



NHF/2/Prom/Posts/Up Grad/2006/2579


Dated: 27.06.2019

OFFICE ORDER

Pursuant to decision of the Board at 101st meeting held on 27th May, 2019, Rule 3 of Recruitment, Promotion and Seniority Rules, 2000 of the Corporation has been amended vide NHF/2/Prom/Posts/Up Grad/2006 dated 26-06-2019.

The updated Recruitment, Promotion and Seniority Rules, 2000 of the Corporation incorporating all amendments since inception to till date (containing 54 pages) is enclosed at **Annexure-A**.

This issues with the approval of Competent Authority.


(Anil Kumar)
Chief Manager (P&A)

Distribution:

1. All Employees of NHFDC
2. P & A Section
3. Finance Section
4. Personal file of all concerned
5. Asst. Manager (O/L) – For Hindi Translation
6. Notice Board
7. Office Order file
8. APAR Cell
9. Nodal Officer (KMP):- For information and necessary updation in KM Portal
10. Asst. Manager (S&P)-For necessary changes in Website



NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION
(Department of Empowerment of Persons with Disabilities (Divyangjan),
Ministry of Social Justice & Empowerment, GoI)
Regd. Office : Red Cross Bhavan, Sector-12, Faridabad – 121 007

Corporate office: UNIT-11 & 12, F:79 & 80, DLF Prime Tower,
Okhla, Phase-I, New Delhi-110020

List of amendments in Recruitment Promotion and Seniority Rules, 2000

Sl	Relevant Rule No.	Particulars	Enclosure
1	2(26)	Relevant extract of minutes of 71 st Board meeting held on 13-12-2012	1
		Office Order dated 31.12.2012	1-A
2	3	Relevant extract of minutes at 101 st Board meeting held on 27-5-2019.	2
		Para-(A) of Rule-3	2-A
		Relevant extract of minutes of 64 th Board meeting held on 11-2-2011	2-A
		Office order dated 03.03.2011	2-B
		Para- (B) of Rule-3	2-C
3	11	Relevant extract of minutes of 62 nd Board meeting held on 25.10.2010	2-D
		Relevant extract of minutes of 54 th Board meeting held on 26.11.2008	2-D
		Office order dated 12.06.2009	2-E
		Relevant extract of minutes of 96 th Board meeting held on 27.02.2018	3
		Office order dated 27-03-2018	3-A
4	12(viii)	Relevant extract of minutes of 56 th Board meeting held on 15.05.2009	3-B
		Office order dated 08.06.2009	3-C
		Relevant extract of minutes of 90 th Board meeting held on 26.12.2016	4
		Office order dated 10.03.2017	4A
5	14(viii)	Relevant extract of minutes of 97 th Board meeting held on 03.04.2018	5
		Office order dated 07.05.2018	5A
6	16B(ix) deleted	Relevant extract of minutes of 72 nd Board meeting held on 12.03.2013	6
7	16 B(x)	Relevant extract of minutes of 57 th Board meeting held on 04.08.2009	7
		Office order dated 30.09.2009	7-A
8	16 B(xi)	Relevant extract of minutes of 71 st Board meeting held on 13.12.2012	1
		Office order dated 31.12.2012	1-A

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RECRUITMENT, PROMOTION AND SENIORITY RULES, 2000
(Updated upto 27th May, 2019)

1. SHORT TITLE, COMMENCEMENT & APPLICABILITY:

- 1) These rules shall be known as "NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION RECRUITMENT, PROMOTION AND SENIORITY RULES, 2000".
- 2) These rules shall come into force with immediate effect in supersession of all previous rules, practices and decisions, if any, on the subject in so far as they are inconsistent with these rules.
- 3) They shall apply to all the employees of the Corporation working in its Head Office, Zonal/ Regional/ Branch offices as also employees whose services are deputed/lent to other agencies.
- 4) Unless so provided in these rules, these shall not apply to:
 - i) Persons employed on daily wages including casual labour and part-time employees; and
 - ii) Apprentices/Trainees.

2. DEFINITIONS:

In these rules, unless the context otherwise requires :-

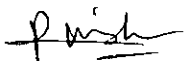
- (1) "Corporation" means National Handicapped Finance and Development Corporation, having its registered office at Red Cross Bhavan, Sector-12, Faridabad - 121 007.
- (2) "Board" means the Board of Directors of National Handicapped Finance and Development Corporation constituted by the President of India in terms of the Articles of Association of the Corporation.
- (3) "Chairman-cum-Managing Director or Managing Director" means the Chairman-cum-Managing Director/Managing Director appointed by the President in terms of the Articles of Association of the Corporation.
- (4) "Competent authority" means in relation to exercise of any power, the Board, the CMD/Managing Director or any other officer specified in that behalf by the Board.
- (5) "Appointing Authority" means an officer empowered by competent authority to make appointments to posts in the Corporation.
- (6) "Employee" means any person in the whole time employment of the Corporation excluding persons employed on daily wages, casual labour and Apprentices Trainees.
- (7) "Permanent Employee", means an employee who has successfully completed the prescribed probationary period and who has been confirmed in writing against a permanent post.
- (8) "Part-time Employees" means an employee whose services are not engaged on a full-time basis.

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- (9) "Adhoc/Contractual Employees" means an employee whose services have been engaged for a specific purpose and for a specified period or for work essentially temporary in nature.
- (10) "Direct Recruit" means a persons recruited against an open advertisement in accordance with the provisions of these rules.
- (11) "Promotion" means appointment by Competent Authority to a post in higher scale/grade made in accordance with these rules.
- (12) "Officiating Appointment", means appointment of an employee in a particular post by the Competent Authority to perform the duties of a higher post for a minimum period of 30 days or more.
- (13) "Sanctioned Strength" means the number of posts sanctioned in various scales by the Competent Authority in respect of each Department/Division, Zonal/Regional, Branch Offices etc. of the Corporation.
- (14) "Permanent Post" means a post created by the Competent Authority without specifying any definite period.
- (15) "Selection Post" means a Post, recruitment/promotion to which is to be made by selection based on merit and suitability assessed through evaluation of reports/interviews/written tests or otherwise as may be prescribed by the Management from time to time.
- (16) "Non-selection post" means a post other than a selection post which is to be filled on the basis of seniority subject to suitability and elimination of unfits.
- (17) "Select list" in relation to any post means select list of candidates prepared in accordance with these rules.
- (18) "Selection Committee" means a Committee constituted under these rules by the competent Authority for the purpose of selection of personnel for appointment to any selection post in the corporation.
- (19) "Departmental promotion committee", means a committee constituted under these rules by the Competent Authority for the purpose of selection of an employee for promotion to a post in a higher grade.
- (20) "Probationer" means a person provisionally employed with a view to being considered for appointment against a permanent sanctioned post.
- (21) "Confirmation" means the appointment on permanent basis by the Competent Authority of a probationer to a post on the satisfactory completion of the period of probation.
- (22) "Approved Service", means the period of service in a scale rendered by an employee after selection/promotion according to the prescribed procedure for long-term appointment to that scale.
- (23) "Executive", means an employee holding a post in the executive cadre of the corporation.
- (24) "Non- executive" means an employee who is not an executive.
- (25) "Employee on deputation/foreign service" means an employee of another organisation deputed for service in the corporation for a specified period, at his request or vice versa.





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¹(26) "Upgradation" means 'Financial Upgradation' only with change of designation and is personal to the concerned employee irrespective of availability of vacant post in the next higher grade.

3) CLASSIFICATION OF POSTS:

For purpose of recruitment, the posts under the corporation are classified in the following cadres/groups:

A)² Executive Cadre (IDA Pattern)

Grade	Revised Pay Scale(In Rs.): As per 3 rd pay revision w.e.f. 1.1.2017 (IDA Pattern)	Revised Nomenclature w.e.f. 27 th May, 2019
E7	100000-260000	Chief General Manager
E6	90000-240000	General Manager
E5	80000-220000	Deputy General Manager
E4	70000-200000	Assistant General Manager
E3	60000-180000	Chief Manager
E2	50000-160000	Manager
E1	40000-140000	Deputy Manager
E0	30000-120000	Assistant Manager

B) Supervisory Cadre (IDA Pattern)

Revised Pay Scale(In Rs.): As per 3 rd pay revision w.e.f. 1.1.2017 (IDA Pattern)	Revised Nomenclature w.e.f. 27 th May, 2019
27000-100000	Sr. Executive
26500-95000	Executive
25500-90000	Jr. Executive
24000-85000	Asst. Executive
22500-80000	Office Assistant

Notes:

1. Rule 2(26) was inserted vide amendment carried out as per decision of the Board at 71st Board meeting held on 13-12-2012. Relevant extracts of minutes and Office Order dated 31.12.2012 are at **Enclosure-1** and **1-A** respectively.
2. Rule-3 : 'Classification of posts' was amended as per decision of the Board at 101st Board meeting held on 27-5-2019. Relevant extract of the minutes of the said meeting is at **Enclosure-2**.

Previous amendments:

- I) Para-(A) of Rule-3 had been amended and the scale 'E-2' with corresponding designation 'Deputy Manager' was inserted. Also, nomenclatures of E-3, E-4 and E-5 level posts were amended. Relevant extract of minutes of 64^h Board meeting held on 11-2-2011 and office order dated 03.03.2011 issued in this regard are at **Enclosure-2A** and **Enclosure- 2B** respectively.
- II) The mistake in respect of numbering of Rules was rectified. Rules 4 with the heading 'Classification of Posts' was renumbered as Rule-3 and 'classification of posts' was substituted. Relevant extract of minutes of 62nd Board meeting held on 25th Oct., 2010 is at **Enclosure-2C**
- III) Para- (B) of Rule-3 had been amended and the post of Secretary to MD had been moved from Supervisory cadre to Executive Cadre (E0). Relevant extract of minutes of 54th Board meeting dated 26.11.2008 and the office order dated 12.06.2009 issued in this regard are at **Enclosure-2D** and **Enclosure-2E** respectively.

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4. GENERAL CONDITIONS RELATING TO APPOINTMENTS :

The following general conditions shall apply to all appointments to the post in the corporation:

- i) No person shall be eligible for appointment unless he/she has attained the age of 18 years.
- ii) A candidate for appointment in the service of the corporation shall be :-
A citizen of India or any other person(s) declared by the Government of India as eligible for such employment from time to time.
- iii) No person (excluding deputationists/casual/adhoc/contractual employees engaged for a period not exceeding six months) shall be appointed unless he/she has been certified to be medically fit to discharge his/her duties by the medical officer of the Corporation or by a qualified registered medical practitioner approved by the appointing authority or Civil Surgeon or District Medical Officer or Medical Board of a Government Hospital/ Medical Board attached to the special employment exchange (in case of physically handicapped person) depending upon the nature of appointment.

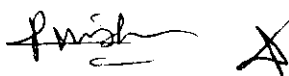
The deputationists prior to being absorbed in the services of the Corporation shall be required to undergo medical examination and shall be liable to be declared medically fit by the appropriate authorities, at the time of his/her absorption. Casual, adhoc, contractual employees retained in the corporation beyond a period of six months shall also be required to undergo a medical examination and be declared medically fit during the period of their extended contract.

Provided further that if at any time it appears to the Competent Authority that he/she has contracted infectious/ contagious disease the Competent Authority may get him/her medically and physically checked and on the basis of the medical investigation report decide upon his/her fitness to discharge his/ her duty.

Expenses incurred by the candidate on first appointment on medical examination/re-examination conducted by the appropriate authorities, shall be reimbursed to him/her subject to his/her being found medically fit and on submission of necessary receipts from the concerned authorities.

- iv) No person shall be eligible for appointment who has been convicted in a court of law for any offence involving moral turpitude or who has been previously dismissed or compulsorily retired on account of proved misconduct, or doubtful integrity.
- v) A person who has entered into or contracted a marriage with a person having a spouse living or who, having a spouse living , has entered into or contracted a marriage with any person, shall not be eligible for appointment.
- vi) Without prejudice to the generality of the provisions of clauses (iii), (iv) and (v), no person shall be appointed unless the appointing authority is satisfied that the person is fit for appointment in all respects and has produced/submitted the attested photocopies of the following :-
 - a) Certificate relating to educational/technical/ professional qualifications.
 - b) Certificate of age/date of birth : The date of birth as recorded in the school leaving/matriculation/higher secondary certificate shall not be altered except in cases of clerical error or on production of conclusive documentary evidence along with reasons for non-production of such evidence earlier.

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- c) Relieving order, service/experience certificate.
- d) Caste/community Certificate, if applicable. In case the caste/tribe certificate submitted by the employee on verification reveals that the claim to belong to the SCs/STs as the case may be is false, the services of the employee will be terminated forthwith without assigning any reason and without prejudice to such further action as may be taken under the provisions of the Indian penal code for production of false certificates.
- e) Certificate of character and antecedent verification in the manner prescribed by the Corporation from time to time. In case of candidates selected for employment from Central/ State Semi-Government organisations, Autonomous Bodies, Public Sector Undertakings (who had applied through proper channel) fresh verification would not be necessary provided their character and antecedents were verified at the time of their entering the Central/State/Semi Government organisations, Autonomous Body, Public Sector Undertaking as the case may be at the time of their joining this corporation.

In case, however, an adverse verification report is received from the concerned authorities, the service of the employee shall be terminated forthwith without assigning any reason thereof.
- f) Certificate Of Citizenship.
- g) Declaration under Section-314 of Companies Act, 1956.
- h) Oath of allegiance.
- i) Declaration under the provisions of the Indian Official Secret ACT, 1923.
- j) Vigilance/Disciplinary Clearance/No objection Certificate (s) from the previous employer only in case of those employees coming from Central/State semi Government, Autonomous Bodies and public sector undertaking.
- vii) If there is any concealment/suppression of any information or if any information furnished by the employee at the time of appointment or subsequently thereafter proves to be false or tampered or fabricated, his/ her services shall be liable for termination without any notice, besides he, she shall render himself/herself liable to criminal prosecution.
- viii) A person employed in the Corporation will not engage any trade, business or undertake any employment-full time or part time, without express permission of the Competent Authority.
- ix) An employee shall be retired from the service of the Corporation on attaining the age of 60 years and shall state no claim thereafter to continue in the service of the corporation.

Notwithstanding the above, Government directives issued from time to time relating to recruitment, promotion/seniority to various posts in the Corporation will be adhered to.

5. RESERVATION OF VACANCIES :

Reservation of vacancies and concessions to Scheduled Castes/Scheduled Tribes, OBCs, Ex-servicemen, Physically handicapped and other categories will be regulated as per directives/instructions issued by the Government/Bureau of Public Enterprises from time to time.

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6. EMPLOYMENT OF DEPENDENT FAMILY MEMBERS OF EMPLOYEE WHO DIES IN HARNESS :-

A dependent (wife/son/unmarried daughter) of a regular employee who dies in harness leaving behind his family in extreme economic distress and without any other earning member, will be eligible for compassionate appointment against direct recruitment quota posts in group C or group D subject to there being suitable vacancies and their eligibility for the post in all respects under the provisions of these rules.

In exceptional circumstances and at the sole discretion of the Management, educational qualifications and age may be relaxed provided the duties of the respective post can be satisfactorily performed without compromising requirements of minimum standards of efficiency.

In case where the only dependent of the deceased employee available for employment is below 18 years of age, he/she would be considered for compassionate appointment only after he/she attains the age of 18 years subject to all other provisions of this scheme.

7. ASSOCIATION OF OUTSIDE EXPERTS IN SELECTION/ DEPARTMENTAL PROMOTION COMMITTEE:

For assisting in the recruitment/promotion, the competent authority may, with the approval of the Managing Director include, according to the requirements, outside experts in any selection and Departmental Promotion Committees. Such outside experts may be paid suitable honorarium for their services.

8. LIABILITY FOR SERVICE:

A person recruited to any post under the corporation shall be liable to be posted anywhere in India.

9. TRAINING :

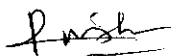
Management trainees recruited by the corporation shall be liable to undergo such theoretical and/or practical training for a minimum period of two years and undertake such examination prior to their absorption, as may be prescribed by the Corporation from time to time.

These trainees shall be liable to serve the Corporation for a minimum period of two years from the date of expiry of their training/extended training period and shall abide by the clauses laid-down in the Service Bond executed by them.

10. RETIREMENT/SUPERANNUATION:

Retirement age of the regular employees of the corporation will be 60 (sixty) years.

The employees as mentioned above shall retire from service with effect from the last day of the month in which they attain the age of 60 years. In case of employees whose date of birth falls on the 1st day of a month, the date of retirement will be the afternoon of the last day of the preceding month. This will also be applicable to personnel re-employed before attaining the age of 60 years.





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3 11. METHOD OF RECRUITMENT

Posts under the Corporation shall be filled in by one of the following methods in accordance with the job specifications and job requirements of the various posts as notified by the Corporation from time to time:

- a) by direct recruitment
- b) by promotion/transfer
- c) by transfer on deputation. The candidates from Public Sector Undertaking and Central / State Government Depts. (subject to exemption being obtained / confirmed from the appropriate authorities) shall be considered for deputation against Junior Managerial level posts and above, subject to fulfillment of the conditions laid down by Department of Public Enterprises (DPE) as amended from time to time.

12. DIRECT RECRUITMENT :

- i) When a post is to be filled in by the method of direct recruitment, the governing principle shall be to secure the services of the most suitable candidate.
- ii) Eligible department employees who possess the prescribed qualification and experience can also apply against these posts and compete at par with the outsiders from the open market provided that they have not been considered and rejected for a similar position in the Corporation in the course of one year preceding the time of current recruitment.

Reservation orders will, however apply to the post thus filled up through direct recruitment, from amongst departmental candidates.

- iii) The direct recruitment shall be conducted through such procedures of advertising the vacant posts or circulating the vacancies to PSUs/Govt. Deptt., screening of application in accordance with the approved job specifications calling the candidates for such tests/interviews/oral discussion etc. as may be prescribed by the competent authority from time to time. Merely satisfying eligibility criteria/job specifications prescribed for a post will not entitle a candidate to be called for interview. Depending upon the number of vacancies available, the corporation reserves the right to restrict the candidates called for interview after a preliminary screening of their qualifications, nature/duration of experience, posts held etc.

Note :

3 : Amendments to Rule- 11 'Method of Recruitment' :

- I) Amended as per decision of the Board at 96th Board meeting held on 27-2-2018, wherein deputation was allowed for Junior Managerial level post and above. Relevant extract of the minutes and Office order dated 27-03-2018 are at **Enclosure-3 & Enclosure-3A** respectively.
- II) Amended as per decision of the Board at 56th Board meeting held on 15-5-2009, wherein deputation was allowed for all levels of employees. Relevant extract of minutes and Office order dated 08.06.2009 issued in this regard are at **Enclosure-3B** and at **Enclosure-3C** respectively.

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Further, in case a candidate called for interview/tests resorts to any irregular or improper means in connection with his/her candidature for selection, he/she shall render himself/herself disqualified from the interview/test for which he/she is a candidate either permanently or for a period specified by the corporation. As such candidates called for interview shall not stake any claim for appointment to the concerned post in the corporation.

- iv) In case the response to advertisement is not adequate, it shall be open to the Corporation to invite names of suitable candidates through established organisation/recognised institutions or eminent persons in that line.
- v) Vacancies which are required to be notified to the Employment Exchange as per Employment Exchange (Compulsory) Notification of Vacancies Act, 1959 will be so notified and in this regard directives received from Department of Public Enterprises from time to time will also be adhered to.
- vi) Vacancies may also be notified to Public Sector Undertakings and other authorities as prescribed by the Government/Deptt. of Public Enterprises from time to time.
- vii) All the vacancies will be invariably displaying on the notice boards of the unit of recruitment.
- viii)⁴ The application fee for the candidates applying for various posts in NHFDC (in future) may be charged as under:-

Particulars of the post	Fee for the candidates belonging to the	
	General/OBC	SC/ST/PwDs/XS
Group – A posts	As may be decided by CMD, NHFDC	Nil
Group – B posts		Nil
Group – C posts		Nil
Group – D posts		Nil

Other conditions for payment of application fee:-

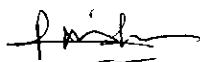
- a) The candidates applying for more than one post are required to pay application fee separately for each post applied for.
- b) Exemption of fee is available for Departmental candidate(s) irrespective of their category.
- c) Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.
- d) Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection.

Notes :

- 1 : SC stands for Scheduled Castes
- 2 : ST stands for Scheduled Tribes
- 3 : PwD stands for Persons with Disabilities
- 4 : XS stands for Ex-serviceman.

NOTE :- The corporation shall not be held responsible for any delay in receipt or loss in postal transit of any application sent by the candidates in response to a press advertisement , employment requisition, departmental notification etc.

- 4. Inserted vide decision of the Board at 90th meeting held on 26th Dec.,2016. The extract of relevant minutes of the meeting and office order dated 10th March, 2017 are at **Enclosure- 4 and 4 A** respectively.




13. SELECTION COMMITTEE :

Selection Committee for the posts below the Board level shall be constituted by the Chairman-cum-Managing Director/Managing Director.

NOTE :- Representative of SC/ST and Minority will be included in the selection committee as per the Govt. Directives.

14. SELECTION PROCEDURE :

- i) Selection Committee will assess the suitability of the candidates on the basis of their qualifications, professional knowledge, experience, performance in interviews and/or tests and recommend select list in order of merit. The committee may recommend up to five advance increments to deserving candidates giving full justification in line with the guidelines issued in this regard by the Central Government/Deptt. of Public Enterprises from time to time.
- ii) A candidate who has applied or whose name has been sponsored for a post in a higher scale of pay may be considered along with others for a post in the lower scale of pay in his own discipline provided he is willing to be considered for the lower post and such a vacancy exists in the Corporation and is yet to be filled up. This would, however, give no over-riding preference to the candidate mentioned above vis-à-vis other candidates.
- iii) Selection Committee shall submit its recommendations to the competent authority who may approve in full or in part or disapprove its recommendations. The competent authority shall record its reasons in writing while setting aside the recommendations partly or wholly.

Decision of the competent authority taken with regard to the selection of a candidate or on any other matter relating to recruitment shall be final and binding on all concerned.
- iv) Select lists will be valid for a period of one year from the date of its approval. With the approval of Managing Director, the validity period of the select lists may be extended by six months.
- v) The appointing authority shall make appointments in the order of merit in the select lists unless for any special reasons to be recorded it is found necessary to vary that order in any particular case. Prior approval of the competent authority should be obtained for making any deviation in the order of merit in the select list.
- vi) Selected candidates, who are sent offers of appointment, shall be required to convey their acceptance by the stipulated date and report for duty on or by the date mentioned therein. Under exceptional circumstances and in public interest depending upon the merits of each case, request for extension in joining time shall be considered and decision of the competent authority conveyed to the candidate concerned, subject to the condition that the request for extension in joining time does not exceed a period of three months.

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- vii) Appointment (excluding deputation and lien) shall normally be made on probation and the period of probation will be one year which may be extended upto a maximum period of another one year at the sole discretion of the competent Authority.

During this period of probation or extended period of probation, the appointing authority may terminate the services of the probationer without assigning any reasons whatsoever by giving one month's notice or payment of salary in lieu thereof. The probationer may like-wise quit the services of the corporation by giving one month's notice during the probation period or extended period of probation. Pay in lieu of notice period may also be given by either party.

On satisfactory completion of the period of probation, the employee shall be confirmed on the post, but shall not be deemed to be confirmed unless an order to this effect is issued to him/her in writing. An order confirming or extending the probation period will normally be communicated within one month from the date of completion of the probation/extended probation period. Non-Compliance of this condition, however, will not amount to automatic confirmation of the employee concerned.

- viii)⁵ Managing Director of the Corporation is authorized to grant Annual increment and the same shall be released on successful completion of probation. In case where the period of probation is extended, the pay & increment(s) on confirmation at the end of extended probation period shall be fixed on the basis of what the officer would have drawn but for his probation. However, no arrears on this account shall be allowed to him for the period prior to the date of confirmation.

15. REIMBURSEMENT OF TRAVELING EXPENSES OF CANDIDATES CALLED FOR INTERVIEW BY THE CORPORATION :

Outstation candidates called for the interview for the posts in the executive/non-executive cadres shall be entitled to reimbursement of single return rail/bus fare by the shortest route to the place of interview from the railway station nearest to the normal place of residence of the candidate or from where he actually performs the journey whichever is nearer and back to the same station as per their entitlement contained in the NHFDC Traveling Allowance Rules, 1998, as amended from time to time.

16. PROMOTION :

A) Policy:

- 1) The guiding principles underlying the promotion policy of the Corporation aim at maintaining appropriate resources and environment for the effectiveness, efficiency and satisfaction of its employees and motivating them to apply and develop their abilities and capacities to achieve the objectives of the organisation. It will be the policy of the Corporation to provide its employees with appropriate opportunity, encouragement and career growth consistent with their contribution to the growth of the organisation, on the basis of the following basic principles:

5. Inserted vide decision of the Board at 97th meeting held on 3rd April, 2018. Copy of relevant extract of the minutes of the meeting and the office order dated 7th May, 2018 are at **Enclosure-5 and 5 A** respectively.

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- i) ensure fairness, consistency, equitability and uniformity in the matter of promotion of employees in the establishments of the Corporation;
 - ii) providing broad equality of opportunity in growth and career prospects;
 - iii) create and sustain the morale of the employees by informing them of the kind of career promotion opportunities that exist in the organisation and the basis of the manner in which promotions will be effected.
- 2) The principles enunciated in clause (1) above will be applicable to all regular employees of the Corporation.
- 3) Keeping in view the changes in internal conditions and external environments, the Corporation may at any time and at its discretion make any changes in the promotion policy, as stated herein, if it is satisfied that such changes are necessary in the overall interest of the organisation.

B) Rules:

- i) Promotions shall generally be made as and when vacancies occur in the various cadres in the Corporation.
- ii) Promotions shall mean appointment by Competent Authority to a post in a higher scale/grade made in accordance with these rules. However, mere completion of the qualifying period by an employee in a grade will not confer any right on the employee for automatic promotion of the higher grade.
- iii) For filling up each post by promotion, 3 candidates in the zone of consideration will be considered subject to availability of eligible persons in the feeding cadre.
- iv) For considering promotions, the confidential reports for the preceding 3 years will be taken into account.
- v) For non-selection posts, promotion will be on the basis of seniority subject to rejection of unfits.
- vi) For promotion to selection posts, merit will be primary factor though other factors such as seniority, integrity and qualifications shall be given due consideration.
- vii) The Departmental Promotion Committee shall submit its recommendations to the appointing authority who may approve in full or in part or disapprove its recommendations. The appointing authority shall record its reasons in writing while setting aside the recommendations partly or wholly.
- viii) The appointing authority shall make appointments in the order of merit in the select list unless for any special reasons to be recorded, it is found necessary to vary that order in any particular case. Prior approval of the Competent Authority should be obtained for making any deviations in the order of merit in the select list.
- ix)⁶ Deleted.

6. Deleted vide decision of the Board at 72nd meeting held on 12th March, 2013. Copy of the relevant extract of the minutes of the meeting is at **Enclosure-6.**

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x) ⁷ **Qualifying Period:**

The qualifying period for an employee in a grade in order to be considered for promotion in higher grade shall be as under:

Sl No.	Grade/Description of Post and Scale of Pay	Qualifying Period for being considered for Promotion to Higher Grade/Scale
1	(E-6) Deputy General Manager Rs.36,600-62,000	Minimum 4 (four) years service as Senior Manager in the Grade of Rs.32,900-58,000 (Pre Revised Rs.16000-400-20800)
2	(E-5)Assistant General Manager Rs.32,900-58,000	Minimum 4 (four) years service as Chief Manager in the grade of Rs.29,100-54,500 (Pre Revised Rs. 14500-350-18700)
3	(E-4)Chief Manager Rs.29,100-54,500	Minimum 4 (four) years service as Manager in the grade of Rs.24,900-50,500 (Pre Revised Rs. 13000-350-18250)
4	(E-3)Manager Rs.24,900-50,500	Minimum 3 (three) years service as Deputy Manager in the grade of Rs. 20,600-46,500 (Pre Revised Rs. 10750-300-16750)
5	(E-3)Company Secretary Rs.24,900-50,500	Direct Recruitment/ Deputation
6	(E-2)Deputy Manager Rs. 20,600-46,500	Minimum 3 (three) years service as Assistant Manager in the grade of Rs.16,400-40,500 (Pre Revised Rs. 8600-250-14600)
7	(E-1)Assistant Manager Rs.16,400-40,500	Minimum 4 (four) years service as Junior Executive in the grade of Rs.12,600-32,500 (Pre Revised Rs. 6550-200-11350)
8	Junior Executive/ Private Secretary Rs.12,600-32,500	Minimum 4 (four) years service as Senior Assistant/ Senior Accountant/ Senior PA in the grade of Rs.11200-24650 (Pre Revised Rs. 5600-150-8600)
9	Sr. PA/ Sr. Accountant/ Sr. Assistant/ Sr. Hindi Translator Rs.11200-24650	Minimum 4 (four) years service in the post of PA/ Accountant/ Assistant in his respective post in the grade of Rs.11000-24350 (Pre Revised Rs. 5500-150-8500)
10	PA/Accountant/Assistant/Hindi Translator Rs.11000-24350	Minimum 4 (four) years service in the post of Steno/Jr. Accountant/Jr. Assistant /Jr. Assistant (OL) in his respective post in the grade of Rs.10,600-23250 (Pre Revised Rs. 5300-140-8100)
11	Junior Assistants/ Jr. Accountants Rs.10,600-23250	Minimum 4 (four) years service the post of Lower Division Clerks/ Data Entry Operator / Receptionist-cum-Telephone Operator / Accounts Clerk in the respective grade of Rs.10,000-21100 (Pre Revised Rs. 5000-110-7200)
12	Steno Rs.10,600-23250	Direct Recruitment
13	Accounts Clerk/ Lower Division Clerk/ Data Entry Operator / Receptionist-cum-Telephone Operator/ Driver Rs.10,000-21100	Direct Recruitment
14	Dispatch Rider Rs.10,000-21100	Promotion failing which Direct Recruitment
15	Peon-Cum Messenger/Attendant Rs.9200-18350	Direct Recruitment

NOTE: Mention of Posts as above does not amount to creation or sanction of posts.

7. New Rule 16 B(x) was inserted as per decision of the Board at 57th meeting held on 4-8-2009. Relevant extract of the minutes and Office order dated 30.09.2009 are at **Enclosure-7** and **Enclosure-7 A** respectively.

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xi)⁸: PROMOTION

a) Grouping of Cadres in Clusters for Upgradation : Various cadres in the Corporation are grouped in clusters and that promotions are allowed within the cluster, without creating of additional posts irrespective of availability of the post/vacancy for such promotions. The grouping pattern shall be as follows:

Cluster	Nomenclature of Cluster	Cadres
I	Sr. Management	Deputy General Manager (E6), General Manager (E7)
II	Middle Management	Manager (E3),Chief Manager (E4),Assistant General Manager (E5)
III	Jr. Management	Junior Executive/Private Secretary (E0), Assistant Manager (E1), Deputy Manager(E2)
IV	Non-Executive Cadre-I	Junior Assistants/Stenos'/PA/Accountant/ Assistant/Hindi Translator, Senior PA/ Senior Accountant/Senior Assistant/ Sr. Hindi Translator
V	Non-Executive Cadre-II	Accounts Clerk/Cashier/Lower Division Clerk/ Data Entry Operator/ Driver, Dispatch Riders, Peon-cum-Messenger/ Attendant, Dispatch Clerk.

b) Mechanism of Promotion

i) Promotion is allowed intra cluster: Promotion will be allowed to higher grade within the same cluster, only after completion of qualifying period in a lower grade, as specified in Clause 16(B) (x) of NHFDC Recruitment, Promotion & Seniority Rules, 2000.

Such promotions within the cluster shall be personal to the employee(s) concerned and shall not amount to creations of a new post.

ii) The base/initial post shall be vacant, when the employee holding upgraded post leaves the Organisation: In case an employee, who has been holding next higher post under these rules, leaves NHFDC due to resignation/ superannuation/retranchment or any other reason(s), the vacancy shall be created against the basic post for which he was initially appointed/ appointed against sanctioned post in the Corporation and not the current designation/grade which he held through promotion.

Till the time an employee occupies the present promoted post, his initial post shall remain in abeyance.

8 : Rule 16 B(xi) was inserted as per decision of the Board at 71st meeting held on 13-12-2012. Relevant extract of the minutes of the said meeting and Office Order dated 31.12.2012 issued in this regard are at **Enclosure-1** and **Enclosure-1A** respectively.

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iii) **Inter cluster promotion is not admissible, unless vacancy exists in the next higher cluster:** Employee belonging to one cluster (as grouped at 'a' above) cannot be promoted from one cluster to another, unless vacancy exists in the next higher cluster as per the Recruitment, Promotion & Seniority Rules, 2000 and the employee is eligible and has completed minimum qualifying period prescribed in the rules.

c) **Performance of Employee to be taken into account :** Annual Confidential Reports (ACRs) of all employees for preceding four years will be considered for upgradation/ promotion. The ACR should be assessed on a 10 point scale with points assigned as under;

<u>Performance Level</u>	<u>Points</u>
Outstanding	: 10
Very Good	: 8
Good	: 6
Average/Satisfactory	: 4
Poor	: 0

Only those employees who satisfy the minimum Qualifying period and have scored the points linked to their performance as indicated at **Annexure-I** to this Rules; would be eligible for promotion.

d) There shall be no change in designation as a result of promotion stated hereinabove.

e) **Review of the Policy**

The policy of promotion be reviewed after 4 years.

C) **Time of considering promotions:**

The promotion shall, subject to vacancies being available, be taken up for consideration normally once a year and the 30th June of each year will be the date for reckoning the eligibility period.

D) **Constitution of the Departmental Promotion Committee/ Departmental Selection Committee :**

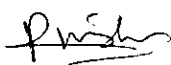
Constitution of the Departmental Promotion Committee/ Departmental Selection Committee shall be made in accordance with Clause 13 of these rules.

E) **Superannuated Employees :**

Employees who have attained the age of superannuation and are on extension of service beyond 60 years will not be eligible for promotion.

F) **Validity of Panel :**

Panel prepared for promotion shall be valid for a period of one year from the date of its approval. With the approval of Managing Director, the validity period of the panel may be further extended by six months.





G) Debarring Employees for Promotion :

An employee on whom a minor/major punishment has been imposed, after following appropriate disciplinary procedure, as detailed in the conduct , Discipline and Appeal Rules of the corporation, shall not be eligible for being considered for promotion for a period of one year from the date of imposition of punishment or during the validity period of the punishment whichever is greater.

H) Promotion of Employee pending enquiries or under Suspension

- i) The Departmental Promotion Committee should consider employees against whom enquiries are pending or who are under suspension for promotion and include them in the select list if found otherwise suitable.
- ii) Pending completion of the disciplinary procedure, the vacancy earmarked for such employee shall be filled by the appointing authority on officiating basis from the next person in the Select List.
- iii) That the employees against whom disciplinary proceedings are pending or contemplated, the recommendations about their suitability in the select list will be recorded separately by the DPC/ Selection Committee in a "Sealed Cover" which will be opened on the conclusion of disciplinary proceedings.
- iv) That after departmental enquiry, if the employee is completely exonerated, "Sealed Cover" recommendations of the DPC/Selection Committee will be operated and he/she will be given notional promotion retrospectively, if necessary , even by reverting the employees who were given adhoc promotion. Arrears of pay shall be payable to them for the period of notional promotion preceding the date of actual promotion, at the discretion of the Competent Authority.
- v) That the employees on probation who are awarded any of the minor penalties like warning, censure etc., their probation period may be extended by six months by the appointing authority.

I) Appeals :

Any employee who is aggrieved by an order of promotion on the ground that he has been superseded may appeal or represent his case to the Competent Authority, through proper channel. Representations/appeals must be submitted within 30 days of the date of notifications of promotions.

J) Reservation of posts in promotion

The directives of Central Government regarding reservation of posts for Scheduled Castes, Scheduled Tribes, OBCs, Ex-Serviceman and other categories, if any issued from time to time, shall be followed.

K) Refusal to accept promotion :

An employee who refused to accept promotion within the specified period, would be debarred for being considered for promotion for a period of one year from the date of his refusal or the last date of acceptance of promotion whichever is earlier.

17. RECRUITMENT BY DEPUTATION :

- i) When a post is to be filled in by deputation, a requisition containing relevant particulars of the post will be sent to the concerned organisation as will enable them to suggest names of suitable persons holding posts preferably at the next below level in Central/State/Semi-Govt. Organisations, Autonomous Bodies, Public Sector Undertakings having requisite qualifications and necessary length of experience in the relevant field for the post(s) in question.

However, selection procedures shall be followed and select list be prepared as in the case of Direct Recruits.

- ii) The deputation period in respect of an employee appointed on deputation from Central/State Government Departments, Public Sector Undertakings, shall not ordinarily exceed three years. The maximum period of deputation will be reckoned from the initial date of deputation to the Corporation and any subsequent transfer/promotion of the deputationist in the Corporation would not be considered as a fresh term of deputation but would be treated as case of continued deputation for the purpose of reckoning the maximum period of deputation.

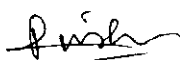
However, where the extension of the period of deputation exceeds 4 years, the deputationist would not be entitled to draw any Deputation (Duty) Allowance.

- iii) The terms and conditions of deputation in respect of candidates selected for appointment on deputation shall be mutually settled between the lending organisation and the Corporation prior to the actual appointment of the employees.

Under normal circumstances, the deputationist shall be entitled to either draw the pay in the scale of pay of the deputation post or his basic pay in the parent cadre plus personal pay, if any, plus Deputation (Duty) Allowance. In no case, shall the pay so fixed, be less than the minimum of the scale of the deputation post. The deputation allowance as admissible to the employee shall be further so restricted that in the basic pay of the employee in his parent cadre from time to time plus deputation allowance does not exceed the maximum of the scale of pay of the post held on deputation. The option once exercised by the employee shall be final other than the following circumstances :-

- a) If he/she receives proforma promotion in his parent cadre under the next below rule
- b) If he/she is reverted to a lower grade in his parent cadre;
- c) If he/she is appointed to another grade in the borrowing organisation; and
- d) If the scale of pay of the cadre post or of the post held by the employee on deputation is revised either with retrospective effect or from a prospective date.

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If during the period of deputation, the basic pay of an employee exceeds the maximum of the scale of pay of the deputation post or the fixed pay of the deputation post on account of proforma promotion in his parent cadre under the next below Rule, or otherwise, the deputation of the employee will be restricted to a maximum period of 6 months from the date on which his pay thus exceeds such maximum and he will be reverted to his parent department within the said period.

Where, in public interest it is absolutely essential to retain an employee on deputation beyond a period of 6 months, prior approval of the lending organisation and the competent authority should be obtained with full justification for the need for such retention.

No employee whose basic pay at the time of his proposed deputation exceeds the maximum of the scale of pay of the post for which he is selected by the Corporation, shall be taken on deputation against the said post.

Irrespective of whether the employee opts to draw pay in the scale of pay of the deputation post or the grade pay of the post held by him in his parent department plus Deputation (Duty) Allowance admissible as per rules, payment of all other allowances and concessions to him will be regulated as admissible to the corresponding employees of the corporation.

The deputationist will be governed by the relevant rules of the Corporation in so far as his/her, TA/DA, joining time/ joining time pay, reimbursement of tuition fee, medical facilities, City Compensatory Allowance, House Rent Allowance/ provision of leased accommodation is concerned.

- iv) In case an employee on deputation is sought to be promoted/appointed to another post by the corporation, the same would be subject to the prior concurrence of the lending organisation.

In case of each deputationist, the Corporation will decide before the expiry of the deputation period as to whether the deputationist has to be continued on deputation, reverted to his parent department or absorbed in the Corporation in public interest. In cases where a decision is taken to absorb the deputationist in the Corporation, the terms and conditions of absorption shall be determined by the Corporation as per the guidelines for absorption of deputationist issued by the DPE/ Central Government from time to time.

The Corporation may revert the deputationist to his/ her parent department, prematurely, after giving him and the lending organisation reasonable notice.

NOTE : The term 'Deputation' occurring in this rule would not include an employee applying for the post against advertised vacancy and joining the corporation by retaining his/her lien in the parent department. In case of an employee, joining the Corporation after retaining lien in his/her parent department, the corporation will not bear any liability towards remittance of leave salary and pension contribution in respect of such employees.

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18. RECRUITMENT OF TRAINEES :

The Corporation may recruit trainees, as and when required, as per the job specifications prescribed in these rules.

Upper age limit prescribed for direct recruits in respect of posts in the executive cadre, shall not be applicable to candidates selected by transfer on deputation provided they have atleast three years service before superannuation.

Further, the upper age limit in respect of the post in the executive and non-executive cadres is relaxable in respect of the scheduled Castes, Scheduled Tribes, OBCs, Ex-Servicemen and Physically Handicapped categories, to the extent prescribed in the Government directives as notified from time to time.

19. APPOINTMENTS :

A Candidate selected for appointment will be issued an offer of appointment in the prescribed format duly signed by the Appointing Authority/any other officer to whom the power is delegated in this behalf.

20. APPOINTING AUTHORITY :

Sr.No.	Category Of Employee	Appointing Authority
01	Appointment to the post carrying pay scale of Rs. 90,000-2,40,000 (Revised IDA) and Rs. 1,00,000-2,60,000(Revised, IDA)	Board of Directors
02	Appointment to the post carrying pay scale of Rs. 80,000-2,20,000(Revised IDA) and below	CMD/Managing Director

21. JOINING FORMALITIES:

Before any person is finally allowed to join the post for which offer of appointment has been issued to him/her, the formalities prescribed in clause 4 (iii) to 4 (iv) of these rules shall be required to be completed by him/her.

22. SENIORITY:

The seniority of employees will be determined as follows :-

i) Direct Recruits :

The direct recruits shall be sent the offer of appointment strictly in accordance with the select list. The seniority of direct recruits will be as per the merit list, subject to the condition that the selected candidate joins within three months from the date of issue of the offer of appointment.

Further, persons appointed as a result of an earlier selection will be treated as senior to those appointed as a result of a subsequent selection.

The grant of pay higher than the initial grade/pay will not confer on any employee, seniority above those who are ranked senior to him/her in the select list or already appointed in that grade against regular post.



ii) Trainees :

In respect of candidates who are recruited as trainees, their seniority will be initially reckoned as per the order of merit obtained by them at the entrance examination/interview. Subsequently, on successful completion of their training period, their seniority will be reckoned as per the order of merit obtained by them in the interview held to assess their suitability for absorption/appointment against the regular posts.

iii) Promotees :

The seniority of promotees will be in accordance with the ranking in the Select List according to the Departmental promotion committee in respect of selection posts. In case of non-selection posts, seniority of the employees considered fit for promotion, shall be the same as the relative seniority in the lower grade from which they have been promoted.

iv) The seniority of promotees vis-à-vis those directly recruited in the same grade will be reckoned from the date of their assuming charge of the post to which they have been promoted/recruited.

v) Seniority of Deputationists on absorption will be decided as per the DPE/Central Government instructions issued on the subject from time to time.

vi) Seniority list of the employees discipline-wise/grade-wise should be prepared and circulated for information of all the employees. Initially a provisional list should be issued inviting objections etc., if any from any employee.

Employee concerned will be allowed to represent indicating the reasons about the assignment of their seniority position within a period of fifteen days after the seniority list has been published.

No case for revision in seniority can be entertained beyond this period, whereafter final list be issued after carrying out the corrections, if any.

23. INTERPRETATION:

If any question arises relating to the Interpretation of these rules it shall be referred to the CMD/Managing Director whose decision thereon shall be final.

24. AMENDMENTS:

The Board may amend, modify, repeal or add to these rules, from time to time, and all such amendments modifications or additions etc. shall take effect from the date stated therein.

25. RELAXATION:

Where the appointing authority is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing relax in exceptional circumstances any of the provisions of these rules in respect of the category of posts to which he/she is competent to appoint.

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26. DELEGATION OF POWERS:

Chairman-cum-Managing Director/Managing Director may delegate his powers from time to time to such executives of the corporation as he deems fit.

27. SAVINGS:

Those persons who have been appointed on regular/adhoc services of the Corporation prior to these rules coming into force and do not fulfill qualification, experience, age etc. as prescribed in these rules will be deemed as if they have fulfilled the requirements under these rules.

28. DESCRIPTION OF POSTS, PAY SCALES, AGE LIMIT & QUALIFICATIONS ETC.:

The description of posts, pay scales, age limit, basic qualifications & experience and mode of recruitment, selection/promotion etc. will be prescribed by the Board from time to time.

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Enclosure to new rule 16 (B)(xi)

Annexure-I

Sr. no.	Grade/Description of Post and Scale of Pay	Number of years in the grade				
		3	4	5	6	7
		Minimum Average ACR during last 4 years for eligibility				
1.	Deputy General Manager (E6) to General Manager (E7) Rs.36,600-62,000 to Rs.43,200-66,000
2.	Assistant General Manager (E5) to Deputy General Manager(E6) Rs.32,900-58,000 to Rs. 6,600-62,000	...	9	8	7	6
3.	Chief Manager (E4) to Assistant General Manager (E5) Rs. 29,100-54,500 to Rs. 32,900-58,000	...	9	8	7	6
4.	Manager (E3) to Chief Manager (E4) Rs.24,900-50,500 to Rs.29,100-54,500	...	9	8	7	6
5.	Deputy Manager (E2) to Manager (E3) Rs 20,600-46,500 to Rs.24,900-50,500	9	8	7	6.5	6
6.	Assistant Manager (E1) to Deputy Manager (E2) Rs.16,400-40,500 to Rs 20,600-46,500	9	8	7	6.5	6
7.	Junior Executive/Private Secretary(E0) to Assistant Manager(E1) Rs.2,600-32,500 to Rs 16,400-40,500	...	9	8	7	6
8.	Senior PA/Senior Accountant/Senior Office Assistant/ Sr. Hindi Translator to Junior Executive/Private Secretary Rs.11,200-24,650 to Rs.12,600-32,500	...	9	8	7	6
9.	PA/ Accountant/Assistant/Hindi Translator to Senior PA/Senior Accountant/Senior Assistant/ Sr. Hindi Translator Rs.11000-24350 to Rs.12,600-32,500	...	9	8	7	6
10.	Junior Assistant/Steno to Assistant/Accountant/ PA Rs. 10,600-23250 to Rs. 11,000-24,350	...	9	8	7	6
11.	Accounts Clerk/Cashier/Lower Division Clerk/Data Entry Operator/Receptionist to Junior Assistant (Accounts)/Junior Assistant Rs. 10,000-21,100 to Rs.10,600-23250	...	9	8	7	6
12.	Driver/Dispatch Rider to Driver (Grade-I)/Dispatch Rider (Grade-I) Rs.10,000-21,100 to. Rs.10,600-23250	...	9	8	7	6
13.	Peon-cum-Messenger/Attendant to Peon-cum-Messenger(Grade-I)/Attendant (Grade-I) Rs. 9200-18350 to Rs.10,000-21,100	...	9	8	7	6

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Extract of Minutes of 71st Board meeting of National Handicapped Finance and Development Corporation held on 13.12.2012

15. AMENDMENT IN NHFDC RECRUITMENT, PROMOTION AND SENIORITY RULES, 2000

Board was apprised that a committee of Directors had been constituted at 68th Board meeting of the Corporation held on 19th March, 2012 consisting of Shri G. Narayan Rao, CMD, ALIMCO, Shri Arun Kumar Goyal, General Manager, IDBI Bank Ltd. and Shri Umesh Chander Gaur, General Manager, SIDBI for recommending changes/amendments, if any, required in the existing Rules of the Corporation, especially on Personnel matters. Proceedings of the Committee meeting held on 15.6.2012 was placed before the Board.

In respect of matters concerning career promotion avenues for employees, the committee considered the manpower structure, the lack of promotion avenue in respect of various posts and recommended amendment in NHFDC Recruitment, Promotion and Seniority Rules, 2000 as follows;

- i) To insert a para 26 after para 25 in Rule 2 (under heading Definitions) in NHFDC Recruitment, Promotion & Seniority Rules, 2000, which may read as follows:-

2. Definitions:

26) "Upgradation" means 'Financial Upgradation' only with change of designation and is personal to the concerned employee irrespective of availability of vacant post in the next higher grade.

- ii) To insert the new Rule 16 B (xi) after Rule 16 B (x) (under heading 'Promotion') in NHFDC Recruitment, Promotion & Seniority Rules, 2000, which may read as follows:-

16. PROMOTION:

Rule 16 B(xi):-

a) **Grouping of Cadres in Clusters for Upgradation** : Various cadres in the Corporation are grouped in clusters and that promotions are allowed within the cluster, without creating of additional posts irrespective of availability of the post/vacancy for such promotions. The grouping pattern shall be as follows:

Cluster	Nomenclature of Cluster	Cadres
I	Sr. Management	Deputy General Manager (E6), General Manager (E7)
II	Middle Management	Manager (E3), Chief Manager (E4), Assistant General Manager (E5)
III	Jr. Management	Junior Executive/Private Secretary (E0), Assistant Manager (E1), Deputy Manager(E2)
IV	Non-Executive Cadre-I	Junior Assistants/Stenos'/PA/Accountant/ Assistant/Hindi Translator, Senior PA/ Senior Accountant/Senior Assistant/ Sr. Hindi Translator
V	Non-Executive Cadre-II	Accounts Clerk/Cashier/Lower Division Clerk/ Data Entry Operator/ Driver, Dispatch Riders, Peon-cum-Messenger/ Attendant, Dispatch Clerk.

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P. Mishra

b) Mechanism of Promotion

i) **Promotion is allowed intra cluster:** Promotion will be allowed to higher grade within the same cluster, only after completion of qualifying period in a lower grade, as specified in Clause 16(B) (x) of NHFDC Recruitment, Promotion & Seniority Rules, 2000.

Such promotions within the cluster shall be personal to the employee(s) concerned and shall not amount to creations of a new post.

ii) **The base/initial post shall be vacant, when the employee holding upgraded post leaves the Organisation:** In case an employee, who has been holding next higher post under these rules, leaves NHFDC due to resignation/ superannuation/ retrenchment or any other reason(s), the vacancy shall be created against the basic post for which he was initially appointed/ appointed against sanctioned post in the Corporation and not the current designation/grade which he held through promotion.

Till the time an employee occupies the present promoted post, his initial post shall remain in abeyance.

iii) **Inter cluster promotion is not admissible, unless vacancy exists in the next higher cluster:** Employee belonging to one cluster (as grouped at 'a' above) cannot be promoted from one cluster to another, unless vacancy exists in the next higher cluster as per the Recruitment, Promotion & Seniority Rules, 2000 and the employee is eligible and has completed minimum qualifying period prescribed in the rules.

c) **Performance of Employee to be taken into account :** Annual Confidential Reports (ACRs) of all employees for preceding four years will be considered for upgradation/promotion. The ACR should be assessed on a 10 point scale with points assigned as under;

<u>Performance Level</u>	<u>Points</u>
Outstanding	10
Very Good	8
Good	6
Average/Satisfactory	4
Poor	0

Only those employees who satisfy the minimum Qualifying period and have scored the points linked to their performance as indicated at **Annexure-I** to this Rules; would be eligible for promotion.

d) Review of the Policy

The policy of promotion be reviewed after 4 years.

Board deliberated on the proposal and agreed to the same on the following conditions;

- a) that Annexure-I to NHFDC Recruitment, Promotion and Seniority Rules, 2000 for performance evaluation shall be as per **Annexure-III** to this minutes.
- b) that there shall be no change in designation as a result of promotion stated hereinabove.

P.K.

आर० के० मिश्र/R.K. MISHRA
कम्पनी सचिव/Company Secretary
नेशनल हैंडीकेपड फाईनेंस एण्ड डेवेलपमेंट कॉर्पोरेशन
(सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)
National Handicapped Finance and Development Corporation
(Ministry of Social Justice & Empowerment, Govt. of India)
Faridabad

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NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION
(Dept. of Disability Affairs, Ministry of Social Justice & Empowerment, Govt. of India)
Rec. Cross Bhawan, Sector-12, Faridabad-121 007

NHF/2/9/RPS Amendment/2008 / 80360

31-12-2012

OFFICE ORDER

Pursuant to approval of Board of Directors in the meeting held on 13.12.2012, NHFDC Recruitment, Promotion and Seniority Rules, 2000 is hereby ammended as follows:

i) Insert para 26 after para 25 in Rule 2 (under heading 'Definitions') in NHFDC Recruitment, Promotion & Seniority Rules, 2000. to read as follows:-

2. Definitions:

26) "Upgradation" means 'Financial Upgradation' only with change of designation and is personal to the concerned employee irrespective of availability of vacant post in the next higher grade".

ii) Insert new para as Rule 16 B (xi) after Rule 16 B (x) (under heading 'Promotion') in NHFDC Recruitment, Promotion & Seniority Rules, 2000. to read as follows:-

16. PROMOTION:

"Rule 16 B(xi):-

a) **Grouping of Cadres in Clusters for Upgradation** : Various cadres in the Corporation are grouped in clusters and that promotions are allowed within the cluster, without creating of additional posts irrespective of availability of the post/vacancy for such promotions. The grouping pattern shall be as follows:

Cluster	Nomenclature of Cluster	Cadres
I	Sr. Management	Deputy General Manager (E6), General Manager (E7)
II	Middle Management	Manager (E3), Chief Manager (E4), Assistant General Manager (E5)
III	Jr. Management	Junior Executive/Private Secretary (E0), Assistant Manager (E1), Deputy Manager(E2)
IV	Non-Executive Cadre-I	Junior Assistants/Stenos/PA/Accountant/ Assistant/Hindi Translator, Senior PA/ Senior Accountant/Senior Assistant/ Sr. Hindi Translator
V	Non-Executive Cadre-II	Accounts Clerk/Cashier/Lower Division Clerk/ Data Entry Operator/ Driver, Dispatch Riders, Peon-cum-Messenger/ Attendant, Dispatch Clerk.

b) **Mechanism of Promotion**

i) **Promotion is allowed intra cluster:** Promotion will be allowed to higher grade within the same cluster, only after completion of qualifying period in a lower grade, as specified in Clause 16(B) (x) of NHFDC Recruitment, Promotion & Seniority Rules, 2000.

Such promotions within the cluster shall be personal to the employee(s) concerned and shall not amount to creations of a new post.

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ii) **The base/initial post shall be vacant, when the employee holds upgraded post leaves the Organisation:** In case an employee, who has been holding next higher post under these rules leaves NHFDC due to resignation/ superannuation/ retrenchment or any other reason(s), the vacancy shall be created against the basic post for which he was initially appointed/ appointed against sanctioned post in the Corporation and not the current designation/grade which he held through promotion.

Till the time an employee occupies the present promoted post, his initial post shall remain in abeyance.

iii) **Inter cluster promotion is not admissible, unless vacancy exists in the next higher cluster:** Employee belonging to one cluster (as grouped at 'a' above) cannot be promoted from one cluster to another, unless vacancy exists in the next higher cluster as per the Recruitment, Promotion & Seniority Rules, 2000 and the employee is eligible and has completed minimum qualifying period prescribed in the rules.

c) **Performance of Employee to be taken into account :** Annual Confidential Reports (ACRs) of all employees for preceding four years (or prescribed qualifying period) will be considered for upgradation/promotion. The ACR should be assessed on a 10 point scale with points assigned as under:

<u>Performance Level</u>	<u>Points</u>
Outstanding	10
Very Good	8
Good	6
Average/Satisfactory	4
Poor	0

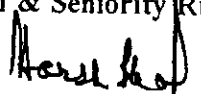
Only those employees who satisfy the minimum Qualifying period and have scored the points linked to their performance as indicated at Annexure-I to this Rules; would be eligible for promotion.

d) There shall be no change in designation as a result of promotion stated hereinabove.

e) Review of the Policy

The policy of promotion be reviewed after 4 years."

Note: The copy of Annexure-I to NHFDC Recruitment, Promotion & Seniority Rules, 2000 is enclosed with this order.


(Harsh Bhal)
Chairman-cum- Managing Director

Copy to:

1. All employees of NHFDC
2. Finance & Accounts Section
3. ACR Cell
4. Office File
5. Office Order File
6. Notice Board

-26- 222

16

NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION

Annexure-I

Sr. no.	Grade/Description of Post and Scale of Pay	Number of years in the grade				
		3	4	5	6	7
		Minimum Average ACR during last 4 years for eligibility				
1.	Deputy General Manager (E6) to General Manager (E7) Rs.36,600-62,000 to Rs.43,200-66,000					
2.	Assistant General Manager (E5) to Deputy General Manager(E6) Rs.32,900-58,000 to Rs. 6,600-62,000		9	8	7	6
3.	Chief Manager (E4) to Assistant General Manager (E5) Rs. 29,100-54,500 to Rs. 32,900-58,000		9	8	7	6
4.	Manager (E3) to Chief Manager (E4) Rs.24,900-50,500 to Rs.29,100-54,500		9	8	7	6
5.	Deputy Manager (E2) to Manager (E3) Rs 20,600-46,500 to Rs 24,900-50,500	9	8	7	6.5	6
6.	Assistant Manager (E1) to Deputy Manager (E2) Rs.16,400-40,500 to Rs 20,600-46,500	9	8	7	6.5	6
7.	Junior Executive/Private Secretary(E0) to Assistant Manager(E1) Rs.2,600-32,500 to Rs 16,400-40,500		9	8	7	6
8.	Senior PA/Senior Accountant/Senior Office Assistant/ Sr. Hindi Translator to Junior Executive/Private Secretary Rs.11,200-24,650 to Rs.12,600-32,500		9	8	7	6
9.	PA/ Accountant/Assistant/Hindi Translator to Senior PA/Senior Accountant/Senior Assistant/ Sr. Hindi Translator Rs.11000-24350 to Rs.12,600-32,500		9	8	7	6
10.	Junior Assistant/Steno to Assistant/Accountant/ PA Rs. 10,600-23250 to Rs. 11,000-24,350		9	8	7	6
11.	Accounts Clerk/Cashier/Lower Division Clerk/Data Entry Operator/Receptionist to Junior Assistant (Accounts)/Junior Assistant Rs. 10,000-21,100 to Rs.10,600-23250		9	8	7	6
12.	Driver/Dispatch Rider to Driver (Grade-I)/Dispatch Rider (Grade-I) Rs.10,000-21,100 to Rs.10,600-23250		9	8	7	6
13.	Peon-cum-Messenger/Attendant to Peon-cum-Messenger(Grade-I)/Attendant (Grade-I) Rs. 9200-18350 to Rs.10,000-21,100		9	8	7	6

Handwritten signature

Extract of Minutes of 101st Board meeting of National Handicapped Finance and Development Corporation held on 27.05.2019

21. It was informed that the Recruitment, Promotion and Seniority Rules, 2000 of the Corporation had been amended in 71st meeting of the Board held on 13.12.2012. At the said meeting Rule 16 B (xi) had been inserted to afford scope of career growth for employees at various levels.

Salient features of Rule 16 B (xi) alongwith its lacuna/ limitations were placed before the meeting. It was explained that the said rule 16 B (xi) outlived its relevance and adversely affected the career growth of large number of employees of the Corporation.

It was proposed that said Rule 16 B (xi) be amended to take care of career growth aspirations of employees of the Corporation.

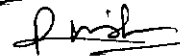
Board considered the proposal and passed the following resolution;

“RESOLVED THAT that a committee of Directors, namely, ‘Administrative Committee’ be constituted as under;

- | | | |
|---|---|---------------------------|
| i) Managing Director | : | Chairman of the Committee |
| ii) Ex-Officio Director | : | One |
| iii) Independent /Non-official Director | : | One |

“RESOLVED FURTHER THAT the issues concerning Rules of the Corporation pertaining to establishment matters, administrative matters, HR issues and policy issues concerning these would be considered by the Committee and that the recommendations of the Committee shall be placed for decision of the Board.”

CFC



आर० के० मिश्रा/R.K. MISHRA
कम्पनी सचिव/Company Secretary
नेशनल हैंडीकेप्ड फाइनेंस एण्ड डेवेलपमेन्ट कॉर्पोरेशन
(सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)
National Handicapped Finance and Deveioption Corporation
(Mnistry of Social Justice & Empowerment, Govt. of India)
Faridabad

Extract of Minutes of 64th Board meeting of National Handicapped Finance and Development Corporation held on 11.02.2011

12. AMENDMENT OF RECRUITMENT, PROMOTION & SENIORITY RULES, 2000 : CHANGE OF DESIGNATIONS/QUALIFYING PERIOD

Board was appraised that the Grades of executives of the Corporation are set out in Rule 3 of Recruitment, Promotion & Seniority Rules, 2000 of the Corporation. However, E-2 grade/cadre is missing in the aforesaid Rules.

While revising pay scales of employees in CPSEs vide DPE O.M. no. 2(70)/08-DPE (WC) dated 26.11.2008, the grades of executives had been laid down by DPE. Since, the grades laid down in Rule 3 of Recruitment, Promotion & Seniority Rules, 2000 of the Corporation were at variance with the grades set out at DPE Guidelines referred hereinabove, there was a need to carry out necessary amendments to the relevant Rules of the corporation to bring the same in line with grades specified in DPE Guidelines.

The amendment in relevant Rule 3 (A) of Recruitment, Promotion & Seniority Rules, 2000 by inclusion of 'E-2' Grade would consequently require amendment of Rule 16 (b) (x) of Recruitment, Promotion & Seniority Rules, 2000 of the corporation dealing with 'qualifying period'. Therefore, it was essential that necessary amendments are carried out in the said Rules [Rule 16(b)(x) of Recruitment, Promotion & Seniority Rules, 2000].

Further, the designation of certain executives of the Corporation at Executive cadres [as stated in Rule-3(A) of RPS Rules of the corporation] were at variance with designation attached to officers in the same/equivalent rank in other sister Corporations. Since, officers of the corporation and those of sister corporations interact and meet at various forums, meetings etc., such variation in designation (of officers of same grade) was likely to give rise to confusion. Hence, there was a need to change designations of officers of the Corporation. Copy of relevant office order no. NSFDC/Pers./ R&P/ 93/2853 dated 19 March, 2009 of National Scheduled Castes Finance and Development Corporation renaming designation of executives was placed for information and reference of the Board.

It was proposed that:

- i) Grade/Cadre of employees of the Corporation be brought in line with aforesaid DPE O.M. dated 26.11.2008 and
- ii) Designation of certain executives be brought in line with designation in use, in other sister corporation(s)

and accordingly Rule 3 (A) of Recruitment, Promotion & Seniority Rules, 2000 of the corporation shall now read as under:

CTC

R. Mishra

आर० के० मिश्र/R.K. MISHRA
कम्पनी सचिव/Company Secretary
नेशनल हैंडीकेप्ड फाइनेंस एण्ड डिवेलपमेन्ट कॉर्पोरेशन
(सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)
National Handicapped Finance and Development Corporation
(Ministry of Social Justice & Empowerment, Govt. of India)
Faridabad

ल हैन्डीकैड फाइनेन्स एण्ड डिवेलपमेन्ट कार्पोरेशन
(हायिन्डि न्वाय एव अघिकारिता मंत्रालय, भारत सरकार)



National Handicapped Finance and Development Corporation
(Ministry of Social Justice & Empowerment, Govt. of India)

File: NHF/2/Prom/Posts/Up Grad/2006/ 64495

Dated: 03-03-2011

OFFICE ORDER

The Board of Directors in their 64th Board Meeting held on 11-02-2011 has approved the amendment in Rule 3 (A) of Recruitment, Promotion & Seniority Rules, 2000 of the Corporation. The amended Rule 3 (A) shall henceforth be read as under:

3 (A):- Executive Cadre (Revised, IDA)

Grade	Designation/post	Pay Scale (Amt. in Rs.)
E7	General Manager	43,200-66,000
E6	Deputy General Manager	36,600-62,000
E5	Assistant General Manager	32,900-58,000
E4	Chief Manager	29,100-54,500
E3	Manager	24,900-50,500
E2	Deputy Manager	20,600-46,500
E1	Assistant Manager	16,400-40,500
E0	Junior Executive/ Secretary to Managing Director	12,600-32,500

Further, Rule 16(B) (x) be substituted by new Rule 16(B) (x) as at Annexure-I to this order.

Harsh Bhal
(Harsh Bhal)
Chairman & Managing Director

Distribution:

- 1) All employees
- 2) Finance & Accounts Section
- 3) Personal & Administration Section
- 4) Company Affairs Section
- 5) Notice Board

Copy for information to :

CMD, NHFDC

New Rule: 16(B)(x): Qualifying Period:

The qualifying period for an employee in a grade in order to be considered for promotion in higher grade shall be as under:

Sl No.	Grade/Description of Post and Scale of Pay	Qualifying Period for being considered for Promotion to Higher Grade/Scale
1	(E-6) Deputy General Manager Rs.36,600-62,000	Minimum 4 (four) years service as Senior Manager in the Grade of Rs.32,900-58,000 (Pre Revised Rs. 16000-400-20800)
2	(E-5)Assistant General Manager Rs.32,900-58,000	Minimum 4 (four) years service as Chief Manager in the grade of Rs.29,100-54,500 (Pre Revised Rs. 14500-350-18700)
3	(E-4)Chief Manager Rs.29,100-54,500	Minimum 4 (four) years service as Manager in the grade of Rs.24,900-50,500 (Pre Revised Rs. 13000-350-18250)
4	(E-3)Manager Rs.24,900-50,500	Minimum 3 (three) years service as Deputy Manager in the grade of Rs. 20,600-46,500 (Pre Revised Rs. 10750-300-16750)
5	(E-3)Company Secretary Rs.24,900-50,500	Direct Recruitment/ Deputation
6	(E-2)Deputy Manager Rs. 20,600-46,500	Minimum 3 (three) years service as Assistant Manager in the grade of Rs.16,400-40,500 (Pre Revised Rs. 8600-250-14600)
7	(E-1)Assistant Manager Rs.16,400-40,500	Minimum 4 (four) years service as Junior Executive in the grade of Rs.12,600-32,500 (Pre Revised Rs. 6550-200-11350)
8	Junior Executive/ Private Secretary Rs.12,600-32,500	Minimum 4 (four)-years service as Senior Assistant/ Senior Accountant/ Senior PA in the grade of Rs.11200-24650 (Pre Revised Rs. 5600-150-8600)
9	Sr. PA/ Sr. Accountant/ Sr. Assistant/ Sr. Hindi Translator Rs.11200-24650	Minimum 4 (four) years service in the post of PA/ Accountant/ Assistant in his respective post in the grade of Rs.11000-24350 (-Pre Revised Rs. 5500-150-8500)
10	PA/ Accountant/ Assistant/Hindi Translator Rs.11000-24350	Minimum 4 (four) years service in the post of Steno/Jr. Accountant/Jr. Assistant /Jr. Assistant (OL) in his respective post in the grade of Rs.10,600-23250 (Pre Revised Rs. 5300-140-8100)
11	Junior Assistants/ Jr. Accountants Rs.10,600-23250.	Minimum 4 (four) years service the post of Lower Division Clerks/ Data Entry Operator / Receptionist-cum-Telephone Operator / Accounts Clerk in the respective grade of Rs.10,000-21100 (Pre Revised Rs. 5000-110-7200)
12	Steno Rs.10,600-23250	Direct Recruitment
13	Accounts Clerk/ Lower Division Clerk/ Data Entry Operator / Receptionist cum-Telephone Operator/ Driver Rs.10,000-21100	Direct Recruitment
14	Dispatch Rider Rs.10,000-21100	Promotion failing which Direct Recruitment
15	Peon-Cum Messenger/Attendant Rs.9200-18350	Direct Recruitment

NOTE: Mention of Posts as above does not amount to creation or sanction of posts.

Grade	Existing Designation	Changed Designation (Proposed)	Pay Scale (Amt. in Rs.)
E7	General Manager	-----	43,200-66,000
E6	Deputy General Manager	-----	36,600-62,000
E5	Senior Manager	Assistant General Manager	32,900-58,000
E4	Manager	Chief Manager	29,100-54,500
E3	Deputy Manager	Manager	24,900-50,500
E2	-----	Deputy Manager	20,600-46,500
E1	Assistant Manager	Assistant Manager	16,400-40,500
E0	Junior Executive/ Secretary to Managing	Junior Executive/ Secretary to Managing Director	12,600-32,500

It was clarified that the change in designation as proposed hereinabove shall not result in additional benefit in terms of Pay /Perks or any other concession / benefit to concerned employees on this account, i.e. due to change of designation.

iii) The Qualifying Period for E-2 from E-1 and E-3 from E-2 are proposed to be as under:

Grade/Description of Post and Scale of Pay	Qualifying Period for being considered for Promotion to Higher Grade/Scale
(E-3)Manager Rs.24,900-50,500	Minimum 3 (three) years service as Deputy Manager in the grade of Rs. 20,600-46,500 (Pre Revised Rs. 10750-300-16750)
(E-2) Deputy Manager Rs. 20,600-46,500	Minimum 3 (three) years service as Assistant Manager in the grade of Rs. 16,400-40,500 (Pre Revised Rs. 8600-250-14600)
(E-1)Assistant Manager Rs. 16,400-40,500	Minimum 4 (four) years service as Junior Executive in the grade of Rs. 12,600-32,500 (Pre Revised Rs. 6550-200-11350)

iii-A) Mode of recruitment in respect of dispatch rider

Since, the Recruitment, Promotion & Seniority Rules, 2000 of the corporation was based on the principle of career advancement opportunity to employees, it was proposed that the post of dispatch rider should be open for 'promotion failing which direct recruitment' should be resorted to and that the same was to be incorporated in relevant Rule-16(b)(x) of Recruitment, Promotion & Seniority Rules, 2000 of the corporation.

It was clarified that the Corporation has not yet filled the post of dispatch rider. The proposal made here was for the sake of opening the scope of appointment to the said post through promotion, which is not there at present.

etc
P. Mishra

आर० के० मिश्र/R.K. MISHRA
कम्पनी सचिव/Company Secretary
नेशनल हैंडीकेप्ड फाइनेंस एण्ड डिवेलपमेन्ट कॉर्पोरेशन
(सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)
National Handicapped Finance and Development Corporation
(Ministry of Social Justice & Empowerment, Govt. of India)
Faridabad

Board considered the proposal and passed the following resolution in this regard;

“RESOLVED THAT notwithstanding the earlier decisions of the Board of Directors the Recruitment, Promotion & Seniority Rules, 2000 of the Corporation be and is hereby amended as follows:

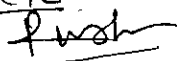
i) Existing Rule 3 (A) shall be substituted by new Rule 3(A) to read as under:

Grade	Designation/post	Pay Scale (Amt.in Rs.)
E7	General Manager	43,200-66,000
E6	Deputy General Manager	36,600-62,000
E5	Assistant General Manager	32,900-58,000
E4	Chief Manager	29,100-54,500
E3	Manager	24,900-50,500
E2	Deputy Manager	20,600-46,500
E1	Assistant Manager	16,400-40,500
E0	Junior Executive/ Secretary to Managing Director	12,600-32,500

- ii) Rule 16(B) (x) be substituted by new Rule 16(B) (x) as at Annexure-I to this minutes.
iii) Chairman-cum-Managing Director is hereby delegated with the authority for prescribing the mechanism /criteria etc. for appointment to the post of dispatch rider.

RESOLVED FURTHER THAT:

1. Chairman-cum-Managing Director of the Corporation be and is hereby authorized to give effect the aforesaid resolutions.
2. The change in designation(s) shall;
 - a) be effective from such date as may be decided by Chairman-cum-Managing Director.
 - b) have the effect of substitution of the earlier designation(s) in respect of concerned post(s) with the new designation(s) in various Rules of the Corporation, wherever applicable and be read and understood accordingly.
 - c) not give rise to in any manner, whatsoever, any pecuniary advantage, bestow any right expressly or impliedly, to the concerned category/cadres in the form of pay/perks or any other concession/benefit due to the aforesaid change of designation(s), unless otherwise specifically stated by the corporation (NHFDC).
 - d) not in any way affect the duties, responsibilities, authorities (delegated or otherwise), if any, in respect of the posts concerned [post(s)/cadre(s) in respect of which designation has/have been changed].”

CTC


आर० के० मिश्र/R.K. MISHRA
कम्पनी सचिव/Company Secretary

नेशनल हैंडीकेप्ड फाइनेंस एण्ड डेवेलपमेन्ट कॉर्पोरेशन
(सांख्यिक म्याब एवं अधिकारिता मंत्रालय, भारत सरकार)
National Handicapped Finance and Development Corporation
(Ministry of Social Justice & Empowerment, Govt. of India)
Faridabad

Extract of Minutes of 62nd Board meeting of National Handicapped Finance and Development Corporation held on 25.10.2010

9. **RECRUITMENT, PROMOTION & SENIORITY RULES – 2000 : INCORPORATION OF REVISED PAY SCALES**

Shri Harsh Bhal, CMD reassumed the chair for discussion on rest Agenda matters. Board was appraised that the Recruitment, Promotion and Seniority Rules-2000 of the Corporation had been approved at 10th board meeting held on 31.3.2000. At 54th meeting of Board of Directors held on 26th November, 2008; Rule-4 of the Recruitment, Promotion and Seniority Rules-2000 stating pay scales and designations at various levels had been amended. The amended Rule-4 was placed before the meeting for information.

Pay Scales of CPSE employees had been revised with effect from 1.1.2007 consequent to recommendations of the 2nd Pay Revision Committee and pay scales for all positions in the Corporation have been revised. In view of the same, it was proposed that the corresponding changes be effected in Recruitment, Promotion and Seniority Rules-2000 of the Corporation. It was also informed that Rule-4 (Classification of Posts) of the existing Recruitment, Promotion and Seniority Rules-2000 has been inadvertently numbered so instead of Rule-3. Board considered the proposal and passed the following resolution;

“**RESOLVED THAT** in supersession to earlier decisions in this regard, Rule-4 with the heading ‘CLASSIFICATION OF POSTS’ of Recruitment, Promotion and Seniority Rules-2000 of the Corporation be renumbered as Rule-3 and be substituted as under:

Rule: 3. CLASSIFICATION OF POSTS

For purpose of recruitment, the posts under the corporation are classified in the following cadres/groups:

A) Executive Cadre (Revised, IDA)

Grade	Post	Pay Scale (Amt. in Rs.)
E7	General Manager	43,200-66,000
E6	Deputy General Manager	36,600-62,000
E5	Senior Manager	32,900-58,000
E4	Manager	29,100-54,500
E3	Deputy Manager	24,900-50,500
E1	Assistant Manager	16,400-40,500
E0	Junior Executive/ Secretary to Managing Director	12,600-32,500

CTC

R. Mishra

आर० के० मिश्र/R.K. MISHRA

कम्पनी सचिव/Company Secretary

नैतिकता एवं विकास विभाग, भारत सरकार

Handicapped Finance and Development Corporation

of Social Justice & Empowerment, Govt. of India)

Fardabad

B) Supervisory Cadre (Revised IDA)

Post	Pay Scale (Amt. in Rs.)
Senior Accountant / Senior P.A./Senior Assistant	11200-24650

C) Non-Executive Cadre (Revised IDA)

Post	Pay Scale (Amt. in Rs.)
Personnel Assistant/ Accountant/ Assistant /Hindi Translator	11000-24350
Jr. Assistant / Steno	10600-23250
Lower Division Clerk/ Data Entry Operator/ Receptionist-cum-telephone Operator/ Accounts Clerk/ Dispatch Clerk/Driver/Cashier	10000-21100
Peon cum Messenger/Attendant	9200-18350

CFC
R.K. Mishra

आर० के० मिश्र/R.K. MISHRA
कम्पनी सचिव/Company Secretary
नेशनल हैंडीकेप्ड फाइनेंस एण्ड डेवेलपमेन्ट कॉर्पोरेशन
(सामाजिक न्याय एवं अधिकारिता विभाग, भारत सरकार)
National Handicapped Finance and Development Corporation
(Ministry of Social Justice & Empowerment, Govt. of India)
Faridabad

- 35 -

Extract of Minutes of 54th Board meeting of National Handicapped Finance and Development Corporation held on 26.11.2008

13. AMENDMENT OF RECRUITMENT, PROMOTION AND SENIORITY RULES, 2000 OF NHFDC - CATEGORISATION OF EMPLOYEE

Board was informed that as per the Recruitment and Promotion Rules-2000 of NHFDC, employee drawing pay scale of Rs. 6550-200-11350 (IDA Pattern) are categorized in the 'Supervisory' cadre. However, as per Guidelines of Department of Public Enterprises, [DPE O.M. No.2(49)/98-DPE(WC) dated 25th June, 1999; pay scale of Rs. 6550-200-11350 (IDA Pattern) was categorized as E-0 (Executive Cadre). Also, in National Scheduled Castes Finance and Development Corporation (NSCFDC), a sister Corporation under the aegis of the Administrative Ministry employees in the pay scale of Rs. 6550-200-11350 (IDA Pattern) are categorized in Executive Cadre (E-0).

In view of the above, it was proposed that the Board may consider to approve amendment to relevant Para-4 (A) and (B) of the Recruitment and Promotion Rules-2000 of NHFDC for categorizing employees in the pay scale of Rs. 6550-200-11350 (IDA Pattern) in Executive Cadre (E-0).

Board perused the proposal and the following resolution was passed in this regard;

"RESOLVED THAT Para-4 (A) and (B) of the Recruitment and Promotion Rules-2000 of the Corporation be and is hereby amended by way of substitution of Para-4 (A) and (B) of the said Rules as follows:

PARA (4) (A) Executive Cadre (Revised IDA)

Rs.18500-450-23900	:	General Manager
Rs.17500-400-22300	:	Dy. General Manager
Rs.16000-400-18700	:	Sr. Manager
Rs.14500-350-20800	:	Manager
Rs.13000-350-18250	:	Dy. Manager
Rs.8600-250-14600	:	Asstt. Manager
Rs. 6550-200-11350	:	Secretary to M.D./Jr. Executive

(B) Supervisory Cadre (Revised IDA)

Rs. 5600-150-8600	:	Sr.P.A./ Sr. Accountant/ Sr. Assistant
-------------------	---	--

RESOLVED FURTHER THAT Chairman-cum-Managing Director of the Corporation be and is hereby authorized to take necessary action in this regard to give effect to this resolution and do acts, deeds and things necessary incidental thereto."

CTC
R.K. Mishra

आर० के० मिश्र/R.K. MISHRA
कम्पनी सचिव/Company Secretary

नेशनल हैंडीकेप्ड फाइनेंस एण्ड डेवेलपमेन्ट कॉर्पोरेशन
(सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)
National Handicapped Finance and Development Corporation
(Ministry of Social Justice & Empowerment, Govt. of India)
Faridabad

NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION
 (Ministry of Social Justice & Empowerment, Govt. of India)
 Red Cross Bhawan, Sector-12, Faridabad-121 007.

NHF/2/17/Office Order/98

12-6-2009

OFFICE ORDER

Sub: Amendment to NHFDC Recruitment, Promotion and Seniority Rules, 2000


BOD, NHFDC in its 54th meeting held on 26.11.08 has approved the amendment to clause 4 para (A) & (B) in the existing NHFDC's Recruitment, Promotion and Seniority Rules, 2000, to be read as follows:

Clause 4 Para (A) Executive Cadre (Pre-Revised, IDA Pattern)

Pay Scale	Posts
Rs.18500-450-23900	: General Manager
Rs.17500-400-22300	: Dy. General Manager
Rs.16000-400-18700	: Sr. Manager
Rs.14500-350-20800	: Manager
Rs.13000-350-18250	: Dy. Manager
Rs.8600-250-14600	: Asst. Manager
Rs.6500-200-11350	: Secretary to CMD

Clause 4 Para (B) Supervisory Cadre (Pre-Revised, IDA Pattern)

Pay Scale	Posts
Rs. 5600-150-8600	: Sr. P.A. /Sr. Accountant /Sr. Assistant


 (M. Ravi Kanth) 12/6/09
 Chairman & Managing Director

Copy to:

1. All Employees of NHFDC
2. Office Order file
3. Notice Board

Extract of Minutes of 96th Board meeting of National Handicapped Finance and Development Corporation held on 27.02.2018

8. AMENDMENT TO NHFDC RECRUITMENT, PROMOTION & SENIORITY RULES, 2000

Board was informed that Clause-11 of Recruitment, Promotions & Seniority Rules (RP&S), 2000 as amended by the Board of Directors at 56th meeting held on 15th May, 2009 read as under:

'Clause - 11. METHOD OF RECRUITMENT

Posts under the Corporation shall be filled in by one of the following methods in accordance with the job specifications and job requirements of the various posts as notified by the Corporation from time to time:

- a) by direct recruitment
- b) by promotion/transfer
- c) by transfer on deputation. The candidates from Public Sector Undertaking and Central/ State Government Departments (subject to exemption being obtained / confirmed from the appropriate authorities) shall be considered for taking on deputation on all levels of employees of the Corporation as well as for going on deputation from Corporation to other Public Sector Undertakings and Central/ State Government Depts./ Autonomous Bodies subject to the following:-
 - i) The regular employees of the corporation shall be eligible to apply on deputation to other Public Sector Undertakings and Central/State Government Depts./ Autonomous Bodies, who have put in at least 3 (Three) years of service in the Corporation on the date of his application and that not more than 4 in no. such applications per year are received from the employee.
 - ii) The total strength of employees of the Corporation for sending on deputation to other organizations shall not exceed 10% of the borne strength at any time.
 - iii) The total number of the employees of the Corporation for taking on deputation from other organizations shall not exceed 10% of the borne strength at any time.
 - iv) The other rules/terms & conditions of the deputation as contained in "NHFDC Recruitment, Promotion and Seniority Rules, 2000" shall remain unchanged.

In the above context, the relevant Guidelines of DPE vide OM No. 18(6)/2001-GM-GL-77 dated 28th December, 2005 interalia stipulated that "Government Officers could join posts in CPSEs only on immediate absorption basis. This policy also applies to employees of one CPSE joining other CPSEs regardless of the level of the post involved". Copy of the aforesaid OM dated 28th Dec., 2005 was placed before the meeting.

It was informed that ideally, as per the DPE guidelines, no CPSE employees should be allowed to go on deputation. This is more relevant for Corporation like NHFDC which is operating on very thin staff strength of 36 employees.

In view of the above, it was proposed that the Board may consider amendment of Recruitment, Promotion & Seniority Rules, 2000 by way of substituting existing Clause -11 by new Clause-11 in NHFDC Recruitment, Promotions & Seniority Rules, 2000 to read as under:

CR
R.K. Mishra

आर० के० मिश्र/R.K. MISHRA
कम्पनी सचिव/Company Secretary

नल हैन्डीकेप्ड फाइनेंस एण्ड डिवेलपमेंट कार्पोरेशन
(राजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)
(National Handicapped Finance and Development Corporation
(Ministry of Social Justice & Empowerment, Govt. of India)
Faridabad

Clause- 11: METHOD OF RECRUITMENT

Posts under the Corporation shall be filled in by one of the following methods in accordance with the job specifications and job requirements of the various posts as notified by the Corporation from time to time:

- a) by direct recruitment
- b) by promotion/transfer
- c) by transfer on deputation. The candidates from Public Sector Undertaking and Central / State Government Depts. (subject to exemption being obtained / confirmed from the appropriate authorities) shall be considered for deputation against Junior Managerial level posts and above, subject to fulfillment of the conditions laid down by Department of Public Enterprises (DPE) as amended from time to time.

Board considered the proposal and passed the following resolution in this regard :

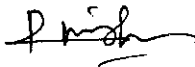
"RESOLVED THAT in supersession of the earlier resolution(s) passed in this regard, approval be and is hereby accorded for amendment of Recruitment, Promotions & Seniority Rules, 2000 of the Corporation by way of substituting the following Clause-11 in the said Rules to read as under:

Clause- 11: METHOD OF RECRUITMENT

Posts under the Corporation shall be filled in by one of the following methods in accordance with the job specifications and job requirements of the various posts as notified by the Corporation from time to time:

- a) by direct recruitment
- b) by promotion/transfer
- c) by transfer on deputation. The candidates from Public Sector Undertaking and Central/ State Government Depts. (subject to exemption being obtained /confirmed from the appropriate authorities) shall be considered for deputation against Junior Managerial level posts and above, subject to fulfillment of the conditions laid down by Department of Public Enterprises (DPE) as amended from time to time".

CTL



आर० के० मिश्र/R.K. MISHRA
कम्पनी सचिव/Company Secretary
नेशनल हैंडीकेप्ड फाइनेंस एण्ड डेवेलपमेन्ट कॉर्पोरेशन
(सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)
National Handicapped Finance and Development Corporation
(Ministry of Social Justice & Empowerment, Govt. of India)
Faridabad

NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION
(Department of Empowerment of Persons with Disabilities (Divyangjan),
Ministry of Social Justice and Empowerment, Government of India)
Unit No. 11& 12, Ground Floor, DLF Prime Tower, Okhla Phase-I, New Delhi-110020

File No. : NHF/2/17/Office Order/2008 / 11780

Dated: 27th March, 2018

OFFICE ORDER

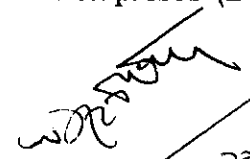
The Board of Directors in their 96th Board meeting held on 27.02.2018 has approved the amendment in clause 11 of Recruitment, Promotion & Seniority Rules, 2000 of NHFDC, which may be read as under:-

"In supersession of the earlier resolution(s) passed in this regard, approval be and is hereby accorded for amendment of Recruitment, Promotions & Seniority Rules, 2000 of the Corporation by way of substituting the following Clause-11 in the said Rules to read as under:

Clause- 11: METHOD OF RECRUITMENT

Posts under the Corporation shall be filled in by one of the following methods in accordance with the job specifications and job requirements of the various posts as notified by the Corporation from time to time:

- a) by direct recruitment
- b) by promotion/transfer
- c) by transfer on deputation. The candidates from Public Sector Undertaking and Central/ State Government Depts. (subject to exemption being obtained /confirmed from the appropriate authorities) shall be considered for deputation against Junior Managerial level posts and above, subject to fulfillment of the conditions laid down by Department of Public Enterprises (DPE) as amended from time to time".


(G.S. Panwar) 27/3/18
Chief Manager (P&A)

Distribution:-

1. All Employees of NHFDC
2. Secretary to CMD - for kind information of CMD.
3. Notice Board
4. Asst. Manager (OL) - for Hindi translation.
5. Office order file

Extract of Minutes of 56th Board meeting of National Handicapped Finance and Development Corporation held on 15.05.2009

20. **AMENDMENT TO NHFDC RECRUITMENT, PROMOTION & SENIORITY RULES, 2000 - CLAUSE 11**

Board was informed that the Recruitment, Promotions & Seniority Rules (RP&S), 2000 was approved by the Board of Directors of the Corporation at the 10th Board Meeting held on 24-4-2000. The method of recruitment to be adopted in the corporation was laid down at clause – 11 of the RP&S Rules, 2000.

The existing clause -11 of Recruitment, Promotions & Seniority Rules, 2000 of the Corporation read as follows;

Clause- 11: METHOD OF RECRUITMENT

Posts under the Corporation shall be filled in by one of the following methods in accordance with the job specifications and job requirements of the various posts as notified by the Corporation from time to time:

- a) by direct recruitment
- b) by promotion/transfer
- c) by transfer on deputation. The candidates from Public Sector Undertaking and Central/ State Government Depts. (subject to exemption being obtained /confirmed from the appropriate authorities) shall be considered for deputation against **Junior Managerial level posts and above.**

As per existing rules, candidates against **Junior Managerial level posts and above can only be considered for deputation** in the Corporation. But, the employees below Junior Managerial level posts are not eligible to be considered for deputation.

Further, the rules are silent about allowing an employee for going on deputation from the Corporation to other organization.

In order to allow flexibility in the matter of employment by way of deputation, it was proposed that all levels of employees of the Corporation may be allowed to go on deputation from the Corporation to Public Sector Undertaking and Central/ State Government Depts./ Autonomous Bodies to as well as to be considered for coming on deputation to the Corporation from Public Sector Undertakings and Central/ State Government Depts./ Autonomous Bodies subject to the rules/guidelines issued from Department of Public Enterprises/Central Government rules.

In order to do so, it was proposed that the Board may consider amendment in clause 11 of Recruitment, Promotion & Seniority Rules, 2000 by way of substituting the corresponding existing Clause -11 of NHFDC Recruitment, Promotions & Seniority Rules, 2000 would read as under:

Clause - 11. METHOD OF RECRUITMENT (As amended)

Posts under the Corporation shall be filled in by one of the following methods in accordance with the job specifications and job requirements of the various posts as notified by the Corporation from time to time:

- a) by direct recruitment
- b) by promotion/transfer

CYC
R. K. MISHRA

आर० के० मिश्र/R.K. MISHRA
कम्पनी सचिव/Company Secretary
नेशनल हैंडीकैप्ड फाइनेंस एण्ड डेवेलपमेन्ट कॉर्पोरेशन
(सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)
National Handicapped Finance and Development Corporation
(Ministry of Social Justice & Empowerment, Govt. of India)
Faridabad

c) by transfer on deputation. The candidates from Public Sector Undertaking and Central/ State Government Depts. (subject to exemption being obtained /confirmed from the appropriate authorities) shall be considered for taking on deputation on all levels of employees of the Corporation as well as for going on deputation from Corporation to other Public Sector Undertakings and Central/ State Government Depts./ Autonomous Bodies subject to the following:-

- i) The regular employees of the corporation shall be eligible to apply on deputation to other Public Sector Undertakings and Central/ State Government Depts./ Autonomous Bodies, who have put in at least 3 (Three) years of service in the Corporation on the date of his application subject to maximum 4 in no. such applications per year can be considered.
- ii) The total strength of employees of the Corporation for sending on deputation to other organizations shall not exceed 10% at any time.
- iii) The total strength of employees of the Corporation for taking on deputation from other organizations shall not exceed 10% at any time.
- iv) The other rules/terms & conditions of the deputation contained in this rules shall remain unchanged.

Board considered the proposal and passed the following resolution in this regard:

“RESOLVED THAT in supersession of the earlier resolution passed in this regard, approval be and is hereby accorded for amendment of Recruitment, Promotions & Seniority Rules, 2000 of the Corporation by way of substituting the following Clause-11 in the said Rules to read as under:

Clause - 11. METHOD OF RECRUITMENT

Posts under the Corporation shall be filled in by one of the following methods in accordance with the job specifications and job requirements of the various posts as notified by the Corporation from time to time:

- a. by direct recruitment
- b) by promotion/transfer
- c) by transfer on deputation. The candidates from Public Sector Undertaking and Central/ State Government Depts. (subject to exemption being obtained /confirmed from the appropriate authorities) shall be considered for taking on deputation on all levels of employees of the Corporation as well as for going on deputation from Corporation to other Public Sector Undertakings and Central/ State Government Depts./ Autonomous Bodies subject to the following:-

- i) The regular employees of the corporation shall be eligible to apply on deputation to other Public Sector Undertakings and Central/ State Government Depts./ Autonomous Bodies, who have put in at least 3 (Three) years of service in the Corporation on the date of his application subject to maximum 4 in no. such applications per year can be considered.
- ii) The total strength of employees of the Corporation for sending on deputation to other organizations shall not exceed 10% at any time.
- iii) The total strength of employees of the Corporation for taking on deputation from other organizations shall not exceed 10% at any time.
- iv) The other rules/terms & conditions of the deputation contained in this rules shall remain unchanged.

CTC
P. Mishra

NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION
(Ministry of Social Justice & Empowerment, Govt. of India)
Red Cross Bhawan, Sector-12, Faridabad-121 007.

NHF/2/17/Office Order/98

08-6-2009

OFFICE ORDER

Sub: Amendment to NHFDC Recruitment, Promotion and Seniority Rules, 2000

BOD, NHFDC in its 56th meeting held on 15.05.09 has approved the amendment to clause 11 in the existing NHFDC's Recruitment, Promotion and Seniority Rules, 2000, to be read as follows:


Clause 11. Method of Recruitment:

Posts under the Corporation shall be filled in by one of the following methods in accordance with the job specifications and job requirements of the various posts as notified by the Corporation from time to time:

- a) By direct recruitment
- b) By promotion/transfer
- c) By transfer on deputation. The candidates from Public Sector Undertakings and Central/ State Government Departments (subject to exemption being obtained /confirmed from the appropriate authorities) shall be considered for taking on deputation at all levels of employees of the Corporation as well as for sending on deputation from Corporation to other Public Sector undertakings and Central/State Government Deptts./Autonomous Bodies subject to the following:
 - i) ✓ The regular employees of the Corporation shall be eligible to apply for deputation to other Public Sector Undertakings and Central/State Government Deptts./Autonomous Bodies, who have put in at least 3 (Three) years of service in the Corporation on the date of his application and that not more than 4 in no. of such applications per year are received from the employee.




Contd.../-

- ii) The total number of employees of the Corporation sending on deputation to other organisations shall not exceed 10% of the borne strength at any time.
- iii) The total number of the employees of the Corporation for taking on deputation from other organisations shall not exceed 10% of the borne strength at any time.
- iv) The other rules/terms & conditions of the deputation as contained in "NHFDC Recruitment, Promotion and Seniority Rules, 2000" shall remain unchanged.


(M. Ravi Kanth) 12/6
Chairman & Managing Director

Copy to:

1. All Employees of NHFDC
2. Office Order file
3. Notice Board



9/11/9


Extract of Minutes of 90th Board meeting of National Handicapped Finance and Development Corporation held on 26.12.2016

**15. AMENDMENT OF RECRUITMENT, PROMOTION & SENIORITY RULES 2000 :
CHARGING OF APPLICATION FEE**

Board was informed that the Corporation incurs lot of expenditure for recruitment process. The corporation has not been charging any fee towards application for the posts. It is proposed that the Corporation should charge fee towards application for various positions.

Board considered the proposal and approved the same.

In view of the above, it was proposed that Clause 12 (viii) may be inserted in National Handicapped Finance and Development Corporation Recruitment, Promotion & Seniority Rules 2000 to read as under :

"Clause 12 (viii) :

The application fee for the candidates applying for various posts in NHFDC (in future) may be charged as under:-

Particulars of the post	Fee for the candidates belonging to the	
	General/OBC	SC/ST/PwDs/XS
Group – A posts	As may be decided by CMD, NHFDC	Nil
Group – B posts		Nil
Group – C posts		Nil
Group – D posts		Nil

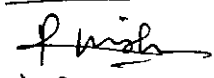
Other conditions for payment of application fee:-

- a) The candidates applying for more than one post are required to pay application fee separately for each post applied for.
- b) Exemption of fee is available for Departmental candidate(s) irrespective of their category.
- c) Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.
- d) Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection.

Notes :

- 1 : SC stands for Scheduled Castes
- 2 : ST stands for Scheduled Tribes
- 3 : PwD stands for Persons with Disabilities
- 4 : XS stands for Ex-serviceman "

CFC



आर० के० मिश्र/R.K. MISHRA
कम्पनी सचिव/Company Secretary
नेशनल हैंडीकेप्ड फाइनेंस एण्ड डिवेल्युमेन्ट कॉर्पोरेशन
(सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)
National Handicapped Finance and Development Corporation
(Ministry of Social Justice & Empowerment, Govt. of India)
Faridabad

NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION

(Dept. of Empowerment of PwDs, Ministry of SJ&E, Government of India)
PHD House, 3rd Floor, 4/2, Siri Institutional Area, August Kranti Marg, New Delhi-110016

File No. : NHF/2/17/Office Order/2016/6607

Dated : 10th March, 2017

OFFICE ORDER

The Board of Directors in their 90th Board meeting held on 26.12.2016 has approved the amendment in Recruitment, Promotion & Seniority Rules, 2000 of NHFDC by inserting Clause 12 (viii) read as under:-

“Clause 12 (viii):-

The application fee for the candidates applying for various posts in NHFDC (in future) may be charged as under:-

Particulars of the post	Fee for the candidates belonging to the	
	General/OBC	SC/ST/PwDs/XS
Group - A posts	As may be decided by CMD, NHFDC	Nil
Group - B posts		Nil
Group - C posts		Nil
Group - D posts		Nil

Other conditions for payment of application fee:-

- a) The candidates applying*for more than one post are required to pay application fee separately for each post applied for.
- b) Exemption of fee is available for Departmental candidate(s) irrespective of their category.
- c) Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.
- d) Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection.

Notes:-

- 1. : SC Stands for Scheduled Castes.
- 2. : ST stands for Scheduled Tribes.
- 3. : PwD stands for Persons with Disabilities.
- 4. : XS stands for Ex-Servicemen.”

This issues with the approval of Competent Authority.

(Dr. Vineet Rana)
Manager (Project)

Distribution:-

- 1. Employees of NHFDC
- 2. Secretary to CMD - for kind information of CMD.
- 3. Notice Board
- 4. Asst. Manager (OL) - for Hindi translation.
- 5. Office order file

11. ANNUAL INCREMENT ON SUCCESSFUL COMPLETION OF THE EXTENDED PROBATION PERIOD

Board was apprised about the Department of Public Enterprises (DPE) Guidelines issued vide OM No. 2(70)/08-DPE(WC), dated 26.11.2008 regarding annual increment. Further, Para 9 of DPE O.M. No. F. No.2 (34)/12-DPE-(WC) GL-XX/12 dated 14th December, 2012, stated that the date of annual increment in respect of below Board level executives of CPSEs would be as per rules and regulations of the respective CPSES.

Various PSUs have their own rule in respect of granting Annual increment. Some of the copies of the Extract of PSU Rules Like National Seed Corporation, Central Railside warehouse Company Ltd, Rashtriya Ispat Nigam Limited, Ferro Scrap Nigam Ltd. & ALIMCO were placed before the meeting.

As per the relevant Rules implemented in various CPSEs, there is a provision for granting Annual increment for the employees (who are in the probation period) that; all increments shall fall due on completion of one year of approved service. Provided that in the case of a person appointed on probation, the increment will not be drawn unless he/she has completed the period of probation to the satisfaction of the Appointing Authority and a confirmation order in this regard has been issued. In cases where the probation period has been extended by the Competent Authority, the annual increment shall be released at the time of clearance of probation but the effective date of increment shall remain unchanged.

In view of the above, it was proposed that, the employees in whose respect confirmation of probation period got delayed / extended, the 1st increment be granted with retrospective effect from the first of the month in which the initial period of probation ought to have been completed.

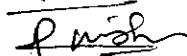
It was also proposed that since the relevant Recruitment, Promotion and Seniority Rules, 2000 did not contain any specific provision on this matter, a suitable amendment be carried out in the said Rules.

Board deliberated on the matter and observed that, the Corporation should pay the notional increment on account of the delay in confirmation of the probation period. However, there should not be any arrear accruing to the employee with effect from the first of the month in which the initial period of probation ought to have been completed.

After some discussion in this regard, the following resolution was passed;

“RESOLVED THAT Recruitment, Promotion and Seniority Rules, 2000 of the Corporation (the Rules) be amended by inserting a new sub clause-VIII after sub clause-VII of clause 14 of the said Rules to read as under;

‘Clause-VIII : Managing Director of the Corporation is authorized to grant Annual increment and the same shall be released on successful completion of probation. In case where the period of probation is extended, the pay & increment(s) on confirmation at the end of extended probation period shall be fixed on the basis of what the officer would have drawn but for his probation. However, no arrears on this account shall be allowed to him for the period prior to the date of confirmation.’”

CTC


आर० क० मिश्र/R.K. MISHRA
कम्पनी सचिव/Company Secretary
नेशनल हैंडीकेप्ड फाइनेंस एण्ड डिवेलपमेन्ट कॉर्पोरेशन
(सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)
National Handicapped Finance and Development Corporation
(Ministry of Social Justice & Empowerment, Govt. of India)
Faridabad

NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION

(Department of Empowerment of Persons with Disabilities (Divyangjan),
Ministry of Social Justice and Empowerment, Government of India)

Unit No. 11& 12, Ground Floor, DLF Prime Tower, Okhla Phase-I, New Delhi-110020


File No. : NHF/2/17/Office Order/2018 / 12501

Dated: 7th May, 2018

OFFICE ORDER

The Board of Directors in their 97th Board meeting held on 03.04.2018 has approved the amendment in Recruitment, Promotion and Seniority Rules, 2000 of the Corporation by inserting a new sub clause-VIII after sub clause -VII of clause 14 of the said Rules to read as under:-

“Clause-VIII : Managing Director of the Corporation is authorized to grant Annual increment and the same shall be released on successful completion of probation. In case where the period of probation is extended, the pay & increment(s) on confirmation at the end of extended probation period shall be fixed on the basis of what the officer would have drawn but for his/her probation. However, no arrears on this account shall be allowed to him/her for the period prior to the date of confirmation.”


(G.S. Panwar) 7/5/18
Chief Manager (P&A)

Distribution:-

1. All Employees of NHFDC
2. Secretary to CMD - for kind information of CMD.
3. Notice Board
4. Asst. Manager (OL) - for Hindi translation.
5. Office order file

Extract of Minutes of 72nd Board meeting of National Handicapped Finance and Development Corporation held on 12.03.2012

12. **AMENDMENT IN NHFDC RECRUITMENT, PROMOTION AND SENIORITY RULE, 2000 – CONCERNING PROBATION**

The Board was apprised that as per Rule 16(B)(ix) of NHFDC Recruitment, Promotion & Seniority Rules, 2000, (RPS Rules) an employee on promotion shall be on probation for a period of one year subject to vigilance and disciplinary clearance and the officer/employee so promoted will be confirmed on satisfactory completion of the probation period. Rule 16 (B)(ix) of RPS Rules of the corporation read as under:-

(ix) "Promotion from the select list shall be made on probation for a period of one year subject to vigilance and disciplinary clearance and the officer/employee will be confirmed on satisfactory completion of the probationary period.

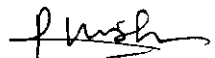
If during or at the end of this period, his performance is found unsatisfactory and the same is communicated to the concerned employee, the appointing authority may extend the probationary period by a maximum of one year or revert him to the post held by him before such promotion."

It was informed that in the Government sector, an employee is put on probation once at the time of initial entry into service on direct recruitment basis. Thereafter, he is not required to be put on probation on promotion. This practice also facilitates the continuity of service during different stages of promotion.

It was proposed that the Rule 16(B) (ix) of RPS Rules of the Corporation may be deleted as the promoted employee has already been in probation on joining the Corporation initially and therefore, there is no requirement to keep him in probation on promotion.

Board considered the proposal and approved deletion of Rule 16 (B) (ix) of NHFDC Recruitment, Promotion & Seniority Rules, 2000 with immediate effect.

CTC



आर० के० मिश्र/R.K. MISHRA
कम्पनी सचिव/Company Secretary
नेशनल हैंडीकेप्ड फाइनेंस एण्ड डिवेल्युमेन्ट कॉर्पोरेशन
(सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)
National Handicapped Finance and Development Corpora
(Mnistry of Social Justice & Empowerment, Govt. of Indi
Faridabad

Extract of Minutes of 57th Board meeting of National Handicapped Finance and
Development Corporation held on 04.08.2009

13. RECRUITMENT, PROMOTION & SENIORITY RULES, 2000-AMENDMENT

Board was informed that the Recruitment, Promotion and Seniority Rules, 2000 of the Corporation were approved by the Board of Directors at 10th Board meeting held on 24.4.2000.

Rule-16 of the said Rules dealt with promotion policy and avenues and referred to qualifying period at Rule 16.(B)(ii). However, the term 'Qualifying period' has not been defined in the said Rules.

Therefore, in the interest of clarity and implementation of Recruitment, Promotion and Seniority Rules, 2000; it was proposed that that the Board may consider to define qualifying period for the purpose of the aforesaid Rules of the Corporation.

Taking into account the various sanctioned posts in the corporation as well as posts that may be filled/created in future; the qualification period for various positions were proposed and placed before the meeting.

Board deliberated on the proposal and decided that a new clause (x) be inserted after Clause (ix) of Rule 16 (B) of Recruitment, Promotion & Seniority Rules,2000 of the corporation to read as follows:

Sl No.	Description of Post and Scale of Pay	Qualifying Period for Promotion
1	Deputy General Manager Rs.36,600-62,000	Minimum 4 (four) years service as Senior Manager in the Grade of Rs.32,900-58,000 (Pre Revised Rs. 16000-400-20800)
2	Senior Manager Rs.32,900-58,000	Minimum 4 (four) years service as Manager in the grade of Rs.29,100-54,500 (Pre Revised Rs. 14500-350-18700)
3	Manager Rs.29,100-54,500	Minimum 4 (four) years service as Deputy Manager in the grade of Rs.24,900-50,500 (Pre Revised Rs. 13000-350-18250)
4	Deputy Manager Rs.24,900-50,500	Minimum 4 (four) years service as Assistant Manager in the grade of Rs.16,400-40,500 (Pre Revised Rs. 8600-250-14600)
5	Company Secretary Rs.24,900-50,500	Direct Recruitment/ Deputation
6	Assistant Manager Rs.16,400-40,500	Minimum 4 (four) years service as Junior Executive in the grade of Rs.12,600-32,500 (Pre Revised Rs. 6550-200-11350)
7	Junior Executive/ Private Secretary Rs.12,600-32,500	Minimum 4 (four) years service as Senior Assistant/ Senior Accountant/ Senior PA in the grade of Rs.11200-24650 (Pre Revised Rs. 5600-150-8600)
8	Sr. PA/ Sr. Accountant/ Sr. Assistant/ Sr. Hindi Translator Rs.11200-24650	Minimum 4 (four) years service in the post of PA/ Accountant/ Assistant in his respective post in the grade of Rs.11000-24350 (Pre Revised Rs. 5500-150-8500)

[Handwritten Signature]

SI No.	Description of Post and Scale of Pay	Qualifying Period for Promotion
9	PA/ Accountant/ Assistant/Hindi Translator Rs.11000-24350	Minimum 4 (four) years service in the post of Steno/Jr. Accountant/Jr. Assistant /Jr. Assistant (OL) in his respective post in the grade of Rs.10,600-23250 (Pre Revised Rs. 5300-140-8100)
10	Junior Assistants/ Jr. Accountants Rs.10,600-23250	Minimum 4 (four) years service the post of Lower Division Clerks/ Data Entry Operator / Receptionist-cum-Telephone Operator / Accounts Clerk in the respective grade of Rs.10,000-21100 (Pre Revised Rs. 5000-110-7200)
11	Steno Rs.10,600-23250	Direct Recruitment
12	Accounts Clerk/ Lower Division Clerk/ Data Entry Operator / Receptionist cum-Telephone Operator/ Driver Rs.10,000-21100	Direct Recruitment
13	Dispatch Rider Rs.10,000-21100	Direct Recruitment
14	Peon-Cum Messenger/Attendant Rs.9200-18350	Direct Recruitment

Note:

Pre-revised scale referred w.r.t. the scale of pay means the pay scale that was implemented in the Corporation w.e.f. 1.1.1997. Revised scale is referred w.r.t. scale of pay as in implementation in the Corporation as per approval of the Board accorded by means of Presidential directive issued vide Ministry of Social Justice & Empowerment, GOI notification no. 2-11/2009-DD.IV dated 30.4.2009.

CTC
R. K. Mishra

आर० के० मिश्र/R.K. MISHRA
कम्पनी सचिव/Company Secretary
नेशनल हैंडीकैप्ड फाइनेंस एण्ड डिवेलपमेंट कॉर्पोरेशन
(सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)
National Handicapped Finance and Development Corporation
(Ministry of Social Justice & Empowerment, Govt. of India)
Faridabad

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Extract of Minutes of 57th Board meeting of National Handicapped Finance and Development Corporation held on 04.08.2009

13. RECRUITMENT, PROMOTION & SENIORITY RULES, 2000-AMENDMENT

Board was informed that the Recruitment, Promotion and Seniority Rules, 2000 of the Corporation were approved by the Board of Directors at 10th Board meeting held on 24.4.2000.

Rule-16 of the said Rules dealt with promotion policy and avenues and referred to qualifying period at Rule 16.(B)(ii). However, the term 'Qualifying period' has not been defined in the said Rules.

Therefore, in the interest of clarity and implementation of Recruitment, Promotion and Seniority Rules, 2000; it was proposed that that the Board may consider to define qualifying period for the purpose of the aforesaid Rules of the Corporation.

Taking into account the various sanctioned posts in the corporation as well as posts that may be filled/created in future; the qualification period for various positions were proposed and placed before the meeting.

Board deliberated on the proposal and decided that a new clause (x) be inserted after Clause (ix) of Rule 16 (B) of Recruitment, Promotion & Seniority Rules,2000 of the corporation to read as follows:

Sl No.	Description of Post and Scale of Pay	Qualifying Period for Promotion
1	Deputy General Manager Rs.36,600-62,000	Minimum 4 (four) years service as Senior Manager in the Grade of Rs.32,900-58,000 (Pre Revised Rs. 16000-400-20800)
2	Senior Manager Rs.32,900-58,000	Minimum 4 (four) years service as Manager in the grade of Rs.29,100-54,500 (Pre Revised Rs. 14500-350-18700)
3	Manager Rs.29,100-54,500	Minimum 4 (four) years service as Deputy Manager in the grade of Rs.24,900-50,500 (Pre Revised Rs. 13000-350-18250)
4	Deputy Manager Rs.24,900-50,500	Minimum 4 (four) years service as Assistant Manager in the grade of Rs.16,400-40,500 (Pre Revised Rs. 8600-250-14600)
5	Company Secretary Rs.24,900-50,500	Direct Recruitment/ Deputation
6	Assistant Manager Rs.16,400-40,500	Minimum 4 (four) years service as Junior Executive in the grade of Rs.12,600-32,500 (Pre Revised Rs. 6550-200-11350)
7	Junior Executive/ Private Secretary Rs.12,600-32,500	Minimum 4 (four) years service as Senior Assistant/ Senior Accountant/ Senior PA in the grade of Rs.11200-24650 (Pre Revised Rs. 5600-150-8600)
8	Sr. PA/ Sr. Accountant/ Sr. Assistant/ Sr. Hindi Translator Rs.11200-24650	Minimum 4 (four) years service in the post of PA/ Accountant/ Assistant in his respective post in the grade of Rs.11000-24350 (Pre Revised Rs. 5500-150-8500)

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Sl No.	Description of Post and Scale of Pay	Qualifying Period for Promotion
9	PA/ Accountant/ Assistant/Hindi Translator Rs.11000-24350	Minimum 4 (four) years service in the post of Steno/Jr. Accountant/Jr. Assistant /Jr. Assistant (OL) in his respective post in the grade of Rs.10,600-23250 (Pre Revised Rs. 5300-140-8100)
10	Junior Assistants/ Jr. Accountants Rs.10,600-23250	Minimum 4 (four) years service the post of Lower Division Clerks/ Data Entry Operator / Receptionist-cum-Telephone Operator / Accounts Clerk in the respective grade of Rs.10,000-21100 (Pre Revised Rs. 5000-110-7200)
11	Steno Rs.10,600-23250	Direct Recruitment
12	Accounts Clerk/ Lower Division Clerk/ Data Entry Operator / Receptionist cum-Telephone Operator/ Driver Rs.10,000-21100	Direct Recruitment
13	Dispatch Rider Rs.10,000-21100	Direct Recruitment
14	Peon-Cum Messenger/Attendant Rs.9200-18350	Direct Recruitment

Note:

Pre-revised scale referred w.r.t. the scale of pay means the pay scale that was in implementation in the Corporation w.e.f. 1.1.1997. Revised scale is referred w.r.t. scale of pay as in implementation in the Corporation as per approval of the Board accorded by means of Presidential directive issued vide Ministry of Social Justice & Empowerment, GOI notification no. 2-11/2009-DD.IV dated 30.4.2009.

CTC

[Signature]

आर० के० मिश्र/R.K. MISHRA
कम्पनी सचिव/Company Secretary
नेशनल हैंडीकेप्ड फाईनेंस एण्ड डिवेलपमेन्ट कार्पोरेशन
(सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)
National Handicapped Finance and Development Corporation
(Ministry of Social Justice & Empowerment, Govt. of India)
Faridkot



NHF/2/9/RPS Amendment/2008/53749

30-9-2009

OFFICE ORDER

BOD, NHFDC in its 57th meeting held on 04.08.2009 has approved to insert a new clause 16 B (x) after clause 16 B (ix) in NHFDC Recruitment, Promotion and Seniority Rules, 2000. The new inserted clause 16 B (x) shall be read as follows:

Sl. No.	Description of Post and Scale of Pay	Qualifying Period for Promotion
1	Deputy General Manager Rs.36,600-62,000	Minimum 4 (four) years service as Senior Manager in the Grade of Rs.32,900-58,000 (Pre Revised Rs. 16000-400-20800)
2	Senior Manager Rs.32,900-58,000	Minimum 4 (four) years service as Manager in the grade of Rs.29,100-54,500 (Pre Revised Rs. 14500-350-18700)
3	Manager Rs.29,100-54,500	Minimum 4 (four) years service as Deputy Manager in the grade of Rs.24,900-50,500 (Pre Revised Rs. 13000-350-18250)
4	Deputy Manager Rs.24,900-50,500	Minimum 4 (four) years service as Assistant Manager in the grade of Rs.16,400-40,500 (Pre Revised Rs. 8600-250-14600)
5	Company Secretary Rs.24,900-50,500	Direct Recruitment/ Deputation
6	Assistant Manager Rs.16,400-40,500	Minimum 4 (four) years service as Junior Executive in the grade of Rs.12,600-32,500 (Pre Revised Rs. 6550-200-11350)
7	Junior Executive/ Private Secretary Rs.12,600-32,500	Minimum 4 (four) years service as Senior Assistant/ Senior Accountant/ Senior PA in the grade of Rs.11200-24650 (Pre Revised Rs. 5600-150-8600)
8	Sr. PA/ Sr. Accountant/ Sr. Assistant/ Sr. Hindi Translator Rs.11200-24650	Minimum 4 (four) years service in the post of PA/ Accountant/ Assistant in his/her respective post in the grade of Rs.11000-24350 (Pre Revised Rs. 5500-150-8500)

Sl. No.	Description of Post and Scale of Pay	Qualifying Period for Promotion
9	PA/ Accountant/ Assistant/Hindi Translator Rs.11000-24350	Minimum 4 (four) years service in the post of Steno/Jr. Accountant/Jr. Assistant /Jr. Assistant (OL) in his/her respective post in the grade of Rs.10,600-23250 (Pre Revised Rs. 5300-140-8100)
10	Junior Assistants/ Jr. Accountants Rs.10,600-23250	Minimum 4 (four) years service the post of Lower Division Clerks/ Data Entry Operator / Receptionist-cum-Telephone Operator / Accounts Clerk in the respective grade of Rs.10,000-21100 (Pre Revised Rs. 5000-110-7200)
11	Steno Rs.10,600-23250	Direct Recruitment
12	Accounts Clerk/ Lower Division Clerk/ Data Entry Operator / Receptionist cum-Telephone Operator/ Driver Rs.10,000-21100	Direct Recruitment
13	Dispatch Rider Rs.10,000-21100	Direct Recruitment
14	Peon-Cum Messenger/Attendant Rs.9200-18350	Direct Recruitment

(M. Ravi Kanth)

Chairman & Managing Director

Copy to:

- 4. All employees of NHFDC
- 5. Office file
- 6. Notice Board

All should note it is there after it is to be filed by PA

PA - to circulate & provide one copy to the duly acknowledged by all.

MEG 7/10/19
7/10/19

22/4
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NHF/2/22/Change of Designation/2016/2695,

Dated: 05.07.2019

OFFICE ORDER

Pursuant to decision of the Board at various meetings, 39 posts have been sanctioned in NHFDC. The eligibility criteria of each post has been defined/amended from time to time by BoD, NHFDC.

The sanctioned posts alongwith the Eligibility Criteria for each post as defined by Board incorporating all amendments since inception to till date (containing 7 pages) has been consolidated and is enclosed.

(Anil Kumar)

Chief Manager (P&A)

Distribution:

1. All Employees of NHFDC
2. P & A Section
3. Finance Section
4. Personal file of all concerned
5. Asst. Manager (O/L) – For Hindi Translation
6. Notice Board
7. Office Order file
8. APAR Cell
9. Nodal Officer (KMP)-: For information and necessary updation in KM Portal
10. Asst. Manager (S&P)-For necessary changes in Website

NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION

SANCTIONED POSTS AND ELIGIBILITY CRITERIA OF POSTS

Total Sanctioned Posts: 39

(Updated upto : 28-6-2019)

Sl. No.	Designation (As amended at 101 st Board Meeting held on 27-5-2019) with pay Scales (3 rd Pay Revision: IDA Pattern)	Post	Details of Creation / Origin of Post	Eligibility Criteria	Board Meeting & Date of approval of the Eligibility Criteria
(a)	(b)	(c)	(d)	(e)	(e)
1.	Deputy General Manager (Finance) (Earlier Asst. General Manager (Finance) after conversion from Sr. Manager (PPC) Pay Scale: Rs.80,000- 2,20,000 E-5 level	1	Initially the post of Sr. Manager (PPC) was created at 1 st Meeting of the Board held on 24-2-1997 Thereafter, the said Post was converted into AGM(Finance) at 80 th Board meeting	EQ. : i) Graduate in any Discipline and ii) CA/ICWA/MBA (Finance) Experience: a) 12 Years of which 8 Years in middle managerial level in field of Corporate financing, financial policies, financial appraisal, funds management, budget estimation and implementation, accounts, taxation etc. in banking sector or Government financial institution. b) should have atleast 5 years hands on experience on the use of computers for financial management and budgeting / book keeping. Age Limit : 45 years. (Maximum)	80 th meeting of the Board held on 29.09.2014.
2.	Asst. General Manager (Finance) (Earlier Manager (Finance) Pay Scale: Rs.70,000-2,00,000 E-4 Level	1	The post was created at 1 st meeting of the Board held on 24-2- 1997.	EQ.: i) PG Degree in Commerce/CA/ ICWA / MBA (Finance) from recognised institute/ university. ii) Minimum 8 years experience in relevant field at Executive Level. D.Q.: Preference will be given to those candidates who have experience in the use of computers for financial management, budgeting and maintaining accounts. Age : 45 years. Recruitment: Promotion/Deputation/ Direct	Revised at 70 th meeting of the Board held on 30.08.2012
3.	Asst. General Manager (Personnel & Administration) (Earlier Manager (Personnel & Administration) Pay Scale: Rs.70,000-2,00,000 E-4 Level	1	The post was created at 1 st meeting of the Board held on 24-2- 1997.	E.Q.: MBA or Two year Post Graduate Qualification Degree / Diploma in Personnel Management/ Industrial Relation / HRD from a recognised institute/University. D.Q.: LLB / PG Diploma in Labour Laws Experience : 8 years experience for MBA/PG Degree, 10 years for PG Diploma of which 5 years in Junior/middle managerial level in various facets of Personnel Management & General Administration including recruitment, selection, Industrial Relations in a PSE or private corporate sector or banking sector. Age Limit : 42 years.	2 nd meeting of the Board held on 09.09.1997
4.	Company Secretary Pay Scale: Rs.60,000-1,80,000 E-3 Level	1	The post was created at 1 st meeting of the Board held on 24-2- 1997.	E.Q.: Associated Member of Institute of Company Secretaries of India. Experience: 5 years experience of Company Law, Legal Documentation, Statutory regulations and Statutory/Government Audit in a Public / Government Sector or Reputed Private Sector. Age Limit: 37 years	2 nd BoD meeting held on 09.09.1997

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NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION

SANCTIONED POSTS AND ELIGIBILITY CRITERIA OF POSTS

Total Sanctioned Posts: 39

(Updated upto : 28-6-2019)

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Sl. No.	Designation (As amended at 101 st Board Meeting held on 27-5-2019) with pay Scales (3 rd Pay Revision: IDA Pattern)	Post	Details of Creation / Origin of Post	Eligibility Criteria	Board Meeting & Date of approval of the Eligibility Criteria
(a)	(b)	(c)	(d)	(e)	(e)
5.	Chief Manager (Project) (Earlier Dy. Manager (Project) Pay Scale: Rs.60,000-1,80,000 E-3 Level	2	The post was created at 5 th meeting of the Board held on 31-3-1999 Note: Initially 3 posts of Deputy Manager (Project) were created. Thereafter, 01 post was converted into Dy. Manager (Finance) in 62 nd Meeting of the Board held on 25-10- 2010.	Essential Qualification a) P.G. Degree in Science/Commerce/ B.E. or MBA from a recognised university. OR CA / ICWA/ MBA (Finance) b) Minimum 5 years experience in project formulation, appraisal & scrutiny of projects of which, 3 years at the executive level. c) 2 years hand on experience on computer or 1 year experience of using computer for project appraisal/ monitoring and recovery. D.Q. Experience of working in the area of disability. Age - 37 Year Recruitment: Promotion/Deputation/ Direct	5 th meeting of the Board held on 31.03.1999
6.	Chief Manager (Finance) (Earlier Dy. Manager (Finance) Pay Scale: Rs.60,000-1,80,000 E-3 Level	1	01 post of Dy. Manager (Project) was created at 5 th meeting of the Board held on 31-3- 1999 was converted into Dy. Manager (Finance).	Essential Qualification i) Degree in Commerce/CA/ICWA/ MBA (Finance) from recognised institute/ university ii) Minimum 5 Years experience in relevant field at Executive level. D.Q.: Preference will be given to those candidate who have experience in the use of computer for the financial management , budgeting and maintaining accounts. Age : 42 Years Recruitment: Promotion/Deputation/ Direct	Revised at 70 th meeting of the Board held on 30.08.2012
7.	Deputy Manager (Project) (Earlier Asst. Manager (Project) Pay Scale: Rs.40,000-1,40,000 E-1 Level	2	5 th Board meeting held on 31-3-1999	Essential Qualification a) P.G. Degree in Science /Commerce /B.E. from a recognised university. b) 3 years experience in supervisory level c) 2 years hand on experience on computer or 1 year experience of using computer for project appraisal/monitoring and recovery. D.Q.: Experience of working in the area of disability. Age - 32 Year Recruitment: Promotion/Deputation/ Direct	5 th Board meeting held on 31-3-1999
8.	Deputy Manager (System & Project) (Earlier Asst. Manager (Systems & Project) Pay Scale. Rs.40,000-1,40,000 E-1 Level	1	1 st meeting of the Board held on 24-2- 1997.	E.Q.: MCA or Two year Post Graduate Degree / Diploma in Computer application from a recognised institute or university. OR Post Graduate Degree in any discipline with one year diploma in computer application. Experience : 2 year for MCA/PG Degree, 5 years for PG with diploma in development of application packages, database management related to project monitoring. Preference will be given to candidates with experience of working in the field of disability. Age Limit : 32 years	2 nd meeting of the Board held on 09.09.1997

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NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION

SANCTIONED POSTS AND ELIGIBILITY CRITERIA OF POSTS

Total Sanctioned Posts: 39

(Updated upto : 28-6-2019)

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Sl. No.	Designation (As amended at 101st Board Meeting held on 27-5-2019) with pay Scales (3rd Pay Revision: IDA Pattern)	Post	Details of Creation / Origin of Post	Eligibility Criteria	Board Meeting & Date of approval of the Eligibility Criteria
(a)	(b)	(c)	(d)	(e)	(e)
9.	Deputy Manager (Finance) (Earlier Asst. Manager (Finance) Pay Scale: Rs.40,000-1,40,000 E-1 Level	1	5 th BoD meeting held on 31-3-1999	Essential Qualification i) Degree in Commerce/CA/CWA/ MBA (Finance) from recognised institute/university ii) Minimum 2 Years experience in relevant field at Supervisory level. D.Q.: Preference will be given to those candidate who have experience in the use of computers for financial management, budgeting and maintaining accounts. Age : 35 Years Recruitment: Promotion/Deputation/ Direct	Revised at 70 th meeting of the Board held on 30.08.2012
10.	Deputy Manager (Personnel) Pay Scale: Rs.40,000-1,40,000 (IDA Pattern) E-1 Level	1	1 st BoD Meeting held on 24-2-1997.	EQ.: MBA or Two year Post Graduate qualification Degree/Diploma in Personnel Management/ Industrial Relation/HRD from a recognised institute/ University. D.Q.: - PG Diploma in Labour Laws Experience.: 1/2 year for MBA/PG Degree, 3 years for PG Diploma in various facets of Personnel Management & General Administration including recruitment, selection, Industrial Relations in a PSEs or private corporate sector or banking sector. Age : 32 years	2 nd BoDs meeting held on 09.09.1997
11.	Deputy Manager (Official Language) (Earlier Asst. Manager (Official Language) Pay Scale: Rs.40,000-1,40,000 (IDA Pattern) E-1 Level	1	5 th BoD meeting held on 31-3-1999	E.Q.: a) P.G. Degree in Hindi with English as one of the subject at Degree Level from a recognised university. OR P.G. Degree in any subject with Hindi as a main subject and English as an elective subject from a recognised university. b) Minimum 3 years experience in the relevant field in supervisory level. D.Q.: Diploma/Certificate course in Hindi Translation from a recognized University/ Institute. Age: 32 years. Recruitment: Deputation/ Direct	5 th Board meeting held on 31-3-1999

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NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION

SANCTIONED POSTS AND ELIGIBILITY CRITERIA OF POSTS

Total Sanctioned Posts: 39

(Updated upto : 28-6-2019)

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Sl. No.	Designation (As amended at 101st Board Meeting held on 27-5-2019) with pay Scales (3rd Pay Revision: IDA Pattern)	Post	Details of Creation / Origin of Post	Eligibility Criteria	Board Meeting & Date of approval of the Eligibility Criteria
(a)	(b)	(c)	(d)	(e)	(e)
12	Assistant Manager (Earlier: Secretary to Managing Director) Pay Scale: Rs.30,000-1,20,000 E-0 Level	1	1 st BoD Meeting held on 24-2-1997.	Essential Qualification: (a) Graduate in any discipline with a speed of 100/40 wpm in Shorthand/typing respectively. OR Higher/Senior Secondary with a speed of 120/40 wpm in shorthand/ typing respectively (b) Diploma in Secretarial practice from a recognised Institute. Experience: (a) 05 years experience as Personal Assistant in Govt./Public Sector Undertaking/Private Sector OR 8 years experience, out of which at least 7 years shall be as Personal Assistant in case of Higher/ Senior Secondary (b) Proficient in using computer for secretarial job and should be familiar with windows environment. Age limit: 37 years	2 nd meeting of the Board held on 09.09.1997
13	Sr. Executive (Earlier Sr. Accountant) Pay Scale: Rs.27,000-1,00,000	2	01 post of Sr. Accountant was created in 1 st BoD Meeting held on 24- 2-1997 Further, 01 post of Personal Assistant was converted into post of Sr. Accountant in 72 nd BoD Meeting held on 12.03.2013	E.Q.: CA(Inter)/ ICWA (Inter)/B.Com. from recognised Institute/university D.Q.: Knowledge of Tally accounting software Experience: 2 years experience in the relevant field Age limit: 32 Years Recruitment: Promotion/Deputation/ Direct	Revised at 70 th meeting of the Board held on 30.08.2012
14	Sr. Executive (Earlier: Sr. Office Assistant) Pay Scale: Rs.27,000-1,00,000 (IDA Pattern)	1	5 th BoD meeting held on 31-3-1999	Essential Qualification: a) Degree in Arts/Science/Commerce from a recognised University. b) Minimum 3 years experience in the establishment and general administration. c) Knowledge of using computer. D.Q.: a) Diploma/Certificate in Personnel Management / Industrial relation. b) Knowledge of typing (Hindi / English) Age Limit- 30 Years Recruitment: Promotion/Deputation/ Direct	5 th Board meeting held on 31-3-1999

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NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION

SANCTIONED POSTS AND ELIGIBILITY CRITERIA OF POSTS

Total Sanctioned Posts: 39

(Updated upto : 28-6-2019)

: 5 :

Sl. No.	Designation (As amended at 101st Board Meeting held on 27-5-2019) with pay Scales (3rd Pay Revision: IDA Pattern)	Pos t	Details of Creation / Origin of Post	Eligibility Criteria	Board Meeting & Date of approval of the Eligibility Criteria
(a)	(b)	(c)	(d)	(e)	(e)
15.	Executive (Earlier: Personal Assistant) Pay Scale: Rs.26,500-95,000 (IDA Pattern)	3	1 st BoD Meeting held on 24-2-1997. Initially 05 posts of Personal Assistant were created. Thereafter, 01 post of Personal Assistant was converted into post of Jr. Assistant (Accounts) in 60 th BoD Meeting held on 07.06.2010 Further, 01 post of Personal Assistant was converted into post of Sr. Accountant in 72 nd BoD Meeting held on 12.03.2013	Essential Qualification: a) A Graduate in any discipline with a speed of 100/40 WPM in shorthand (English)/ typing (English) respectively. b) Should have passed diploma in Stenography from a Govt. Recognised institute. c) A Certificate course in Computer application for not less than six months duration from a reputed institute. Desirable Qualification: a) Diploma in Secretarial Practice from a recognised institute. b) Knowledge of shorthand (Hindi and typing (Hindi) respectively. Experience: 5 years as Stenographer in Govt. / Public Sector Undertaking/ Private Sector of repute. Age limit : 32 years	58 th Board meeting held on 30.10.2009
16.	Jr. Executive (Earlier: Junior Assistant) Pay Scale: Rs.25,500-90,000 (IDA Pattern)	6	5 th meeting of the Board held on 31-3-1999	Essential Qualification: a) Degree in Art/Science/Commerce b) A Certificate course in computer application not less than six months duration from a reputed institution. c) Knowledge of standard software packages, (MS-Office, Word, FOXPRO etc.). d) Data entry speed of not less than 6000 key depressions per hour. Age -27 Year Recruitment: Direct	5 th Board meeting held on 31-3-1999

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NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION

SANCTIONED POSTS AND ELIGIBILITY CRITERIA OF POSTS

Total Sanctioned Posts: 39

(Updated upto : 28-6-2019)

: 6 :

Sl. No.	Designation (As amended at 101st Board Meeting held on 27-5-2019) with pay Scales (3rd Pay Revision: IDA Pattern)	Post	Details of Creation / Origin of Post	Eligibility Criteria	Board Meeting & Date of approval of the Eligibility Criteria
(a)	(b)	(c)	(d)	(e)	(e)
17.	Jr. Executive [Earlier: Junior Assistant (Accounts)] Pay Scale: Rs.25,500-90,000 (IDA Pattern)	2	01 Post of Personal Assistant was converted into post of Jr. Assistant (Accounts) at 60 th Meeting of the Board held on 07.06.2010 Further, 01 Post of Jr. Asst. (Company Affairs) created in 55 th BoD meeting held on 18-02-2009 was converted into post of Jr. Asst. (Accounts) in 72 BoD Meeting held on 12- 3-2013.	E.Q.: i) Degree in Commerce from recognized Institute / University ii) Minimum 1 year experience in relevant field D.Q.: Knowledge of Tally Accounting software. Age Limit: 30 years Recruitment: Promotion/Deputation/ Direct	Revised at 70 th meeting of the Board held on 30.08.2012
18	Jr. Executive [Earlier: Junior Assistant (Systems)] Pay Scale: Rs.25,500-90,000	1	Post of Jr. Asst. (Raj Bhasha) created in 55 th BoD meeting held on 18-02-2009 was converted into post of Jr. Asst. (Systems) in 72 BoD Meeting held on 12- 3-2013.	E.Q.: (i) BCA/B.Sc. (Computer Science)/ IT or its equivalent degree OR (ii) Bachelor's Degree from Recognised University and (iii) PGDCA (Govt. recognised)/ 'A' level course from DOEACC (with knowledge of MS Office, E-mail, Internet surfing, Networking, SQL 2005, Visual Basic, Net, Web Designing / Maintenance, Hardware/ Software installation etc.) D.Q.: MCA/M.Sc. (Computer Science)/IT or its equivalent degree Experience: Atleast 1 year experience in IT related field in Public/Private Sector undertaking/ Company. Age Limit: 27 Years Note: IT stands for Information Technology BCA stands for Bachelor in Computer Application. MCA stands for Masters in Computer Application.	72 nd meeting of the Board held on 12.03.2013

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NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION

SANCTIONED POSTS AND ELIGIBILITY CRITERIA OF POSTS

Total Sanctioned Posts: 39

(Updated upto : 28-6-2019)

: 7 :

Sl. No.	Designation (As amended at 101st Board Meeting held on 27-5-2019) with pay Scales (3rd Pay Revision: IDA Pattern)	Post	Details of Creation / Origin of Post	Eligibility Criteria	Board Meeting & Date of approval of the Eligibility Criteria
(a)	(b)	(c)	(d)	(e)	(e)
19.	Asst. Executive (Earlier: Accounts Clerk) Pay Scale: Rs.24,000-85,000 (IDA Pattern)	1	55th meeting of Board held on 18.02.2009	E.Q.: Degree in Commerce from recognised institute/university D.Q.: Typing speed 30 W.P.M. (English / Hindi)/ knowledge of Tally accounting software. Age limit: 30 Years Recruitment: Direct/ Deputation/ Promotion	Revised at 70th meeting of the Board held on 30.08.2012
20.	Asst. Executive (Earlier: Dispatch Clerk) Pay Scale: Rs.24,000-85,000	1	55th meeting of Board held on 18.02.2009	Essential Qualification: i) Degree in Science /Arts /Commerce from a recognised university. ii) Six month duration course in Computer Application from a institute of repute. iii) Typing speed: 30 WPM Experience: Minimum one year experience in relevant field in a PSU/Govt./ Private Organisation of repute Age: 27 years Recruitment: Direct/Promotion/Deputation	55th meeting of the Board held on 18.02.2009
21.	Asst. Executive (Earlier: Cashier) Pay Scale: Rs.24,000- 85,000	1	55th meeting of Board held on 18.02.2009	E.Q.: Degree in Commerce from recognised institute/university D.Q.: Preference will be given to those candidates who have experience in handling cash in Financial institute/PSU/Bank/Private organisation of repute. Age limit: 30 Years Recruitment: Direct/Deputation	Revised in 70th meeting of the Board held on 30.08.2012
22.	Asst. Executive (Earlier: Driver) Pay Scale: Rs.24,000-85,000	2	1st BoD Meeting held on 24-2-1997.	E.Q.: a) 8th pass with clean and valid LMV driving licence Experience: a) 5years as a driver in an organisation of repute. b) should be familiar with Delhi Age Limit: 32 Year	2nd meeting of the Board was held on 09.09.1997
23.	Office Assistant (Earlier: Messenger cum Peon) Pay Scale: Rs.22,500-80,000	5	2 posts of Peon were created at 1st Meeting of the Board was held on 24-2-1997. Further, 3 posts of Messenger-cum- Peon were created at 5th meeting of the Board held on 31-3- 1999.	E.Q.: 8th pass Age Limit: 28 Years	2nd BoDs meeting held on 09.09.1997

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