




ब्रह्मपुत्र वैली फर्टिलाइजर कॉर्पोरेशन लिमिटेड
नामरूप
Brahmaputra Valley Fertilizer Corporation Limited
Namrup

(A Government of India Undertaking)
CIN U24123AS2002GOI006786
GST IN: 18AABCB9399R1ZK


PROCESS FLOW AND TIME LIMIT OF RECRUITMENT ACTIVITIES

In order to fulfill the objective of recruitment and requirement of the position, each recruitment activity should be completed within a reasonable time frame as mentioned below:

SL No	ACTIVITIES	RESPONSIBILITIES	TIME FRAME
1	The Department shall prepare the requisitions for recruitment with nos. of post against sanctioned strength to HR(Head)	Dealing officer(s)/ HODs of requisitioning deptt.	Zero date
2	To send the proposal to Corporate Recruitment Section for study in terms of sanction & position of Manpower for the concerned Discipline.	Dealing officer(s) of Recruitment Section	Within 3 days of receipt of requisition from the User Department
3	To send the proposal to SC/ST cell to obtain roaster point for the position		Within 02 days receipt of proposal from Recruitment Section.
4	Submission of roaster point for reservation of SC/ST/OBC/ EWS /PWD etc.	Dealing/ Liaison officer for roasters.	Within 4 days
5	Recruitment Section will firm the draft advertisement/ notification giving the detail of job specification etc. and obtain approval of Competent Authority.	Dealing officer of Recruitment Section	Within 10 days of receipt of proposal from SC/ST/OBC Cell.
6	To initiate the proposal for in-principal approval of the Competent Authority to publish the advertisement and notification (in case of non executive posts) to Employment Exchange	Dealing officer	Within 10 days of receipt of approval of the Competent Authority


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7	Receipt of application through online	Dealing officer(s)	21 days from the date of advertisement in BVFCL website
8	Receipt of hard copy of application along with required documents/application fee.	Dealing officer(s)	07 days from the closure of online application.
9	Preparation of scrutiny sheet and other documents through system Department and Service Provider	Dealing officer(s)	Within 7 days from the date of receipt of application
10	Scrutiny of application by user Department	Dealing officer(s)	Within 10 days
11	To put up the proposal before the Competent Authority to call the short listed candidates for written test/trade test/personal interview.	Dealing officer(s)	Within 04 days after the scrutiny of applications
12	Issue of call letter to shortlisted candidate for written test/skill test/personal interview	Dealing officer(s)	Within 4 days of receipt of approval
13	Conduct written test/trade test/personal interview	Dealing officer(s)	Minimum 15 days from issue of call letter.
14	To initiate proposal for approval of selection panel	Dealing officer(s)	Within 03 days from the date of interview
15	Issue of call letter for medical test/provisional offer of appointment	Dealing officer(s)	Within 10 days from approval of selection panel
16	Joining time	Dealing officer(s)	One month/applicable notice period in case of recruitment of working professionals and 21 days in case of Executive Trainees (fresher)


 19/8/22
 (D. Hermbam)
 Sr. Manager(HR)