

Clarifications to the queries on evaluation criteria in the matter of phased absorption of contractual employees of WBMSCL to permanent posts as recommended by the Selection Committee and circulated through WBMSCL NOTICE No. WBMSC/SL/1212/15/3270 dated 25/10/2016

SL. No.	Query Points	Queries for Clarifications	Clarification Offered
1.	Evaluation Criteria Point No. 6	In point no. 3, it is mentioned that employees who complete two years of service upto 31 st March of a particular year would be considered for regularization, subject to fulfillment of the norms prescribed. However, in point no. 6, it is mentioned that for candidates with outstanding caliber would be considered on priority and if necessary, out of turn. Does that mean this will be considered for candidates who have not completed 2 years as on 3 1 st March of a particular year? Please clarify.	Clarification is provided at Evaluation Criterion No. 7 of the recommendation of the Selection Committee.
2.	Evaluation Criteria Point Nos. 6 & 7	In point No. 1 it is mentioned that the length of service in the Corporation will be the "ONLY" criteria for an employee to be considered for absorption. But "outstanding caliber" criteria in point No. 6 and 7, contradicts point No. 1 Please define and by what criteria a candidate would be found suitable and worthy (in point No. 7)	Evaluation Criterion No. 1 deals with normal cases. However, Evaluation Criteria No. 6 & 7 deal with exceptional cases. The objective manner of determining the performance criteria of the employees is elaborated at Evaluation Criterion No. 8.
3.	Evaluation Criteria Point No. 8 (i)	Candidates getting adverse comments will be left out of the zone of consideration. Will he/she be considered during next phases or left out for uncertain period of time?	Reply to this query is already there in Evaluation Criterion No. 8. While determining the performance criteria of an employee, Annual Confidential Reports of preceding two years will be scrutinized and evaluated. There is always room for entering into the zone of consideration for any employee by improving one's performance.

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4.	Evaluation Criteria Point No. 8 (ii)	Remarks against different attributes shall be converted to marks and total marks obtained will be reduced to percentage. By what factor will it be reduced? Exponentially or linearly please define.	<p>Besides general attributes in regard to health and integrity , special attributes carrying marks mentioned in the Annual Confidential Report are:</p> <ol style="list-style-type: none"> 1) Personality 2) Capacity for sustained work 3) Tact and ability to work with others 4) Ability to control subordinates 5) Reliability in caring out instructions 6) Ability to state a case 7) Initiative 8) Power for taking responsibility 9) Power to inspire confidence in general public 10) Devotion to duty 11) Knowledge of his/ her work <p>The above 11 (eleven) attributes are assessed in five grades as (i) Outstanding, (ii) Very good, (iii) Good, and (iv) Average, and (v) Below average carrying 5,4,3,2 and 1 mark(s) respectively.</p> <p>Total marks thus obtained by a candidate for two years is reduced two percentage proportionately.</p>
5.	Introductory Paragraph of Notice	<p>“The Board of Directors decided in the 20th meeting that the contractual employees will be considered for absorption in regular employment of WBMSCL offering them benefits of existing Pay Band and Grade Pay along with other service conditions in line with the regular employees of Govt. of West Bengal.” However, there is some ambiguity on the details of the Pay Band and Pay Scale being considered for us. Please enlighten whether Employees Provident Fund, Gratuity, Dearness Allowance, HRA, LTC, reimbursement of “Earn Leave” will be considered or not.</p>	<p>Service conditions of the employees of the Company will be governed by extant rules / approval of the Board of Directors of the Company/ Government.</p>

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6.	Evaluation Criteria Point No. 8 (iii)	Annual Confidential Report is fully confidential in nature. But if any incumbent is marked poorly for his/her poor performance, he/she may be informed individually regarding their particular fields of inefficiency & cause of their inefficiency in this marking procedure. It will help them to realize their exact status & guide them to rectify or improve in their deficient fields for future.	Different Grades of assessment of various attributes is clarified under serial no. 4 above. If any employee is assessed as <u>Average</u> or <u>Below Average</u> in one or more of the 11 attributes, he or she will be duly intimated of such assessment thereby providing him or her scope for improvement in subsequent year(s) by exercise of self motivation. However, it is further clarified that securing the grade <u>Good</u> in all the attributes does not necessarily qualify the candidate for recommendation for absorption as permanent employee. Final recommendation of the Selection Committee will always be guided by Evaluation Criterion No. 8.