1. TITLE, COMMENCEMENT AND APPLICATION

1.1. These rules will be called "Housing & Urban Development Corporation Recruitment & Promotion Rules" and will come into force w.e.f. the date of notification.

1.2. Except as otherwise provided by or under these rules, they shall be applicable to all appointments against regular posts and all regular employees in connection with the affairs of the Corporation or any of its offices in India or abroad under its administrative control. These rules shall not apply to appointment on casual or work-charged basis or on contract basis for specific jobs and/or periods.

2. OBJECTIVES

2.1. The objectives of these rules shall be to ensure fairness, consistency and uniformity, to the extent possible in the matters of recruitment, promotions and seniority of the employees of the Corporation.

2.2. To provide the employees of the Corporation with appropriate opportunities for career growth consistent with their endowment and contribution to the growth of the organisation.

3. DEFINITIONS

3.1. "Corporation" means "Housing & Urban Development Corporation Limited"

3.2. "Board" means the Board of Directors of the Corporation.

3.3. "Chairman & Managing Director" means a person appointed as Chairman & Managing Director of the Corporation.

3.4. "Appointing Authority" means an officer declared as such and empowered to make appointments/promotions to various regular posts under the Corporation by the Board and/or Chairman & Managing Director namely CMD for Executives and ED(HR) for non-executives.

3.5. "Competent Authority" means an officer declared as such for the purpose of these rules by the Board and/or Chairman & Managing Director by a general or specific order.

3.6. "Regular Employee" means an employee who has successfully completed his initial probation period and has been informed of the same in writing.

3.7. "Selection Committee / Departmental Promotion Committee" means the committee constituted for the purpose of Appointment / Promotion by the competent authority.

3.8. "Screening Committee" means the committee constituted for the purpose of screening the applications received against the advertisement for filling up the posts.
4. CLASSIFICATION OF POSTS

4.1. Pay Scales
The pay scales in HUDCO are on Industrial Darness Allowance Pattern and unless changed otherwise by the competent authority shall be classified into the following groups:-

GROUP ‘A’
(EXECUTIVES)

<table>
<thead>
<tr>
<th>Levels</th>
<th>w.e.f.1.1.2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-9</td>
<td>62000-3%-80000</td>
</tr>
<tr>
<td>E-8</td>
<td>51300-3%-73000</td>
</tr>
<tr>
<td>E-7</td>
<td>43200-3%-66000</td>
</tr>
<tr>
<td>E-5</td>
<td>32900-3%-58000</td>
</tr>
<tr>
<td>E-4</td>
<td>29100-3%-54500</td>
</tr>
<tr>
<td>E-3</td>
<td>24900-3%-50500</td>
</tr>
<tr>
<td>E-2</td>
<td>20600-3%-46500</td>
</tr>
<tr>
<td>E-1</td>
<td>16400-3%-40500</td>
</tr>
</tbody>
</table>

GROUP ‘B’
(SUPERVISORY LEVEL EXECUTIVES)

<table>
<thead>
<tr>
<th>Levels</th>
<th>w.e.f.1.1.2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-0</td>
<td>12600-3%-32500</td>
</tr>
</tbody>
</table>

GROUP ‘C’
(NON EXECUTIVES)

<table>
<thead>
<tr>
<th>Levels</th>
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</tr>
</thead>
<tbody>
<tr>
<td>NE-5</td>
<td>10600-3%-28200</td>
</tr>
<tr>
<td>NE-4</td>
<td>9800-3%-26000</td>
</tr>
<tr>
<td>NE-3</td>
<td>9200-3%-24500</td>
</tr>
</tbody>
</table>

GROUP ‘D’
(NON EXECUTIVES)

<table>
<thead>
<tr>
<th>Levels</th>
<th>w.e.f.1.1.2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>NE-2</td>
<td>8600-3%-22900</td>
</tr>
<tr>
<td>NE-1</td>
<td>8200-3%-21800</td>
</tr>
</tbody>
</table>

4.2. Cadres
For the purpose of these rules, the personnel of the Corporation will be classified into Executive and Non-executive groups as indicated above. Within each group, there shall be separate cadres and sub cadres (wherever specified) of personnel of different disciplines as given below:

EXECUTIVES
The executives of the Corporation will be classified into the following cadres :

4.2.1. Project Cadre will comprise of executives in the following disciplines:
a) Projects - Consisting of Civil Engineers, Architecture, Town Planning, Applied Ecogy & Environmental Sciences, Valuation (only those with Civil Engineering / Architecture degree)

b) Community Development - Consisting of Community Development and Sociology (Considering the present HUDCO Operations, there is no requirement of recruiting people with such qualifications. Therefore, future recruitment would be discontinued.)

4.2.2. Finance Cadre will comprise of executives in the disciplines of Finance & Specialised fields like Treasury, Forex, Accounts, Audit, Risk Management.

4.2.3. Human Resource Management & Administration Cadre will comprise of executives in the following disciplines:-

a) Personnel & Administration cadre covering executives in the discipline of Personnel, Administration and Estate Management.

b) (i) Secretarial Service Cadre (English) will comprise of Assistant General Manager at E4 & E-5 level, Senior Manager, Manager, Deputy Manager, Assistant Manager of English Language.

(ii) Secretarial Service Cadre (Hindi) will comprise of Assistant General Manager (E-4 level), Senior Manager, Manager, Deputy Manager, Assistant Manager of Official Language (Hindi).

c) General Services covering personnel of Public Relations, Library, Documentation and Official Languages

4.2.4. Law Cadre and Company Secretariat Cadre

a) Law Cadre - will comprise of executives in the discipline of Law

b) Company Secretariat Cadre will comprise of executives having professional qualification of Company Secretary


4.2.6. Economics Cadre will comprise of executives in the discipline of Economics.

4.2.7. R&T Cadre comprising of research and training for HSMI

NON EXECUTIVES

4.2.8. Other than the technical, system, secretarial (English &OL) there are separate independent stream. Non-executives will be categorized based on their streams of specialization and called as Support Cadre under the following heads.

1. Technical support – Civil Engg./Architecture/Draughtsman (3 year Diploma holders)
2. IT Support – Electronic Data Processors,
3. Administrative support – Receptionists & Telephone operators, Assistant Grades, Dev. Asstt. etc.,
4. Finance Support – Assistant Grade(Accounts) (B.Com stream)
5. Secretarial Support (OL) – Stenographer (Hindi)
6. Secretarial (Eng) - Stenographer (English)
7. Official Language – Hindi Translator

**E-0 officers in P&A Cadre will be designated as Assistant Officer Grade II.** Their future career growth to be decided through the detailed diversification policy. Besides, the career growth of Reception Officers who are presently utilizing the posts of P&A cadre be decided by detailed diversification policy subsequently.

4.2.9. General Services Cadre will comprise of the following sub cadres

<table>
<thead>
<tr>
<th>Skilled</th>
<th>Unskilled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver</td>
<td>Chowkidar/ Mali</td>
</tr>
<tr>
<td>Electrician</td>
<td>General [Assistance/Attendant Farash/ Dafty]</td>
</tr>
</tbody>
</table>

4.2.10. All existing executives already declared in the seniority list of the respective cadres shall continue in the same cadre, unless the executives opt for a change. Change in cadre will only be permitted by management once in the service in HUDCO upto E-3 level subject to requirement to be assessed by HRMA in consultation with concerned HoDs of the related cadres.

5. **MODIFICATIONS** - These Rules are subject to modifications depending upon the needs of the Corporation with the prior approval of the Board of Directors. All the modifications shall be notified through official communication and on the HUDCO website.

6. **INTERPRETATION** - The competent authority for interpretation of any point of dispute arising out of these rules shall be the Chairman & Managing Director. All such issues will be reported to the Board for information.

7. **RESERVATION OF POSTS AND RELAXATION OF AGE LIMITS & EXPERIENCE** - The directives of the central Government regarding reservation of posts and relaxation of age limits for Ex-servicemen, Scheduled Castes, Scheduled Tribes, OBC, Physically handicapped and other categories shall be followed. The post / Cadre wise roster shall be maintained.

8. **QUOTA FOR RECRUITMENT / PROMOTION** - In case of specialised positions normally occurring at higher levels and where there is no internal talent available, the management may fill the position through direct recruitment. However, while doing so, the no. of posts in a particular level / cadre will not exceed the quota permitted for direct recruitment. The positions under the direct recruitment quota can be filled through promotion subject to the availability of the suitable candidates. However, the quota for direct recruitment at E-1 level shall remain unchanged.

9. **CONSTITUTION OF SELECTION/DEPARTMENTAL PROMOTION COMMITTEE**

The constitution of Selection / Departmental Promotion Committees shall be in accordance with the following guidelines:
Level | Selection / Departmental Promotion Committee
---|---
NE-1 to NE-2 | 1. EDH / Head of HRMA Wing.
| 2. One ED/HoD to be nominated by CMD.
| 3. Representative of SC / ST Community and Minority.

NE-3 to E-0 | 1. EDH / Head of HRMA Wing.
| 2. Two EDs/ HoD(s) to be nominated by CMD.
| 3. Representative of SC / ST Community and Minority.

E-1 to E-4 | 1. One Functional Director / Sr. ED to be nominated by CMD.
| 2. HoD(s)
| 3. EDH / Head of HRMA Wing.
| 4. Outside Functional Expert (for recruitment only)
| 5. Representative of SC / ST Community and Minority.

E-5 to E-7 | 1. CMD
| 2. DCP &/ DF
| 3. One Non-Official Independent Director to be nominated by Board
| 4. ED / HoD of the respective Cadre
| 5. Outside Expert
| 6. Representative of SC / ST Community and Minority

E-7 to E-9 | 1. CMD
| 2. One Functional Directors to be nominated by the Board
| 3. One non-official Independent Director to be nominated by the Board
| 4. One Government Director or representative/nominee of Govt./Ministry
| 5. One SC/ST representative to be nominated by the Board
| 6. One outside expert from any Nav-Ratna / Mini Ratna/ Schedule - ‘A’ Company/ Academician Consultant.

ED(HR) / HoD (HR) shall assist the Selection Committee.

10. The recommendations of the Selection/Departmental Promotion Committee for appointments/promotions to the posts of General Manager level in the pay scales of Rs.43200-3%-66000 and above shall require approval of the Board before implementation.

11. **PANEL VALIDITY** - A panel drawn up for recruitment on the recommendations of the Selection Committee shall remain valid for one year from the date it is constituted. In exceptional circumstances, the panel may be revalidated for a further period of six months with the approval of the Board. In case of promotions the validity of panel will be of six months or till date of holding DPC which ever is earlier.

12. **PROBATION**

   a. On appointment and promotion to a post in a higher scale of pay an employee shall be on probation for a period of one year and six months respectively and shall be
confirmed on the successful completion of the probationary period and on fulfilling other conditions stipulated in the offer of Appointment letter/Strength Order. The decision to confirm the probationer or to extend the period of probation, as the case may be, should be communicated to the probationer within 3 months. Confirmation of probationer after completion of period of probation is not automatic but is to be followed by formal orders. However, the total period of probation shall not exceed two years. The probation on promotion will be subject to satisfactory performance, no vigilance clearance required for clearance of probation.

b. The probationary period of an employee may be extended or his services terminated, as the case may be, by the Chairman & Managing Director/ Appointing Authority. An employee shall be deemed to have completed his probationary period, only when he is so informed in writing.

c. The employees inducted on deputation on permanent/ immediate absorption basis shall be placed on probation for one year on their initial induction to a post in the Corporation as in the case of first appointment.

RECRUITMENT

13. SOURCES OF RECRUITMENT
13.1. **Group A & Group B**
   a. Direct recruitment from the open market through advertisement.

   b. Deputation from Central/State Governments, Central Public Sector Enterprises, Regulatory Bodies, Central or State Government sponsored/ Autonomous Bodies. NOC to be obtained from the Administrative Ministry / DPE before taking on deputation.

   c. Induction on a Permanent/Immediate absorption basis from Central/ States Governments, Regulatory Bodies Central Public Sector Enterprises/Central or State Government Sponsored / Autonomous Bodies. NOC to be obtained from the Administrative Ministry/DPE before taking on deputation.

13.2. **Group C**

   a. Direct recruitment through Employment Exchange.

   b. Open market through advertisement in case the Employment Exchange fails to sponsor candidates within the specified period.

   c. Deputation from Central/State Governments, Central Public Sector Enterprises, Regulatory Bodies, Central or State Government sponsored/ Autonomous Bodies. NOC to be obtained from the Administrative Ministry / DPE before taking on deputation.

   d. Induction on a Permanent/Immediate absorption basis from Central/ States Governments, Regulatory Bodies Central Public Sector Enterprises/Central or State Government Sponsored / Autonomous Bodies. NOC to be obtained from the Administrative Ministry/DPE before taking on deputation.
13.3. **Group D**
   a. Direct recruitment through Employment Exchange.
   b. Open market through advertisement in case the Employment Exchange fails to sponsor candidates within a specified period.

14. **METHODS AND PRINCIPLES OF RECRUITMENT**

14.1. Recruitment shall be made after the prior approval of the Board at all levels and after assessing the suitability of the internal candidates available for promotion to the post for recruitment. The Board note will contain the detailed job description, hiring of outside agency in case of induction through open market/through internal mechanism in case of smaller vacancies, the modalities of setting up of test papers. However, the basic qualification both essential and preferred, age, experience in terms of no. of years as post qualification experience and of executive and non executive, nature and experience in the immediate lower scale shall be as Annexure 'B' & 'C'.

14.2. **Direct Recruitment From Outside**

14.2.1. Applications shall be invited through advertisement in Employment News in accordance with DPE guidelines applicable from time to time, leading newspapers giving full information regarding the nature and duties of the post, pay scale, qualifications, experience, age limits, and other relevant information etc.. Age will be reckoned from the date specifically mentioned in advertisement. For executive posts, advertisement shall be on an All India basis and the advertisement will also be posted on HUDCO Website.

14.2.2. Existing employees of the Corporation, who fulfill the prescribed requirements, can also apply for posts advertised. Relaxation of age upto five years shall be available to the internal candidates. Likewise there will be relaxation of one year in the required length of experience in the immediate lower scale wherever applicable. The age relaxation for the reserved category will be in addition to the above.

14.2.3. Selection shall be made through a written competitive examination and / or an interview by the Selection Committee. The Selection Committee will draw up a panel in order of merit of selected candidates.

14.2.4. The Appointing Authority shall make appointments in the order of merit recommended by the Selection Committee.

14.2.5. **Role of Screening Committee**

(i) All applications received against a specific notification / advertisement will be subjected to a preliminary scrutiny by the HR Department which will ensure that:

a) Applications are duly completed and accompanied by the prescribed application fees, if any and were received within the permitted time limit.

b) Age of the applicants is within the prescribed limit.
c) Basic qualification and total no. of years of experience prescribed in the advertisement as per R&P Rules.

d) Applications have been submitted 'Through Proper Channel' wherever required or NOC to be obtained at the time of interview/before joining.

e) In the case of candidates from Scheduled Castes, Scheduled Tribes, OBC, Ex-Servicemen etc. applications are accompanied by a certificate to that effect from the competent authority.

(ii) The applications that fulfill the prescribed requirement after preliminary scrutiny as above will be listed and forwarded to Screening Committee as per the level of recruitment for further scrutiny with a view to selecting for test / interviews for only those candidates who are considered suitable in terms of nature and quality of technical knowledge and professional expertise required for each specific post as per the advertisement / notification of the vacancies.

(iii) After the applications are finally screened, HR Department will prepare a final list of eligible candidates shortlisted by the screening committee and approved by the Board.

(iv) Constitution of the Screening Committee

i. Executive Director: To be headed by concerned Functional Director and in case of non availability of concerned Functional Director, CMD may nominate from amongst the existing Functional Director(s) and 2 EDs.

ii. General Manager & below: The Screening Committee to have 3 EDs / HoDs to be nominated by CMD.

The screening committee shall verify whether the applicants are qualified as per the parameters prescribed in the advertisement/notification of the vacancies. In case of short listing is to be done to handle the high volume of applicants, weightage for experience, qualification etc. will be as under:-

The norms for weightages for short listing (i.e. 40% weightage to essential qualification, 10% weightage to preferred qualification, if any and 40% weightage to experience and 10% for special endowments of merits by the candidate) would be adhered to in all the cases.

14.2.6. Interviews and Role of Selection Committee for direct recruitment
14.2.6.1. The shortlisted candidates as referred in Clause 14.2.5 (v) above will be called upon to undergo a prescribed selection process which may consist of

a. An interview before the Selection Committee, or
b. A written test followed by an interview of all candidates before the selection Committee;

OR

An elimination test followed by an interview before the selection Committee of only those who qualify in the test (the above procedure will be mandatory upto E-1 level and for higher level it will be decided by the Board).

14.2.6.2. The call letters inter-alia clearly states the post and the grade for which the candidates will be considered and other formalities that will be required to comply by the candidates at the time of interview, be sent through registered post or under certificate of posting(UPC), not later than 15 clear days before the date of interview.

14.2.6.3. HR Department will make available to the members of the Selection committee the following documents and particulars regarding the candidates called for interviews:

a. A copy of the advertisement / notification together with the specific requirements and the duties and responsibilities of the posts

b. Bio-data of each candidates

c. Applications in original

d. Appraisal reports and comments of forwarding authority in the case of internal candidates

e. Annual Appraisal reports wherever required, if mentioned in the advertisement in case of candidates from Govt. and Public Sector organisations whose applications have been forwarded through proper channel

f. Results of tests/elimination test held prior to interview, if any

g. A copy of the Screening Committee minutes to be shared with the Selection Committee

14.2.6.4. Apart from initiating the selection process, the representative of the HR Department in the Selection committee will have the following specific responsibilities :-
a. At the commencement of the proceedings of the Selection committee he/she will brief the members generally on the specific requirements, responsibilities and remuneration for each post, approximate number of suitable candidates to be selected and empanelled for immediate and further requirements and any other matter relating to the selection on the general norm of 5 candidate for one vacancy

b. He/She will assist the committee in the negotiation of the terms including starting salary, grade, seniority, status, time allowed for joining etc., and furnish relevant information regarding allowances, benefits, amenities, career prospects, services rules and other allied matters as and when asked for by any candidates.

14.2.6.5. Keeping in view the qualifications, experience, results of tests, if any and other relevant facts vis-à-vis the specific requirements of the posts and on the basis of the standard of technical skill, professional competence and overall personality factors as assessed from the candidates performance in the interview, the selection committee will assign a final percentage marks in the marksheet to each candidate considered suitable and recommend a panel of names of all such suitable candidate in order of merit on the basis of the marks so assigned. Assignments of scores of test and or interview will form part of the Board note for approval.

Provided when two or more candidates secure equal marks they will be empanelled in the chronological order of their dates of birth, the oldest being placed first among them

14.2.6.6. While making its recommendations of names of suitable candidates, the selection committee may make special mention of the following wherever appropriate:
   a. The amount of starting basic salary in cases where initial pay is to be fixed above the minimum of the grade
   
b. There will be one seniority list based on merit for Un reserved and reserved category candidates

14.3. **Recruitment By Deputation / Permanent Absorption**

14.3.1. For filling up any post by deputation/permanent absorption, relevant organisations shall be approached for a panel of names giving full information regarding the nature and duties of the post, pay scale, qualifications, experience, age limits, and other relevant information. This should have prior approval of the Administrative Ministry / DPE.

14.3.2. The selection will be on the basis of the Confidential Annual Appraisal Reports of the officers and also interview, if considered necessary. Vigilance clearance may be obtained from the parent department in respect of the employees joining on permanent absorption basis.
14.4. **Recruitment of Trainee Officers**

a. Recruitment at induction level of Group A will be done by appointing Trainee Officers at E-1 level in the various disciplines through all India Competition through advertisement.

The recruitment process shall include performance in the written test and interview.

The qualification for various disciplines shall be as prescribed in the Schedule (Annexure "C") for E-1 level.

b. Recruitment of Trainee Officers shall be made through open competition on All India basis through written test and interview.

The training period will be of one year duration. After the successful completion of training period and on passing interview, they will be placed in the regular pay scale of E-1 level in their respective cadre on probation for a period of one year. In case the performance of the Trainee Officer is not found satisfactory, training period could be extended by one more year failing which the service of the Trainee Officer can be terminated without assigning any reason.

For lateral entry the qualification of part time regular course as per AICTE/UGC etc. norms can be considered. However, for induction level this will be full time/part time regular degree. For internal candidate part time regular degree will be considered for induction level (i.e.E-1). Degrees obtained through correspondence / postal through distance education programmes will not be considered.

For the purpose of working out the four year period for entering the consideration zone for promotion to the E-2 level posts (Rs.20600-3%-46500), the one year period spent as Trainee Officer shall also be taken into account as qualifying period in the grade.

14.5. **Higher Start at the time of Recruitment.**

The Selection Committee may recommend a higher start (not exceeding three increments) in the scale applicable to the post.

14.6. **Age** - The age of a candidate at the time of appointment in the Corporation shall not be less than 18 years. The upper age limits for appointment to various posts shall be as indicated in these Rules.

14.7. **Medical Certificate of Fitness; Verification of Characters & Antecedents**

Immediately on joining the Corporation, an employee shall be subjected to a Medical Examination by the Medical Consultant of the Corporation or a Government Hospital and his Character and antecedents verified by the concerned District Authorities. No
fresh medical examination or verification of character shall be required for an employee taken from a Government department or public sector undertaking if he was medically examined and found fit or his character had been verified and found satisfactory in his earlier employment. However, copies of the same shall be obtained from such previous employer.

A Medical Certificate of fitness from Medical Consultant of the Corporation or a Government Hospital and a report on verification of character and antecedents shall be necessary for the clearance of initial probation period.

15. **METHODS AND PRINCIPLES OF PROMOTION**

There are three methods of promotions as per the following:
1. Promotion on the basis of Seniority cum fitness upto E-0 level
2. Promotion on the basis of seniority cum merit from E-1 to E-4
3. Promotion on the basis selection on the basis of merit from E-5 & above

15.1. When vacancies occur in any grade they shall be filled up by promotion of regular employees in the next lower grade on the basis of merit or seniority or both, as prescribed in these rules for the category of employees. Jumping of scales shall not be allowed.

15.2. Direct recruitment shall normally be made to the lowest grade of a cadre, called induction level. Posts in the higher grades will normally be filled by promotion of eligible employees from the feeder cadre, subject to the availability of posts and eligible employees. In case the eligible employees are not available for higher positions, the vacancies could be filled through direct recruitment. However, while doing so, the no. of posts in a particular level / cadre will not exceed the quota permitted for direct recruitment.

15.3. The Appointing Authority shall make promotions in the order of merit recommended by the Departmental Promotion Committee.

15.4. Holding of DPC meeting once in a year, covering both cut-off dates (i.e. the present cycles of June & December) in September – October.

15.5. The vacancies for promotion will be used taking into account the overall cumulative vacancies of a cadre

15.6. The adhoc/ proforma promotion in cases like deputation, study leave, long leave etc. as per govt. rules

15.7. Extraordinary leave exceeding 3 months for non medical reasons and 6 months on medical grounds shall not count for eligibility period for promotion even availed in broken spells

15.8. The directives of the Central Government regarding reservation of posts for Scheduled Castes / Scheduled Tribes candidates in the matter of promotion will be kept in view while effecting promotions of executives / non-executives
16. PROMOTION OF EXECUTIVES

16.1. Promotions from E-5 level (Rs.32900-3%-58000) and above shall be by selection on the basis of merit and shall be with prospective effect.

Promotion to the level of General Manager, Executive Director and Sr. ED will be as under:

The composite evaluation system will have following three components:

a. APAR Score
b. Weightage for field experience
c. Interview score

<table>
<thead>
<tr>
<th>Component</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>APAR*</td>
<td>24</td>
</tr>
<tr>
<td>Field Experience@</td>
<td>02</td>
</tr>
<tr>
<td>Interview</td>
<td>14</td>
</tr>
<tr>
<td>Total</td>
<td>40</td>
</tr>
</tbody>
</table>

* APAR Score of maximum 24 marks will be on the basis of best four APARs of the eligible period
@ For field experience of less than 2 years, 1 mark will be awarded and for field experience of 2 years & more, 2 marks will be awarded

The overall cutoff score will be 31 marks

In respect of promotion to the executives working in Official language, Secretarial, Company Secretary cadres/wings etc. the CMD is authorized to decide the criteria in view of lack of avenues / opportunities of field postings

Minutes to be finalized on the date of interview itself

16.2. The promotion from E-0 level (Rs.12600-3%-32500) to the E-4 level (Rs.29100-3%-54500) shall be considered on achieving cumulative APAR score achieved during the total duration completed in the scale as per 16.3.3.

16.3.1. The qualifying period for promotion in executive grade will be 4 years service in the present grade.

16.3.2. The qualifying period in clause 16.3.1 will only determine the eligibility of an employee for entering the consideration zone for promotion subject to availability of posts in the particular cadre and will not entitle him /her to automatic promotion as a matter of right.

16.3.3.(i) Employees having qualification required at entry level through direct recruitment at E-1 level will be considered for promotion in 4 years time with 20 APAR score subject to fulfillment of other laid down criteria
(ii) Employees who are graduate / 3 year diploma holders and not having requisite qualification for the direct recruitment at E-1 level will be considered for promotion in 4 years with 20 APAR score from E-0 to E-1 and beyond E-1, 6 years with 20 APAR score subject to fulfilling of other laid down criteria for promotions and promotions will be upto E-4 level only.

(iii) Employees who are neither graduate nor having 3 years diploma and have completed 10 years and having 35 APAR score in the scale shall be considered for one time promotion subject to fulfillment of laid down criteria. The promotion will be upto E-4 level only on personal upgradation basis.

(iv) Further, if an employee is having the qualification of AMIE or AIIE the same may be considered at par with the Bachelor's degree in engineering and architecture respectively for the limited purpose of his/her promotion to the next higher grade.

(v) In case of non-availability of vacancies the employees will be allowed one time grant of next scale without designation and facility of the higher position in 7 years fulfilling the criteria of promotion for non-executives and executives. In case of executives the minimum APAR score will be 35 marks in 10 years. A similar provision will be introduced for non-executives upon conversion of their present score to numerical grades in future. This upgradation will be converted to promotion at the time of arising of the vacancy and the employee will become eligible for the facility of that position.

16.3.4. In case of non-availability of avenues of career growth, the employee will get the next scale once in the entire career in 10 years without designation and facility of the higher position.

Concession in promotions for SC/ST - 5% relaxation in total qualifying APAR scores required for further promotion.

Employees who are on the rolls of the corporation at the time when the revised recruitment specifications come into force shall continue to remain covered by the prevailing qualification (shown at Annexure 'B' of R&P, 1994) notified in the year 1994 for the purposes of promotion. The revised specifications as shown at Annexure 'C' will be the basis for all future recruitments. The internal candidates applying against the direct recruitment vacancies after the amendment of these rules will however have to fulfill the revised qualification criteria.

16.3.5. Debarring: The employee who does not report for duty on his promotion to the place where the vacancy exists will not be considered for promotion for a minimum period of two years or till the vacancy arises whichever is later and the other junior/eligible employee will be considered for promotion.

The employees having Average APAR scores for two years or one poor score (within four/six year span for executives as applicable) and overall adverse report in case of the non-executives, the employee will not be considered for promotion for that particular year.
16.3.6. Following guidelines are notified to address ambiguities and avoid anomalies as far as possible, on account of switching over to new specifications/ qualification criteria.

   a. Future appointments and their promotion shall be as per the new qualifications
   b. An employee without professional qualification can go maximum upto the post of Assistant General Manager with the above mechanism,
   c. Employees possessing qualification fulfilling the present criteria before revision shall be promoted as per 1994 qualifications. However, this Clause will not apply in case of their candidature for direct recruitment where the revised qualification shall be applicable.
   d. For the purpose of promotion the internal employees can acquire induction level qualification through correspondence
   e. Employees may be considered for giving one higher scale without changing designation and facilities after completing 10 years in the scale and who all are not having scope for higher growth, once in the service period.

16.4. The promotion from E-0 level to above levels shall be considered on achieving APAR score of 20 marks and having completed 4 years service in the present scale. The length of service may vary in case of non availability of requisite qualification as per 16.3.3.

17. PROMOTION OF SUPERVisory AND NON EXECUTIVES

17.1. Promotion upto the scale of E-0 level (\textdollar Rs.12600-3%-32500) will be on the basis of seniority-cum-fitness.

17.2. The non-executive employees entering service of the Corporation at the NE-1 level shall have the right to atleast one promotion during their service with the Corporation, subject to their being otherwise eligible for promotion as per rules.

17.3. The qualifying period for promotion from NE-1 to NE-2 level will be 7 years and for promotion form NE-2 to NE-3, NE-3 to NE-4, NE-4 to NE-5 and NE-5 to E-0 level will be 5 years

17.4. General Principles Of Seniority :

17.4.1. On Direct Recruitment
   a. The relative seniority of all direct recruits will be determined by the order of merit in which they are selected for such appointment on the recommendations of the Selection Committee constituted by the Competent Authority and will be listed on HUDCO Intranet.

   b. Person appointed as a result of an earlier selection by Selection Committee shall be senior to those appointed as a result of subsequent selection.
c. Where trainee officers have to pass an interview before absorption in a regular grade, the relative seniority shall remain the same as originally assigned to them.

d. When two or more candidates are declared to be of equal merit at one and the same examination/selection, the candidate older in age shall be taken as senior.

e. In direct recruitment, when a candidate joins duty after three months (including the initial joining period and the extension allowed thereafter on request) from the date of issuance of appointment, the seniority will be redetermined by placing him below all the candidates selected at the same selection and included in the same panel, who have joined within the period allowed for reporting to duty.

17.4.2. Personnel with different backgrounds of educational disciplines/specialization would be included in the appropriate cadre requiring that qualification/specialization. Change from one cadre to another cadre can be considered only once in the service and for which requests should be made by the employee and decision on the same will be taken by the Competent Authority on the basis of individual merit of the case.

The request for change in cadre of a regular employee may be considered on merit by a selection committee duly constituted by CMD subject to the conditions laid down in Circular No.HUDCO/HRD/99 dated 29-11-1999 for which an undertaking to this effect has to be given by an employee.

**Seniority on Transfer from one Cadre to another Cadre**

a. Keeping in need for optimal utilisation of trained manpower and equitable distribution of post and personnel so as to achieve organisational goals of HUDCO as whole

b. The employees should posses the minimum qualification etc. prescribed for the equivalent post in the new cadres opted for. In case there are more number of applicants than the vacancies, preference would be given to those applicants who had attained additional qualification in HUDCO service besides their respective seniority. The change of cadre will be decided keeping in view of the availability of posts versus man-in-position in both the cadres

c. The officers seeking change will not be entitled to protect their seniority in the new cadre. The seniority in the changed cadre shall reckon from the date he is taken in the new cadre on completion of the probation period

d. The request of change will be assessed by HRMA before being placed to committee as criteria.
e. the employee will be on probation for a period of one year on the equivalent post in the changed cadre. In case of unsatisfactory performance during the probation period, the employee should be willing to work to either on further extended period or go back to his original cadre.

f. the employee will become junior most in the new cadre opted in scale at par on granting permission for change in cadre

g. In case of reversion to the original cadre, the seniority of the employee will remain the same as it would have been, had be continued in the same cadre

17.4.3. On Reduction to a lower Grade or post

a. If the penalty of reduction to a lower grade or post is for specified period, the employee's reversion to the original post thereafter will be automatic and his seniority in the original grade shall be fixed at which it would have been but for the reduction.

b. On reduction from a higher grade or post for an unspecified or indefinite period, the seniority of the employee in the lower grade shall be fixed with reference to the position to which he would have been entitled but for his promotion to the higher grade or class from which he was reduced.

17.4.4. Seniority of Deputationists

The seniority of a person appointed on a deputation basis and subsequently absorbed in the services of the Corporation shall be determined from the date he came on deputation in a specific grade.

17.4.5. The seniority list and career management of all the cadres will be the responsibility of HRMA Wing at the Corporate Office.

17.4.6. Publication of Seniority lists : Objection

Seniority lists will be posted on HUDCO Intranet and objection, if any, will be forwarded to HRMA Wing for consideration.

18. Procedure and Guidelines to be followed in the Matter of Promotion of Employees against whom Disciplinary/Court Proceedings are pending or whose conduct is under investigation.

Cases of employees to whom Sealed Cover Procedure will be applicable.

At the time of consideration of the cases of employees for promotion, details of employees in the consideration zone for promotion falling under the following categories shall be specifically brought to the notice of the Departmental Promotion Committee:

a. employees under suspension;
b. employees in respect of whom a charge sheet has been issued and the
disciplinary proceedings are pending; and
c. employees in respect of whom prosecution for a criminal charge is pending.

The procedure to be followed by the Departmental Promotion Committee in respect of
employees falling under the above categories shall be in accordance with the
instructions received from the government from time to time.

**Departmental Promotion Committee proceeding during the currency of
penalty** - Departmental Promotion Committee Proceeding will take place in the normal
course for an employee under going penalty. However, since employee is under going
penalty, he will not be promoted during the currency of the penalty, even if found fit by
the Departmental Promotion Committee

**Action after completion of disciplinary cases / criminal prosecution** : On the
conclusion of the disciplinary case / criminal prosecution, which results in dropping of
allegation against the executive, the sealed cover or covers shall be opened. In case
the executive is completely exonerated, the due date of his/her promotion will be
determined with reference to the position assigned to him in the findings kept in the
sealed cover/covers and with reference to the date of promotion of his next junior on
the basis of such position. He may be promoted notionally with reference to the date of
promotion of his junior. However, whether the executive concerned will be entitled to
any arrears of pay for the period of notional promotion preceding the date of actual
promotion and if so to what extent, will be decided by the appointing authority by taking
into consideration all the facts and circumstances of the disciplinary proceedings /
criminal prosecution. Where the authority denies arrears of salary or part of it, it will
record its reasons for doing so.

If any penalty is imposed as a result of the disciplinary proceedings or if he is found
guilty in the criminal prosecution against him, the findings of the sealed cover / covers
shall not be acted upon. His case for promotion may be considered by the next
Departmental Promotion Committee in the normal course and having regard to the
penalty imposed on him

**19. General Conditions**

19.1. No person, who is not an Indian National, shall be appointed to any post in the
corporation. However, if for any reason, it is desired to appoint a person who is not
an Indian National, the offer of appointment shall be made only with the prior
approval of the Board of Directors of the corporation.

19.2. No person shall be eligible for appointment who has previously been dismissed,
removed or compulsory retired from the service of the corporation or from a
department of a state or the central Government or a local authority or from public
sector undertaking or from an autonomous corporation. Further, the employees of
the corporation who have resigned from the corporation's service are also not
eligible for reappointment.

19.3. No person shall be eligible for appointment that has been convicted in a Court of law
for any offence involving moral turpitude
19.4. No candidate who has more than one spouse living or who having a spouse living contracts another marriage which is void by reason of its taking place during the lifetime of such spouse, shall be eligible for appointment to any of the posts in the corporation except where this may be permitted under the Central Govt. Rules for its employees.

19.5. All the existing orders, circulars, guidelines remain applicable to the extent not superseded until the revised R&P

19.6. The creation of posts / upgradation of posts will be done prior to the approval of the Board.
## Prescribed Quota for Direct Recruitment and for Promotion to Various Posts

<table>
<thead>
<tr>
<th>Pay Scale (In Rs.)</th>
<th>Designations</th>
<th>Quota for Promotion (%)</th>
<th>Quota for Recruitment (Induction) (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8200-21800 NE-1</td>
<td>Attendant Farash, Chowkidar, Mali</td>
<td>-</td>
<td>100</td>
</tr>
<tr>
<td>8600-22900 NE-2</td>
<td>Attendant Farash(SG), Chowkidar (SG), NE-2</td>
<td>100</td>
<td>--</td>
</tr>
<tr>
<td>9800-26000 NE-4</td>
<td>Asstt. Gr.II EDP Asstt. Gr.II, Driver Gr.II, Electrician Gr.II, Stenographer Gr.III</td>
<td>100</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>Electronic Data Processing Asstt.</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Hindi Translator</td>
<td>--</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Design Assistant/Habitat Engineer</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>10600-28200 NE-5</td>
<td>Asstt. Gr.I, Driver Gr.I, Electrician Gr.I, Receptionist-cum-Telephone Operator, Stenographer Gr.II, Development Assistant</td>
<td>100</td>
<td>--</td>
</tr>
<tr>
<td>12600-32500 E-0</td>
<td>Assistant Manager</td>
<td>100</td>
<td>--</td>
</tr>
<tr>
<td>16400-40500 E-1</td>
<td>Deputy Manager(discipline)</td>
<td>25</td>
<td>75</td>
</tr>
<tr>
<td></td>
<td>Assistant Company Secretary, Deputy Manager (Law), Deputy Manager (Projects)</td>
<td>--</td>
<td>100</td>
</tr>
</tbody>
</table>
Annexure – ‘B’

SCHEDULE INDICATING POSTS, PAYSCALES, EXPERIENCE AND AGE FOR DIRECT RECRUITMENT

**Quota for direct recruitment and promotion:**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Post</th>
<th>Level &amp; Pay-Scale</th>
<th>Quota for recruitment</th>
<th>Quota for promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sr. Executive Director</td>
<td>E-9 62000-3%-80000</td>
<td>No Direct Recruitment</td>
<td>100%</td>
</tr>
<tr>
<td>2.</td>
<td>Executive Director</td>
<td>E-8 51300-3%-73000</td>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td>3.</td>
<td>General Manager</td>
<td>E-7 432000-3%-66000</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>4.</td>
<td>Deputy General Manager</td>
<td>E-5 32900-3%-58000</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>5.</td>
<td>Assistant General Manager</td>
<td>E-4 29100-3%-54500</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>6.</td>
<td>Senior Manager</td>
<td>E-3 24900-3%-50500</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>7.</td>
<td>Manager</td>
<td>E-2 20600-3%-46500</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>8.</td>
<td>Deputy Manager</td>
<td>E-1 16400-3%-40500</td>
<td>75%</td>
<td>25%</td>
</tr>
</tbody>
</table>

**Experience**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Post / level</th>
<th>Experience</th>
<th>Maximum Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>ED– (E-8)</td>
<td>20</td>
<td>52</td>
</tr>
<tr>
<td>2.</td>
<td>Dean – E-8</td>
<td>20</td>
<td>52</td>
</tr>
<tr>
<td>3.</td>
<td>General Manager(R&amp;T)(E-7)</td>
<td>17</td>
<td>50</td>
</tr>
<tr>
<td>4.</td>
<td>General Manager – (E-7)</td>
<td>17</td>
<td>50</td>
</tr>
<tr>
<td>5.</td>
<td>Dy. Gen. Manager – (E-5)</td>
<td>12</td>
<td>45</td>
</tr>
<tr>
<td>6.</td>
<td>Asstt. Gen. Manager – (E-4)</td>
<td>08</td>
<td>40</td>
</tr>
<tr>
<td>7.</td>
<td>Sr. Manager – (E-3)</td>
<td>06</td>
<td>35</td>
</tr>
<tr>
<td>8.</td>
<td>Manager – (E-2)</td>
<td>04</td>
<td>30</td>
</tr>
<tr>
<td>9.</td>
<td>Deputy Manager – (E-1)</td>
<td>NIL</td>
<td>26</td>
</tr>
<tr>
<td>10.</td>
<td>Assistant Manager (E-0)</td>
<td>No Direct Recruitment</td>
<td></td>
</tr>
</tbody>
</table>

For the posts of Executive Director / Dean, the post qualification experience will be minimum 18 years out of 20 years experience and for all other posts it will 100% post qualification experience as indicated above.

For all the posts except at E-1 level the relevant experience in executive cadre should include minimum 2 years experience in immediate lower scale for outsiders and internal candidates.
## Qualification for Recruitment

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Projects</th>
<th>Planning</th>
<th>Valuation</th>
<th>R&amp;T</th>
<th>Finance / Accounts</th>
<th>Law</th>
<th>Information Technology</th>
<th>Official Languages</th>
<th>Library &amp; Documentation Services</th>
<th>Secretarial Services</th>
<th>HRMA</th>
<th>Corporate Law</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><em>Projects (Civil &amp; Architecture)</em> Bachelor Degree in Civil Engg. / Architecture / AIAA / AMIE Preferred: Post Graduate Degree/Diploma in any of the subjects related to Civil Engg./ Architecture / Town Planning</td>
<td>Bachelor Degree / Masters Degree or PG diploma in Planning (Candidates with degree in Engineering / Architecture with Masters or PG Diploma in Planning are also eligible)</td>
<td>B.E(Civil) or B.Arch with Master Degree in Valuation - Real Estate</td>
<td>Post graduate degree in one of the following discipline - Finance, Economics, Management, Town / urban Planning, Engineering (Civil), Architecture. In addition PhD qualification in any of the above fields</td>
<td>CA/ICWA/ MBA with specialization in Finance, 2 years PGD(specialization in Finance) or Post graduation in Commerce, Economics from Govt. Recognized university/institute</td>
<td>Bachelors Degree in Law (LLB). Preferred : Masters Degree in Law (LLM)</td>
<td>Bachelor Degree in Engineering with Computer Science / Information Technology / System / Computer Application or Post Graduate Degree with Computer Science / Information Technology / System / Computer Application</td>
<td>Post graduate in Hindi with English as an elective subject at Graduate level</td>
<td>Bachelors' Degree in Library Science. Preferred : Master Degree in Library Science from any university duly recognised by UGC</td>
<td>Graduate with Diploma in Secretarial practice from a recognised Instit. With speed of 120 &amp; 50 wpm in Shorthand and Typing respectively. Preferred : Diploma in Computer application</td>
<td>MBA (HR) / 2 years PGD (with specialisation in HR/PM/IR ) / MHRM / Masters in Personnel Management. Preferred : Degree in Law</td>
<td>Associate Membership of the Institute of Company Secretaries of India. Preferred - Law Degree</td>
</tr>
<tr>
<td>Economics</td>
<td>Post Graduate in Economics or Business Economics.</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Public Relations</td>
<td>Graduate with 2 years PG Degree / Diploma in Public Relation / Journalism / Mass Communication</td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

Note: 1. All Degrees, Diplomas should be accredited/ recognized by A.I.C.T.E / UGC/ Govt. of India / Act / Any Govt. body or authority authorized for granting such recognition on behalf of Govt. of India.
2. Reservation in age/experience for SC/ST/OBC/PH shall be as per Govt. Rules.
## Qualifications for non-executives at induction level

<table>
<thead>
<tr>
<th>Cadre / posts</th>
<th>Prescribed Qualification</th>
<th>Experience</th>
<th>Age (in years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT / EDP Asstt. Gr.III</td>
<td>Graduate with one year Diploma in Computer Application/Programming</td>
<td>-</td>
<td>30</td>
</tr>
<tr>
<td>Official Language/ Hindi Translator</td>
<td>Post Graduate in Hindi with English as an elective subject at Graduate level. Preferred: Diploma in Translation from a recognized institute.</td>
<td>2 years experience in translation from English to Hindi and vice-versa. Exp. in the Implementation of the Provisions of the Official Languages Act and Rule made there under.</td>
<td>30</td>
</tr>
<tr>
<td>Secretarial / SG-III(Hindi)</td>
<td>Graduate with speed of 100w.p.m. in shorthand 40 w.p.m. in typing with proficiency in Computer Operations</td>
<td>-</td>
<td>30</td>
</tr>
<tr>
<td>Secretarial / SG-III (English)</td>
<td>Graduate with speed of 100 w.p.m. in shorthand 40 w.p.m. in typing with proficiency in Computer Operations</td>
<td>-</td>
<td>30</td>
</tr>
<tr>
<td>Driver Gr.III</td>
<td>10th class with driving license of motor car /LMV</td>
<td>5 years of experience as Driver</td>
<td>30</td>
</tr>
<tr>
<td>General Clerical (AG-III)</td>
<td>Graduate with typing speed of 40 w.p.m. in English Knowledge of Hindi typing will be preferred.</td>
<td>-</td>
<td>30</td>
</tr>
<tr>
<td>Finance/ AG-III</td>
<td>B.Com with working experience on computers. Preference – having experience of maintenance of accounts.</td>
<td>-</td>
<td>30</td>
</tr>
<tr>
<td>Gen. Services / AF</td>
<td>10th class pass</td>
<td>-</td>
<td>30</td>
</tr>
</tbody>
</table>
Office Memorandum

Sub: Introduction of revised evaluation criteria for promotion to General Manager (GM) level and above

The Board of Directors in its 490th meeting dated 30.09.2011 vide item no. 490.20 has approved the following evaluation criteria for promotion to GM and above positions:

<table>
<thead>
<tr>
<th>Component</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>APAR* + Seniority**</td>
<td>24</td>
</tr>
<tr>
<td>Field Experience@</td>
<td>02</td>
</tr>
<tr>
<td>Interview</td>
<td>14</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>40</td>
</tr>
</tbody>
</table>

* APAR Score of maximum 24 marks will be on the basis of best four APARs of the eligible period. (In case the employee already has 24 marks on the basis of best 4 APARs no additional marks for seniority will be given)

** Half mark (1/2) for every completed year of service beyond 4 years upto a maximum of 2 marks. (Therefore, no marks will be given for service beyond 8 years in a particular level)

@ For field experience of less than 2 years, 1 mark will be awarded and for field experience of 2 years & more, 2 marks will be awarded

The overall cutoff score will be 31 marks

In respect of the promotion to the executives working in Official Language, Secretarial Company Secretary and Economics cadres/wings etc. the CMD is authorized to decide the assessment criteria in view of lack of avenues / opportunities of field postings.

The Rule 16.1 of HUDCO R&P Rules 2011 will stands amended to the above extent accordingly.

The requirement of cumulative APAR score of 20 marks in a particular grade for being eligible for promotion will continue to remain applicable.

P.R. Srivastava
General Manager (HR)

Copy to:
1. AGM (P) CMDO
2. SM to DF Secretariat
3. SM to CVO
4. Sr. ED
5. All EDs/GMs/Regional Chiefs
6. CS
7. SM (OL) – For Hindi translation
8. DM (IT) - HRMA
9. AM (IT) – For posting on intranet
10. Office Memorandum File
11. Notice Boards – HQ / HSML / RO, NCR
HOUSING & URBAN DEVELOPMENT CORPORATION LTD.
HUDCO Bhawan, IHC, Lodhi Road, New Delhi – 110 003

No.F.11(140)/2010-HRD

17th July, 2012

CIRCULAR

Subject: Amendment to the recruitment qualification of Projects (Planning discipline) in Recruitment & Promotion Rules, 2011.

The HUDCO Board in its 503rd meeting held on 9th July, 2012 vide item no.503.16 has approved the amendment to the qualification in the Planning discipline of Projects Cadre as under:

<table>
<thead>
<tr>
<th>Present</th>
<th>Amended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor Degree in Planning. Preferred Masters Degree</td>
<td>Bachelor Degree / Masters Degree or PG diploma in Planning (Candidates with degree in Engineering</td>
</tr>
<tr>
<td>(Candidates with degree in Engg./Architecture with Masters in Planning are also eligible)</td>
<td>with degree in Engineering / Architecture with Masters or PG Diploma in Planning are also eligible)</td>
</tr>
</tbody>
</table>

The HUDCO R&P Rules, 2011 stands amended to this extent.

The above qualification would be in vogue for making future recruitments as well as the present recruitment of Executive Director(Projects) in the discipline of Planning.

(P.R Srivastava)
Executive Director(HRMA)

All HUDCO employees

Copy to:
1. Notice Board of HUDCO/HSMI/NCR
2. All Regional Offices
CORRIGENDUM

Sub: - Amendment to the Clause 14.2.2 of Recruitment & Promotions Rules, 2011-Regd.

In suppression of corrigendum No. F.11 (140)/2010-HRD dated 22nd August, 2012 it is hereby clarified that as per HUDCO Recruitment & Promotion Rules "experience in immediate lower Scale" is minimum 2 years for external as well as internal candidates for the purpose of recruitment at Executive level positions (except for E-1 level) and therefore the following sentence from Clause 14.2.2 stands deleted from the Recruitment & Promotions Rule 2011:

"Like wise there will be relaxation of one year in the required length of experience in the immediate lower scale wherever applicable."

(P.R. Srivastava)
Executive Director (HRMA)

All HUDCO Employees

Copy to:

1. Notice Board of HUDCO /HSMI/NCR
2. All Regional Offices
Office Memorandum

As per the deliberations by the duly constituted Committee of Directors on Restructuring of E-0 (Supervisory) level Executives held on 19th December, 2013, following decisions are notified:-

A) All the eligible E-0 level employees as on the date of issue of this notification are hereby considered for upgradation from E-0 to E-1 level subject to the following conditions:-

1. The effective date of upgradation will be 1st January, 2014 subject to their being found suitable by the Departmental Promotion Committee (DPC) as per R & P Rules, 2011.

2. Employees must have put in 4 years or more service in their present grade as on 31.12.2013.

3. The minimum education level for upgradation from E-0 level to E-1 level be Graduation.

4. After upgradation to E-1 grade, their further promotions would be governed as per provisions contained in R & P Rules, 2011.

5. The career progressions of these qualified E-0 level officers to the E-1 level officer shall be through personal upgradation mode without adding to the overall strength of HUDCO. These posts shall revert back to the E-0 level after these employee exit the organization.

6. Non-caderised employees may be given the cadre depending upon the nature of work and present posting either in finance or HR/Administration as they have good amount of experience and proficiency in that discipline/Departments. However, both caderised and non-caderised employees, will be given extensive training of at least one month duration for shouldering higher responsibilities and multi-tasking besides their existing duties.

7. In future also to address the issue of stagnation of E-0 level, the promotions may be considered on annual basis on similar lines through personal upgradation mode.

8. These employees may be posted anywhere in India, keeping in view the requirement of manpower and the process should be transparent and fair as per Transfer Policy.

Contd...
9. As the dispensation is through upgradation on the same post, their seniority shall be separate from those who are and shall be joining the executive band in the respective cadres by way of promotion or recruitment.

B) The employees who will be upgraded to E-1 level and have put in more than 6 years and more than 8 years of service as on 31st December, 2013 be given one additional increment after six years and two additional increments after completion of eight years w.e.f. 1.1.2014 besides other normal increments, if any.

C) The employees who are not having qualification of graduation shall continue to get the promotion as per the provisions contained in the existing R & P Rules.

(J. Prem Nawaz)
Executive Director (HRMA)

Copy to:-
1. DGM (P), CMDO
2. AGM(S), DCPO
3. SM(S), DFO
4. All Sr. EDs
5. All EDs / GMs / RCs
6. CS
7. AGM (OL) – For Hindi version
8. Manager (IT) – HRMA Wing – For updation of records
9. AM (IT) – For posting on Intranet
10. Office Memo File
Office Order No. 519/2014

The HUDCO Board of Directors in its 525th Meeting (Item No.525.15) held on 19th December 2013 has approved the following recommendations made by CoD in respect of relaxation of qualification for promotion purposes in respect of employees of secretarial cadre:-

1. The employees possessing the requisite qualification of Graduation & Diploma in Secretarial Practice as per the revised rules, will be considered for promotions to next higher level after completion of four years of service in the present grade.

2. The qualification of Graduation / Post Graduation along with Degree / Diploma / other Professional qualification for a period of 1-2 year(s) duration, which is not as per revised rules to be relaxed. Accordingly, those employees possessing such qualification will also be promoted to next higher level after completion of four years of service in the present grade.

3. The qualification of Graduation with Certificate in shorthand / typing / computer related course for a period of less than 1 year, which is not as per revised rules, to be relaxed. Accordingly, those employees possessing such qualification will also be promoted to next higher level after completion of four years of service in the present grade.

4. The Employees possessing the qualification of Graduation only, shall be required to acquire additional qualification (i.e., beyond graduation level) as possessed by employees mentioned at Sl. No. 1 to 3 above for promotion in four years period. Until then, they will be promoted on completion of 6 years as per existing rules.

5. The Employees who are only under graduates, will be considered for promotion on completion of 10 years as per prevailing rules. However, on acquiring higher qualification of graduation and / or additional qualification (beyond graduation level) as possessed by employees mentioned at Sl. No. 1 to 3 above will be considered for promotion after six / four years as the case may.

6. The above dispensation will be applicable only to existing employees for promotion purposes. For new recruitment, HUDCO Recruitment & Promotion Rules 2011 will be strictly followed in its letter and spirit and there will be no relaxation.

Contd..2..
Accordingly, the qualification criteria as mentioned in Rule 16.3.3(ii) of HUDCO Recruitment & Promotion Rules, 2011 stands amended in respect of existing employees of Secretarial Cadre to the extent above.

(J. Prem Nawaz)
Executive Director (HRMA)

Copy to:

1. AGM(CD), CMDO
2. AGM(S), DCPO
3. AGM(S), DFO
4. AGM(S), CVD
5. Sr. ED, Chennai / Sr. ED (O)
6. All EDs/GMs/RCs
7. AGM (OL) – For Hindi version
8. M (IT), HRMA – For records
9. DM (IT), IT Wing – for posting on Intranet
10. Office Order File
The Committee constituted vide Office Order No. 1001/2013 dated 26.12.2013 to redress the qualification issue of employees for promotion purposes with respect to all disciplines other than secretarial cadre has given its recommendations which have been approved by CMD, HUDCO. The discipline/cadre wise approved recommendations are mentioned below:

A) For Finance Cadre:

   i. The qualification to be relaxed in respect of Employees who are having the qualification of any Post-Graduation or Graduation with some additional qualification of 1 – 2 years duration and they will be considered for one time promotion in 4 years period.
   
   ii. In case the employees, who are graduates, acquire any of the qualification as mentioned above or any additional relevant qualification of 6 months duration, they will also be considered for one time promotion in 4 years period.

B) For Projects Cadre:

   i. The qualification to be relaxed for Employees who are having Graduation along with Diploma in Civil Engineering/Architecture and they will be considered for one time promotion in four years period.
   
   ii. In case the employees, who are having three years Diploma, acquire any additional relevant qualification of 6 months duration, they will also be considered for one time promotion in four years period.

C) For IT Cadre:

   i. The qualification to be relaxed for Employees who are having the qualification of any Post-Graduation or Graduation with some additional qualification of 1 – 2 years duration and they will be considered for one time promotion in four years period.
   
   ii. The qualification to be relaxed for those Employees who are having the qualification of Graduation with any additional relevant qualification of 6 months duration and they will be considered for one time promotion in four years period.
   
   iii. In case the employees who are graduates, acquire any of the additional qualification as possessed by the employees as mentioned above or alternatively they acquire any additional relevant qualification of 6 months duration they will also be considered for one time promotion in four years period.
D) For HRMA Cadre:-

i. The qualification to be relaxed for Employees who are having the qualification of Post-Graduation or Graduation with some additional qualification of 1 - 2 years duration and they will be considered for one time promotion in four years period.

ii. The qualification to be relaxed for those Employees who are having the qualification of Graduation with any additional relevant qualification of 6 months duration and they will be considered for one time promotion in four years period.

iii. In case the employees who are graduates, acquire any of the additional qualification as possessed by the employees as mentioned above or alternatively they acquire any additional relevant qualification of 6 months duration they will also be considered for one time promotion in four years period.

Employees who are only Graduates /3 year Technical Diploma Holders (not having any additional qualification) in these Cadres will also be provided with an opportunity to grow by conducting a one time departmental examination to assess their functional expertise and those who clear the examination will be considered for one time promotion in four years period. The departmental test to be prepared by the concerned departments and CMD is authorized for the modalities of holding the departmental test. This will be applicable to the cadres of Finance, Projects, IT and HRMA in addition to specific provisions referred above.

The above dispensation(s) will be applicable to the employees at the level of E-1 or above and upto E-3 level only, for one-time promotion in 4 years period. Subsequently, the qualification as prescribed in HUDCO Recruitment & Promotion Rules 2011 will be strictly followed in letter and spirit and there will be no relaxation.

Accordingly, the qualification criteria as mentioned in Rule 16.3.3(ii) of HUDCO Recruitment & Promotion Rules, 2011 stands amended in respect of existing employees belonging to the discipline of Finance, Projects, IT & HRMA to the extent above.

(J. Prem Nawaz)
Executive Director (HRMA)

Copy to:
1. AGM(P), CMDO
2. AGM(S), DCFO
3. AGM(S), DFO
4. AGM(S), CVD
5. Sr. ED(O) / Sr. ED (SP/RFU/ES)
6. All EDs/GMs/RCs
7. AGM (OL) – For Hindi version
8. M (IT), HRMA – For records
9. DM (IT), IT Wing – for posting on Intranet
10. Office Order File
Office Memorandum

In compliance of Section 178 of the Companies Act, 2013, read with exemptions for the Government Companies contained in the notification by the Government of India in this regard, Board in its 550th Meeting held on 9th September, 2015 vide Item No. 550.20 passed the following resolution on the "Scope of the Nomination and Remuneration Committee" (NRC):

(a) **Coverage:**
'Senior Management' in HUDCO comprising of Sr. Executive Directors, being one level below the Functional Directors and Executive Directors being Functional heads in general.

(b) **Recruitment for the post of Executive Directors:**

i) To put up the short listed candidates for the post of Executive Directors to 'Nomination and Remuneration Committee' for its recommendation.

ii) To hold the selection process for the post of Executive Directors as per Recruitment & Promotion Rules, 2011, under the Chairmanship of Chairman & Managing Director and put up the recommendations of the Selection Committee to 'Nomination and Remuneration Committee'.

iii) To put up the recommendations of 'Nomination and Remuneration committee' in respect of (i) and (ii) above to the Board for approval.

(c) **Promotion for the post of Executive Directors/Sr. Executive Directors:**

i) To move all future proposals for approval of the constitution of Departmental Promotion Committee for the promotion to the posts of Executive Directors and Sr. Executive Directors by Board, as per the present requirement of Recruitment & Promotion Rules, 2011, through ‘Nomination and Remuneration Committee’. While doing so, the list of candidates shall also be attached for perusal of ‘Nomination and Remuneration Committee’, to meet the requirement of their involvement at the stage of identification of suitable candidates for appointment, which in this case refers to promotion.

Contd..2..
ii) To hold the process of selection by Departmental Promotion Committee under the Chairmanship of Chairman & Managing Director for recommendation of "Nomination and Remuneration Committee" to the Board for its approval.

(J. Prem Nawaz)
Executive Director (HRMA)

1. All concerned
2. HUDCO Intranet

For information to:
1. CMD
2. DCP
3. DF
4. CVO
5. CS
**Housing & Urban Development Corporation Ltd.**
7A, IHC, Lodhi Road, New Delhi-110 003

No.F.11 (140) / 2015 – HRMA  

29th January, 2016

**Office Memorandum**

The Board in its 515th Meeting held on 04.12.2015 vide item no. 555.06 has approved the following changes/amendments/clarifications in the HUDCO Recruitment & Promotion (R&P) Rules 2011:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Existing clause of R &amp; P Rules</th>
<th>Clarification / Changes / Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td><strong>General Conditions</strong></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Clause 19.6: whereby it was inadvertently mentioned that upgradation shall be made prior to Board approval.</td>
<td>The power of creation/upgradation of posts vests with Board. Therefore, the creation of posts/upgradation of posts will be done with the prior approval of the Board. Further, the Board in its 490th meeting held on 30.09.2011 has authorised CMD for considering upgradations upto DGM level (E-5 level). For creation of posts at E-7 and above, in terms of DPE guidelines, the approval of the Government will be required.</td>
</tr>
<tr>
<td>B.</td>
<td><strong>Recruitment</strong></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Clause 14.5: The selection committee may recommend a higher start (not exceeding three increments) in the scale applicable to the post.</td>
<td>This clause hence forth to be part of Clause 14.2.6.6. as an additional provision and the selection committee will be allowed to recommend upto five increments.</td>
</tr>
<tr>
<td>C.</td>
<td><strong>Promotion</strong></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Definition of the eligible period for interview based promotions w.r.t. Clause 16.1.</td>
<td>The eligible period refers to the entire period in the present grade.</td>
</tr>
<tr>
<td>4.</td>
<td>Definition of the cut-off score w.r.t. Clause 16.1</td>
<td>The cut-off score refers to the minimum eligible score required to be considered for empanelment of candidates on merit after incorporating Interview Score for promotion to the post of GM &amp; above.</td>
</tr>
</tbody>
</table>

Cont'd...2/-
5. Clause 15.5. Dealing with the requirement of vacancies for promotion

Consequent upon the restructuring of HUDCO, the employees have been categorised into various bands/categories namely Support Assistance (Non-Executives), Supervisory (E-0), Executive (Comprising of Deputy Manager, Manager & Senior Manager), Managerial (comprising of Asst.Gen Manager & Dy. Gen. Manager) and Leadership Band (comprising of GM, ED & Sr. ED). The manpower strength has also been approved band wise. Executives move within the band as and when they are in the zone of consideration and recommended for promotion by DPC and duly approved by the Competent Authority. The requirement of availability of vacancy is there as and when the promotion from one band to the other band has to take place; in such case the promotion will be subject to the availability of the vacancy in the higher band. However, within the leadership band (E7 to E9) as the positions have been sanctioned level wise, the promotions from one level to another are vacancy based.


Promotion to the level of General Manager, Executive Director and Sr. ED will be as under:

The composite evaluation system will have following three components:

- a. APAR Score
- b. Weightage for field experience
- c. Interview score

In respect of promotion from ED to Sr. ED, the DPE approved APAR formats provide rating from scale of 1 to 5. Therefore, the maximum cumulative APAR score during 4 years period will be 20 only.

Accordingly, the APAR scores will be restricted to 20 in place of 24 being the maximum scores in APAR and similarly 16 as the minimum score in APAR in place of 20, for coming into the consideration zone. However, other components shall remain the same i.e. the component of seniority shall be added subject to the maximum of 20. The amended scoring shall be as follows:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Score Component</th>
<th>Exiting Marks</th>
<th>Revised Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>APAR (Seniority to be added to APAR scores subject to a maximum of 20)</td>
<td>24 (max)</td>
<td>20 (max) 16 (min)</td>
</tr>
<tr>
<td>2.</td>
<td>Field Duty marks</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3.</td>
<td>Interview Marks</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td>4.</td>
<td>Cut-off Score</td>
<td>31</td>
<td>27</td>
</tr>
</tbody>
</table>

* APAR Score of maximum 24 marks will be on the basis of best four APARs of the eligible period.
@ For field experience of less than 2 years, 1 mark will be
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>awarded and for field experience of 2 years &amp; more, 2 marks will be awarded.</td>
<td>The cut-off score will be 27 (in place of 31)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>The overall cut-off score will be 31 marks.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Clause 16.3.3 (v) dealing with applicability of grant of next scale in 7 years</td>
</tr>
<tr>
<td>8.</td>
<td>Marks of seniority in interview based promotions</td>
</tr>
</tbody>
</table>

All Concerned

**Copy to:**
1. AGM(F) to CMD
2. DGM (S) to DCP
3. AGM (S) to DF
4. AGM (S) to CVO
5. Sr. ED(O) / Sr. ED(P)
6. All EDs/RCs/GMs/CS
7. DGM (OL) – For Hindi version
8. M (IT), HRMA – For records
9. DM (IT), IT Wing – for posting on Intranet
10. Office Order File
Office Memorandum

Subject: Amendment in the Recruitment & Promotion Rules, 2011.

The HUDCO Board in its 566th meeting held on 16th June, 2016 vide item no.566.26 has considered and approved the proposal to discontinue interview for recruitment to Non-Executive posts in HUDCO keeping in view the OM No. DPE-GM-01/0001/2015-GM-FTS-4857 dated 14th December, 2015 issued by Department of Public Enterprises, Ministry of Heavy Industries & Public Enterprises.

Further, the Board has also authorized CMD for making necessary amendments in the HUDCO Recruitment & Promotion Rules, 2011 in light of the direction received from DPE.

(J. Prem Nawaz)
Executive Director (HR)

Copy to:
1. AGM(F) to CMD
2. AGM(S) to DCP
3. AGM(S) to DF
4. Sr. ED(C&H) / Sr. ED(CI&RH)
5. All EDs/RCs/GMs/CS
6. DGM(OL)- for Hindi version
7. Manager(IT)-HRMA Wing - for records
8. DM(IT), IT Wing- for posting on Intranet
Office Memorandum

Subject: Amendments to HUDCO Recruitment & Promotion Rules on introduction of E-6 Scale and the implementation thereof.

1. The HUDCO Board in its 568th Meeting held on 23rd August, 2016 vide Item No.568.16 approved the introduction of E-6 scale of ₹ 36600-3%-62000 w.e.f. 1st April, 2016 with a designation of Joint General Manager in the Managerial Band.

2. Board in its subsequent 573rd Meeting held on 28th December, 2016, vide Item No.573.03 approved the following amendments to the HUDCO Recruitment & Promotion Rules upon introduction of E-6 Scale w.e.f. 01-04-2016 in the Pay Scale of ₹ 36600-3%-62000 with the designation of Joint General Manager in the Managerial Band:

<table>
<thead>
<tr>
<th>Clause No.</th>
<th>Existing</th>
<th>Amended</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Pay Scales Group-A (Executives)</td>
<td>Pay Scales Group-A (Executives)</td>
</tr>
<tr>
<td>Level</td>
<td>Pay-Scale</td>
<td>Level</td>
</tr>
<tr>
<td>E-9</td>
<td>62000-3%-80000</td>
<td>E-9</td>
</tr>
<tr>
<td>E-8</td>
<td>51300-3%-73000</td>
<td>E-8</td>
</tr>
<tr>
<td>E-7</td>
<td>43200-3%-66000</td>
<td>E-7</td>
</tr>
<tr>
<td>E-5</td>
<td>32900-3%-58000</td>
<td>E-5</td>
</tr>
<tr>
<td>E-4</td>
<td>29100-3%-54500</td>
<td>E-4</td>
</tr>
<tr>
<td>E-3</td>
<td>24900-3%-50500</td>
<td>E-3</td>
</tr>
<tr>
<td>E-2</td>
<td>20600-3%-46500</td>
<td>E-2</td>
</tr>
<tr>
<td>E-1</td>
<td>16400-3%-40500</td>
<td>E-1</td>
</tr>
</tbody>
</table>

9. CONSTITUTION OF SELECTION/DEPARTMENTAL PROMOTION COMMITTEE

CONSTITUTION OF SELECTION/DEPARTMENTAL PROMOTION COMMITTEE

- Constitution of Selection / Departmental Promotion Committee for E-1 to E-4 will now be applicable for E-1 to E-5 level.
- Similarly constitution of Selection /Departmental Promotion Committee for E-5 to E-7 will now be applicable for E-6 to E-7 level.
<table>
<thead>
<tr>
<th>Clause No.</th>
<th>Existing</th>
<th>Amended</th>
</tr>
</thead>
</table>
| 15.       | METHODS AND PRINCIPLES OF PROMOTION:  
1. Promotion on the basis of Seniority cum fitness upto E-0 level.  
2. Promotion on the basis of seniority cum merit from E-1 to E-4.  
3. Promotion on the basis of selection on the basis of merit from E-5 and above. | METHODS AND PRINCIPLES OF PROMOTION:  
1. No change  
2. Promotion on the basis of seniority cum merit from E-1 to E-5.  
3. Promotion on the basis of selection on the basis of merit from E-6 and above. |
| 16.1      | Promotion from E-5 level (₹ 32900-3%-58000) and above shall be selection on the basis of merit and shall be with prospective effect. | Promotions from E-6 level (₹ 36600-3%-62000) and above shall be by selection on the basis of merit and shall be with prospective effect.  
Promotion to the level of General Manager will be as under:  
The composite evaluation system will have following three components:  
a. APAR Score  
b. Weightage for field experience  
c. Interview score |
|           | | |
|           | Component | Maximum Score |
|           | APAR + Seniority** | 18 |
|           | Field Experience @ | 2 |
|           | Interview | 10 |
|           | Total | 30 |
|           | * APAR Score of maximum 18 marks will be on the basis of best three APARs in the grade. (In case the employee already has 18 marks on the basis of best 3 APARs, no additional marks for seniority will be given).  
** Half mark (1/2) for every completed year of service beyond 3 years up to a maximum of 2 marks. (Therefore, no marks will be given for service beyond 7 years in E-6 scale) |  
@ For field experience of less than 2 years, 1 mark will be awarded and for field experience of 2 years & more, 2 marks will be awarded.  
The minimum APAR score required for promotion shall be 15.  
The overall cut off score will be 23 marks.  
Criteria for promotion to Executive Director and Sr. Executive Director will remain unchanged. |
<table>
<thead>
<tr>
<th>Clause No.</th>
<th>Existing</th>
<th>Amended</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.3.1</td>
<td>The qualifying period for promotion in executive grade will be 4 years service in the present grade.</td>
<td>The qualifying period for promotion in executive grade will be 4 years service in the present grade. Further, the promotion from E-5 to E-6 and E-6 to E-7 shall be in three years with APAR score of 15 in each grade and other conditions followed in regular promotions.</td>
</tr>
</tbody>
</table>

### Annexure “B”

**SCHEDULE INDICATING POSTS, PAYSCALES, EXPERIENCE AND AGE FOR DIRECT RECRUITMENT**

**Quota for direct recruitment and promotion:**

<table>
<thead>
<tr>
<th>Post, Level &amp; Pay-Scale</th>
<th>Quota for Recruitment</th>
<th>Promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sr. ED [E-9] 62000-3%-80000</td>
<td>No direct rectt.</td>
<td>100%</td>
</tr>
<tr>
<td>ED [E-8] 51300-3%-73000</td>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td>GM[E-7] 43200-3%-66000</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>DGM [E-5] 32900-3%-58000</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>AGM [E-4] 29100-3%-54500</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>SM [E-3] 24900-3%-50500</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>Manager [E-2] 20600-3%-46500</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>Dy. Manager [E-1] 16400-3%-40500</td>
<td>75%</td>
<td>25%</td>
</tr>
</tbody>
</table>

**Experience**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Post/Level</th>
<th>Experience</th>
<th>Maximum Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>ED (E-8)</td>
<td>20</td>
<td>52</td>
</tr>
<tr>
<td>2.</td>
<td>Dean(E-8)</td>
<td>20</td>
<td>52</td>
</tr>
<tr>
<td>3.</td>
<td>GM (R&amp;T)</td>
<td>17</td>
<td>50</td>
</tr>
<tr>
<td>4.</td>
<td>GM (E-7)</td>
<td>17</td>
<td>50</td>
</tr>
<tr>
<td>5.</td>
<td>DGM (E-5)</td>
<td>12</td>
<td>45</td>
</tr>
<tr>
<td>6.</td>
<td>AGM (E-4)</td>
<td>08</td>
<td>40</td>
</tr>
<tr>
<td>7.</td>
<td>SM (E-3)</td>
<td>06</td>
<td>35</td>
</tr>
<tr>
<td>8.</td>
<td>M (E-2)</td>
<td>04</td>
<td>30</td>
</tr>
<tr>
<td>9.</td>
<td>DM (E-1)</td>
<td>NIL</td>
<td>26</td>
</tr>
<tr>
<td>10.</td>
<td>AM (E-0)</td>
<td>No Direct Recruitment</td>
<td></td>
</tr>
</tbody>
</table>

**SCHEDULE INDICATING POSTS, PAYSCALES, EXPERIENCE AND AGE FOR DIRECT RECRUITMENT**

**Quota for direct recruitment and promotion:**

<table>
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<th>Post, Level &amp; Pay-Scale</th>
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<td>GM[E-7] 43200-3%-66000</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>JGM [E-6] 36600-3%-62000</td>
<td>25%</td>
<td>75%</td>
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<tr>
<td>DGM [E-5] 32900-3%-58000</td>
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**Experience**

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<tr>
<td>2.</td>
<td>Dean(E-8)</td>
<td>20</td>
<td>52</td>
</tr>
<tr>
<td>3.</td>
<td>GM (R&amp;T)* (E-7)</td>
<td>17</td>
<td>50</td>
</tr>
<tr>
<td>4.</td>
<td>GM* (E-7)</td>
<td>17</td>
<td>50</td>
</tr>
<tr>
<td>5.</td>
<td>JGM (E-6)</td>
<td>15</td>
<td>48</td>
</tr>
<tr>
<td>6.</td>
<td>DGM (E-5)</td>
<td>12</td>
<td>45</td>
</tr>
<tr>
<td>7.</td>
<td>AGM (E-4)</td>
<td>08</td>
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</tr>
<tr>
<td>8.</td>
<td>SM (E-3)</td>
<td>06</td>
<td>35</td>
</tr>
<tr>
<td>9.</td>
<td>M (E-2)</td>
<td>04</td>
<td>30</td>
</tr>
<tr>
<td>10.</td>
<td>DM (E-1)</td>
<td>NIL</td>
<td>26</td>
</tr>
<tr>
<td>11.</td>
<td>AM (E-0)</td>
<td>No Direct Recruitment</td>
<td></td>
</tr>
</tbody>
</table>

*Requirement of 2 years experience at E-6 scale being the immediately lower scale.
3. Further, the Board in its 573rd Meeting held on 28th December, 2016 has also approved the placement of officials from E-5 to E-6 scale and from E-6 to E-7 scale as under:

a) Officers (at E-5 level) those who have completed three years or more service on the date of introduction of E-6 scale i.e. 01st April, 2016, shall be placed in E-6 scale from the respective date of their completion of three years at E-5 level.

b) After placement at E-6 scale notionally without any financial benefit, the balance service of upto three years shall be counted for promotion from E-6 to E-7 as on 30th June, 2017. No benefit of any excess service of more than three years for promotion from E-6 to E-7 and for subsequent promotions shall be given, to meet the requirement of prospective nature of promotion.

c) For others, the promotion from E-5 to E-6 and E-6 to E-7 shall be three years each as per the amended Recruitment & Promotion Rules mentioned above.

(J. Prem Nawaz)
Executive Director (HR)

Copy to:
1. ES to CMD
2. AGM (S) to DCP
3. AGM (S) to DF
4. AGM (S) to CVO
5. Sr. ED (C & H)/Sr. ED (CI & SC)
6. All EDs/GMs/CS/RCs
7. DGM(OL) – for Hindi version
8. Manager (IT), HRMA Wing – For records updation
9. DM(IT) - IT Wing - For posting on Intranet
10. Officer Order File
Office Memorandum

The Board in its 628th meeting held on 11th February, 2021 vide item no.628.11 has approved the following modification/amendment in clause 9 of the HUDCO Recruitment & Promotion Rules, 2011.

Clause 9. Constitution of Selection /Departmental Promotion Committee

<table>
<thead>
<tr>
<th>Existing</th>
<th>Amended/Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E-6 to E-7</strong></td>
<td><strong>E-6 to E-7</strong></td>
</tr>
<tr>
<td>1. CMD</td>
<td>1. CMD (No change)</td>
</tr>
<tr>
<td>2. DCP &amp; DF</td>
<td>2. DCP &amp; DF (No change)</td>
</tr>
<tr>
<td>3. One Non-Official Independent Director to be nominated by Board</td>
<td><strong>3. Either One Non-Official Independent Director or one Govt. Director on the Board of HUDCO to be nominated by Board</strong></td>
</tr>
<tr>
<td>4. ED / HoD of the respective Cadre</td>
<td>4. ED / HoD of the respective Cadre (No change)</td>
</tr>
<tr>
<td>5. Outside Expert</td>
<td>5. Outside Expert (No change)</td>
</tr>
<tr>
<td>6. Representative of SC / ST Community and Minority</td>
<td>6. Representative of SC / ST Community and Minority (No change)</td>
</tr>
</tbody>
</table>

All Concerned

Copy to:
1. JGM (P) to CMD
2. M(S) to DCP
3. AGM(S) to DF
4. JGM(L) to CVO
5. Sr. ED(O)
6. All EDs/GMs/RCs/CS
7. AGM(OL) - for Hindi Version
8. M(IT) – for posting on intranet
9. M (IT)-HR Wing - for information & updation of records
10. Office Order File

(Vandana Motsara)  
General Manager(HR)
Office Memorandum

The Board in its 362nd meeting held on the 12th May 2004 vide item no. 362.5 while considering the issue of rationalisation of posts in isolated cadre had also considered growth avenues for Secretarial Cadre (Official Languages) also. The Board also approved continuance of maintaining separate seniority in respect English and Official Language Secretarial Cadres.

In terms of the Board decision, the existing Rules 4.2.3(b) and 4.2.11 of HUDCO Recruitment & Promotion Rules stands deleted and in place thereof the Rule(s) 4.2.3.(b)(i) & 4.2.3.(b)(ii) and 4.2.11.(a) and 4.2.11.(b) respectively are substituted as under:

**Executives**

"Rule 4.2.3 (b)(i)" Secretarial Service Cadre (English) will comprise of Executive Secretaries, Senior Secretarial Officers, Secretarial Officers, Assistant Secretarial Officers, Private Secretaries of English Language.

"Rule 4.2.3 (b)(ii)" Secretarial Service Cadre Official Language (Hindi) will comprise of Executive Secretaries, Senior Secretarial Officers, Secretarial Officers, Assistant Secretarial Officers, Private Secretaries of Official Language (Hindi).

**Non Executives**

"Rule 4.2.11.(a)" Secretarial Services Cadre (English) will comprise of Stenographers Grade - II and Stenographers Grade - III of English language.

"Rule 4.2.11.(b)" Secretarial Services Official Language Cadre will comprise of Stenographers Grade - II and Stenographers Grade - III of Official language (Hindi)

All concerned employees.

Copy to:
1. DC(CMDO)
2. SO to DF
3. SO to DCP
4. All EDs/Regional Chiefs
5. ES(N) – for updation of Hudco R&P Rules
6. Office Order File
7. ASO – For information

PM Tripathi
Executive Director (HR)
Subject: Review of guidelines on promotion of Executives.

The new guidelines for promotion of Executives notified vide OM No.F.11(156)/2000-HRD dated 4th September, 2000 stipulated, inter alia, that the credit of APAR score for the first year is to be allowed to an employee, only if a minimum duration of 6 months is completed in the scale (after promotion or appointment). Further, the aforesaid promotion guidelines also laid down the principle that the promotion of candidates shall be in the order of merit and ranking will be based on the scores achieved during the assessment period i.e. an executive who achieves the higher APAR score shall be ranked higher in the promoted post irrespective of his/her original seniority in the substantive post.

The above issues were reviewed and the Board in its 347th meeting (Item No.347.25) held on 19th June, 2003 has approved the following proposals:-

1. The condition of minimum six months service shall henceforth be imposed to only employees who joined HUDCO afresh and in case of employees who are continuing in the service of the organization and get promoted to the next higher level, the condition of minimum six months shall not be imposed i.e. the credit of APAR score of all assessment years including that of the first assessment year even if it is for less than six months duration, shall be allowed if it had not been counted for earlier promotion.

2. Due weightage to the original seniority of the employees who have been recommended for promotion upto Dy. Chief level will be assigned i.e. their original inter se seniority will be maintained provided they possess the minimum eligible score of 20 and the other eligibility criteria stipulated in the aforesaid guidelines of 4th September, 2000 alongwith modifications thereof.

This issues with the approval of the Competent Authority.

(P.M. Tripathi)
Executive Director (HRD)

Copy to:
1. Sr. ED
2. All EDs/Zonal ED(NE)
3. Head, LHOS
4. All Chiefs/Regional Chiefs
5. CF(A)
6. CF(A)
7. PRM/CS
8. Dy. Chief (CMDO)-
9. SO to DF/DCP
10. OM File