

NATIONAL SCHEDULED CASTES FINANCE AND DEVELOPMENT CORPORATION, DELHI

RECRUITMENT, PROMOTION AND SENIORITY RULES, 2016 (REVISED)
(LAST AMENDED AS ON 09TH MARCH, 2026)

In exercise of the powers conferred by Article 60(5) of the Article of Association of NSFDC, the Board of Directors hereby lays down the rules relating to recruitment, promotion, seniority and other allied matters.

1. SHORT TITLE, COMMENCEMENT & APPLICABILITY

- i) These rules shall be known as “**NATIONAL SCHEDULED CASTES FINANCE AND DEVELOPMENT CORPORATION (NSFDC) RECRUITMENT, PROMOTION AND SENIORITY RULES, 2016 (REVISED)**”
- ii) These rules shall come into force with immediate effect in super session of all previous rules, orders and decisions, if any, on the subject in so far as they are inconsistent with these rules.
- iii) They shall apply to all the employees of the Corporation working in its Head Office, Zonal Offices as also employees whose services are deputed/lent to other agencies.
- iv) Unless so provided in these rules, these shall not apply to :
 - a) Persons employed on daily wages including casual labor and part-time employees and
 - b) Apprentices/Trainees.

2. DEFINITIONS

In these Rules, unless the context otherwise requires:

- i) “Corporation” means National Scheduled Castes Finance and Development Corporation, having its registered office at SCOPE Minar, Core 1 & 2, 14th Floor, Laxmi Nagar District Centre, Delhi-110092.
- ii) “Board” means the Board of Directors of National Scheduled Castes Finance And Development Corporation constituted by the President in terms of the Articles of Association of the Corporation.
- iii) “Chairman-cum-Managing Director or Managing Director” means Chairman-cum-Managing Director or Managing Director appointed by the President in terms of the Articles of Association of the Corporation.
- iv) “Competent Authority” means in relation to exercise of any power, the Board, the Chairman-cum-Managing Director or Managing Director or any other officer specified in that behalf by the Board.
- v) “Appointing Authority” means an officer empowered by competent authority to make appointments to posts in the Corporation.

- vi) “Employee” means any person in the whole time employment of the Corporation excluding persons employed on daily wages, casual labor and Apprentices/Trainees.
- vii) “Permanent Employee” means an employee who has successfully completed the prescribed probationary period and who has been confirmed in writing against a permanent post.
- viii) “Part-time Employee” means an employee whose services are not engaged on a full-time basis.
- ix) “Adhoc/Contractual Employee” means an employee whose services have been engaged for a specified purpose and for a specified period or for work essentially temporary in nature.
- x) “Direct Recruit” means a person recruited against an open advertisement in accordance with the provisions of these rules.
- xi) “Promotion” means appointment by Competent Authority to a post in a higher scale/grade made in accordance with these rules.
- xii) “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.
- xiii) “Sanctioned Strength” means the number of posts sanctioned in various scales by the Competent Authority in respect of each department/division/Zonal Offices etc. of the Corporation.
- xiv) “Permanent Post” means a post created by Competent Authority without specifying any definite period.
- xv) “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.
- xvi) “Non-Selection Post” means a post other than selection post which is to be filled on the basis of seniority, subject to suitability and elimination of unfits.
- xvii) “Selection List” in relation to any post means select list of candidates prepared in accordance with these rules.
- xviii) “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.
- xix) “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 scale.
- xx) “Probationer” means a person provisionally employed with a view to being considered for appointment against a permanent sanctioned post.

- xxi) “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.
- xxii) “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.
- xxiii) “Executive” means an employee holding a post in the executive cadre of the Corporation.
- xxiv) “Non-Executive” means an employee who is not an executive.
- xxv) “Employee on deputation/Foreign Service” means an employee of another organization deputed for service in the Corporation for a specified period, at his request or vice-versa.

3. CLASSIFICATION OF POSTS

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

(a) Executive Posts:

Pay Scales (IDA)	Nomenclature	Classification
(E-7) Rs.100000-260000	Chief General Manager	Top Managerial Level
(E-6) Rs.90000-240000	General Manager	
(E-5) Rs.80000-220000	Deputy General Manager	Sr. Managerial Level
(E-4) Rs.70000-200000	Assistant General Manager/Company Secretary	
(E-3) Rs.60000-180000	Chief Manager	Middle Managerial Level
(E-2) Rs.50000-160000	Manager	
(E-1) Rs.40000-140000	Deputy Manager	Jr. Managerial Level
(E-0) Rs.30000-120000	Assistant Manager	

(b) Non-Unionized Supervisory Level Posts:

Pay Scales (IDA)	Nomenclature
(S-1) Rs.27000-95000	Executive

(c) Unionized Staff (Non-Executive Level Posts):

Pay Scales (IDA)	Nomenclature
(N-6) Rs.26000-93000	Junior Executive
(N-5) Rs.25000-90000	Senior Assistant/Driver/Senior Driver/Driver(Selection Grade)
(N-3) Rs.23000-84000 #	Assistant
(N-2) Rs.22000-80000 #	Junior Assistant (SG)
(N-1) Rs.21000-77000 #	Junior Assistant

These posts will be abolished as and when these posts fall vacant subsequent due to retirement/resignation/promotion.

4. GENERAL CONDITIONS RELATING TO APPOINTMENT

The following general conditions shall apply to all appointments to the posts 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 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 three 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 Government Hospital/Medical Board attached to the special employment exchange (in case of PwBDs) depending upon the nature of appointment.

The deputationists prior to being absorbed in the service of the Corporation, shall also 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 three 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 in first appointment in 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 self-attested photo copies 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.
 - 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 and OBC as the case may be is false, the services of the employee will be terminated forthwith without prejudice 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 certificate.
- e) Certificates 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 Organizations, Autonomous Bodies, Public Sector Undertakings (who has 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 Govt. Organizations, Autonomous Body, Public Sector Undertaking as the case may be and the same is duly certified by the concerned authority 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) Oath of allegiance.
- h) Declaration under the provisions of the Indian Official Secret Act, 1923.
- i) Vigilance/Disciplinary Clearance/No Objection Certificate(s) from the previous employer only in case of those employees coming from Central/State/Semi Govt., Autonomous Bodies and Public Sector undertakings.
- 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.
- x) 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(SCs), Scheduled Tribes(STs), Other Backward Classes(OBCs), Ex-servicemen(ESM), Persons with Benchmark Disabilities (PwBDs) and other categories will be regulated as per directives/instructions issued by the Government of India/ Department of Public Enterprises, from time to time.

Liaison Officer for SC/ST/OBC and PwBD may be nominated for ensuring proper implementation of Reservation Policy of the Government of India.

6. EMPLOYEMENT 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 qualification and age may be relaxed provided the duties of the respective post can be satisfactorily performed without compromising requirements of minimum standards of efficiently.

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 attains the age of 18 years subject to all other provisions of this scheme.

7. ASSOCIATION OF OUTSIDE EXPERTS IN SELECTION/DEPARTMENTAL PROMOTION COMMITTEES

For assisting in the recruitment/promotion, the competent authority may, with the approval of the Chairman-cum-Managing Director or Managing director include, according to the requirements, outside experts in any selection and department promotion committees. Such outside experts may be paid an honorarium at the rate applicable as per the instructions of DOPT, Govt. of India, issued from time to time (presently the rate of honorarium is Rs 2500/-) for their services.

8. LIABILITY OF SERVICES

A person recruited to a post under the Corporation shall be liable to be posted anywhere in India.

9. 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 employee's 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 reemployed before attaining the age of 60 years.

10. METHOD OF RECRUITMENT

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

- i) By Promotion.
- ii) By Direct Recruitment.
- iii) By transfer on deputation from Public Sector Undertakings and Central/State Government Departments.

- iv) By Absorption for transfer on deputation.
- v) By re-employment for ex-servicemen only.
- vi) By short-term contract for appointment of retired officers of the Corporation or other retired Government officers, where contract can be for a period of 6 months to one year, which can be further renewed.

11. 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 candidates.
- ii) Eligible Departmental employees who possess the prescribed qualifications 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. However, internal candidates will only be considered for a grade next higher to the post against which they are working and have been confirmed. In such cases age shall not be a bar provided the employee has at least 3 years to superannuate and is medically fit.

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, screening of applications, in accordance with the approved job specifications, calling the candidates for online written test/skill test and personal interview (wherever applicable - to be conducted by NSFDC) or any other mode as may be prescribed by the competent authority from time to time. The online written test will be conducted through Institute of Banking Personnel Selection (IBPS) or any other Professional Organization as decided by the Management from time to time.

Merely satisfying the eligibility criteria/job specifications prescribed for a post will not entitle a candidate to be called for online written exam/skill test followed by personal interview (wherever applicable - to be conducted by NSFDC). Depending upon the number of vacancies available, the Corporation reserves the right to restrict the number of candidates to be called for personal interview, say in the ratio of 1:5 (i.e. 5 candidates per vacancy) from amongst those who rank high enough in the merit list of the written test /skill test result. The total marks for online written test/skill test will be 85% and for personal interview (wherever applicable) to 15% only.

Further, in case a candidate called for interview/test 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.

For the posts in Group-B, Group-C and Group-D, where interview has already been dispensed with as per the Instructions of the Government of India, final selection of the candidate against the vacancy(ies), will be done on the basis of the merit list of the Online Written Test/Skill Test only.

- 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 organization/recognized institutions 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 (DPE) 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/Department of Public Enterprises from time to time.
- vii) By making references to recognized associations and agencies who maintain rosters of suitable persons for promotion of the interests and welfare of Scheduled Caste/Scheduled Tribes, Ex-Servicemen and other similar special categories.
- viii) All the vacancies will be invariably displayed on the notice-boards of the unit of recruitment.
- ix) In addition to the existing modes of direct recruitment prescribed to the posts of Assistant Manager (E-0) and Deputy Manager (E-1), the UPSC Pratibha Setu Portal (C2 Scheme) has been adopted on a trial basis as a primary mode, as and when required, subject to fulfilment of the prescribed eligibility criteria in accordance with the provisions of the NSFDC's RP&S Rules (amended from time to time), Government of India reservation policy, DPE guidelines and other applicable statutory instructions.

Further, the candidates shall be shortlisted from the UPSC Pratibha Setu Portal (C2 Scheme) based on the prescribed eligibility criteria and UPSC merit, and final selection shall be made through interviews by a duly constituted Selection Committee of the Corporation. In case sufficient suitable candidates are not available through the UPSC Pratibha Setu Portal, the Corporation may resort to other recruitment modes as provided under the NSFDC's RP&S Rules.

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

12. SELECTION COMMITTEE

A. Selection Committees for the posts shall be **constituted** as under:

- a) **For posts in the Top Management Level [in the pay scale of E-6: Rs.90000-240000 and E-7: Rs.100000-260000]**
 - i) Chairman-Cum Managing Director
 - ii) An Outside expert
 - iii) Head of the HR Department to act as Member Secretary
 - iv) A representative of SC/ST
 - v) A representative of OBC
 - vi) A representative of Minority Community
 - vii) A women representative (Either from the General category/ Minority/SC/ST/OBC Community)

b) For the posts in the Senior Managerial Level [in the pay scale of E-4: Rs.70000-200000 and E-5: Rs.80000-220000]

- i) Chairman-Cum Managing Director.
- ii) Head of the HR Department.
- iii) Head of the Concerned Department.
- iv) A representative of SC/ST
- v) A representative of OBC
- vi) A representative of Minority Community
- vii) A women representative (Either from the General category/ Minority/SC/ST/OBC Community)

Note: Expert, if necessary, will be associated in the Selection Committee.

c) For the posts in the Middle/Junior Managerial Level [in the pay scale of E-0: Rs.30000-120000 to E-3: Rs.60000-180000]

- i) Chairman-Cum Managing Director or his nominee.
- ii) Head of the HR Department.
- iii) Head of the Concerned Department.
- iv) A representative of SC/ST
- v) A representative of OBC
- vi) A representative of Minority Community
- vii) A women representative (Either from the General category/ Minority/SC/ST/OBC Community)

Note: Expert, if necessary, will be associated in the Selection Committee.

d) For the posts in the Supervisory Level [in the pay scale of Rs.27000-95000]

- i) Head of HR Department or his nominee.
- ii) Head of the concerned Department or his nominee (Zonal Manager in case of Zonal Office)
- iii) A representative of SC/ST
- iv) A representative of OBC
- v) A representative of Minority Community
- vi) A women representative (Either from the General category/ Minority/SC/ST/OBC Community)

Note: Expert, if necessary, will be associated in the Selection Committee.

e) For the posts of Non-executives [in the pay scale of Rs.21000-77000 to Rs.26000-93000] [Revised Pay Scale as on 01.01.2017]

- i) Head of HR Department or his nominee.
- ii) Head of the concerned Department or his nominee (Zonal Manager in case of Zonal Office)
- iii) A representative of SC/ST
- iv) A representative of OBC
- v) A representative of Minority Community
- vi) A women representative (Either from the General category/ Minority/SC/ST/OBC Community)

Note: Expert, if necessary, will be associated in the Selection Committee.

B. Selection Procedure:

- i)** Selection Committee will assess the suitability of 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 Central Government/Department of Public Enterprise 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 has also advertised/notified and is yet to be filled up. This would, however give no overriding preference to the candidate mentioned above vis-a-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 committee/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)** Selection Lists will be valid for a period of one year from the date of its approval. With the approval of Chairman-cum-Managing Director or 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 Selection 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 period of three months.
- vii)** Appointments (excluding deputation and lien) shall normally be made on probation and the period of probation will be one year which may be extended up to 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 may also be given by either party to the other.

On satisfactory completion of the period of probation, the employee shall be confined in 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 probation/extended probation period. Non-compliance of this condition, however will not amount to automatic confirmation of the employee concerned.

13. APPLICATION FEE

The application fee for posts advertised by the Corporate Office/Zonal Offices will be as under:-

Executive	:	Rs.600/-
Supervisory	:	Rs.350/-
Non-Executive	:	Rs.200/-

No fee will be charged from Departmental candidates or those belonging to Scheduled Caste, Scheduled Tribe, Persons with Benchmark Disability and Ex-Servicemen categories, subject to their submitting documents signed by the competent authority in favour of their claim.

14. REIMBURSEMENT OF TRAVELLING EXPENSES OF CANDIDATES CALLED FOR INTERVIEW BY THE CORPORATION

Outstation Candidates called for interview for posts in the executive/non-executive cadres shall be entitled to reimbursement of single return journey 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 she/he actually performs the journey whichever is nearer and back to the same station as per their entitlement contained in the NSFDC Travelling Allowance Rules, as amended from time to time.

15. PROMOTION

(A) Policy:

- i) The guiding principles underlying the Promotion Policy of the Corporation aim at providing and 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 organization. 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 organization on the basis of the following basic principles:
 - a) Ensure fairness, consistency, equitability and uniformity in the matter of promotion of employees in the establishments of the Corporation.
 - b) Providing broad equality of opportunity in growth and career prospects.
 - c) Create and sustain the morals of the employees by informing them of the kind of career promotion opportunities that exist in the organization and the basis of the manner in which promotions will be effected.
- ii) The Principles enunciated in Clause 1 above will be applicable to all regular employees of the Corporation.

- iii) 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 organization.

(AA) - Grant of Financial Up-gradation:

Grant of financial up-gradation may be considered on completion of 10 years of service, reckoned from the date of joining as direct recruit or on promotion, provided the employee has not been promoted during this interval. The grant of financial up-gradation will be applicable to all regular employees of the Corporation and regulated as under:

- i) In order to mitigate hardship in cases of acute stagnation in career growth, an employee may be granted financial up-gradation equivalent to one notional increment on completion of 10 years of service provided that:
 - a) The financial up-gradation under these provisions will be available whenever an employee has spent 10 years continuously in the same grade or post.
 - b) The employee concerned is eligible for promotion but could not be given promotion due to, non-availability of vacancy in the higher post or some other administrative reason.
 - c) The employee concerned should not have been debarred for promotion or awarded any other punishment as a result of disciplinary action.
- ii) The financial up-gradation merely affects placement of employee(s) on personal basis in the immediate next higher grade pay/grant of financial benefits and does not amount to actual/functional promotion of the employees concerned.
- iii) All cadres including incumbents of isolated posts are eligible for grant of financial up-gradation.
- iv) Benefit of pay fixation available at the time of regular promotion shall also be allowed at the time of financial up-gradation under these rules. Therefore, the pay shall be raised by granting a notional increment in the pay drawn before such an up-gradation. There shall be no further pay fixation at the time of regular promotion, if it is to the same pay scale, as granted under financial up-gradation.
- v) With regard to fixation of pay on grant of financial up gradation under these provisions, the benefactor employee has an option under FR 22 (I) (a) (1) to get his pay fixed in the higher pay scale either from the date of grant of financial up gradation or from the due date of his next increment.
- vi) In the matter of disciplinary/penalty proceedings, grant of benefit under these provisions shall be subject to rules governing normal promotion.
- vii) Financial up gradation is purely personal to the employee and shall have no relevance to his/her seniority position. As such no stepping up of pay in the pay scale would be admissible with regard to junior getting more pay than the senior on account of pay fixation, under these provisions.

- viii) After 1st Regular promotion or 1st financial up-gradation, completion of 10 years of regular service in a grade/post, whichever falls earlier, will be the milestone for grant of next financial up-gradation.

Employee getting financial up-gradation will continue to be eligible for his/her appointment on promotion to the regular post and pay scale to which he/she has been provided financial up-gradation and even the next higher stage.

- ix) 'Regular Service' for the purpose of financial up-gradation shall commence from the date of joining a post on regular basis either on direct recruitment or on absorption or on promotion basis.
- x) The periods of service termed as not qualifying for promotion shall not qualify for grant of financial up-gradation, as well.
- xi) If financial up-gradation is not allowed after 10 years, due to the employee being unfit or due to departmental proceedings etc., this would have consequential effect on the subsequent financial up gradations.
- xii) On grant of financial up-gradations, there shall be no change in designation, classification or higher status; however the financial as well as other benefits which are linked to the pay drawn by an employee will be permitted.
- xiii) Grant of financial benefits does not amount to actual/functional promotion of the employee concerned. Benefits of financial up-gradation will be uniformly extended to all employees and reservation roster will not be applicable. However, the Rules of reservation in promotion shall be ensured at the time of regular promotion.
- xiv) The financial up-gradation envisages merely placement in the immediate next higher pay scale in the hierarchy.
- xv) The grant of financial up-gradation should not lead to any change in the existing manpower structure of the Corporation.
- xvi) For grant of financial up-gradation within the hierarchy of executive grade post(s) and from supervisory grade posts to executive grade post(s) the benchmark of 'Very Good' in the preceding 5 years would be applicable. For grant of financial up-gradation within the supervisory grade posts and from non-executive grade post(s) to supervisory grade post(s) and within the non-executive grade post(s) the benchmark 'Good' in the preceding 5 years would be applicable.
- xvii) If a regular promotion has been offered but refused by the employee before becoming entitled to the financial up gradation, no financial up-gradation shall be allowed. If the financial up-gradation is already granted due to stagnation and the employee subsequently refuses the promotion, this shall not be a ground to withdraw the financial benefit; however, no further financial up gradation shall be admissible.
- xviii) The Departmental Promotion Committee constituted from time to time should take up cases of financial up-gradation and make its recommendations for their financial up-gradation in deserving cases, otherwise found to be eligible for promotion, to the Competent Authority.

The financial up-gradation under these provisions shall have prospective effect and the benefit will be admissible only from the date of recommendations of Departmental Promotion Committee (DPC) are duly accepted/approved by the Competent Authority.

(B) Rules:

- i) Promotions shall generally be made as and when vacancies occur in 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 to the higher grade.
- iii) For considering promotions the confidential Annual Performance Appraisal Reports (APAR) for the preceding 3 years will be taken in to account.
- iv) For non-selection posts, promotion will be on the basis of seniority subject to rejection of unfits.
- v) For promotion to selection posts, merit will be primary factor though other factors such as seniority, integrity and qualification shall be given due consideration.
- vi) 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.
- vii) 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.
- viii) Promotions from the Select List shall be made on probation for a period of one year subject to vigilance and disciplinary clearance and the promotee 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.

(C) Time for considering promotions:

The promotion shall, subject to the vacancies being available, be taken up for consideration as and when the vacancy will occur and 30th June and 31st December of each calendar year, will be the date for reckoning the eligibility periods.

Amended vide Office Order No. NSFDC/Pers./RP&S/93(Vol.-I) dated 14th September, 2018.

(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 12 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 Chairman-cum-Managing Director or 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, 1990 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 Employees 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 persons in the Select List.
- iii) That the employees against whom disciplinary proceedings are pending, 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. No promotion can be withheld merely on the basis of suspicion or doubt or where the matter is under preliminary investigation and has not reached the stage of issue of charge sheet. During the stage of investigation prior to issue of charge sheet in disciplinary proceedings or prosecution, if the Disciplinary Authority is of the view that the charges are serious and the officer should not be promoted, it is open to the Disciplinary Authority to suspend the officer which will lead to the DPC recommendation to be kept in sealed cover. The sealed cover procedure is to be resorted to only after the charge memo/charge sheet is issued or the officer is placed under suspension. The pendency of preliminary investigations prior to that stage is not sufficient to adopt the sealed cover procedure.
- 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 for 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 channels. Representation/Appeals must be submitted within 45 days of the date of notification of promotions.

(J) Reservation of Posts in Promotions:

The directives of Central Government regarding reservation of posts for Scheduled Castes, Scheduled Tribes, Persons with Benchmark Disabilities, if any issued from time to time, shall be followed.

(K) Stagnation increment:

Such employees who stagnate at the maximum of the pay scale will be granted one increment for every two years of service of such stagnation subject to the condition that no employee is to be allowed more than three such stagnation increments in respect of his service in any one group/cadre as per directions issued by the Government/Department of Public enterprises from time to time.

(L) Refusal to accept promotion:

An employee, who refuses 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.

16. 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 organization as it will enable them to suggest names of suitable persons holding posts preferably at the next below level in Central/State/Semi-Government organizations, Autonomous Bodies, Public Sector Undertakings having requisite qualifications and necessary length of experience in the relevant field for the posts(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 deputations in the Corporation would not be considered as a fresh term of deputation for the purpose of reckoning the maximum period of deputation.

However, where the extension of the period or 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 organization and the Corporation prior to the actual appointment of the employee.
- 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 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 under the following circumstances:-
- a) if he/she receives Performa promotion in his parent cadre under the next below rules
 - 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 organization 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.

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 organization and the Board of Directors 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 for 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 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 organization.
- v) In case of each deputationist, the Corporation will decide, at least 3 months 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 deputationists in the Corporation, the terms and conditions of absorption shall be determined by the Corporation as per the guidelines for absorption of deputationists issued by the central Government/DPE from time to time.

Under the exceptional circumstances the Corporation may revert the deputationist to his/her parent department, prematurely, after giving the lending organization 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.

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

Further the upper age limit in respect of the posts in executive and non-executives cadres is relaxable in respect of the Scheduled Castes(SCs), Scheduled Tribes(STs), Other Backward Classes(OBCs), Ex-Servicemen (ESM) and Persons with Benchmark Disabilities (PwBDs) categories to the extent prescribed in the Government directives as notified from time to time.

18. 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.

19. APPOINTING AUTHORITY

Category	Appointing Authority	Disciplinary Authority	Appellate Authority	Reviewing Authority
Presidential Appointment	President	President	President	President
Employees in the pay scale of Rs.90000-240000 upto Rs.100000-260000 other than Presidential Appointments.	Board of Directors	Board of Directors	Board of Directors	Board of Directors
Employees in the pay scale of Rs.27000-95000 upto Rs.80000-220000 other than Presidential Appointments.	Chairman-cum-Managing Director	Chairman-cum-Managing Director	Board of Directors	Board of Directors
Employees in the pay scale of Rs.21000-77000 upto Rs.26000-93000.	Chief General Manager	Chief General Manager	Chairman-cum-Managing Director	Board of Directors

20. 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 Clauses 4 (iii) to 4 (vi) of these rules shall be required to be completed by him/her.

21. 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 or extended period granted by the Competent Authority.

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) **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 that have been promoted.

- iii) 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.
- iv) Seniority of Deputationists on absorption will be decided as per the Central Government instructions issued on the subject from time to time.
- v) Seniority List of the employees' 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.
- vi) Employee concerned will be allowed to represent indicating the reasons about the assignment of their seniority position within a period of one month after the provisional seniority list has been published.

No cases for revision in seniority can be entertained beyond this period, thereafter final list will be issued after carrying out the correction, if any.

22. INTERPRETATION

If any question arises relating to the Interpretation of these rules it shall be referred to the Chairman-cum-Managing Director or Managing Director whose decision thereon shall be final.

23. 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.

24. 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.

25. DELEGATION OF POWERS

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

26. **The NSFDC Recruitment, Promotion and Seniority Rules shall be reviewed by Chairman-cum-Managing Director after every 3 years and place any amendment(s), modification(s) or addition(s) etc. before the Board of Directors for approval.**

ANNEXURE-A**FINANCE AND ACCOUNTS**

S. No	Description of Post	Scale of Pay	Age limit for Direct Recruits	Executive/Non-Executive	Basic Qualification and Experience for Direct Recruits and Deputationists	Whether selection or non-selection posts (for promotion posts only)	Method of recruitment	Criteria for Promotion
1	2	3	4	5	6	7	8	9
1.	Chief General Manager (E-7)	100000-260000	52 Years	Executive	Essential: 1. CA/ICWA/MBA(Finance) <u>with a minimum 50% marks in aggregate.</u> 2. Minimum 18 years' experience in the relevant field, of which 12 years in the Middle & Senior Managerial Level.	Selection	Promotion Deputation DR	From the post of General Manager with the minimum 3 years' service in the grade.
2.	General Manager (E-6)	90000-240000	52 Years	Executive	Essential: 1. CA/ICWA/MBA(Finance) <u>with a minimum 50% marks in aggregate.</u> 2. Minimum 15 years' experience in the relevant field, of which 10 years in the middle & Senior Managerial Level.	--do--	--do--	From the post of DGM with the minimum 3 years' service in the grade.
3.	Deputy General Manager (E-5)	80000-220000	47 Years	Executive	Essential: 1. CA/ICWA/MBA(Finance) <u>with a minimum 50% marks in aggregate.</u> 2. Minimum 12 years' experience in the relevant field of which 7 years in the Middle Managerial Level.	--do--	--do--	From the post of Assistant General Manager with the minimum 3 years' service in the grade.

4.	Assistant General Manager (E-4)	70000-200000	42 Years	Executive	Essential: 1. CA/ICWA/MBA(Finance) <u>with a minimum 50% marks in aggregate.</u> 2. Minimum 8 years' experience in the relevant field of which 5 years in the Middle Managerial Level.	--do--	--do--	From the post of Chief Mgr. with the minimum 3 years' service in the grade.
5.	Chief Manager (E-3)	60000-180000	37 Years	Executive	Essential: 1. CA/ICWA/MBA(Finance) <u>with a minimum 50% marks in aggregate.</u> 2. Minimum 6 years' experience in the relevant field, of which 3 years in the next below scale of pay i.e. E-2 and remaining 3 years in the E-1 scale.	--do--	--do--	From the post of Manager with the minimum 3 years' service in the grade.
6.	Manager (E-2)	50000-160000	-	Executive	Essential: 1. CA/ICWA/MBA(Finance) <u>with a minimum 50% marks in aggregate.</u> 2. Minimum 3 years' experience in the next below scale of pay of Deputy Manager/Deputy Zonal Manager (E-1 scale)	--do--	Promotion	From the post of Deputy Manager with the minimum 3 years' service in the grade.
7.	Deputy Manager (E-1)	40000-140000	32 Years	Executive	Essential: 1. PG Degree in Commerce/Eco/Stat. from a recognized University <u>with a minimum 50% marks in aggregate.</u> 2. Minimum 3 years' experience in the Supervisory Level. Desirable(Additional): CA/ICWA/MBA(Finance)	--do--	75% DR 25% Promotion	From the post of Assistant Manager (Fin/Accounts/IA) with minimum 3 years' service in the grade.

8.	Assistant Manager (E-0)	30000-120000	30 years	Executive	Essential: 1. PG Degree in Commerce/ Eco/Stat. from a recognized University <u>with a minimum 50% marks in aggregate.</u> Desirable(Additional): CA/ICWA/MBA(Finance)	Selection	Promotion DR	From the post of Executive with minimum 3 years' service in the grade.
9.	Executive	27000-95000	--	Supervisory	--	Non-Selection	Promotion	From the post of Junior Executive with minimum 3 years' service in the grade.
10.	Junior Executive	26000-93000	28 Years	Non-Executive	Essential: 1. Degree in Commerce/Eco/Statistics from a recognized University. 2. Minimum 3 years' experience in the relevant field.	Non-Selection	Promotion DR	From the post of Senior Assistant with minimum 3 years' service in the grade.
11.	Senior Assistant	25000-90000	27 Years	Non-Executive	Essential: 1. Degree in Commerce/Eco/Statistics from a recognized University. 2. Minimum 1 year' experience in the relevant field.	Selection	Promotion D.R	From the post of Assistant with minimum 3 years' service in the grade. Qualification is a must as prescribed for the post as in Direct Recruitment.

Note: Minimum experience pertains to post qualification experience only for eligibility for Direct Recruitment

ANNEXURE-B**PROJECTS AND COORDINATION**

S. No	Description of Post and Scale of Pay	Scale of Pay	Age limit for Direct Recruits	Executive/Non-Executive	Basic Qualification and Experience for Direct Recruits and Deputationists	Whether selection or non-selection posts (for promotion posts only)	Method of recruitment	Criteria for Promotion
1	2	3	4	5	6	7	8	9
1.	Chief General Manager (E-7)	100000-260000	52 Years	Executive	Essential: - PG Degree in Arts/Science/ Commerce/Agricultural Science/ BE/<u>Statistics/Management Economics & Accountancy/ Banking & Finance</u> from a recognized University <u>with a minimum 50% marks in aggregate.</u> - Minimum 18 years' experience in the relevant field of which 12 years in the Middle & Senior Managerial Level. Desirable(Additional): MBA/LLB	Selection	Promotion Deputation D.R	From the post of General Manager with the minimum 3 years' service in the grade.
2.	General Manager (E-6)	90000-240000	52 Years	Executive	Essential: - PG Degree in Arts/Science/ Commerce/Agricultural Science/ BE/ <u>Statistics/Management Economics & Accountancy/ Banking & Finance</u> from a recognized University <u>with a minimum 50% marks in aggregate.</u> - Minimum 15 years' experience in the relevant field of which 10 years in the Middle & Senior Managerial Level. Desirable(Additional): MBA/LLB	Selection	Promotion Deputation D.R	From the post of DGM with the minimum 3 years' service in the grade.
3.	Deputy General Manager (E-5)	80000-220000	47 Years	Executive	Essential: - PG Degree in Arts/Science/ Commerce/Agricultural Science/ BE/<u>Statistics/Management Economics & Accountancy/ Banking & Finance</u> from a recognized University <u>with a minimum 50% marks in aggregate.</u> - Minimum 12 years' experience in the relevant field of which 7 years in the Middle Managerial Level. Desirable(Additional): MBA/LLB	Selection	Promotion Deputation D.R	From the post of Assistant General Manager with the minimum 3 years' service in the grade

4.	Assistant General Manager (E-4)	70000-200000	42 Years	Executive	Essential: - PG Degree in Arts/Science/ Commerce/Agricultural Science/ BE/<u>Statistics/Management Economics & Accountancy/ Banking & Finance</u> from a recognized University <u>with a minimum 50% marks in aggregate.</u> - Minimum 8 years' experience in the relevant field of which 5 years in the Middle Managerial Level. Desirable(Additional):MBA/LLB	Selection	Promotion Deputation D.R	From the post of Chief Manager with the minimum 3 years' service in the grade.
5.	Chief Manager (E-3)	60000-180000	37 Years	Executive	Essential: - PG Degree in Arts/Science/ Commerce/Agricultural Science/ BE/ <u>Statistics/Management Economics & Accountancy/ Banking & Finance</u> from a recognized University <u>with a minimum 50% marks in aggregate.</u> - Minimum 6 years' experience in the relevant field, of which 3 years in the next below scale of pay i.e. E-2 and remaining 3 years in the E-1 scale. Desirable (Additional):MBA/LLB	Selection	Promotion Deputation D.R	From the post of Manager with the minimum 3 years' service in the grade.
6.	Manager (E-2)	50000-160000	-	Executive	Essential: - PG Degree in Arts/Science/Commerce/Agricultural Science/BE/<u>Statistics/Management/Economics &Accountancy/Banking & Finance</u> from a recognized University <u>with a minimum 50% marks in aggregate.</u> - Minimum 3 years' experience in the next below scale of pay of Asstt. Manager/Asstt. Zonal Manager - E-1 scale	--do--	Promotion	From the post of Deputy Manager with the minimum 3 years' service in the grade.
7.	Deputy Manager (E-1)	40000-140000	32 Years	Executive	Essential: - PG Degree in Arts/Science/ Commerce/Agricultural Science/BE/<u>Statistics/Management/Economics & Accountancy/Banking & Finance</u> from a recognized University <u>with a minimum 50% marks in aggregate.</u> - Minimum 3 years' experience in the Supervisory Level. Desirable (Additional):MBA/LLB	Selection	75% D.R 25% Promotion	From the post of Assistant Manager with minimum 3 years' service in the grade

8.	Assistant Manager (E-0)	30000-120000	30 years	Executive	Essential: 1 PG Degree in Arts/Science/ Commerce/Agricultural Science/ BE/ <u>Statistics/Management/ Economics & Accountancy/Banking & Finance</u> from a recognized University <u>with a minimum 50% marks in aggregate.</u> Desirable(Additional): MBA/LLB	Selection	Promotion DR	From the post of Executive with minimum 3 years' service in the grade.
9.	Executive	27000-95000	--	Supervisory	--	Non-Selection	Promotion	From the post of Junior Executive with minimum 3 years' service in the grade.
10.	Junior Executive	26000-93000	28 Years	Non-Executive	Essential: 1. Degree in Arts/Sc./Commerce from a recognized University. 2. Minimum 3 years' experience in the relevant field. Desirable(Additional): Knowledge of Computer Application/MS office package	Non-Selection	Promotion D.R	From the post of Senior Assistant with minimum 3 years' service in the grade.
11.	Senior Assistant	25000-90000	27 Years	Non-Executive	Essential: 1. Degree in Arts/Sc./ Commerce from a recognized University. 2. Minimum 3 years' experience in the Establishment and General Admn. Desirable(Additional): Knowledge of Computer Application/MS office package	Selection	Promotion D.R	From the post of Assistant with minimum 3 years' service in the grade. Qualification is a must as prescribed for the post as in Direct Recruitment.
12.	Assistant*	23000-84000	27 Years	Non-Executive	Essential: 1. 12 th Pass. 2. Speed of 30 WPM in Typing. (English/Hindi) Desirable(Additional): Degree in Arts/Sc./Commerce	Selection	Promotion DR	With 5 years' experience in the pay scale of Rs.22000-80000 with qualification and proficiency in the type test prescribed for direct recruit.

Note: Minimum experience pertains to post qualification experience only for eligibility for Direct Recruitment

* The post will be abolished as and when these posts fall vacant due to retirement/resignation/promotion etc. in future.

ANNEXURE-C**CORPORATE SERVICES**

S. No	Description of Post and Scale of Pay	Scale of Pay	Age limit for Direct Recruits	Executive/Non-Executive	Basic Qualification and Experience for Direct Recruits and Deputationists	Whether selection or non-selection posts (for promotion posts only)	Method of recruitment	Criteria for Promotion
1	2	3	4	5	6	7	8	9
1.	Deputy General Manager (Corporate Services) (E-5 level)	80000-220000	47 Years	Executive	Essential: 1. Degree in Arts/Science/ Commerce from a recognized University <u>with a minimum 50% marks in aggregate</u> along with membership of the Institute of Company Secretaries of India. 2. Minimum 12 years' experience in the relevant field of which 7 years in the middle managerial level. Desirable(Additional): CA/ICWA/LLB	Selection	Promotion Deputation D.R	From the post of AGM (CS) (E-4) with 3 years' service in the grade.
2.	Assistant General Manager (Corporate Services) (E-4 level)	70000-20000	42 Years	Executive	Essential: 1. Degree in Arts/Science/ Commerce from a recognized University <u>with a minimum 50% marks in aggregate</u> along with membership of the Institute Of Company Secretaries of India. 2. Minimum 8 years' experience in the relevant field of which 5 years in the middle managerial level. Desirable(Additional): CA/ICWA/LLB	Selection	Promotion Deputation D.R	From the post of CM (CS) (E-3) with 3 years' service in the grade.

3.	Chief Manager (Corporate Services) (E-3 level)	60000-180000	37 Years	Executive	Essential: 1. Degree in Arts/ Science/ Commerce from a recognized University <u>with a minimum 50% marks in aggregate</u> along with membership of the Instt. of Company Secretaries of India. 2. Minimum 6 years' experience in the relevant field, of which 3 years in the next below scale of pay i.e. E-2 and remaining 3 years in the E-1 scale. Desirable(Additional): CA/ICWA/LLB	Selection	Promotion Deputation D.R	From the post of Manager (CS) (E-2) with 3 years' service in the grade.
4.	Manager (Corporate Services) (E 2 Level)	50000-160000	-	Executive	Essential: 1. Degree in Arts/Science/Commerce from a recognized University <u>with a minimum 50% marks in aggregate</u> along with membership of the Institute of Company Secretaries of India. 2. Minimum 3 years' experience in next below scale of pay i.e. E-1 level. Desirable(Additional): CA/ICWA/LLB	Selection	Promotion	From the post of DM (CS) (E-1) with 3 years' service in the grade.
5.	Deputy Manager (Corporate Services) (E 1 Level)	40000-140000	32	Executive	Essential: 1. Degree in Arts/Science /Commerce from a recognized University <u>with a minimum 50% marks in aggregate</u> along with membership of the Institute of Company Secretaries of India.	Selection	Promotion DR	-

					2. Minimum 3 years' experience in the relevant field in the supervisory level. Desirable(Additional): CA/ICWA/LLB			
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Note: Minimum experience pertains to post qualification experience only for eligibility for Direct Recruitment

ANNEXURE-D**INFORMATION TECHNOLOGY**

S. No	Description of Post and Scale of Pay	Scale of Pay	Age limit for Direct Recruits	Executive/Non-Executive	Basic Qualification and Experience for Direct Recruits and Deputationists	Whether selection or non-selection posts (for promotion posts only)	Method of recruitment	Criteria for Promotion
1	2	3	4	5	6	7	8	9
1.	Manager (IT) (E-2)	50000-160000	-	Executive	Essential: 1. PG Degree in Computer Science or PG Degree in Arts/Science/Commerce/BE from a recognized University <u>with a minimum 50% marks in aggregate</u> along with PG Diploma in Computer Science. He/she should be proficient in RDBMS like oracle along with Developer/2000, Designer/2000, Programmer/2000 etc. and have exposure to structured methodology in design/development. He/she should have also worked in UNIX/DOS/Novell environment. 2. Minimum 5 years' experience in the relevant field in an organization of repute, preferably in a bank or a financial institution.	Selection	Promotion	From the post of Deputy Manager (System) with the minimum 3 years' service in the grade.
2.	Deputy Manager (IT) (E-1)	40000-140000	32 Years	Executive	Essential: 1. PG Degree in Computer Science or PG Degree in Arts/Science/Commerce/BE from a recognized University <u>with a minimum 50% marks in aggregate</u> along with PG Diploma in Computer Science. He/she should be proficient in RDBMS like oracle along with Developer/2000, Designer/2000, Programmer/2000 etc. and have exposure to structured methodology in design/development. He/she should have also worked in UNIX/DOS/Novell environment. 2. Minimum 3 years' experience in the	--do--	75% D.R 25% Promotion	From the post of Assistant Manager with minimum 3 years' service in the grade.

					relevant field in an organization of repute, preferably in a bank or a financial institution.			
3.	Assistant Manager (E-0)	30000-120000	30 years	Executive	Essential: 1. Graduate in Arts/Commerce/ Science <u>with a minimum 50% marks in aggregate</u> from a recognized University along with PG Diploma in Computer Science from a recognized University. 2. Minimum of 2-3 years' experience in System Management in LAN (4-1) and UNIX Environment, Familiarity with packages like Dbase, Lotus, WordStar, Foxpro and Work perfect etc. under LAN, UNIX, MS-DOS and WINDOWS environment.	Selection	Promotion DR	From the post of Programme Executive with minimum 3 years' service in the grade.
4.	Executive (IT)	27000-95000	30 years	Supervisory	Essential: 1. Bachelor's Degree in Computer Science/Computer Application/IT or PGDCA with Master Degree in Commerce/Economics/Business Administration from a recognized University He/she should have knowledge of one or more programming language like VB, C, C++, C# and Web Designing/Scripting and HTML/DHTML, ASP Programming etc. and back end software like MS-SQL, Oracle etc. 2. Minimum 2 years hand-on relevant experience in software Development in a Financial Institution/ similar organization. He/She should be well acquainted with recent/ latest programming software and work.	-	DR	-

5.	Assistant *	23000-84000	27 Years	Non-Executive	Essential: 1. 12 th pass with a typing speed of 30 w.p.m. in English Typing. 2. Minimum one year's experience as Data Entry Operator in an organization of repute and familiarity with various computer packages like MS office, MS Words, MS Excel etc.	-	DR	-
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Note: Minimum experience pertains to post qualification experience only for eligibility for Direct Recruitment

* The post will be abolished as and when these posts fall vacant due to retirement/resignation/promotion etc. in future.

ANNEXURE-E**OFFICIAL LANGUAGE**

S. No	Description of Post and Scale of Pay	Scale of Pay	Age limit for Direct Recruits	Executive/Non-Executive	Basic Qualification and Experience for Direct Recruits and Deputationists	Whether selection or non-selection posts (for promotion posts only)	Method of recruitment	Criteria for Promotion
1	2	3	4	5	6	7	8	9
1.	Deputy Manager (Official Language) (E-1)	40000-140000	32 Years	Executive	Essential: 1. PG Degree in Hindi with English as an elective subject at the Degree level from a recognized University <u>with a minimum 50% marks in aggregate.</u> 2. Minimum 3 years' experience in the relevant field in the supervisory level in an organization of repute. Desirable(Additional): Diploma/Certificate in Hindi Translation from a recognized University/Institute.	Selection	75% D.R 25% Promotion	From the post of Hindi Officer with 3 years' service.
2.	Assistant Manager (Official Language) (E-0)	30000-120000	30 years	Executive	Essential: 1) PG Degree in Hindi with English as an elective subject at the Degree level from a recognized University <u>with a minimum 50% marks in aggregate.</u> Desirable(Additional): Diploma/Certificate in Hindi Translation from a recognized University/Institute.--	Selection	Promotion DR	From the post of Junior Hindi Officer with minimum 3 years' service in the grade.
3.	Executive (Official Language)	27000-95000	--	Supervisory	--	Non-Selection	Promotion	From the post of Senior Hindi Translator with minimum 3 years' service in the grade.

4.	Junior Executive (Official Language)	26000-93000	28 Years	Non-Executive	Essential: 1. PG Degree in Hindi with English as one of the subjects at the Degree level from a recognized University or PG Degree in any subject with Hindi as a main subject and English as an elective subject at the degree level from a recognized university. 2. Minimum 1 year experience in the relevant field.	Selection	Promotion D.R	From the next below grade having requisite qualification as prescribed for the post.
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Note: Minimum experience pertains to post qualification experience only for eligibility for Direct Recruitment.

ANNEXURE-F**SECRETARIAL**

S. No	Description of Post and Scale of Pay	Scale of Pay	Age limit for Direct Recruits	Executive/Non-Executive	Basic Qualification and Experience for Direct Recruits and Deputationists	Whether selection or non-selection posts (for promotion posts only)	Method of recruitment	Criteria for Promotion
1	2	3	4	5	6	7	8	9
1.	Secretary to CMD (E-4)	70000-200000	42 Years	Executive	Essential: 1. Degree in Arts/Sci./Com from a recognized University with a minimum 50% marks in aggregate. 2. Minimum 8 years' experience of which 5 years at the executive level. Desirable(Additional): 1. LLB 2. Adequate experience with the problem relating to the welfare of SCs & STs.	Selection	Promotion/Deputation	From the post of Sr. PPS with 4 years of service in the grade.
2.	Sr. Principal Private Secretary (E-3)	60000-180000	37 years	Executive	Essential: 1. Degree in Arts/Sc./Com from a recognized University with a minimum 50% marks in aggregate. 2. Speed of 120/40 WPM in Shorthand and Typing respectively (English and Hindi) 3. Minimum 7 years' experience.	Selection	Promotion/Deputation/DR	From the post of Principal Private Secretary equivalent to Manager with minimum 3 years' service in the grade.
3.	Principal Private Secretary (E-2)	50000-160000	-	Executive	Essential(Additional): 1. Degree in Arts/Sc./Com from a recognized University with a minimum 50% marks in aggregate. 2. Speed of 120/40 WPM in Shorthand and Typing respectively (English and Hindi)	Selection	Promotion	From the post of Senior Private Secretary equivalent to Deputy Manager with minimum 3 years' service in the grade.

					3. Minimum 7 years' experience.			
4.	Senior Private Secretary (E-1)	40000-140000	32 Years	Executive	Essential: 1. Degree in Arts/Sc./Com from a recognized University with a minimum 50% marks in aggregate. 2. Speed of 120/40 WPM in Shorthand and Typing respectively (English and Hindi). 3. Minimum 7 years' experience.	Selection	Promotion D.R	From the post of PS with 3 years' service in the grade.
5.	Private Secretary (E-0)	30000-120000	30 years	Executive	Essential: 1. Degree in Arts/Sc./Com from a recognized University with a minimum 50% marks in aggregate. 2. Speed of 120/40 WPM in Shorthand and Typing respectively (English and Hindi). — Minimum 5 years' experience	Selection	Promotion DR	From the post of APS with 3 years' service in the grade.
6.	Assistant Private Secretary	27000-95000	—	Supervisory	—	Non-Selection	Promotion	From the post of SPA with 3 years' service in the grade.
7.	Senior Personal Assistant	26000-93000	28 Years	Non-Executive	Essential: 1. Degree in Arts/Sci./Com from a recognized University. 2. Speed of 100/40 WPM in Shorthand and Typing respectively (English and Hindi) 3. Minimum 3 years' experience.	Non-Selection	Promotion D.R	From the post of Personal Assistant with 3 years' service in the grade.
8.	Personal Assistant	25000-90000	27 Years	Non-Executive	Essential: 1. Degree in Arts/Sci./Com from a recognized University. 2. Speed of 80/40 WPM in shorthand and Typing respectively (English and Hindi) Desirable(Additional): Minimum 1 year experience.	—	D.R.	—

— Note: Minimum experience pertains to post qualification experience only for eligibility for direct recruitment.
[The Incumbents of the Secretarial Cadre have been merged with respective analogous General Cadre posts vide Office Order No. NSFDC/HR/R&P/93 \(Vol.IV\) dated 11.06.2020.](#)

ANNEXURE-G**FRONT OFFICE EXECUTIVE/SR. FRONT OFFICE ASSISTANT/FRONT OFFICE ASSISTANT**

S. No	Description of Post and Scale of Pay	Scale of Pay	Age limit for Direct Recruits	Executive/Non-Executive	Basic Qualification and Experience for Direct Recruits and Deputationists	Whether selection or non-selection posts (for promotion posts only)	Method of recruitment	Criteria for Promotion
1	2	3	4	5	6	7	8	9
1.	Front Office Executive	26000-93000	28 Years	Non-Executive	Essential: 1. Degree _____ in Arts/Science/Commerce _____ with Diploma/ Certificate in modern office equipment operation from a recognized university/institute. 2. Minimum 3 years' experience in the relevant field in an organization of repute.	Selection	Promotion D.R	From the post of Sr. Front Office Assistant with 3 years' service in the grade.
2.	Sr. Front Office Assistant	25000-90000	—	Non-Executive	—	Non-Selection	Promotion	From the post of Front Office Assistant with 3 years' service in the grade.
3.	Front Office Assistant	23000-84000	28 Years	Non-Executive	Essential: 1. 12 th Pass with Certificate Course in modern office equipment operation from a recognized Instt. 2. Minimum 1 year's experience in the relevant field in an organization of repute. Desirable(Additional): Degree in Arts/SC/Commerce from a recognized university.	—	D.R	—

Note: Minimum Experience pertains to post qualification experience only for eligibility for Direct Recruitment.

ANNEXURE-H**DRIVER CADRE**

S. No	Description of Post and Scale of Pay	Scale of Pay	Age limit for Direct Recruits	Executive/Non-Executive	Basic Qualification and Experience for Direct Recruits and Deputationists	Whether selection or non-selection posts (for promotion posts only)	Method of recruitment	Criteria for Promotion
1	2	3	4	5	6	7	8	9
1.	Driver (Selection Grade)	25000-90000	--	Non-Executive	--	Selection	Promotion	From the post of Senior Driver/Dispatch Rider with 5 years' service in the grade.
2.	Senior Driver	24000-87000	--	Non-Executive	--	Non-Selection	Promotion	From the post of Driver/Dispatch Rider with 5 years' service in the grade.
3.	Driver	23000-84000	28 Years	Non-Executive	Essential: 1. 10 th Pass 2. Minimum 3 Years driving experience and a clean/valid LMV/HMV Driving Licence Desirable(Additional): 1. 12 th Pass 2. Certificate course in Motor/Auto Mechanics	--	D.R	--

Note: Minimum Experience pertains to post qualification experience only for eligibility for Direct Recruitment.

ANNEXURE-I**MACHINE OPERATION CADRE**

S. No	Description of Post and Scale of Pay	Scale of Pay	Age limit for Direct Recruits	Executive/Non-Executive	Basic Qualification and Experience for Direct Recruits and Deputationists	Whether selection or non-selection posts (for promotion posts only)	Method of recruitment	Criteria for Promotion
1	2	3	4	5	6	7	8	9
1.	Senior Machine Operator	23000-84000	—	Non-Executive	—	Selection	Promotion	From the post of Machine Operator with 5 years' service in the grade.
2.	Machine Operator	22000-80000	28 Years	Non-Executive	Essential: 1. 10 th Pass 2. Knowledge of operating Photostat and duplicating machine. Desirable(Additional): 1. 12 th pass. 2. One year experience in the relevant field.	—	D.R.	—

Note: Minimum experience pertains to post qualification experience only for eligibility for Direct Recruitment

The posts have been abolished/surrendered vide Board decision dated 20.03.2020 and Office Order No. NSFDC/HR/R&P/93 (Vol.IV) dated 15.05.2020.

JUNIOR ASSISTANT/JUNIOR ASSISTANT (SELECTION GRADE)

S. No	Description of Post and Scale of Pay	Scale of Pay	Age limit for Direct Recruits	Executive/Non-Executive	Basic Qualification and Experience for Direct Recruits and Deputationists	Whether selection or non-selection posts (for promotion posts only)	Method of recruitment	Criteria for Promotion
1	2	3	4	5	6	7	8	9
1.	Junior Assistant (Selection Grade) #	22000-80000	--	Non-Executive	--	Selection	Promotion	From the post of Junior Assistant with 5 years' service in the grade.
2.	Junior Assistant #	21000-77000	28 Years	Non-Executive	Essential: 8 th Pass Desirable (Additional):10 th pass	--	D.R.	--

* In 145th Board Meeting held on 17.4.2017 the clause amended as above vide Office Order No. NSFDC/Pers./R&P/93(Vol.1) dated 5th July, 2017.

* In 150th Board Meeting held on 20.3.2019 the clause amended as above vide Office Order No. NSFDC/HR/RP&S/93(Vol.II) dated 18th April, 2019.

The posts will be abolished as and when these posts fall vacant due to retirement/resignation/promotion etc. in future.

NATURE OF RELEVANT EXPERIENCE REQUIRED:

Projects & Coordination:

Preparation of project profiles, formulation, scrutiny, appraisal, execution/implementation, evaluation and monitoring of projects preferably of a development nature, disbursement of funds, impact assessment of projects on target groups/beneficiaries, venture capital financing,

Identification, planning and promotion of developmental projects/schemes, identification, evaluation of thrust areas and formulation of general/sectoral/area specific policy and plans, tabulation analysis and processing of data for SC/ST beneficiaries, conducting socio-economic research/feasibility studies, designing uniform pattern of schemes for SCDCs, report writing, preparation of background papers, case studies in the field of socio-economic welfare and liaison with Government Departments and financial institution.

Finance and Accounts:

Formulation/implementation of financial policies, preparation of annual accounts budgeting, resource mobilization, funds management and investment, corporate planning, corporate taxation, auditing, MIS, EDP and financial appraisal of projects/schemes, monitoring recovery of loans, inter-departmental coordination and liaison with Government Departments and financial institution.

Official Language:

Thorough knowledge of the official language act/policy/rules their implementation, translation of legal technical and non-technical matters from English to Hindi and vice-versa, handling of all correspondence in Hindi, preparation of relevant reports/returns and statements, editing of news magazines, organizing Hindi training programs, workshops, liaison with Government Department and inter-departmental coordination within the organization.

Corporate Services:

Thorough knowledge of provision of the company law, other statutory requirements and their implementation, ensuring compliance with the Articles of Association and memorandum of Associations, conducting board meeting/annual general meetings, handling of statutory and government audit, drafting legal documents, inter-departmental coordination and liaison with Government Departments and financial institutions.