



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".

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- 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 5th 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.

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- 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:-
- Officer in the rank of E-7/E-8 Chairman
 - One outside Expert from relevant field – Member
 - One executive of P&A Department- Member
 - 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 Qualifying marks: 50% | Nil | Based on marks in Written Test/CBT. |
| Light Vehicle Drivers | - | Marks: 100 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 draw on the basis of |

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| | | | 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 Minimum qualifying marks would be 50% | Marks: 100 Minimum qualifying marks shall be 50% | Based on marks in Written Test/CBT. |
| Junior Stenographer (JS) | Marks: 100 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 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 Minimum qualifying marks shall be 50% | Marks: 100 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.

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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 joiners 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 joiners 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 joiners 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.