



## **RECRUITMENT POLICY**

| <b>Para</b> | <b>Content</b>                      |
|-------------|-------------------------------------|
| 1.0         | Introduction                        |
| 2.0         | Objectives                          |
| 3.0         | Scope                               |
| 4.0         | Recruitment Plan                    |
| 5.0         | Sources of Recruitment              |
| 6.0         | Induction Levels                    |
| 7.0         | Tenure based recruitment/engagement |
| 8.0         | Reservation of Posts                |
| 9.0         | Job Specification                   |
| 10.0        | Mode of Selection                   |
| 11.0        | Selection Committee                 |
| 12.0        | Selection of Candidates             |
| 13.0        | Medical Examination                 |
| 14.0        | Issue of Offer of Appointment       |
| 15.0        | Induction / Orientation             |
| 16.0        | Training / Probation                |
| 17.0        | Recruitment Rules                   |
| 18.0        | Delegation                          |
| 19.0        | Approving Authority                 |
| 20.0        | Tenure of the Policy                |
| 21.0        | Rules & Procedures                  |
| 22.0        | Saving Clause                       |
| 23.0        | Commencement                        |

## **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., 22<sup>nd</sup> October 2021

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## RECRUITMENT RULES FOR NON-EXECUTIVE EMPLOYEES

### 1. SHORT TITLE AND COMMENCEMENT

- 1.1. These rules may be called the MSTC Ltd. Non-Executive Recruitment Rules.
- 1.2. These rules shall come into force w. e. f. 22.10.2021.
- 1.3. Posts on which direct recruitment may be made along with the prescribed qualification, selection method, etc. are given in **Annexure-I**.

### 2. SCOPE AND APPLICATION

- 2.1. The rules shall cover all recruitment of personnel made in the Company in the Non-Executive cadre.

### 3. DEFINITION:

- 3.1. 'Appointing Authority' means the authority prescribed by the Board to make appointments to the various posts under the Company from time to time.
- 3.2. 'Scheduled Castes' and 'Scheduled Tribes' shall have the same meanings as are assigned to them by Articles 366 (24) & (25) respectively of the Constitution of India.
- 3.3. Competent Authority means the Chairman cum Managing Director of the Company.

### 4. RECRUITMENT

- 4.1. Based on the approved Manpower Plan and budget, HR department of the Company shall prepare a detailed recruitment plan for carrying out recruitment during a particular Financial Year.
- 4.2. The Annual Recruitment Plan must be formulated based on following points on annually:
  - 4.2.1. Manpower Budget
  - 4.2.2. Estimated timelines of the recruitment process (s)
  - 4.2.3. Method of recruitment & selection of personnel.
  - 4.2.4. Other particulars of the recruitment process like selection committees, cut-off marks, etc.
  - 4.2.5. Any other parameter as deemed appropriate.
- 4.3. In case any new requirement is identified during the year over and above the recruitment budget, which might have not been anticipated earlier, recruitment of the same may be carried out only with the specific approval of the competent authority.

### 5. DIRECT RECRUITMENT

- 5.1. The term 'Direct Recruitment' refers to the process of filling in vacancies as per the recruitment plan by the Selection of candidates on the basis of open advertisement. Direct Recruitment will be resorted to as detailed hereinafter.
- 5.2. The vacancies of Non-executives shall be notified through an all-India open advertisement in the leading newspaper for wider publicity including on the official website of the Company with due intimation to the concerned Employment Exchanges, and the website advertisement shall also be linked with the Government Website Portal "National Career Service".
- 5.3. Vacancies would also be notified to the Scheduled Castes/Tribe Organization and Ex-servicemen Organization as per the prescribed procedure.
- 5.4. The Company has its Offices across the country in which the sanctioned posts of non-executives have been identified, hence the Company has to follow the quantum of reservation for Scheduled Castes and Scheduled Tribes in case of direct recruitment against the vacancies identified for non-executives in accordance with DoPT Office Memorandum No. 36017/1/2004-Estt. (Res.) dated 5<sup>th</sup> July 2005 in order to attract candidates from the locality or a region which is generally fixed in proportionate to the

population of Scheduled Castes and Scheduled Tribes. The reservation for Other Backward Classes shall be as per that in the respective states subject to a limit of 27%, while also ensuring that the total reservation for SCs/STs and OBCs does not exceed the limit of 50% in any case. The reservation for EWS will be governed in accordance with DoPT Office Memorandum No. 36039/1/2019-Estt. (Res.) dated 31.01.2019. The Company will conduct written/skill tests centrally for all the vacancies including vacancies in Headquarter Office and Other Offices of the Company.

- 5.5. Age limit across all posts for direct recruitment will be minimum 18 years and maximum 28 years. The upper age limit may be relaxed in the case of Scheduled Caste/Tribe, OBC & PWD candidates, Ex-Defence personnel, EWS and other categories as per the instructions issued by the Government of India on the reservation from time to time.
- 5.6. Unless specifically exempted, all applications for a job position in the Company will be accompanied by a non-refundable application fee of the value as decided by the competent authority.
- 5.7. For the purpose of Direct Recruitment, the Job Specifications for a particular post shall be the basis and the minimum eligibility conditions for such post/job for which recruitment is being made which is given at **Annexure I**. Such Job Specifications prescribed shall be periodically reviewed and updated in accordance with the requirement of the Company and as per Government guidelines. The Job specification shall specifically include the following:
  - 5.7.1. Educational Qualifications
  - 5.7.2. Experience
  - 5.7.3. Age limit
  - 5.7.4. Any other requirements specified
- 5.8. Open advertisement shall be made for direct recruitment to all the posts. 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. In case of any correction or omission, a Corrigendum to the Notification shall be issued on the Company's Website and the last date for receipt of applications may also be suitably extended, if required. While the detailed advertisement shall be published in Employment News, the window advertisement would be published in other leading newspapers or as decided by the Competent Authority.

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

- 5.9.1. The following components must find a place in the Employment Notification/Press Advertisement while advertising 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 Annexure-I, and also LOP)
  - d) Relevant Experience required, if any, should be clearly specified.
  - e) Reservation for SC/ST/OBC/PwD/EWS etc.
  - f) Age relaxation for certain categories
  - g) Selection Process
  - h) Probation, Training, etc.
  - i) Disclaimers regarding any changes/ modification/ addendum/ information, etc.
  - j) Any other detail as deemed fit by the Competent Authority.
  - k) The advertisement should clearly mention that the candidates applying for the post should ensure that they fulfill all the eligibility conditions as per the advertisement.

**6. OUTSOURCING OF RECRUITMENT**

**"OUTSOURCING OF RECRUITMENT**

The Company reserves the right to engage an Agency to undertake and complete the entire recruitment process or part thereof on its behalf, as per requirement of the post, including conduction of written/skill test as per the directions issued by the Company with due approval of the Competent Authority.

Skill Tests not outsourced shall be conducted by a duly constituted selection committee with external expert based on requirement of the post.

## **7. DIRECT RECRUITMENT IN VARIOUS POSTS**

- 7.1. Applications for all the posts shall be online and are to be invited by giving a minimum 21 days' notice.
- 7.2. For screening of applications, basic checks for eligibility shall be incorporated in the online application system itself.
- 7.3. For posts which involve written examination and attract applications in large numbers but verification of candidature shall be done at the time of skill test. Written test shall be conducted via Computer Based Test or any other online test. Skill test shall be conducted as per the specifications given at Annexure I.
- 7.4. The candidature at all stages of the recruitment will be purely provisional, subject to their satisfying the prescribed eligibility conditions, which will be verified at the time of the skill test. However, if on verification, at any stage of the selection process, it is found that a candidate does not fulfill any of the eligibility conditions, his/her candidature to the post will be canceled forthwith.
- 7.5. Company reserves the right to shortlist the candidates on the basis of eligibility conditions mentioned in the advertisement. Mere fulfillment of the said conditions would not entitle a candidate to be called for written/skill test. The Company may adopt the eligibility criteria for shortlisting the candidates with due approval of the Competent Authority.

## **8. VERIFICATION OF DOCUMENTS/TESTIMONIALS**

- 8.1. All the candidates shortlisted for any posts after the written examination shall be liable to appear for verification of Documents as stipulated hereunder.
- 8.2. The candidates who are shortlisted after the Written Test for Skill Test 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 Skill Test. 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.
- 8.3. Such candidates who claim to have work experience should produce the experience certificate issued by his/her Employer(on the proper letterhead). This aspect should be mentioned in the Call letter for Skill Test, as applicable.
- 8.4. 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 Skill test. However, where the candidate could not produce certain documents like the latest Caste Certificate, Original Degree qualification Certificate, etc. at the time of the Skill test for genuine reasons, the candidate may be allowed to appear for Skill test, subject to the condition that the candidate shall give an undertaking to produce/submit the same within 15 days from the date of skill test, failing which his/her candidature will be treated as canceled. The result of such candidates will also be withheld till such time the required document(s) is/are produced within the allowed time of 15 days.

## **9. SELECTION AND SELECT PANEL**

- 9.1. Selection for all posts shall be done in accordance with Annexure I.
- 9.2. Selection Committee will be constituted for the purpose of conducting the Written Test (CBT)/ skill test/ other selection procedures, as may be required. The Selection Committee(s) shall be constituted by the Competent Authority as per the constitution of such Committee stated below:-
  - a) Officer in the rank of E-7/E-8 Chairman
  - b) One outside Expert from relevant field – Member
  - c) One executive of P&A Department- Member
  - d) One Representative of SC/ST/PWD and OBC
- 9.3. Based on the defined selection process for direct recruitment at a given post, which may comprise Written test, Skill test or a combination thereof and/or any other test(s) as may be prescribed in these rules.

9.4. There shall be no interview for Group C and D posts. Skill test/ physical test shall be of qualifying nature and merit list will be drawn only on the basis of marks secured in the written test from amongst the candidates who qualify the skill test.

9.4.1. The parameter of merit list shall be based on marks scored in the written test, and the skill test thereafter shall be of qualifying nature only as given under:

| Post                                       | Written Test/CBT*                                   | Skill Test*  | Merit List   |
|--|---|--|--|
| Messenger/ Peon                            | Marks: 100<br>Qualifying marks: 50%                 | Nil  | Based on marks in Written Test/CBT.  |
| Light Vehicle Drivers                      | -   | Marks: 100<br>Minimum qualifying marks shall be 50%                                  | Selection of Driver shall be made on the basis of the marks secured in skill test i.e. driving test to assess their proficiency in driving light motor vehicles, from amongst the candidates. The merit list will be drawn on the basis of marks obtained in the skill test. However, the candidate has to secure minimum 50% marks in the skill test. |
| Receptionist-cum-Telephone Operator (RCTO) | Marks: 100<br>Minimum qualifying marks would be 50% | Marks: 100<br>Minimum qualifying marks shall be 50%                                  | Based on marks in Written Test/CBT.  |
| Junior Stenographer (JS)                   | Marks: 100<br>Minimum qualifying marks shall be 50% | Minimum qualifying criteria shall be 80 w.p.m. in Stenography and 40 w.p.m in Typing | Based on marks in Written Test/CBT.  |
| Junior Assistant-Cum-Typist(JAT)           | Marks: 100<br>Minimum qualifying marks shall be 50% | Minimum qualifying criteria shall be 40 w.p.m in Typing                              | Based on marks in Written Test/CBT.  |
| Junior Computer Assistant (JCA)            | Marks: 100<br>Minimum qualifying marks shall be 50% | Marks: 100<br>Minimum qualifying marks shall 50%                                     | Based on marks in Written Test/CBT.  |

*\*The minimum qualifying marks may be relaxed for SC/ST candidates with the sole discretion of Competent Authority in accordance with the instructions of the Government of India issued from time to time.*

9.4.2. The candidates will be called for skill test in the ratio of 15:1 based on the merit list drawn on the basis of written test, subject to their obtaining minimum qualifying marks in written test. However, in case of single vacancy candidates will be shortlisted for skill test in a ratio of 20:1.

9.4.3. Candidates securing minimum 50% in written test and minimum qualifying marks in skill test shall be deemed to have qualified for final selection. The merit list shall be drawn on the basis of marks obtained in written test of only those who have secured minimum qualifying marks in the skill test. However, *the minimum qualifying marks may be relaxed for SC/ST candidates with the sole discretion of Competent Authority*

*in accordance with the instructions of the Government of India issued from time to time.*

- 9.5. In case, two or more candidates secure equal marks in a written test, they will be empaneled in the chronological order of their scores in skill test and thereafter their dates of birth, the oldest being placed first among them.
- 9.6. The final select panel based on the above shall be placed 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.
- 9.7. The panel prepared on the basis of merit list shall 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.
- 9.8. The appointing authority shall make appointments in the order of merit from the selection panels.

## **10. APPOINTMENT AND PROBATION**

### **10.1. Offer Of Appointment**

- 10.1.1. 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.
- 10.1.2. Offer of appointment will be issued to the selected candidates in the prescribed form with standard terms of appointment, 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 12 below.
- 10.1.3. 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.
- 10.1.4. The Offer of appointment shall indicate the scale of pay, other monetary benefits, employment terms and conditions, date & place of joining, etc. Candidates offered an appointment shall normally be given 30 days' time to join duty.
- 10.1.5. 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.
- 10.1.6. 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.

### **10.2. Operation of Panel of Selected Candidates :**

- 10.2.1. Based on the panel as per rule para 9, 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.
- 10.2.2. 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.
- 10.2.3. 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.

## **11. PRE-EMPLOYMENT MEDICAL EXAMINATION:**

- 11.1. 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.

- 11.2. Certificate of Medical Fitness will be as per the medical examination standards prescribed at **Annexure-II** for appointments in the Company.
- 11.3. 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.
- 11.4. 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.
- 11.5. 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.

## **12. JOINING FORMALITIES**

- 12.1. All appointees are required to fill up the following documents at the time of reporting for joining to the post.
- 12.2. 3(three) copies of the 'Attestation Form' in original, duly furnishing all the details, as specified in the form at Annexure III.
- 12.3. 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.
- 12.4. 2(Two) copies of 'Property Return' in original shall be filled and submitted.
- 12.5. Duly filled 'Statement of relation with Board of Directors' and 'Statement of nationality' (form attached).
- 12.6. Any other Document/Form as desired as essential by the Company.
- 12.7. 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 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.
- 12.8. 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'.

## **13. PROBATION ON FIRST APPOINTMENT**

- 13.1. Appointment to any post shall be made on probation initially for a period of 1(one) year which may be extended at the sole discretion of the competent authority.
- 13.2. 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 an extended period of probation. Pay in lieu of notice period may also be given by either party.
- 13.3. The probation period of non-executives on first appointment will be one year and will be reckoned from the date of joining. Probation confirmation shall be as per the extant rules for Probation/ Confirmation.

## **14. VERIFICATION OF CHARACTER AND ANTECEDENTS**

- 14.1. 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.
- 14.2. 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.
- 14.3. 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 for a verification report of Character and antecedents.

- 14.4. The employee shall be eligible for issue of a Confirmation letter in the appointed post, inter-alia, only after receipt of a satisfactory verification report of Character & Antecedents.
- 14.5. 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.

#### **15. INDUCTION/ ORIENTATION:**

- 15.1. New joinees appointed in the Company shall undergo a suitable Induction/ Orientation program in line with the Training and Development policy and rules of the Company with an aim to make them aware of the Company's policy, culture, expectations etc.
- 15.2. During the training they shall receive pay in the regular scale.
- 15.3. On new appointment and employee will be on probation for a period of one year which may be extended, if necessary but in that case a communication will be sent to the employees before expiry of probation period as per the prescribed procedure.
- 15.4. They shall be eligible for Casual Leave and Optional Holidays during the first year of service in the Company. Further after completion of the Probation period, 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.

#### **16. SAVINGS**

- 16.1. 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, Economically Weaker Sections, and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

#### **17. POWER TO AMEND**

- 17.1. CMD is authorized to frame and issue/ amend rules & procedures under this policy as per Delegation of Power.
- 17.2. 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.

#### **18. TENURE OF THE RULES:**

- 18.1. 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 FOR DIRECT RECRUITMENT TO VARIOUS POSTS IN NON-  
EXECUTIVE CADRE**

|                                     |  |  |       |          |              |     |  |
|-------------------------------------|--|--|-------|----------|--------------|-----|--|
| Name of Post                        | Messenger/ Peon  |  |       |          |              |     |  |
| Category of post                    | Group D- Messenger/ Peon   |  |       |          |              |     |  |
| Scale of Post                       | S-4  |  |       |          |              |     |  |
| Minimum Qualifications              | Class X Pass   |  |       |          |              |     |  |
| Experience                          | Nil  |  |       |          |              |     |  |
| Special Requirement                 | Nil  |  |       |          |              |     |  |
| Method of Recruitment and Selection | 100% through direct recruitment:<br><table border="1"> <tr> <td>Selection procedure</td> <td>Marks</td> <td>syllabus</td> </tr> <tr> <td>Written Test</td> <td>100</td> <td>General Aptitude (including English, Hindi, Arithmetic, reasoning, etc.)</td> </tr> </table> | Selection procedure  | Marks | syllabus | Written Test | 100 | General Aptitude (including English, Hindi, Arithmetic, reasoning, etc.) |
| Selection procedure                 | Marks  | syllabus   |       |          |              |     |  |
| Written Test                        | 100  | General Aptitude (including English, Hindi, Arithmetic, reasoning, etc.) |       |          |              |     |  |
| Age*                                | 18-28 years.   |  |       |          |              |     |  |
| Selection Committee                 | To be constituted by Competent Authority, if required.   |  |       |          |              |     |  |

|                                     |  |  |       |          |            |     |  |
|-------------------------------------|--|--|-------|----------|------------|-----|--|
| Name of Post                        | L.V.Driver   |  |       |          |            |     |  |
| Category of post                    | Group C- L.V. Driver   |  |       |          |            |     |  |
| Scale of Post                       | S-4  |  |       |          |            |     |  |
| Minimum Qualifications              | Class X Pass   |  |       |          |            |     |  |
| Experience                          | Minimum 2 years' experience in driving light vehicle with valid license and maintenance of Motor Transport. Candidates possessing light vehicle driving license may only be considered.  |  |       |          |            |     |  |
| Special Requirement                 | Nil  |  |       |          |            |     |  |
| Method of recruitment and selection | 100% through direct recruitment:<br><table border="1"> <tr> <td>Selection procedure</td> <td>Marks</td> <td>syllabus</td> </tr> <tr> <td>Skill Test</td> <td>100</td> <td>Driving test to assess their competency to drive light motor vehicles, from amongst the candidates</td> </tr> </table> | Selection procedure  | Marks | syllabus | Skill Test | 100 | Driving test to assess their competency to drive light motor vehicles, from amongst the candidates |
| Selection procedure                 | Marks  | syllabus   |       |          |            |     |  |
| Skill Test                          | 100  | Driving test to assess their competency to drive light motor vehicles, from amongst the candidates |       |          |            |     |  |
| Age*                                | 18-28 years.   |  |       |          |            |     |  |
| Selection Committee                 | To be constituted by Competent Authority.  |  |       |          |            |     |  |

|                                     |  |  |       |          |              |     |  |
|-------------------------------------|--|--|-------|----------|--------------|-----|--|
| Name of Post                        | Receptionist-cum- Telephone Operator (RCTO)  |  |       |          |              |     |  |
| Category of post                    | Group C- Receptionist-cum- Telephone Operator  |  |       |          |              |     |  |
| Scale of Post                       | S-6  |  |       |          |              |     |  |
| Minimum Qualifications              | Graduate in any discipline from recognized University or equivalent with good communication skills. Must have minimum 6 months' diploma/certificate in a telephone operator's course from an Institute of repute.  |  |       |          |              |     |  |
| Experience                          | -  |  |       |          |              |     |  |
| Special Requirement                 | -  |  |       |          |              |     |  |
| Method of recruitment and selection | 100% through direct recruitment:<br><table border="1"> <tr> <td>Selection procedure</td> <td>Marks</td> <td>syllabus</td> </tr> <tr> <td>Written Test</td> <td>100</td> <td>General Aptitude (including English, Hindi, Arithmetic, reasoning, etc.)</td> </tr> </table> | Selection procedure  | Marks | syllabus | Written Test | 100 | General Aptitude (including English, Hindi, Arithmetic, reasoning, etc.) |
| Selection procedure                 | Marks  | syllabus   |       |          |              |     |  |
| Written Test                        | 100  | General Aptitude (including English, Hindi, Arithmetic, reasoning, etc.) |       |          |              |     |  |

|                     |   |     |  |
|---------------------|---|-----|--|
|                     | Skill Test                                | 100 | Practical test (including communication and Telephone) |
| Age*                | 18-28 years.                              |     |  |
| Selection Committee | To be constituted by Competent Authority. |     |  |

|                                     |  |   |  |
|-------------------------------------|--|---|--|
| Name of Post                        | Junior Stenographer(JS)  |   |  |
| Category of post                    | Group C- Junior Stenographer(JS)   |   |  |
| Scale of Post                       | S-6  |   |  |
| Minimum Qualifications              | Graduate in any discipline from recognized University or equivalent with English or Hindi as a subject, as the case may be. Must have minimum 1 year diploma/certificate in a professional Secretarial Course from an Institute of repute. Proficiency in computer application is essential. |   |  |
| Experience                          | -  |   |  |
| Special Requirement                 | Stenography & Typing Speed – minimum 80 w.p.m. in stenography & 40 w.p.m. in Typing  |   |  |
| Method of recruitment and selection | 100% through direct recruitment:   |   |  |
|                                     | Selection procedure  | Marks   | syllabus   |
|                                     | Written Test   | 100   | General Aptitude (including English, Hindi, Arithmetic, reasoning, etc.)       |
|                                     | Skill Test:  |   |  |
|                                     | Stenography test   | Minimum 80 w.p.m. in Stenography and 40 w.p.m in Typing | Speed Test in Stenography for 10 minutes allowing 50 minutes for transcription |
| Age*                                | 18-28 years.   |   |  |
| Selection Committee                 | To be Constituted by the Competent Authority.  |   |  |

|                                     |   |                             |  |
|-------------------------------------|---|-----------------------------|--|
| Name of Post                        | Junior Assistant -cum- Typist (JAT)   |                             |  |
| Category of post                    | Group C- Junior Assistant -cum- Typist (JAT)  |                             |  |
| Scale of Post                       | S-6   |                             |  |
| Minimum Qualifications              | Graduate in any discipline from recognized University equivalent with proficiency in computer application is essential. |                             |  |
| Experience                          | -   |                             |  |
| Special Requirement                 | Minimum 40 w.p.m. in Typing   |                             |  |
| Method of recruitment and selection | 100% through direct recruitment:  |                             |  |
|                                     | Selection procedure   | Marks                       | syllabus   |
|                                     | Written Test  | 100                         | General Aptitude (including English, Hindi, Arithmetic, reasoning, etc.) |
|                                     | Skill Test:   |                             |  |
|                                     | Typing test   | Minimum 40 w.p.m. in Typing | Speed Test in Typing   |
| Age*                                | 18-28 years.  |                             |  |

|                     |   |
|---------------------|---|
| Selection Committee | To be Constituted by the Competent Authority. |
|---------------------|---|

|                                     |  |       |  |
|-------------------------------------|--|-------|--|
| Name of Post                        | Junior Computer Assistant (JCA)  |       |  |
| Category of post                    | Group C- Junior Computer Assistant (JCA)   |       |  |
| Scale of Post                       | S-6  |       |  |
| Minimum Qualifications              | Graduate in any discipline preferably with mathematics as a subject from recognized University or equivalent. Must have at least 6 months Diploma in computer application. |       |  |
| Special Requirement                 | Knowledge in software  |       |  |
| Method of recruitment and selection | 100% through direct recruitment:   |       |  |
|                                     | Selection procedure  | Marks | Syllabus   |
|                                     | Written Test   | 100   | General Aptitude (including English, Hindi, Arithmetic, reasoning, etc.) |
|                                     | Skill Test   | 100   | Test in Computer Application   |
| Age*                                | 18-28 years.   |       |  |
| Selection Committee                 | To be Constituted by the Competent Authority.  |       |  |

*\*Upper age limit may be relaxed in the case of Scheduled Caste/ Tribe, OBC & PWD candidates, Ex-servicemen and other categories as per the instructions issued by the Government of India from time to time.*

अभिमत



## 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 \_\_\_\_\_

MEDICAL ADVISOR

Date \_\_\_\_\_

### 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 \_\_\_\_\_

Signature of candidate

### 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

**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 shall 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).                                  | <b>SURNAME</b> | <b>MIDDLE NAME</b> | <b>NAME</b> |
| 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)<br><br>(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<br>(Birth/ Domicile) | BIRTH<br>PLACE | COUNTRY<br>(With full address) | DATE<br>(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 | I 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. \_\_\_\_\_

Contd.....P/3.

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**

**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

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**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**

**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:

*Definition of Family: 'Family' means :*

- i. The employee's wife or husband as the case may be;*
- ii. Legitimate children and step-children wholly dependent on the employee upto an age of 25 years. Provided dependent son/daughter is not suffering from any permanent disability of any kind (physical or mental), in which case, there shall be no age limit.*
- iii. Minor brothers and minor unmarried sisters (upto the age of 21 years) or widowed/divorced sisters wholly dependent and residing with the employee till she marries, if applicable, if the father is
  - a) not alive or*
  - b) wholly dependent on and is residing with the employee.**
- iv. Parents if they are wholly dependent on and residing with the employee*
- v. Provided that, the total income of any of the dependents at (iii) and (iv) from all sources should not exceed such income as may be prescribed by the Company from time to time.*
- vi. Notwithstanding anything above, the definition of family shall be as per the rules of the company as amended from time to time.*