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## Policy for hiring of Graduate Engineer Trainees (GETs) and Management Trainees (MTs) in GSTN

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**Objectives:**

- To attract and retain the best available young talent in the country in Technology and Management Functions.
- To ensure the above objective by means of a systematic scheme of Campus Hiring.
- To create a cadre of young Engineering and Management Graduates which can be shaped as per the work standards and requirements of GSTN.

**Scope:**

1. Graduate Engineering Trainee (GET).
2. Management Trainee (MT).

**Mode of Recruitment:**

The recruitment of Graduate Engineering Trainees (GETs) and Management Trainees (MTs) shall be done by Campus Recruitment method.

**Process for Campus Recruitment:**



### **Rules for Campus Recruitment:**

1. The Campus Recruitment of Engineering and Management graduates as Trainees will be done from recognized institutions only.
2. Recruitment shall be done by Campus Recruitment Committee comprising of a Senior Executive from the concerned functional department of GSTN not below the level of VP and the designated representative from HR not below the level of Senior Manager.
3. The Mode of selection shall be by way of initial Screening, Technical/Written Test, Group discussions and finally a Personal Interview before a Committee headed by Executive Vice President.
4. The above-stated tests will be conducted in the Campus itself. The appointment letters will be issued only after finalization of the panel of selected candidates interviewed in various campuses.

### **Training Duration, Assessment, Remuneration and Career Profile:**

1. The selected candidates will be appointed as Graduate Engineer Trainees (GETs) and Management Trainees (MTs).
2. During on-boarding, the Trainee will be required to sign a Service Agreement for serving GSTN for a minimum period of one year.
3. The Probation Period will be of 12 Months.
4. On successful completion of Probation, the Trainee shall be assessed on performance, learnings and potential. Based on performance assessment, he/she shall be confirmed to the position of Executive.
5. The Trainee not meeting the performance standards shall be put under a Performance Improvement Plan (PIP) for a period of 3 months. If the performance of the Trainee is found to be satisfactory post-evaluation, he/she shall be confirmed to the position of Executive.
6. However, in case the performance of the Trainee is not found to be satisfactory, he/she shall be asked to leave.
7. The Remuneration/Stipend shall be as per company's policy.

### **Academic and Profile Screening Guidelines**

1. Minimum 55% throughout (Class X, XII, Graduation and Masters, if applicable). Exceptional cases may be considered only if percentage is lesser in class 10 or 12 provided the candidate is meeting the 55% criteria in his/her last degree.
2. For Engineering side, qualification will be B.E./B Tech. (Computer Science, Information Science, Information Technology, Electronics & Communication, Electronics & Telecommunication, Electronics & Electrical, and Electronics & Instrumentation) or MCA.



3. For Management side, qualification will be MBA/PG Diploma in Management (any Management stream), CA, CS, ICMA, Law (LL.B. or equivalent), Post Graduates (M.Com) etc.

## Hiring Methodology

### Technical/Written Test



The candidates screened from basic qualification criteria has to undergo a technical test. Candidates not meeting minimum qualification criteria shall be eliminated from the next round.

### Interactive Test



This is applicable only for Engineering students. This test shall be used for testing programing skills. Candidates not meeting minimum qualification criteria shall be eliminated from the next round.

### Group Discussion



Candidates passing, Technical Test and Interactive test as applicable, would be considered for the next round, i.e. Group Discussion round for assessing their suitability

## Personal Interview (Technical and HR Round)

Those candidates who successfully clear the above rounds, will need to present themselves for the face-to-face Technical Interview and HR Interview. The interview will focus on the following areas:

- Academics/Management Fundamentals.
- College Projects.
- Behavioral Attributes.

### **Offer and Post-joining Rules:**

The candidates selected through the interview process will be offered positions in GSTN as per the following specifics:

<b>Title</b>	Graduate Engineer Trainee (GET) and Management Trainee (MT)
<b>Remuneration/Stipend</b>	As per company's policy
<b>Probation Period</b>	Twelve (12) months. Assessment to be done on completion of 12 months.



<b>Next Year Salary Revision</b>	Post Assessment, if confirmed, CTC fixation at the level of Executive shall be done
<b>Service Agreement</b>	For a period of 1 year

**Induction Program:**

As part of the on-boarding process, all fresh entrants shall undergo an Induction Program, which will give them an overview of the organization, breadth of their work and expectations from them. It will help them in getting acclimatized to the work ethos and start delivering from day one. The program shall consist of an orientation on GSTN, Organization Rules and policies and visit to each Unit/Vertical.

**Technical Training:**

The selected candidates shall be required to undergo training of one month or of any such duration as may be needed, in the required Technology/Functional Area. The training shall mostly be on-the-job. After successful completion of the Technical Training, the candidate shall be assigned the functional responsibility.

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