

# INSTRUMENTATION LIMITED

## **RECRUITMENT POLICY**

As a general recruitment is made by direct appointment for filling vacancies caused by normal wastage and creation of additional posts and specific additions to existing establishment, provided suitable employees fit for promotion are not available in the existing organization.

## **SOURCES OF RECRUITMENT**

Recruitment to the posts in officer cadre is made on all India basis, merit and qualifications being the principal criteria.

Recruitment to the posts in below officer cadre is made through the Employment Exchange. Advertisements for these posts would be made in the local important newspapers and as far as possible in the local languages. For the recruitment of unskilled workers, they may be drawn from the locality where the project is situated.

In all cases of open advertisements, departmental candidates shall be eligible for consideration alongwith outside applicants, provided they fulfill the specifications laid down for the post.

## **SELECTION COMMITTEE:**

The recruitment committee/selection committee shall be constituted by CMD and nominate there to any person at his discretion.

The Selection Committees will assess comparative merits of the candidates called for interview, on the basis of their qualifications, previous experience, confidential records and reports as well as written test or interview or both. The candidates may also be required to undergo a trade test if necessary. The selected candidates will be placed on a panel in order of merit. The panel will be valid for 6 months and will be limited to the number of vacancies expected to occur during the period.

Recommendations of Selection committees will be subject to approval of CMD.

## **ISSUE OF ORDERS**

All orders regarding appointment will be issued by the P&A Deptt. All records relating to recruitment, personnel files etc of the employees shall also be maintained in the Personnel Department.

## **PROBATION :**

The appointment of personnel in any grade will be on probation for a period of one year. The probation period may be increased at the discretion of the Management without assigning any reason therefore. After successful completion of the probationary period, an employee will be brought on the regular cadre.

## **RESERVATION/RELAXATION**

Instructions regarding reservations etc issued by the Central Govt. from time to time will be followed. Upper age limit for candidates belonging to Scheduled Caste/Tribe /OBC candidates would be relaxed as per Govt directives.