**WSC OPEN MARKET CONTRACTUAL APPOINTMENT RULES**

## Definition of Rules

* 1. These rules will be called as WSC Open Market Contractual Appointment Rules **Version 1.0**
  2. The Rules shall be applicable from the date of their approval from the competent authority

## Applicability

These Rules will be applicable for the **68** positions recruited through open market as per the positions mentioned in ***Letter No- SDTE-SD-MISC-0018-2020-520/SDTE, Bhubaneswar, Dated-02/02.2021 by AFA- Cum-Deputy Secretary to Government*** and for any other open market recruitment positions approved by the competent authority from time to time.

## Nomenclature-

* All the Positions recruited as per the applicability clause will be named as “**Open Market Contractual Employee**” abbreviated as “**OMCE**” of WSC

## Terms and conditions of Engagement:

1. **Reference:**
   1. DETAILED ADVERTISEMENT, Advt. No.-WSC/24/HR/2021-22/882 DATED-24/02/2022 by CEO WSC

ii. **Letter No-** PT4-SDTE-SD-MISC-0008-2018-5948/SDTE, BBSR Dated-21/12/2021 by Joint Secretary, SDTE

## The terms and conditions of the engagement are as follows

1. Engagements shall be renewed annually with a break in service of at least one day.
2. Renewal of service of all positions shall be subject to the satisfactory performance and outcome of the employees as evaluated by WSC annually
3. The recruitee shall furnish an undertaking in shape of affidavit to the effect that he/she shall not claim any service benefit pursuant to the above engagements
4. All the matters related to HR Policies, HR hiring modalities, Employee on boarding and Exit process, Operational processes, Compensation benefits and statutory provisions, Performance management, learning and development or any other matter related to the service/service conditions will be as per the provisions of the HR Manual of World Skill Center, Bhubaneswar.
5. The posts are purely contractual in nature.

## Remuneration-

The OMCE is entitled for a fixed monthly consolidated remuneration as mentioned in the Detailed Advertisement subject to statutory deductions from time to time.

## Leave Policy-

These leave rules shall be applicable to all the OMCE from the date of joining at WSC and shall be applicable during the period of engagement i.e the 01 year term.

* 1. **Casual Leave (CL)**- 01 day Casual Leave per month amounting to a total of 12 days Casual Leave per year.
  2. **Maternity Leave**- The women are entitled for maternity leave as per the provisions of the Govt. of Odisha norms.
  3. **Paternity Leave**-The men are entitled for Paternity leave as per the provisions of the Govt. of Odisha norms.

## Promotion-

The OMCE’s not entitled for any promotion throughout their tenure at World Skill Center

## Job Rotation

* WSC recognizes that Job Rotation within the schools/Divisions is a good practice from the perspective of enhancing knowledge and enabling transition of work between team members during periods of leave, transition, urgency, exigency etc.
* WSC reserves all rights to transfer or relocate any OMCE to any School/Division as per the need and requirement of the organisation.
* Further in addition to the Job description (JD) for the said post, WSC may assign/alter the roles and responsibilities of the OMCE as per the need and requirement of the organisation.
* All such alterations, roles and responsibilities shall be valid and binding on the OMCE.

## Work and Dress Code

* WSC recognises it is a global TVET institution and that the core considerations to be kept in mind by faculty and staff with respect to work dress code are safety and professionalism. The same considerations shall apply to the uniforms to be worn by OMCE.
* The OMCE has to wear the Staff uniform on all working days as per the existing dress code approved by the competent authority.
* The Cost of the staff uniform has to be borne by the OMCE. WSC shall not reimburse the cost towards the purchase of the staff uniform.

## Asset usage Policy

The OMCE has to adhere to the asset usage policy issued and approved by the competent authority from time to time. This includes Tools, Machinery, Equipments, IT Hardware, Software, furniture or any other material purchased by WSC.

## TA & DA Policy

The approved TA and DA rules of WSC shall be applicable

## Recruitment and selection

All the OMCE’s will be recruited through competitive examination or any other selection methodology approved by WSC from time to time.

## Joining and On boarding

* 1. The selected candidate should join as per the timeline mentioned in the Offer Letter and has to physically report at WSC for completion of the joining formalities.
  2. The selected candidate has to submit the hard copy of the Joining report addressed to The CEO, WSC as per the Offer Letter.
  3. The Joining formalities will be facilitated by the HR Team of WSC. Joining will be completed only after the verification of the original certificates/documents.
  4. After Joining the HR team will facilitate the on boarding of the OMCEs
  5. On boarding serves to familiarize staff joining WSC with organizational policies and procedures, preferably before they formally commence work.
  6. The process shall be applicable to both Teaching and Non-Teaching staff
  7. On boarding will involve orientation of the candidates and familiarization with the different schools/divisions.

## Performance review

* The performance of the OMCE will be done annually
* This will be done by World Skill Centre as per the “**ANNUAL PERFORMANCE REPORT FOR OPEN MARKET CONTRACTUAL EMPLOYEE**” attached separately.
* The details of the Reporting Authority, Reviewing Authority and Accepting Authority for the

different positions is mentioned at the end of this policy as **ANNEXURE-01**

* The renewal of service will be based on the final remarks of the Reporting Authority, Reviewing Authority and Accepting Authority in the **ANNUAL PERFORMANCE REPORT FOR OPEN MARKET CONTRACTUAL EMPLOYEE** for open market contractual employees.
* If the performance of the OMCE is “**Not satisfactory**” by Reporting Authority and Reviewing Authority then the service of the OMCE will not be renewed for the next year
* In case of job rotation, the Reporting Authority, Reviewing Authority and Accepting Authority will change accordingly.
* In case the position of Reporting Authority, Reviewing Authority or Accepting Authority is vacant/absent then the review will be done by the appropriate authority as designated by Principal or CEO-WSC.

## Exit Procedure

Exit of OMCE from WSC may arise in following cases

* 1. **Non Renewal** of service as mentioned in the Performance Review **(Sl. No 14)** of the above policy.
  2. **Termination:** The engagement of the OMCE may be terminated by **CEO WSC** upon the joint recommendation of **Reporting Authority, Reviewing Authority and Accepting Authority** at any time of engagement by giving **01 (one)** month notice period. The decision of termination shall be binding on the OMCE.
  3. **Resignation:** The OMCE can resign from service by serving **01 (one)** month notice period**.** The resignation shall be submitted to the Reporting Authority. The CEO, WSC shall be the final authority for accepting the resignation.

## Conduct Rules:

The conduct rules of WSC shall be applicable as per the policies approved by WSC from time to time.

## Undertaking:

* 1. OMCE has to sign and submit an undertaking in which the OMCE will undertake that he/she will not claim for regularisation of service at any point of time after engagement at WSC. **(ANNEXURE-02)**
  2. OMCE has to sign and submit an undertaking in which the OMCE will undertake that he/she has no criminal case pending against him in any court. **(ANNEXURE-03)**

**ANNEXURE-01**

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| --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Name of the Post** | **Department/ School** | **Reporting Authority** | **Reviewing Authority** | **Accepting Authority** |
| 1 | Course Manager | Services | Deputy Director, Services | Director, Services | Principal |
| 2 | Deputy Director | Services | Director, Services | Deputy Principal | Principal |
| 3 | Manager-Industry Support | Administration | Deputy Director, Admin | Director, Admin | Principal |
| 4 | Manager-Corporate Support | Administration | Deputy Director, Admin | Director, Admin | Principal |
| 5 | Manager-Student Support | Administration | Deputy Director, Admin | Director, Admin | Principal |
| 6 | Manager-Staff Development | Academy | Deputy Director, Academy | Director, Academy | Principal |
| 7 | Manager-Curriculum and Assessment Development | Academy | Deputy Director, Academy | Director, Academy | Principal |
| 8 | Manager-Life and Employability Skill | Academy | Deputy Director, Academy | Director, Academy | Principal |
| 9 | Trainer-Services | Services | Deputy Director, services | Director, services | Principal |
| 10 | Technician-Engineering | Engineering | Course Manager | Deputy Director, SoE | Principal |
| 11 | Technician | Services | Course Manager | Deputy Director, SoS | Principal |
| 12 | Support Staff | Engg./Services | Course Manager | Deputy Director | Principal |
| 13 | Officer- Finance | Administration | Deputy Director, Admin | Director, Admin | Principal |
| 14 | Officer- Human Resources | Administration | Deputy Director, Admin | Director, Admin | Principal |
| 15 | Officer- IT | Administration | Deputy Director, Admin | Director, Admin | Principal |
| 16 | Officer- Marketing | Administration | Deputy Director, Admin | Director, Admin | Principal |
| 17 | Officer- Estate | Administration | Deputy Director, Admin | Director, Admin | Principal |
| 18 | Officer- Industry Collaboration | Administration | Deputy Director, Admin | Director, Admin | Principal |
| 19 | Officer-Placement | Administration | Deputy Director, Admin | Director, Admin | Principal |
| 20 | Officer- Continuing Education and Training | Administration | Deputy Director, Admin | Director, Admin | Principal |
| 21 | Officer-Student Enrolment | Administration | Deputy Director, Admin | Director, Admin | Principal |
| 22 | Officer Student Affairs | Administration | Deputy Director, Admin | Director, Admin | Principal |
| 23 | Officer-Exams Administration | Administration | Deputy Director, Admin | Director, Admin | Principal |
| 24 | Trainer- Sports and Wellness | Academy | Deputy Director, Academy | Director, Academy | Principal |
| 25 | Trainer- Software Application | Academy | Deputy Director, Academy | Director, Academy | Principal |
| 26 | Trainer- Design Thinking | Academy | Deputy Director, Academy | Director, Academy | Principal |
| 27 | Trainer- Entrepreneurship | Academy | Deputy Director, Academy | Director, Academy | Principal |
| 28 | Trainer- Personal and Professional Development | Academy | Deputy Director, Academy | Director, Academy | Principal |
| 29 | Pedagogy Specialist | Academy | Deputy Director, Academy | Director, Academy | Principal |
| 30 | Curriculum and Assessment Specialist | Academy | Deputy Director, Academy | Director, Academy | Principal |
| 31 | Personal Assistant | PA to Principal | Deputy Director, Admin | Deputy Principal | Principal |

# ANNEXURE-02 UNDERTAKING

I S/o/D/o

Res/o

have been selected for the post of vide Application ID undertake that I will not claim for regularisation of service at any point of time after engagement at World Skill Center, Bhubaneswar.

Signature

Date

**ANNEXURE-03 UNDERTAKING**

I S/o/D/o

Res/o

have been selected for the post of vide Application ID undertake that I have no criminal case pending against me in any court

Signature

Date