



RECRUITMENT POLICY

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1.0 INTRODUCTION:

Recruitment policy envisages meeting the manpower requirement of the Company in terms of right age, qualification and skill set to ensure achievement of Company objectives. This policy shall aim and strive to put in place a reliable system of selection that ensure induction of the best and most competent personnel duly complying with the Government guidelines/directives issued from time to time.

2.0 OBJECTIVES:

- 2.1** To attract, select and retain the best talent available, keeping in view the changing needs of the Company.
- 2.2** To ensure an objective, reliable, fair and transparent system of selection and recruitment of manpower.
- 2.3** To fulfill the requirement of competent Manpower with necessary qualifications, skills, aptitude, merit and suitability, as per the approved Manpower Plan of the Company.
- 2.4** To provide suitable induction points for intake and thereby achieve the desired level of skill and age mix as required to strengthen the Human Resource of the Company.
- 2.5** To have a dynamic recruitment policy in tune with market economy to enable induction of manpower in the quickest possible time to meet the operational requirements of the Company.

3.0 SCOPE:

The policy shall cover all recruitment of personnel made in the Company including recruitment for tenure basis posts in the Executive as well as Non-Executive cadres (except appointments made by the Govt.) and shall apply to all Departments/Offices of the Company.

4.0 RECRUITMENT PLAN:

- 4.1** The Recruitment Plan shall form part of the Annual Manpower Plan of the Company. Among other things, the Manpower Plan shall clearly state the competency/skill/grade-wise requirement of Manpower in the Company separately. Any deviation from the approved plan / mix shall be subject to the prior approval of the Competent Authority.
- 4.2** All recruitment of personnel in the Company shall be in accordance with the approved Manpower Plan and with the prior approval of the Competent Authority. In case new requirement comes up during the year beyond the approved recruitment budget, which was not anticipated earlier, recruitment of the same may be planned with specific approval of the Competent Authority.

5.0 SOURCES OF RECRUITMENT:

There shall be two sources of recruitment:

5.1 Internal:

Recruitment/Selection to posts from within the company may be done through internal circulation as under:

- a) The posts intended to be filled through internal sources shall be circulated in the Company giving the requisite qualifications, age, experience etc.
- b) Internal selection shall be done by conducting written test and/or interview by a duly constituted committee.
- c) Transfer within the Company from one cadre to another in parallel grade following the procedure of internal selection shall not be treated as recruitment.

5.2 External:

- a) Recruitment from external sources shall be resorted to at the induction level(s)/grade(s). However, the company may, if required, induct direct

recruits from external sources at other level(s)/grade(s) also to meet functional requirements of particular skill/experience or for optimum utilization of its assets and/or infusion of modern systems, skills & techniques of operation etc., necessary for efficient operation, technology up gradation or modernization.

- b) Recruitment of Executives shall be made generally through open advertisement. In case of Non-Executives recruitment, posts shall be notified to employment exchange and also advertised in the press. Company shall specify the norms/criteria and relevant format etc. in the recruitment rules and procedures.
- c) Recruitment of Executives can also be done through campus interviews from approved Institute(s), Universities and/or placement / placement agencies for recruitment selection and/or circulation of posts to PSUs/Government, through GATE/NET route with the prior approval of the Competent Authority.
- d) Company shall spell out clear norms/criteria in the recruitment rules and procedures for recruitment through campus interview route, giving weightage for academic qualification, accomplishment /achievement, written test, GD, Interview etc. as per the requirement.
- e) All requirements of executive and non-executive cadre shall also be notified on the Company's web portal and shall also be linked with the Government Website Portal "National Career Service".

6.0 INDUCTION LEVELS:

6.1 Entry Level

To man positions in functional areas of the Company in executive and non-executives cadre, direct recruits shall be inducted in various disciplines/work areas from time to time depending on the requirements.

6.2 Lateral Level

To infuse new ideas, to strengthen the middle management level and to meet the Company requirement in specialized functions/skill level, Company may carry out lateral recruitment at any other Grade/levels.

7.0 TENURE BASED RECRUITMENT/ENGAGEMENT:

7.1 Recruitment/Engagement of persons on tenure basis shall be done based upon organizational requirement.

7.2 Notification for exclusive induction of tenure basis shall be issued.

7.3 The persons, so engaged, through this process shall not be regularized.

7.4 The terms of the contract, tenure, remuneration etc. shall be decided on case to case basis with the approval of Competent Authority.

8.0 RESERVATION OF POSTS:

Reservation of Posts shall be provided in accordance with the Presidential Directives/Government guidelines issued on the subject from time to time.

9.0 JOB SPECIFICATION:

9.1 Job Specifications shall be the basis and the minimum eligibility conditions for each post/job for which recruitment is being made and shall include the following:

- a) Educational Qualifications
- b) Experience
- c) Age limit
- d) Physical / Medical standards
- e) Competency
- f) Any other requirements specified

9.2 Job Specifications prescribed shall be periodically reviewed and updated with the needs of the Company.

10.0 MODE OF SELECTION:

- 10.1** Selection of candidates for appointment in the Company shall be made on the basis of merit after assessment of suitability of candidates through a defined selection process which may comprise of Written test, Psychometric test, Trade test, Group Discussion, Interview or a combination thereof and/or any other test(s) as may be prescribed.
- 10.2** Normally, there shall be two/three segments of selection. The combination of segments, their weightage, qualifying criteria and the ratio of calling the candidates to the next selection stage like Interview/Group Discussion (if any) shall be specified in the rules to be framed by Organization.
- 10.3** There shall be no interview for Group "C" & "D" posts. Skill test or Physical test may continue. However, these tests shall be of qualifying nature and assessment shall not be done on the basis of marks for such tests. In case of specific posts where interview as a process of recruitment is to be continued, a detailed proposal seeking exemption shall have to be sent to the DOPT with the approval of the Administrative Ministry.

11.0 SELECTION COMMITTEE:

- 11.1** In order to assess the suitability of the candidates, Selection Committee(s) shall be constituted by the Competent Authority in line with Government guidelines w.r.t SC/ST, OBC, Women, Minority members, etc.
- 11.2** As per administrative convenience, external experts may also be included in the selection committee(s), if required.

12.0 SELECTION OF CANDIDATES:

- 12.1** Based on combined performance of the candidates in different segments of the selection process, merit lists shall be prepared and provisional Offer Letters shall be issued, in the manner prescribed in the rules, after obtaining approval of the Competent Authority.
- 12.2** If required a panel may be formed in order of merit, which may be operated in case of non-joining of candidates against the post(s) advertised subject to the approval of the Competent Authority. The panel so formed shall remain valid for a period of 1 year, from the date of approval of merit list.

13.0 MEDICAL EXAMINATION:

Final appointments in the Company shall be subject to the selected candidates being found medically fit for the post for which they have been selected as per the norms prescribed by the Company for the post.

14.0 ISSUE OF OFFER OF APPOINTMENT:

- 14.1** Appointment offers shall be centrally issued by the Recruitment Section of HR Department. The HOD (P&A) shall be authorized to issue offers of appointment for and on behalf of the Competent Authority.

15.0 INDUCTION / ORIENTATION:

Employees/trainees appointed in the Company shall undergo suitable Induction/Orientation program with an aim to make them aware about the Company's policy, culture, expectations etc.

16.0 TRAINING / PROBATION:

- 16.1** Training period for selected candidates (Trainees) shall be as specified in the recruitment advertisement and training shall be imparted as per the Policy /guidelines of the organization
- 16.2** Employees appointed in the Company shall be placed under probation for a period of twelve months unless otherwise specified. For the candidates

joining as trainee, the probation period of twelve months shall commence after their regularization in grade on successful completion of training.

- 16.3** Unless confirmed in writing, the employee shall be considered as probationary even after expiry of the initial as well as extended probation period. Further, the probation shall be confirmed only after receipt of Character and Antecedent verification, without any adverse remarks, from the concerned authorities.

17.0 RECRUITMENT RULES:

For implementation of Recruitment Policy, organization shall prepare rules and procedures as per the requirement and keeping in view government guidelines and court judgments issued from time to time. Recruitment rules shall clearly spell out the detailed procedures, guidelines, criteria and norms to be followed in the recruitment process of Executives and Non-executives.

18.0 DELEGATION:

Delegation of authority to recruit and/or appoint shall be as per the prescribed Delegation of Powers in the Company and shall also be specified in recruitment rules.

19.0 APPROVING AUTHORITY:

Approving authority shall be the Board of Directors of the company.

20.0 TENURE OF THE POLICY:

The policy may be reviewed at the end of 5 years or earlier (if required) of its implementation to assess its efficacy in meeting its objective and make suitable changes, if required.

21.0 RULES & PROCEDURES

21.1 CMD shall be authorized to frame and issue rules & procedures under this policy as per Delegation of Power.

21.2 HOD (P&A) shall be empowered to issue executive instructions as & when required to execute the Policy within its framework, and issue clarification in case of any ambiguity in the interpretation/ implementation of the Policy.

22.0 SAVING CLAUSE:

The Company reserves the right to amend, modify, cancel or withdraw the Policy or any part thereof at any time without prior notice.

23.0 COMMENCEMENT:

The date of commencement of policy will be w.e.f. date of approval by the Board i.e., 22nd October 2021



EXECUTIVE RECRUITMENT RULES

1. SHORT TITLE AND COMMENCEMENT

- 1.1. These rules shall be called the MSTC Ltd. (Executives) Recruitment Rules.
- 1.2. These rules shall come into force w.e.f. 22.10.2021.

2. SCOPE AND APPLICATION

- 2.1. The policy shall cover all recruitment of personnel made in the Company in the Executive cadre. The appointment to Board level posts and Chief Vigilance Officer (CVO) will be done as per Government guidelines processes.
- 2.2. The engagement to tenure-based posts like OSDs, etc. shall be as per the rules and policy existing in this regard during the engagement process.

3. DEFINITIONS

- 3.1. The 'Company' means MSTC Ltd., and/or its successors;
- 3.2. 'Executive' means any person appointed by the company to any regular executive post.
- 3.3. 'Interview Committee' hereinafter referred to as 'IC', means a committee constituted to consider the suitability of the candidates shortlisted for interview, for direct recruitment to different grades of executives as mentioned the Annexure- I.
- 3.4. 'Appointing Authority' means the authority prescribed from time to time by the Board to make appointments to the various posts in the Company.
- 3.5. 'Chairman' means the Chairman of the Board of Directors of the Company.
- 3.6. 'Board' means the Board of Directors of the Company.
- 3.7. 'CMD' means the Chairman and Managing Director of the Company.
- 3.8. 'Competent Authority' means the Appointing Authority as defined *in rule para 3.4 above.

4. CLASSIFICATION OF CADRES

For the purpose of these Rules, regulating recruitment, the posts will be categorized into three cadres as under:

- 4.1. General
- 4.2. Finance & Accounts
- 4.3. Company Secretary

5. RECRUITMENT

- 5.1. Based on the approved Manpower Plan and budget, the HR department shall prepare a detailed recruitment plan for carrying out recruitment during the Financial Year.
- 5.2. The Annual Recruitment Plan must be formulated year-on-year basis including the points given below:
 - 5.2.1. Manpower Budget
 - 5.2.2. Estimated timelines of the recruitment process(s).
 - 5.2.3. Method of selection
 - 5.2.4. Other particulars of recruitment process like screening committee(s) as may be required, interview committee(s), cut off marks, etc.
 - 5.2.5. Any other parameters as deemed appropriate.
- 5.3. In case a new requirement is identified during the year beyond the approved recruitment budget, which was not anticipated earlier, recruitment of the same

may be planned with specific approval of competent authority, with reasons to be recorded in writing.

5.4. There shall be two sources of recruitment:

5.4.1. Internal

- i) Recruitment/Selection to posts from within the company may be done through internal circulation as under:
 - i) The posts intended to be filled through internal sources shall be circulated in the Company giving the requisite qualifications, age, experience, etc. as per the relevant policy in the Company
 - ii) Transfer within the Company from one cadre to another in parallel grade following the procedure of internal selection shall not be treated as recruitment.

5.4.2. External

- i) Recruitment from external sources shall be normally resorted to at the induction level(s)/grade(s). However, the company may, if required, induct direct recruits from external sources at other levels (s)/grade(s) also to meet functional requirements of particular skill/experience or for optimum utilization of its assets and/or infusion of modern systems, skills & techniques of operation, etc., necessary for efficient operation, technology up gradation or modernization with the approval of Competent Authority.
- ii) Recruitment to posts from External sources shall be made, as specified in Annexure-I, by:
 - a) Direct Recruitment
 - b) Deputation (*rules to be framed for inward movement to MSTC*)
 - c) Transfer of service on an Absorption basis
- iii) Direct Recruitment will be resorted to as hereinafter detailed. However, where the posts are required to be filled in only by promotion, direct recruitment could be resorted to if suitable candidates in the feeder cadre for promotion are not available, with the approval of the authority competent to fill the post. Even where the posts are required to be filled in only by promotion, direct recruitment can be resorted to if it is so decided by the Competent Authority, for reasons to be recorded in writing.
- iv) Merely satisfying eligibility criteria/job specifications prescribed for a post will not entitle a candidate to be called for an interview. Depending upon the number of applications received and the vacancies available, the Company reserves the right to restrict the candidates called for interview by prescribing any test (s) in the selection process for the concerned post.
- v) Further, in case a candidate called for interview/tests resorts to any irregular or improper means in connection with his/her candidature for selection, he/she shall render himself/herself disqualified from the interview/test for which he/she is a candidate either permanently or for a period specified by the Company. As such candidates called for interview shall not stake any claim for appointment to the concerned post in the Company.
- vi) Vacancies may also be notified to Public Sector Undertakings and other authorities as prescribed by the Government/ Department of Public Enterprises from time to time.
- vii) Unless specifically exempted by the appointing authority, all applications for a job positions on in the Company will be accompanied by a non-refundable application fee of the value as decided by the competent authority. Candidates belonging to SC, ST, Physically Handicapped, Ex-

servicemen, or, any other category, as applicable from time to time will be exempted from the payment of application fees as per the Government of India guidelines in this regard.

- viii) **DEPARTMENTAL CANDIDATES:** In case of direct recruitment, employees who fulfill all eligibility requirements shall be eligible to apply for the post(s) advertised, provided they fulfill the eligibility conditions as prescribed in the advertisement and are confirmed in the post in the next below scale of pay for a total period of at least for two years. The age of such candidates shall be relaxed up to 5(five) years only.
- ix) External Candidates applying from organizations in the Private sector will be assessed only in terms of the requisite qualification, age, total number of years of Post-Qualification experience, and or experience as prescribed in the advertisement for the post.
- x) Further, external candidates, notwithstanding anything at point 6.3, and those applying from organizations in the Private sector, wherever, the equivalence of pay scale cannot be assessed and the method of selection involves only the interview, the CTC of the applicant for the last two years should be equivalent to the CTC for the post one step below the post in MSTC which is to be filled. For this purpose, documents in support of such CTC for the last two years declared by the candidate are to be sought in the online application. The CTC for the next below post in MSTC for this purpose will be calculated considering the Basic (minimum of the scale of pay), DA, HRA, Perks and Performance Related Pay(calculated as per annualized basic pay at the start of the 'next below' scale of pay considering Company rating as "Good" and Individual rating as "outstanding" and Unit achievement as "100%").

20/11/17

6. **INDUCTION LEVELS**

6.1. Entry Level: To man positions in functional areas of the Company in the executive cadre, direct recruits shall be inducted in the level of E-1 scale of pay, in various disciplines/ work areas from time to time depending on the requirements and as per the rules hereunder.

6.2. Lateral level: To infuse new ideas, strengthen the middle management level, and meet the organizational requirement in specialized functions/ skill level, the Company may carry out lateral recruitment at any other Grade/ levels above the E1 scale of pay, based on requirements and rules hereunder.

6.3. The hierarchy of the posts is categorized into 3 levels of Management, as under:

Post	Level
E-8	Senior Level
E-7	
E-6	
E-5	Middle Level
E-4	
E-3	Supervisory Level#
E-2	
E-1	
E-0	

For the purpose of direct recruitment, supervisory level/ capacity includes persons working in Supervisory grades in other Central/State Government Organizations/ Autonomous bodies/ PSU

DIRECT RECRUITMENT FROM EXTERNAL SOURCES

7. **MODES OF RECRUITMENT**

7.1. **Direct Recruitment(DR)**

The term 'Direct Recruitment' refers to the process of filling in vacancies in the recruitment plan, from External sources at various levels.

7.2. **Job Specification:** For this purpose, the Job Specifications for a particular post in a given cadre shall be the basis and the minimum eligibility conditions for each post/job for which recruitment is being made as per Annexure I. Such Job Specifications prescribed shall be periodically reviewed and updated with the needs of the Company and include the following:

- i) Educational Qualifications
- ii) Experience
- iii) Age limit
- iv) Any other requirements specified

7.3. Open advertisement shall be made for direct recruitment of Executives by All India Open Competitive Examination or by GATE/NET score in Entry level and through Other than open Competitive examination for lateral level. For this purpose, the posts to be filled will be duly notified through press advertisements (Employment News and other leading News Papers), MSTC's Website, and National Career Services.

7.4. Those posts which are to be circulated amongst other Central/ State Government Organizations/ Autonomous bodies/ PSU to be filled through Deputation or absorption basis, may be advertised with specific approval for the same.

7.5. **Components in Notification/Advertisement:**

- i) The following components must find a place in the Employment Notification/Press Advertisement, while recruiting candidates for various posts in the Company:
 - a) Brief about the Organization: Details about MSTC, turnover, profit, proposed expansion, its Projects/Offices, etc.
 - b) Number of posts
 - c) Educational qualifications (See Annexures-I, and also LOP)
 - d) Relevant Experience required, whether post-qualification or overall experience is required, should be clearly specified, and the reason for such requirement should be recorded in writing. The cut off date for minimum eligibility criteria in terms of education, experience should be the last date of the completed month prior to the date of Advertisement in the Employment News.
 - e) Reservation for SC/ST/OBC/PwD etc.
 - f) Age relaxation for certain categories
 - g) Minimum service in next below pay Scales for the Candidates applying from a PSU, Government as applicable.
 - h) CTC of the last 2 years as per point 5.4.2(ix).
 - i) Selection Process
 - j) Probation, Bond, etc.
 - k) Disclaimers regarding any changes/ modification/ addendum/ information, etc.
 - l) Any other detail as deemed fit by the Competent Authority.
 - m) The Competent Authority reserves the right to cancel/ modify the vacancy / recruitment/ selection process, if the need arises, without issuing any further notice or assigning any reason thereof.
- ii) In case of any typographical error or omission, a Corrigendum to the Notification shall be issued on the Company's Website. In such cases, the last date for receipt of applications may also be suitably extended.
- iii) While the full advertisement is to be published in Employment News, advertisements in other newspapers besides Employment News shall be brief or as decided by the Competent Authority.

7.5. Based on the various levels the various mode available for recruitment at each level is as under:

7.5.1.DR in Entry Level:

Recruitment of Executives at entry level as Management Trainees/ Assistant Managers in E1 scale of pay can be done through

- i) All India Open Competitive Examination conducted by MSTC Limited
- ii) Through GATE/NET score
- iii) Through campus recruitment from approved Institute(s), Universities.

Mode	Particulars	Selection Procedure	Weightage	Qualifying Marks*	Shortlisting criteria*
a) All India Open Competitive Examination conducted by MSTC Limited [Rules para 8]	Management Trainee (MT)	Written Test (WT)/Computer-Based Test(CBT)	60%	40%	As per the open advertisement
		Group Discussion	25%	40%	Based on a ratio of 1:10 subject to the attainment of Qualifying marks in Written Test/ CBT
		Interview	15%	Nil	Based on a ratio of 1:5/ 1:8 (in case of a single vacancy) subject to the attainment of Qualifying marks in WT/CBT + Group Discussion, in the order of merit.
		Selection shall be based on marks attained in WT/ CBT+ GD + Interview	-	60%	Candidates attaining minimum of 60% marks in the aggregate total shall feature in the Select Panel of candidates for the post in the order of merit.
	Assistant Manager (AM)	Written Test/ Computer Based Test	85%	40%	As per open advertisement
		Interview	15%	Nil	Based on a ratio of 1:5. Ratio will be 1:8 in case of one vacancy. The above is subject to the attainment of Qualifying marks in WT/CBT.
		Selection shall be based on marks attained in WT/CBT + Interview.	-	60%	Candidates attaining minimum of 60% marks in the aggregate total shall feature in the Select Panel of candidates for the post in the order of merit.
b) Through GATE/NET score [Rules para 9]	MT/AM	Selection shall be based on marks attained in GATE/ NET + GD + Interview.	Weightages and the ratio of shortlisting in GATE/ NET, GD and Interview shall be the same as Mode at (a) above.	Candidates attaining minimum of 60% marks in the aggregate total shall feature in the Select Panel of candidates for the post in the order of merit.	
c) Campus Recruitment	MT/AM	Selection shall be	Weightages and the ratio of shortlisting in	Candidates attaining a minimum of 60% marks in the	

[Rules para 10]		based on marks attained in WT/ CBT + GD + Interview.	WT/ CBT, GD and Interview shall the be same as Mode at (a) above.	aggregate total shall feature in the Select Panel of candidates for the post in the order of merit.
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**The qualifying marks in every stage shall be relaxed by 5% for SC/ST and PWD categories or as per the presidential directives in this regard at that point in time.*

7.5.2.DR in Lateral Level:

Recruitment of Executives at E2 and above scales of pay, as per Annexure I and rules laid herein, shall be done through

- i) Personal Interview
- ii) Deputation from other Central/State Government Organizations/ Autonomous bodies/ PSU.
- iii) On an Absorption Basis from other Central/State Government Organizations/ Autonomous bodies/ PSU.

Mode	Selection Procedure	Weightage	Qualifying Marks*	Shortlisting criteria*
a) Through Personal Interview [Rules para 11]	100% based on Personal Interview	100%	60%	As per advertisement
b) Through Deputation from other Central/ State Government Organizations/ Autonomous bodies/ PSU [Rules para 12]	100% based on Personal Interview	100%	60%	As per advertisement
c) On Absorption Basis from other Central/ State Government Organizations/ Autonomous bodies/ PSU. [Rules para 13]	100% based on Personal Interview	100%	60%	As per advertisement

7.6. The Competent Authority may select one mode or more than one mode which are mutually cohesive for filling a post through the external source of recruitment for reasons to be recorded in writing.

8. **ALL INDIA OPEN COMPETITIVE EXAMINATION CONDUCTED BY MSTC LIMITED**

8.1. Under this mode, the applications shall be sourced online and invited via open advertisement.

8.2. The process of recruitment under this mode shall be conducted by the agency to whom the job of recruitment/selection has been outsourced as per rule para 14 below.

8.3. The following activities involved in recruitment in this mode shall be as under:

8.3.1. The selection process shall include a Written test(WT)/Computer Based Test (CBT), Group Discussion, and Interview.

8.3.2. Candidates who qualify in the WT/CBT shall be shortlisted in the stipulated ratio for Group discussion, subject to the attainment of qualifying marks, as detailed in the table at 7.5.1 above.

8.3.3. Further based on the pre-interview total (Weighted marks of WT/CBT and weighted marks of GD), in the descending order candidates shall be

shortlisted to appear for interview in a stipulated ratio subject to the attainment of qualifying marks, as detailed in the table at 7.5.1 above.

8.3.4. The final merit list shall be drawn on basis of the aggregate of the weighted score of WT/CBT, GD and Interview in descending order.

8.3. Constitution of Committee(s) for the purpose of the Interview shall be as provided in the rules hereinafter in Annexure -I.

9. THROUGH GATE/NET SCORE

9.1. Based on the requirement of the Company, Online applications may be invited from candidates in a particular discipline from candidates having a GATE score (for technical discipline in engineering and science) /NET score (disciplines like science (R&D), management, corporate communications, human resources, and finance) score.

9.2. Such applications can be sourced by way of open advertisements mentioning the Discipline required therein.

9.3. Applications sourced through this mode shall be considered for the subsequent selection process as per 6.3 above.

9.4. GATE/NET score will be considered with respect to the percentage of marks scored in the examination calibrated to maximum of 60 marks as per weightage of the Written Test/CBT.

10. THROUGH CAMPUS RECRUITMENT FROM APPROVED INSTITUTE(S)/UNIVERSITIES.

10.1. Based on the requirement of the Company, when requirement in a specialized and niche discipline arises based on justification for such sourcing, which requires one specific degree/discipline provided by certain Institute, the company can opt for direct recruitment from selected and approved Institute(s)/ Universities.

10.2. Such Institute(s)/Universities shall be selected and duly approved based on the requirement, assessed during Manpower Planning and such list of Institutes shall be drawn accordingly by MAB and placed for the approval of Competent Authority. The Institute(s)/Universities selected should be recognized to impart the course as per approval of respective regulatory body(s).

10.3. The selection procedure under this mode shall involve Written test/CBT, Group Discussion and Interview and their weightage shall as given above at as detailed in the table at 7.5.1 above. The final select list shall be drawn on the basis of the candidates attaining 60% marks in the total aggregate.

11. THROUGH PERSONAL INTERVIEW

11.1. Subject to availability of qualified and suitable personnel within the Company, the posts in any grades in E-2 and above as per Annexure-I and provisions at rule para 5.4.2(iii), can be filled by way of open advertisement and selection shall be based on interview.

11.2. For this purpose, the Job Specifications for a particular post shall be the basis and the minimum eligibility conditions for each post / job for which recruitment is being made and shall include the following:

- i) Educational Qualifications
- ii) Experience
- iii) Age limit
- iv) Physical / Medical standards
- v) Competency
- vi) Any other requirements specified

11.3. For this purpose, Online applications shall be sourced through open advertisement, which shall be published in the Employment News, NCS, Corporate Website, besides other dailies as required and decided as per rules laid down in this respect. The applications received shall be screened by the Screening Committee constituted for this purpose as per the rules mentioned hereinafter.

12. THROUGH DEPUTATION FROM OTHER CENTRAL/STATE GOVERNMENT ORGANIZATIONS/ AUTONOMOUS BODIES/ PSU.

- 12.1. Subject to the availability of qualified and suitable personnel within the Company, the posts in any grades in E-2 and above can be filled by way of deputation from some Central Government/ State Government/ PSU and such selection shall be based on interview.
- 12.2. Online applications shall be invited for the posts to be filled through Deputation as provided above, based on the Job Specification for the particular post as per Annexure I. Suitable advertisement shall be published in the Employment News, other leading daily newspapers, NCS, Corporate Website as required, as per rules laid down in this respect.
- 12.3. Based on the period of deputation/ contract including the period of deputation/ contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ Department of the Central /State Government /PSU shall ordinarily not exceed a period of 5 years.

13. ON ABSORPTION BASIS FROM OTHER CENTRAL/STATE GOVERNMENT ORGANIZATIONS/ AUTONOMOUS BODIES/ PSU.

- 13.1. Subject to the availability of qualified and suitable personnel within the Company, the posts in any grades in E-2 and above, as per Annexure-I and provision at rules para 5.4.2(iii), can be filled by way of Transfer of Service from some Central Government/ State Government/ PSU and such selection shall be based on interview.
- 13.2. Online applications shall be invited from the other Central Government/ State Government/ PSU, for the posts to be filled, based on the Job Specification for the particular post as per Annexure-I. Suitable advertisements shall be published in the Employment News, other leading daily newspapers, NCS, and Corporate Website as required as per rules laid down in this respect.

14. PROCESS OF DIRECT RECRUITMENT:

- 14.1. Attempts should be made for conducting all the activities of direct recruitment of Executives, and Management Trainees at entry level, through outsourcing. For this purpose, the engagement of Agency(s) conducting the entire or part of the process has to be selected by the Company as per rules.
- 14.2. The following activities involved in recruitment in this mode shall be as under:
 - 14.2.1. Online Application portal development integrated with Payment gateway.
 - 14.2.2. Conduction of Written test/CBT
 - 14.2.3. Conduction of Group Discussion
 - 14.2.4. Result Management and generation of Merit list as required under the rules of the Company.
 - 14.2.5. Any other activity as per the requirement of the Company/ Service provider.
- 14.3. The recruitment process will be coordinated centrally from the Head office.

15. GUIDELINES FOR ONLINE APPLICATION FORMALITIES:

- 15.1. The Competent Authority may select one mode or more than one mode which are mutually cohesive for filling a post through external source of recruitment for reasons to be recorded in writing.

16. PROCESSING OF APPLICATIONS:

- 16.1. All applications received against a specific notification/ advertisement for Lateral Level will be:
 - 16.1.1. Subject to preliminary scrutiny by a committee constituted by the competent authority known as Screening Committee, with the officials of the concerned department and Human Resources, who will ensure that:
 - i) Applications are duly completed and accompanied by the prescribed application fees, if applicable, and were received within the permitted time.
 - ii) Age of the applicant is within the prescribed limit.

- iii) Qualifications and experience of the candidates conform to those prescribed in the advertisement, based on the information/documents submitted at the application stage.
 - iv) Applications have been submitted "Through Proper Channel" wherever applicable.
 - v) In the case of candidates from SC, ST, OBC, Ex-servicemen, etc. groups, the application is accompanied by a certificate to that effect from the competent authority.
 - vi) In the event there is a mismatch between the information given in the application (including CTC) and the documents submitted, then the applicant's CTC during physical document verification is subject to the maximum declared in the online application, will be considered for determining his eligibility.
- 16.2. The applications that fulfill the prescribed minimum criteria after preliminary scrutiny by the Committee shall be listed to be called for the next selection stage i.e. Interview. Such a list may be placed to the department concerned for their concurrence as decided by the Competent Authority. The list of finally screened candidates for appearing in the personal Interview will be put up to competent authority for final approval by P&A Department. A list of candidates rejected during screening shall also be drawn by such committee with the reasons for rejection and submitted to the P&A department for record.
- 16.3. On approval of the Competent Authority, the list of candidates screened for interview shall be called for personal interviews by Call letters. Such a list shall also be displayed on the corporate website, besides email/ online call letters, for information by the outsourcing agency.
- 16.4. The above procedure for shortlisting applications is to be utilized for Campus recruitment.

17. VERIFICATION OF DOCUMENTS/TESTIMONIALS

- 17.1. All the candidates shortlisted for any posts filled through Direct Recruitment from an External source shall be liable to appear for verification of Documents before attending the interview in the selection stage as stipulated hereunder.
- 17.2. The candidates who are shortlisted after the Written Test for Group Discussion/ Interview(for lateral) shall be advised to bring the required original documents/testimonials, along with self-attested copies, in support of Age, Qualification, Experience, Caste, etc. The certificates shall be verified by the Company Executives for verification of documents submitted during the online application before the candidate is permitted to attend the Group Discussion/ interview. For this purpose, a declaration form shall be filled by the candidates appearing for the above stage of selection and any deviation shall also be recorded therein by the Officer Verifying the documents.
- 17.3. Such of those candidates who have work experience in the Private Sector should produce the experience certificate issued by his/her Employer (preferably on the letterhead of the (Employer). This aspect should be mentioned in the detailed advertisement and also in the Call letter for interview/ GD, as applicable.
- 17.4. The responsibility for verification of the testimonials/documents solely lies with the concerned Verifying officer who has been entrusted with the task. In case the candidate(s) do not produce/submit the required documents at the time of verification, the candidate(s) will normally not be permitted to attend the interview. However, where the candidate could not produce certain documents like the latest Caste Certificate, Original Degree qualification Certificate, etc. at the time of the Interview for genuine reasons, the candidate may be allowed to appear for Interview, subject to the candidate giving the undertaking produce/submit the same within one month from the date of interview, or date of joining (if selected), whichever is earlier, failing which his/her candidature will be treated as canceled.
- 17.5. The result of such candidates will also be withheld till such time the required document(s) is/are produced within the allowed time of one month.

18. SELECTION PROCESS AND CONSTITUTION OF INTERVIEW BOARDS

18.1. INTERVIEW BOARD:

Based on the level of post for which the selection is to be made, the Competent Authority shall constitute an Interview Board for evaluating the performance during the interview, for selection to the post. Such Interview Board will broadly constitute:

- i) CMD, Functional Directors, and/or other Senior Level officials competent to evaluate the candidates for selection to the post.
- ii) Professional/ subject Experts in or from outside the organization, if required
- iii) Representative of SC/ST, OBC, etc. as required according to government guidelines.
- iv) HOD/Executive of an appropriate level of P&A department.
- v) Representative(s) of Women and minorities shall be co-opted from amongst the above members, if possible.

The post-wise Interview Boards will be as provided in Annexure-I.

18.2. FUNCTION OF INTERVIEW BOARD :

18.2.1. Interview Board will assess the suitability of the candidates on the basis of their qualifications, professional knowledge, experience, and other relevant facts vis-à-vis the specific requirements of the posts and on the basis of the standards of technical/ subject/ managerial skill/, professional competence and overall personality factors as assessed from the candidate's performance in the interview, and will assign a mark to each candidate appearing for the interview for the post for which selection is to be made.

18.2.2. Based on the defined selection process for direct recruitment at Entry Level, which may comprise Written test, Group Discussion and Interview or a combination thereof and/or any other test(s) as may be prescribed in these rules, the marks awarded by Interview Board as per point 18.2(i), will be added to the other scores to arrive at the final marks of each candidate.

18.2.3. For selection through only interviews in case of direct recruitment at the Lateral Level, the interview Board will recommend a panel of names of all such suitable candidates in order of merit on the basis of the interview marks so assigned. Provided that when two or more candidates secure equal marks, they will be empaneled in the chronological order of their dates of birth, the oldest being placed first among them. Provided also that in respect of the reserved vacancies, the Board will draw up and recommend a separate panel of names of suitable candidates belonging to SC, ST and Other Backward Classes.

18.2.4. Interview board shall submit its recommendations to the competent authority who may approve in full or in part or disapprove its recommendations. The competent authority shall record its reasons in writing while setting aside the recommendations partly or wholly. Decisions of the competent authority taken with regard to the selection of a candidate or on any other matter relating to recruitment shall be final and binding on all concerned.

18.3 SELECTION PANEL:

18.3.1. Selection panel shall be drawn on the basis of total marks scored in the order of merit as per the respective recruitment processes in entry-level and on the other hand for lateral level, the same shall be drawn on the basis of marks scored in the Interview.

18.3.2. In the case of tie, i.e., if more than one candidate obtains equal marks in Written Test/ Group Discussion/ in the Merit List and also qualifies in next level test, all candidates having same marks shall be called for the next stage of selection. However, if more than one candidate obtains equal marks in the

Panel of selected candidates for a post, order will be decided on the basis of marks scored in the latest stage of selection i.e. interview. If there is a tie in the marks scored in interview, the tie breaking order will be applicable to GD and then Written Test/CBT in case of Management Trainee and Written Test/CBT in case of AM and so on. Still, if there is a tie the Date of Birth (i.e. the senior in date of birth shall be kept as senior in the panel).

- 18.3.3. Such panel will be valid for a period of one year from the date of its approval by the Competent Authority. The panel of selected candidates on expiry of the period of validity, will cease to operate unless decided otherwise by the appointing authority for reasons to be recorded in writing within the validity period.
- 18.3.4. The appointing authority shall make appointments in the order of merit from the selection panels.

19. CONDUCT OF INTERVIEW:

- 19.1. All candidates called for interview will be reimbursed expenses incurred on travel to & fro the place of interview on production of money receipt or any other supporting documentary evidence in respect of the onward journey, subject to limit of 2nd AC fare as per the Travelling Allowance rules of the Company prevalent from time to time. All SC/ST and PWD candidates shall be shortlisted for any of the selection process shall be entitled for such reimbursement. The same shall be mentioned in the advertisement/ call letters for this purpose.
- 19.2. For internal candidates called for interview, reimbursement of expenses will be made as per TA Rules of the Company treating them on official tour.
- 19.3. The call letters to each candidate for appearing for interview before the Interview Board is to be issued by Registered Post/Under Certificate of Posting/Courier Service/Speed Post/E-Mail, not later than twenty-one (21) clear calendar days before the date of interview, should, inter alia, state clearly the post and the grade/ grades for which the candidate will be considered and other formalities that he will be required to comply with prior to the interview.
- 19.4. In the case of recruitment for vacancies reserved exclusively for the Scheduled Castes/ Scheduled Tribes and OBC, separate interviews exclusively for candidates belonging to these communities will be held by the Interview Board which should include a member of Scheduled Caste and Scheduled Tribe.
- 19.5. P&A Department will make available to the members of the Interview Board the following documents and particulars regarding the candidates called for interview:
 - 19.5.1. A copy of the Advertisement/Notification together with the specific requirements and the duties & responsibilities of the post.
 - 19.5.2. Broadsheet of all the candidates called for interview for assessment of the Interview Committee.
 - 19.5.3. Declaration form along with the Online application of each candidate.
 - 19.5.4. Special information, if any, relevant to selection regarding any candidate.

20. OFFER OF APPOINTMENT

- 20.1. Based on the panel of selected candidates in order of merit, appointment shall be offered from each merit list for the posts the panel(s) are prepared. Appointment offers shall be centrally issued by the Recruitment Section of P&A Department. The HOD (P&A) shall be authorized to issue offers of appointment for and on behalf of the Competent Authority.
- 20.2. Offer of appointment will be issued to the selected candidates in the prescribed form with standard terms of appointment at **Annexure II**, in duplicate, specifying the terms and conditions of appointment. The offer of appointment shall be accompanied by the forms and declarations required for joining the post as detailed at rules para 23 below.
- 20.3. The Standard terms of appointment may be modified to include/ exclude provisions, conditions as deemed fit by the authority competent to modify these rules.

- 20.4. Candidates so appointed will sign duplicate copy of offer of appointment in token of acceptance of appointment and return the same to the Issuing Authority of the Personnel Dept. within the stipulated time 10 days from the date of offer.
- 20.5. The Offer of appointment shall indicate the scale of pay, other monetary benefits, employment terms and conditions, date & place of joining, etc. Candidates offered appointment shall normally be given 30 days' time to join duty.
- 20.6. If the candidate issued with the offer of appointment does not join duty within such last date as indicated in the offer of appointment, the offer of appointment issued in his/ favour, will be deemed to have been withdrawn and cancelled and the next candidate in the panel shall be offered appointment, unless extension of joining time has been granted by the Appointing Authority.
- 20.7. Under exceptional circumstances and depending upon the merits of each case, request for extension in joining time shall be considered and decision of the competent authority conveyed to the candidate concerned, subject to the condition that the request for extension in joining time does not exceed a period of three months. If the appointee does not report for duty within the stipulated/ extended time, the offer of appointment shall stand withdrawn and cancelled, and the next candidate in the panel shall be offered appointment.

21. OPERATION OF PANEL OF SELECTED CANDIDATES :

- 21.1. Based on the panel as per rule para 20, P&A Department will issue offers of appointment to one or more candidates in order of merit given in the panel depending on the number of posts as sanctioned by the appointing authority.
- 21.2. Where there is a separate panel of selected candidates from the Scheduled Castes and Scheduled Tribes in respect of vacancies exclusively reserved for them, the model roster prescribed by the Government will be followed while making offers of appointment.
- 21.3. In case selection of more than one candidate at a time in the same grade, the seniority shall be reckoned as per merit in the panel.

22. PRE-EMPLOYMENT MEDICAL EXAMINATION:

- 22.1. An appointee to a post in the Company will be required to undergo a pre-employment medical examination by the Company's Medical Officer or a Govt. hospital/ by a Registered Medical Practitioner. No selected candidate will be appointed unless medically examined, found fit & suitable for the post, by Company's Medical Advisor or any other Authorized Government Medical Officer.
- 22.2. Certificate of Medical Fitness will be as per the medical examination standards prescribed at **Annexure-V** for appointments in the Company.
- 22.3. Candidates who are found medically unfit shall not be allowed to join the service of the Company and may be referred for re-examination as per the advice of the Medical Advisor of the Company.
- 22.4. On such medical re-examination, the candidate is found to be medically fit, he/she will be considered suitable to join the post under the issue of Offer of Appointment. However, if the candidate is found to be medically unfit, his/her candidature will be cancelled. Such candidate will be informed accordingly and the next candidate in the selected merit panel may be offered appointment and called for pre-employment medical examination.
- 22.5. The procedure outlined above shall be applicable for pre-employment medical examination of the candidates being considered for appointment to any post in the Company in regular scale of pay.

23. JOINING FORMALITIES

- 23.1. All appointees are required to fill up the following documents at the time of reporting for joining to the post.
 - 23.1.1. 3(three) copies of the 'Attestation Form' in original, duly furnishing all the details, as specified in the form at **Annexure III**.

- 23.1.2. 3(three) copies of `Declaration for Medical purpose` in the form as prescribed in the Medical Reimbursement rules of the Company from time to time, shall be duly filled.
- 23.1.3. 2(Two) copies of `Property Return` in original shall be filled and submitted.
- 23.1.4. Duly filled `Statement of r
- 23.1.5. elation with Board of Directors` and `Statement of nationality` (form attached).
- 23.1.6. Any other Document/Form as desired as essential by the Company.
- 23.2. At the time of joining, the appointee shall be required to bring the required original documents / testimonials, in support of release from their previous employer(if applicable), along with self-attested copies, in support of Age, Qualification, Experience, Caste etc. The certificates shall be verified with originals by the Company Executives before the joining. The information provided at this stage shall be final and no information pertaining to educational qualification, experience etc. pertaining to period before joining shall be submitted by the candidate after joining.
- 23.3. Further, post joining all new joinees are required to submit the `Nomination for Family Benefit`, Provident Fund and Gratuity and `Declaration PF form for taking up employment in MSTC`.

24. TRAINING ON JOINING

- 24.1. On appointment, the Management Trainees shall be placed on On-the-job training for a period of 1(one) year from the date of joining the post and on successful completion of training period, they shall be placed as Assistant Manager in E-1 scale, subject to Vigilance clearance.
- 24.2. On Completion of the Training period a special report in the prescribed form (Annexure – IV) shall be prepared on the work and conduct of the executive during the period of probation by the Reporting Officer which shall be placed before the Competent Authority.

25. PROBATION ON FIRST APPOINTMENT

- 25.1. Appointment (excluding deputation and lien) to any post shall normally be made on probation which may be extended at the sole discretion of the competent authority.
- 25.2. During the period of probation or extended period of probation, the appointing authority may terminate the services of the probationer without assigning any reasons whatsoever by giving one month's notice or payment of salary in lieu thereof. The probationer may likewise quit the services of the Company by giving one month's notice during the probation period or extended period of probation. Pay in lieu of notice period may also be given by either party.
- 25.3. The probation period of executives on first appointment will be one year and will be reckoned from the date of joining. The Probation period of executives placed as Assistant Manager in E-1 scale of pay on completion of training period above will be one year from the date of placement as Assistant Manager.
- 25.4. **Assessment Of Performance:**
 - 25.4.1. The performance and conduct of an executive on probation shall be watched carefully and continuously by the Reporting Officer and Reviewing officer and where it is found that a probationer is not making satisfactory progress or shows himself to be inadequate for the post in any way, the shortcomings shall be brought to his notice during the probationary period itself to enable him to make special efforts at self-improvement.
 - 25.4.2. At the end of the Probation period, a probationary report in the prescribed form (Annexure II of Rules for Promotion of executives) shall be prepared on the work and conduct of the executive during the period of probation by the Reporting Officer and Reviewing officer.
- 25.5. **Confirmation:**

- 25.5.1. Confirmation in case of first appointment and on placement as Assistant Manager shall be based on satisfactory report of performance on the assessment of the Reporting and Reviewing Officer as per 25.4.2 above.
- 25.5.2. The prescribed procedure as per the Annexure-V of the Rules of Promotion framed under the Promotion Policy for Executives shall be followed in cases of Probation confirmation pending enquiry/ disciplinary proceedings.
- 25.5.3. Confirmation shall not be done in cases of first appointment until and unless procedures of verifications through attestation forms prescribed with regard to new appointments have been completed satisfactorily.
- 25.5.4. If, after complying with the requirements of para 25.5.2 and 25.4.2 is done, the report along with the Vigilance clearance shall be placed for the approval of the Competent Authority. On approval, confirmation on first appointment to the post shall be effective retrospectively, i.e from the date the confirmation was due. Accordingly, the annual increment of the executives shall be granted from the said date with arrears.
- 25.5.5. An executive shall not be regarded as having been confirmed unless an order of confirmation has been issued.
- 25.6. Extension Of Probationary Period**
- 25.6.1. The period of probation may be extended, if work and conduct during the period of probation have not been satisfactory, based on report mentioned in para 25.4.2.
- 25.6.2. Probation may be extended not more than once by a period not exceeding the initial probationary period. This shall not apply to cases referred to in paras 25.5.2.
- 25.6.3. The decision to extend the probation shall be communicated to the executive. The executive should also be counselled regarding inadequacies/ deficiencies observed in his performance and conduct, to enable him to improve during the period of extended probation.
- 25.6.4. The executive will not be regarded as having been confirmed, unless an order of confirmation is issued to him in writing. At the end of the stipulated period of probation, if an executive is not confirmed, he may be informed of the position in writing.
- 25.6.5. If the performance of the executive is not found to be satisfactory, even during the extended period of probation, he shall be liable to be terminated.
- 25.6.6. An Executive reverted during the period of probation or at the end of period of probation shall not be entitled to any compensation.
- 25.7. Clarification:**
- 25.7.1. If during the period of probation/ extended probation, an executive remains on leave for more than three months or if he is deputed for training by the Company for more than three months within the probation period, his probation period may be extended to the extent of his leave/ training period subject to provision at 25.5.2.
- 25.7.2. If, however, the absence on account of leave or training is three months or less, then the same may be ignored and the confirmation may be decided keeping in view the performance of the employee during the remaining period.
- 25.8. Drawal Of Increment:**
- 25.8.1. Increment shall be granted to an executive on On-the-job training/ probation only on the satisfactory completion of the period of training/ probation, subject to receipt of Police Verification Report and Vigilance report. However, on such placement (rules para 24)/ confirmation, the monetary benefit in respect thereof shall be admissible with effect from the normal date of his increment.
- 25.8.2. The Personnel Department shall process the case within the stipulated time, obtain the necessary reports prescribed herein, and process the case to the competent authority.

26. VERIFICATION OF CHARACTER AND ANTECEDENTS

- 26.1. All appointments are further subject to satisfactory report of verification of the character and antecedents of the appointee by the Appropriate authority. In event of the character and antecedents not being found satisfactory, the services of the appointee are liable to be terminated without any notice.
- 26.2. For this purpose, verification of character and antecedents of external candidates selected and appointed to a post will be carried out by the Personnel Department based on Attestation forms submitted by the candidate at the time of joining.
- 26.3. Attestation forms duly filled in by the candidate will be sent directly to the District Magistrate/ District Collector / Deputy Commissioner or other Government authorities, as the case may be, in duplicate, at the earliest.
- 26.4. The employee shall be eligible for issue of Confirmation letter in the appointed post, inter-alia, only after receipt of satisfactory verification report of Character & Antecedents.
- 26.5. If adverse report is received from any of the aforesaid Government authorities, finding the candidate unfit/unsuitable for employment, then the services of the appointee shall be liable to be terminated forthwith.

27. INDUCTION/ ORIENTATION:

- 27.1. Employees/ Management Trainees appointed in the Company shall undergo suitable Induction/ Orientation program in line with the Training and Development policy and rules of the Company with an aim to make them aware about the Company's policy, culture, expectations etc.
- 27.2. During the training they shall receive pay in the regular scale.
- 27.3. They shall be eligible for Casual Leave and Optional Holidays during the first year of service in the Company. Further after completion of training period (for Management Trainees)/ Probation period for other posts, on completion of 1 year of service in the appointed grade, Earned Leave and Half pay leave shall accrue to new joinees as per the extant rules of the Company in this regard.

28. PAY ON FIRST APPOINTMENT:

- 28.1. The pay of an employee on his first appointment to a post in service of the Company shall normally be fixed at the minimum of the time scale applicable to the post in which he is appointed.
- 28.2. Where any person is appointed to a post to which a time scale is applicable, has been in continuous service for a period of not less than 2 years in any Department of the Central/ State Government/ PSU/ Autonomous Body/ University etc. prior to joining MSTC and was drawing Basic Pay above the minimum of the scale of the post in which he is being appointed, his starting pay would be fixed after protecting the pay drawn by him in his/ her parent company/ department subject to the condition that he/she was governed by the same IDA pattern in his/her parent organization as applicable to the post in MSTC. In cases, where DA is dissimilar, the starting pay will be fixed after protecting pay plus DA drawn by him/ her in his/ her previous organization.
- 28.3. Pay protection will be given to those candidates who have been working at lower grade in previous organization/department of the Central/ State Government/ PSU/ Autonomous Body/ University etc. and had applied for higher grade in MSTC.
- 28.4. Pay protection of a departmental candidate selected against the open advertisement will be fixed as on promotion.
- 28.5. **For Candidates from Private Sector** : No pay protection shall be admissible for candidates selected for appointment.

29. DISQUALIFICATION

- 29.1. No person (a) who has entered into or contracted a marriage with a person having a spouse living and (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to service.

- 29.2. Provided that the competent authority may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of the rule.

30. SAVINGS

- 30.1. Nothing in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes and Scheduled Tribes, Other Backward Classes, Persons with Disabilities, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

31. POWER TO AMEND

- 31.1. CMD is authorized to frame and issue/ amend rules & procedures under this policy as per Delegation of Power.
- 31.2. HOD (P&A) is empowered to issue executive instructions as & when required to execute the Policy within its framework, and issue clarification in case of any ambiguity in the interpretation/ implementation of the Policy.

32. TENURE OF THE RULES:

- 32.1. The policy may be reviewed at the end of 5 years of its implementation or earlier (if required) to assess its efficacy in meeting its objective and make suitable changes, if required. Accordingly, the rules may be modified as required as per the delegation of power.

**JOB SPECIFICATION- AGE, EDUCATIONAL AND OTHER QUALIFICATIONS
REQUIRED FOR DIRECT RECRUITMENT ONLY, METHOD OF RECRUITMENT,
INTERVIEW BOARD COMPOSITION¹**

Name of the Post	General Manager (Finance & Accounts)
Classification	A
Pay Band and Grade pay	E-8
Whether selection post or non-selection post	Selection
Age limit for direct recruitment	Below 50 Years (Relaxable for SC/ST/OBC/PWD) as per notification of Govt. of India
Educational and other qualification required for direct recruitment	<p>QUALIFICATION: Associate/ fellow member of the institute of CA/ CWA of India OR MBA(finance) from a recognized University /institution</p> <p>Desirable: i) Associate/ Fellow member of the Institute of Company Secretary of India ii) knowledge of: •Company law and Taxation •Trade financing (domestic and Foreign) •E commerce •Computer application will be given preference.</p> <p>EXPERIENCE: 20 Years post qualification experience in Finance and Accounts, in a government organization/ Public Sector Undertaking or Private concern of repute. Out of this, applicants from a government organization/ Public Sector Undertaking, shall require to be in a Middle Management position in Government organization/ Public Sector Undertaking for at least 12 years.</p>
Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	NO
Period of probation, if any	One Year
Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods*	100% by Promotion amongst Addl.GM (F&A) as per extant Promotion Policy and Rules of the Company, failing which by direct recruitment.
Interview Board composition	The composition of Interview board will be as under: (a) Chairman (b) Functional Directors (c) At least one External member from outside- Member

¹ For Direct Recruitment under External source: Candidates applying from other organization under Central/ State government/ CPSE should be working/worked in the next below scale of pay for minimum 2 years as on the date of eligibility.

* The percentage to be filled through promotion in any post shall not be applicable in case there are no candidates in the feeder cadre or as decided by the Competent Authority for reasons to be recorded in writing.

** The qualification prescribed for any post may further be specified based on the requirement of the Company.

	(d) Representative of SC/ST/OBC etc. category- Member (e) One executive of P&A Department at the appropriate level, if available
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Name of the Post	Additional General Manager (Finance & Accounts)
Classification	A
Pay Band and Grade pay	E-7
Whether selection post or non-selection post	Selection
Age limit for direct recruitment	Below 50 Years (Relaxable for SC/ST/OBC/PWD) as per notification of Govt. of India
Educational and other qualification required for direct recruitment	QUALIFICATION: Associate/ Fellow Member of the Institute of CA/CWA of India OR MBA(Finance) from a recognized University /institution.
	DESIRABLE: i) Associate/ Fellow Member of the Institute of Company Secretaries of India ii) Knowledge of • Company Law and Taxation • Trade Financing (DOMESTIC and FOREIGN) • e-commerce • Computer application will be given preference.
	EXPERIENCE: 18 Years post qualification experience in Finance and Accounts, in a government organization/ Public Sector Undertaking or Private concern of repute. Out of this, applicants from a government organization/ Public Sector Undertaking, shall require to be in a Middle Management position in Government organization/ Public Sector Undertaking for at least 8 years.
Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	NO
Period of probation, if any	One Year
Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods*	100% by Promotion amongst Deputy General Managers (F&A) as per extant Promotion Policy and Rules of the Company, failing which by direct recruitment
Interview Board composition	The composition of Interview board will be as under: (a) Chairman (b) Functional Directors (c) At least one External member from outside- Member (d) Representative of SC/ST/OBC etc. category- Member (e) One executive of P&A Department at the appropriate level, if available

Name of the Post	Deputy General Manager (Finance & Accounts)
Classification	A
Pay Band and Grade pay	E-6
Whether selection post or non-selection post	Selection
Age limit for direct recruitment	Below 45 Years (Relaxable for SC/ST/OBC/PWD) as per notification of Govt. of India
Educational and other qualification required for direct recruitment	<p>QUALIFICATION: Associate/ Fellow Member of the Institute of CA/CWA of India OR MBA(Finance) from a recognized University/ institution.</p> <p>DESIRABLE: Knowledge of : • Company Law and Taxation • Trade financing (Domestic and Foreign) • e-commerce • Computer Applications will be given preference.</p> <p>EXPERIENCE: 16 years post qualification experience in Finance and Accounts, in a government organization/ Public Sector Undertaking or Private concern of repute. Out of this, applicants from a government organization/ Public Sector Undertaking, shall require to be in a Middle Management position in Government organization/ Public Sector Undertaking for at least 6 years.</p>
Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	NO
Period of probation, if any	One Year
Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods*	75% by Promotion amongst Chief Managers(F&A) as per extant Promotion Policy and Rules of the Company, and 25% by direct recruitment
Interview Board composition	The composition of Interview board will be as under: (a) Chairman (b) Functional Directors (c) General Manager/HOD of concerned department, at appropriate level (d) One External member from outside if required (e) Representative of SC/ST/OBC etc. category- Member (f) One executive of P&A Department at the appropriate level, if available

Name of the Post	Chief Manager (Finance & Accounts)
Classification	A
Pay Band and Grade pay	E-5
Whether selection post or non-selection post	Selection
Age limit for direct recruitment	Below 45 Years (Relaxable for SC/ST/OBC/PWD) as per notification of Govt. of India
Educational and other qualification required for direct recruitment	<p>QUALIFICATION: Associate Member of the Institute of CA/CWA of India OR MBA(finance) from a recognized University/ Institution.</p> <p>DESIRABLE: Knowledge of : • Company Law and Taxation • Trade financing (Domestic and Foreign) • e-commerce • Computer Applications will be given preference.</p> <p>EXPERIENCE: 14 years post qualification experience in Finance and Accounts, in a government organization/ Public Sector Undertaking or Private concern of repute. Out of this, applicants from a government organization/ Public Sector Undertaking, shall require to be in a supervisory position in Government organization/ Public Sector Undertaking for at least 7 years.</p>
Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	NO
Period of probation, if any	One Year
Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods*	100% by Promotion amongst Senior Managers (F&A) as per extant Promotion Policy and Rules of the Company, failing which by direct recruitment
Interview Board composition	The composition of Interview board will be as under: (a) Chairman (b) Functional Directors (c) General Manager/HOD of concerned department, at appropriate level (d) One External member from outside if required (e) Representative of SC/ST/OBC etc. category- Member (f) One executive of P&A Department at the appropriate level, if available

Name of the Post	Senior Manager (Finance & Accounts)
Classification	A
Pay Band and Grade pay	E-4
Whether selection post or non-selection post	Selection
Age limit for direct recruitment	Below 45 Years (Relaxable for SC/ST/OBC/PWD) as per notification of Govt. of India
Educational and other qualification required for direct recruitment	<p>QUALIFICATION: Associate Member of the Institute of CA/CWA of India OR MBA (Finance) from a recognized University/ Institution.</p> <p>DESIRABLE: Knowledge of: • Company law and Taxation • Trade Financing (Domestic and Foreign) • e-Commerce • Computer Applications will be given preference.</p> <p>EXPERIENCE: 11 years post qualification experience in Finance and Accounts, in a government organization/ Public Sector Undertaking or Private concern of repute. Out of this, applicants from a government organization/ Public Sector Undertaking, shall require to be in a supervisory position in Government organization/ Public Sector Undertaking for at least 5 years.</p>
Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	NO
Period of probation, if any	One Year
Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods*	75% by Promotion amongst Managers (F&A), as per extant Promotion Policy and Rules of the Company, and 25% by direct recruitment
Interview Board composition	The composition of Interview board will be as under: (a) Chairman (b) Functional Directors (c) General Manager/HOD of concerned department, at appropriate level (d) One External member from outside if required (e) Representative of SC/ST/OBC etc. category- Member (f) One executive of P&A Department at the appropriate level, if available

Name of the Post	Manager (Finance & Accounts)
Classification	A
Pay Band and Grade pay	E-3
Whether selection post or non-selection post	Selection
Age limit for direct recruitment	Below 34 Years (Relaxable for SC/ST/OBC/PWD) as per notification of Govt. of India
Educational and other qualification required for direct recruitment	<p><u>QUALIFICATION:</u> Associate Member of the Institute of CA/CWA of India OR MBA (Finance) from a recognized University/ Institution.</p> <p><u>DESIRABLE:</u> Knowledge of: • Company Law and Taxation • Trade Financing (Domestic and Foreign) • e-Commerce • Computer Applications will be given preference.</p> <p><u>EXPERIENCE:</u> 8 years post qualification experience in Finance and Accounts, in a government organization/ Public Sector Undertaking or Private concern of repute. Out of this, applicants from a government organization/ Public Sector Undertaking, shall require to be in a supervisory position in Government organization/ Public Sector Undertaking for at least 3 years.</p>
Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	NO
Period of probation, if any	One Year
Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods*	100% by Promotion amongst Deputy Managers(F&A), as per extant Promotion Policy and Rules of the Company, failing which by direct recruitment
Interview Board composition	The composition of Interview board will be as under: (a) Chairman (b) Functional Director (c) General Manager/HOD of concerned department, at appropriate level (d) One External member from outside if required (e) Representative of SC/ST/OBC etc. category- Member (f) One executive of P&A Department at the appropriate level, if available

Name of the Post	Deputy Manager (Finance & Accounts)
Classification	A
Pay Band and Grade pay	E-2
Whether selection post or non-selection post	Selection
Age limit for direct recruitment	Below 32 Years (Relaxable for SC/ST/OBC/PWD) as per notification of Govt. of India
Educational and other qualification required for direct recruitment	<p>QUALIFICATION: Associate/ Fellow Member of the Institute of CA/CWA of India OR MBA (Finance) from a recognized University/ Institution.</p> <p>DESIRABLE: Knowledge of: • Company Law and Taxation • Trade Financing (Domestic and Foreign) • e-Commerce • Computer Applications will be given preference.</p> <p>EXPERIENCE: 5 years post qualification experience in Finance and Accounts, in a government organization/ Public Sector Undertaking or Private concern of repute. Out of this, applicants from a government organization/ Public Sector Undertaking, shall require to be in a supervisory position in Government organization/ Public Sector Undertaking for at least 2 years.</p>
Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	NO
Period of probation, if any	One Year
Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods*	100% by Promotion from amongst the Assistant Managers(F&A), as per extant Promotion Policy and Rules of the Company, failing which by Direct Recruitment
Interview Board composition	The composition of Interview board will be as under: (a) Chairman (b) Functional Directors (c) General Manager/HOD of concerned department, at appropriate level (d) One External member from outside if required (e) Representative of SC/ST/OBC etc. category- Member (f) One executive of P&A Department at the appropriate level, if available

Name of the Post	Assistant Manager (Finance & Accounts)
Classification	A
Pay Band and Grade pay	E-1
Whether selection post or non-selection post	Selection
Age limit for direct recruitment	Below 30 Years (Relaxable for SC/ST/OBC/PWD) as per notification of Govt. of India
Educational and other qualification required for direct recruitment	QUALIFICATION: Associate Member of the Institute of CA/CWA of India OR MBA (Finance) from a recognized University/ Institution.
	DESIRABLE: Knowledge of: • Company Law and Taxation • Trade Financing (Domestic and Foreign) • e-Commerce • Computer Applications will be given preference.
	EXPERIENCE: 2 Years post qualification experience in Finance and Accounts, in a government organization/ Public Sector Undertaking or Private concern of repute.
Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	NO
Period of probation, if any	One Year
Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods*	75% from Direct Recruitment and 25% from Promotion by selection from amongst Non-Executives in Terms of the prevailing promotion Policy of the Company.
Interview Board composition	The composition of Interview board will be as under: (a) Chairman (b) Functional Directors (c) General Manager/HOD of concerned department, at appropriate level (d) One External member from outside if required (e) Representative of SC/ST/OBC etc. category- Member (f) One executive of P&A Department at the appropriate level, if available

Name of the Post	Management Trainee (Finance & Accounts)
Classification	A
Pay Band and Grade pay	Management Trainees shall be on taken initially in E-1 scale on induction training for the period of one year and placed as Assistant Manager in E-1 scale on successful completion of training .
Whether selection post or non-selection post	Selection
Age limit for direct recruitment	Below 28 Years (Relaxable for SC/ST/OBC/PWD) as per notification of Govt. of India
Educational and other qualification required for direct recruitment	<p>QUALIFICATION: Associate Member of the Institute of CA/CWA of India OR MBA (Finance) from a recognized University/ Institution.</p> <p>DESIRABLE: Knowledge of: • Company Law and Taxation • Trade Financing (Domestic and Foreign) • e-Commerce • Computer Applications will be given preference.</p>
Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	No
Period of probation, if any	One Year
Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods*	75% by Direct Recruitment and 25% by Promotion by selection from amongst non-executives in terms of prevailing promotion policy of the Company.
Interview Board composition	The composition of Interview board will be as under: (a) Chairman (b) Functional Directors (c) General Manager/HOD of concerned department, at appropriate level (d) One External member from outside if required (e) Representative of SC/ST/OBC etc. category- Member (f) One executive of P&A Department at the appropriate level, if available

Name of the Post	COMPANY SECRETARY
Classification	A
Pay Band and Grade	May be taken in any Pay band and Grade as decided by the Competent Authority
Whether selection post or non-selection post	Selection
Age limit for direct recruitment	Below 40 Years (Relaxable for SC/ST/OBC/PWD) as per notification of Govt. of India
Educational and other qualification required for direct recruitment	QUALIFICATION: Associate Member of the Institute of Company Secretaries of India.
	DESIRABLE: i) Degree in law. ii) Knowledge of Taxation/ Import- Export Policy/ working of public Sector Units.
	EXPERIENCE: Minimum 10 years post qualification experience in Secretarial matters in a government organization/ Public Sector Undertaking or Private concern of repute. Out of this, applicants from a government organization/ Public Sector Undertaking, shall require to be in a senior supervisory position in Government organization/ Public Sector Undertaking for at least 5 years.
Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	NO
Period of probation, if any	One Year
Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods*	
Interview Board composition	The composition of Interview board will be as under: (a) Chairman (b) Functional Directors (c) Company Secretary, at appropriate level (d) One External member from outside, if required (e) Representative of SC/ST/OBC etc. category- Member (f) One executive of P&A Department at the appropriate level, if available

Name of the Post	GENERAL MANAGER (General Cadre)
Classification	A
Pay Band and Grade	E-8
Whether selection post or non-selection post	Selection
Age limit for direct recruitment	Below 50 Years (Relaxable for SC/ST/OBC/PWD) as per notification of Govt. of India
Educational and other qualification required for direct recruitment	<p><u>QUALIFICATION:</u> Masters Degree in Humanities/ Science/ Commerce/ Engineering/any other relevant discipline from a recognized University/ Institution. OR MBA</p> <p><u>DESIRABLE:</u> •Degree in Law •PG Degree/Diploma in Management/ International Trade/ Materials Management/ any other relevant specialization •Knowledge of •Import-Export •Trading •e-commerce •Computer Applications will be given preference</p> <p><u>EXPERIENCE</u> 20 Years' experience in the field of Personnel/ Administration/ Law*/ Marketing/ Import-Export/ Project Formulation- Implementation / Materials Management/ Trading / e-Commerce / Information Technology etc. in Govt. Organization/ Public Sector Undertaking or private concern of repute. Out of this, applicants from a government organization/ Public Sector Undertaking, shall require to be in a Middle Management position in Government organization/ Public Sector Undertaking for at least 12 years. *20 years of working/ practicing experience in the field of Law also would suffice.</p>
Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	NO
Period of probation, if any	One Year
Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods*	100% by Promotion amongst Addl.GM (F&A) as per extant Promotion Policy and Rules of the Company, failing which by direct recruitment.
Interview Board composition	The composition of Interview board will be as under: (a) Chairman (b) Functional Directors (c) At least one External member from outside- Member (d) Representative of SC/ST/OBC etc. category- Member (e) One executive of P&A Department at the appropriate level, if available

Name of the Post	Additional General Manager (General Cadre)
Classification	A
Pay Band and Grade pay	E-7
Whether selection post or non-selection post	Selection
Age limit for direct recruitment	Below 50 Years (Relaxable for SC/ST/OBC/PWD) as per notification of Govt. of India
Educational and other qualification required for direct recruitment	QUALIFICATION: Master Degree in Humanities/Science/ Commerce/ Engineering/ any other relevant discipline from a recognised University/ Institution. OR MBA
	DESIRABLE: I) Degree in law ii) PG degree /Diploma in Management/ International Trade/ Material Management/ any other relevant specialization iii) knowledge of <ul style="list-style-type: none"> • Import-Export • Trading • e-Commerce • Computer application will be given preference
	EXPERIENCE : 18 years' experience in the field of Personnel /Administration/ Law*/ Marketing/ Import-Export/ Project Formulation -Implementation/ Material Management /Trading/ e-Commerce/ Information Technology etc. in Government Organization /Public Sector undertaking for private concern of a repute. Out of this, applicants from a government organization/ Public Sector Undertaking, shall require to be in a Middle Management position in Government organization/ Public Sector Undertaking for at least 8 years. *18 years of working/practice experience in the field of Law also would suffice.
Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	NO
Period of probation, if any	One Year
Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods*	100% by Promotion amongst Deputy General Managers as per extant Promotion Policy and Rules of the Company, failing which by direct recruitment
Interview Board composition	The composition of Interview board will be as under: (a) Chairman (b) Functional Directors (c) At least one External member from outside- Member (d) Representative of SC/ST/OBC etc. category- Member (e) One executive of P&A Department at the appropriate level, if available

Name of the Post	Deputy General Manager (General Cadre)
Classification	A
Pay Band and Grade pay	E-6
Whether selection post or non-selection post	Selection
Age limit for direct recruitment	Below 45 Years (Relaxable for SC/ST/OBC/PWD) as per notification of Govt. of India
Educational and other qualification required for direct recruitment	<p><u>QUALIFICAION:</u> Master Degree in Humanities/Science/Commerce/ Engineering/ any other relevant discipline from a recognized University institution. OR MBA</p> <p><u>DESIRABLE:</u> I) Degree in law ii) PG degree /Diploma in Management/ International Trade/ Materials Management/ any other relevant specialization iii) Knowledge of : • Import-Export • Trading • e-Commerce • Computer Applications will be given preference.</p> <p><u>EXPERIENCE :</u> 16 years' experience in the field of Personnel /Administration/ Law*/ Marketing/ Import-Export/ Project Formulation - Implementation/ Materials Management / Trading /e-Commerce/ Information Technology etc. in Government Organization/ Public Sector Undertaking or private concern of repute. Out of this, applicants from a government organization/ Public Sector Undertaking, shall require to be in a Middle Management position in Government organization/ Public Sector Undertaking for at least 6 years. *16 year of working/practice experience in the field of Law also would suffice.</p>
Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	NO
Period of probation, if any	One year
Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods*	75% by Promotion amongst Chief Managers as per extant Promotion Policy and Rules of the Company, and 25% by direct recruitment
Interview Board composition	The composition of Interview board will be as under: (a) Chairman (b) Functional Directors (c) General Manager/HOD of concerned department, at appropriate level (d) One External member from outside if required (e) Representative of SC/ST/OBC etc. category- Member (f) One executive of P&A Department at the appropriate level, if available

Name of the Post	Chief Manager (General Cadre)
Classification	A
Pay Band and Grade pay	E-5
Whether selection post or non-selection post	Selection
Age limit for direct recruitment	Below 45 Years (Relaxable for SC/ST/OBC/PWD) as per notification of Govt. of India
Educational and other qualification required for direct recruitment	<p><u>QUALIFICAITON:</u> Master Degree in Humanities/Science/ Commerce/ Engineering/any other relevant discipline from a recognized University/institution. OR MBA</p> <p><u>DESIRABLE:</u> I) Degree in law ii) PG Degree /Diploma in Management/ International Trade/ Materials Management/ any other relevant specialization iii) Knowledge of : • Import-Export • Trading • e-Commerce • Computer Application will be given preference.</p> <p><u>EXPERIENCE :</u> 14 years' experience in the field of Personnel/ Administration/Law*/ Marketing/ Import-Export/ Project Formulation - Implementation/ Materials Management /Trading /e-Commerce/ Information Technology etc. in a government organization/ Public Sector Undertaking or Private concern of repute. Out of this, applicants from a government organization/ Public Sector Undertaking, shall require to be in a supervisory capacity in Government organization/ Public Sector Undertaking for at least 7 years. * 14 years of working/ practicing experience in the field of Law also would suffice.</p>
Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	NO
Period of probation, if any	One Year
Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods*	100% by Promotion amongst Senior Managers as per extant Promotion Policy and Rules of the Company, failing which by direct recruitment
Interview Board composition	The composition of Interview board will be as under: (a) Chairman (b) Functional Directors (c) General Manager/HOD of concerned department, at appropriate level (d) One External member from outside if required (e) Representative of SC/ST/OBC etc. category- Member (f) One executive of P&A Department at the appropriate level, if available

Name of the Post	Senior Manager (General Cadre)
Classification	A
Pay Band and Grade pay	E-4

Whether selection post or non-selection post	Selection
Age limit for direct recruitment	Below 45 Years (Relaxable for SC/ST/OBC/PWD) as per notification of Govt. of India
Educational and other qualification required for direct recruitment	<p><u>QUALIFICATION:</u> Master Degree in Humanities/Science/ Commerce/ Engineering/ any other relevant discipline from a recognized University Institution. OR MBA</p> <p><u>DESIRABLE :</u> i) Degree in Law. ii) PG Degree /Diploma in Management/International Trade/ Materials Management/ any other relevant specialization. iii) Knowledge of : • Import-Export • Trading • e-Commerce • Computer Application will be given preference.</p> <p><u>EXPERIENCE :</u> 11 years' experience in the field of Personnel /Administration/ Law*/ Marketing/Import-Export/Project Formulation - Implementation/Materials Management/Trading /e-Commerce/ Information Technology etc. in Government Organization/ Public Sector Undertaking or private concern of repute. Out of this, applicants from a government organization/ Public Sector Undertaking, shall require to be in a supervisory capacity in Government organization/ Public Sector Undertaking for at least 5 years. *11 years of working/ practicing experience in the field of Law also would suffice.</p>
Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	NO
Period of probation, if any	One Year
Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods*	75% by Promotion amongst Managers as per extant Promotion Policy and Rules of the Company, and 25% by direct recruitment
Interview Board composition	The composition of Interview board will be as under: (a) Chairman (b) Functional Directors (c) General Manager/HOD of concerned department, at appropriate level (d) One External member from outside if required (e) Representative of SC/ST/OBC etc. category- Member (f) One executive of P&A Department at the appropriate level, if available

Name of the Post	Manager (General Cadre)
Classification	A
Pay Band and Grade pay	E-3
Whether selection post or non-selection post	Selection
Age limit for direct recruitment	Below 34 Years (Relaxable for SC/ST/OBC/PWD) as per notification of Govt. of India
Educational and other qualification required for direct recruitment	QUALIFICATION: Degree in Humanities/Science/ Commerce/ Engineering/ any other relevant discipline from a recognized University/Institution OR MBA OR Any other equivalent professional qualification as may be prescribed by CMD.
	DESIRABLE: . i) Post Graduate Degree/Diploma in Management/ International trade/ Materials Management/ any other relevant specialization ii) Knowledge of : • e-Commerce • Computer Applications will be given preference.
	EXPERIENCE 8 years (6 years for applicants with Post Graduation degree/ MBA/ Degree in Engineering) experience in the field of Personnel /Administration/ Law*/Marketing/Import-Export/ Materials Management/Trading/e-Commerce/ Information Technology etc. in Government Organization/ Public Sector Undertaking or private concern of repute. Out of this, applicants from a government organization/ Public Sector Undertaking, shall require to be in a supervisory capacity in Government organization/ Public Sector Undertaking for at least 3 years. * 8 years of working /practicing experience in the field on law also would suffice.
Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	NO
Period of probation, if any	One year
Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods*	100% by Promotion amongst Deputy Managers as per extant Promotion Policy and Rules of the Company, failing which by direct recruitment
Interview Board composition	The composition of Interview board will be as under: (a) Chairman (b) Functional Directors (c) General Manager/HOD of concerned department, at appropriate level (d) One External member from outside if required (e) Representative of SC/ST/OBC etc. category- Member (f) One executive of P&A Department at the appropriate level, if available

Name of the Post	Deputy Manager (General Cadre)
Classification	A
Pay Band and Grade pay	E-2

Whether selection post or non-selection post	Selection
Age limit for direct recruitment	Below 32 Years (Relaxable for SC/ST/OBC/PWD) as per notification of Govt. of India
Educational and other qualification required for direct recruitment	<u>QUALIFICATION:</u> Degree in Humanities/Science/ Commerce/ Engineering/ any other relevant discipline from a recognized University institution. OR MBA
	<u>DESIRABLE:</u> i) Post Graduate Degree/ Diploma in Management/ International Trade/Materials Management/ any other relevant specialization. ii) Knowledge of : • e-Commerce • Computer Applications will be given preference.
	<u>EXPERIENCE:</u> 5 years (4 years for applicants with Post Graduation degree/ MBA/ Degree in Engineering) experience in the field of Personnel/ Administration/Law*/Marketing/ Import-Export/ Materials Management/ Trading/ e-Commerce/ Information Technology etc. in Government Organization/ Public Sector Undertaking or private concern of repute. Out of this, applicants from a government organization/ Public Sector Undertaking, shall require to be in a supervisory capacity in Government organization/ Public Sector Undertaking for at least 2 years. *Alternatively, practicing experience of 6 years.
Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	NO
Period of probation, if any	One Year
Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods*	100% by Promotion from amongst the Assistant Managers as per extant Promotion Policy and Rules of the Company, failing which by Direct Recruitment
Interview Board composition	The composition of Interview board will be as under: (a) Chairman (b) Functional Directors (c) General Manager/HOD of concerned department, at appropriate level (d) One External member from outside if required (e) Representative of SC/ST/OBC etc. category- Member (f) One executive of P&A Department at the appropriate level, if available

Name of the Post	Assistant Manager (General Cadre)
Classification	A
Pay Band and Grade pay	E-1
Whether selection post or non-selection post	Selection
Age limit for direct recruitment	Below 30 Years (Relaxable for SC/ST/OBC/PWD) as per notification of Govt. of India
Educational and other qualification required for direct recruitment	<p><u>QUALIFICATION:</u> Degree in Humanities/Science/ Engineering/ Business Administration /Commerce/ any other relevant discipline from a recognized University Institution.</p> <p>OR MBA OR Any other equivalent professional qualification as may be prescribed by CMD.</p> <p><u>DESIRABLE :</u> i) Post Graduate Degree/ Diploma in Management / International Trade/ Materials Management/ any other relevant specialization. ii) Knowledge of • e-Commerce • Computer Applications will be given preference</p> <p><u>EXPERIENCE:</u> 2 years (1year for applicants with Post Graduation degree/ MBA/ Degree in Engineering) experience in the field of Personnel /Administration/Law*/ Marketing/ Import-Export/ Materials management/ trading/e-Commerce/ Information Technology etc. in a supervisory capacity in Government Organization/ Public Sector Undertaking/Private concern of repute. *Alternatively, practicing experience of 2 years.</p>
Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	NO
Period of probation, if any	One year
Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods*	75% from Direct Recruitment and 25% from Promotion by selection from amongst Non-Executives in Terms of the prevailing promotion Policy.
Interview Board composition	The composition of Interview board will be as under: (a) Chairman (b) Functional Directors (c) General Manager/HOD of concerned department, at appropriate level (d) One External member from outside if required (e) Representative of SC/ST/OBC etc. category- Member (f) One executive of P&A Department at the appropriate level, if available

Name of the Post	Management Trainee (General Cadre)
Classification	GENERAL CADRE
Pay Band and Grade pay	Management Trainees shall be placed initially on E-scale on induction training for the period of one year and placed as Assistant Manager on successful completion of training subsequently.
Whether selection post or non-selection post	Selection
Age limit for direct recruitment	Below 28 Years (Relaxable for SC/ST/OBC/PWD) as per notification of Govt. of India.
Educational and other qualifications required for direct recruitment	<p>QUALIFICATION: Degree/ Post Graduation Degree in Humanities/Science/ Commerce/ Engineering/Law/Information Technology/Business Administration with minimum 60% marks from a recognized University/ institute.</p> <p>DESIRABLE: Candidate having i) PG degree /Diploma in Marketing/International Trade/Materials Management/ HR/Logistic/ any other relevant specialization from a recognized Institution/University will be given preference ii) Knowledge in Computer Application</p>
Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	No
Period of probation, if any	One Year
Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods*	75% by Direct Recruitment and 25% by Promotion by selection from amongst non-executives in terms of prevailing promotion policy of the Corporation.
Interview Board composition	The composition of Interview board will be as under: (a) Chairman (b) Functional Directors (c) General Manager/HOD of concerned department, at appropriate level (d) One External member from outside if required (e) Representative of SC/ST/OBC etc. category- Member (f) One executive of P&A Department at the appropriate level, if available

STANDARD TERMS OF APPOINTMENT

1.0 TRAINING

The appointee will be given Orientation training after reporting for duties at Head Office, MSTC, as per clause 8.14 below.

2.0 PAY

During the period of probation, the appointee will draw a Basic Pay of Rs.1,00,000/- per month in E-5 grade of Rs.1,00,000-3%-2,60,000/-. In addition, the appointee will be entitled to VDA, HRA, Perks and other allowances as admissible under the rules of the Company.

3.0 PROBATION

The appointee will be on probation for a period of 1 year from the date of joining. On successful completion of probation for a period of one year, which may be extended at the discretion of the Management, his/her appointment will be regularized.

4.0 LIABILITY TO SERVE DEFENCE SERVICE

4.1. The appointee will be liable to serve in any Defense Service or in any post connected with the Defense of India as may be required by Government of India from time to time.

5.0 TRANSFER OF SERVICE

5.1. His/her services will be liable to be transferred to any of the units/subsidiaries/Joint Venture of MSTC Limited, or any of the units in Public Sector at any time and in that case the contract of his/her employment shall stand transferred and assigned to that subsidiary/unit/Joint Venture as the case may be upon the same terms and conditions as contained in this offer of appointment and the same would be applicable to the appointee as if the said offer of appointment was issued to the appointee by such subsidiary/unit as aforesaid. The term 'Company herein before and hereinafter referred to accordingly shall mean MSTC Limited and in the event of transfer of his/her services to any of the subsidiaries/units/PSUs//Joint Venture as aforesaid shall mean that subsidiary/unit/Joint Venture/PSUs.

6. AGE OF RETIREMENT

6.1. The appointee will retire from the services of the Company on completion of the age of superannuation i.e. 60 years or the age as may be applicable at the relevant point of time.

7.0. TERMINATION OF SERVICE

7.1. During the period of training and probation his/her services are liable to be terminated by the Company without notice and without assigning any reason.

7.2. At any time without any previous notice if the Company is satisfied on medical evidence that the appointee is unfit, and is likely to continue to be unfit for a considerable time by reasons of ill health, for discharge of his/her duties; provided always that the decision of the Company that the appointee is likely to continue to be unfit shall be conclusively binding on the appointee.

7.3. Without any previous notice if the appointee are found guilty of insubordination, intemperance, or other misconduct, or of any breach of any rules pertaining to his/her service or conduct or non-performance of his/her duties.

7.4. On successful completion of training and period of probation, his/her services can be terminated by three(3) months' notice in writing by either party without assigning any reason, the Company always retaining the right of giving pay in lieu of notice.

- 7.5. The Management, however, reserves the right of not accepting his/her notice of resignation under certain circumstances like, when disciplinary action is pending or is contemplated against the appointee, etc.

8.0 OTHER CONDITIONS

- 8.1 The appointee shall faithfully serve the Company, obey its lawful commands, keep its secret, diligently and carefully learn and perform such work and business as may be entrusted to the appointee, attend to his/her work regularly during such hours as may be prescribed and perform such duties as may be assigned.
- 8.2. The appointee shall devote his/her whole time in his/her duties and shall not carry on or be concerned in any other business or occupation, whatsoever.
- 8.3 The appointee shall be responsible for charge and care of the Company's money, goods, stores and any property entrusted to the appointee or in his/her hands and shall truly and faithfully account for, or pass over or deliver to the proper person all money, goods, stores and property which shall at any time come to his/her hands or under his/her charge, on account of the Company.
- 8.4. The appointee shall not take out any patent for any invention made by the appointee during the period of his/her service without prior permission of the Company.
- 8.5. The appointee shall ensure that any information, data, resources, report evidence, equipment and facilities created as a result of or in the course of his/her employment with the Company to which the appointee may have access to and/or which may come to his/her notice, knowledge, custody or possession shall not be disclosed, divulged, parted with, communicated, shared, conveyed, whether directly or indirectly to any third person or party under any circumstances, whatsoever, during his/her employment and even after cessation of employment with the Company.
- 8.6. The appointee shall be eligible for leave, leave salary, provident fund benefits, medical facilities, gratuity etc. as admissible under the rules of the Company. However, during the period of his/her probation, the appointee will be entitled only to Casual Leave; Earned Leave can be availed only on completion of induction training period/probation.
- 8.7. If the appointee are not married, the appointee shall not contract a marriage during the training period without the prior permission of the Company. If the appointee are married, a declaration will have to be furnished to the effect that the appointee do not have more than one spouse living, unless such marriage is permissible under the personal law applicable to the appointee and the other party to the marriage.
- 8.8. If any declaration or information furnished by the appointee proves to be false, or if it is found that the appointee have willfully suppressed any material information, the appointee will be liable for removal from service forthwith without any notice and without assignment of any reason whatsoever and without prejudice to such other action as the Company may deem necessary.
- 8.9. His/her appointment in the Company will be as direct recruit and the Company will not bear any liability on account of leave salary, pension contribution, etc. connected with his/her former employment, if any.
- 8.10. The appointee will be liable to serve in any part of India.
- 8.11. The appointee will be subject to the service rules and regulations including the Conduct, Discipline & Appeal Rules, as well as the administrative orders of the Company in force from time to time and will obey all such orders and directions as the appointee may receive from his/her superiors. In case of any dispute on interpretation of any part of this letter, or the rules governing his/her service or

otherwise, howsoever arising, the decision of the Company, thereon, shall be final and binding.

- 8.12. The appointee will be entitled to travelling allowance for joining duty/training by (2-Tier A/C) train on submission of ticket for the same.
- 8.13 His/her appointment is subject to his/her being found medically fit by the Medical Advisors of the Company. The appointment is further subject to satisfactory report of verification of his/her character and antecedents by the Appropriate Authority for which the appointee is required to fill up and submit the enclosed attestation forms as mentioned in para 9.1 below in triplicate. In the event of his/her character and antecedents not being found satisfactory, his/her services are liable to be terminated without any notice.
- 8.14. If the above terms and conditions are acceptable, the appointee should report for medical examination to the Company's Medical Advisor/ Company nominated Medical professional on or before and report for joining on or before to the
- 9.0. The appointee shall fill in the following enclosed forms and submit at the time of reporting for joining.
- 9.1. Attestation Forms (in triplicate).
Please enclose self-certified photostat copies of certificates, mark sheets in support of his/her date of birth, educational qualifications from Matriculation/School Final/equivalent (10th Standard) onwards, experience, if any and other testimonials. The originals should be produced at the time of joining for verification.
Please note that in case of any discrepancy in the documents submitted by the appointee with his/her application/before interview etc. with the original documents at the time of joining or soon thereafter, the offer of appointment will stand cancelled.
- 9.2. Declaration of his/her belonging to SC/ST/OBC or Persons with Disabilities (PWD), if applicable, together with attested copies of supporting documents. The originals should be produced at the time of joining for verification.
- 9.3. Declaration of Family Members. (In Attestation forms)
- 9.4 Marriage Declaration. (In Attestation forms)
- 9.5. Character certificates from a Gazetted Officer of Central/State Government. (In Attestation forms)
- 9.6. Statement on relatives of foreign nationality/domicile.
- 9.7. Declaration regarding relationship with any of the Directors of the Company.
- 9.8. Declaration of Family Members for Medical purpose.
- 9.9 Property Return Form.
- 9.10 Declaration and Nomination Form (for purpose of PF).
- 9.11 Form of Appointment of Nominee (for Gratuity)
- 9.12 Nomination for Employees' Benefit Scheme.
- 9.13 Copy of PAN card.
- 9.14. Copy of Aadhar Card.

9.15. The appointee shall have to submit Relieving Order from his/her employer, if the appointee is presently employed.



ATTESTATION FORM

POST:

1. The furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification and is likely to render you unfit for employment under MSTC and your services can be terminated on this ground even after you have JOINED MSTC.
2. If detained, convicted, debarred etc. subsequent to the completion and submission of this form the details should be communicated immediately to MSTC or the authority to whom the Attestation form has been sent earlier, as the case may be, failing which it will be deemed a suppression of factual information

AFFIX PHOTO HERE

1. Name (in Block Letters) with aliases, if any (indicate if added or dropped at any stage any part of your name or surname).	SURNAME	MIDDLE NAME	NAME
2. Present Address (i.e. Village, Thana and District or House No./Lane/Street/Road, Town & PIN)			
3. (a) Permanent Address (Full Details as at 2 above)			
(b) If originally a resident of Pakistan, Bangladesh Address there and date of migration to India			

4. Information with regard to son(s)/daughter(s) if studying / living abroad: (Separate Sheet may be attached if required)

NAME	NATIONALITY (Birth/ Domicile)	BIRTH PLACE	COUNTRY (With full address)	DATE (Since when abroad)

5.

Nationality:	Date of Birth & Age	Age at Matriculation
6.

Indicate District	(a) Your place of birth	(b) Place to which you belong	(c) Place to which your father belonged

Contd.....P/2.

7. (a) Religion:	(b) Scheduled Caste/ Scheduled Tribe/ OBC/ EWS/ ESM/ PWD:
(c) whether Person with Disabilities (PWD) (If so, mention nature and percentage of disability:	(d) Whether Ex-serviceman, if so, details:

8. Details of Education: (Separate Sheet may be attached, if required)

Name of School/ College with full address	Date of entering	Date of leaving	Examination passed

9. Employment particulars: (Separate Sheet may be attached, if required)

Designation	Period with date	Full address of employers	Reasons for leaving

10. If earlier employed in a Central / State Government Department or Undertaking or University / Local Body and left service on giving a month's Notice under Rule 5 of the Central Civil Services (Temporary Service) Rules 1965 or similar Rules, please indicate if any disciplinary proceedings were on against you, or you were asked to explain your conduct at the time you gave termination notice, or at a subsequent date, before your services were actually terminated.

11. (i) Please indicate if you have ever been (strike out portion not applicable)

- | | |
|--|---------|
| A. Arrested: | Yes/No |
| B. Prosecuted: | Yes/No |
| C. Kept under Detention: | Yes/ No |
| D. Bound Down: | Yes/ No |
| E. Fined by a Law Court: | Yes/ No |
| F. Convicted by a Law Court: | Yes/ No |
| G. Debarred from any Exam or rusticated by any educational body: | Yes/ No |
| H. Debarred or disqualified by any public service commission from: | Yes/ No |
| I. Appearing at its Examination / Selection: | Yes/No |
| J. Involved in any Court case pending currently: | Yes/No |
| K. Involved in any case pending against you in educational body currently: | Yes/No |

(ii) If answer to any one or more of the above is 'Yes' please furnish all relevant details (Use separate sheet, if required)

12. Names and addresses of two responsible persons of your locality or two references to who you are known

1.

2.

13. Particulars of places (with periods of residence) where you have resided for more than 1 year at a time during preceding 5 years. In case of stay abroad (including Pakistan / Bangladesh) Particulars of places where you resided for more than 1 year after attaining the age of 21 should be given: (Separate Sheet may be attached, if required)

From	To	Full Residential Address	District Headquarters

14.

	Name	Nationality (by Birth/ Domicile)	Birth Place	Occupation with office address	Permanent Home Address
Father					
Mother					
Wife/ husband					
Brother(s)					
Sister(s)					
Son(s)					
Daughter(s)					

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which will impair my fitness for employment under Government.

Place: _____ Date: _____

Signature of Candidate: _____

Certified that I have known Shri./ Smt./ Kumari _____, son/ daughter of _____, for the last _____ years _____ months and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Place: _____ Signature: _____

Designation & Address: _____

The above certificate may be signed by any of the following: Gazetted Officers of Central or State Governments; Members of Parliament or State Legislature belonging to the constituency where the candidate or his parent/ guardian is ordinarily a resident; Sub Divisional Magistrate. Officers; Tehsildars or Naib/ Deputy Tehsildars authorized to exercise magisterial powers; Principal/ Headmaster of recognized School/ College/ Institution where the candidate studied last; Block Development Officer; Post- Masters; Panchayat Inspectors.

MSTC LIMITED
225-C , ACHARYA JAGADISH BOSE ROAD
KOLKATA-700020

DECLARATION

I , Shri/Smt/
 Kumari _____ declare as
 under:-

- i) That I am unmarried/ a widower/ a widow/ a divorce.
- ii) That I am married and have only one wife living.
- iii) That I am married and my husband has no other living wife, to the best of my knowledge.
- iv) That I am married and have more than one wife living. Application for grant of exemption is enclosed. (See below).
- v) That I am married to a person who has already one wife or more living. Application for grant of exemption is enclosed. (See below).

I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Date: _____

SIGNATURE

NOTE: Please delete clauses not applicable

DECLARATION FOR GRANT OF EXEMPTION
(Vide para I (iv) of the Declaration)

To,

Sir,

I request that in view of the reasons stated below, I may be granted exemption from the operation of restriction on the recruitment to service of a person having more than one wife living/ woman who is married to a person already having one wife or more living.

REASONS

Yours faithfully,

Date:

MSTC LIMITED
225-C , ACHARYA JAGADISH BOSE ROAD
KOLKATA-700020

DECLARATION OF THE MEMBERS OF THE FAMILY

SL. NO	NAME	RELATIONSHIP	AGE	WHOLLY DEPENDENT
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				

SIGNATURE OF THE EMPLOYEE

Date:

Annexure IV

SPECIAL REPORT FOR ON-THE-JOB TRAINING OF MANAGEMENT TRAINEES

Particulars

Remarks

1. Description of the job during training.
2. Ability to perform the job.
3. Job knowledge and skill acquired.
4. Initiative.
5. Commitment and sense of responsibility.
6. Discipline
7. Team Spirit.
8. Conduct and behaviour.
9. Special comments as to his suitability for placement in the rank of Assistant Manager.
10. Recommendation.

Date:

Reporting officer

Name:.....

Designation:.....

Department/ Office:.....



MEDICAL- CERTIFICATE

I do hereby certify that I have examined Shri _____ a candidate for employment in MSTC Limited and cannot discover that he/she has any disease, constitutional affection or bodily infirmity except _____, I consider/do not consider this a disqualification for employment in the MSTC Limited. His/her age is according to his/her own statement _____, years and by appearance about _____, years.

Place _____
Date _____

MEDICAL ADVISOR

II

DECLARATION BY CANDIDATE

I, Shri _____ a candidate for employment in the MSTC Limited do hereby declare that I have not any time been pronounced unfit for Government/Company employment by any duty constituted medical authority.

Date _____
candidate

Signature of

MEDICAL REPORT

1. NAME:
2. Family History:
3. Height: _____ Weight: _____ Chest Measurement: _____
4. **PHYSICAL EXAMINATION:**
 - a) Cardiovascular system
 - b) Respiratory system
 - c) Abdomen
 - d) Nervous system
 - e) Vision
 - f) E.N.T.
 - g) Any other observations
5. **GENERAL**
 - a) Hernia
 - b) Hydrocele
 - c) Varicose Veins
6. **URINE**
 - a) Sp. Gravity
 - b) Sugar
 - c) Albumin