

**SCHEME OF RECRUITMENT FOR THE POST OF EMPLOYEE CATEGORY OF
“SENIOR MANAGER” - Specimen)**

File No:

MSD File No:

01. **Employee Category:**

Senior Manager

02. (a) **Broad definition of the nature of functions assigned to the employees of the category:**

Management Functions, specifically assigned to the post, by the Board of Directors of the organization, to facilitate / support the role of the Chief Executive Officer, relating to the functions conferred upon the Organization.

(b) **Posts falling within this service category:** (Example)

Additional Director (Administration & Finance)

(c) **Job Description**

- Responsible for the general administration and day to day management of the institute
- Incharge of the personnel management function of the institute including disciplinary matters
- Responsible for the overall administrative and financial control of the Sub-stations coming under the purview of the institute
- Overall control of all aspects of infrastructure services and supplies
- Direction and supervision of all work connected with local and foreign training of all categories of staff including the work connected with Agreements and Surety Bonds
- Coordinating all work connected with legal matters and represent the institute in Courts of Law / labour Tribunals where applicable

(d) **Nature of Appointment:**

Permanent with entitlement to Provident Fund and Employees Trust Fund.

03. **Salary Scale, Efficiency Bar and Employment Structure**

3.1 **Salary Code and the Monthly Salary Scale of the employee category**

W.e.f. from 01.01.2006

HM 1-2 - 2006 : Rs. 39255- 15 x 1100 - 55755

3.2 In every letter of appointment salary code and salary scale should be mentioned.

3.3 **Cadre** :(To be stated here)

04. **Recruitment to Senior Manager Category**

4.1 **Qualifications: (Example)**

Bachelor's degree and a postgraduate qualification (Masters') in management or Corporate Membership of a recognized professional institution in Management with minimum of 10 years post experience in Managerial Level out of which 03 years experience in Senior Managerial Level.

OR

Bachelor's degree in the field of Public Administration/ Finance Business Administration/Management/Law from a recognized university with minimum of 18 years experience of which 05 years should be in Senior Managerial Level.

4.2 **Age:**

Should be not less than 24 years.

4.3 **Other:**

Manual of Procedure of the Institute and as far as relevant, the provisions of the Chapter II - Sections 10 to 12 of the Establishment Code are applicable to all recruitments

4.4 **Recruitment Procedure:**

Recruitment will be done after calling applications through a public advertisement or a Newspaper advertisement followed by a structured interview.

Interview: (Example)

Marks allocated for the interview are as follows:

• Relevant administrative experience	-	30 Marks
• Relevant additional professional qualifications	-	30 Marks
• Other achievements	-	15 Marks
• Performance at the interview	-	25 Marks

		100 Marks
		=====

Appointments will be made purely in the order of merit at the interview

4.5 All recruitments / promotions to this category should be strictly in compliance with the provisions of this Scheme of Recruitment.

4.6 **Qualifying date:**

The applicant can be treated as qualified only if he/she has completed the necessary qualifications specified under 5.1 and 5.2 before the closing date of applications.

4.7 **Confirmation**

An employee appointed to this category externally will be on probation for a period of three years. He/She will be confirmed at the end of this period provided that his / her performance and conduct have been satisfactory during the above period. The employees selected internally who are already confirmed in the previous post will be subjected to an acting period.

4.8 **Salary at Recruitment :**

Persons recruited externally will be placed at the initial step of the salary scale. The salary of persons recruited internally will be determined in terms of the provision in Chapter VII of the Establishment Code.

05. Appointing authority will be the Chief Executive Officer of the Institute.

Recommended the above Scheme of Recruitment

Date:

Signature of the Chief Executive Officer
(Official Seal)

Recommended and forwarded for the approval

Date:

Signature of the Secretary of the Ministry
(Official Seal)

Above Scheme of Recruitment is approved

Date:

Director General,
Department of Management Services