

Uttar Pradesh State Rural Livelihoods Mission (UPSRLM)

Recruitment & Selection Process to be followed for recruitment and selection of staff

1. Advertisement would be released for all vacancies in local newspapers to ensure the vacancy announcement is widely seen.
2. Reservation Roster as per Govt of UP will be followed for recruitment. Reservation benefits would only be for those applicants with a valid domicile in the state of UP.
3. The advertisement will clearly state the eligibility criteria in terms of age limits, education qualification, duration of relevant post qualification work experience (as applicable) for each position.
4. The date of calculating age limits, duration of work experience would be 24/12/2018.
5. All applications would be invited **ONLINE** only.
6. Candidates may choose to apply for more than one position, if they meet the eligibility criteria for more than one position. However, UPSRLM reserves the decision to conduct written examination for all/ multiple positions in same sitting. In that case, the candidate will have to choose which position s/he wishes to appear in written test.
7. Screening of applications received would be strictly done on the basis of eligibility criteria prescribed for the position. Based on the information provided by candidates online, those who meet the eligibility criteria will be **provisionally shortlisted** to appear for the selection process.
8. **It is the responsibility of the candidates to ENSURE that he/she fulfills all the eligibility criteria for the position by carefully going through the prescribed eligibility criteria for the position. UPSRLM has the irrefutable right to revoke lien to any candidate's application/employment at any stage of the recruitment process, including Post joining.**
9. It is the responsibility of the candidates to ensure that all information submitted by them in the online application, is true and is supported by original documents as proof. They should carefully fill in the online application form.
10. All information and details claimed in the online application form by the candidate would be verified before the start of stage two of the selection process by matching it with original documents as proof. In case it is found that the candidate is unable to provide proof of details provided online (e.g. – age, domicile, reservation category, education qualification, work experience etc.), Or it is found that a candidate has produced a fake certificate for any of the above, OR it is found that the candidate does not meet the eligibility criteria prescribed for the position, their candidature may be cancelled without any notice **at any stage of the selection process.**
11. All information regarding advertisements, screening, announcements regarding admit cards, written tests, interviews, etc. would be regularly updated on the website of the HR Agency undertaking the recruitment as

well on the UPSRLM website. It is the responsibility of the candidates to check the website periodically for update and other announcement.

SELECTION PROCESS

FOR STATE MISSION MANAGER POSITIONS

12. For all State Mission Manager Positions, a descriptive/ case study based written test based on the position/ domain knowledge, would be conducted. **The written test will carry a weightage of 85% of the total overall score.**
 13. Based on score obtained in the written test, those candidates scoring above the cut off score would be called for a second round of selection process in the ratio of 1:7 per vacancy for the position.
 14. Before the start of the second stage of selection process, all details provided by candidates who have been provisionally shortlisted **will be verified against original documents** with claims made in their online application - (reservation category, domicile, age proof, education proof, work experience proof). In case it is found that the details provided by the candidate does not match with the original certificates produced OR it is found that the candidate does not meet the eligibility criteria prescribed for the position, s/he shall be disqualified and will not be allowed to attend the selection process.
 15. **FOR EACH WORK EXPERIENCE PROOF** – Candidates MUST bring the original salary slip of last three months issued by the Employer **OR** Bank Statement clearly showing the name of the candidate in whose name the Bank Account should be AND at least last three month's salary deposited in the bank account. **WITHOUT EITHER OF THESE PROOFS – WORK EXPERIENCE WOULD NOT BE COUNTED.**
 16. The Second stage of selection process would consist of a Group Discussion and Personal Interviews. **The Group Discussion would carry a weightage of 5% of the overall score. The Personal Interview would carry a weightage of 10% of the overall score.**
 17. **Adding the scores obtained by candidates in the written test, GD and Personal Interview, a final merit list would be prepared.**
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FOR MISSION MANAGER POSITIONS AT STATE LEVEL AND FOR DISTRICT MISSION MANAGER POSITION

18. For Mission Mangers at the State Level and District Mission Manager positions, a multiple-choice objective written test would be conducted. **This written test will carry a weightage of 85% of the total overall score.**
19. The Multiple choice objective written test would consist of questions related to the following:
 - a. Position/ Domain Knowledge & Experience (for that position)

- b. Questions related to General awareness about issues of social and rural development in UP & India.
- c. Questions related to IQ, covering quantitative aptitude, reasoning, data interpretation and Computer literacy etc.

20. Cut off for unreserved and reserved category will be applicable as given below. This will be applicable in the written test stage of selection process.

1	For Unreserved Category	40%
2	For OBC Categories	35%
3	For SC & ST	32%
4	For Handicapped – all categories	32%

21. Based on score obtained in the written test, those candidates scoring above the cut off score would be called for a second round of selection process in the ratio of 1:3 per vacancy for the position.
22. Before the start of the second stage of selection process, all details provided by candidates who have been provisionally shortlisted **will be verified against original documents** with claims made in their online application - (reservation category, domicile, age proof, education proof, work experience proof). In case it is found that the details provided by the candidate does not match with the original certificates produced OR it is found that the candidate does not meet the eligibility criteria prescribed for the position, s/he shall be disqualified and will not be allowed to attend the selection process.
23. **FOR EACH WORK EXPERIENCE PROOF** – Candidates MUST bring the original salary slip of last three months issued by the Employer **OR** Bank Statement clearly showing the name of the candidate in whose name the Bank Account should be AND at least last three month's salary deposited in the bank account. **WITHOUT EITHER OF THESE PROOFS – WORK EXPERIENCE WOULD NOT BE COUNTED.**
24. The Second stage of selection process would consist of a Group Discussion and Personal Interviews. **The Group Discussion would carry a weightage of 5% of the overall score. The Personal Interview would carry a weightage of 10% of the overall score.**
25. **Adding the scores obtained by candidates in the written test, GD and Personal Interview, a final merit list would be prepared.**

FOR BLOCK MISSION MANAGER POSITIONS AND FOR ACCOUNT ASSISTANT POSITION

26. For all these positions, the selection process would consist **ONLY OF A MULTIPLE CHOICE OBJECTIVE TEST**. **This written test will carry a weightage of 100% of the total overall score.**
27. The Multiple choice objective written test would consist of questions related to the following:
- d. Position/ Domain Knowledge & Experience (for that position)

- e. Questions related to General awareness about issues of social and rural development in UP & India.
- f. Questions related to IQ, covering quantitative aptitude, reasoning, data interpretation and Computer literacy etc.

28. Cut off for unreserved and reserved category will be applicable as given below. This will be applicable in the written test stage of selection process.

1	For Unreserved Category	40%
2	For OBC Categories	35%
3	For SC & ST	32%
4	For Handicapped – all categories	32%

29. All details provided by candidates in their online application - (reservation category, domicile, age proof, education proof, work experience proof) who have been provisionally shortlisted **will be verified against original documents**. In case it is found that the details provided by the candidate does not match with the original certificates produced OR it is found that the candidate does not meet the eligibility criteria prescribed for the position, s/he shall be disqualified and will not be allowed to attend the selection process.
30. **FOR EACH WORK EXPERIENCE PROOF** – Candidates MUST bring the original salary slip of last three months issued by the employer OR Bank Statement – clearly showing the name of the candidate in whose name the Bank Account should be AND at least last three month's salary deposited in the bank account. **WITHOUT EITHER OF THESE PROOFS – WORK EXPERIENCE WOULD NOT BE COUNTED.**
31. All expenses incurred to attend this selection process shall be borne by candidates themselves.

SMD & CEO - UPSRLM