

**NATIONAL SCHEDULED CASTES & SCHEDULED TRIBES**  
**FINANCE AND DEVELOPMENT CORPORATION**

**RULES FOR FORWARDING APPLICATIONS OF**  
**EMPLOYEES FOR OUTSIDE EMPLOYMENT -1992**

**I. OBJECTIVE**

To define and lay down the Corporation's policy and rules for forwarding of applications of employees for outside employment.

**II. SCOPE**

These Rules will be applicable to regular, full-time employees of the Corporation who have completed their probation/extended probation period satisfactorily as on the date of preferring an application for outside employment, but do not apply to the following:

- a) Casual, Daily Wage, Adhoc Employees:
- b) Stipendiary Trainees, Apprentices under the Apprentices Act, 1961.
- c) Deputationists.

**III. GENERAL PRINCIPLES**

The guiding principle behind forwarding of applications of employees for outside employment will be to strike a balance between the public interest and the need to avoid hardship to the employee. However, a final decision to forward such applications will be based on the merit of each case as decided by the forwarding authority.

**IV. PROCEDURE**

- IV.a) An employee desirous of applying for outside posts (whether temporary or permanent) under the Central Government, State Government, Quasi Government Organisations, Autonomous Bodies, Public Sector Undertakings owned wholly or partly by the Central Government/State Government and for Foreign Service Assignment under UN etc. will be permitted to do so not more than four times in a calendar year.
- IV.b) While forwarding the application of an employee for an outside post specified at IV.a) above, the Corporation will obtain an undertaking from the employees that in the event of his/her selection, he/she would resign from the service of the Corporation as per the terms and conditions of his/her appointment.
- IV.c) In the case of an employee who has executed a service bond to serve the Corporation for a stipulated period after completion of technical/non-technical training obtained at the expense of the Corporation, his/her application for outside employment will be considered only after expiry of the bond period.
- IV.d) In special circumstances, the Corporation may decline to release an employee for outside employment even after having forward his/her application for such appointment.

IV.e) An employee will prefer an application for outside employment accompanied with a copy of the advertisement/circular to the Personnel and Administration Department for processing, well in advance. In case, an employee does not forward an application for outside employment specified at IV.a), through the Corporation, "No Objection Certificate" at the time of his/her interview will not be given.

V. **REGISTRATION WITH THE EMPLOYMENT EXCHANGE**

An employee will be permitted to register himself/herself with the Employment Exchange only for a post higher than the one he/she is holding in the Corporation. A "No Objection Certificate" to an employee will be issued by the Corporation for the purpose of registration with the Exchange.

VI. **AUTHORITY COMPETENT TO FORWARD APPLICATIONS FOR OUTSIDE EMPLOYMENT**

For all categories of employees (executive and non-executive), CMD/MD will be the Competent Authority to forward applications for outside employment.

VII. **APPLICATION OF AN EMPLOYEE AGAINST WHOM A DEPARTMENTAL PROCEEDING IS PENDING OR IS UNDERGOING PENALTY**

VII.a) An application of an employee who is under suspension or against whom departmental proceedings are pending, will not be forwarded for outside employment nor will he/she be released for any new appointment.

VII.b) An application of an employee on whom the penalty of stoppage of increments or reduction to a lower stage in the time scale or to a lower part has been imposed, will not be forwarded nor will he/she be released during the currency of the penalty for any new appointment.

VIII. **MISCELLANEOUS**

VIII.a) These Rules shall come into force with immediate effect and shall supersede all other orders, instructions issued earlier in this regard.

VIII.b) In case of any doubts/difficulties arising out of the provisions of these Rules, the decision of the CMD/MD shall be final.

VIII.c) In respect of all matters which are not satisfactorily covered in the above Rules, Central Government Rules notified from time to time will be followed in so far as they are not inconsistent with the provisions of these Rules.