



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 28 years. Upper age limit may be relaxed in the case of Scheduled Caste/Tribe, OBC & PWD 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 Selection Committee will be constituted for the purpose of conducting the skill test/selection procedure. The committee will keep in view the provision 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.

For screening of applications, basic checks for eligibility shall be incorporated in the online application system itself. For posts which involve written examination and attract applications in large nos., verification of candidature shall be done at the time of skill test. In such case, the advertisement should clearly mention that the candidates applying for the post should ensure that they fulfill all the eligibility conditions as per advertisement. Their admission at all stages of examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions, which will be verified at the time of skill test. However, if on verification at any stage of selection process, it is found that a candidate does not fulfil any of the eligibility condition, his/her candidature to the post will be cancelled forthwith.

Company reserves the right to shortlist the candidates on the basis of eligibility conditions mentioned in the advertisement. Mere fulfillment of the said conditions would not entitle a candidate to be called for written/skill test.

10.0 Selection will be made on the following basis:

Sl. No.	Post	Selection Procedure	Marks
(1)	Messenger/Peon	Written Test	100 marks
(2)	Driver	Skill Test	100 marks
(3)	Receptionist-cum-Telephone operator	Written Test	70 marks
		Skill test	30 marks
		Written test	60 marks
C a n d i d a t e s	Jr. Stenographer	a) Stenography	20 marks
		b) Computer application	20 marks
(4)	Jr.- Asstt.- cum Typist	Written Test	60 marks
(5)		Skill Test-	
		a) Typing	20 marks
	b) Computer application	20 marks	
(6)	Jr. Computer Assistant	Written Test	60 marks
		Skill Test	40 marks

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

In posts where there is written test, candidates will be called for skill test in the ratio of 15:1, subject to their obtaining 50% marks; however, in case of single vacancy candidates will be called in the ratio of 20:1. Candidates securing minimum 60% of the total marks would be deemed to have qualified for selection and the selection list would be prepared in order of merit.

- 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.
- 13.0 SC/ST/PWD candidates appearing in the written/skill test will be reimbursed to & fro travelling expenses to the extent of sleeper class rail fare by the shortest route on production of proof of journey performed, alongwith reservation and tatkal booking charges, if any.

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 X Pass	-	-	Written Test on general aptitude (English/hindi, arithmetic, reasoning, etc.)
L.V. Driver	Minimum Class X 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.	-	Skill Test
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	Experience in stenography job in any organization of repute preferred.	Stenography & Typing Speed – minimum 80 w.p.m. in stenography & 40 w.p.m. in Typing	1)Written test on basic English and general aptitude. 2)Stenography Test (speed test in stenography for 6 minutes allowing 30 minutes for transcription). 3) Skill Test in Computer application.

	application is essential.			
Receptionist-cum-Telephone Operator	Graduate in any discipline from recognized University or equivalent with good communication skills. Must have diploma/certificate in a telephone operator's course	Experience in similar job in any organization of repute preferred	-	1) Written test on basic English, basic mathematics & general aptitude. 2) Skill test.
Jr. Asstt-cum-Typist	Graduate in any discipline from recognized University equivalent with proficiency in computer application is essential.	Experience in similar job in any organization of repute preferred	Minimum 40 w.p.m. in Typewriting	1) Written test on basic English, basic mathematics and General aptitude. 2) Typing speed test 3) Test in computer application.
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 similar job in any organization of repute preferred	Knowledge in software	1) Written test on basic English, mathematics, computer application and general aptitude. 2) Skill Test in computer application/programming.