

Hiring of Manpower.

The hiring of information technology (IT) manpower for various departments of U.T. Administration and its various departments/corporations/institutions, Government of Haryana and its various departments/corporations/institutions, Government of Punjab is to be done in the following manner:

A. Appoint a team.

The CEO, SPIC should appoint a team for the following :

- *Recruitment* : The team would be responsible , for vetting the manpower requests received from the U.T. Administration and its various departments/corporations/institutions, Government of Haryana and its various departments/corporations/institutions, and the Government of Punjab and its various departments/corporations/institutions, as well as from any other Government, whether central or state and its affiliated/sponsored institutions. Assessing the requirement of the entity, liaising with them to get their approvals and conducting the process of recruitment and reporting the same to the CEO,SPIC;

- *Follow up* : The team would be responsible for the follow up on the performance of the personnel placed, the utilisation in the concerned departments/corporations/institutions and the adding or removing from the existing strength of the deployed personnel. This team would also be responsible for collecting payments from various departments/corporations/institutions for the personnel deployed with them, along with monitoring and reporting on the same to the CEO, SPIC on a regular basis.

B. Processing requests for man power.

- (i) *Manpower Requisition Requests* : There should be a format/checklist according to which the requests for manpower should be received. These requests should clearly specify the number of personnel, the educational qualifications required, the tasks sought to be performed by the recruits, the years of work experience sought, the approximate compensation to be paid to the recruits and the terms and conditions of work. The points to be covered while making the request should be posted on the website of SPIC and be available at all times.

- (ii) *Vetting the request* : The team should vet the requests received and seek clarifications from the concerned

departments/corporations/institutions in case of ambiguities. They may suggest ways and means to rationalise utilisation of IT manpower.

- (iii) *Meeting for final sanction of the request along with determination of the terms and conditions of work:* The team on completion of the vetting of requests, will hold a meeting with authorised representatives of the concerned departments/corporations/institutions to finalise the requisition and the terms and conditions thereof. Minutes of the meeting should be prepared and the signatures of the concerned department/corporation/institution heads should be taken, along with fixing a date by which the remuneration for the concerned personnel to be recruited for the desired period will be deposited with SPIC. The proceedings of this meeting will be forwarded for the approval of the CEO, SPIC, and subsequent to which, the process of recruitment will be initiated.
- (iv) *Finalisation of the arrangement for supplying manpower to the concerned departments/corporations/institutions* would be by signing an agreement for supply of manpower to be signed by the CEO, SPIC and the Head of the concerned department/corporation/institution. This agreement shall list out the details of the arrangement including the legal liabilities pertaining to hiring of personnel.

C. Process for Recruitment.

- (i) *Advertisement:* An advertisement should be placed in the relevant newspapers for the purposes of seeking applications for prospective recruits. The advertisement should simultaneously be placed on the website of the U.T. Administration.
- (ii) *Receipt of application:* On receipt of applications, the team should vet each application judging them against the requirement and reject the ones which do not meet the selection criteria. The applicants short listed should be sent calls for a test/an interview preferably both by e-mail and registered post.
- (iii) *Selection :* The interviews should be conducted by the team to select the candidate/(s). The team should then prepare the final list of selected candidates and the same should be sent to the CEO, SPIC for final approval.

- (iv) *Hiring/Recruitment* : The selected candidates after the approval of the CEO, SPIC should be informed of their selection by both e mail and registered post and told to come on the appointed day with the necessary attested copies of the certificates. On the day of their joining, the candidates should be compulsorily required to sign the contractual employment agreement, which will list out in detail the terms and conditions of their appointment.
- (v) *Walk in interviews and selections*: When ever and wherever it is deemed necessary by the CEO, SPIC there would walk-in interviews.

D. Miscellaneous.

- (i) *Follow up* : The team would conduct assessment surveys of the personnel recruited and deputed to the various departments/corporations/institutions for regular performance appraisals at intervals of six months to assess performance. A follow up/appraisal report of the personnel would be prepared and placed before the CEO, SPIC for necessary action.

Similarly, SPIC would follow up with the concerned department/corporation/institution at intervals of six months to assess their needs and the performance of the recruits. Any issues pertaining to individual employees or their work would be discussed and sorted at such follow-up meetings. A follow up report/ minutes of the meeting with the concerned department/corporation/institution would be prepared and sent to the CEO, SPIC for necessary action.

- (ii) *Payment Schedule* : A detailed payments timetable for payments to be received from the various departments/corporations/institutions to whom IT personnel have been deputed would be prepared and monitored on a monthly basis by the team to avoid delay in payments.
- (iii) *Dispute resolution*: Any dispute/disputes, differences or employee related issues requiring legal redress arising between SPIC and/or DIT and the concerned department/corporation/institution shall be referred to the Secretary I.T., U.T. Administration for settlement as per the Indian Arbitration and Conciliation Act, 1996