



संघ राज्य प्रशासन, लद्दाख

THE ADMINISTRATION OF  
UNION TERRITORY OF LADAKH

लोक निर्माण (आर एंड बी) विभाग

PUBLIC WORKS (R&B)  
DEPARTMENT

F. No. A/297/2023-SIDCO (PWD) SECTION/514-25

ई-मेल/[email:pstocomsecuti@gmail.com](mailto:pstocomsecuti@gmail.com)

यूटीसचिवालय, लेह/UT Secretariat, Leh,

Dated: -08.08.2023.

**Subject: - Constitution of a Standing Committee/Panel for shortlisting and conducting personal interview (s) of the candidate (s) for hiring on outsourcing by SIDCO.**

**Order No.29-LA-PW(R&B) of 2023,  
Dated: -08.08.2023.**

Sanction is hereby accorded to the constitution of a Standing Committee/Panel, comprising the following for , screening, shortlisting, conducting personal interview (s) and recommending the candidate (s) for hiring on outsourcing by SIDCO:

1.	General Manager (HR), SIDCO, Ltd.	Chairperson.
2.	Senior Manager, SIDCO.	Member
3.	Representative of the intending Department as the case may be (not below the rank of Under Secretary/Executive Engineer.	Member
4.	Subject matter expert to be nominated by the Chairperson.	Member
5.	Accounts Officer, SIDCO	Member/Convenor

**Terms of reference:**

1. The Committee shall devise a fair mechanism of marking system giving weightage to various eligibility conditions such as qualifications, experience etc of candidates for shortlisting and recommending selection by outsourcing to the position notified by the Company.

2. The Committee shall scrutinize the applications received from the applicants to determine the eligibility or otherwise of the applicants to participate in the selection process of outsourcing.
3. The Committee shall conduct personal interview(s) of the shortlisted candidate(s), if required, for recommending for selection by outsourcing by the Company.
4. The interview conducted by the Committee and its recommendations shall not be the sole criterion of selection by outsourcing of a candidate for any position(s) notified by the Company and the final selection shall be at the discretion of the Company.

**Determination of the eligibility of the applicant:**

1. The eligibility of a candidate shall be ascertained with reference to age, qualification, experience, and special stipulations, if any, attached with the position as prescribed by the intending Department.
2. The eligibility of a candidate for selection or participation in a personal interview shall be referable to the cut-off date fixed in the advertisement notification inviting the applications.
3. Each application shall be scrutinized with reference to a check list covering inter-alia the following areas to determine if:
  - i) the application has been filled up in the prescribed format ;
  - ii) the application is accompanied by a proof of payment of the fee/amount, if any, specified in the advertisement notification;
  - iii) the application has been received on or before the last date prescribed for receipt of such applications;
  - iv) the applicant fulfils the requirement of prescribed eligibility conditions such as age, qualification, experience etc for the positions as notified by SIDCO as per requirement of the intending Department;
  - v) The result of the scrutiny of applications of each applicant in the tabulated format shall be prepared and signed by all the members of the committee, whose names and designation shall be stamped on the scrutiny sheet;
  - vi) The application (s) along with the scrutiny sheet shall be put up to the Managing Director, SIDCO by the General Manager (HR), for perusal and approval for further course of selection process;

**By order of the Administration of UT, Ladakh.**

**Sd/-**

**अजीत कुमार साहू, आईएएस/Ajeet Kumar Sahu, IAS**  
आयुक्त/ सचिव/Commissioner/ Secretary.  
Public Works(R&B) Department.

**Copy to the: -**

1. All Administrative Secretaries.
2. Joint Secretary (JKL) Ministry of Home Affairs, Government of India.
3. Managing Director, SIDCO Ltd.
4. General Manager (HR)/Executive Director, SIDCO Ltd.
5. Deputy Commissioners/CEOs, LAHDC, Leh/Kargil.
6. All Heads of the Departments.
7. Concerned Officers.
8. Technical Director, NIC, Leh.
9. Pvt. Secretary to Advisor, Ladakh for information of the Advisor.
10. Superintendent, Archives, Archaeology & Museums.
11. Pvt. Secretary to Commissioner/Secretary, Public Works(R&B) Departments for information of the C/S.
12. Order/Stock file (w.2.s.c)/e-file No.12728.

**ZAKIR  
HUSSAIN**

Digitally signed by  
ZAKIR HUSSAIN  
Date: 2023.08.08  
13:09:00 +05'30'

**(जाकिर हुसैन/Zakir Hussain) JKAS,**

प्रशासन के उप सचिव/Deputy Secretary to the Administration.