

Recruitment and Promotion Rules of Factory Workers/Supervisory Staff (Excluding Security Section) of R&T Factories of HP State Forest Corporation Limited.

Sl. No.	Name of post with pay scale	Age for direct recruitment	Educational, Technical and other qualification for Direct Recruitment	Weather qualification prescribed for direct recruits applies in case of promotion	Period of probation	Method of Recruitment	In case of recruitment by promotion trade from which to be promoted	Recruitment & promotion committee exists, what is the composition
1	Head Mechanic 1 (4000-6000) on regular basis 2 Rs. 6000/- consolidate on contract basis	Up to 45 years - relaxable in case of exceptionally qualified candidate	Essential: - (1) Minimum Matriculate with ITI Certificate in any Mechanical Trade. (2) Minimum five years experience in a reputed industry/factory as in-charge Mechanical workshop or Mechanical section Desirable: i) Experience in Chemical Industry, dealing with corrosive and highly inflammable products. ii) Knowledge of customs, manners and dialects of Himachal Pradesh.	Relaxable. Passing of Trade Test essential	Two years in case of regular appointment	100% by promotion which by direct recruitment on regular or contract basis	From amongst the Foreman /Supervisor/ Skilled Workers who possesses ITI certificate in mechanical/ electrical/ automobile trade having minimum 6 years experience as Supervisor/Foreman and Skilled Worker	As may be constituted by the Managing Director from time to time.
2	Head Foreman 1 (4000-6000) on regular basis 2 Rs. 6000/- consolidate on contract basis	Up to 45 years - relaxable in case of exceptionally qualified candidate	Essential: - Higher Secondary or equivalent with at least 10 years experience as Foreman or Supervisor in Factory working. Knowledge of Factory Act, exercise regulation, time keeping duties and familiarity with Labour laws. Proven record of leading man in a firm of repute. Should qualify the Trade Test. Desirable: i) Experience in Chemical Industry, dealing with corrosive and highly inflammable products. ii) Knowledge of customs, manners and dialects of Himachal Pradesh.	Relaxable. Passing of Trade Test essential	Two years in case of regular appointment	100% by promotion which by direct recruitment on regular or contract basis	From amongst Foreman having 2 years experience as Foreman.	As may be constituted by the Managing Director from time to time.

3	Foreman/ Boiler Operator 1 (4000-6000) on regular basis 2.Rs. 6000/- consolidate on contract basis	Up to 45 years - relaxable in case of exceptionally qualified candidate	Essential: Foreman: Matriculate or equivalent with at least 10 years Experience in supervisory capacity. Fully conversant with factory working having knowledge of store purchase, dispatch, store book keeping and Time keeping duties. Should qualify the Trade Test. 2. Boiler Operator: Minimum Matriculate with second class Boiler Attendant certificate of competency awarded by the competent authority anywhere in India. Minimum 3 years experience in operatin the Furnace Oil/Fired wood Boiler in a industry/ factory. Desirable: i) Experience in Chemical Industry, dealing with corrosive and highly inflammable products. ii) Knowledge of customs, manners and dialects of Himachal Pradesh.	Foreman: Relaxable. Passing of Trade Test essential Boiler Operator: Relaxable but all promotions are subject to possession of second class Boiler Attendant certificate of competency awarded by the competent authority anywhere in India	Foreman/ Boiler Operator: Two years in case of regular appointment	Foreman/ Boiler Operator: 100% by promotion faling which by direct recruitment on regular or contract basis	Foreman: From amongst Supervisors/ Skilled workers having at least having 3 years service in the respective category. Boiler Operator: From amongst Supervisors/ Skilled workers having second class Boiler Attendant certificate of competency awarded by the competent authority anywhere in India having 3 years service in the respective category.	As may be constituted by the Managing Director from time to time.
4	Supervisors 1 (3050-4590) on regular basis 2.Rs. 4575/- consolidate on contract basis	Up to 45 years relaxable in case of exceptionally qualified candidate	Essential: - Matriculate or equivalent with at least 5 years experience in the factory/Gover. Department where labour control is required. Should qualify the trade tests. Desirable: Knowledge of customs, manners and dialects of Himachal Pradesh.	Relaxable. Passing of Trade Test essential	Two years in case of regular appointment	100% by promotion faling which by direct recruitment on regular or contract basis	From amongst Skilled Workers	As may be constituted by the Managing Director from time to time.

5	Skilled Workers Up to 45 years 1 (3050-4590) on regular basis 2.Rs. 4575/- consolidate on contract basis	Up to 45 years	Essential: Minimum Matric with I.T.I. Certificate in respective trade. Desirable: Knowledge of customs, manners and dialects of Himachal Pradesh.	Relaxable. Passing of Trade Test essential	Two years in case of regular appointment	100% by promotion failing which by direct recruitment on regular or contract basis	From amongst Middle pass or above Semi-Skilled Workers having 4 years experience as Semi-Skilled.	As may be constituted by the Managing Director from time to time.
6	Semi Skilled Workers (Rs. 2650-4000)		No direct recruitment	Relaxable. Passing of Trade Test essential	2 years	100% by promotion	From amongst the Un-Skilled workers	As may be constituted by the Managing Director from time to time.
7	Un-Skilled workers 1 (2520-3200) on regular basis 2.Rs. 3825/- consolidate on contract basis	Up to 45 years	Essential: Matric or ITI certificate holder (of the trade for which the opening may exist) having good physique conforming to the physical standards as under: i) Chest Expansion = 5 cm ii) Fully expended = 84 cm iii) Height = 163 cm iv) Walk of 25 KM in 4 hours Desirable: Knowledge of customs, manners and dialects of Himachal Pradesh.		2 years	Direct recruitment on regular or contract basis		As may be constituted by the Managing Director from time to time

- 1 There will be separate cadre for both Factories, however they can be transferred to any factory but their seniority will be maintained in the factory where they were appointed initially.
- 2 All the promotions will be made on seniority cum merit basis subject to qualifying the trade test as may be prescribed by the concerning General Manager from time to time for the relevant trade in which the vacancy exists.
- 3 With in the same category, seniority will be determined by as under:
 - a) Length of service in the category.
 - b) If two or more workers hold post on the same date then their seniority will be determined according to their order of seniority in the next below category.
 - c) If such workers have not been graded in the next below category, then the seniority will be according to the age.
 - d) The panel for Trade test will be up to the maximum of 5 persons for each vacancy, confined to the workers in the "next below category".