

Wage Structure in respect of unskilled, semiskilled and skilled categories

1. The Wage Structure applicable in respect of Un-skilled, Semi-Skilled and Skilled categories shall be in accordance to the prevailing norms of the Minimum Wages Act,1948 under Scheduled Employments, Govt. of NCT of Delhi. This Wage Structure shall have the 'Basic' component that includes the corresponding category rate and the Variable Dearness Allowance (VDA) and 'Allowances' component amounting to 40% of the Basic component (30% of HRA and 10% of other allowances).
2. Subsequent sub-categories shall be derived by an increase of 9% in each Category beyond the prescribed rate and applicable VDA.
3. The increase in the remuneration will be in accordance with the notifications of the concerned labour department as and when notified or when decided by the management as per norms.
4. The Wage Structure including the 'Basic' and 'Allowances' component shall be notified by the Contractor from time to time for due acceptance of BIRAC.
5. The Basic qualification, experience required under Skilled category is as below :-

Skilled (with specific skill sets like knowledge of computer, MS office, typing, handling reception, etc)		
Category I	-	Matriculates or Graduates having experience up to 3 yrs
Category II	-	Graduates and Above (with At least 3 years' experience)

Note : Category II with additional experience of 3 years (i.e. 6 years) shall be eligible for Category III &With additional experience of 6 years (i.e. 9 years) will be eligible for Category IV.

Other Benefits:

A. Overtime (OT)/ Late Working Benefits: Table II

1. Apart from the wages and allowances, Support Staff working beyond 48 hours in a week shall be entitled for OT as per Minimum Wages Act.
2. Average daily wages, OT rates and per hour wage will be in accordance to the Minimum Wages Act.
3. In addition to the OT, the Support/Contractual Staff shall also be entitled for travel night charges in line with the BIRAC HR Policy @ Rs. 150 when required to stay beyond 8 pm
4. OT can be claimed for a maximum of 25 hours in a month.

B. Leave Benefits:

- 1) 12 Casual Leaves per Calendar year which will be credited 1 per month. This leave can be granted for half a day also.
- 2) CL will lapse at the end of each Calendar year.
- 3) Leaves will be calculated on pro rata basis for staffs joining duty during the year.
- 4) Any other leaves will be considered as LWP.

C. Out of office duty benefit:

For the purpose of out of office errands allowance shall be paid for travelling expenses limited to the amount which would have been payable if travelled by auto by the most direct route. OR the actual fare of the mode of transport available on production of receipt OR as calculated and certified by HR department.

D. Specific conditions related to engagement of Security Personnel

1. The Security Personnel shall be entitled for the Wage Structure of Unskilled category.
2. Wage Structure:
 - a) Basic Component
 - b) Allowances component – 30% of HRA, 3% of uniform washing allowance and 7% for uniform and accessories
 - c) Addition to the above, in lieu of the weekly off days and National Holidays (52 +3 days respectively), compensatory benefit of 17.62% of Basic + VDA shall be provided.
3. Leave provisions :

Apart from 06 days of Sick Leave, no other form of leave shall be given to the security personnel in a calendar year.