


**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT  
AND INVESTMENT CORPORATION LIMITED:  
UDYOG BHAWAN, TILAK MARG, JAIPUR - 302 005**

No. A.1 (4)NOC/2017  
Dated: 10 June, 2022

**CIRCULAR**

In partial modification to Circular no. A. 1(7)/112/75/9038-63 dated 20/21.06.1975, the procedure of forwarding applications of the employees for seeking employment opportunities outside the Corporation is as under:-

1. No employee shall apply for employment outside the corporation without obtaining prior permission, in writing, of the Management.
2. An employee can apply maximum 4 times in a calendar year for employment outside the Corporation.
3. Applications can be submitted only in response to advertisements, or Circulars inviting applications. A copy of the advertisement/circular in response to which the application is submitted, should invariably be attached with the application.
4. Applications will normally be forwarded in respect of posts which carry a higher scale of pay than the one the employee is having in the Corporation.
5. Applications will be submitted by the employees to the respective Heads of Divisions/Units who will forward the same with their recommendation to the Administrative Division, indicating clearly as to whether the application be forwarded or not.
6. The employees will clearly mention in the covering letter whether any advance copy has been sent to the Advertiser.
7. Forwarding of application will not carry with it the implication of the applicant will be relieved if and when selected.
8. In case where it is possible, if an employee wants to be relieved, he will be relieved only after serving the prior notice period which the employee is required to give as per the terms and conditions of appointment in the Corporation.
9. The appointing authority may withheld any application in the interest of the Corporation. In such cases the appointing authority should record the reasons there in for with holding the application.
10. The employee will clearly indicate on the covering letter i.e. the number of application already forwarded in the calendar year.
11. The Circular no.A.1(4)NOC/2017 dated 24.09.2018 shall be read alongwith the provisions mentioned above.
12. This bears the approval of the Managing Director.

  
**(Bindu Karunakar)**  
Advisor (A&M)

Encl: Copy of Circular dated 24.09.2018

- Copy to:
1. All Controlling Officer/All Unit Heads
  2. GM (IT) for uploading the Circular on website
  3. Notice Board
  4. Office Order File/Concerned File
- Copy also to:
1. Sr. PS to Chairman
  2. Sr. PS to MD