

राष्ट्रीय राजमार्ग एवं अवसंरचना विकास निगम लिमिटेड

सड़क परिवहन और राजमार्ग मंत्रालय, भारत सरकार
प्रथम तल, टावर ए, वर्ल्ड ट्रेड सेंटर, नौरोजी नगर, नई दिल्ली-110029.

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Ministry of Road Transport & Highways, Govt. of India

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(भारत सरकार का उद्यम)

(A Government of India Enterprise)

F.No. 254844/NHIDCL/HQ/HR/RECTT/2025/DM-T

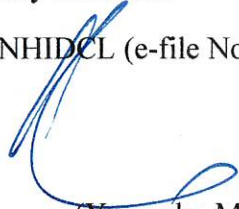
Dated: 03.12.2025

Standard Operating Procedure (SOP) for Allocation of State Groups to Candidates

1. Reference NHIDCL Cadre Rules, 2025.
2. This SOP lays down procedure for allocation of State Groups to various persons who have been issued **Appointment Letters** by NHIDCL against the post(s) of Deputy Managers (Technical) advertised on Direct Recruitment basis for Technical Cadre.
3. **Rule 5.2 of NHIDCL Cadre Rules, 2025** vests powers with Competent Authority to divide the company area of operations into specific group of States and Union Territories referred to as "**State Group**". It is also important to note that **Schedule C of NHIDCL Cadre Rules, 2025** provides division of Company's Area of Operation into four States Group(s). Further, **Rule 6.5 of NHIDCL Cadre Rules, 2025** provides assignment of an individual to a particular State Group or HQ on the basis of a Counselling to be conducted merit-cum-choice basis.
4. Process of allocation of States Group(s) shall be undertaken by **Recruitment Division**. Following process for same shall be followed:
 - a. Recruitment Division, in consultation with HR Division and with the approval of Competent Authority, shall divide the vacancies into various State Group(s) as provided in the NHIDCL Cadre Rules, 2025.
 - b. Post issuance of Appointment Letter to the selected candidates, a **Counselling Session**, under the chairmanship of ED (HR & Admin), NHIDCL shall be organized by Recruitment Division. Such counselling session may be attended physically or through VC, by the appointees.
 - c. Number of vacancies in each State Group shall be intimated to the appointees well before the **Counselling Session**.
 - d. The appointee, in order of merit, shall be given first choice for any of the State Group(s) where the vacancies are proposed to be filled up. Similarly, the appointee, second in order of merit, shall be given the choice after striking out the vacancy already utilized by previous appointee. This process would be repeated till the last appointee.

5. Provisions of Rule 6.5 of NHIDCL Cadre Rules, 2025 shall be strictly followed.

6. This SOP is issued with approval of Competent Authority of NHIDCL (e-file No. 254844 at Note # 62)



(Yogendra Mohan)
GM (Recruitment)

Copy to:

1. ED (HR/Admin)
2. IT Division for uploading it on employee section & career section of NHIDCL website.



03/12/2025