

JKDFC RECRUITMENT RULES

(To be reviewed after 3 years)

1.0 TITLE AND APPLICATION

- 1.1 These rules shall be called "JKDFC Recruitment Rules".
- 1.2 Except as otherwise provided by or under these rules, these rules shall apply to all persons appointed against regular posts and shall not apply to appointments on casual basis or on contract basis.

2.0 OBJECTIVE

- 2.1 To meet manpower requirements of the Corporation in terms of the approved Human Resource Plan to support the Corporation in its business initiatives.
- 2.2 To ensure that the persons appointed on the roles of the Corporation fulfil requirements of experience, qualifications, aptitude, merit.
- 2.3 To attract, select and retain the best talent through a reliable system of selection.

3.0 DEFINITIONS

- a) **Corporation** means JKDFC Limited
- b) **Board** means the Board of Directors of the Corporation.
- c) **Chairman** means the Chairman of the Board.
- d) **Managing Director** will be the person who has been duly appointed by the GoI to the post or the person who has been allocated the charge of the said post.
- e) **Appointing Authority** means the authority empowered to make appointments to the posts under the Corporation under these rules.

4.0 CLASSIFICATION OF POSTS

The posts of the Corporation are classified in the following groups:

Executives

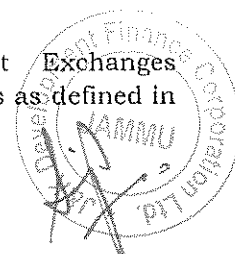
In the pay scales of E 0 to E6 as applicable and notified by the Department of Public enterprises from time to time.

Non-Executives

Non-executive functions will be outsourced as far as possible.

5.0 SOURCES AND MODES OF RECRUITMENT

- 5.1 The posts created in the Corporation can be filled in through any of the following methods:
- 5.1.1 Direct recruitment on All India Basis: The posts will be duly notified through press advertisement in Employment News, National Dailies and / or local News Paper, as need be and Company Notice Board(s) and/ or circulars issued to Government Departments and Public Sector Undertakings where suitable candidates of the required expertise are expected to be available.
- 5.1.2 Through Employment Exchanges as per provisions Employment Exchanges (Compulsory Notification of Vacancies) Act. 1959 for posts on regular roles as defined in OPE O.M. No. 24(11)/96(GL-01 0)/GM dated 2nd November, 1998.



- 5.1.3 Deputation from Central/ State Governments/ NBFCs/ Banks, Financial Institutions and/or Public Sector Undertakings in line with the DPE Guidelines on the subject from time to time.
- 5.1.4 Campus recruitment in rare & exceptional circumstances for limited number of specialized requirements, with the approval of the Board of Directors to induct officers in the grade(s) of E0/ E1 (IDA pay scale of Rs. 30,000-1,20,000/ 40,000-1,40,000 (01.01.2017)
- 5.1.5 Contractual appointment for limited time period, to meet short term specialized requirements.
- 5.1.6 Internal candidates including deputationists who fulfill all eligibility requirements may be considered along with other candidates. Internal candidates may be granted relaxation in experience upto maximum of six months& in age upto maximum of twelve months by the Appointing Authority.

6.0 MANPOWER PLANNING AND BUDGETING

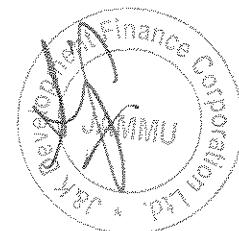
- 6.1 Manpower requirement of all divisions and offices of the Corporation will be forwarded to the HR Division periodically, who will review the same with reference to available manpower, targets and operational requirements and financial requirements.
- 6.2 Based on the requirements of additional manpower, a detailed manpower plan will be prepared by the HR Division with detailed justification for each new post regular or casual for approval.
- 6.3. The requirements of casual and other contingent staff will not form a part of Manpower Budget.
- 6.4 The manpower plan shall not require approval of the Board of Directors so long as the additional manpower requirements are met from the approved sanctioned strength.

7.0 CREATION OF POSTS

- 7.1 All new posts will be created with the approval of the Board of Directors.
- 7.2 The HR Division will also take approval of the Board for the total number of outsourced recruitments.
- 7.3 The Recruitment process must ensure compliance of DPE Guidelines as well as the Government of India Guidelines for reservation etc. as notified from time to time.
- 7.4 The Managing Director will be the Appointing Authority for the purpose of deciding the number of posts to be filled up within the approved manpower budget.
- 7.5 Appointments to positions notified as Key Management Persons (KMPs) will be duly notified to the BoD.

8.0 JOB TITLE, JOB SPECIFICATIONS, ROLE OUTLINE AND PAY SCALES

- 8.1 Job Specifications indicating the eligibility requirements in terms of minimum educational/ professional qualifications and other criteria regarding length of experience, upper age limit etc. have been laid down for executive cadre as specified at **Annexure-A & B respectively.**



- 8.2 No appointment shall be made to any post in the Corporation unless the person fulfils the minimum eligibility requirements and conforms to the specifications prescribed for the post except where relaxations are allowed for internal candidates or in the case of reserved vacancies for candidates belonging to Scheduled Castes and Scheduled Tribes, Ex- Servicemen and other special categories, as notified by the Gol from time to time.

9.0 INDUCTION LEVELS

- 9.1 Recruitment will generally be made to the lowest grades in each cadre/ group. However, recruitment at higher levels can always be done keeping in mind the operational requirements with due approval of the Managing Director.

10.0 RESPONSIBILITY FOR RECRUITMENT

- 10.1 Responsibility of carrying out the recruitment process for any post, will be that of the Human Resources Division.

11.0 RESERVATIONS FOR CANDIDATES BELONGING TO SCHEDULED CASTES/SCHEDULED TRIBES/OBC/EX-SERVICEMEN ETC.

- 11.1 Towards the fulfillment of the Company's social and national obligations, it will always be corporation's endeavour to provide gainful employment on a preferential basis to the members of the SC/ ST/OBC/PwD and such other categories and for this purpose the directives of the Government of India by allowing reservation of vacancies and special concession(s) to be allowed to such candidates.

12.0 APPLICATION FORMALITIES

- 12.1 No appointment **will** be made in the corporation except on the basis of an application from the candidate with details as may be prescribed from time to time.

- 12.2 The Management reserves the right to seek application fee of amount and form as may be prescribed from time to time, keeping in view the circumstances of each recruitment.

Candidates belonging to Scheduled Castes and Scheduled Tribes, Ex- servicemen, **PwBD** and internal candidates will be exempted from **the** payment of application fees, in view of the applicable guidelines on the subject.

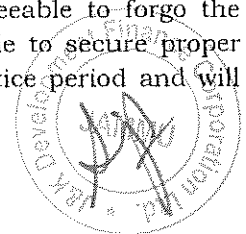
- 12.3 In case of all recruitment based on open advertisements and public notifications, there will be a last date for the receipt of applications after which no application will be entertained for the posts advertised.

13.0 FORWARDING OF APPLICATIONS OF CANDIDATES FROM GOVERNMENT AND PUBLIC UNDERTAKINGS FOR DIRECT RECRUITMENT

13.1 The Corporation will accept applications of persons employed in the Central/ State Government and in those Public Undertakings only if they are forwarded through proper channel. Such candidates will be allowed to carry forward of gratuity, leave, Provident Fund etc. with the consent of both the organizations concerned.

13.2 Provided, however, that applications from candidates belonging to Government/ Public Sector Undertakings referred to above may be accepted without being forwarded through proper channel if the candidate submits a declaration along with the application stating that:

- a) He/she will submit a "No Objection Certificate "from the current employer at the time of interview; or
- b) If selected for appointment in the Corporation, he/she is agreeable to forgo the benefits of carry forward of leave, gratuity etc. and will be able to secure proper relieving from his parent organization within the stipulated notice period and will produce valid relieving order at the time of joining.



13.3 It is essential that the selected candidate submits a valid relieving order from the previous organisation at the time of joining.

13.4 Applications submitted through proper channel may be processed on the basis of advance copies but the candidate, if and when called for interview, must submit a "No Objection Certificate" from his present employer which must also state that he will be relieved in the event of his selection for appointment in the corporation.

14.0 PROCESSING OF APPLICATIONS

14.1 All applications received against an advertisement will be subjected to a preliminary scrutiny by the **HR** Division or a committee constituted specifically for the purpose, to ensure that:

- a) Applications are duly completed and accompanied by the prescribed application fees and were received within the permitted time.
- b) Age of the applicant is within the prescribed limit
- c) Qualifications and experience of the candidates conform to those prescribed.
- d) Applications have been submitted "Through Proper Channel" wherever required.
- e) In case of candidates belonging to Scheduled Castes and Scheduled Tribes, Ex-Servicemen etc. applications are accompanied by a certificate to that effect from the Competent Authority.

14.2 After preliminary scrutiny of the above, all the applications will be scrutinized in detail by a three member Shortlisting committee to recommend the names of the candidate for test/interviews on the basis of their suitability in terms of nature and quality of technical knowledge and professional expertise. The committee would be of an appropriate level keeping in view the scale/grade of recruitment. The Shortlisting Committee can seek assistance of any specific employees either technical or HR as may be required.

14.3 The recommendations of the Shortlisting Committee will be submitted to the HR division/Committee constituted for the purpose for seeking acceptance along with the list of candidates considered eligible for test/interview, spelling out clearly the criteria adopted for screening and the basis of rejection of application in each case. Preference will be given to local candidates, based on their suitability.

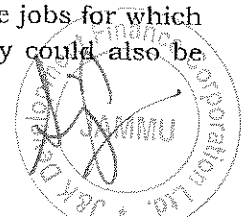
14.4 The HR Division/Committee constituted for the purpose will prepare a final list of candidates to be called for interview/ test keeping in view the number of reserved vacancies and special relaxation for candidates belonging to Scheduled Castes and Scheduled Tribes etc. Once the same is approved, interview or test Call letters will be issued.

14.5 The number of candidates called for appearing in the selection process would normally be limited to five times of the number of vacancies or the actual number of eligible candidates whichever is lower but it should not be less than two for each post in any case. The number of candidates to be called for written test/ interview could be varied on a case to case basis with the approval of Appointing Authority.

14.6 The Appointing Authority will have the power to decide the mode of Interview; whether they would be online or physical or a hybrid format.

15.0 SELECTION PROCESS AND CONSTITUTION OF SELECTION BOARDS

15.1 Various selection methods like trade test, written tests, group discussions, personal interview etc., may be employed depending on the requirements of the jobs for which selection is being made. In case of specific need, an external agency could also be selected to carry out the tasks relating to conduct of tests etc.



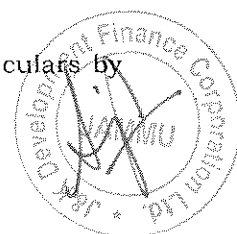
- 15.2 All direct appointments to posts in the Corporation, except appointments on deputation will be made on recommendation of a duly constituted Selection Board/ Committee approved by the Appointing Authority.
- 15.2.1 All committees will be constituted with the approval of the Managing Director and will consist of a Technical expert, an HR representative and a representative of the reserved category. In case so required, an external expert may also be co-opted.
- 15.3 In the case of recruitment for **ten or more vacancies**, the Selection Board/Committee should mandatorily include one member belonging to SC/ST, one member belonging to OBC category and one member belonging to Minority Community. Further, one of the members of the Selection Committee/Board, whether from the general category or from the minority community or from the SC/ST/OBC community should be a lady failing which a lady member should be co-opted on the Committee/ Board.
- 15.4 Interviews shall be held separately for candidates belonging to SC/ST candidates. In other cases also, all efforts should be made to include members of SC/ST community, OBC community, minority community and a lady member in the Selection Board/ Committee.
- 15.5 In case of recruitment against reserved/ backlog vacancies for SC/ST, the Selection Board/ Committee should invariably include one member belonging to SC/ST even if the number of vacancies is less than ten.
- 15.6 Honorarium (Sitting Fee) shall be paid to outside experts for attending Selection Committee Meetings for recruitment at the following rates:

S.No.	Level of Outside Expert	Rate of Honorarium/Day (In Rs)
1.	External Expert	4,000/-

- 15.7 In addition to the Honorarium as stated above, the outside expert shall also be paid conveyance charges as per actuals for travel by taxi and @ Rs. 16/Km for travel by own car.

16.0 INTERVIEWS AND ROLE OF SELECTION BOARDS

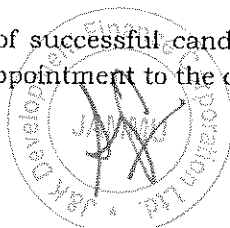
- 16.1 The candidates included in the short-list of applications referred to in Clause 14.4 above will be called upon to undergo a prescribed selection process which may consist of:
- Written test and other assessment methods before the Selection Board with weightage of 85% & 15% for test & other assessment methods respectively ;or
 - Interview only before the Selection Board carrying weightage of 100%.
 - Notwithstanding anything contained in these Rules, no Personal Interviews should be resorted to for selection to posts under Non Executive posts, which will be filled up on the basis of skill test and merit.
- 16.2 Call letters to the candidates for appearing for test/interview before the Selection Board will be issued by registered post/ Speed Post / under certificate of posting, not later than fifteen clear days before the date of interview. The call letters should inter alia state the post and the grade for which the candidate is being considered and other formalities required to be complied with prior to the test/ interview. The call letters can also be sent by email to candidates wherever email addresses are available.
- 16.3 The Selection Committee will be provided the following documents and particulars by the HR Division:



- a) A copy of the advertisement/ notification
 - b) Job requirements and duties and responsibilities for the post(s).
 - c) Bio-data of each candidate.
 - d) Applications in original.
 - e) Appraisal reports in the case of internal candidates.
 - f) Annual appraisal reports wherever available in the case of candidates from Govt. and public sector organizations whose applications have been forwarded through proper channel.
 - g) Results of tests/group discussions held prior to interview, if any.
 - h) Special information, if any, relevant to selection regarding any candidate.
- 16.4 Apart from participating in the selection process, the representative of the HR Division in the Selection Board will be responsible for:
- a) Briefing the Committee members on the specific requirements, responsibilities and remuneration for each post, number of posts advertised and any other matter relating to the selection.
 - b) Ensuring consistency in selection standards, particularly with regard to salaries, status and seniority keeping the existing employees in mind as also the market conditions.
 - c) Apprise details of allowances, benefits, amenities, career prospects, services rules and other such matters in case required to by the candidate.
 - d) Negotiating terms including starting salary, grade, joining time etc.
- 16.5 Keeping in view the qualifications, experience, results of tests/group discussion, if any and other specific requirements for the posts and the assessment of the candidates performance in the test/interview, the Selection Committee will assign marks to each candidate considered suitable and recommend a panel of names of suitable candidates in order of merit on the basis of the marks assigned. A separate panel will be drawn for reserved categories.
- Provided when two or more candidates secure equal marks they will be empanelled in the chronological order of their date of birth, the oldest being placed first among them.
- 16.6 The number of candidates empanelled should not be more than number of candidates selected. The panel may be operated only in case the selected candidate fails to join within the stipulated period or he/ she declines the offer made to him/her but it shall in no case be operationalized for meeting future/ additional manpower requirements.
- 16.7 While making its recommendations of names of suitable candidates, the Selection Board may make special mention of the following wherever felt appropriate-
- a) The amount of starting basic salary in cases where initial pay is to be fixed above the minimum of the grade.
 - b) Area/areas of specialization and strength where the candidate would be best suited.
 - c) Any other recommendations / remark considered relevant and necessary in respect of any candidate.

17.0 OFFERS OF APPOINTMENT

- 17.1 After approval of the panel of successful candidates by the Appointing Authority, HR Division will issue offers of appointment to the candidates in order of merit.



- 17.2 Based on the length of notice period of present employer as indicated in the application form or during interview and depending on the urgency of filling the post, the offer of appointment will indicate the last date by which the candidate must join the Company failing which the offer of appointment will be deemed to have been withdrawn unless an extension of the last date has been granted by the Appointing Authority prior to the expiry of the date indicated in the offer of appointment.

18.0 **CAMPUS RECRUITMENT**

1. Campus recruitment may be resorted to in rare & exceptional circumstances for limited number of specialized requirements, with the approval of the Board of Directors from recognized and reputed institutes/ University.
2. Any fee for registration/ enrolment for Campus Recruitment shall be payable at the prescribed/ negotiated rates.
3. In case of Campus recruitment, the Selection Committee shall be empowered to issue spot offer of appointment so as to not miss the selected and interested candidates and also seek acceptance of the same immediately, within a time frame as agreed by the Committee.

19.0 **OPERATION OF PANEL OF SELECTED CANDIDATES**

- 19.1 The Selection Committee, based on the merit and performance of the candidate during the interview and other relevant factors like qualification, experience etc. will award marks to the candidates by consensus. Based on the marks obtained by the candidates, Selection Committee will place the candidates on the panel at appropriate level. Separate panels will be drawn for General, SC/ ST and OBC categories. The minimum qualifying marks required for placement in panel for different categories of candidates shall be as under:

General & OBC Category	65%
SC/ST/ PwD Categories	55%

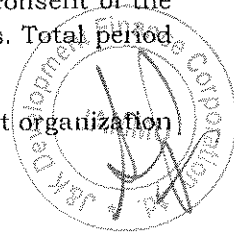
- 19.2 The panel of selected candidates will be valid for a period of six months from the date of approval by the Appointing Authority on expiry of which period it will cease to be operative unless revalidated by the Appointing authority. However, such extension of validity period shall not exceed a further period of 6 months totaling one year.
- 19.3 Based on the panel as recommended by the Selection Committee after its approval by the Appointing Authority, HR Division will issue offers of appointment to one or more candidates in the order given in the panel depending on the number of posts as sanctioned by the Appointing Authority. Also in case of failure of the candidate who has been issued the offer of appointment to join within the stipulated period or non-acceptance of offer by him, the next candidate in the panel will be issued the offer and so on.

20 **RECRUITMENT BY DEPUTATION**

When a post is to be filled in by deputation, the Corporation will not approach any other organization to lend a particular officer by name, but all relevant particulars will be provided to the organization(s) as will enable it to suggest name(s) of suitable persons for the post(s) in question.

- 20.1 The period of deputation shall be initially for a period of two years which may further be extended for a maximum period of one year on mutual consent of the Corporation and the lending organization in line with DPE guidelines. Total period of deputation shall not exceed three years in any case.

- 20.2 Normally, an employee on deputation will be repatriated to his parent organization



at the end of his tenure. However, in case of a requirement of premature repatriation, he could be returned after giving one month's notice to the lending organisation as well as the employee concerned.

20.3 The period of deputation will begin from the date of relieving in the parent organization/ department and end on the date of taking over charge in the parent organization/ department, after reversion from deputation.

21.0 MEDICAL FITNESS

21.1 No person shall be appointed in the service of the Corporation unless such person has been certified by a duly qualified and registered medical practitioner or Civil Surgeon or Medical Board or Hospital approved by the Corporation; to be medically fit to discharge his duties.

21.2 Notwithstanding the above, internal candidates and candidates joining the corporation from Govt. or public sector undertakings who have been examined and declared fit at the time of their initial appointment in the Government or public sector undertaking as the case may be, are exempted from medical examination provided they furnish a certificate or confirmation from his previous employer to that effect. •

22.0 VERIFICATION OF CHARACTER & ANTECEDENTS

22.1 Appointment of any person in the service of the Corporation or his continuance in service, shall be subject to his character and antecedents being verified and found satisfactory, in the prescribed manner.

22.2 In case of a person appointed from the Government or other Public Enterprise, the Corporation may accept the verification of character and antecedents done by his previous employer.

23.0 BIGAMOUS MARRIAGE

23.1 No candidate who has more than one living spouse, 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 Government rules for its employees.

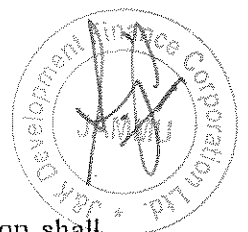
24.0 JOINING FORMALITIES

24.1 Employees on their appointment in the Corporation will have to furnish to the HR Division copies of documents and other details and particulars as given below:

- a) Relieving Certificate from the previous employer
- b) Attested copies of Degree/Diploma certificates in support of educational qualifications.
- c) Attestation Form (in triplicate) duly completed-(**Annexure-C**).
- d) Declaration of Home Town. (**Annexure-D**).
- e) Declaration of movable & immovable assets.
- f) Certificate in support of claim of belonging to Scheduled Caste(SC)/Scheduled Tribe (ST)/Other Backward Classes(OBC) from appropriate authority as prescribed in the Brochure for SC/ ST/ OBC categories.
- g) Salary certificate of last pay drawn, if previously employed in Government, Semi Government/ Public Sector Undertaking.
- h) Declaration of relationship with Directors-(**Annexure-E**).
- i) Marriage declaration in the prescribed format. (**Annexure-F**)

25.0 AGE

25.1 The age of a person at the time of appointment to the service of the corporation shall



not be less than 21 years.

26.0 GENERAL CONDITIONS

26.1 The following general conditions shall apply to all first appointments to the service of the Corporation:

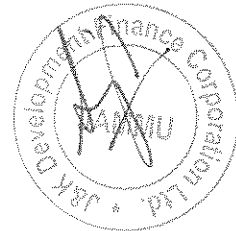
- i) No person, who is not an Indian National, shall be appointed to any post in the corporation.
- ii) No person shall be eligible for appointment who has previously been dismissed, removed or compulsory retired from the service of the corporation or from a department of a state or the central government or a local authority or from public sector undertaking or from an autonomous corporation.
- iii) No person shall be eligible for appointment if he/ she has been convicted in a Court of law for any offence involving moral turpitude.

27.0 PROBATION AND CONFIRMATION

27.1 All appointees in the corporation are governed by the Rules relating to probation and confirmation as notified from time to time.

28.0 INTERPRETATION AND AMENDMENTS

The Managing Director shall be the final authority in the interpretation of these rules. Any modification to these rules shall be done with the approval of the Board of Directors.



ANNEXURE-A

PRESCRIBED MINIMUM QUALIFICATION

Sl. No.	Domain	Full Time Regular Qualification
1	Engineering	Bachelors in Engineering/ B.Tech or equivalent in Electrical/ Mechanical/ Civil or equivalent from a recognized Institute/ University with 50% marks or equivalent CGPA.
2	Accounts & Finance	Qualified Chartered Accountancy/ Cost & Management Accountancy or a Regular full time two year MBA or Post Graduate Degree/ Diploma with 50% marks or equivalent CGPA from recognized/ Institution/ University with specialization in Finance
3	Human Resource	MBA or Post Graduate Degree/ Diploma from recognized/ Institution/ University with specialization in Personnel Management & Industrial Relations/ Human Resource Management or equivalent with 50% marks or equivalent CGPA
4	Company Secretariat	Graduate with Associate/ Fellow Membership of the Institute of Company Secretaries of India
5	Information Technology	Bachelors in Engineering/ B.Tech or equivalent in Computer Science/ Information Technology or equivalent or Post Graduate Degree viz. MCA/ M.Tech/ MCS/ M.Sc in IT/ Computers or equivalent from a recognized Institute/ University with 50% marks or equivalent CGPA
6	Law	Regular full time Degree in Law (LLB - 3 years) with 50% marks or equivalent CGPA from a recognized University or Degree in 5 years integrated course in Law from a recognized University with 50% marks or equivalent CGPA Regular full time
7	Corporate Communication	MBA or Post Graduate Degree/ Diploma or equivalent in Corporate Communication & Public Relations related specialization viz.; Communication/ Advertising & Communication Management / Mass with 50% marks or equivalent CGPA from a recognized University/ Institute.
8	Corporate Social Responsibility	MBA or Post Graduate Degree/ Diploma or equivalent in Social Work or equivalent from a recognized Institute/ University with 50% marks or equivalent CGPA from a recognized University/ Institute
9	Rajbhasha	Regular full time Master's Degree in Hindi, with English as one of the subjects at Bachelor's Degree level or Master's Degree in English with Hindi as one of the subjects at Bachelor's Degree level from a recognized Institute/ University with 50% marks or equivalent CGPA
10	Sales & Marketing	MBA or Post Graduate Degree/ Diploma from recognized/ Institution/ University with specialization in Marketing & Sales or equivalent with 50% marks or equivalent CGPA

Note: In addition to the above, 'Desirable qualification', required as per the job specifications, may be added with the approval of the Managing Director.



AGE EXPERIENCE MATRIX

Sl. No.	Grade Code	Pay Scale (In Rs.)	Maximum Age for General Candidates	Number of years of Post Qualification Executive Experience
1	E0	30,000 – 1,20,000	32	0
2	E1	40,000 – 1,40,000	32	5
3	E2	50,000 – 1,60,000	50	10
4	E3	60,000 – 1,80,000	50	15
5	E4	70,000 – 2,00,000	50	21
6	E5	80,000 – 2,20,000	50	26
7	E6	90,000 – 2,40,000	50	32

Note:

- Age relaxation as permitted in the GoI Guidelines for reserved candidates will be applicable
- Maximum age at entry level (E0) has been kept at the UPSC age limit
- Minimum number of years of experience has been kept keeping in mind the experience required for promotion. Teaching & training experience (including induction training) are not to be considered for the purpose of calculating years of experience.
- In case of candidates employed with CPSEs, they must be working in the pay scale immediately below, in other words **scale jumping** is not allowed.



**JKDFC ATTESTATION
FORM**

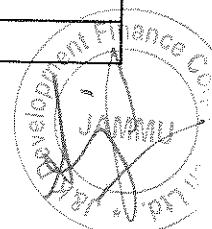
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1. The furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification, and is likely to render the candidate unfit for employment in the Company.
2. If detained, arrested, prosecuted, bound-down, fined, convicted, debarred, acquitted etc. subsequent to the completion and submission of this form, the details should be communicated immediately to the authorities to whom the attestation form has been sent earlier, failing which it will be deemed to be suppression of factual information.
3. If the fact that false information has been furnished or that there has been suppression of any factual information in the attestation form comes to notice at any time during the service of a person, his services would be liable to be terminated.

1.	Name in full (in block capitals) with, aliases, if any (Please indicate if you have added or dropped at any stage Any part of your name or surname).	
2.	Present address in full i.e., Village, Thana and District or House number, Lane/Street/Road and Town(Pin Code)	
3	Home address in full i.e.Village, Thana and District,or House number, Lane / Street	

4. Particulars of places (with periods of residences) where you **have** resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan) particular so fall places where you have resided for more than one year after attaining the age of 21 yearsshould be given.

From	To	Residential address in full i.e.Village, Thana and District or House No., Lane / Street / Road and Town (Pin Code)	Name of the District Headquarters of the place mentioned in the preceding column.



5.	Name	Nationality (by birth &/ or by domicile)	Place of Birth	Occupation if employed give designation & official address	Present postal Address	Permanent Home Address
Father						
Mother						
Wife/Husband						
Brother(s)						
Sister(s)						
Son(s)						
Daughter(s)						

6. (a) Information to be furnished with regard to son(s) and or daughter(s) in case they are studying/ living in a foreign country:

Name	Nationality (by Birth and/or by domicile)	Place of birth	Country in which studying /living with full address	Date from which studying living in the country mentioned in previous column.



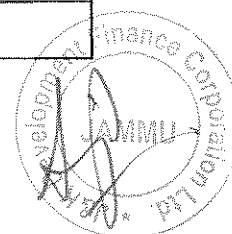
7.	Nationality	
8.	Date of Birth	
9.	Present Age	
10.	Age at Matriculation(date)	
11.(a)	District and State to which you belong	
(b)	Place of birth, Distt. and State in which situated	
(c)	District and State to which your father originally belongs	
12.	Your religion	
13.	Are you a member of Scheduled Caste / Scheduled Tribe/ OBC (non-Creamy Layer)?	

14. Educational Qualifications showing places of education with years in Schools and Colleges since 15 years of age.

Name of School/ Collegewith full address	Date of entering	Date of leaving	Exam passed

15. Are you holding or have anytime held an appointment under the Central or State Government or a Semi-Government or Quasi-Government body, or an Autonomous body, or a public undertaking, or a private firm or institution? If so, give full particulars with dates of employment up-to-date.

Period		Designation, emoluments & nature Of employment	Full name and address of employer	Reasons Service
FROM	TO			



16. If the previous employment was under the Govt. of India, a State Government / an Autonomous Body/ University/ Local Body, were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent date, before your service actually terminated?

16(i)	(a)	Have you ever been arrested?	Yes/No
	(b)	Have you ever been prosecuted?	Yes/No
	(c)	Have you ever been kept under detention?	Yes/No
	(d)	Have you ever been bound down?	Yes/No
	(e)	Have you ever been fined by the court of law?	Yes/No
	(f)	Have you ever been convicted by a Court of Law for any Offence?	Yes/No
	(g)	Have you ever been debarred from any examination or rusticated by any University or any other educational authority/Institution?	Yes/No
	(h)	Have you ever been debarred / disqualified by any Public Service Commission/Staff Selection Commission for any of Its examination/Selection?	Yes/No
	(i)	Is any case pending against you in any court of Law at the time of filling up this attestation?	Yes/No
	(j)	Is any case pending against you in any University or any other educational authority / Institution at the time of filling up this attestation?	Yes/No
	(k)	Whether discharged / expelled / withdrawn from any training institution under the Government or otherwise.	Yes/No
(ii)	If the answer to any of the above mentioned questions is 'Yes', give full particulars of the case /arrest /detention /fine /conviction /sentence /punishment etc. and / or the nature of the case pending in the Court/University/Educational Authority etc. at the time of filling up this form.		



(ATTENTION)

(i) Please also see at the top of this attestation form.

(ii) Specific answer to each of the questions should be given by striking out 'Yes' or 'No' as the case may be.

17. Name of two responsible persons of your locality or two references to whom you are known

Sl.No.	Name	Full address with Tel. /Mob. No.
1.		
2.		

DECLARATION

I certify that the foregoing information is correct and complete at the best of my knowledge and belief. I am not aware of any circumstances, which might impair my fitness for employment.

Date: _____

Sign of Candidate _____

Place: _____



ANNEXURE-D

JKDFC LIMITED

DECLARATION OF HOME TOWN

I declare that my home town for official purposes is _____m
_____Talukain _____ District in
_____ State. The nearest Railway Station is
_____in _____

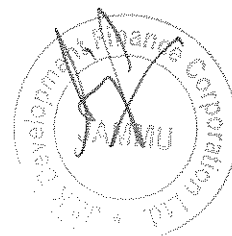
Signature

Name

Designation

Date

Place



JKDFC LIMITED

DECLARATION OF RELATIONSHIP WITH DIRECTORS

1. I _____ do solemnly declare that to the best of my knowledge and belief I am not related to any of the Directors of JKDFC Limited as on date.
Or
1. I am related to _____, who is a Director of the Company as on date.
He is related to me as _____
2. I do further solemnly declare that in the event, any person related to me is appointed as a Director of the Company or I happen to acquire a relationship with any Director of the Company, I shall inform the Company about the matter as soon as the same comes to my knowledge.

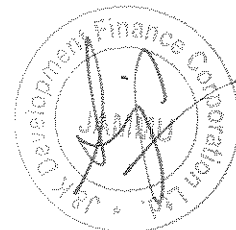
Signature _____

Name _____

Designation _____

Date _____

Place _____



JKDFC LIMITED

1. OATH OF ALLEGIANCE

I _____ do solemnly affirm that I will be faithful and bear true allegiance to the JKDFC Ltd. and to the Constitution of India as by law established and that I will uphold the sovereignty and integrity of India and that I will carry out the duties of my office loyally, honestly and impartially.

Signature

Name

Designation

Date

Place

I. OATH UNDER OFFICIAL SECRETS ACT

I _____ do solemnly affirm that I will abide by the provisions of Indian Official Secrets Act, 1923 (XIX of 1923)

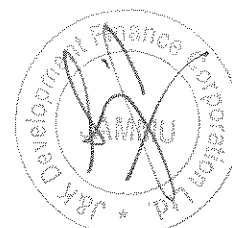
Signature

Name

Designation

Date

Place



JKDFC LIMITED

MARRIAGE DECLARATION

I declare that:

- 1) I am unmarried/widower/widow/divorcee/separated.
- 2) I am married and have only one spouse living.
- 3) I am married and my husband/wife has no other living wife/husband to the best of my knowledge.
- 4) I am married and have more than one wife/husband living. Application for grant of exemption is enclosed.
- 5) I am married to a person who has already one wife/husband or more living. Application for grant of exemption is enclosed.

I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Signature

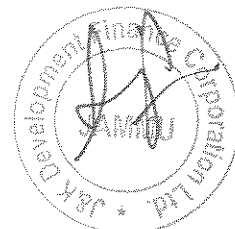
Name

Designation.....

Date.....

Place

*Please delete clauses which are not applicable

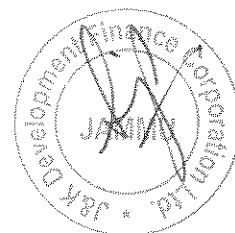


ANNEXURE – B1

Detail of Permanent Posts approved as on date

Sl. No.	Grade Code	Designation	Pay Scale (In Rs.)	No of Permanent approved Posts	Posts in respective Domains
1	E0	Executive Assistant/Office Secretary	30,000 – 1,20,000	07	02 - HR & Adm.* 01 – Accounts 04 – Project Finance
2	E1	Management Executive/PS to MD	40,000 – 1,40,000	04	01-HR & Adm.* 02- Project Finance 01- Accounts
3	E2	Assistant Manager	50,000 – 1,60,000	06	01- HR & Adm.* 04- Project Finance 01-Accounts
4	E3	Manager/Company Secretary	60,000 – 1,80,000	06	01-Company Secretary 01- Project Finance 02- HR & Adm./IT 02- Accounts
5	E4	Assistant General Manager	70,000 – 2,00,000	03	01-Accounts. 01-Project Finance /HR & Adm.* 01-Legal
6	E5	Deputy General Manager	80,000 – 2,20,000	04	01-Project Finance 01-Accounts 01-HR & Adm.* 01- Company Secretary
7	E6	General Manager	90,000 – 2,40,000	02	01 – Accounts. & Recoveries & Legal 01-Project Financing & HR/Adm.*& IT
Total				32	

* HR & Adm.: Human Resource & Adm.



ANNEXURE – B1

Organization Structure

(Approved by the Board in its 51st Board Meeting held on 05.08.2024)

