

6/12/19
2903

Memo No: MPP/2019/ 73

Date: 23/12/19

Since, sometime past the Company has been experiencing that some Class-IV Non-Technical & Technical employees of the Company have quite a high degree of skill and knowledge compared with his/her contemporary peers.

The Company, as such, in order to tap their efficiencies and utilize their skills in a more suitable manner in higher assignments has decided to introduce a Special Selection Scheme to uplift the existing Class-IV employees (both Tech & Non-Tech) to the induction level of Class-III Non-Technical posts of Assistants and Office Executives by filling up maximum 15% (fifteen percent) of total vacant posts of Assistant and Office Executive at the ratio of maximum 5% (five percent) for Assistant and maximum 10% (ten percent) for Office Executive through such Special Selection drive.

This Special Selection Drive will be held once in every three (03) years and the selection process will be conducted through outside agency.

The following procedure shall be followed for this Special Selection Drive:-

Name of Post	Eligibility criteria
Assistant	Class-IV employees of Technical and Non-Technical categories having academic qualification of School Final / Madhyamik / Higher Secondary or equivalent who have completed 5(five) years' continuous and satisfactory service and successfully qualifying in the Written Test, the Computer Proficiency test and the Viva-Voce to be held under this Special Selection Drive shall be considered for upliftment to this post.
Office Executive	Class-IV employees of Technical and Non-Technical categories having academic qualification of Graduation in any discipline or equivalent who have completed 5 (five) years' continuous and satisfactory service and successfully qualifying in the Written Test, the Computer Proficiency Test and the Viva-Voce to be held under this Special Selection Drive shall be considered for upliftment to this post.

Mode of selection:-

Name of Post	Type of test	Marks	Qualifying marks
Assistant / Office Executive	Written	100	General Category - 40%
	Computer Proficiency	25	Scheduled Caste - 35%
	Viva-Voce	25	OBC (A)/OBC (B) - 35%
	Total	150	Scheduled Tribe - 30% Person with Disability - 30%

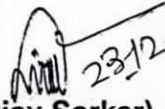
Candidates shall have to mandatorily qualify in each of the above 03 (three) phases of tests separately. The selection process shall be conducted in line with the prevailing Rules, Regulations and Statutory Reservation norms followed by the Company.

The stipulation of securing 50% marks either in Higher Secondary Examination or in Graduation, as enumerated in the Recruitment Policy – 2010 for conducting direct recruitment of Office Executive through open advertisement, is hereby, dispensed with only for this Special Selection Drive for upliftment of the in-house Class-IV eligible candidates.

Application format along with the number of vacancies and other related details will be issued subsequently.

This has reference to the Resolution No. 15 adopted in the 88th meeting of the Board of Directors held on 13.11.2019.

This order takes immediate effect.


23/12/2019.
(Sujay Sarkar)
Director (HR)

Memo No: MPP/Gen/2019/ 760

Date: 23/12/19