

**Shortlisting Methodology**  
**For**  
**All positions in E3, E4 grades & Corporate Functions (HR, Legal, IS, Finance) in E1**



Candidates will be called for interview basis preliminary shortlisting of application followed by resume and application evaluation. The shortlisting methodology adopted is as given below:

**A. Preliminary Shortlisting:**

In order to shortlist applications, equal weightage is given to academic marks and work experience. Merit score is calculated out of total 20 marks. Academic score is calculated out of 10 marks and work experience is calculated out of 10 marks.

Merit Score is arrived using following formula:

$$\text{Merit Score (M)} = \text{Academic Marks (A)} + \text{Work Experience (W)}$$

**I. Academic score, A = X/10**

Where, X= % of marks obtained by candidate in qualifying degree (for those who have mentioned % as per CGPA conversion, must obtain % conversion letter from the institute)

**II. Work Experience**

**a. For candidates having experience as given below:**

Grade	Experience (Years)
E1	1 to less than 4 years
E3	6 to less than 9 years
E4	9 to less than 12 years

$$\text{Work Experience Score(W)} = \frac{\text{Total No of years of work experience}}{(\text{Min Work Experience for the position} + 3)} \times 10$$

**b. For candidates having experience as given below:**

Grade	Experience (Years)
E1	4 years & above
E3	9 years & above
E4	12 years & above

$$\text{Work Experience (W)} = 10 \text{ marks}$$

### **B. Resume & Application Evaluation:**

As per vacancies, category-wise applications will be shortlisted against each position as per the merit score arrived basis above methodology. These applications will be evaluated in all respects as per the eligibility criteria mentioned in the advertisement. Candidates meeting all eligibility requirements for the position (as per application form and resume) will be called for interview.

**Note:** For Finance E1 grade position, applicants will be called for personal interview basis CA final examination marks.

### **C. Final Screening:**

Single interview will be conducted to assess Technical & Behavioral competencies of the candidates.

Technical Interview	50 marks
Behavioral Interview	50 marks

Passing in interview would be as given below –

- i. Technical: 50% UR & EWS; 45% OBCNC, ST, SC, PwBD
- ii. Behavioral: No separate passing
- iii. Cumulative: 60% UR & EWS; 54% OBCNC, SC, ST, PwBD

A category wise merit list of cumulative interview scores will be drawn for all the candidates who qualify in Personal Interview.

Candidates selected in interview will be referred for pre -employment medical examination. Reference for a medical examination does not mean final selection. Discipline-wise and category-wise final merit list will be drawn for medically fit candidates. Offer of appointment would be extended subject to being declared as Medically Fit by HRRL designated Physician and fulfilment of eligibility criteria w.r.t Academic Qualification, Age, Work Experience, NOC, Caste Certificate, relieving letter from previous employer etc. as may be applicable.