

Standard procedure for recruitment for Corporate Posts and Project Posts under NKUSIP and KMRP.

Procedure for selection of support staff in the Head office :

1. The concerned Division head has to provide justification for the need of the support staff.
2. Justification has to be approved by the Wing head.
3. A Committee is to be formed consisting of two General Managers and co-ordinated by Dy.Gen.Manager/Asst.Gen.Manager (Admn & HR)
4. One of the General Manager's of the Committee would be from the concerned Wing and another General Manager to be selected on rotation, for each of the selections.
5. The Committee is to scrutinised the applications for the post and proposed eligible candidates for selection, to the Managing Director.

Procedure for selection of support staff in the Project Posts under NKUSIP/KMRP in the Project Implementation Units :

- The appointment will be on CONTRACT BASIS and the appointment will be for the Project period, renewable on a yearly basis as per the office order issued vide letter No.KUIDFC/Admn/Est-Con-PR/Authority/2011-12 dated : 30.07.2011. The same may be restricted to less than the Project period depending upon the need for that post.
- For appointment, the Dy.Commissioner shall call for application seeking all details like Date of Birth, Educational qualification, experience etc., by publishing the notification in the state level Newspapers having wide circulations.
- Interested candidates who have specified educational qualification and experience shall apply for the concerned posts with all necessary documents.
- Salary of AEE, AE, JE, Accountant, Accountant-cum-FDA, Computer Data-Entry operators and Works Inspectors will be borne out of KMRP Funds.
- As per the HR policy, the Finance and Accounts Wing of KUIDFC, will be Pay and Accounts office for all employees responsible for fixation of pay and all other admissible allowances.

Assistant Executive Engineer, Assistant Engineer, Junior Engineer, Accountant, Accountant-cum-FDA, First Division Assistant :

- 50% of marks to be allocated for each educational qualification

- 50% of marks may be allotted for experience.

Computer Data-entry-operators :

- The Dy.Commissioner shall constitute a Committee comprising of Officers, one of which shall be District Officer from NIC and a Information and Technology Officer for the selection.
- Conduct objective test for 75 marks for the candidates and prepare a merit list on the basis the marks of objective test.
- Prepare a merit list consisting of 75% marks of objective test 25% marks for education qualification.

Work Inspectors :

- The Dy.Commissioners shall constitute a Committee of the Officers one of which to be a technical person from Engineering Colleges/Polytechnic for evaluation.
- Conduct objective test for 75 marks for the candidates a prepare a merit list on the basis of marks of objective test.
- Prepare a merit list consisting of 75% marks of objective test + 25% marks for education qualification.

Required qualification criteria, sub-criteria and minimum Gross salary for respective posts is enclosed.

**Required qualification criteria and minimum gross salary for
Assistant Executive Engineer, Assistant Engineer, Junior Engineer,
Accountant, Accountant-cum-FDA, First Division Assistant is as
follows :**

SI No	Posts	Code	Educational qualifications (Max. marks 50)	Sub-criteria	Experience (Max.marks 50)	Sub-criteria	Minimum gross salary(*) Rs.
1	Asst.Exe.Engineer	AEE	BE., or equivalent degree in Civil Engg. With minimum overall aggregate of 60%	<ul style="list-style-type: none"> • 30 marks for 60% • One mark for every percent of fraction marks for every fraction percentage above the cut of marks of 60%, subject to a maximum of 20 marks. • CVs with less than 60% aggregate marks will not be considered for evaluation 	Minimum 7 years experience in construction preferably, experience in handling water supply, UGD works and Road	<ul style="list-style-type: none"> . 40 marks for 7 years . One mark for every year above 7 yrs subject to a maximum of 10 marks . CVs is less than 7 years experience will not be considered for evaluation. 	25,000 /-
2	Asst.Engineer	AEE	BE or equivalent degree in Civil Engineering with minimum overall aggregate of 50%	<ul style="list-style-type: none"> • 30 marks for 50% • One mark for every percent of fraction marks for every fraction percentage above the cut of marks of 50%, subject to a maximum of 20 marks. • CVs with less than 50% aggregate marks will not be considered for evaluation 	Minimum 5 years experience in construction preferably, experience in handling water supply, UGD works and Road	<ul style="list-style-type: none"> . 30 marks for 50% . One mark for every percent or fraction marks for every fraction percentage above the cut of marks of 50%, subject to a maximum of 20 marks. . CVs is less than 5 years experience will not be considered for evaluation. 	18,500 /-

SI No	Posts	Code	Educational qualifications (Max. marks 50)	Sub-criteria	Experience (Max.marks 50)	Sub-criteria	Minimum gross salary(*) Rs.
3	Junior Engineer	JE	Diploma or equivalent degree in Civil Engg. With minimum overall aggregate of 50%	<ul style="list-style-type: none"> • 30 marks for 50% • One mark for every percent of fraction marks for every fraction percentage above the cut of marks of 50%, subject to a maximum of 20 marks. • CVs with less than 50% aggregate marks will not be considered for evaluation 	Minimum 5 years experience in construction preferably, experience in handling water supply, UGD works and Road	<ul style="list-style-type: none"> . 30 marks for 50% . One mark for every percent or fraction marks for every fraction percentage above the cut of marks of 50%, subject to a maximum of 20 marks. . CVs is less than 5 years experience will not be considered for evaluation. 	16,250 /-
4	Accountant	AC	B.Com., with minimum overall aggregate of 60%.	<ul style="list-style-type: none"> • 30 marks for 60% • One mark for every percent of fraction marks for every fraction percentage above the cut of marks of 60%, subject to a maximum of 20 marks. • CVs with less than 60% aggregate marks will not be considered for evaluation 	Minimum 7 years experience in maintaining accounts.	<ul style="list-style-type: none"> . 40 marks for 7 years . One mark for every year above 7 years subject to a maximum of 10 marks. . CVs is less than 7 years experience will not be considered for evaluation. 	16,250 /-
5	Accountant-cum FDA	AC-cum FDA	B.Com., with minimum overall aggregate of 60%.	<ul style="list-style-type: none"> • 30 marks for 60% • One mark for every percent or fraction marks for every fraction percentage above the cut of 	Minimum 7 years experience in maintaining accounts.	<ul style="list-style-type: none"> . 40 marks for 7 years . One mark for every year above 7 years subject 	16,250 /-

SI No	Posts	Code	Educational qualifications (Max. marks 50)	Sub-criteria	Experience (Max.marks 50)	Sub-criteria	Minimum gross salary(*) Rs.
				marks of 60%, subject to a maximum of 20 marks. • CVs with less than 60% aggregate marks will not be considered for evaluation		to a maximum of 10 marks. . CVs is less than 7 years experience will not be considered for evaluation.	
6	First Division Assistant	FA	Any Bachelor Degree with minimum overall aggregate of 50%.	<ul style="list-style-type: none"> • 30 marks for 50% • One mark for every percent or fraction marks for every fraction percentage above the cut of marks of 50%, subject to a maximum of 20 marks. • CVs with less than 50% aggregate marks will not be considered for evaluation 	Minimum 5 years experience in maintaining accounts.	. 40 marks for 5 years . One mark for every year above 5 years subject to a maximum of 10 marks. . CVs is less than 5 years experience will not be considered for evaluation.	11,800 /-

Required qualification criteria and minimum gross salary for Computer Data Entry Operators and Work Inspectors is as follows :

SI No	Posts	Code	Educational qualifications (Max. marks 50)	Sub-criteria	Experience (Max.marks 50)	Sub-criteria	Minimum gross salary(*) Rs.
7	Computer Data Entry Operator	DEO	Diploma in Computer Science from the Board of Technical Education	. DC shall constitute a Committee comprising of officers, one of which shall be District Officer from NIC and a Information Technology Officer for the selection of Computer Data Entry Operator. . Prepare a merit list consisting of 75%	Minimum practical experience of one year in data entry	CVs with less than 1 year experience will not be considered for evaluation.	10,000 -

SI No	Posts	Code	Educational qualifications (Max. marks 50)	Sub-criteria	Experience (Max.marks 50)	Sub-criteria	Minimum gross salary(*) Rs.
				marks of objective test + 25% marks for Education qualification. 25% marks for Educational qualification.			
8	Work Inspector	WI	pass in ITI (Civil)	. DC to conduct objective test for 75 marks for te candidates and prepare a merit list on the basis of the marks of objective test. . Prepare a merit list consisting of 75% marks of objective test + 25% marks for Education qualification. . 25% marks for Educational qualification.	Minimum practical experience of one year in Civil works.	CVs with less than 1 year experience will not be considered for evaluation.	10,000/ -
Entitlements :		1. Revision of DA, HRA & CCA as per Govt. Policy 2. Suitable annual weightage will be given for experience beyond 2 years. 3. Other entitlements like Medical, Conveyance, Newspaper & Mobile Allowance will be given as per the Company policy.					