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## **RECRUITMENT AND SELECTION GUIDELINES FOR JOB VACANCIES WITH NIL WORK EXPERIENCE REQUIREMENTS**

**Background:** In line with the 114<sup>th</sup> HRC meeting dated 7<sup>th</sup> September, the general standards for entry-level recruitments for candidates without any work experience have been updated. The standards have been reflected in this guidelines given below for the information of the applicants.

**Step 1 – An applicant will check if the following minimum eligibility is met as per qualification requirement given in the job vacancy:**

- a. **Master's degree holder requirement:** Academic score of minimum 55% in Masters; Academic score of minimum 55% for plain courses or 50% for Honors courses in Bachelor's degree; and Academic score of minimum 55% in class XII; and Academic score of minimum 55% in class X.
- b. **Bachelor's degree holder requirement:** Academic score of minimum 55% for plain courses or 50% for Honors courses in Bachelor's degree; Academic score of minimum 55% in class XII; and Academic score of minimum 55% in class X.
- c. **Class XII pass plus Diploma (of minimum 2 years duration) certificate holder requirement:** Academic score of minimum 55% in Diploma; Academic score of minimum 55% in class XII; and Academic score of minimum 55% in class X.
- d. **Class XII pass certificate holder requirement:** Academic score of minimum 55% in class XII with Mathematics (55%); and Academic score of minimum 55% in class X.
- e. **Class X pass certificate holder with minimum 3 months certified training requirement:** Academic score of minimum 55% in class X.

**Step 2 – An applicant shall fill in the Microsoft application form through the link provided in the vacancy announcement.**

**Step 3 – HRAD of NPPF shall compile a shortlisted candidates list as per the following criteria for announcement of shortlisted candidates using the aggregate marks for selection (Personal Interview or any other selection process):**

**1. Master's degree holder requirement:**

Qualification	Weightage
Class X aggregate marks	20%
Class XII aggregate marks	20%
Bachelors marks	30%
Master's degree	30%
Total	100%



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**2. Bachelor's degree holder requirement:**

Qualification	Weightage
Class X aggregate marks	30%
Class XII aggregate marks	30%
Bachelors marks	40%
Total	100%

**3. Class XII pass plus diploma certificate holders requirement:**

Qualification	Weightage
Class X aggregate marks	30%
Class XII aggregate marks	30%
Diploma marks	40%
Total	100%

**4. Class XII pass certificate holder requirement:**

Qualification	Weightage
Class X aggregate marks	50%
Class XII aggregate marks	50%
Total	100%

**5. Class X pass certificate holder with minimum 3 months certified training requirement:**

Qualification	Weightage
Class X aggregate marks	100%
Total	100%

Kindly note:

- Aggregate marks for class X will be English plus 4 best subjects and for class XII will be English plus 3 best subjects;
- The top 5 candidates (depending on the need) as per the academic score shall be invited for personal interview for every one slot. Additional candidates may be invited for personal interview in case more employee separations are foreseen in the short term for a similar position; and
- The shortlisted candidates may also be invited for additional selection stage (if required) before the personal interview like written examination or presentation etc.

**Step 4 – A shortlisted candidate shall submit the following documents on or before a prescribed timeline provided by the NPPF, which shall be retained with NPPF:**

- a. Latest signed resume;
- b. Copies of Academic (Masters / PG Diploma / Bachelors / Diploma / Class XII / Class X) and training certificates;
- c. Copy of Citizenship Identity Card;
- d. Copy of medical fitness certificate for employment issued in the last one year;
- e. Copy of the RBP security clearance; and
- f. Copy of any other documents and testimonials, as may be applicable to the vacancy.



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**Step 5: The shortlisted candidates as per the announcement shall attend the selection. A candidate shall be required to score a minimum of 70% in the selection process to be eligible for Rank. The academic performance shall not be a factor for determining the selection result and is only used for shortlisting for the purpose of selection.**

**Step 6: The highest ranked candidate as per the selection score given in the results announcement will confirm their written acceptance of the vacant position within 3 days of the result announcement. If the selected candidate fails to submit the written confirmation, the standby candidate in order of merit as per result announcement shall be offered the job.**

**END**