused belonged to the selection or non-selection category. This is because promotion to selection posts is made according to the position in the select list and promotion to non-selection posts made with reference to seniority, subject to rejection of the unfit. In either case seniority in

the higher grade follows the order of promotion. Thus if a person refuses promotion in his own turn, loss of seniority is inherent.

7. **Training:** -Every person, recruited or promoted to the posts in the Board shall undergo such training and/or the Board, as may be prescribed refresher course as from time to time.

8. **Age limit:** - The lower age limit for appointment to any post in the Board shall not be less than 18 years. The upper age limit for various posts shall be as prescribed. Provided however, that the upper age limits as prescribed may be relaxed by Chairman in cases of candidates having exceptionally high qualifications and experience, provided further that relaxation of upper age limits as directed by the Government from time to time in respect of SC/ST/OBC, Ex-servicemen, physically handicapped persons etc. Shall be applicable.

9. **Verification of Character and antecedents:** -

9.1 In order to satisfy that the character and antecedents of the person proposed to be appointed are such as do not render him unsuitable for appointment in the service of the Board, the appointing authority shall verify his character and antecedents through such agencies as the Government may decide from time to time. The reports regarding the verification of character and antecedents shall, at all times, be treated as secret and shall not be divulged to the employee concerned. An adverse report regarding the character and antecedents of an employee shall make his services liable to be terminated.

9.2 In all cases of direct recruitment, confidential reference regarding past employment etc. shall be made.

10. **Liability for Transfer:**

A person recruited to any post under the Board shall be liable for posting anywhere in India or abroad.

11. **Recruitment on Compassionate Ground:**

In the event of death of an employee or permanent disablement resulting in cessation of employment, a dependent member of the family of the concerned employee may be considered for appointment to a post commensurate with requisite qualifications etc. at the discretion of the Chairman. However, consideration of such appointment will be subject to availability of the vacant post in the Board.

12. **Reservations:** The directions/instructions issued by the Government from time to time regarding reservation of posts for the purpose of direct recruitment and promotion in respect of various sections of people shall be followed.

13. Procedure: The Member Secretary will, with the approval of the Board, issue instructions as to the procedure to be followed in:

- i) Maintenance of performance appraisal reports
- ii) Maintenance of seniority registers
- iii) Maintenance of reserved vacancies for SC/ST/ etc.
- iv) The matter in which the cases of appointment/promotion will be referred to concerned Selection Committees and the manner in which Selection Committees will refer their recommendations.
- v) The syllabus or details of competitive examination or written tests, if any, to be conducted in connection with recruitment/promotion.
- vi) The scrutiny of applications received in response to advertisements etc.