

M.P. WAREHOUSING CORPORATION (GRADE ABC&D) SERVICE RECRUITMENT AND PROMOTION REGULATIONS 1985

22 APPENDIX-II (See Regulation 31) The Service register should contain the following entries- A. ON THE OPENING PAGE Name Race and Nationality. iii. Permanent Address iv. Father's Name and residence Date of birth by Christian era V. 'i' Signature of the employee vii. Personal marks of identification. viii. Attestation by the Appointing Authority. ix. A passport size photograph of the employee. B. THE OTHER PAGE WILL CONTAIN Date of appointment. li Name of the post to which appointed. Ili- Nature of appointment (Permanent, Temporary etc.) Pay (in case of officiating appointments, special pay etc., may be indicated separately) Date of termination of appointment. V. Reason of termination (herein enter the nature of appreciation or punishments VI awarded during service) Vli increment (a) date (b) Amount sanctioned. viii. Attestation by the Appointing Authority. C. LEAVE ACCOUNT. (a) From (b) to Leave earned (Days) 11. iii. Nature of leave taken iv. Date (a) from (b) to (c) Total number of days Balance of leave at credit. v. Attestation by the Appointing Authority. 23 Regulations governing Recruitment & Promotion of the Employees of M.P. State Warehousing Corporation. Approved by Board of Directors vide Resolution No.5 Dt.27.10.86. (1) Short Title These Regulations may be called M.P. State Warehousing Corporation (Grade A. B,C&D) Service Recruitment and Promotion Regulations, 1985. (2) These Regulations shall come into force with effect from the date specified by the Board of Directors of M.P. State Warehousing Corporation. (3) Scope & Application Without prejudice to the generality of the provisions contained in the M.P. Civil Services (General Conditions of Service) Rules, 1961, these regulations shall apply to whole time employees of the Corporation, including those employed on special contract unless terms and conditions of such contract provide otherwise, provided that these Regulations shall not apply to:- (a) (b) (c) (4) (b) (c) (d) Any employee who is on deputation to the corporation, whether he belongs to the All India Service. Civil Service of the State or any other organisation Employee, who hereafter, be excluded by a special or general order passed by the Board If any doubt arises, whether an employee to whom these Regulations apply, belongs to a particular service or category of service, the matter shall be referred to the Board of Directors of the Corporation whose decision thereon shall be final. Definitions:- In these Regulations, unless the context otherwise requires Corporation - Board - Appointing Authority - Schedule - means the M.P. State Warehousing Corporation. means the Board of Directors of the Corporation as constituted under section 20 sub-clause (i) of the Warehousing Corporations Act

19162. In respect of any post in the service, means the Chairman. Managing Director or any officer Subordinate to them to whom the powers of appointment to the service or post have been or may hereafter be delegated by the Board. means the Schedule appended to these Regulations. (l) Authority : Approval of Board of Directors' meeting held on 27.10.1986. Resolution No.5. (e) (g) (h) (i) (j) (k) 5. (6) Selection Committee - Departmental Promotion Committee. Service Scheduled Caste - & Scheduled Tribes' Chairman - Managing Director Selection 24 means the Committee constituted under these Regulations by the Board. Managing Director or the Appointing Authority. as the case may be, for the purpose of selection of candidates. means a Committee constituted by the Board, Managing Director or the Appointment Authority for considering departmental promotion cases of the employees of the Corporation. means the M.P. State Warehousing Corporation grade 'A' 'B'. & 'D' service. shall have the same meaning as are assigned to them by clauses (24) & (25) respectively of Article -366 of the Constitution of India, and are notified as such by the State Government from time to time. means the Chairman of the Board of Directors of the Corporation. means the Managing Director of the Corporation. as used in the Schedule means Selection on the basis of merit-cum-Seniority. a. b. d. (iii) 25 by direct recruitment which may be through competitive examination and/or through interview. by Promotion of the staff by obtaining services of the officers of the State/Central govt. service/State Govt undertakings, Central Government undertakings or by reappointment of retired officers/officers. by contract. The number of persons recruited, taken on deputation, re-appointed or promoted under clauses of sub-clause (i) of Regulation 7 shall not at any time exceed the number of posts sanctioned. Notwithstanding anything contained in sub-clause (i) if in the opinion of the Appointing Authority the exigencies of the service so require, the Appointing Authority may after obtaining the approval of the Board adopt such method of recruitment or the service. other than

those specified in the said sub-clause, Government - means the Government of Madhya Pradesh.

Constitution of the Service - The service shall consist of the following persons, namely- (i) persons who at the commencement of these Regulations are holding, substantively or temporarily in regular item scale of pay any post in the Corporation as specified in the Schedule. and (ii) persons-recruited, promoted, reappointed or taken on deputation to the Service in accordance with the provisions of these Regulations.

Classification and Scale of Pay, etc.: - The classification of the service, the scale of pay attached thereto. and the number (iv) Absorption of persons coming on deputation will be done according to the Rules/ Regulations framed by the Government or concerning organisations for the purpose. Appointment to the Service All the appointments to the service after the (8) commencement of these Regulations, shall be made by the Appointing Authority and no such appointment shall be made except after selection by one of the methods of recruitment as specified in Regulations 7.

Conditions of Eligibility of Direct Recruitment:- In order to be eligible to be (9) selected. a candidate must fulfil the following essential conditions in addition to special qualifications laid down for each post in the schedule- (1) (b) (2) of posts included in the service shall be in accordance with the provisions contained in the Schedule. hereto annexed, provided that the Board may. from time to time, add or reduce the number of posts included in the schedule either on substantive or temporary basis.

(7) Method of Recruitment:- (i) Recruitment to the service. after the commencement of these Regulations. shall be by any of the following methods, viz. (a) Age : He must have attained the age of 18 years and not attained the age more than that specified for recruitment in the Schedule on the first day of January of the following year. Provided that in exceptional cases the Board may waive the condition of the age. In case of Candidates belonging to Scheduled castes and Scheduled Tribes. relaxation will be given in the upper age limit according to the rules or orders of the Government prescribed from time to time.

Educational Qualifications and Experience - He must possess the educational qualifications and previous experience prescribed for the service as shown in the Schedule provided that in exceptional cases on the recommendations of the Selection Committee/Appointing Authority. the Board may relax the educational qualifications and experience

(3) Execution of Agreement- Persons recruited shall have to execute an agreement to serve the Corporation for at least two years, during which period they shall not be relieved for outside employment provided the Board of Directors may relax this condition.

(10) Disqualification:- Any attempt on the part of the candidate to obtain support for his candidature by any means may be held by the Appointing Authority to disqualify him for selection

(11) Selection Committee's / Appointing Authority's Decision final:- The decision of the Selection Committee/Appointing Authority as to the eligibility or otherwise of the candidate for selection shall be final

(12) Direct Recruitment by Competitive Examination and/or by Interview:- (i) Selection for recruitment to the service shall be held in such manner and at such intervals as the Appointing Authority may from time to time determine. (ii) Procedure for competitive examinations, if any, for selection on any post, shall be as decided by the Appointing Authority from time to time. (iii) Out of the available vacancies for direct recruitment, such number of posts in such percentage shall be reserved for candidates who are members of Scheduled Castes and Scheduled Tribes. respectively, as may be specified by the Govt. from time to time. (iv) If sufficient number of candidates belonging to the Scheduled Castes and Scheduled Tribes having requisite qualifications are not available for filling any of the vacancies reserved for them, the remaining vacancies shall be filled or kept reserved according to the Rules framed by the Govt. from time to time for this purpose. (v) In filling the vacancies so reserved, candidates who are members of Scheduled Castes and Scheduled Tribes, shall be considered for appointment in the order in which their names appeared in the list referred to in Regulations 13. irrespective of their relative rank as compared with other candidates.

(13) List of Candidates fit for Selection:- (i) The Selection Committee shall prepare a list arranged in order of merit of the candidates who have qualified by such standards as the selection committee may determine and of candidates belonging to Scheduled Castes and Scheduled Tribes who though not qualified by that standard are declared by them to be suitable for appointment to the service. (ii) Subject to the provisions of these regulations candidates shall be considered for appointment to the available vacancies from the list in the order in which their names appear in the list.

(27) (iii) The inclusion of a name of a candidate in the list confers no right to appointment. unless the Appointing Authority is satisfied, after such enquiry, as may be considered necessary. that the candidate is suitable in all respects for appointment to the Service

(14) Appointment by Promotion • There shall be a Departmental Promotion Committee for making a preliminary selection for promotion of eligible

candidates. (15) Conditions for Eligibility for Promotion :- The Departmental Promotion committee shall consider the cases of all persons who on the 1st day of January of that year had completed the prescribed years of service (whether officiating or substantive) as specified in the Schedule in the posts/service mentioned in the said schedule of any other post/posts declared equivalent thereto by the Board as under and within the zone of consideration as per sub-clause (ii). Zone of consideration shall ordinarily be limited to five times the number of posts to be filled by promotion, provided that if the required number of suitable officers/officiats are not available in the zone of consideration so determined the field may be enlarged to the extent considered necessary by the Departmental Promotion Committee mentioning the reasons in writing therefor. Whenever it is found impracticable or not feasible to rigidly stick to the number against promotion quota given in the Schedule or to the period of qualifying service for promotion given in the said Schedule. the condition may be relaxed suitably with the approval of the Board. (16) Preparation of List of Suitable Officers/Officials:- (ii) (iii) The Departmental Promotion Committee shall prepare a select list of such persons out of the officers/officials falling in the zone of consideration, as satisfy the conditions prescribed in Regulations 15 above and are held by the Departmental Promotion Committee to be suitable for Promotion to the service. The list shall be sufficient to cover the anticipated vacancies on account of retirement and promotion during the course of one year from the date of preparation of the select list The selection or inclusion in such list shall be based on merit-cum-seniority in respect of posts in Grade 'A' and 'B'; the basis of selection for the posts belonging to Grade 'C' and 'D' shall be seniority-cum-merit and the select list shall be prepared accordingly. A person, whose name is included in select list but who is not promoted during the validity of the list shall have no claim to seniority over those considered in a subsequent selection, merely by the fact of his earlier selection. 2B (iv) The Departmental Promotion Committee shall meet atleast once in a year to prepare select list of suitable candidates for promotion and may review as and when necessary. If in the process of review or revision it is proposed to supersede any person of the service the Departmental Promotion Committee shall record its reasons for the proposed supersession. (17) Select List (i) The list as finally approved by the Departmental Promotion Committee shall form the select list for promotion of the persons of the Corporation to posts mentioned in the schedule. (ii) The list shall ordinarily be in force until it is reviewed or revised in accordance with sub-clause (iv) of Regulation 16, Its validity shall not be extended beyond a total period of 18 months from the date of its initial preparation: Provided that in the event of grave lapse in the conduct or performance of duties on the part, of any person included in the select list, a special review of the select list may be made at the instance of the Board, and if the Departmental Promotion Committee thinks fit. may remove the names of such persons from the select list. (18) Appointment to the Service from the Select List :- Appointment of the officers/officials included in the select list to posts borne on the cadre of the service shall follow the order in which the name of such officers/officials appear in the select list. Provided that administrative exigencies so require and when there is no select list in force a suitable officer/official may be temporarily promoted and appointed to the service by the Appointing Authority for a maximum period of six months with the prior approval of the Board. (19) Probation:- Every person directly recruited to the service shall be appointed on probation for a period of two years. During the probation period, if the work of the employee is found unsatisfactory, his service may be terminated by the Appointing Authority after expiry of the probation period. (20) Interpretation:- If any question arises relating to the interpretation of these regulations, it shall be referred to the Board whose decision thereon shall be final. (21) Repeal and Savings:- All Regulations corresponding to these Regulations and in force immediately before the commencement of these Regulations are hereby repealed in respect of matters covered by these Regulations. 29 Provided that any order made or action taken under the Regulations so repealed shall be deemed to have been made or taken under the corresponding provisions of these Regulations (22) Applications of Madhya Pradesh Civil Services (General Conditions of Service) Rules, 1961 & Terms of Appointments:- The provisions of the Madhya Pradesh Civil Services (General Conditions of Service) Rules, 1961 as well as the terms and conditions of appointment enumerated in the orders of appointment shall be applicable to all employees who are in the service of the Corporation with such exceptions as may be prescribed by the Board, (23) Appeal Any person in the service of the Corporation including a person who has ceased to be in service, aggrieved by any order of the Appointing Authority under these Regulations. may appeal to the Board within 30 days of receipt by him of such order and the decision of the Board shall be final. No further review/revision of or appeal against the order of the

Board shall lie. (Recruitment & Promotion Regulation Recruitment & Promotion Regulation MADHYA PRADESH STATE WAREHOUSING CORPORATION S No Name of post 2 Class- ification No of posts 4 Pay Scale 5 Whether selec- tion post or non-selection post. 6 Selection Post Method of recruitment 7 case of recruitment promotion rrransfer eputation post from hich to be made 8 Educational & other qua lifications required for direct recruits 9 For Direct Recruitment : SCHEDULE I-JE Per Age Whether Remerks limit for age & q I.Aj fE.aoons direct recruits will apply to Promotees 2 3. 3 1 1 1 10 11 12 Managing Director Chief Engineer (Engineering Advisor) Financial Advisor Commercial Manager Personnel Manager 1 1 1 5100-5700 1860-2400 (Pre-revised 2325-2875) (Revised) 5100-5700 As per provision of the Warehousing Corporat• Act. 1962 As may be decided Board from time to time or promotion : As may be decided rom Manager Board from time to ti Accounts)/Manager Audit) who have put n IO years service in 4 1860-2400 Selectm post. Managerial Selection Grade 2325-2875 5100-5700 3700-5000 1860-2400 Selection post. Managerial Selection Grade 2325-2875 5100-5700 Promotion failing which direct recruitment. Promotion failing whic direct recruitment. he post or promotion : egional Manager rade-B Joint Manager General) & Joint Mana- er (Quality Control) with years experience on A fellow of Institute of chartered Accountants or Institute of cost & works accountants Experience-5 years in Central Govt. qr5 years similar Experience in Public Institu- tions/Commercial Organisations in Senior Financial Managemept position. For Direct Recruitment : MBA or Post Graduate in Econo- mics ot Commerce with Post Grad- uate Diploma in Business Manage- ment with 6 years experience in responsible position. Dégree in Law desirable. Suitable experience in Govt. Public UndertakingJCommer- Cial Organisation ot repute. For Direct Recruitment : MBA or Post Graduate degree with Post Graduate Diploma in Business Management with 6 years experience in responsible position. • (Contd. next page) See foot rÜte at the end of Schedule 40 years 40 years 40 years he post (Accounts & onstruction cadre excluded.) For promotion • Regional Manager Grade-88 {Joint Manager (Generalj &Toint Mana- ger (Quality Control) with 2 years. • (Contd. next page) 32 S.No 1 6. 7. 8. [Recruitment & Promotim Regulationj Recruitment & Promotion Regulations MADHYA PRADESH STATE SCHEDULE 33 WAREHOUSING CORPORATION Name of post 2 Manager (Accounts) Manager (Audit) Secretary & Class- ification 3 1 1 1 No. of posts 4 1 1 Pay Scale 5 •1860-2400 3700-5000 1860-2400 3700-5000 1860-2400 Whether selec- tion post or non-selection post. 6 Selection post. Selection post. Selection Method of recruitment 7 case of recruitment Promotiornranster eputation post from hich to be made 8 Contd.) xperience on the post Accounts & cons- ion cadre xcluded). or Promotion : oint Manager (Acc- unts/Audit) with 2 ears experience in e post. or Promotion : oint Manager (Acc- unts/Audit) with 2 ears experience in e post. or Promotion : egional Manager rade-B, & Joint anager (General) & oint Manager (Quality ntrol) with 2 years xperience. (Accounts & Cons- uction wing excluded) or promotion 2 years xperience on the post. Educational & other qualifications required for direct recruits 9 • (Contd.) Degree in Law desirable. Upper Age Whether Remarks limit for age & other direct qualifications recruits will apply to Promotees 10 40 years 40 years 40 years 11 12 Promotion tailing whic direct recruitment. Promotion failling whi direct recruitment. By promotion failing Suitable experience in Govt./ Public UndertakinWCommercial organisation of repute. For Direct Recruitment : M.Com. with 6 years experi- ence in maintenance of Acco- unts & Audit of an Industrial/ Commercial Undertaking Preferably an Associate Mem- ber of Institute of CA of CWA of India. For Direct Recruitment : M.Com. with 6 years experi- ence in maintenance of Acco- unts & Audit of an IndustriaV Commercial Undertaking. Preferably an Associate Mem- ber of Institute of CA or CWA of India. For Direct Recruitment : MBA or post graduate diploma in Personnel Management and Degree in Law. 6 years suitable experience in a responsible position in GovernenVPublic Underaking or Commercial organisation of repute. For direct recruitment prefer- ence will be given to members of Institute of Company secretaries. SCHEDULE 34 s, No I Recruitment & Promotion Regulations MADHYA PRADESH STATE [Recruitment & Promotion Regulations WAREHOUSING CORPORATION 35 Name of post 2 Class- ification 3 No. OJ posts 4 Pay Scale 5 1860-2400 Whether selec- tion post or non-selection post. 6 Selection post. Selection post. Selection post. Selection 15.6.89 B.D.] Method of recruitment 7 By promotion failing which direct recruitment. By promotion tailing which direct recruitment. To be decide by the Board from time to time. Promotion 100% In case of recruitment by PromotiornVTransfer /Deputation post from which to be made 8 For promotees : Regional Manager Grade-B, & Joint Manager (General) & Joint Manager (Quality Control) with 2 years experience. (Accounts, and Construction wing excluded). For promo tion 2 years

experience on the post. For promotees : Joint Manager (Quality Control) & Regional Manager Grade-B , with educational qualification as prescribed or Joint Manager (Quality Control) (Accounts & construction wing excluded). For promotion 2 years experience in the post. For Promotees : From Regional Manager Grade-C, • (Contd. Next Page) Educational & other qualifications required for direct recruits 9 For Direct Recruitment : Upper Age Whether Remarks limit for age & other direct qualifications recruits will apply to Promotees 11 1 9. 10 40 12 Regional manager-A Grade [Post abolished vide Resolution No. 15 Dt. 15.6.89 Board of Directors) MBA or a post graduate degree with post graduate diploma in Business Management and with 6 years suitable experience in responsible position in Govt./Public Undertaking/Commercial organisation of repute. Desirable: Degree in Law. For Direct Recruitment : M.Sc (Agriculture) with Entomology or Micro-Biology or Bio-Chemistry or M.Sc. (Zoology) with Entomology with 10 years experience in storage, maintenance, preservation and quality control of foodgrain stocks, Agricultural commodities, Fertilizers, notified commodities etc. in Govt./Govt. undertakings/ Commercial organisations of repute, Adequate knowledge of classification, grading, sampling of foodgrains and other commodities. 40 years

10. Manager (Quality Control) Tech

11. Manager (Engineering) 12. • Joint Manager (General cadre) Joint Manager (Quality Control) • (Contd. Next Page 2 1860-2400 3700-5000 1860-2400 3700-5000 1370-2100 3000-4500 [* 21 2/8 Resolution No. 15 Dt [Recruitment & Promotion Regulation Recruitment & Promotion Regulations MADHYA PRADESH STATE WAREHOUSING CORPORATION 1 Name of post 2 Classification 3 2 No. of posts 4 Pay Scale 5 Whether selection post or non-selection Method of recruitment post. 6 case 01 recruitment by Promotional transfer Deputation post from which to be made 8 (Contd.) Sub-Regional Manager/ Deputy Manager (General) (Quality Control) cadre with 3 years experience of the post. (Accounts & Audit, and Construction wing excluded.) For Promotees : From Deputy Manager (Accounts/Audit) with 3 years experience of the post. For Promotees : Deputy Manager (Engineering) with 5 years experience of the post. For Promotees : From Senior Assistant Manager (General)/ Senior Assistant Manager (Quality Control) warehouse manager Grade-I with 5 years experience on the post. Educational & other qualifications required for direct recruits 9 For Direct Recruitment : Graduate in Civil Engineering SCHEDULE Upper Age Whether Remarks limit for age & other qualifications direct recruits will apply to Promotees 7 Promotion 100% 100% by promotion failing which direct recruitment. 75% Promotion, 25% Direct 10 35 years 35 years 11 12 • (Contd.) Regional Manager Grade-B

13. Joint Manager (Accounts/Audit) 14. Joint Manager (Engineering)/ Executive Engineer/Construction Engineer, 15. Deputy Manager (general cadre). 1370-2100 3000-4500 1370-2100 3000-4500 17/10 1000-1920 2375-4125 Selection post Selection post Selection post (When posted as Incharge Regional Office, will be designated as Regional [17/10-Resolution No. 15 Dt. 15.6.89 B. D.) Manager-C Grade when posted as Incharge of Sub-Regional Office will be designated as Sub- Regional Manager.) 5 years experience as Assistant Engineer in Govt./Public undertaking For Direct Recruitment : MBA or equivalent or MA (Economics) 1st class, M.SC./M.Com 1st class with 5 years suitable experience in responsible capacity in any Commercial organisation/Government undertaking/ Government department. 38 s.No 1 Name of post 2 Classification [Recruitment & Promotion Regulation {Recruitment & Promotion Regulations MADHYA PRADESH STATE WAREHOUSING CORPORATION SCHEDULE 39 No. of posts Pay Scale 5 1000-1920 2375-4125 Whether selection post or non-selection post. 6 Selection post. Selection post Method Of recruitment 7 Direct 100% Promotion 790/0 Direct Recruitment 25% 100% Promotion In case of recruitment by Promotional transfer Deputation post from which to be made 8 100% Promotion Resolution No. 14 dt. Board of Directors For Promotees : Educational & other qualifications required for direct recruits 9 For Direct Recruitment : Upper Age Whether Remarks limit for age & other direct qualifications recruits will apply to Promotees 3 11 11 11 4 2 2 8/4 10 11 35 years 12 16. Deputy Manager (Quality Control) Tech

17. Deputy Manager (Accounts/Audit) 18. Deputy Manager (Engineering)/ Assistant Engineer 16.8.88 1000-1920 2375-4125 1000-1920 2375-4125 Resolution No. 14 dt. 16.8.88 Board of Directors From Senior Assistant Manager (Accounts)/ Senior Manager (Audit) with 5 years experience on the post. For Promotees : Junior Engineer with Graduate degree 3 years experience and Junior Engineer (Diploma holder) 5 years experience. M.Sc. (Agriculture) with Entomology or Microbiology or Bio-chemistry or M.Sc.

(Zoology) with Entomology with 5 years experience in storage, maintenance preservation and quality control of stocks of food grains, Agricultural Commodities, Fertilizers. Notified Commodities etc. in Government undertakings/ Commercial organisations or reputed and adequate knowledge of classification, grading, sampling of food grains and other commodities. For Direct Recruitment : 35 years M.Com. with 3 years experience (suitable) B.Com. with 5 years suitable experience in maintenance of Accounts & Audit of Industrial Commercial undertaking, preferably an associate member of Institute of Chartered Accountants of India or Cost and Works Accountants of India or S.A.S. (of 5 years standing) of Indian Audit Department or M.P. Selection post Promotion 50% Direct Recruitment 50% Accounts Service. For Direct Recruitment : Degree in Civil Engineering with 3 years suitable experience. 35 years 8/4 Resolution No. 8 dt. 28.1.89 (Recruitment & Promotion Regulations Recruitment & Promotion Regulations MADHYA PRADESH STATE WAREHOUSING CORPORATION SCHEDULE 41 Name of post 2 19. Deputy Manager (Publicity) Classification 3 11 Pay scale No. of, posts 4 5 2375-4125 2 '000-1920 Whether selection post or non-selection post. 6 Selection post Method of recruitment 7 To be decided by the Board of Directors from time to time Deputation By Promotion 100% In case of recruitment by Promotion/Transfer [Deputation post from which to be made 8 For Promotees : Educational & other qualifications required for direct recruits 9. Upper Age Whether Remarks limit for age & other direct qualifications recruits will apply to 10 Promotees 11 12 Surrendered Resolution No. 11 Dt. 29.2.92 Board of Directors 20. Land Management and 11 1 Acquisition Officer. 1000-1920 Selection post Surrendered Resolution NO. 3 Dt. 21.1.92 Board of Directors Officer not below the rank of Deputy Collector to be borrowed from State Government with suitable experience of Revenue work on matters relating to purchase acquisition, sale, transfer of land & building and execution of sale deeds, etc 21 Senior Assistant Manager, Grade-I, (Warehouse Manager Grade -I when Posted in Head Office or Regional Managers Office shall be designated as Senior Assistant Manager)

22. Senior Assistant 11 Manager (Quattiy Control). 14/24 1000-1800 1424 2000-3500 1 1000-1800 2000-3500 Selection post Selection post From Warehouse Manager Grade -II/Assistant Manager (General Cadre)/ Assistant Manager (Ministrial Cadre) with 3 years experience on the post. For Promotees : From Warehouse Manager (Category-I) having degree in Agriculture with 3 years experience in the post. 42 s.No [Recruitment & Promotion Regulation MADHYA PRADESH STATE [& Promotion Regulations SCHEDULE 43 Name of post 2 Classification No. of posts 4 3 6 2 12 Pay scale 5 1000-1800 2000-3500 925-1500 1640-2900 900-1450 1600-2720 900-1450 1600-2720 Whether selection post or non-selection post. 6 Selection post Selection post Resolution No. Selection post Non-Selection post Method of recruitment 7 By Promotion 100% By Promotion 50% By Direct Recruitment 50% 100% by promotion 14 Dt. 16.8.88 B.D. Promotion failing which Direct Recruitment. Promotion failing which Direct Recruitment. WAREHOUSING CORPORATION In case of recruitment by Promotion or Transfer Deputation post from which to be made 8 For Promotees : From Assistant Manager (Accounts/Audit) with 3 years experience on the post. For Promotees : From Sub-Engineer/ Draftsman having diploma in Civil Engineering, should have experience of 5 years on the post. For Promotees : From Internal Auditors who have put in 3 years Service in that grade Educational & other qualifications required for direct recruits 9 Upper Age Whether Remarks limit for direct recruits 10 23. Senior Assistant Manager (Accounts/ Audit) 24. Junior Engineer 25. Assistant Manager (Personnel) 26. Assistant Manager (Audit)/Assistant Manager (Accounts) 3 11 11 11 age & other qualifications will apply to Promotees 11 30 years 35 years 35 years 12 i' 61 Graduate in Civil Engineering For Direct Recruitment : Graduate in Arts, Science, Commerce with Post Graduate diploma in Personnel Management. Preferably 2 years suitable experience in a responsible capacity in a Govt. undertaking or a Commercial concern of repute. For Direct Recruitment ; B.Com. preferably M.Com with 5 years experience in maintenance of Industrial Commercial undertakings. Desirable : an associate member of the I.C.A. of India or ICWA of India or SAS (of 5 years standing) of Indian Audit Department of M.P. 44 S No Recruitment 8 Promotion Regulations [Recruitment & Promotion Regulations MADHYA PRADESH STATE WAREHOUSING CORPORATION SCHEDULE 43 Name of post 2 Classification No. of posts 4 1 1 77 1 Pay Scale 900-1450 1600-2720 900-1450 1600-2720 900-1450 1600-2720 900-1450 1600-2720 Whether selection post or non-selection post 6 Selection post Selection post Selection post Method of recruitment 7 Direct 100% Promotion failing which Direct Recruitment. Direct 25% Promotion 75% Direct 100% In case of recruitment by Promotion or Transfer /Deputation post from which to be made 8 For Promotees : From Senior Assistants

ith 3 years experi- ence in the post or Promotees ; rom amongst Technical sistants with 3 ears experience in he post. Educational & other quaMications required for direct recruits 9 For Direct Recruitment : Upper Age Whether Remarks limit for direct recruits 10 age & other qualifications will apply to Promotees 11 3 Ell III 12 27. Assistant Manager (Law) 28. Assistant Manager 'Purchase) 29' Assistant Manager (Technical)/ Business) •35 years Graduate in Arts, Science or Com- merce with degree -in law & 3 years experience at bar For Direct Recruitment : 35 years Graduate in Arts, Science or Com- merce with post graduate dip- loma in marketing Preferably 2 years suitable experience in res- ponsible capacity in Government Manager Grade -11) When psoted at Head Office or Regional Mana- ger's Otfi± shall be desi- gnated as Assistant Manager

30. AssiStant Manager III (Planinng & Statistics) S EUV• 8.DerpartmenVUndertaking Com- mercial concem of repute. For Direct Recuritment ; 11 Class Degree in Agriculture, Commerce, Zoology, Economics or Chemistry. Persons having experience of storage and quality control of agriculture commodi- ties shall be preferred. Other things being equal preference will be given to agriculture gaduates. For Direct Recuritment ; Graduate with Arts, Science or Commerce with statistics with post graduate training at Indian Statistical Institute any other recongnised Institute or any other recognised Institute. Preferably 2 years suitable experience in compilation and analysis of data. 35 years 35 years 77 m 0) 03 12 02 70 03 08 03 12 99 10 46 S.No (Recruitment & Promotion Regulations MADHYA PRADESH STAT [Recruitment & Promotion Regulations WAREHOUSING CORPORATION SCHEDULE 47 Name of post 2 Class- ification No. of posts Pay Scale 5 900-1450 16w2720 Whether selec- Method of tion post or recruitment non-selection post. 6 7 Selection Promotion failing which post direct Recruitment Non-Selec- 100% by Promotion -tion post Selection Promotion failing which Direct post Recruitment Direct Selection Promtion 50% post In case of recruitment by PromotionfTransfer /Deputation post from which to be made 8 For Promotees : Senior Assistants with 3years experience on the post With gradua- ation & Training at Central Warehousing Corporation in the Subject. For Promotees : Form Senior Assistants who have put in 3 years service in the post. For Promotees : Form Stenographers who have put in atleast 3 years service in the grade on the Basis of test in Short hand and Typing failing which by Direct Recruitment. For Promotees : From Accountants (Senior Assistant Accountants) who have put in 3 years Service in the pqst Educational & other qualifk:ations Upper Age Whether Rernark± required for direct recruits 9 For Direct Recruitment : limit for direct recruits 10 age & other qualiftations will apply to Promotees 11 3 III lii Ili 4 3 8 4 6'11 12 31. Assistant Manager (Extension)/ (Publici- city)/ (Public Relation) 32. Asistant Manager (Ministerial cadre/ office Superinterdent 33. PA to MO/ Steno- grapher (Selection Grade)/PA to - Chairman

34. Internal Auditor 35years Graduate in Arts, Science Comm erce, with Post Graduate diploma in Joulalism or Public relation/ Mass Media, preferably 3 years expereince in News Agency or any Govt.Department Connec- ted with coverage of News/ Publicity or Public relations, should have adequate experience in drafting of publicity material. 900-1450 1600-2720 900-1450 1640-2900 740-1180 1400-2340 For Direct Recruitment : Higher Secondary School Certfi- cate with 3 years experience as Stenographer. speed 120 WPM in dictation, 40 WPM in Typing Preference to persons knowing and Typing and higher Educational qualifactions. 35 years For Direct Recruitment : 35 years B.Com. or Chartered Accountant or Costs & Works Account, SAS Accounts of Indian Audit & Accounts Department or M.P. Accounts Service with 3 years experience in maintenace of accounts or au•dÄ in IndustriaV Commenercial undertaking of repute. 48 3S 36 37 (Recruitment 8 Promotion Regulation; MADHYA PRADESH STATE [Ræturtment & Promoton Regulations WAREHOUSING CORPORATION SCHEDULE Upper Age Whether Remarks Name ot 2 Assistant SW Eroneer Class- ification 3 III III NO. Of posts 4 66 94 12 42 Pay Scale 740-1180 1400-2340 740-1180 140-2340 86M330 1600-2720 Whether selec- tion post or non-selecbln post 6 Selection post Non-Selec- -tion post Non-Selec- lion post Method of recruitment 7 Direct 75% Promotion 100% Direct 100% Direct In cæ rennrnent Pto•rroorvrtansler post from •tech to be made 8 For Promotes . From Junot TechtvcaJ Assistants who have put in 3 years service in the post Educatonal & other qualfr.atöns required for direct recruits 9 For Direct Recruitment limit for direct 10 30 years age & Other qualifications will apply to Promttees 12 3942 Resolution No. 3 dt. 22.1 92 2 posts stnendered 2 posts surrerø«ed vtde Res No 8 o.tø 30 7 94 B.o. meeting Degree jn Agrculture or a degree in Science 'Htth Zoology. Chemis- try;Entomology as one ot tho goblect-. with 3 years experience ot quality determination of agri- cultural produco Its storaqo and prosorvatjon by modern methods Tho

requirement of experience shall be relaxed in the case of graduates and post graduates who hold 1st class degree For Recruitment not 30 years Higher Secondary School Certificate with minimum speed 100 WPM in dictation and 40 WPM in shorthand passed short hand Examination from recognized Institute For Direct Recruitment 30 years Over 30 years in Civil Engineering from any Institute - be given to persons having 2 years experience in construction works Assistant will have in Certificate will be given to the 50 S No 38. 39. 40. 41. [Recruitment & Promotion Regulations Recruitment 8 Promotion Regulations MADHYA PRADESH STATE WAREHOUSING CORPORATION SCHEDULE 51 Name of post 2 Draftsman Junior Technical Assistant Senior Assistant (Accounts) Classification 3 III III III III No. of posts 4 2 Pay Scale 5 740-1180 1400-2340 Whether selection post or non-selection post. 6 Non-selection post. Selection Method of recruitment 7 100% by Promotion Direct Recruitment only if persons not available 100% Direct. 100% by Promotion. In case of recruitment by Promotion/Transfer Deputation post from which to be made 8 For Promotees : From Assistant Drafts- men who have put in at least 3 years service in the grade For Promotees : From amongst Assistants who have put in 3 years service in the grade. For Promotees : From amongst Asst- tant (Accounts) who have put in at least 3 years service in the grade. Educational & other qualifications required for direct recruits For Direct Recruitment . Degree in Agriculture or degree with Zoology/Chemistry/Entomology as one of the subjects. For Direct Recruitment : B. Com. or Chartered Account- upper Age Whether Remarks limit for direct recruits 10 30 years. 30 years 30 years age & other qualifications will apply to Promotees 11 12 187 680-1060 239 1320-2040 Additional Resolution No. 2 Dt. 11-9-85 Executive Committee. 46 posts surrendered. 19 6 III 680-1060 Non-Selection post. Resolution No. 22 dt. 24.9.91 B.D. 15 posts of Senior Assistant +1 post of PBX Operator increased 42. Assistant Draftsman Works Assistant. 680-1060 1320-2040 3 1 Non-Selection post. 635-950 1200-2040 Direct Recruitment 50% Promotion 50% Non-Selection Direct 100% -tion post. 2 posts surrendered Resolution No. 3 dt. 22-1-92 Board of Directors. -ants or Cost & Works Accounts or have put in at least 3 SAS. Accounts of the Indian years service in the Audit & Accounts Department or grade M P Accounts Service with 3 years experience in maintenance of Accounts or Audit in Industrial/ Commercial undertakings of repute For Direct Recruitment : 30 years. Diploma in Draftsmanship (Civil) from recognized Institute with one year experience in Drawing in an office of repute. 52 S.No 1 43 44 [Recruitment & Promotion Regulation MADHYA PRADESH SCHEDULE 53 WAREHOUSING CORPORATION Name of post 2 Assistant Assistant (Accounts) Classification 3 III III III III No. of posts 4 Pay Scale 5 575-880 1150-1800 Whether selection post or non-selection post. 6 Non-Selection post Method of recruitment 7 Promotion 100% in case of recruitment from post from to be made 8 or Promotees from amongst Junior- assistants who have put in 3 years Service the Grade Educational & other qualifications (UX)er Age Whether Remarks for direct recruits 9 For Direct limit for direct recruits 10 30 years age other qualifications will apply to Promotees 11 12 Additional Resolution No. 1 dt. 12.7.91 Board of Directors. 15 posts increased, Resolution No 22 dt. 24.9.91 , Board 15 posts reduced 8 575-880 57 1150-1800 Selection post. Executive Committee Resolution No. 17 dt. 27.1.86 276 515-800 331 950-1530 Non-Selection post Direct Promotions 50% from Junior Assistants who Commerce graduate Direct Recruitment 75 Promotion 25% 45. Junior Assistant 46. Steno-typist Additional Resolution No. 1 dt. 12.7.91 Board of Directors 15 posts reduced + 20 posts Resolution No. 7 surrendered Executive Committee Resolution No. 5 dt. 25.11.85 95C1530.75% 3 Dt. 8.8.96 B.D. 750/0+7 Direct 100% 515-800 (+40- special pay) Non-Selection post. B. Com preferably with 3 years experience of Accounts Au.' in a Govt Office/Commercial organization of repute For Direct Recruitment . 30 years Higher Secondary School Certificate Examination with Second Division With a minimum Typing speed of 30 WPM In English of 25 WPM in Hindi Persons knowing Typing and having commerce degree will be Preferred (Typing speed Will however be no: a condition precedent for physically handicapped candidates found otherwise qualified B.Com with typing Resolution No 8 Dt 23.9.93 a o For Direct Recruitment 30 years Speed 40 WPM In English of 40 WPM in Hindi Promotion on the basis of fitness. 25% from get qualified class IV who have put in 3 years service in the grade subject to their minimum prescribed educational qualification candidates may also compete and if they qualify the test in Short-hand test they may be given preference. 55 [Recruitment & Promotion Regulation MADHYA PRADESH STATE SCHEDULE { Recruitment & Promotion Regulations WAREHOUSING CORPORATION 1 Name of post 2 Classification 3 III IV No. of posts 4 4/2 8/14 1 2 Pay Scale 5 515-800 950-1530 515-800 950-1530 515-800 950-1530 775-1036 400-525 special pay) Whether selection post or non-selection post 6 Non-Selection post Non-Selection post

Non-Selection post Non-Selection post Method of recruitment 7 Direct 100% Direct 100% 100% promotion 100% promotion In case of recruitment by Promotion transfer [Deputation post from which to be made 8 Remarks ; Preference will be given to regular class . IV employees of the Corporation who possess the prescribed qualification and experience. • For Promotee : From Daftari From Peon/Peon -Cum -dusters who have put in three years Service in the Grade. Educational & other qualifications required for direct recruits 9 30 years For Direct Recruitment: HSSC Exam and intermediate examination from painting school of Arts For Direct Recruitment: 35 years Middle school standard pass must possess licence for driving, should possess knowledge of doing minor repairing of vehicles, preferably should have experience or 3 years. Upper Age Whether Remarks age & other limit for qualifications direct recruits will apply to 10 Promotees 11 12 47. Tracer 48. Driver 49. Supervisor 50. Daftari For Promotion: to the post of Assistant, seniority in Junior, Assistant, cadre shall be combined. • Driver possessing Higher secondary qualification will be considered for promotion to the post of Assistant and seniority in Junior Assistant cadre will be combined Promotion will be considered for the post of Assistant and seniority in Junior Assistant Cadre will be combined provided they possess HSSC qualification. Preference will be given to those who have some knowledge of Hindi and English and know cyclostyling .80 S No 1 (Recruitment & Promotion Regulations MADHYA PRADESH STATE Recruitment 8 Promotion Regulations WAREHOUSING CORPORATION Name of post 2 Classification 3 IV IV 222 No. of posts 4 Pay Scale Whether selection post or non-selection post. 6 Non-Selection post Method of recruitment 7 100% Promotion In case of recruitment by Promotion transfer (Deputation post from which to be made 8 from Additional Chowkidars Educational & other qualifications required for direct recruits 9 SCHEDULE Upper Age Whether Remarks limit for age & other direct qualifications recruits will apply to Promotees 10 11 12 51. Peon/Peon -cum Duster/Chowkidar Chowkidar-cum Sweeper

52. Additional Chowkidar 53 .Sweeper IMPORTANT NOTE : 232 380495 854 750-945 Additional Resolution No. 2 dt. 12.7.91 Board 144 posts increased. 405 Rs. 350/- Non-Selection Collector Fixed -tion post. rate Additional Resolution No. 2/12.7.91 Board 144 posts reduced. 750-945 Non -Selection Direct Resolution No. 5 dt. 30.7.86 Executive, Committee. 2. 3. 4, s. Pay scales indicated in the Schedule are as per M.P Pay Revision Rules

1983. The Class III and IV posts to be treated as Non-selection post- (Authority : Board of Directors' meeting Additional Resolution No.6 dt. 29.11.89) III. and IV as in the State Post Group 'A': 'B' . 'C' and 'D' denote post Class I, II, Government Corresponding category. (Authority ; Board of Director's meeting Additional Resolution No.6, dt. 29.11.89) Junior Assistants (Commerce Graduate) who opt for Accounts/Audit Cadre and possess prescribed qualification and experience etc. will be considered for post of Assistant (Accounts). (Authority ; Meeting Board of Directors' Resolution No.6 dated 29.11.89). Foot Note : The Designation of Chowkidar-cum -Sweeper changed Chowkidar-cum-Helper. (Authority : Board of Directors meeting-Additional Resolution No. 4 dated 29.11.89) Literate -Preference will be given to those who have some knowledge of Hindi and English. Foot Note Post of Chief Engineer : Post of Chief Engineer surrendered on 28.1.89. In its place Board of Directors' created post of Manager (Engineering) Again C.E.'s post created vide, Resolution No. Add. - 7 dt. 29.3.94 • 21 Post of Manager (Engineering) : Post created in place of Chief Engineer, Post of Manager (Engineering) to be filled up departmentally on merit -cum seniority basis. Qualification & Experience . as prescribed for Superintending Engineer (Civil) in State Government Rules Joint Manager (Engineering)/ executive Engineer eligible for the post of Manager (Engineering). Authority : Board of Directors Meeting -Resolution No.20 dated 29.2.92. & Board of Directors' meeting Resolution No. 8 dated 28.1.89) Post of Deputy Manager (Technical/ Quality Control) Post of Deputy Manager (Technical/Quality Control) to be filled up 100% by promotion from the post of Senior Assistant Manager (Technical) [Warehouse Manager (Grade I) having degree in agriculture with 5 years' experience on the post. Authority : Board of Director's meeting Resolution No. 14 dated 16.8.1988). (Recruitment & Promotion Regulation 41 Post of Deputy Manager (Accounts/Audit) : Post of Deputy Manager (Accounts/Audit) to be filled up 100% by promotion from post of Senior Assistant Manager (Accounts/Audit) with 5 years' experience on the post (Authority : Board of Directors' Meeting Resolution No. 14 dated 16.8.88). 5) Post of Deputy Manager (Publicity) : Post of Deputy Manager (Publicity) surrendered. Post of Public Relations Officer up-graded pay-scale prescribed as Rs.2000-3500. (Pay scale indicated as per M P Pay Revision Rule 1290). Being isolated post. channel of promotion be separately prescribed. (Authority ; Board of Directors' Meeting Resolution No. 11 dated 29.2.92) Post of

Junior Engineer Post of Junior Engineer to be filled up 100% by promotion. (Authority • Board of Directors' Meeting Resolution No. 14 dated 16.8.88) [71 Post of Assistant Manager (Public Relations)/ Public Relations Officer ; Pay scale of post of Public Relations Officer prescribed as Rs.2000-3500. Being isol 2. post. channel of promotion to be prescribed separately. (Authority : Board of Directors' Meeting Resolution No. 11 dated 29.2.92) 81 Post of Junior Assistant : Post to be filled up 75% by Direct Recruitment. 25% by promotion from class IV st Class IV staff having educational qualifications and other requirements as prescribed in SI Government.. shall be eligible for the post of Junior Assistants. Rules and Directives of St Government as prescribed from time to time be followed (Authority Board of Directors' Meeting Resolution NO. and No. 14 dated 22.12.90 M.P. STATE WAREHOUSING CORPORATION STAFF REGULATIONS -€€2 REGULATIONS GOVERNING RECRUITMENT AND PROMOTION CF THE Ef*LOYEES OF M.P. STATE WAREHOUSING CORPORATION MADHYA PRADESH STATE WAREHOUSING CORPORATION Office Complex, Block 'A', Gautam Nagor BHOPAL- 462 023

