

HUDCO Recruitment & Promotion Rules*

* Amended upto August, 2025

HUDCO RECRUITMENT & PROMOTION RULES

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 Dearness Allowance Pattern and unless changed otherwise by the competent authority shall be classified into the following groups:-

GROUP 'A'
(EXECUTIVES)

Levels	w.e.f.1.1.2017
E-9	150000-3%-300000
E-8	120000-3%-280000
E-7	100000-3%-260000
E-6	90000-3%-240000
E-5	80000-3%-220000
E-4	70000-3%-200000
E-3	60000-3%-180000
E-2	50000-3%-160000
E-1	40000-3%-140000

GROUP 'B'
(SUPERVISORY LEVEL EXECUTIVES)

Levels	w.e.f.1.1.2017
E-0	30000-3%-120000

GROUP 'C'
(NON EXECUTIVES)

Levels	w.e.f.1.1.2017
NE-5	26000-3%-87000
NE-4	24000-3%-80000
NE-3	22000-3%-75000

GROUP 'D'
(NON EXECUTIVES)

Levels	w.e.f.1.1.2017
NE-2	21000-3%-70000
NE-1	19500-3%-65000

The pay scales have been revised w.e.f. 01.01.2017 vide Office Order no.105/2018 & 106/2018 dated 06.02.2018

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 / Mechanical / Electrical / Chemical Engineers, Architecture, Town Planning, Applied Ecology & Environmental Sciences, Valuation(only those with Civil Engineering / Architecture degree) and Corporate Social Responsibilities

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 Corporate Communication, 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

4.2.5. **Information Technology Cadre** will comprise of executives in the discipline of Management Information Systems, Software Development, ISO, CISO, Computer Maintenance.

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

NON EXECUTIVES

4.2.7. 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.

The Reception Officers, who are presently working at E-4 level, will be part of the P&A Cadre and further promotions will be governed as per applicable rules.

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

Skilled	**Unskilled**
Driver	Chowkidar/ Mali
Electrician	General [Assistance/ Attendant Farash(now Multi Tasking Staff(MTS))/ Daftry]

4.2.9. 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. However, for promotion to leadership level, a common seniority would be drawn amongst all the eligible JGMs/ GMs / EDs irrespective of cadre. The criteria of drawing common seniority amongst various cadres would be based on period in scale/grade i.e. last promotion date. However, if there is a tie between employees then the service period in HUDCO i.e. date of joining in HUDCO will be taken into account to establish the seniority. Further, if in both the cases there is again a tie, the employee having higher age (date of birth) will be considered as senior in the grade.

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 though 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 / OBC / Minority Community and Women.
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 / OBC / Minority Community and Women.
E-1 to E-5	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 / OBC / Minority Community and Women.
E-6 to E-7	1. CMD 2. Both Functional Directors 3. Either one Non-official Independent Director to be nominated by Board or one Govt. Director on the Board of HUDCO to be nominated by Board 4. External Expert from Sector to be nominated by CMD 5. Representative of SC / ST / OBC / Minority Community and Women to be nominated by CMD
E-7 to E-9	1. CMD 2. Both Functional Directors 3. One non-official Independent Director to be nominated by the Board 4. One Government Director or representative/nominee of Govt./ Ministry 5. Representative of SC / ST / OBC / Minority Community and Women to be nominated by the Board 6. One External expert from any Schedule - 'A' Company / Financial Institution, DFIs (For Sr. ED outside expert can be CMD/Director including retired CMD/Director)

CMD may nominate any other member in the Selection Committee for recruitment / Promotion as per need in addition to already constituted committee.

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

10. The recommendations of the Selection Committee for appointments to the posts of General Manager level in the pay scales of Rs.100000-3%-260000 & above and the Departmental Promotion Committee recommendations for the promotion to the post of Executive Director 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 i.e. upto 31st December of that year or till date of holding DPC whichever 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. Experience in immediate lower scale is minimum 1 year for external as well as internal candidates except for E-1 & E-9. 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 t-o 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. Sr. ED / 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 Sr. EDs/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 will be as follows:
@40% - for essential qualification
@20% - for preferred Qualification, if any
@40% - suitable in terms of nature and relevancy of experience as per the advertisement / notifications

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 (iv) 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).

14.2.6.1. (a) Discontinuation of Interview for recruitment to Non-Executive posts (Group C & Group D).

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 candidate

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
c. Selection Committee will be allowed to recommend upto five increments

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.

c. For the different engineering streams the option of GATE score to be there in place of conducting the written exam at All India level. The candidates may be called in the ratio of 1:5. The GATE score/written examination to be assigned 80% weightage and 20% weightage to interview for drawing the merit list of the candidates.

Similarly, for Law stream the CLAT (PG) score may be considered and for other disciplines where GATE/CLAT score is not applicable then the written exam be conducted along with the personal interview.

The recruitment of CA may also be done through the mode of Campus Recruitment by visiting the different CA chapters in North, South, East/North East, West sectors to have pan India coverage

14.5. **Higher Start at the time of Recruitment**.
The Selection Committee may recommend a higher start (not exceeding five 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-3
3. Promotion by selection (interview based) on the basis of merit from E-3 to E-4 & 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 June - August.

15.5. 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 Asstt. Gen Manager Dy. Gen. Manager & Jt. General 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. CMD is authorized for the flexibility to utilize the positions of E-7 & E-8 (GMs & EDs) in an interchangeable manner. However, the maximum limit of 63 positions (19 EDs and 44 GMs) will be maintained in the Leadership Band (E7 & E-8 level) and there should not be more than 19 Executive Directors at any point of time.

15.6. The 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.

15.9. The lien vacancy would be used for promotion purpose.

15.10. Employees joining HUDCO afresh on or before 1st January would also be given credit of APAR score for that appraisal year which would be accounted for promotion purpose.

16. **PROMOTION OF EXECUTIVES**

16.1 Promotions from E-3 level (Rs.60000-3%-180000) and above shall be by selection (interview based) on the basis of merit as per following matrix.

For E-3 to E-4

Component	Max. Score
APAR# + Seniority**	18
Interview	12
Total	30

Minimum service required is 3 years
Eligible Minimum cumulative APAR score to be called for interview -15
Overall cut off score – 23

#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 4 years, upto a maximum of 2 marks

For E-4 to E-5 and E-5 to E-6

Promotion from E-4 to E-5 level and E-5 to E-6 level shall be by selection on the basis of merit.

The composite evaluation system will have following two components:
a. APAR Score
b. Interview score

Component	Maximum Score
APAR* + Seniority**	24
Interview	16
Total	40

Minimum service required is 4 years

Eligible Minimum cumulative APAR score to be called for interview -20
Overall cut off score – 31

The overall cutoff score will be 31 marks (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 AGM and upto E-6 level)

** Half mark (1/2) for every completed year of service beyond 4 years, upto a maximum of 2 marks

Promotions from E-6 level (Rs.90000-3%-240000) and above shall be by selection on the basis of merit and common seniority across will be reckoned as per Office Memorandum dated 23.01.2024, shall be with prospective effect.

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

For E-6 to E-7

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**	24
Field Experience@	02
Interview	14
Total	40

Minimum service required is 4 years

Eligible Minimum APAR score to be called for interview -20
Overall cut off score – 31

@For field experience, the employees who have exposure of working in more than one location will be given additional mark upto 2 as per following matrix:-

2 locations – 1 mark
More than 2 locations – 2 marks
(The transfer on request grounds will not be considered as a field experience)

The overall cutoff score will be 31 marks (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 & above)

*APAR Score of maximum 24 marks will be on the basis of best four APARs of the eligible period i.e. entire period in the present grade (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

E-7 to E-8

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**	24
Field Experience@	02
Interview	14
Total	40

* APAR Score of maximum 24 marks will be on the basis of best four APARs of the eligible period i.e. entire period in the present grade
(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 particular)

@For field experience, the employees who have exposure of working in more than one location will be given additional mark upto 2 as per following matrix:-

2 locations – 1 mark
More than 2 locations – 2 marks
(The transfer on request grounds will not be considered as a field experience)

The overall cutoff score will be 31 marks (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 & above)

E8 to E-9 (ED to Sr. ED)

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

Component	Max. Score
APAR (Seniority to be added to APAR scores subject to a max. of 20)	20
Field Experience@	02
Interview	14
Total	36
Cut off score	27

* APAR Score of maximum 20 marks will be on the basis of best four APARs of the eligible period i.e. entire period in the present grade

(In case the employee already has 20 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 particular)

@For field experience, the employees who have exposure of working in more than one location will be given additional mark upto 2 as per following matrix:-

2 locations – 1 mark
More than 2 locations – 2 marks

(The transfer on request grounds will not be considered as a field experience)

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.30000-3%-120000) to E-3 level (Rs.60000-3%-180000) 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 within Executive Band i.e. E-1 to E-3 will be 3 years' service in the present grade and within Managerial and Leadership Band will be 4 years in the present grade with the modalities as specified in clause 16.1.

Band	Level	Eligibility period for completed service in the present level
Executive	E1 to E-2, E-2 to E-3 & E-3 to E-4	3
Managerial	E4 to E5, E-5 to E6 & E-6 to E-7	4
Leadership	E-7 to E-8, E-8 to E-9	4

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 3 years time with 15 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 5 years with 20 APAR score subject to fulfilling of other laid down criteria for promotions and promotions will be upto E-4 level only.

The relaxation in qualification criteria upto E-3 level for promotion purpose in respect of secretarial, Finance, Projects, IT and HRMA cadre employees/ introduction of Departmental exam in case relaxed qualification is also not there as conveyed vide Office Order No.519 and 520 dated 07.04.2014.

(iii) 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. This facility will be available upto E-5 level.

16.3.4. In case of non availability of avenues of career growth, the employee working in Non Executive Grade will get the next scale twice 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 and 2011 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 new place of posting, he/she where the vacancy exists will not be considered for promotion for a minimum period of one year/ two years in the span of promotion is three/four years respectively 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 and 2011 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 twice 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 as follows:

Levels	Eligibility period for completed service in the present grade	Eligible APAR score
E-0 to E-1	4	20
E1 to E-2	3	15
E-2 to E-3	3	15
E-3 to E-4	3	15
From E-4 onwards upto E-8 levels	4 (at each level)	20

17. PROMOTION OF SUPERVISORY AND NON EXECUTIVES

17.1. Promotion upto the scale of E-0 level (Rs.30000-3%-120000) 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. However, CMD is authorized to upgrade the posts 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.

ANNEXURE- "A"

PRESCRIBED QUOTA FOR DIRECT RECRUITMENT AND FOR PROMOTION TO VARIOUS POSTS

PAY SCALE (in Rs.)	DESIGNATIONS	QUOTA FOR PROMOTION %	QUOTA FOR RECRUITMENT (INDUCTION) %
19500-65000 NE-1	Attendant Farash , Chowkidar, Mali	-	100
21000-70000 NE-2	Attendant Farash(SG), Chowkidar (SG),	100	--
22000-75000 NE-3	Asstt. Gr.III, EDP Astt. Gr.III, Driver Gr.III Electrician Gr.III, Hindi Typist	10	90
24000- 80000 NE-4	Asstt. Gr.II EDP Asstt. Gr.II, Driver Gr.II, Electrician Gr.II,	100	--
	Stenographer Gr.III	25	75
26000-87000 NE-5	Asstt. Gr.I, Driver Gr.I, Electrician Gr.I, Receptionist-cum-Telephone Operator, Stenographer Gr.II, Development Assistant	100	-
	Electronic Data Processing Asstt.	100	100
	Hindi Translator	--	100
	Design Assistant/Habitat Engineer		100
30000-120000 E-0	Assistant Manager	100	--
40000-140000 E-1	Deputy Manager(discipline)	25	75
	Assistant Company Secretary, Deputy Manager(Law), Deputy Manager(Projects)	--	100

Annexure – 'B'

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

Quota for direct recruitment and promotion:

Sl. No.	Post	Level & Pay-Scale	quota for recruitment	quota for promotion
1.	Sr. Executive Director	E-9 150000-3%-300000	To be filled through Direct Recruitment/ Promotion as per the need of the Corporation	
2.	Executive Director	E-8 120000-3%-280000	40%	60%
3.	General Manager	E-7 100000-3%-260000	25%	75%
4.	Joint General Manager	E-6 90000-3%-240000	25%	75%
5.	Deputy General Manager	E-5 80000-3%-220000	25%	75%
6.	Assistant General Manager	E-4 70000-3%-200000	25%	75%
7.	Senior Manager	E-3 60000-3%-180000	25%	75%
8.	Manager	E-2 50000-3%-160000	25%	75%
9.	Deputy Manager	E-1 40000-3%-140000	75%	25%

Post Qualification Experience

Sl. No.	Post / level	Experience	Maximum Age
1.	Sr. ED(E-9)	25	Min. - 50 & Max - 55
2.	ED– (E-8)	20	52
3.	General Manager(E-7)	17	50
4.	Jt. General Manager - (E-6)	14	48
5.	Dy. Gen. Manager – (E-5)	11	45
6.	Asstt. Gen. Manager – (E-4)	07	40
7.	Sr. Manager – (E-3)	05	35
8.	Manager – (E-2)	03	30
9.	Deputy Manager – (E-1)	NIL	*28*
10.	Assistant Manager (E-0)	No Direct Recruitment	

The age and other eligibility criteria will be reckoned as on 1st date of the calendar month in which the posts are notified/advertised

For all the posts except at E-1 level the relevant experience in executive cadre should include ***minimum 1 year*** experience in immediate lower scale for outsiders and internal candidates for ***Sr. ED it will 2 years experience in immediate lower scale*** .

Annexure – 'C'

	Cadre	Qualification	Post Qualification Experience
1	**Projects**	**a) Engineering stream –** Bachelor Degree in Civil Engg./Electrical/ Mechanical/Chemical /AMIE etc. **Other streams** – b) Architect - Bachelor Degree in Architecture / AIIA Preferred: Post Graduate Degree/ Diploma in any of the subjects related to Architecture / Town Planning c) **Planning** - 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) d) **Valuation** - B.E(Civil) or B.Arch with Master Degree in Valuation - Real Estate e) **CSR** - MBA / Post Graduate Diploma (2 years full time) with specialization in CSR/ Masters in Social Work *f) **GIS** - 2 years PG Degree/ Diploma in Geo Informatics /GIS* *Desirable - 2 years MBA/PG Diploma with specialization in Finance*	No. of years of post-qualification experience (depending upon the level to be filled) in relevant fields like Project appraisal, planning, design, construction, monitoring, consultancy etc. No. of years of post-qualification experience (depending upon the level to be filled) in relevant fields
2	**Finance**	CA / CMA /MBA/PG Diploma (2 years full time) with specialization in Finance	No. of years of post-qualification experience (depending upon the level to be filled) in relevant fields like Resource Mobilisation/Accounts & Taxation/ Audit Risk Based Internal Audit /Loan & Recovery Management/ Credit Appraisal Exposure, Risk Management & Compliance etc.

3	**HRMA**	MBA (HR) / 2 years PGD (with specialisation in HR/PM/IR)/ MHRM / Masters in Personnel Management. Preferred : Degree in Law	No. of years of post-qualification experience (depending upon the level to be filled) in relevant fields like Manpower Planning, Recruitment, Training, Establishment, Procurement, Admin related activities etc.
4	**Information Technology**	Bachelor Degree in Engineering in Computer Science / Information Technology / Information Technology (Network & Information Security) (ITNS), Information Technology (Internet of Things) (IIOT), Information Technology (Network & Information Security) (ITNS), Software Engineering (SE), Mathematics & Computing (MCE/MAC) / System / Computer Application or MCA or Post Graduate Degree with Computer Science / Information Technology / System	No. of years of post-qualification experience (depending upon the level to be filled) in relevant fields like ERP implementation, IT Security, IT infrastructure policy formulation, Oracle development tools etc.
5	**Law**	Bachelors Degree in Law (LLB). Preferred : Masters Degree in Law (LLM)	No. of years of post-qualification experience (depending upon the level to be filled) in relevant fields like Drafting, conveyancing and scrutiny of Contracts, Guarantee Deeds, Mortgage Deeds, Company and Labour Laws, transfer of property etc.
6	**Company Secretary**	Associate Membership of the Institute of Company Secretaries of India. Preferred - Law Degree	No. of years of post-qualification experience (depending upon the level to be filled) in relevant fields like Company Law, Corporate and Secretarial functions including statutory compliance under the Companies Act, RBI, DPE, SEBI and other relevant Corporate Laws etc.
7	**Economics**	Post Graduate in Economics or Business Economics.	No. of years of post-qualification experience (depending upon the level to be filled) in relevant fields like Economic analysis and policy formulation, Data analysis, Research and analytical skills etc.
8	**Corporate Communication**	MBA / Post Graduate Diploma (2 years full time) in PR specialization in Journalism/ Mass Communication.	No. of years of post-qualification experience (depending upon the level to be filled) in relevant fields like Media management, communication, audits, organizing events, awards, PR strategy and brand building for

			organization etc.
9	**Official Language**	Post graduate in Hindi with English as an elective subject at Graduate level	No. of years of post-qualification experience (depending upon the level to be filled) in relevant fields like Implementation of the provisions of the Official Languages Act & the Rules etc.

The above are indicative job description which would be firmed up before initiating actual recruitment with the indenting department based on the job/requirement of the department with the approval of the CMD.

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/PwD shall be as per Govt. Rules
3. ***Benchmarks score of 60% marks or equivalent CGPA/grade in essential qualification for all disciplines excluding CA/CS/ CMA***
4. ***For Sr. ED level also the qualification to be decided based on the requirement as and when the recruitment actions is initiated and to be approved by the Board***

Qualifications for non executives at induction level

Cadre /posts	Prescribed Qualification	Experience	Age (in years)
Projects / Hab. Engg.	Diploma in Civil Engg./ Architecture/Public Health Engg.	-	30
IT / EDP Asstt. Gr.III	Graduate with one year Diploma in Computer Application/Programming	-	30
Official Language/ Hindi Translator	Post Graduate in Hindi with English as an elective subject at Graduate level. Preferred: Diploma in Translation from a recognized institute.	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.	30
Secretarial / SG-III(Hindi)	Graduate with speed of 100w.p.m. in shorthand 40 w.p.m. in typing with proficiency in Computer Operations	-	30
Secretarial / SG-III (English)	Graduate with speed of 100 w.p.m. in shorthand 40 w.p.m. in typing with proficiency in Computer Operations	-	30
Driver Gr.III	10th class with driving license of motor car /LMV	5 years of experience as Driver	30
General Clerical (AG-III)	Graduate with typing speed of 40 w.p.m. in English Knowledge of Hindi typing will be preferred.	-	30
Finance/ AG-III	B.Com with working experience on computers. Preference – having experience of maintenance of accounts.	-	30
Gen. Services / AF	10th class pass	-	30

HOUSING AND URBAN DEVELOPMENT CORPORATION LTD.
7A, IHC, Lodhi Road, NEW DELHI – 110003

No. F.11(158)/2025-HR(E-4558) Dated: 7th October, 2025

OFFICE MEMORANDUM

To address the issue of stagnation among employees of upto E-5 level, a Committee was constituted by the Competent Authority vide Office Order No. 308/2025 dated 11th July, 2025, to recommend a uniform policy for upgradation of posts aimed at providing further career advancement opportunities. Accordingly, the Committee has made the following recommendations:

1. *Stagnation shall be deemed to occur if an employee continues in the same grade for two years beyond the prescribed qualifying period, say 3 years (eligibility) plus 2 years (additional), as on the cut-off date. This shall be applicable across cadres.*

2. *As per R&P Rules clause 19.6, "The creation/upgradation of posts will be done as per Clause-19.6 of the HUDCO R&P Rules under which CMD is authorised to upgrade the posts upto DGM level (E-5 level)".*

   However, in terms of the above R&P rule on upgradation, the Committee recommends that stagnation can also be one of the criteria for upgradation to be considered by Competent Authority. Accordingly, wherever, two(2) years stagnation period is met and the incumbent is recommended for promotion by the DPC, the Competent Authority may consider to exercise the powers for the same.

The above recommendations have been duly accepted by the Competent Authority and accordingly, henceforth, this will be applicable across all cadres to address the stagnation of employees upto E-5 level.

(Prabhjot Makkar)
General Manager (HR)

To: **All Concerned**

HOUSING AND URBAN DEVELOPMENT CORPORATION LIMITED

Core 7A, HUDCO Bhawan, India Habitat Centre, Lodhi Road, New Delhi – 110003

No. F. HUDCO/COHR/PROM/EXEC/1/2024-HR/CO (E-2076) Date: 01.07.2026

OFFICE MEMORANDUM

Subject: Revision in HUDCO Recruitment & Promotion Rules, 2011.

The HUDCO Board of Directors in its 693rd Meeting held on 25.06.2026, vide Item No. 693.2.23 has approved the amendments to the Constitution of the Selection Committee/Departmental Promotion Committee as given below:

Level (Promotion from/ Recruitment to)	**Existing** Selection Committee / Departmental Promotion Committee	**Amended** Selection Committee / 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/OBC/ Minority Community and Women	**No Change**
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/OBC/Minority Community and Women	**No Change**
E-1 to E-5	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/OBC/Minority Community and Women to be nominated by CMD	**No Change**
E-6 to E-7	1. CMD 2. Both Functional Directors 3. Either one Non-Official Independent Director to be nominated by the Board or one Govt. Director on the Board of HUDCO to be nominated by the Board 4. External Expert from the Sector to be nominated by the CMD 5. Representative of SC/ST/OBC/Minority Community and Women to be nominated by the CMD	1. CMD 2. Both Functional Directors 3. **Government Nominee Director or Independent Director to be nominated by the Board. In case of unavailability, alternate Member to be nominated by CMD.** 4. External Expert from the Sector to be nominated by CMD 5. **Representative of SC/ST/OBC/ Minority/Women to be nominated by CMD.** ***HR Representative shall assist the Committee.***

Level (Promotion from/ Recruitment to)	Existing Selection Committee / Departmental Promotion Committee	Amended Selection Committee / Departmental Promotion Committee
E-7 to E-8 E-8 to E-9	1. CMD 2. Both Functional Directors 3. One Non-Official Independent Director to be nominated by the Board 4. One Government Director or representative/nominee of Govt./Ministry 5. Representative of SC/ST/OBC/Minority Community and Women to be nominated by the Board 6. One External Expert from any Schedule - 'A' Company/Financial Institution/ DFIs (For Sr. ED outside expert can be CMD/Director including retired CMD/Director)	1. CMD 2. Both Functional Directors 3. **Government Nominee Director to be nominated by the Board.** 4. **Independent Director to be nominated by the Board. In case of unavailability, alternate Member to be nominated by CMD.** 5. **Retired Director of any Schedule 'A' CPSE/ Government of India FI or DFI as an External Expert to be nominated by CMD.** 6. **Representative of SC/ST/OBC/ Minority/Women to be nominated by CMD.** ***HR Representative shall assist the Committee.***
Note	CMD may nominate any other member in the Selection Committee for Recruitment/ Promotion as per need in addition to already constituted committee. ED(HR)/HoD (HR) shall assist the Selection Committee.	**CMD may nominate any other member(s), additionally if required.**

(Vandana Motsara)
Executive Director (HR)

All Concerned

Copy To:

1. DGM(S) to CMD
2. SM(S) to DCP
3. AGM(S) to DF
4. SM (S) to CVO
5. Sr. EDs
6. All EDs/GMs/ RCs/ CRO/ CS/ CCO
7. OL Wing – for Hindi Version
8. AGM(IT), IT Wing – for posting on Intranet
9. Office Order File