

**KERALA STATE EXSERVICEMEN DEVELOPMENT AND REHABILITATION
CORPORATION (KEXCON)**

**POLICY FOR CONDUCT OF SCREENING AND DEPLOYMENT OF EX-SERVICEMEN
WITH CLIENTS OF KEXCON UNDER REHABILITATION PROGRAMME**

Introduction

1. Ex-servicemen (ESM) and their dependents, who hold valid registration number with KEXCON, will only be considered for deployment with various elite clients (Principal Employer) associated with the Corporation, on Daily Wages or otherwise under the rehabilitation programme. Deployment of ESM will be made as and when vacancies are reported by the clients to meet their functional requirements. Specific Qualitative Requirements (QR) for different appointments decided by clients are taken into account while carrying out screening of ESM before their deployment. Screening for selection of ESM for deployment will be based on the district-wise Annual Rank List (ARL) published on 1st January every year. The practice of screening for selection of ESM from ARL involves the QR set forth by the clients and options exercised by ESM in the ARL, i.e. 'Willing' or 'Unwilling' for a particular post. In case ESM with the requisite QR is not available in the ARL, screening is carried out from volunteers for whom separate Notice is uploaded in the Kexcon website. The deployment is made as per policies enumerated in the succeeding Paragraphs.

Mode of Communication

2. KEXCON will intimate job opportunities to ESM in the existing ARL of a district, as per their seniority, to their registered e-mail IDs from the Email ID of KEXCON kexconjobs.project@gmail.com, specifically created for the purpose. Subsequently, a text message or telephone call to alert the ESM to check the said e-mail will also be given to their registered mobile number. ESM in the existing ARL should ensure availability of e-mail id similar to other applications like text messages / whatsapp, facebook etc. The ESM shall intimate their option (i.e., *Willing or Unwilling*) through the registered e-mail address provided by them in their application for job during 2021, as reply. If no response is received from the ESM it will be recorded as *Not-responding*. Communication received through the said mail for any other purpose will not be entertained.

Selection / Screening Process

3. Conduct of screening for selection of ESM for deployment with various establishments in accordance with the applicable QR as well as policies formulated herein will be carried out primarily through criteria 3 (a) followed by 3 (b) given below. Those which do not strictly fall within these criteria will be processed as per criteria detailed from 3 (c) to 3 (i) as applicable.

- (a) District--wise Annual Rank Lis t (ARL) – Primary List
- (b) District-wise Annual Rank Lis t (ARL) –Supplementary List

- (c) Deployment of Special Category / Trade/skill
- (d) Volunteers (Out of District-wise Annual Rank List)
- (e) Compassionate / Medical Grounds
- (f) Out of Turn Deployment of ESM, who have worked with Lower Wages posts to Higher Wages posts and those who have worked outside own District to Own District as a Motivational Factor
- (g) Protection of the interests of Principal Employer
- (h) Deployment of ESM, who lost job not due to his own issues
- (i) Protection of existing ESM in Establishments seeking security service from KEXCON for the first time
- (j) Out of Turn Deployment at the discretion of Management

District-wise Annual Rank List (ARL) – Primary List & Secondary List

4. Individual ESM is informed on their registered e-mail id regarding their being considered for an upcoming vacancy for deployment, based on their seniority in the ARL of the particular district to obtain their option for the particular post (i.e., *Willing or Unwilling or Not-responding*). Subsequently, a text message or telephone call to alert the ESM to check the said e-mail will also be given to their registered mobile number as far as possible. The e-mail will cover all details including QR for the particular post(s), location, wages etc. Time-frame to submit option (*Willing or Unwilling*) is maximum of 12 hours or time period as required in accordance with the urgency of deployment projected by PE. The options, i.e. either '*Unwilling or Not Responding*', can be exercised a maximum of three times by an ESM throughout the year. Third chance to exercise the options is given only after considering the entire list (including primary) twice. However, one can exercise the option 'Willing' any number of times, as and when approached from Kexcon through e-mail, till he is finally selected. One who has not exercised his options i.e. '*Willing or Unwilling*' within the given timeframe is treated as '*Not Responding*' and records to this effect is maintained as 'NR'. The NR is treated at par with '*Unwilling*'. The selected ESM will be informed through telephone followed by email to report to Kexcon alongwith requisite documents for documentation as well as to appear for interview. In case the selected ESM does not report to undergo documentation and interview for deployment even after informing him over phone followed by email, he will not be considered for screening for the entire year unless he produces justifiable reason for the lapse over phone, followed by his personal application to be submitted by hand / post. Similarly, if the selected ESM does not report to PE or the place of duty on due date along with the orders issued by KEXCON, he will not be considered for further screening during the entire year unless he produces justifiable reason for the lapse over telephone followed by his personal application to be submitted by hand / post.

5. ESM in the list will be a combination of *fresh candidates* (X) and other ESM *who have served earlier or currently serving under Kexcon* (Y). Hence, as a matter of policy, deployments of (X) and (Y) will be made in the ratio of **2:1**.

6. **Selection of Security Officers and Security Supervisors.** Ex Sub or Sub Maj including Hony Lt/Capt or equivalent are considered for the post of Security Officer (SO) and all JCOs (Nb Sub, Sub Sub Maj including Hony Lt/Capt) or equivalent for Security Supervisors (Supvr). A panel of minimum 5 JCOs will be screened by conducting interviews and written tests, for selection of SO and Supvr as hither-to-fore. The case of promoting a security guard (ex-JCO) to the upper grade of 'Supervisor' of the same establishment will not be entertained without prior written consent of the concerned Principal Employer.

Deployment of Special Category

7. It has been experienced that many of the ESM are often not interested in accepting certain special category posts, such as **Trolley Retriever, Traffic Warden, Pay & Park Operator etc** for various reasons especially due to the nature of job and status attached to it. Hence, filling up of vacancies of special category posts will not be strictly as per seniority in the rank list, but volunteer ESM either from the Primary List or Supplementary List or others who have registered with Kexcon will be considered on *first-come-first-served* basis.

Volunteers (Out of District-Wise Annual Seniority List)

8. When the Primary and Secondary lists have been exhausted, advertisement will be placed in the KEXCON Website inviting willingness from any ESM who are registered with KEXCON. In such cases, volunteer ESM will be considered for screening on a *first-come-first-served* basis.

Compassionate and Medical Grounds Cases

9. Applications in respect of ESM, who are affected by '**Natural Calamity / Disaster**' are only considered for processing for out-of-turn deployment on compassionate grounds. Applications of the following medical nature in respect of ESM or dependents will only be considered for processing for out-of-turn deployment on medical grounds as mentioned hereunder provided their dependent family members is / are under treatment.

- (a) Cancer Cases
- (b) Psychiatric Cases - 40% above
- (c) Differently abled cases - 40% above
- (d) Paraplegic cases

10. ESM applying for out of turn deployment on compassionate grounds must produce supporting documents/ certificates substantiating his application from appropriate authorities for processing the case. Applications on medical grounds should be accompanied by latest relevant medical documents from the authorized hospitals as well as proof of dependency in case of relatives of ESM such as copy of self-attested relevant pages of the ESM PPO/Discharge/Pension book or copy of dependent ECHS/Canteen card/Identity card issued by Zila Sainik Boards or any certificate issued by any local Govt authorities such as Grama Panchayat, Village Officer, Tehsildar etc, if no other documentary proof is available. Deployment is subject to approval by appropriate authority of Kexcon and availability of vacancies. In case, choice for any particular establishment is mentioned in the application, the case will not be considered for processing.

Out of turn deployment of ESM, who worked with lower wages posts to higher wages posts and worked outside own district to own district as a motivational factor

11. It has been experienced that most of the ESM are often not interested in accepting the following types of posts for various reasons especially due to the nature of job and status, but the Corporation is obliged to implement the deployments in compliance with the prevailing GOs conferring the privilege to deploy ESM through Kexcon and also in the interest of elite PEs who request for the service from Kexcon.

- (a) Lower Wages posts (i.e. less than Rs 650/- per duty, inclusive of EPF), e.g. MCH Trivandrum, RCC, KSRTC, Air Cargo etc.
- (b) Special category posts, such as **Trolley Retriever, Traffic Warden, Pay & Park Operator** etc.

12. In order to make available sufficient number of ESM for the above posts, out-of-turn deployment is offered to those who accept such posts as motivation while being considered alongwith other general posts subject to the following conditions.

- (a) Application for 'Out-of-Turn Deployment with General category Posts' may be submitted by an ESM, who have completed at least six months consecutive service with institutions / posts as mentioned at Para 11 above.
- (b) Applicant(s) should not have crossed 55 ½ years of age so that he does not complete 56 years as on date of deployment.
- (c) Applicant(s) should not have been removed from the institutes / posts on disciplinary grounds.
- (d) Applications are scrutinized in the normal manner and record of approved cases is maintained in a separate register / list. Seniority is based on *first-come-first-served* basis and not as per Regn No.
- (e) Deployment will be considered only once ESM for replacement of the applicant is made available. Hence, the said provision is just a privilege and not a right of any applicant. If willing ESM from ARL of a district are not available, volunteers from out of list who are registered with KEXCON will also be considered for deployment against the applicant at his current duty place.

Protection of the Interest of Principal Employer

13. Sometimes the need arises to protect the interests of Principal Employers to certain extent to meet their functional requirements. Hence, the requirement of ESM projected by PE by name is considered and provided either from the ARL or may be out of list if required.

Deployment of ESM who lost job not due to his own issues

14. ESM deployed with various establishments lose their job at times for various reasons other than his own fault, such as strength reduction, termination of contract agreement, reporting of permanent incumbents through PSC / SISF etc. In such situations, their deployment opportunity is protected, subject to the following conditions.

(a) The affected ESM should submit application for consideration for re-deployment with other establishments.

(b) Applicants, who have served under Kexcon for less than one year and his age is less than 55^{1/2} years, will be eligible to be considered for such out-of-turn / ARL deployment.

(c) Applicants, who had served under Kexcon for more than one year will be offered jobs mentioned at Para 11 (a) and (b) only. But they can avail out-of-turn deployment as per para 12 on successful completion of 6 months service in the categories mentioned at Para 11 (a) and (b) above.

(d) Deployment is subject to availability of vacancy; hence, the said provision is a privilege and not right of any applicant.

15. **Protection of ESM in Establishments where KEXCON is engaged for the 1st time.** ESM already deployed as security staff with an establishment, at the time of taking over of its services by Kexcon for the first time, will be retained in the post subject to meeting the maximum age criteria prescribed for retirement under Kexcon policies and provided it is acceptable to the Principal Employer.

Out-of-Turn Deployment at the discretion of Management


16. There may be other cases, which have not been covered under the categories mentioned in Para 3 (a) to (i) above but needs special attention by the Corporation. Such cases, if any, will be considered on its merit by the Corporation Management during its meetings and out-of-turn deployment will be made as per their decision. But deployment in this regard shall not be more than 2% of the total deployments made in a year.

Conclusion

17. This Policy is intended to achieve uniformity and transparency in deployment of ESM and will be effective from 01/01/2021.

Place: Thiruvananthapuram

Date: 01 March 2021


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