



ST XAVIER'S COLLEGE OF MANAGEMENT & TECHNOLOGY

NAAC Accredited with B++ Grade (1st Cycle)

(Affiliated to Aryabhata Knowledge University)

Digha-Aashiyaana Road, Digha Ghat, Patna- 800011, Bihar

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SELECTION PROCESS FOR MAINTENANCE STAFF

First Round:

Candidates from the pool of already submitted applications are selected to work on a daily wage basis within the College premises. Their performance is closely monitored over a period of time to assess their capabilities.

Subsequently, these candidates are invited to take a Written Test designed to evaluate their reading and writing proficiencies. The test, developed by the Management, lasts for one hour. Following the Written Test, the Vice President addresses the candidates, informing them of the timeline within which they will receive communication about their selection status.

After the Written Test, two sets of marking sheets containing candidate names and answer sheets are presented to the Vice President. To ensure impartial evaluation, the answer sheets are independently assessed by two appointed Professors. Candidates qualifying for the subsequent round are chosen based on their average scores.

Second Round:

Successful candidates are notified via phone call about their progression to the second phase, involving a Personal Interview. Details regarding the interview schedule are communicated to the candidates.

Post the Personal Interview, the panellists convene to collectively review and discuss each candidate's performance.

The final decision regarding candidate selection is made by the Vice President in collaboration with the Principal, ensuring a comprehensive and fair selection process.

Date: 1/7/2023

Fr. Dr. Martin Poras S.J.
Principal

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