

(2) All the grievances received from employees will be placed before the Grievance Redressal Committee within a period of 30 days.

(3) The Grievance Redressal Committee may further, if it considers necessary, summon the employee and/or any other officer of the Board or ask for written clarification from any officer of the Board.

(4) The Grievance Redressal Committee shall recommend follow-up action on the grievances, which shall be placed before appropriate authority for decision.

SCHEDULE I

(See regulation 4)

Grade / Position	Mode of recruitment and proportion of positions to be filled up.	Eligibility			Composition of Selection Committee/Promotion Committee
		Direct recruitment	Promotion	Deputation from I: Government II: RBI, Banks, Financial Institutions, regulatory bodies, statutory bodies, and Academies	
1	2	3	4	5	6
Executive Director	Promotion: 75%; Deputation: 25%.	Not applicable.	Age: ≥ 40 - ≤ 55 years Experience: 3 years of service in the Grade F	Age: ≥ 40 - ≤ 55 years From I: All India Central/Civil Services Group A Officers in the Grade Pay of Rs.10,000 in PB-4, or in Grade Pay of Rs.8,700 or above in PB-4 with 8 years of experience in the scale. From II: Officers with not less than 20 years of experience in officer cadre.	Chairperson, two Whole Time Members and an external expert, constituted by the Chairperson.
Grade F (Chief General Manager) and E (General Manager)	Promotion: 75%; Deputation: 25%.	Not Applicable.	For Grade-F 3 years of service in the Grade E. For Grade-E 3 years of service in the Grade D.	From I: For Grade F: Grade Pay of Rs. 8,700 or above in PB-4 with 3 years of experience in the scale. For Grade E: Grade Pay of Rs. 7,600 with 3 years of experience in the scale, or Grade Pay of Rs.8,700 in PB-4. From II: Officers with not less than - Grade F -17; Grade E -14; years of experience in officer cadre.	Chairperson, two Whole Time Members and an external expert, constituted by the Chairperson.
Grade D (Deputy General Manager) and C (Assistant General Manager)	Promotion: 50%; Deputation: 50%.	Not Applicable.	For Grade-D 3 years of service in the Grade C. For Grade-C 3 years of service in the Grade B.	From I: For Grade D: Grade Pay of Rs. 6600 with 3 years' experience in the scale, or Grade Pay of Rs.7,600. For Grade C: Grade Pay of Rs.6,600. From II: Officers with not less than - Grade D -11; Grade C -8; years of experience in officer cadre.	Chairperson, two Whole Time Members and an external expert, constituted by the Chairperson.
Grade B (Manager)	Promotion: 75%; Deputation: 25%.	Not Applicable	3 years of service in the Grade A.	From I: Grade Pay of Rs. 5,400 with 3 years of experience in the scale.	Chairperson, two Whole Time Members and an external expert, constituted by the Chairperson.

				From II: Officers with not less than 4 years of experience in officer cadre.	
Grade A (Assistant Manager)	Direct Recruitment: 75%; Deputation: 25%.	Age: ≤ 28 years. Essential: General Discipline: CA / CS / CMA / LL. B. / MBA with Finance / Masters in Economics / Masters in Commerce IT Discipline: B. Tech in Computer Science / Computer Engineering / MCA. Preference: (a) Pass in National / Limited Insolvency Examination; (b) Higher Qualification than Essential Qualification; (c) Two or more of the essential qualifications; These must be from a Recognised University / Institution.		From I: Grade Pay of 4600 with 2 years of experience in the scale or Grade Pay of Rs. 5,400. From II: Officers with not less than 2 years of experience in officer cadre.	Direct recruitment: Written examination followed by an interview and or group discussion. The interview / group discussion by a committee comprising of two officers of the Board and two external experts, as may be constituted by the Chairperson. Deputation: Committee comprising of two officers of the Board and an external expert, as may be constituted by the Chairperson.
Personal/General Assistant Grade-III, II and I	Promotion for Grade-III and II, Direct Recruitment for Grade-I,	For Grade, I: ≤ 27 years. Graduate	For Grade-III Not less than 7 years of service in Grade-II. For Grade-II Not less than 7 years of service in Grade-I.		Minimum three members, of which one must be external member, as constituted by Chairperson.

1. General/ Relaxation.

(a) In case of non-availability of suitable candidates in any of the modes of recruitment, the Positions may be filled up through other modes.

(b) In the event of non-availability of adequate number of internal candidates for promotion, the minimum eligible service for promotion to the next higher grade or post may be relaxed by the Board up to a period not exceeding six months.

(c) The crucial date for determining the upper age-limit specified in the Schedule shall be the date indicated in the advertisement.

(d) The Board may, at its discretion, absorb an officer on deputation in a Grade, after he has rendered three years of service in the same Grade, against the vacancy under the category of deputation. The seniority of such official in that grade will be counted from the date of permanent absorption.

2. Reservations.

(a) Reservation, relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Caste, Scheduled Tribes, other backward classes, Ex-Service men and other special categories of persons shall be as applicable in terms of orders/guidelines issued by the Central Government from time to time.

(b) In every selection/promotion committee constituted for the purpose of the recruitment/promotion, an officer of appropriate rank belonging to the Scheduled Caste or Scheduled Tribe may be inducted as a member in case no member of such committee belongs to Scheduled caste or Schedule Tribe.

3. Medical fitness and verification of antecedents on initial appointment in the Board.

- (a) A candidate, except in the case of appointments by deputation or by promotion, will be required to undergo medical tests to satisfy the Board of his medical fitness by a Medical Officer authorised by the Board.
- (b) The antecedents of a candidate, except in the case of appointments by deputation or by promotion, will be verified by the Board and the said verification shall be completed during the period of probation.