

Minutes of Internal Meeting held on 04.02.2022 regarding shortlisting criteria for the posts of Director (HR)/ Director (Pers/IR)

A Board meeting to discuss the shortlisting criteria for the posts of Director (HR)/ Director (Pers/IR) was held on 4.2.2022. During the meeting the following three categories of applicants were clearly defined and agreed upon.

- Category-I: Priority to applicants with 5 years experience during the last 10 years in HR/IR/Personnel.
- Category-II: Applicants with minimum 2 years' experience in HR/IR/Pers + 3 years as functional head of projects / plants having direct responsibility of 1000 workforce.
- Category-III: Applicants having experience as functional head of projects / plants having direct responsibility of at least 20% of the workforce.

2. During the meeting the Board also discussed matter pertaining to the distribution of the 6 slots allocated Internal Candidates. It was agreed that 3 slots will be allocated to Category-I and the other 3 slots will be allocated to Category-II and III. It was also decided that Chairperson will work out the details. Accordingly, the following principles for shortlisting have been drawn:

- A. The 6 slots allocated for Internal candidates will be distributed as per the following details:
- (i) 3 Slots will be reserved Category-I
 - (ii) The next 3 slot will be distributed to applicants from Category: II & III in the following order of priority:
 - (a) 1st priority to Category II
 - (b) 2nd priority to Category III
- B. In the event there are not enough applicants under Category-I the vacant slots will be distributed in the following order of priority:
- (i) 1st priority to Category II
 - (ii) 2nd priority to Category III

However, the slots for category-II & III will not exceed 3 each in the event there are no/not enough applicants from Category-I

C. Further, in the event where there are not enough applicants from Category-II & III, the vacant slots will be allocated to applicants under Category-I, if applicants are available.

3. The above categorization principles will be applied in prioritization for shortlisting of Sectoral, External, Central Government/SPSE/Private- Category-I first priority followed by Category-II and Category-III, in that order.