

**Recruitment Process for 41 Top Management/ Senior/ Mid-level Vacancies with
Uttar Pradesh Medical Supplies Corporation (UPMSC), Lucknow**

The Recruitment process for UPMSC shall be conducted under the direction and supervision of Managing Director, UPMSC. UPTSU and its HR agency shall be supporting the process.

The Recruitment Process shall include the following steps:

- 1) Screening Process
- 2) Attendance Process
- 3) Document Validation
- 4) Personal Interview Round
- 5) Results Announcement/ Deployment

1) Screening process

After receiving the online application form of the applicants, **SAMS** shall screen all the applications based on the **Screening and Assessment Template (SAS)** developed and approved by **UPMSC** outlining the technical eligibility (as per the ToRs) of applicants in terms of qualifications and experience and subsequently ranking applicants in the same bucket, or band of qualifications.

**A sample of the SAS has been attached for your referral. A separate SAS shall be developed for each position and shall be approved by UPMSC.*

APPLICANT		CONTROL NUMBER		REFERENCE DATE	03-27-18
CITY		DATE OF BIRTH (mm/dd/yy)		AGE	118
ATTRIBUTE	REQUIREMENT	PARTICULARS	Eligibility/ Scores Awarded		
			Full Marks/ Status	Score Awarded on Screening Application	
Educational Eligibility	MBA degree		Yes/ No		
Educational Score for Generating Merit List	% Obtained in MBA [Marking Criteria: 10 Full Marks for candidate obtaining score of 100%]	Details of Qualification Marks will be awarded based on obtained Marks% during screening	10		
Essential Experience	Minimum 15 years (180 months) of overall experience				
Experience Score for Generating Merit List	[Candidates having relevant experience of 240 months & above=10 Marks; Candidates having experience of 192 months to 239 months=8 Marks; Candidates having experience of 180 months to 191 months= 5 Marks]		10		
		Total	20	0	
		Percentage		0%	
REJECTION COMMENTS	1) Rejection on the basis of qualification criteria; 2) Rejection on the basis of experience criteria; 3) Rejection on the basis of age criteria;				

2) Attendance

The shortlisted (Applicants shall be called as per the merit list, aligned with the individual SAS, approved by UPMSC in the ratio of 1:10. Please note in case of tie of scores all applicants falling on the same score shall be called for the selection process) applicants shall report at the venue with their admit cards and other testimonials in support of qualifications and experience as per reporting time allocated to the applicant.

There will be a Registration Desk where SAMS' representatives will take attendance of the applicants and thereafter, candidate shall be called for Document Validation at the Validation desk.

3) Document Validation

To validate the information provided by the applicants regarding their age, qualification and experience (Self-attested), SAMS' representatives will validate with their original documents.

Note: Applicants shall be rejected on account of document validation in case he/she fails to present supporting documents and will be liable for the disqualification/ cancellation of his/her candidature for the further processes. Applicants who shall be absent shall not be provided any other chance for attending the selection process.

4) Personal Interview Round

After successfully going through the document verification process, applicants will be called for a Personal Interview Round wherein they will be cross-questioned and assessed about their competences with respect to the positions by the panel members consists of Subject Matter Expert and/or a representative from **UPMSC** and **SAMS**. **The responsibility of formation and approval of interview panel shall be with UPMSC.** Candidates shall be assessed and awarded scores based on competencies and skills required for the positions.

5) Results Announcement/ Deployment

SAMS shall develop position wise merit lists on the basis of scores obtained by the candidates in the final interviews. The merit lists will collate the scores of final interviews. Applicants on top of the merit list shall be offered the position. For reserved vacancy a separate merit list shall be prepared, comprising merit rank of that category. Based on the outcome top ranked candidate shall be offered the position.

SAMS shall draft the Offer Letter and share with **UPMSC** officials and as per their approval received; the selected applicants shall be deployed at the respective locations.

SAMS shall be assisting **UPMSC** in sharing the Offer Letters with the selected candidates willing to join after the final round. **SAMS** shall also assist the selected candidates in completing the other joining formalities.

Note: Final Selection shall be based purely on the Personal Interview Round.