

## **Types of Recruitment**

- 1. Regular**
- 2. Contract**
- 3. ESP/GSP**

### **1. REGULAR**

#### **PMC Recruitment**

- Selected through BCSE.

#### **SSC & OC Recruitment**

- Recruited by Agency.

#### **Service Obligation**

- **PMC - 4 Years**
- **SSC & OC - 2 Years**
- Failure to fulfill service obligation shall result in forfeiture of retirement benefits, except PF and GIS.

#### **PMC and SSC**

- One year probation period.
- Mid-year performance review.
- Notice period for voluntary resignation - **3 Months.**

## 2. CONTRACT

### Types of contract recruitment

1. Regular contract.
2. Consolidated contract.
3. Time-bound project- based contract.
4. Special Contract.

### Time-bound project

- Position, pay and benefits set as the Ministry's Standard for Project Recruitment/ Ministerial HR Committee.

### Consolidated Contract

- Agencies may revise contract terms for higher pay/ position based on performance after at least five years of service.

### Benefits

- Last basic pay as gratuity for every completed year of service.
- Repatriation benefit shall be payable only once in the entire civil service period.

**NOTICE PERIOD FOR VOLUNTARY RESIGNATION – 3 MONTHS**

### 3. GENERAL AND ELEMENTARY SERVICE

- Recruitment age: **18 - 50** years.
- Superannuation age: **57** years.
- Term of service: **5** years with possibility of extension.

#### Retirement Benefits

- Last basic pay as gratuity for every completed year of service.

**Notice period for voluntary resignation - 1 Month**

#### Leave for Contract and ESP & GSP.

- **Casual Leave** - 10 Days if Contract period is 1 year or less.
- **Annual Leave** - 21 Days if Contract period is more than a year.
- **Medical Leave** - 1 Month with extension of 30 days per contract term.
- **Medical Escort Leave** - 1 Month with extension of 30 days per contract term.
- **Bereavement Leave** - 21 Days for direct dependents.
- **Maternity Leave** - 6 Months if employee has served for more than 12 Months and only 3 Months if less than 12 months of service.
- **Paternity Leave** - 10 Days