



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.

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:

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- 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

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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, (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%").

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:

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- 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.
- 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.
- 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 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

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					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 [Rules para 10]	MT/AM	Selection shall be based on marks attained in WT/ CBT + GD + Interview.	Weightages and the ratio of shortlisting in WT/ CBT, GD and Interview shall be the same as Mode at (a) above.		Candidates attaining a minimum of 60% marks in the aggregate total shall feature in the Select Panel of candidates for the post in the order of merit.

**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

- Personal Interview
- Deputation from other Central/State Government Organizations/ Autonomous bodies/ PSU.
- 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.

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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

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- 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:

- 16.2. All applications received against a specific notification/ advertisement for Lateral Level will be:
- 16.2.1. 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

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document verification is subject to the maximum declared in the online application, will be considered for determining his eligibility.

- 16.2.2. 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.
- 16.2.3. 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 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

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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.

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- 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

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- 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 joiners 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.

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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:

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- 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 joiners 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.

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