



NTPC Green Energy Limited

Corporate Human Resources Division

HR Policy Manual

RECRUITMENT POLICY & PROCEDURES



NTPC Green Energy Limited (NGEL) Recruitment Policy & Procedures

1. Short Title and Commencement

This Policy shall be called 'Recruitment Policy and Procedures'. The Policy shall come into force with immediate effect

2. Definitions

In this Policy & Regulations, unless the context otherwise requires

- 2.1 'Appointing Authority' in relation to any post means NGEL and includes any person to whom the power to make appointment to that post has been delegated by the Board
- 2.2 'Board' means Board of Directors of NGEL
- 2.3 'Chairman & Managing Director' means Chairman & Managing Director (CMD) of NGEL
- 2.4 'CEO' means the CEO of NGEL
- 2.5 'Director' means the member of the Board of Directors of NGEL
- 2.6 'Competent Authority' means NGEL and includes CMD, Directors, CEO, or any other person to whom power in this behalf have been delegated by the Board
- 2.7 'Concerned Section' means Recruitment Section at NGEL CC, which is entrusted with handling recruitment activities
- 2.8 'Post' means any regular/ ad hoc/ fixed term employment/ contractual vacancy in the organization other than at Board level
- 2.9 'NGEL CC' means NTPC Green Energy Limited Corporate Centre

3. Objective

NGEL subscribes to the belief that efficiency, effectiveness and success of the organization depend largely on the skills, abilities and commitment of the employees who constitute the most important asset of the organization.

NGEL is therefore resolved to provide a policy framework which will enable the organization to attract the right talent for the jobs and make it available at the right time and in right number. The ultimate objective is to optimize and effectively utilize human resources within an environment that fosters satisfaction, development and growth. In pursuit of these objectives, and in alignment with the Organization's social and national obligations, NGEL hereby makes the following policy statement to be called NGEL RECRUITMENT POLICY AND PROCEDURES to govern, regulate and facilitate recruitment of personnel in the projects/ Stations, offices and establishments of NGEL –



These rules shall be applicable to:

4. Applicability of the Policy

- 4.1 The policy statement and the rules and procedures made hereunder will be applicable to recruitment and selection of employees of all categories irrespective of whether they are against regular, temporary/ ad hoc, contractual/fixed term employment, or trainee posts, unless specifically stated otherwise.
- 4.2 Classification of employees into regular, temporary/adhoc, contractual/fixed term employment and trainee for the purpose of this policy will be the same as defined in the NGEL Service Rules , Conduct Discipline and Appeal Rules and Standing Orders.

5. Manpower Planning & budgeting

- 5.1 At both the NGEL CC and project level, an annual review of manpower adequacy is conducted by each department, taking into account tasks, targets, number of employees superannuating in the upcoming financial year, and the business plan to determine the qualitative and quantitative manpower needs for the upcoming financial year.
- 5.2 The additional manpower requirements identified by individual departments will be used to create a detailed manpower plan for all the Project/sites/CC of NGEL. This plan prepared by the NGEL CC HR will include specific details of each new post other than casual posts and justification thereof. This manpower plan containing details of expenditure involved will form a part of the overall Manpower Budget of the all the Project/station/sites/CC of NGEL. Individual project level manpower plan will also be submitted for approval.
- 5.3 The requirements of ad hoc, intermittent and other contingent staff will not form a part of the Manpower Budget as the same will be shown only in terms of estimate of expenditure to be incurred in respect thereof as a part of the Works Budget.
- 5.4 Implementing the manpower plans including the additional manpower requirements along with all relevant details and estimated cost involved for all Project/sites/CC of NGEL will be consolidated into an integrated organisation Manpower Plan by NGEL HR CC which will form a part of the manpower budget to be submitted for approval of the Board of Directors, or individual Project/Station manpower plan can also be submitted for approval, in case of exigency.
- 5.5 The operating manpower budget for the relevant financial year shall be approved by the CEO within the overall sanction of manpower by the Board of Directors and will constitute sanction



for creation of posts including posts of trainees / FTEs and form the general basis of recruitment during the financial year.

6. Creation of Posts

For the purpose of sanctioning creation of regular, FTEs and trainee posts in different categories within the approved budget provisions and approving appointments to such posts, the Appointing Authority will be revised from time to time.

7. Job Title, Job Specifications, Role Outline and Pay scales

- 7.1 Job specifications indicating the eligibility requirements in terms of minimum educational and/or professional qualifications, length and nature of experience, upper age limit etc. as well as a general outline of the role and responsibilities will be established by NGEL CC HR in consultation with user/ indenting department. This will also include the pay scale or consolidated daily/monthly wage rate at which the posts in the category will be compensated.
- 7.2 To ensure uniformity and consistency, such job titles, job specifications and role outlines along with the applicable pay scales for all categories of posts in the non-executive/ executive/ FTE cadre will be issued from time to time with the approval of CEO NGEL.
- 7.3 No appointment shall be made to any post in the NGEL unless the person fulfils the minimum eligibility requirements and conforms to the specifications prescribed for the post except where general relaxations are made in the case of reserved vacancies for candidates belonging to Scheduled Castes, Scheduled Tribes, other backward classes, Ex-servicemen and other special categories.
- 7.4 Provided, however, that in special and exceptional cases, appointments may be made subject to the approval of the Appointing Authority in relaxation of the prescribed specifications where the Appointing Authority is satisfied that such relaxation is essential in the interest of the Organization.
- 7.5 However, in case of recruitment of land oustees/ project affected persons, relaxation will be provided as per local agreement, with the approval of Director NGEL

8. Induction Levels

- 8.1 Recruitments will be restricted by and large to the induction levels as specified in Schedule - I, so as to ensure that prospects of career growth of existing employees are in no way impaired.
- 8.2 Keeping in view the need for induction of experienced personnel for new/diversified/Functional/ Specialist/ Auxiliary areas, where requirement of manpower



cannot be met through recruitment at induction level only, recruitments in NGEL may take place at various levels/grades of the organizational hierarchy but, while manning the positions it should be ensured as far as possible that the number inducted in higher grades within a cadre is proportionately smaller than the number inducted in the lower grades.

8.3 Infusion of new blood to the executive and non-executive cadres will be through the various Induction training schemes /Fixed Term Employment Scheme (Schedule – II) of the Organization at regular intervals depending upon requirements against the sanctioned manpower budget.

9. Agencies for Recruitment

All recruitment for the executive and non-executive cadres, trainees who will be regularised in their respective cadres & employment of fixed terms basis, will be conducted by NGEL Corporate Centre.

10. Sources and Modes of Recruitment

10.1 For recruitment of professional personnel in Organization's executive cadre including trainees, who will be regularized as executives, Fixed Term Executive basis etc., selection will be made on All-India basis and as per provisions mentioned in Schedule II. For this purpose, the posts to be filled will be duly notified through press advertisements, Organization's website, Organization Notice Boards, Central Govt. /State Govt./PSUs where suitable candidates with the required expertise are expected to be available, etc. to ensure wide coverage as per requirement, with the approval of Competent Authority.

10.2 In respect of recruitment to non-executive posts including trainees, who will be regularized as non-executives, Fixed Term workers etc.all vacancies will be notified to the local Employment Exchange in terms of Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959. Copies of notification may also be sent simultaneously to the Central Employment Exchange. Positions may also be notified through press advertisement in local/regional newspaper, Employment News, Organization Notice Boards etc. if required as per guidelines issued from time to time, to ensure wide coverage.

10.3 To facilitate recruitment in the reserved vacancies, copies of such notifications will also be sent to the concerned Associations/ Director of Social Welfare or SC/ST Welfare/ Special Employment Exchange/ Vocational Rehabilitation Centres for PwBDs/ District or State Ex - Serviceman Board.

10.4 In addition to the above, recruitment/induction of specialist executive and non- executive personnel including FTEs may be made as deemed necessary and appropriate by the authority competent to create the posts from one or more of the following sources:



10.5 deputation from Central/State Governments and Public Sector Organizations where suitable personnel on terms offered by the Organization may not be available at the right time from other sources or where the time and cost involved in processing recruitment through open advertisement may not be justified in view of the number or nature of posts to be filled.

11. To fill Job Openings by Selection from Internal Sources:

- 11.1 The internal candidates including deputationists who fulfil all eligibility requirements and meet the conditions under Service Rules may be considered along with other candidates for selection to a post through open competition with external candidates.
- 11.2 Applications of all internal candidates should be forwarded through proper channel

12. Preference for Candidates Belonging to Scheduled Castes/ Scheduled Tribes/Other Backward Classes/Person with Disabilities/ Economically Weaker Section/ Ex-Servicemen, Project Affected Persons/ Land outsees etc

Towards the fulfilment of the Organization's social and national obligations it will always be NGEL's endeavour to provide gainful employment on a preferential basis to members of the socially and economically backward classes, ex-servicemen, and other unfortunate sections of the society and for this purpose the directives of the Government concerning reservation of vacancies for SC/ST/OBC/ PwBD /EWS etc. and special concession to be allowed to such candidates will be most strictly and conscientiously adhered to. Details of the relaxations & concessions currently applicable are given in Schedule III. For land oustees/ project affected persons, relaxation will be provided as per local agreement, with the approval of Director NGEL nominated by CMD NGEL.

13. Application Formalities

- 13.1 Generally application are considered through online portal and in case application sought through offline mode, only applications that provide the required information, as may be prescribed from time to time, will be considered for positions in the Organization.
- 13.2 Unless specifically exempted by the appointing authority, all applications for job positions up to the level of AGM in the Organization will be accompanied by application fee prescribed from time to time. Provided that candidate belonging to Scheduled Castes, Scheduled Tribes, Ex-servicemen, Person with Disabilities, Female Candidates and such categories as notified by the Government from time to time, will be exempted from the payment of application fees.
- 13.3 In the case of recruitment done through open advertisements and public notifications, there will be a last date for the receipt of application after which no application will be entertained for



the posts advertised except, with the approval of the appointing authority who may permit applications to be entertained after the expiry of the last date in special cases if they are satisfied that there is good and sufficient cause and justification for such relaxation.

14. Forwarding of Applications of Candidates from Government and Public Undertakings

NGEL will accept applications if they are forwarded through proper channels in respect of persons employed in the Central and State Governments and in those Public Undertakings whose rules provide for carry forward of gratuity, leave, provident fund and other benefits or transfer on movement to another organization in the public sector with the consent of both the organizations concerned.

Provided, however, that applications from candidates from public undertakings referred to above may be accepted without being forwarded through proper channels if the candidate submits a declaration / undertaking at the time of interview stating that the person will be able to produce release letter from his/her present organization before joining NGEL.

15. Requisition of Manpower

The shortfall/gap in the placement of manpower at various project/stations/ sites/ CC of the NGEL will be examined with reference to the sanctioned manpower in the budget by the NGEL CC HR who, before proceeding with recruitment, will verify whether the post/ posts can be filled:

- a. Out of acceptable transfer requests pending, if any
- b. Recommended inter-functional adjustments of posts
- c. Record of surplus staff (internal) suitable for deployment
- d. Executive trainees, Non -executive trainees other trainees/ apprentices whose completion of training coincides with the requirements.

16. Processing of applications

16.1 In case recruitment is done through an outside reputed Agency, depending upon the large number of expected probable candidates, the registration and screening of applications will be done as per the scope of work and prescribed eligibility criteria in consultation with NGEL CC HR. In other cases, the Registration shall be done through Recruitment portal which shall be designed, developed and maintained in House by IT-NGEL.

16.2 All candidates that have applied against a specific notification/ advertisement, shall be allowed to appear in the written test/Group Discussions/Interviews, as the case may be, subject to fulfilling the eligibility criteria as per notification/advertisement. The applications will be subjected to a scrutiny by the NGEL CC HR. The NGEL CC HR will ensure that:

- a. Applications are duly completed and accompanied by the prescribed application fees



and were received within the permitted time

- b. Age of the applicant is within the prescribed limit
- c. Qualifications and experience of the candidates confirm to those prescribed
- d. In the case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Person with Disabilities, Ex-Servicemen etc., the candidature will be considered subject to verification of certificate in the prescribed format at the time of interview (offline/online) /skill test (written or physical) if called for

16.3 The written test (Offline or Online) shall have two sections. Section - 1 will have discipline specific questions and shall be termed as Subject Knowledge Test (SKT), section-2 will have questions on Aptitude Viz. numerical ability, reading comprehension, reasoning, general awareness, data interpretation, etc, and shall be termed as Executive Aptitude Test (EAT). Duration of the test shall be Two hours. The test will be Bilingual. There will be negative marking. $\frac{1}{4}$ of the maximum marks for the question will be deducted for every wrong answer.

16.4 For Short listing on the basis of written test conducted by NGEL The candidates are required to qualify both in Subject Knowledge Test (SKT) and Executive Aptitude Test (EAT), separately. For General /EWS category candidates, the qualifying marks for SKT and EAT are 40% and 30% respectively. For SC/ST/OBC/ PwBD candidates, there is a relaxation of 25% w.r.t. General Category qualifying marks in both tests.

16.5 For PwBD category: Total vacancies reserved for PwBD category shall be divided in all disciplines on pro rata basis. A separate list of all PwBD candidates will be prepared in each discipline and the Minimum Qualifying marks (MQM) for SKT and EAT will be calculated as mentioned at 16.4 The SKT marks and the EAT marks of all candidates clearing the MQM will be added to get a "Total Score". Merit list for PwBD candidates in all disciplines shall be prepared on the basis of the Total score obtained and number of candidates will then be short listed on the basis of approved call ratio, over and above the number of candidates short listed in other categories as mentioned in para 16.4

16.6 Minor changes in the pattern of questions, ratio of questions on SKT and EAT, marking patterns, total Number of questions, total marks (for written test, Group Discussions, Interviews etc.), duration of the exam, negative marking etc shall be decided by the Competent Authority and shall be mentioned in the advertisement.

16.7 The applications that fulfil the prescribed requirements after scrutiny as above will be listed and forwarded to the Department concerned for further scrutiny with a view to select only those candidates for test/interview, who are considered suitable in terms of nature of technical knowledge and professional expertise required for each specific post.



- 16.8 On completion of the screening by the department/function concerned, the Head of the Department will forward to the NGEL CC HR the list of candidates considered eligible for further test/interview (offline/online), spelling out clearly basis of rejection of applications in each case.
- 16.9 While the applications will be screened at the appropriate executive level depending upon the grade of the post to be filled, it is preferable for the Head of the Department concerned to ensure as far as practicable that the scrutiny is carried out by the Officer of the Department who will be participating in the selection process as the expert member in the Selection Board representing the Department.
- 16.10 After the applications are finally screened, NGEL CC HR will prepare a final list of eligible candidates based on the criteria determined in the course of earlier scrutiny, qualifying marks in the written test and other relevant factors keeping in view the reserved vacancies and the special relaxation for candidates belonging to SC/ST/ PwBDs /EWS etc. categories. This final list of shortlisted candidates, after approval by the appointing authority or the officer to whom powers in this behalf are delegated, will form the basis for candidates being called for further test and/or interview (offline/online) for posts in executive cadre /skill test (written or physical) for posts in non-executive cadre, based on the specific approval taken at the time of initiating the recruitment process with approval of Competent Authority. In case of recruitment of experienced manpower, different stages of interviews (offline/online) may be conducted.

17. Selection Process and constitution of Selection Boards

- 17.1 Various selection methods like skill test (written or physical), written tests (online/offline), group discussions, aptitude test, different stages of interviews (offline/online) etc. may be employed depending on the requirements of the job/post for which selection is being made. For this purpose, the NGEL CC HR will evolve and prescribe uniform methods of selection for similar jobs. Wherever necessary, the concerned department shall be consulted/ associated.
- 17.2 All direct appointments to every post in the Organization, whether regular, fixed term employment/contractual/temporary/ad hoc, trainee except appointments on deputation from Government organizations and public sector undertakings, will be made only, on recommendation of a duly constituted Selection Board/ Committee.
- 17.3 All appointments to the executive cadres of the Organization including Trainees, who will be regularized as executives & Fixed Term Executives will be made on the recommendations of the NGEL Central Selection Board, guidelines for the constitution of which are given in Schedule-IV.
- 17.4 Appointments to posts in various non- executive categories including Trainees, who will be regularized as non-executives & Fixed term workers, will be made on the basis of



recommendations of Selection Committees constituted for the purpose of conducting skill test (written or physical), guidelines for the constitution of which are given in Schedule-IV.

- 17.5 The Selection Boards/Committees will be constituted by the NGEL CC HR in each case with the approval of the Competent Authority as per delegation of power.
- 17.6 Honorarium and reimbursement of boarding, lodging and conveyance expenses will be made to external members of the Selection Boards/ Committees as per rates and rules in this regard, laid down by the Corporate Centre from time to time.

For internal members of Selection Board/Committee, honorarium/mementoes shall be granted as per rules notified from time to time.

NOTE: It should be ensured while constituting selection boards/committees that the members of the selection board/committee are not related (close or distant) to the candidates appearing in the interview.

18. Role of Selection Boards and Committee

- 18.1 The candidates included in the short-listed applications referred to in Clause 16.11 above will be called upon in an appropriate ratio to undergo a prescribed selection process which may consist of:
- an interview before the Selection Board, or
 - a test and/or group discussion followed by an interview of all candidates before the Selection Board, or
 - an elimination test and/or group discussion followed by an interview before the Selection Board of only those who qualify in the test and/or group discussion.
 - a skill test (written or physical) before the Selection Committee, in case of recruitment in non-executive Group C and D posts. Skill test (written or physical) shall be conducted for assessing the competency/ability of the candidate, to perform the activities required for a particular job/post, wherever such job/post requires technical competence. However, the skill test (written or physical) will only be of qualifying nature.
- 18.2 All candidates called for interview/skill test (written or physical) who come from places beyond a distance of 30 kms. will be reimbursed for actual expenses incurred on travel to and from the place of interview/skill test (written or physical) on production of money receipt, or any other supporting documentary evidence in respect of the onward journey, limited to:



Entitlement	Category of Post
II class AC return rail fare/return air fare (economy mode) by the shortest route	For all executive posts including Trainees to be regularized as executive & Fixed Term Executives
III Class AC return rail fare by the shortest route	For all non- executive posts including Trainees, who will be regularized as non-executives & Fixed term workers

The shortest route for this purpose will be from the place to which the interview/skill test (written or physical) call letter was mailed or the place from where the actual journey commenced to the appointed place of interview, whichever is nearer.

- 18.3 The call letters for candidates to appear in an interview or skill test (written or physical) before the Selection Board/Committee will be issued by speed post/ registered post/ certificate of posting/ email/ post on the website. These will be sent no later than ten clear days before the date of the test /interview in the case of offline mode, and no later than five days before the date of the test\interview in the case of online mode. The call letter should clearly state the post and the grade/grades for which the candidate will be considered, the weightage of selection test/interview/skill test (written or physical), as applicable and other formalities that they will be required to comply with prior to the interview/skill test (written or physical). Provision of downloading call letter from website can also be provided in place of sending call letter by post.
- 18.4 NGEL CC HR will make available to the members of the Selection Board/Committees the following documents and particulars regarding the candidates called for interview/skill test (written or physical):
- A copy of the advertisement/notification together with the specific requirements and the duties and responsibilities of the posts
 - Biodata of each candidate
 - Applications of candidates
 - Special information, if any, relevant to Selection regarding any candidate
- 18.5 Apart from participating generally in the selection process, the representative of the NGEL CC HR in the Selection Board/Committee will have the following specific responsibilities:
- At the commencement of the proceedings of the Selection Board/Committee, they will brief the members on the specific requirements, responsibilities and



remuneration for each post, approximate number of suitable candidates to be selected and empaneled for immediate and future requirements and any other matter relating to the Selection.

- b. While the specialist/technical members of the Selection Board/Committee will be primarily concerned with the suitability of the candidates in terms of knowledge, skill expertise and technical and professional competence, it will be the primary responsibility of the HR representative to call the attention of the Board to the attitudinal, motivational and personality aspects relevant to the job requirements.
- c. The person will ensure consistency in the selection standards, status and seniority keeping in view the existing position with the organization and comparative position prevailing generally in the open market and particularly in similar organizations in the government and public sector.
- d. The person will assist the Board in finalizing the terms including grade, seniority, status and furnish relevant information regarding allowances, benefits, amenities, career prospects, service rules and other allied matters if and when asked for by any candidate.

18.6 For all executive (Group-A) posts, Central Selection Board (CSB), based on the merit and performance of the candidates during the interview, will award marks to them by consensus. Keeping in view the qualifications, experience and other relevant facts vis -a-vis the specific requirements of the posts and on the basis of the standards of technical skill, professional competence and overall personality factors as assessed from the candidates performance in the interview, the Selection Board will assign a final percentage marks to each candidate considered suitable and recommend a panel of names of all such suitable candidates in order of merit on the basis of the marks so assigned. Based on fulfilling the criteria for length of service advertised for each level and also the marks awarded by the CSB, the candidates are placed on the panel at appropriate level. Selection Panel may either be physically signed by all the central Selection Board Members, or the board members may share their consent to the selection panel through e-mail.

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 reserved vacancies, the Board will draw up and recommend a separate panel of names of suitable candidates belonging to Scheduled Castes, Scheduled Tribes,



Other Backward Classes, EWS and Persons with Disabilities. The minimum qualifying marks required for placement in panel for different categories of candidates, where interview is the only criteria for selection, are:

- General Category/EWS : 55%
- SC/ST/OBC/ PwBD Categories : 45%

In cases, where selection is done on the basis of both selection test and interview, the weightage of the selection test marks, and the interview marks shall be in the ratio of 85:15 respectively.

The minimum qualifying marks for such selection are:

- General Category/EWS : 40%
- SC/ST/OBC/PWD Categories : 30%

The results of such selection shall be declared on website of the Company.

In case there is a need to constitute more than one Central Selection Board for conducting interviews for recruitment drives/posts, each of the Central Selection Boards will assign a final percentage mark to each candidate interviewed by them and considered suitable, in the Interview Rating Sheet. The Interview Rating Sheet may either be signed by all the Central Selection Board Members, or the Board members may share their consent to the notings and percentage marks assigned, through email. The different Interview Rating Sheets will then be merged in order of merit, on the basis of the assigned marks, to form the Selection Panel. Provided that when two or more candidates secure equal marks, they will be empanelled in the chronological order of their dates of birth, the oldest being placed first among them. In respect of reserved vacancies, a separate panel of names of suitable candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes and Persons with Disabilities will be similarly prepared

18.7 For all non-executive (Group C) posts, there will be no interview. The selection shall be based on 2 stages written test followed by skill test (written or physical), wherever such job/post requires technical competence. Skill test (written or physical) may be conducted through Selection Committee (as mentioned at para 17.4), which will evaluate the candidate's practical knowledge, ability and skills, required to perform a particular job/task, in line with NGEL's requirement.

For recruitment in Group D posts, selection will be made on the basis of written test and/or physical test, depending upon the requirement.



The shortlisting procedure for skill tests (written or physical) in both Group C& D post will be followed as per the shortlisting procedure mentioned in the Non-Executive Trainee Scheme (refer Schedule- II).

However, such skill/physical tests(written or physical) will only be of qualifying nature. The minimum qualifying marks for such skill(Written or physical test are:

- General / EWS Category : 40%
- SC/ST/OBC/ PwBD Categories : 30%

For the written test, 25% relaxation in marks of the qualifying marks of General Candidates is allowed to candidates belonging to SC/ST/OBC/ PwBD categories.

Assessment will not be done on the basis of marks for the skill/ Physical tests this will only be qualifying in nature. The final merit list will be prepared based on the marks of written test, for those candidates who will qualify in the skill test (written or physical). The results of such written tests shall be declared on website of the Company.

18.8 While making its recommendations of names of suitable candidates, the Selection Board/Committee may

- a. Make special mention of the additional increments, if any, seniority weightage etc.
- b. Any remarks regarding seniority weightage for accelerated promotion to the next higher grade subject to satisfactory performance in exceptional cases of candidates who are too senior to start afresh in the grade to which they are selected but not senior enough for selection to the higher grade for reasons of internal organization policy.
- c. area/areas of specialization and strength where the candidate would be best suited
- d. any other recommendation/recommendation considered relevant and necessary, in respect of any candidate.

19. Operation of Panel of Selected Candidates

19.1 The panel of candidates in order of merit as recommended by the Selection Board, on approval by the Appointing Authority, will form the basis for issue of offers of appointment.

19.2 The functional panel of selected candidates will normally remain valid and operative for a

19.3 period of twelve months from the date of approval and on expiry of this period it will cease to operate unless decided otherwise by the appointing authority for reasons to be recorded in



writing. This panel shall be used for future vacancies within the operative period for the same post/ Level/ Grade with the approval of CEO.

- 19.4 Based on the panel as recommended by the Selection Board, NGEL CC HR will issue offers of appointment to one or more candidates in the order of merit given in the panel depending on the number of posts as sanctioned by the appointing authority from time to time.
- 19.5 Where there is a separate panel of selected candidates from the Scheduled Castes, Scheduled Tribes, Other Backward Classes, EWS and Person with Disabilities in respect of vacancies exclusively reserved for them, the roster maintained in the prescribed format as per Government guidelines will be followed while making offers of appointment.

20. Offers for Appointment

- 20.1 NGEL CC HR will issue the offers of appointment in the prescribed form and the contract of appointment will be completed on receipt of the letter of acceptance along with undertaking to join, duly signed by the candidate. Offers can be issued either by post or through digital modes like e-mail / recruitment portal.
- 20.2 The offer of appointment will state the last date by which the candidate must join the Organization failing which the offer of appointment will be deemed to have been withdrawn unless an extension of the last date has been granted by the Competent Authority prior to the expiry of the joining time as indicated in the offer of appointment.
- 20.3 Offer of appointment will also indicate the basic pay of the candidate which will be arrived as under:

a. For Candidates from PSUs Following IDA Pattern of Same pay revision

The Basic pay being drawn in the previous organization is protected and a joining benefit of one increment at the minimum of the scale in which the offer is being made, is allowed. Next annual increment in the previous organization, if due within next six months of approval of issuance of offer, shall be accounted for. The amount so arrived will be rounded off to the nearest Rs.10/-.

23.3.a.1 For Candidates from PSUs following IDA pay-scale of different pay /revision:

Joining Benefit shall not be applicable. Only protection of emoluments (Basic Pay + DA) last drawn, shall be allowed.



b. For Candidates from Govt./PSUs Following CDA Pattern:

The basic pay is arrived at by adding the intended joining benefit, next annual increment, if due within next 6 months, DA, Grade Pay if any with the existing basic pay and fixing at the stage available in the relevant scale of pay of NGEL rounding it off to the nearest Rs. 10/- after subtracting NGEL Dearness Allowance.

c. For Candidates from Private Sector:

The pay will generally be fixed at the minimum of the scale, unless recommended otherwise by the Central Selection Board.

20.4 The appointing Authority may provide service weightage/seniority weightage to selected candidates, who are in equivalent scale for more than one year as on date of interview.

21. Medical Fitness

21.1 Nobody will be appointed to any post in the Organization whether regular, temporary/ad hoc, trainee unless they are declared physically fit as per the norms and standards for medical fitness prescribed for the post after a medical examination by the authorized medical officer/ officers at the level of Civil Surgeon or Medical Superintendent or Chief Medical Officer or equivalent of a central/state Govt. Hospital (Having the status of minimum District Hospital) at the time of appointment in the Organization's service.

21.2 This shall, however, not apply to an internal candidate of the organization who has already been medically examined and declared fit at the time of his initial appointment.

22. Joining Formalities

22.1 Employees on the first appointment to the Organization's service will furnish to the NGEL CC HR copies of documents and other details and particulars as given in Schedule-V.

22.2 On appointment of a person in the Organization, the District authorities concerned will be requested to verify and report on the antecedents of the person in the prescribed attestation form, in terms of directives issued by the Government from time to time in this regard.

23. Appointment on Ad-Hoc Basis

23.1 Despite our efforts to induct personnel through regular employment, need arises in critical areas to induct personnel on temporary/ad-hoc basis to meet the shortfall of personnel, within the



sanctioned manpower budget, due to exigencies of work and / or in areas where requirement of personnel is not of regular nature i.e. requirement is not likely to continue for a long time.

23.2 The functions /areas where personnel may be engaged on ad hoc basis, for short durations are Medical, Resettlement and Rehabilitation, Sociologists, Foreign Language Interpreter, IT-Resource Persons, Administration & Office Support etc.

23.3 The Competent Authority for engagement of Personnel on adhoc basis shall be CEO.

23.4 Duration of Employment: The engagement on ad-hoc basis shall initially be for a period of six months to one year and may be extended up to a maximum period of two years on merits of each case with the approval of the Competent Authority. However, in exceptional circumstances, engagement on ad-hoc basis beyond a period of two years can only be made CEO

23.5 Selection Procedure: Doctors'/Sociologists/ etc. on ad-hoc basis are inducted through selection process as done in cases of regular employment i.e. by Advertisement or notification to relevant Institutions.

23.6 Compensation Package: The compensation payable to persons engaged on ad-hoc basis shall be notified by NGEL CC HR from time to time.

24. Delegation of Powers Relating to Various Activities in Recruitment

Delegation of Powers relating to recruitment shall be as per Delegation of Power revised from time to time.

25. General

CEO shall have power to make changes in procedure and amendments /modifications of these rules. In case of any doubt arising with regard to any of the provision in the Recruitment policy and in the case not covered by these rules, the matter will be referred to NFGEL CC HR for a decision. The Final Authority of interpretation will vest with CEO.



Schedule I

Induction Levels:

Non-executives	
Unskilled Group	Wo Level
Skilled Group and equivalent Secretarial and Clerical Staff	W3
Artisan Trainees	W3 Level
Diploma Trainees	W7 Level
Executives	
Executive Trainees:	As decided / approved by Competent Authority and notified in the respective advertisement
Assistant Chemist Trainees:	

Note: Depending upon the manpower requirement and market conditions, the induction level may vary from time to time with approval of CEO.



Schedule-II

- Recruitment under Executive Trainee Scheme
- Recruitment under Non-Executive Trainee Scheme
- Recruitment under Fixed Term Executive Scheme
- Recruitment under Fixed Term Worker Scheme

The above schemes are enclosed.



Recruitment under Executive Trainee Scheme

CONTENTS:

Sl. No.	Title
1.0	Preamble
2.0	Projection of requirement
3.0	Advertisement
4.0	Qualifying Requirement
5.0	Relaxation to SC/ST/OBC / EWS /XSM Candidates/ J&K Candidates
6.0	Selection Process
7.0	Short listing for Group Discussion and Personal Interview
8.0	Constitution of the Central Selection Board
9.0	Traits identified for ETs
10.0	Interview feedback
11.0	Preparation of Final Merit List
12.0	Issuance of offers
13.0	Medical Examination
14.0	Joining
15.0	Posting



1. Preamble

- 1.0 The magnitude of Executive Manpower requirements along with the imperatives of highly sophisticated technical and professional know-how, pioneered and utilized by NGEL, necessitates induction of fresh graduates, postgraduates in different disciplines, in response to the existing and emerging needs of different functional areas on a long - term basis. It is therefore imperative to develop organization's own Executive Trainees Scheme, subject to obtaining a critical size for the trainee batches by bunching requirements.
- 1.1 NGEL subscribes to the belief that a Personnel Selection Programme combining different types of tests, group tasks along with the normal selection method of personal interviews will go a long way in strengthening the objectivity and fairness of recruitment efforts.
- 1.2 The Organization has got three broad trainee schemes - Engineering Executive Trainees, Finance Executive Trainees & HR Executive Trainees. Depending on the needs identified by the NGEL CC HR on a long-term basis and based on responses to the feedback as to the availability on the recruitment front, executive trainees in any discipline in Renewable Energy may also be inducted. The induction levels of ETs/ACTs shall be as decided / approved by the Competent Authority and notified in the respective advertisements.

2. Projection Of Requirement

‘The requirement of trainees to be inducted in different disciplines will be projected by the NGEL HR-CC. While finalizing the requirement the overall vacancy position, attrition rate, internal promotions through Departmental Promotion Committee and the future requirement for projects on the anvil will be kept in view.

3. Advertisement

- 3.1 Advertisement for recruitment of Executive Trainees shall be released by NGEL CC HR . The advertisement will be issued in major National Dailies covering all the Regions of the country for wide circulation including Employment News, alongside a detailed advertisement on the website.
- 3.2 Circular will be notified on NGEL Intranet for the information of eligible internal candidates who wish to apply for ET scheme. All internal candidates who apply online shall submit the printout of the registration slip to the CC-HR Department, through HoD/ proper channel.

4. Qualifying Requirement: The minimum qualifying requirements are as under:



- 4.1 **Engineering Executive Trainees (EETs):** Full time bachelor's degree in engineering or technology from a recognized Indian University with not less than 65% marks, as per respective university/institute norms. Final year/semester students, who expect their result by the month of August of the particular year, will also be allowed to apply. However, the selection of final year students shall be subject to obtaining not less than 65% marks in their final degree, as per respective university/institute norms. A candidate with the prescribed degree identified for the discipline as given below can only apply for the post of EETs in the respective disciplines:

Discipline	Prescribed full time bachelor's degrees in engineering
Electrical	Electrical / Electrical & Electronics/ Electrical, Instrumentation & Control / Power Systems & High Voltage / Power Electronics / Power Engineering
Mechanical	Mechanical / Production / Industrial Eng/ Production & Industrial Eng/ Mechanical & Automation / Power Engineering
Civil	Civil / Construction Engineering
Electronics	Electronics / Electronics & Telecommunication, Electronics & Power / Power Electronics/ Electronics & Communication/ Electrical & Electronics
Instrumentation	Electronics & Instrumentation/ Instrumentation & Controls Engineering (ICE)/ Electronics Instrumentation & Control
IT	Computer Science/Information Technology
Geology	M.Sc/M.Sc (Tech) in Geology/Applied Geology
Chemical Engineering and Metallurgy	Chemical /Metallurgy

Recruitment of EETs in any areas other than mentioned in Para 4.1, shall be done with the approval of CEO, NGEL from time to time.

- 4.2 **Executive Trainees - Human Resources (ET-HR):** Graduates with at least two years full time Post Graduate Degree/ Post Graduate Diploma / Post Graduate Program in Management with specialization in Human Resource / Industrial Relations / Personnel Management or master's in social work or MBA with specialization in HR from recognized Indian University/ Institutes (recognized by appropriate statutory authority) with not less than 65% marks, as per



respective university/institute norms. Final year/semester students, who expect their result by the month of August of the particular year, will also be allowed to apply. However, the selection of final year students shall be subject to obtaining not less than 65% marks in their final degree, as per respective university/institute norms.

4.3 **Executive Trainees - Finance (ET-Finance):** Candidates with CA / CMA (Earlier known as ICWA) qualification are eligible to apply. Students appearing for final examination, who expect their result by the month of August of the year in which the ET entrance test is held, will also be eligible to apply.

4.4 **Executive Trainee- (ET- RE discipline):** Graduates with at least two years full time Post Graduate Degree/ Post Graduate Diploma / Post Graduate Program in Management with specialization in Required RE Discipline from recognized Indian University/ Institutes (recognized by appropriate statutory authority) with not less than 65% marks, as per respective university/institute norms. Final year/semester students, who expect their result by the month of August of the particular year, will also be allowed to apply. However, the selection of final year students shall be subject to obtaining not less than 65% marks in their final degree, as per respective university/institute norms.

Recruitment of ETs in any areas other than mentioned in Para 4.2 & 4.3, shall be done with the approval of CEO, NGEL from time to time.

4.5 **Assistant Chemist Trainees (ACT):** Full time/ regular M.Sc. in Chemistry from recognized Indian University/ Institute (recognized by appropriate statutory authority) with at least 60% marks, as per respective university/institute norms.

Note: A candidate, on selection, is allowed to join only after his final year results have been declared and has secured not less than the prescribed marks.

4.6 **Age Limit:** For Engineering Executive Trainees, the upper age limit is 27 years for General category as on the last date of online registration for the post.

For ET-Finance, ET-HR & ET (RE Discipline), Geology and ACT , the upper age limit is 29 years for General category as on the last date of online registration for the post.

For candidates belonging to SC/ST/OBC (non-creamy)/ PwBD /EWS /Ex- Serviceman categories/ J&K, age relaxation shall be provided as per Government directives.



4.7 Relaxation to Internal

Eligibility criteria for NGEL departmental candidates possessing relevant educational qualification are as under: -

1 (a)	Qualifications Eng. Executive Trainee (EET)	Degree in Engineering / Technology in relevant field Application from eligible employees should be for any one of the advertised engineering disciplines
1 (b)	Executive Trainee- Human Resource (ET- HR)	Graduation with at least two years full time/ two years part time PGDHRM / MBA / PGD PM & IR / PGDM / PGP / PGDBM / MHROD with pass marks from recognized university.
1 (c)	Executive Trainee- Finance (ET- Finance)	CA/ CMA (Earlier known as ICWA) qualified candidates are eligible to apply for ET- Finance discipline
1(d)	Executive Trainee- (ET- R E discipline)	Graduation with at least two years full time Master Degree /MBA (in required discipline) with pass marks from recognized university.
1 (d)	Assistant Chemist Trainee (ACT)	M.Sc. in Chemistry with pass marks from a recognized University. Candidates with Part Time M.Sc. in Chemistry are also eligible to apply.
2	Age	No age limit
3	Qualifying Marks	Passing marks only
4	Application fee	Exempted
5		Only such NGEL employees are eligible to apply as departmental candidates who have completed a minimum of two years of service in NGEL on the last date of online registration. However, employees who have less than 2 years of service in NGEL can apply as external candidates.



5. Relaxation To SC/ST/OBC/PwBD/EWS/XSM / J&K Candidates

- 5.1 Reservations and relaxations for SC / ST / OBC (non-creamy layer) / EWS/ PwBD (degree of disability 40% or above) /Ex-Serviceman (XSM)/ J&K candidates will be provided as per Government directives from time to time.
- 5.2 No registration fee will be charged from SC, ST, PwBD, EWS, XSM, women and third gender candidates.
- 5.3 Wherever the qualifying marks requirement is 65%, SC/ST/ PwBD candidates are eligible to apply with at least 55% marks in qualifying examination. For the post of Assistant Chemist Trainee, the qualification is relaxed to pass marks for SC/ST/ PwBD candidates.
- 5.4 The OBC candidates who belong to “Creamy Layer” are not entitled for OBC concession.
- 5.5 The OBC (Non-Creamy Layer) candidates are required to submit requisite certificate in prescribed format of Government of India, from a competent authority issued in the year when the recruitment is being carried out.
- 5.6 The upper age limit is relaxed by 3 years for OBC(NCL), 5 years for SC/ST, 10 years for PwBD - General/EWS, 13 years for PwBD -OBC(NCL) and 15 years for PwBD -SC/ST candidates. Upper age to Ex-servicemen (XSM)/ EWS is applicable as per Government directives.

6. Selection Process

6.1 Registration process, fee collection and data management

- 6.1.1 The online Registration portal shall be designed, developed and maintained in House in consultation with IT Team of NGEL.
- 6.1.2 Candidates belonging to General/OBC/ EWS category shall be required to pay a non-refundable registration fee and the amount of registration fee will be decided from time to time, depending upon the kind of test conducted and expenditure incurred on the recruitment process.
- 6.1.3 Entire data shall be managed by NGEL CC HR.

6.2 Selection / Elimination Test

- 6.2.1 In order to narrow down the number of eligible candidates to a practical level where these candidates can be interviewed by a Central Selection Board, scores/results of a test shall be used to short list the candidates for further round of selection process.
- 6.2.2 The test can be specifically conducted either by NGEL or short listing of candidates can be done on the basis of scores/results of some other reputed national level tests like GATE, CAT, XAT, GRE, UPSE etc. conducted by Government/ Autonomous/Semi-autonomous bodies, or any other assessment as deemed fit by the competent authority. Based on the



approval of the management one or more of such tests shall be identified every year for short listing of candidates for further round of selection process.

- 6.2.3 Different type of test like Psychometric, Behavioural, Aptitude test etc. to be administered from time to time depending upon the requirement with approval of Competent Authority. However, such type of test will be only qualifying in nature.

6.3 The guidelines for conducting selection test shall be as under

- 6.3.1 The test shall be conducted either conventionally or online depending upon the feasibility and as deemed fit by the management.
- 6.3.2 The conduct of the test shall be outsourced to a reputed agency which has a proven track record in the area of conducting such exams on a large scale. Contract to be awarded shall be on the basis of limited tender enquiry or on single tender basis to Government agency. The contract will be awarded on turnkey basis from venue booking till processing of results including question bank generation test administration, transportation & providing stationary & other technical inputs. Agency shall decide content and type of questions in consultation with NGEL, which would be duly approved by the Competent Authority.
- 6.3.3 Number of cities where the test would be conducted shall be decided keeping in view the representation of all the Regions, cost associated and technical feasibility for conducting the test on such large scale.
- 6.3.4 The test (Offline or Online) shall have two sections. Section - 1 will have discipline specific questions and shall be termed as Subject Knowledge Test (SKT), section-2 will have questions on Aptitude Viz. numerical ability, reading comprehension, reasoning, general awareness, data interpretation, etc, and shall be termed as Executive Aptitude Test (EAT). Duration of the test shall be Two hours. The test will be Bilingual. There will be negative marking. $\frac{1}{4}$ of the maximum marks for the question will be deducted for every wrong answer.
- 6.3.5 Minor changes in the pattern of questions, ratio of questions on SKT and EAT, marking patterns, total Number of questions, duration of the exam, negative marking etc shall be decided by the Competent Authority i.e CEO-NGEL each year and shall be mentioned in the advertisement.

6.4 The guidelines for using external tests available for short listing of candidates.

On approval of the Competent Authority, for using the scores of any other assessment test such as GATE, CAT, XAT, GRE, IES etc. for short listing candidates for Group Discussion /Personal



Interview, an MOU/Contract shall be signed/ awarded by HOD (HR), indicating all the terms and conditions of using the scores including payment to the organizing committee (if any).

7. Short Listing for Group Discussion and Personal Interview

7.1 Based on the performance in the selection test, candidates shall be shortlisted in order of Merit to the next stages of selection process. The call ratio of number of vacancies Vs number of candidates to be short listed for Group Discussion & Personal Interview, may vary each year depending upon the type of test being used and shall be approved by the Competent Authority each year.

7.2 Short listing on the basis of written test conducted by NGEL

7.2.1 The candidates are required to qualify both in Subject Knowledge Test (SKT) and Executive Aptitude Test (EAT), separately. For General category candidates, the qualifying marks for SKT and EAT are 40% and 30% respectively. For SC/ST/OBC/ PwBD candidates, there is a relaxation of 25% w.r.t. General Category qualifying marks in both tests.

7.2.2 For PwBD category: Total vacancies reserved for PwBD category shall be divided in all disciplines on pro rata basis. A separate list of all PwBD candidates will be prepared in each discipline and the Minimum Qualifying marks (MQM) for SKT and EAT will be calculated as mentioned at 7.2.1. The SKT marks and the EAT marks of all candidates clearing the MQM will be added to get a "Total Score". Merit list for PwBD candidates in all disciplines shall be prepared on the basis of the Total score obtained and number of candidates will then be short listed on the basis of approved call ratio, over and above the number of candidates short listed in other categories as mentioned in para 7.2.1.

7.3 Short listing on the basis of marks obtained in external tests.

After obtaining the results from the Test conducting Body (as at para 6.4), the list will be matched with the list of candidates who have applied online in NGEL. Merit list of only the matched candidates will be prepared on the basis of total marks obtained by the candidates in each category for all the disciplines. No. of Candidates to be short listed for each discipline will be decided on the basis of approved call ratio.

8. Constitution Of the Central Selection Board

Constitution of the Central Selection Board (CSB) for the interviews will be as mentioned in Schedule-IV of Recruitment Policy and Procedures. The CSB members will be provided inputs on



interviewing techniques with special emphasis on assessment of Personality Traits identified for ETs as mentioned in para 9.0.

9. Traits Identified for ETs

9.1 Effective Intelligence: The capacity to handle practical situations. It consists of:

- 9.1.1 Analytical Ability - The ability to grasp the essentials to formulate effective plan of action
- 9.1.2 Resourcefulness - The capacity to innovate and improvise in unforeseen situations.
- 9.1.3 Planning - The capacity to anticipate situations and develop effective action.
- 9.1.4 Decision Making Ability – The ability to make informed decisions at uncertain times.
- 9.1.5 Adaptability - The ability to quickly adapt as needed in response to change.

9.2 Social/Team Building:

- 9.2.1 Networking ability with colleagues
- 9.2.2 Ability to influence and direct the activities of the team towards achievement of the goal.
- 9.2.3 Ability to form a purposeful and cohesive team
- 9.2.4 Ability to develop and encourage team members

9.3 Communication:

Ability to put across one's ideas adequately with ease and clarity. It comprises of logical presentation of ideas and capacity to put across ideas precisely and convincingly

9.4 Initiative:

Ability to originate action of one's own. It includes anticipation of exigencies and initiating appropriate action without being prompted.

9.5 Learning Capabilities:

Ability to gather information from a wide variety of sources: identifying and actively looking for relevant data for a work situation.

9.6 Physical Agility:

- 9.6.1 Willingness to exert physically in the interest of work instead of resorting to convenient (chair borne) short cuts.
- 9.6.2 Physical and mental stamina to withstand long and monotonous working hours.



10. INTERVIEW FEEDBACK :

The candidates will be asked to give a feedback of the interview they had with the CSB, highlighting the major facets probed and offering a self-critique of their performance. The feedback will be passed on to the CSB, for their information.

11. Preparation of Final Merit List

- 11.1 The merit list will be prepared category wise and discipline wise. The weightage of Personal Interview and Group Discussion shall be 10% and 5% respectively. In cases where there is no Group Discussion, weightage of Personal Interview shall be 15%. In no case, the weightage for the selection/written test [External or Internal] shall be below 85%, or as per Govt. directives issues from time to time.
- 11.2 The minimum cut off marks shall be 40% each in Group Discussion and Personal Interview for General category candidates and 30% for SC/ST/OBC/ PwBD candidates. Break -up of total marks allotted is as given under:

Stages	% weightage (with GD)	% weightage (without GD)	% weightage in case only selection test (internal/ external) is involved	Min. Cut- off for General category	Min. Cut-off for OBC/SC/ST/ PwBD categories
Selection test	85	85	100	As per clause 7.2	
Group Discussion	5	-	-	40%	30%
Personal Interview	10	15	-	40%	30%
TOTAL	100	100	100		



Note: The selection process will consist of selection test/GD/Interview as per the specific approval for that recruitment.

11.3 The SC/ST/OBC category candidates, who have not availed the relaxation of age, percentage marks in qualifying degree, selection test, Group discussion, interview, etc., and are figuring in the General category merit list, will be considered to be selected on merit and shall be accordingly placed in General category list.

12. Issuance of Offer

12.1 Offer of appointment will be issued to the final selected candidates in order of merit and requirement. Offers can be issued either by post or through digital modes like e-mail / recruitment portal

12.2 The selected candidates will be required to execute a service agreement bond of prescribed value, on a Non judicial stamp paper of denomination not less than Rs.100/ -, to successfully complete the prescribed training period of 1 year and thereafter serve the organization for at least 3 years. The applicable service agreement bond amount and its period shall be approved by Competent Authority from time to time.

12.3 Basic pay of the internal candidates who have become eligible to be offered appointment will be fixed as per relevant provisions in pay fixation rules.

13. Medical Examination

All selected candidates will have to undergo medical examination in terms of the medical norms circulated from time to time and will be allowed to join only if they are declared medically fit by the authorized medical officer/officers at the level of Civil Surgeon or Medical Superintendent or Chief Medical Officer or equivalent of a central/state Govt. Hospital (Having the status of minimum District Hospital).

14. Joining Process

14.1 Personal files for each trainee will be created by the NGEL CC HR with the original bio-data form seen by the Central Selection Board and other forms including attestation form with all the required documents, annexures, forms & formats as stipulated in the offer letter/offer annexures/ offer terms & conditions submitted by them at the time of joining. The service agreement bond will be accepted by the dealing officer with proper witnesses and will be passed on to the establishment Group, after issue of Appointment Orders indicating the employee numbers of trainees



14.2 The personal files of the trainees appointed shall be maintained by NGEL CC HR.

15. Posting

The Executive Trainees (ETs) on regularization after successful completion of training would be placed in projects/Station as per requirement of the organization.



Recruitment under Diploma & Artisan Trainee Schemes

CONTENTS:

S. No.	Title
1.0	Preamble
2.0	Projection of requirement
3.0	Notification/Advertisement
4.0	Qualifying Requirement
5.0	Details of Written Test
6.0	Procedure for short listing candidates for Skill Test
7.0	Constitution of Committee for Skill Test
8.0	Preparation Of Final Merit List for Issuance of Offer
9.0	Issuance of Offer of Appointment
10.0	Medical Examination
11.0	Joining



Recruitment Under Diploma/Supervisory & Artisan Trainee Schemes

1. Preamble

In order to cater the need of non-executive manpower on a long-term basis, it is required to induct fresh Degree/Diploma holders and ITI holders in various disciplines. The Degree/Diploma holders and ITI holders will be recruited in induction level in the name of Non-Executive Trainee respectively in order to provide them proper growth in the organization and to create a sense of belongingness and attachment in the organization.

2. Projection Of Requirement

The requirement of non-executive manpower to be inducted in different grade & discipline will be projected by projects. While finalizing the requirement the overall vacancy position, attrition rate, internal promotions through Departmental Promotion Committee and the future requirement for projects will be kept in view.

3. Notification/Advertisement

- 3.1 The activities of recruitment of non-executive manpower will be carried out by NGEL CC HR .
- 3.2 The advertisement will be released in local/regional newspaper, Employment News, Organization's website, Organization Notice Boards etc. to ensure wide circulation and the recruitment notification will be sent to the Employment Exchanges in terms of the Employment Exchanges (Compulsory Notification of Vacancies) Act. 1959.
- 3.3 The recruitment activities starting from release of advertisement to joining of selected candidates will be carried out by NGEL CC.

4. Qualifying Requirement

- 4.1 The Qualifying requirement for recruitment of Non-Executive Trainees will be as under:

Diploma Trainees: Full time Diploma in Engineering in Electrical, Mechanical, Civil, Electronics/Instrumentation, etc. from State Technical Board or recognized Institute with not less than 70% marks. Minimum percentage marks for SC, ST and PWD candidates in academic qualification shall be pass marks for all disciplines.

Artisan Trainees: 10th pass with ITI in Fitter, Electrician, Electronics, Instrument Mechanics etc. The course must be approved by NCVT/SCVT.



4.2 **Age Limit:** The upper age limit for the post of Non-Executive Trainees is 27 years. Relaxation in age to SC/ST/OBC/ PwBD / EWS / Ex- Serviceman candidates is as per Govt. directives from time to time.

4.3 **Application Fee:** Candidates belonging to General/OBC/EWS category are required to pay a non- refundable registration fee & the amount of registration fee will be decided from time to time. The SC / ST / PwBD , Ex-Serviceman, women and third gender candidates need not pay the registration fee.

4.4 Relaxation to Internal Candidates

Eligibility criteria for NGEL departmental candidates possessing relevant educational qualification with relevant percentage as prescribed from time to time and there is no age limit for internal candidates.

4.5 Relaxation to candidates belonging to Land Oustees(LOs)

The relaxation & concession to candidates belonging to Land Oustees will be extended as per requirement of the Project/Station. The eligibility of Land Oustees shall be in line with provisions of Rehabilitation Action Plan(RAP)/ local agreements / Agreements entered into with State Governments etc

5. Details of written test

The conduct of the test shall be outsourced to a reputed agency which has a proven track record in the area of conducting such exams on a large scale. Contract to be awarded shall be on the basis of limited tender enquiry or on single tender basis to Government agency. The contract will be awarded on turnkey basis from venue booking till processing of results including question bank generation test administration, transportation & providing stationary & other technical inputs. Agency shall decide content and type of questions in consultation with NGEL, which would be duly approved by the Competent Authority.

5.1 For Diploma Trainee:

NGEL CC Recruitment group will coordinate the test activities and depute NGEL Test Observer to each Centre for smooth conduct of test. The test to be conducted in 2 stages through online/ offline mode. In first stage, Aptitude Test covering General English, Quantitative aptitude & Reasoning will be conducted and it will be qualifying in nature. In 2nd stage, Technical Test in respective discipline will be conducted of shortlisted candidates & the Offer of appointment will be issued based on merit. There is qualifying marks (40% marks in case of General category and



30% in case of SC/ST/OBC/PWD candidates). The duration, pattern, shortlisting ratio etc. of the test will be decided from time to time depending upon the market requirement.

5.2 For Artisan Trainees

NGEL CC Recruitment group coordinate the test activities in consultation with Project/station and depute NGEL Test Observer to each center for smooth conducting of test. The question paper consists of 2 parts i.e. Technical Knowledge Test & Aptitude Test. The duration & pattern of the test will be decided from time to time depending upon the market requirement. There are separate qualifying marks in each part.

6. Procedure for Shortlisting Candidates for Skill Test (written or physical)

- 6.1 Skill Test is the process of evaluating the competency/ability of an individual to perform the activities required for a particular job.
- 6.2 Based on the performance in the written test, candidates shall be shortlisted discipline wise and category wise in order of merit, on the basis of the approved call ratio. Depending upon the past experience of low turnout and non-/less availability of suitable candidates, the call ratio of number of vacancies v/s number of candidates to be shortlisted for skill test, shall be approved by the Competent Authority each year.
- 6.3 The candidates are required to qualify both in Technical Knowledge Test and Aptitude Test. For General category candidates, the qualifying marks for Technical Knowledge Test and Aptitude Test are 40% and 30% respectively. There is a relaxation of 25% in qualifying marks of written test in both Technical Knowledge Test and Aptitude Test for SC/ST/OBC/PWD candidates.
- 6.4 PwBD candidates: All PwBD candidates (irrespective of discipline & category) who are in the zone of consideration are placed in merit and thereafter the candidates are shortlisted in the approved call ratio. The PwBD candidates, who are in the merit, may be excluded.
- 6.5 Ex-Serviceman (XSM) candidates: All XSM candidates (irrespective of discipline & category) who are in the zone of consideration are placed in merit and thereafter the candidates are shortlisted in the approved ratio. The XSM candidates, who are in the merit, may be excluded.
- 6.6 The candidates shortlisted under PwBD and XSM category will be in addition to the candidates shortlisted under Gen, EWS, SC, ST and OBC categories.

7. Constitution of Committee for Skill Test (Written or Physical)

- 7.1 Constitution of the Committee for Skill Test will be as mentioned in Schedule-IV of Recruitment Policy and Procedures. The committee will evaluate the candidate's practical knowledge, ability and skills, required to perform a particular job/task, in line with NGEL's requirement.



7.2 The skill test shall be conducted in the workshop or laboratory of any Government Polytechnic college/institute or any such similar institute where suitable workshop/lab. is available.

8. Preparation of final Merit list for Issuance of offer

- 8.1 The merit list will be prepared category wise and discipline wise. The qualifying mark for Skill Test is 40% in case of General/EWS candidates and 30% for SC/ST/OBC/ PwBD candidates. However, the skill test will only be of qualifying nature. Assessment will not be done on the basis of marks of skill test.
- 8.2 The final merit list will be prepared based on the marks of Written test, for those candidates who will qualify in the Skill test.
- 8.3 The SC/ST/OBC category candidates, who have not availed the relaxation of age, percentage marks in qualifying degree, selection test, etc. and are figuring in the general category merit list, will be considered as selected on merit and will be kept in general category list.
- 8.4 In cases, when two or more candidates secure equal marks, they will be empanelled in the chronological order of their dates of birth, the oldest being placed first among them.

9. Issuance of Offer Letter

- 9.1 Offer of appointment will be issued to final selected candidates as per merit & requirement. Offers can be issued either by post or through digital modes like e-mail / recruitment portal.
- 9.2 The selected candidates will be required to execute a service agreement bond of prescribed value, on a Non judicial stamp paper of denomination not less than Rs.100/-, to successfully complete the prescribed training period and thereafter serve the organization for at least 3 years. The bond amount shall be applicable as approved by Competent Authority from time to time.
- 9.3 Basic pay of the internal candidates who have become eligible to be offered appointment will be fixed as per relevant provisions in pay fixation rules.

10. Medical Examination

All selected candidates will have to undergo medical examination in terms of the medical norms circulated from time to time and will be allowed to join only if they are declared medically fit by the authorized medical officer/officers at the level of Civil Surgeon or Medical Superintendent or Chief Medical Officer or equivalent of a central/state Govt. Hospital (Having the status of minimum District Hospital).

11. Joining



Joining formalities will be done at the NGEL-CC HR. Personal files for each trainee will be created with the original bio-data form at the time of skill test (written or physical) and other forms including attestation form submitted by them at the time of joining. The service agreement bond will be accepted by the dealing officer with proper witnesses and will be passed on to the Establishment Group, after issue of appointment orders indicating the employee numbers of trainees. The period of training will be finalized from time to time with approval of Competent Authority.



Recruitment under Fixed Term Executive Scheme

1. Preamble

- 1.1 The emerging needs for short duration deployment of manpower in different functional areas necessitates induction of Fresh/ Experienced graduates, postgraduates in different disciplines on Fixed -term basis.
- 1.2 NGEL subscribes to the belief that a Personnel Selection Programme combining different types of tests, group tasks along with the normal selection method of personal interviews will go a long way in strengthening the objectivity and fairness of recruitment efforts.

2. Period

- 2.1 The period of Fixed Term Executive shall be up to a period of 3 years initially and can be extended beyond 3 years as per Organizational requirement.
- 2.2 Fixed term employment shall cease on expiry of written contract of employment for the fixed period mentioned in the contract/offer of appointment.

3. Notice Period Notice period of 30 days from either side.

4. Projection Of Requirement

‘The requirement of Fixed Terms Executive to be inducted in different disciplines will be projected by the NGEL HR-CC. While finalizing the requirement the overall vacancy position, attrition rate, and the future requirement for projects on the anvil will be kept in view.

The requirements of Fixed Terms Executive shall be decided / approved by the Competent Authority and notified in the respective advertisements

5. Advertisement

- 5.1 Advertisement for recruitment of Fixed Term Executives shall be released by NGEL CC HR. The advertisement will be issued in major National Dailies covering all the Regions of the country for wide circulation including Employment News, alongside a detailed advertisement on the website indicating job title, number of vacancies, qualification, experience area, and number of years of experience, age limit and other salient aspects of the job and the pay, allowances and the benefits afforded by the company, format of application form/process for online application for intending candidate to apply. The



reservation of vacancies provided for SC/ST/OBC/ Persons with disabilities , EWS etc and any other class of person will also be indicated

6. Qualifying Requirement:

QR, experience required for the post, age limit, Remuneration and period of engagement for all FTEs position shall be finalised with the approval of CEO. The minimum education qualification requirements are as under:

- 6.1 **Fixed Term Executives- Engineering (FTE Engineer)** for different discipline Full time bachelor's degree in engineering or technology from a recognized Indian University with not less than 65% marks, as per respective university/institute norms in respective discipline such as Electrical, Mechanical, Civil, Electronics, Instrumentation, IT , Geology etc.
- 6.2 **Fixed Term Executives - Human Resources (FTE-HR):** Graduates with at least two years full time Post Graduate Degree/ Post Graduate Diploma / Post Graduate Program in Management with specialization in Human Resource / Industrial Relations / Personnel Management or MBA with specialization in HR from recognized Indian University/ Institutes (recognized by appropriate statutory authority) with not less than 65% marks, as per respective university/institute norms.
- 6.3 **Fixed Term Executives - Finance (FTE-Finance):**
 - i. **Finance (FTE -I)** Candidates with CA / CMA (Earlier known as ICWA) qualification are eligible to apply.
 - ii. **Finance (FTE -II)** CA / CMA Inter qualification are eligible to apply.
- 6.4 **Fixed Term Executives- (FTE – RE Discipline)** Graduates with at least two years full time Post Graduate Degree/ Post Graduate Diploma / Post Graduate Program in Management with specialization in respective discipline from recognized Indian University/ Institutes (recognized by appropriate statutory authority) with not less than 65% marks, as per respective university/institute norms.
- 6.5 **Fixed Term Executives (Chemicals):** Full time/ regular M.Sc. in Chemistry or B.E/B.Tech in chemical Engineering from recognized Indian University/ Institute



(recognized by appropriate statutory authority) with at least 60% marks, as per respective university/institute norms.

Recruitment of FTEs in any areas other than mentioned in Para 6.1 to 6.5, shall be done with the approval of CEO, NGEL from time to time.

7. Relaxation To SC/ST/OBC/PwBD/EWS/XSM / J&K Candidates

- 7.1 Reservations and relaxations for SC / ST / OBC (non-creamy layer) / EWS/ PwBD (degree of disability 40% or above) /Ex-Serviceman (XSM)/ J&K candidates will be provided as per Government directives from time to time.
- 7.2 No registration fee will be charged from SC, ST, PwBD, EWS, XSM, women and third gender candidates.
- 7.3 Wherever the qualifying marks requirement is 65%, SC/ST/ PwBD candidates are eligible to apply with at least 55% marks in qualifying examination. For the post of FTE -Assistant Chemist the qualification is relaxed to pass marks for SC/ST/ PwBD candidates.
- 7.4 The OBC candidates who belong to “Creamy Layer” are not entitled for OBC concession.
- 7.5 The OBC (Non-Creamy Layer) candidates are required to submit requisite certificate in prescribed format of Government of India, from a competent authority issued in the year when the recruitment is being carried out.
- 7.6 The upper age limit is relaxed by 3 years for OBC(NCL), 5 years for SC/ST, 10 years for PwBD -General/EWS, 13 years for PwBD -OBC(NCL) and 15 years for PwBD -SC/ST candidates. Upper age to Ex-servicemen (XSM)/ EWS is applicable as per Government directives.

8. Selection Process

8.1 Registration process, fee collection and data management

- 8.1.1 Candidates belonging to General/OBC/EWS category shall be required to pay a non-refundable registration / application fee and the amount of registration/ application fee will be decided from time to time, depending upon the kind of test conducted and expenditure incurred on the recruitment process.
- 8.1.2 Entire data shall be managed by NGEL CC HR.

8.2 Selection / Elimination Test

- 8.2.1 For FTE2 and below level Position Written test, Interview and Experience will be



the factors of assessment

- 8.2.2 For FTE³ level and above generally, Interview and Experience will be the factors of assessment. However, in order to restrict the number of candidates, other assessment methods such as Group discussions etc. shall be opted with the approval of CEO. In order to narrow down the number of eligible candidates to a practical level where these candidates can be interviewed by a Central Selection Board, scores/results of a test shall be used to short list the candidates for further round of selection process.
- 8.2.3 Different type of test like Psychometric, Behavioural, Aptitude test etc. to be administered from time to time depending upon the requirement with approval of Competent Authority. However, such type of test will be only qualifying in nature.

8.3 The guidelines for conducting selection test shall be as under

- 8.3.1 The test shall be conducted either conventionally or online depending upon the feasibility and as deemed fit by the management.
- 8.3.2 The conduct of the test shall be outsourced to a reputed agency which has a proven track record in the area of conducting such exams on a large scale. Contract to be awarded shall be on the basis of limited tender enquiry or on single tender basis to Government agency. The contract will be awarded on turnkey basis from venue booking till processing of results including question bank generation test administration, transportation & providing stationary & other technical inputs. Agency shall decide content and type of questions in consultation with NGEL.
- 8.3.3 Number of cities where the test would be conducted shall be decided keeping in view the representation of all the Regions, cost associated and technical feasibility for conducting the test on such large scale.
- 8.3.4 The test (Offline or Online) shall have two sections. Section - 1 will have discipline specific questions and shall be termed as Subject Knowledge Test (SKT), section-2 will have questions on Aptitude Viz. numerical ability, reading comprehension, reasoning, general awareness, data interpretation, etc, and shall be termed as Aptitude Test (AT). Duration of the test shall be Two hours. The test will be Bilingual. There will be negative marking. $\frac{1}{4}$ of the maximum marks for the question will be deducted for every wrong answer.
- 8.3.5 Minor changes in the pattern of questions, ratio of questions on SKT and AT, marking patterns, total Number of questions, duration of the exam, negative marking etc shall be decided by the Competent Authority each year and shall be



mentioned in the advertisement.

9. Short Listing for Group Discussion (if required) and Personal Interview

Based on the performance in the selection test, candidates shall be shortlisted in order of Merit to the next stages of selection process. Generally candidates up to six times of vacancies shall be called for interview, however the call ratio of number of vacancies Vs number of candidates to be short listed for Group Discussion (if required) & Personal Interview, may vary depending upon the type of test being used , on the number of vacancies to be filled and shall be approved by the Competent Authority.

10. Short listing on the basis of written test conducted by NGEL

The candidates are required to qualify both in Subject Knowledge Test (SKT) and Aptitude Test (AT), separately.

10.1 For General category candidates, the qualifying marks for SKT and AT are 40% and 30% respectively. For SC/ST/OBC/ PwBD candidates, there is a relaxation of 25% w.r.t. General Category qualifying marks in both tests.

10.2 For PwBD category: Total vacancies reserved for PwBD category shall be divided in all disciplines on pro rata basis. A separate list of all PwBD candidates will be prepared in each discipline and the Minimum Qualifying marks (MQM) for SKT and AT will be calculated as mentioned at 10.1 The SKT marks and the AT marks of all candidates clearing the Minimum Qualifying marks (MQM) will be added to get a "Total Score". Merit list for PwBD candidates in all disciplines shall be prepared on the basis of the Total score obtained and number of candidates will then be short listed on the basis of approved call ratio, over and above the number of candidates short listed in other categories as mentioned in para 10.1

11. Constitution Of the Central Selection Board

Constitution of the Central Selection Board (CSB) for the interviews will be as mentioned in Schedule-IV of Recruitment Policy and Procedures. The CSB members will be provided inputs on interviewing techniques with special emphasis on assessment of Personality Traits identified for FTEs as mentioned in para 12.0.

12. Traits Identified for FTEs

12.1 Effective Intelligence: The capacity to handle practical situations. It consists of:



12.1.1 Analytical Ability - The ability to grasp the essentials to formulate effective plan of action

12.1.2 Resourcefulness - The capacity to innovate and improvise in unforeseen situations.

12.1.3 Planning - The capacity to anticipate situations and develop effective action.

12.2 Social/Team Building:

12.2.1 Networking ability with colleagues

12.2.2 Ability to influence and direct the activities of the team towards achievement of the goal.

12.3 Communication:

Ability to put across one's ideas adequately with ease and clarity. It comprises of logical presentation of ideas and capacity to put across ideas precisely and convincingly

12.4 Initiative:

Ability to originate action of one's own. It includes anticipation of exigencies and initiating appropriate action without being prompted.

12.5 Learning Capabilities:

Ability to gather information from a wide variety of sources: identifying and actively looking for relevant data for a work situation.

13. Interview Feedback :

The candidates will be asked to give a feedback of the interview they had with the CSB, highlighting the major facets probed and offering a self-critique of their performance. The feedback will be passed on to the CSB, for their information.

14. Preparation of Final Merit List

14.1 The merit list will be prepared category wise and discipline wise. The weightage of Personal Interview Group Discussion and experience shall be 15%, 5% and 10% respectively. In cases where there is no Group Discussion, weightage of Personal Interview shall be 20%. In no case, the weightage for the selection/written test [External or Internal] shall be below 70%, or as per Govt. directives issued from time to time.



14.2 The minimum cut off marks shall be 40% each in Group Discussion and Personal Interview for General category candidates and 30% for SC/ST/OBC/ PwBD candidates. Break -up of total marks allotted is as given under:

Stages upto FTE2 and below	% weightage (with GD)	% weightage (without GD)	% weightage in case only selection test (internal/ external) is involved	Min. Cut- off For General category	Min. Cut-off for OBC/SC/ST/ PwBD categories	Remarks
Selection test	70	70	100	As per clause 10.1		
Group Discussion	5	-	-	40%	30%	
Personal Interview	15	20	-	40%	30%	
Experience	10	10		50%	50%	For SC/ST categories the experience will be relaxed by: a maximum of one year if prescribed experience is 3 to 5 years.
TOTAL	100	100	100			

Experience: for Selection for FTE 2 and below: 01 mark for each additional year of experience, i.e each additional completed year of relevant experience above the minimum required experience notified, with a maximum of 10 marks

Stages FTE3 and above	% weightage (with GD)	Min.Cut-off for General category	Min. Cut-off for OBC/SC/ST/ PwBD	Remarks
-----------------------	-----------------------	----------------------------------	----------------------------------	---------



			categories	
Personal Interview	70	55%	45%	
Experience	30	50%	50%	For SC/ST categories the experience will be relaxed by: a maximum of one year if prescribed experience is 3 to 5 years. a maximum of two years if prescribed experience is 6 to 10 years

Experience: For selection of FTE3 and above : 02 mark for each additional year of experience, i.e each additional completed year of relevant experience above the minimum required experience notified, with a maximum of 30 marks

Note: The selection process will consist of selection test/GD/Interview as per the specific approval for that recruitment.

14.3 The selection Board will complete interview/ GD and award the marks and submit the same to HR department for preparation of panel of successful candidates on the basis of marks secured by them as laid down in the factor of assessment which will be put up for consideration and approval of CEO.

14.4 The overall merit list will be drawn as per respective weightage of factors of assessment and the selection committee will recommend the panel of successful candidates, in order of the total marks awarded, to the competent authority for its approval.

14.5 The SC/ST/OBC category candidates, who have not availed the relaxation of age, percentage marks in qualifying degree, selection test, Group discussion, interview, etc., and are figuring in the General category merit list, will be considered to be selected on merit and shall be accordingly placed in General category list.

14.6 In cases, when two or more candidates secure equal marks, they will be empanelled in the chronological order of their dates of birth, the oldest being placed first among them.



15. Issuance of Offer

Offer of appointment will be issued to the final selected candidates in order of merit and requirement. Offers can be issued either by post or through digital modes like e-mail / recruitment portal.

16. Medical Examination

All selected candidates will have to undergo medical examination in terms of the medical norms circulated from time to time and will be allowed to join only if they are declared medically fit by the authorized medical officer/officers at the level of Civil Surgeon or Medical Superintendent or Chief Medical Officer or equivalent of a central/state Govt. Hospital (Having the status of minimum District Hospital).

17. Joining Process

17.1 Personal files for each FTE will be created by the NGEL CC HR with the original bio-data form seen by the Central Selection Board and other forms including attestation form with all the required documents, annexures, forms & formats as stipulated in the offer letter/offer annexures/ offer terms & conditions submitted by them at the time of joining.

17.2 The personal files of the FTEs appointed shall be maintained by NGEL -CC HR.

18. Posting

The Fixed Term Executives would be placed in projects as per requirement of the organization.

19. Notice Period

Notice period of 30 days from either side.

20. Discipline:

He/she shall be guided by rules under the Conduct Discipline and Appeal Rules and Service Rules of NGEL



Recruitment under Fixed Term Worker Schemes

(Terms & Conditions of Fixed Term Employment)

1. Definition

A “fixed term employment worker” is a worker who has been engaged on the basis of written Contract of Employment for a fixed period.

2. Period

- 2.1 The period of Fixed Term Employment Worker shall be up to a period of 3 years initially and can be extended beyond 3 years as per Organizational requirement, maximum up to period of 6 years.
- 2.2 Fixed term employment shall cease on expiry of written contract of employment for the fixed period mentioned in the contract/offer of appointment

3. Areas for fixed Terms Employment

- 3.1 It can be in all areas as per organizational requirement, where the need for manpower is for a short duration/assignment ranging from few days to a maximum period of 6 years,
- 3.2 NGEL-CC HR shall assess the requirement for site and CC, in consultation with concerned HODs and seek the approval of Competent Authority in accordance with the sanctioned manpower budget. The Competent Authority for approval of Fixed term Employment is as below:

S. No.	Period	Approving Authority
1.	Up to 3 years	Corporate Head of HR
2.	Beyond 3 years maximum up to 6 years	CEO

4. Notice Period

Notice period of 30 days from either side.

5. Discipline:

He/she shall be guided by rules under the Certified Standing Orders of the Unit he/she is working. Wherever there are no Certified Standing Orders, he/she will be guided by Model Standing order as per IR Code 2020.



Recruitment procedure under Fixed Term Worker is as follows:

Recruitment under Fixed Term Worker Schemes

1. Preamble

In order to cater the need of non-executive manpower on a long-term basis, it is required to induct fresh/Experienced Diploma holders and ITI holders in various disciplines. The Diploma holders and ITI holders will be recruited in the name of Fixed Term Worker - Technical/Professional Assistant & Fixed Term Worker- Junior Technical/Junior Professional Assistant

2. Projection Of Requirement

The requirement of Fixed Term Worker to be inducted in different grade & discipline will be projected by sites/projects/stations. While finalizing the requirement the overall vacancy position, attrition rate, and the future requirement for projects will be kept in view.

3. Notification/Advertisement

- 3.1 The activities of recruitment Fixed Term workers will be carried out by NGEL CC HR .
- 3.2 The advertisement will be released in local/regional newspaper, Employment News, Organization's website, Organization Notice Boards etc. to ensure wide circulation and the recruitment notification will be sent to the Employment Exchanges indicating job title, number of vacancies, qualification, experience area, and number of years of experience, age limit and other salient aspects of the job and the pay, allowances and the benefits afforded by the company, format of application form/process for online application for intending candidate to apply. The reservation of vacancies provided for SC/ST/OBC/ Persons with disabilities , EWS etc and any other class of person will also be indicated.
- 3.3 The recruitment activities starting from release of advertisement to joining of selected candidates will be carried out by NGEL CC HR.

4. Qualifying Requirement

- 4.1 The Qualifying requirement for recruitment of Fixed Term worker will be as under:



FTE-Technical/Professional Assistant: Full time regular Diploma in Engineering in Electrical/ Mechanical/Civil/Electronics/Instrumentation, etc. with not less than 60% marks from State Technical Board or recognized Institute approved by UGC/AICTE or the laid down Statutory bodies from any of the Universities incorporated by an Act of the Central or State Legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as a University under Section 3 of the University Grants Commission Act, 1956,. Minimum percentage marks for SC, ST and PWD candidates in academic qualification shall be pass marks for all disciplines.

FTE- Junior Technical/Junior Professional Assistant: 10th pass with ITI in Fitter, Electrician, Electronics, Instrument Mechanics, welder, machinist etc., with not less than 60% marks. Minimum percentage marks for SC, ST and PWD candidates in academic qualification shall be pass marks for all disciplines The course must be approved by NCVT/SCVT.

Note :

Where percentage of marks are not awarded by the University but only grade is awarded, the same shall be converted into percentage in terms of conversion formula of University, and the candidate will have to produce the certificate/document issued by the University evidencing such conversion formula. If the University does not have the provision for conversion of grade into percentage, then minimum 6 on 10 point scale will be considered as 60%.

In case of No CGPA conversion formula candidate may be required to provide a certification from institute.

The above are general indications of qualifications and experience required. The management may make appropriate changes in the case of individual recruitments that may be warranted by the needs of the Company and jobs from time to time.

4.2 **Age Limit:** The upper age limit for the post of Fixed Term worker is 27 years. Relaxation in age to SC/ST/OBC/ PwBD / EWS / Ex- Serviceman candidates is as per Govt. directives from time to time.

4.3 **Application Fee:** Candidates belonging to General/OBC/EWS category are required to pay a non- refundable registration/application fee & the amount of registration/



application fee will be decided from time to time. The SC / ST / PwBD, Ex-Serviceman, women and third gender candidates need not pay the registration fee.

4.4 **Relaxation to candidates belonging to Land Oustees**

The relaxation & concession to candidates belonging to Land Oustees will be extended as per requirement of the Project/Station. The eligibility of Land Oustees shall be in line with provisions of Rehabilitation Action Plan(RAP)/ local agreements / Agreements entered into with State Governments etc

5. **Details of Written test**

For Fixed Term Workers:-

The conduct of the written test shall be outsourced to a reputed agency which has a proven track record in the area of conducting such exams on a large scale. Contract to be awarded shall be on the basis of limited tender enquiry or on single tender basis to Government agency. The contract will be awarded on turnkey basis from venue booking till processing of results including question bank generation test administration, transportation & providing stationary & other technical inputs. Agency shall decide content and type of questions in consultation with NGEL, which would be duly approved by the Competent Authority.

NGEL CC Recruitment group will coordinate the test activities and depute NGEL Test Observer to each Centre for smooth conduct of test. The test to be conducted in 2 stages through online/ offline mode. In first stage, Aptitude Test covering General English, Quantitative aptitude & Reasoning will be conducted, and it will be qualifying in nature. In 2nd stage, Technical knowledge Test in respective discipline will be conducted of shortlisted candidates & the Offer of appointment will be issued based on merit. There is qualifying marks (40% marks in case of General category and 30% in case of SC/ST/OBC/PWD candidates). The duration, pattern, shortlisting ratio etc. of the test will be decided from time to time depending upon the market requirement.

6. **Procedure for Shortlisting Candidates for Skill test (written or physical)**

- 6.1 Skill Test is the process of evaluating the competency/ability of an individual to perform the activities required for a particular job.
- 6.2 Based on the performance in the written test, candidates shall be shortlisted discipline wise/Post wise and category wise in order of merit, on the basis of the approved call ratio. Depending upon the past experience of low turnout and non-/less availability of



suitable candidates, the call ratio of number of vacancies v/s number of candidates to be shortlisted for skill test, shall be approved by the Competent Authority.

- 6.3 The candidates are required to qualify both in Technical Knowledge Test and Aptitude Test. For General category candidates, the qualifying marks for Technical Knowledge Test and Aptitude Test are 40% and 30% respectively. There is a relaxation of 25% in qualifying marks of written test in both Technical Knowledge Test and Aptitude Test for SC/ST/OBC/PWD candidates.
- 6.4 PwBD candidates: All PwBD candidates (irrespective of discipline & category) who are in the zone of consideration are placed in merit and thereafter the candidates are shortlisted in the approved call ratio. The PwBD candidates, who are in the merit, may be excluded.
- 6.5 Ex-Serviceman (XSM) candidates: All XSM candidates (irrespective of discipline & category) who are in the zone of consideration are placed in merit and thereafter the candidates are shortlisted in the approved ratio. The XSM candidates, who are in the merit, may be excluded.
- 6.6 The candidates shortlisted under PwBD and XSM category will be in addition to the candidates shortlisted under Gen, EWS, SC, ST and OBC categories.

7. Constitution of Committee for Skill Test (written or physical)

- 7.1 Constitution of the Committee for Skill Test will be as mentioned in Schedule-IV of Recruitment Policy and Procedures. The committee will evaluate the candidate's practical knowledge, ability and skills, required to perform a particular job/task, in line with NGEL's requirement.
- 7.2 The skill test shall be conducted in the workshop or laboratory of any Government Polytechnic college/institute or any such similar institute where suitable workshop/lab. is available.

8. Preparation of final Merit list

- 8.1 The merit list will be prepared category wise and discipline wise. The qualifying mark for Skill Test is 40% in case of General/EWS candidates and 30% for SC/ST/OBC/ PwBD candidates.
- 8.2 The final merit list will be prepared based on the marks of Written test, for those candidates who will qualify in the skill Test.
- 8.3 The SC/ST/OBC category candidates, who have not availed the relaxation of age, percentage marks in qualifying degree, selection test, etc. and are figuring in the general



category merit list, will be considered as selected on merit and will be kept in general category list as well as in their respective category merit list.

- 8.4 In cases, when two or more candidates secure equal marks, they will be empanelled in the chronological order of their dates of birth, the oldest being placed first among them.

9. Issuance of Offer Letter

Offer of appointment will be issued to final selected candidates as per merit & requirement. Offers can be issued either by post or through digital modes like e-mail / recruitment portal.

10. Medical Examination

All selected candidates will have to undergo medical examination in terms of the medical norms circulated from time to time and will be allowed to join only if they are declared medically fit by the authorized medical officer/officers at the level of Civil Surgeon or Medical Superintendent or Chief Medical Officer or equivalent of a central/state Govt. Hospital (Having the status of minimum District Hospital).

11. Joining

Joining formalities will be done at the NGEL-CC. Personal files for each FTE will be created with the original bio-data form at the time of skill test (written or physical) and other forms including attestation form submitted by them at the time of joining.



Schedule III

Relaxation & Concessions to Candidates Belonging to The Scheduled Castes/ Scheduled Tribes/ Other Backward Classes/ Person with Disabilities:

Reservation of posts, as per the rosters prescribed by the Government

- i. For direct recruitment on all-India basis:
 - a. By open competition (i.e. through UPSC or by means of open competitive test held by any other authority) Scheduled Castes 15% Scheduled Tribes 7.5% , OBCs 27% and EWS 10%.
 - b. Otherwise, Scheduled Castes 16.66%, Schedule Tribes 7.5% , OBCs 25.84% and EWS 10%.
- ii. For direct recruitment made on local regional basis, as in the roster applicable to that particular State.

The reservation to PwBD shall be as per the directives of the Government.

The upper age limit will be enhanced by 5 years in case of all cadres/groups for SC/ST categories, by 3 years for OBC Categories and by 10 years for PwBD categories.

Though the level of qualifications shall not be lowered, the percentage of marks to be attained in these qualifications shall be lowered, for SC/ST/ PwBD categories only. For e.g., if the prescribed standard is a first-class degree, it will be relaxed to lesser percentage.

For SC/ST categories the experience will be relaxed by:

- a maximum of one year if prescribed experience is 3 to 5 years.
- a maximum of two years if prescribed experience is 6 to 10 years

No application Fee is required to be paid by candidates belonging to SC/ST/ PwBD / XSM or any other category, as notified by Government from time to time.

In case of written test, 25% relaxation in marks of the qualifying marks of General Candidates is allowed to candidates belonging to SC/ST/OBC/ PwBD categories.



Concessions to Project Affected Persons/ Land Outsees:

In lower scales preference should be given to persons displaced as a result of setting up new project site, particularly in backward and tribal areas especially to SC/ST.

Reservations & Relaxation to Ex-Serviceman candidates & J&K candidates:

Reservation & relaxation to Ex-Serviceman will be regulated as per Government directives issued from time to time.



Schedule IV

Constitution of Central Selection Board/Committees:

- i. For conduct of interviews, NGEL Central Selection Board will be set up with the following constitution:
 - a. **Chairman:** One member from amongst persons of eminence and integrity with a suitable background in selection of personnel such as retired members of UPSC or Ex-Secretary, GOI or Ex-CMD / Ex-Director / Ex-Executive Director of CPSUs or former Chief Executive/Heads of reputed organizations etc.
 - b. **External Expert:** Not less than one specialist Adviser in the concerned specialization whether from within or outside the Corporation like Professor / Associate Professor / Academician / Specialist etc. from reputed Institutions.
 - c. **Internal Expert:** Not less than one representative at senior level from concerned
 - d. Department/Function.
 - e. **HR Representative:** Representative of HR Department
 - f. **SC/ST/OBC Representative:** To safeguard the interest of SC/ST/OBC categories, there should be one representative of SC/ST community either internal or external at appropriate level.
 - g. **Minority Representative:** To safeguard the interest of Minority communities, there should be one representative of minority community either internal or external at appropriate level.
 - h. Female representative where female candidates are expected to apply
 - i. Any such other member as per Govt. directives.

For conduct of skill test (written or physical), Committee will be set up with the following constitution:

- a. **Chairman:** Internal Member, not below E8 level
- b. **External Expert:** Professor/Academician/Subject Expert etc. from Govt. Institute.
- c. **Internal Expert:** Internal Subject Expert, one level below Chairman.
- d. **HR Representative:** Representative of HR Department
- e. **SC/ST/OBC Representative:** To safeguard the interest of SC/ST/OBC



categories, there should be one representative of SC/ST community either internal or external at appropriate level.

- f. Female representative where female candidates are expected to apply
 - g. Any such other member as per Govt. directives.
 - h. Any such other member as decided and approved by Competent Authority
- In addition to above, the directives of Govt. of India will be followed issued from time to time



Schedule V

Joining Formalities:

In case of appointments, the employee joining the Organization will report to the HR Department of the NGEL CC that they are joining and will furnish the following:

- i. Joining report
- ii. A written undertaking regarding his:
 - a. Marital Status
 - b. Home-town Employment of Spouse
 - c. Immovable property
 - d. In any Embassy or Foreign mission
- iii. Medical fitness certificate
- iv. Attested copies of biodata
- v. Attested copies of certificates and testimonials
- vi. A character certificate from a Gazetted officer
- vii. Release and pay certificates in case if employees from Government/ Public Sector Undertakings.
- viii. Attestation Forms for verification of the antecedents.
- ix. Any other as prescribed from time to time

Those appointed as Trainees will be required to execute and furnish bonds of prescribed value, undertaking to complete the training course and thereafter to serve the Organization for a minimum period as laid down in the bond as decided by the competent authority from time to time. The applicable service agreement bond amount and its period shall be approved by Competent Authority from time to time.

