

KANNUR INTERNATIONAL AIRPORT LTD

DRAFT POLICY GUIDELINES ON GIVING PREFERENCE IN
EMPLOYMENT TO THE MEMBER OF FAMILY WHO SURRENDERED
LAND WITH RESIDENTIAL BUILDING TO KANNUR INTERNATIONAL
AIRPORT PROJECT

1. PREAMBLE

As part of Rehabilitation Package, Government of Kerala vide GO (MS) No 07/2008/Transport Dated 01/02/2008 under clause 9 issued orders that preference in employment will be given to one member of family evicted from the acquired land, according to his/her educational qualifications;

The clause 9 is reproduced below:

“Preference will be given to one member of evicted family while considering for appointment in the vacancies arising in the proposed Airport and its associate concerns according to his/her educational qualification.”

2. Objective

The objective of this policy is to lay down guidelines for considering the applications from the evicted families whose land with residential building have been surrendered to the Airport project, for giving preference in the matter of appointment in the various vacancies arising in the Kannur Airport and its Associated concerns as part of rehabilitation package announced by Government

In this document the following words and expressions shall have meaning assigned against each;

- (a) “Associate” or “Associates” means a joint venture company or SPV directly in which KIAL holds not less than 26 % of the paid up capital and involved in the operation of Kannur International Airport or providing support services to the Airport.

- (b) “Affected family” means the family whose land with residential building has been acquired for Kannur Airport project and who lost their residential building and who has been provided with alternate site for resettlement.
- (c) “Committee” or “selection committee” means committee constituted by the Board of KIAL for selection of candidates for appointments to various posts under KIAL
- (d) “Family” means father, mother, husband, wife, son, daughter, brother, sister, grand children including legally adopted children (prior to the Notification issued for acquisition of land) **wholly** dependent on guardian.
- (e) Nodal Agency” means Kerala Industrial Infrastructure Development Corporation (KINFRA) who had been appointed by Government as Nodal Agency for acquisition of land in the second and third phase of acquisition for airport project
- (f) “Owner” or title holder means owner or titleholder of the land with residential building who had voluntarily surrendered the land and residential building for Airport project on negotiated purchase under Fast Track Scheme and executed sale deed(s transferring the land with residential building to Kannur Airport or through Land acquisition proceedings

3. Eligibility for preference in appointment

- (a) Only one member of the affected family will become entitled to get preference in the matter of appointment to the vacancies arising in KIAL or Associate concerns subject to his eligibility based on the qualification and experience prescribed for each post. If the property is held by joint owners each such joint holder will be treated as one ‘affected family’ for the purpose of the benefit under this policy. If

the owner/ title holder who had surrendered the land with residential building is no more , his / her legal heirs shall nominate one of the members of the affected family to avail the benefit under the scheme subject to he/ she meeting the eligibility criteria prescribed for each post.

- (b) The owner or title holder who lost the land with residential building shall nominate one member of affected family for considering him/her for preference in appointment to the vacancies arising in KIAL or associated concern under this policy. Such person should be the nominee of the title holder/s and his/her nomination should be accepted and endorsed by all other family members of the 'affected family'. In case of joint title holders of a single property, the nomination has to be endorsed by all the joint title holders (through joint consent duly notarized by a Notary Public). Any lapse in this regard would result that his/her nomination/ application will be rejected. The order of priority for considering the applications shall be 2nd phase, and 3rd phase of land acquisition by the Nodal agency and acquisition of 11.44 acres of land by KIAL.
- (c) If one affected family was owning more than one house which have been acquired for the airport project, the said affected family will get only one time for one member only benefit under this scheme. Once opted it shall be final and he is not eligible for further benefit under the scheme. Only one person nominated by the affected family is eligible to get benefit under this scheme.

- (d) The applicant who is the nominee of the affected family should produce a Land Acquisition Certificate issued by the competent authority as detailed in Sl. No. 4 below and also duly acknowledged by the Nodal Agency.
- (e) The acquired land and residential building must have been successfully handed over to the authority, free of any encumbrance.
- (f) The nominee of the affected family who is applying against a vacancy which has been advertised must possess the minimum educational qualification and experience and other eligibility criteria specified for each post.
- (g) The nomination once made cannot be changed except when the nominee dies or otherwise incapacitated to apply for the post before enjoying the benefit under this scheme.

4. Verification of Authenticity

In order to ensure the authenticity of the applicant/nominee to avail the benefit under the scheme, the applicant/nominee shall produce the following documents:-

- Land Acquisition Certificate issued by a Special Tahasildar (Land Acquisition), Airport in the prescribed format duly acknowledged by the Nodal agency. A true copy of the sale deed executed in favour of Nodal Agency duly attested also should be submitted upon request.
- Legal heir certificate issued by the Tahsildar to show the relationship between the applicant and the house owner, if the applicant is not the actual title holder of the house (to be submitted when asked for). If the applicant is

unable to submit the legal heir certificate in time, a family relationship certificate issued by the concerned Village Officer will be provisionally accepted, however the final selection of the applicant for the concerned post will be made only on submission of the legal heir certificate issued by the concerned Tahsildar.

- An affidavit sworn and signed all by the title holders of the acquired land/property duly signed before a Notary on a non judicial stamp paper of Rs.200/- giving consent and nominating one member of the affected family to apply against the vacancy advertised for appointment under this policy unless the applicant is not himself the title holder/ owner of the property surrendered (As per the prescribed format and to be submitted along with the application form).
- Declaration by the title holder/s that he/ they will not make any subsequent claim under this scheme, once the benefit under the scheme is already availed either by the title holder/ owner or the nominee (As per the prescribed approved format)

5. Benefits proposed under the scheme:

The main objective of the package is to give preference to the members of affected families in appointments to the vacancies arising in various posts in KIAL and Associates concerns, subject to the applicant/nominee meeting the prescribed educational qualification and other eligibility criteria

This can be done through any one of the following ways, subject to availability of vacancy.

- (i) Preference in appointments for various jobs in the Kannur International Airport Ltd.
- (ii) Preference in appointment for jobs wherever applicable in the associated companies, which are the joint ventures set up by KIAL for handling various functions of Airport, subject to Board approval of concerned Associate/JV.
- (iii) Preference in job opportunity with Cargo handling Agency/ Ground Handling Agency etc. as far as possible.
- (iv) Employment with House-Keeping/ Security/ Car Parking/ Manpower Outsource Contractors subjected to a cap as notified in the respective outsourcing tender document.
- (v) Providing business opportunities viz. Prepaid Airport Taxi permits, Telephone Booths outside the Airport etc. subjected to fulfilling of other conditions.

Any one of the above five benefits can only be availed by the member of affected family.

6. Procedure:

Following procedures will be followed while implementing above given 5 methods of benefits to evictees;

1. Job Opportunities in Airport:

All vacancies in Group D (Unskilled) will be exclusively reserved for the members of the affected families who have lost their residential building during acquisition of land for Kannur Airport. Applications will be invited from the affected families

only, when company starts its recruitment process. Applicants have to submit their application online, along with all required documents. Incomplete applications will be rejected upon scrutiny and company shall not be liable to accept any incomplete application or application without necessary supporting documents. Appointments will be made as per the merit list prepared after conducting a written test/interview as notified in the advertisement. All applicants have to appear for the selection process. If equality arises between two or more applicants, seniority of the applicant will be reckoned on the basis of actual date of handing over of property free from encumbrance.

Apart from the above, it is proposed that during recruitment for any other posts in the proposed airport, the title holders/ nominees are free to apply against any post, provided they meet the necessary educational, experience and other criteria specified for the particular post. Relaxation on certain qualifying criteria will be provided to the members of the affected families. These relaxations will be specified in the recruitment notification. If found eligible, they will be asked to undergo the selection process specified for the particular post.

If the applicant is nominated by the affected family, then he/she will be eligible for **5 grace marks** in total in the written test.

No relaxation will be considered in the skill/ physical test required whenever specified.

Upon qualifying in the written test, the candidate will be called for an interview in which preference will be given to the nominee of the affected family.

2. *Providing preference in job opportunity in the associate/Joint Venture companies:*

The procedure for preference in appointments will be as per respective company board's decision.

3. *Offering job opportunity with Cargo Agency/ Ground Handling Agency under Joint Venture Company with KIAL.*

KIAL will stipulate that all such agencies to make sure that that minimum 25% of their Group D vacancies would be reserved for the members of affected family, subject to the condition that candidate fully meeting required criteria prescribed by the respective agency. Any vacancies in the mentioned groups of any of the Cargo Agency/GH Agency will be published by the respective agency. The requirement will also be put up on the Airport's notice board. The same condition shall be applicable to outsourcing contractor of these above mentioned agencies as well.

4. *Employment with House keeping/ Security/ Car Parking Contractors/ Cargo handling where KIAL directly engages the contractor. (baggage)*

While selecting manpower for House Keeping, Security, Vehicle Parking or any other contractual jobs under KIAL, preference will be given to member of the affected families. All such positions will be advertised on the Public Notice Board of Airport as well as in company's website. Applicants should however, fulfill the minimum required criteria specified for each post.

5. Providing Business Opportunities viz. Prepaid Airport Taxi permits and Telephone booth outside the airport operational area. [The person opted for this concession shall not be eligible for job opportunities.]

(i) *Prepaid Airport Taxi Permits:* Initially these permits will be offered to the members of the affected families. One permit for each of the affected family will be considered. In case the number of applications from the affected families is more than the permits available, then permits can be issued through draws as per generally accepted principle. While applying for taxi permits, the applicant shall be ready to enter into an agreement with KIAL on various terms and conditions which will be published as and when such society is registered by KIAL.

(ii) **Telephone Booths outside the Airport Operational Area:** While setting up the telephone booths outside the Airport Operational Area, preference will be given to members of affected family who have lost their residential house/land during acquisition. Here also, the applicant

shall be ready to sign the agreement with KIAL accepting the terms and conditions stipulated by KIAL.

The applicant has to submit the application along with the prescribed charges/fee as decided by KIAL Management for awarding the contract under the above two [(i) and (ii)] business opportunities, subject to the applicant meeting the eligibility criteria. If the contract is not awarded, the fee will be refunded.

7. Relaxation Criteria:

Following relaxation shall be available for the nominees of affected families at various stages during recruitment of all posts under such scheme, other than of Group D;

a) Application Stage:

- i. Applicants from the affected family will get certain relaxation in the upper age limit. These relaxations will differ from post to post based on the nature of job requirements. These relaxations may vary from one year to 8 years in the age criteria.
- ii. The affected family category applicants are entitled for minimum 10% relaxation with reference to the minimum percentage of cutoff marks from the qualifying examination while short listing of candidates.
- iii. Also, the applicant from affected family shall be eligible for certain relaxation in job experience required for the particular post which may vary from one year to two years based on the nature of job requirements.

b) Written Test Stage:

All applicants from the affected family shall be eligible for a grace mark in the written test. If the applicant is nominated by the affected family then he/she shall get 5 grace marks in the written test.

c) Skill Test / Physical Test

No relaxation will be given to meet the physical requirements.

d) Interview Stage:

Nominated applicants from the affected families will get preference at the time of interview.

Please note that there shall not be any relaxation in physical/skill test.

All Group D vacancies are exclusively reserved for nominated applicants from affected families, subject to meeting necessary qualification and physical requirements.

8. Mode of Implementation:

Following mode of communication will be used while announcing any offer related to evictee benefits;

1. Company shall upload a list of house evictees as received from the Nodal Agency, in the website of Kannur Airport.
2. In case of any omission/updation, the person may approach the office with relevant documents within a stipulated date. The complaints received shall be forwarded to the Nodal agency for due verification of the complaint and further updating the records wherever necessary. This list after such corrections (if any) will be re-hosted on the website. This list will be used as the base document on

- which benefits will be considered for any house evictee. Details of evictees, whose houses were subsequently acquired, will be added to this list.
3. All job related preference will be specifically mentioned in the job related advertisements. These advertisements will be published in the leading local dailies as well as in the company website.
 4. All job applications will be received against the advertisement through the normal method (online application) only. Required supporting document has to be uploaded along with the application.
 5. Details regarding the acquired land, ownership details and other details have to be mentioned in the appropriate columns in the online application itself.
 6. In case of job opportunities in the Ground Handling Agency, Cargo Agency and Outsourcing agency, the number of vacancies earmarked for the affected families will be informed as and when such recruitments are initiated as and when the Airport is ready for commercial operations. A copy of the same shall be pasted on the Public Notice Board of the Airport. All business opportunity based benefits specifically earmarked for evictees will be announced through the Website also will be published in the Airport public notice board.
 7. It is the sole responsibility of such job aspirants to take notice of the job advertisements and submit the application in time. KIAL shall be in no way responsible for any delay in submitting the application by any candidate.

9. Period of Implementation:

It is proposed to start offering these benefits when the company starts its regular recruitment before commencing the commercial operations. This program will continue till all the affected families avail the benefits under this scheme.

10. Terms & Conditions:

Following terms and conditions shall be applied while availing these benefits;

- The applicant is eligible to apply against different advertisements provided he/she meets all the eligible criteria specified for the post. However, the benefit under this scheme can be availed only one time and for any one post by the concerned applicant.
- No minor applicant will be considered under this scheme,
- Benefit under this policy can be availed only by owner/one nominated member of those families who have lost their residential house during acquisition of land for Kannur Airport. This benefit is non-transferable.
- The applicant should submit all necessary documents to support his/her claim as mentioned in this document, failing which his/her claim will be liable to be rejected.
- If a person after getting selected for a post refused to accept the job offer or does not join the duty after accepting the offer, then the applicant as well as that affected family will lose their right to avail the benefits of affected family further. Also, if a person decides to discontinue the job secured under the

‘affected family’ category, he/shall not be allowed to transfer the benefit in someone else’s name. In such cases, the right of such family to lay a claim on any benefit as an affected family will be permanently lost.

- KIAL does not have any control over its required job vacancies which is purely as per the operational requirement of the company which will be based on various factors viz. Number of flights, number of passengers etc. Hence KIAL will not be in a position to make any commitment with regard to recruiting any specific number of employees.
- The relaxations and preference will be available to these families till they avail these benefits. After availing the benefit, the person shall be liable to abide with all rules and regulations of the Airport as applicable. Any deviation from the stated rules and regulations will be treated in the similar way as it is dealt with others. No dilution on these rules and regulations will be permitted. Further, no subsequent relaxation will be considered for the career progression and confirmation.
- An employee appointed under this scheme shall be governed by the same standing orders/ service conditions including disciplinary proceedings as applicable to the employees of KIAL or its associate companies, as the case may be, prescribed, adopted and amended from time to time.