



RECRUITMENT POLICY FOR NON-EXECUTIVE EMPLOYEES

(Revised Vide 224th Board Meeting dated 19-6-2007
Ref. Circular No. P&T/01/016/90/270 dated 25-7-2007)

- 1.0 Post for which direct recruitment can be made together with the prescribed qualification; expenditure, method of selection etc. are given in the Annexure.

For direct recruitment, vacancies will be notified to the local Employment Exchange in the State as per their procedure and rules, along with the confirmation that such recruitment becomes necessary after exhausting the procedure for filling up the vacancy within MSTC. Vacancies would also be notified to the Scheduled Castes/Tribe Organization and Ex-servicemen Organization as per the prescribed procedure. Wherever direct recruitment has to be resorted to in respect of any promotional post, the Management will inform the same to the union at least 15 days before. Where direct recruitment to any base post is made, preference will be given to the persons who were sponsored by the Employment Exchange/Ex-servicemen Organization and worker on Casual basis earlier, provided they satisfy the terms and conditions prescribed.
- 2.0 Age limit for direct recruitment will be minimum 18 years and maximum 35 years. Upper age limit may be relaxed in the case of Scheduled Caste/Tribe candidates, Ex-Defence personnel and other categories as per the administrative orders and rules of the Company.
- 3.0 Select panel for direct recruitment for regular post will be valid for a period of six months from the date when first appointment letter is issued.
- 4.0 Approved manning and personnel in position in the Non-Executive cadre as on 1st January will be intimated to the MSTCEU by 31st January each year and also whenever additional manning is sanctioned during the year. Also, the gradation list of Non-Executive employees as on 1st January each year will be prepared and forwarded to the MSTCEU by 31st January at the latest.
- 5.0 Line of promotion within Non-Executives cadre in MSTC LIMITED will be as indicated in Annexure –II of Promotion Policy.
- 6.0 Posts which are to be filled up by promotion and procedure to be followed would be as per Promotion Policy.
- 7.0 Interview /Selection Committee will be constituted for the purpose of selection DPC will keep in view the provisions of Clauses 10.0.
- 8.0 On new appointment and employee will be on probation for a period of one year which may be extended, if necessary but in that case a communication will be sent to the employees before expiry of probation period as per the prescribed procedure.

9.0 Applications are to be invited giving minimum 21 days.

10.0 Selection will be made on the following basis:

- (1) Written Test : 50 marks
Hands-on test in Computer
Application/Programming
- (2) (as the case may be) : 30 marks
- (3) Interview : 20 marks

Candidates securing minimum 60% of the total marks would be deemed to have qualified for selection and the selection list would be prepared accordingly.

11.0 Posts will be filled up by direct recruitment as per procedure by giving prior intimation to the MSTC Employees' Union only in case suitable and eligible departmental candidates are not available to fill up such posts on promotion.

12.0 The statutory provisions for reservation of posts and other concessions required to be provided for SC/ST and other special categories of persons, in the matter of recruitment will be observed. Copy of the Government Directive issued from time to time in this regard will be forwarded to the MSTC Employees' Union.

ANNEXURE

POSTS FOR WHICH DIRECT RECRUITMENT CAN BE MADE

Category of post	Qualifications	Experience	Special requirement	Method of selection
1	2	3	4	5
Messenger/ Peon	Minimum Class VI Pass	-	-	Interview by Selection Committee
L.V. Driver	Minimum Class VI Pass	At least 2 yrs Experience in driving car with valid license and maintenance of Motor Transport. Candidates possessing light vehicle driving only may be considered.	-	Operation Test and Interview
Jr. Stenographer	Graduate in any discipline from recognized University or equivalent with English or Hindi as a subject, as the case may be. Must have diploma/certificate in a professional Secretarial Course. Proficiency in computer application is essential.	Experience in the line preferred	Stenography & Typing Speed – minimum 80 w.p.m. in stenography & 40 w.p.m. in Typing	1) Stenography Test (speed test in stenography for 6 minutes allowing 30 minutes for transcription). 2) Test in Computer application. 3) Interview by Selection committee.
Receptionist-	Graduate in	Experience in	-	1) Operational

cum-Telephone Operator	any discipline from recognized University or equivalent with good communication skills. Must have diploma/certificate in a telephone operator's course	line preferred		Test. 2) Interview by Selection Committee.
Jr. Asstt-cum-Typist	Graduate in any discipline from recognized University equivalent with proficiency in computer application is essential.	Experience in line preferred	Minimum 40 w.p.m. in Typewriting	1) Written test on basic English, basic mathematics (matric level) and General Knowledge. 2) Test in computer application. 3) Interview by selection committee
Jr. Computer Assistant	Graduate in any discipline preferably with mathematics as a subject from recognized University or equivalent. Must have at least 6 months Diploma in computer application	Experience in the line preferred	Knowledge in software	1) Written test on basic mathematics (matric level) and aptitude in Computers. 2) Test in computer application/programming. 3) Interview by Selection Committee.