



सेमी - कंडक्टर लेबोरेटरी
Semi-Conductor Laboratory

Ministry of Electronics & Information Technology

इलेक्ट्रॉनिक और सूचना प्रौद्योगिकी मंत्रालय
Govt of India / भारत सरकार

SCL:P&GA:Rectt:2024

Date: 09.10.2024

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NOTIFICATION

Consequent upon approval of the Management Council, SCL in its 19th Meeting held on 23.08.2024, the Recruitment Rules (RRs) for Non-S&T posts of SCL are hereby notified as appended.

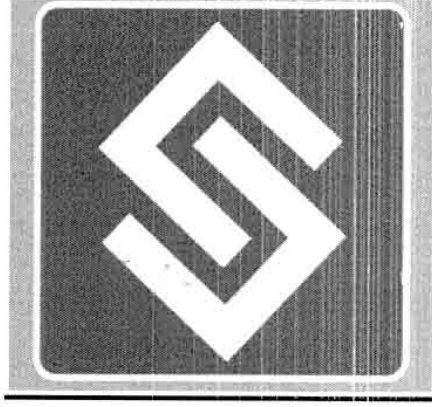
(Dr. Agyapal Singh)

Head, Personnel & General Administration

Encl: Annexure I

Copy to:

- 1) The Secretary, MeitY-cum- Chairman, MC, SCL
- 2) Additional Secretary, MeitY
- 3) The Director (Personnel) MeitY
- 4) Webmaster, SCL Website- To upload on the website accordingly



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Semi-Conductor Laboratory

Ministry of Electronics & Information Technology

Government of India

Sector 72, SAS Nagar

Punjab- 160071

Recruitment Rules of Non-S&T Posts



Semi-Conductor Laboratory (SCL)
SAS Nagar-160071, Punjab

Semi-Conductor Laboratory (SCL); an autonomous body under Ministry of Electronics & Information Technology (MeitY), Government of India; is engaged in Research & Development in the area of Microelectronics to meet the strategic needs of the country. Formerly known as Semiconductor Complex Limited, a Government of India Enterprise, which was converted into Semi-Conductor Laboratory, an autonomous body under Department of Space, Government of India w.e.f. September 1, 2006.

SCL under Department of Space, Government of India was following the recruitment rules of Department of Space. Since, SCL came into the administrative control of MeitY, a need was felt to frame the Recruitment Rules for initiating recruitment activities. Accordingly, the Management Council in exercise of powers conferred under bye-laws of SCL hereby frames the following rules for regulating the method of recruitment in various S&T & Administrative posts (Annexure I).

1. **Short title and commencement:-** These rules may be called the SCL Recruitment Rules, 2024 and shall come into force from the date of notification by SCL.
2. **Number of posts, classification and scale of pay:-** The number of posts, their classification and the scale of pay matrix attached thereto shall be specified in row (2) to (4) of the schedule enclosed (Annexure I) to these rules.
3. **Method of recruitment, age limit, essential qualification etc.:-** These shall be as specified in row (5) to (13) of the Schedule (Annexure I).
4. **Mode of Recruitment:** Recruitment to the various posts shall be made by any of the following methods:-
 - a. By Promotion.
 - b. By Direct Recruitment.
 - c. By Deputation/Absorption.
 - d. Any other mode with prior approval of the Management Council.
5. **Procedure for Direct Recruitment:**

The following procedure shall be followed for filling up vacancies under Direct Recruitment through advertisement:

 - a. **Release of Advertisement:**
 - i. All posts in SCL shall normally be filled by advertisement and the Appointing Authority of the post shall decide whether a particular post is to be filled by advertisement or by promotion from amongst the members of the staff of SCL or by Deputation/Absorption. Where a post is to be filled by direct recruitment, an advertisement shall be released in the newspaper(s) in such a way the appropriate regions of the country are covered. The advertisement should be hosted on SCL website also.
 - ii. When advertisements are released, copies thereof may be simultaneously sent, where applicable, to the concerned Employment Exchange.

(1)

b. Qualifications and experience: The qualifications and experience prescribed in Annexure-I of Recruitment Rules are the minimum required for the posts. The prescribed experience should have been obtained after acquiring the prescribed educational qualification.

A candidate with higher educational qualifications/experience than the minimum prescribed should be considered only for the post for which he/she has applied and not for any other higher posts. Similarly, a candidate who has applied for a specific post should not be considered for a lower post on the ground that he possesses only lower qualification/experience.

c. Application fees: Application fee may be fixed by the Appointing Authority. Fee relaxation to certain categories will be given as per Government norms issued time to time.

6. **The screening Committee:** - The screening committee shall be nominated by Director General, SCL as & when required and only the screened-in candidates shall be eligible for further recruitment process.

7. **Arranging Written Test for the Candidates:**

a. Where required, written test may be conducted to shortlist the screened in candidates and those who qualify may only be interviewed. For technical trades, practical test may also be held besides the written test, if so deemed necessary.

b. The candidates recommended for interview shall not normally be more than ten times of the number of vacancies proposed to be filled up. The report of the performance of candidates in the tests will be made available to the Selection Committee.

c. The applicants should be required to file attested copies of their certificates and testimonials and originals should be produced at the time of interview.

d. Records of the written test, practical test or interview held by the Selection Committee, along with the recommendations of the Committees should be preserved in the Administration for at least a period of 2 years or till the recruitment files are retained, whichever is later.

8. **The Selection Committee:** The Selection Committee constituted by the Competent Authority shall meet on a date fixed by the chairman of the committee. The selection shall be made on the basis of personal interview or any other method adopted by Selection Committee as decided by the Competent Authority. The level (pay scale) of the Members of the Selection Committee shall be at least one level above the level to which the selection is being carried out.

9. **Fixation of the salary:** The starting pay of the employees on their appointment at SCL shall normally be at the minimum of the scale of pay. The Appointing Authority to the post has the power to fix, on recommendation of the selection committee, the

(2)

initial pay of an incumbent at a stage higher than the minimum scale in respect of the post, limited to a maximum of five increments.

Where the Selection Committee considers that the starting pay of a selected candidate should be fixed at a stage higher than the minimum, it shall take into consideration the following factors and shall record detailed reasons for recommending such higher pay, which shall be specifically brought to the notice of the Appointing Authority while seeking approval to the minutes of the selection:-

- a. The qualification possessed by the candidate in the relevant field over and above those prescribed for the post or those adopted for short listing the candidates.
- b. Any specialized knowledge/experience of which the candidate has a documentary evidence and which would be relevant to the duties and responsibilities attached to the post.
- c. Years of experience in a similar or higher category of work.
- d. Salary last drawn in the case of those coming from Government or Semi-Government Department/Institutions etc.
- e. Comparison with pay drawn by the incumbents in the same grade/post.

While all the above five points should be considered together as a whole, maximum weightage should be given to the comparison with the pay drawn by the incumbents in the same grade/post in SCL so that new appointment does not create imbalance in same post and in the same grade.

10. Approval of recommendations of Selection Committee: Recommendations of Selection Committee are to be approved by the Appointing Authority to the post, before offering appointments.

11. Offer of Appointment for Direct Recruitment: Offer of appointment will be signed by the Appointing Authority or by any other officer to whom the power has been delegated. The offer of appointment indicates the salary offered, the rates of allowances, the duration of the appointment and other terms and conditions of services as applicable from time to time and prescribed the date by which acceptance of offer is to be communicated by candidate.

A candidate who is offered an appointment in SCL should join on or before stipulated time. However, the Appointing Authority to the post may extend the joining time on request, for genuine reasons, but not beyond 6 months from the date of offer.

Offer of appointment will be issued after verification of character and antecedents of selected candidates as per SCL rules. The candidate will be directed to get himself/herself examined for physical fitness by the prescribed Medical authority. On production of a satisfactory certificate of physical fitness, the offer of appointment becomes operative.

12. Validity of Panel/Waitlist: The recommendations of the Selection Committee will remain valid only for a period of one year from the date of approval by the Competent Authority. During this period, if a vacancy arises in one of the areas advertised for

selection, for any reasons including a selected candidate declining the offer or not joining by the prescribed date, the offer could be made to the next candidate on the panel. However, if a candidate is placed on the waiting list against a particular candidate, the waiting list shall automatically lapse on the date the particular candidate joins the organization, or one-year limitation, whichever is earlier.

13. Appointment on Deputation/Permanent Absorption: Appointment on Deputation/Absorption will be made as per Govt. of India guidelines. SCL may offer permanent absorption to employees of Govt. organization at the time of initial selection or at a later date while they are on deputation. Pay fixation shall be as per Govt. of India guidelines.

14. Promotion Policy: - The promotions of S&T and Admin. Employees will be done as per the guidelines approved by the Management Council in minutes of 12th MC meeting held on 27.06.2022, as amended time to time.

15. Disqualifications:- No person,

Who has entered into or contracted a marriage with person having a spouse living;

OR

Who having a spouse living, has entered into or contracted a marriage with any person;

a. Shall be eligible for appointment to the said post.

b. Provided that SCL may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of this rule.

16. Training:- Employees appointed under these rules wherever required on direct recruitment basis shall compulsorily undergo training programme for a period specified by SCL. No employee shall be cleared for his/her probation period without completing such training programme.

17. Power to relax:- Where SCL is of the opinion that it is necessary to expedient so to do, it may, by order & for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons, shall do so with the approval of Chairman, Management Council, SCL.

18. Saving:- Nothing in these rules shall effect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled castes & Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories or persons in accordance with the orders issued by the Central Government, from time to time, in this regard.

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