



Officers Service Regulations (Recruitment, Promotion and Seniority)

Updated upto 31.10.08

Disclaimer:

Efforts have been made to update these rules by incorporating all the amendments made since the last printed edition.

These draft rules have been uploaded for comments of all officers/officials. In case any deviation/omission etc. is noticed, the same may be intimated at cao_p&f_control@rvpn.co.in by 31.12.2012, so that further action to finalise the rules may be taken.

Rajasthan Rajya Vidyut Prasaran Nigam Limited

PREFACE

In view of a number of amendments issued since last publication of Officers Service regulations and also after introduction of Rajasthan Power Sector Reforms Act, 1999 (Act No. 23 of 1999) read with Rajasthan Power Sector Transfer Scheme, 2000 read with Electricity Act, 2003, it was felt that an updated edition of above Service Regulation should be made available incorporating all the amendments and Board/Nigam's decision on the subject issued upto 31.10.2008.

Every possible care has been taken to avoid errors and omissions, however if any errors or omissions are detected in this update, which have inadvertently remained, the same may please be brought to the notice of the Assistant Accounts Officer (F&R), RVPNL, Jaipur. For the matters involving legal and financial implications a reference to the original Circulars/Orders/ Instructions should, invariably, be made.

Suggestions, if any, for improvement to make the update more useful would be appreciated.

(S.L.Jain)
C.A.O. (P&F Control)
RVPNL, Jaipur.

Jaipur.
Date: 01.11.2006

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PREAMBLE:

In exercise of the powers conferred under section 15 of the Rajasthan Power Sector Reforms Act, 1999 read with sub-clause (5) and (6) of Clause 6 of the Rajasthan Power Sector Reforms Transfer Scheme, 2000, and section 185(3) of the Electricity Act 2003, the Board of Directors of Rajasthan Rajya Vidyut Prasaran Nigam Limited makes the following Regulations relating to the recruitment, appointment and promotion of officers in the Rajasthan Rajya Vidyut Prasaran Nigam Limited (except Engineers).

PART-I GENERAL

1. Short Title, Commencement and Application:

- a) These Regulations may be called the Rajasthan Rajya Vidyut Prasaran Nigam Limited Officers Service (Recruitment, Promotion and Seniority) Regulations.
- b) These Regulations will come into force with immediate effect. However, the existing vacancies, if any, of these cadres would be filled in as per the practice prevailing until now.
- c) These Regulations shall apply to all Officers of the Rajasthan Rajya Vidyut Prasaran Nigam Limited except Engineers, whose service conditions are regulated by the Rajasthan Rajya Vidyut Prasaran Nigam Limited Engineers Service Regulations.

2. Definitions:

In these Regulations unless the context otherwise requires

- (a) 'Company' means erstwhile Rajasthan State Electricity Board / (Rajasthan Rajya Vidyut Prasaran Nigam Limited).
- (b) 'Cadre' means the strength of a class of Officers or part of a class Sanctioned as a separate unit.
- (c) 'Chairman' means the Chairman and Managing Director of the Board/Nigam.
- (d) 'Direct Recruitment' means recruitment made otherwise than by promotion.
- (e) 'Government' and 'State' means, respectively, the Government and State of Rajasthan.
- (f) 'Schedule' means the schedule appended to these Regulations.
- (g) 'Secretary' means the Secretary (Admn.) of the Nigam.
- (h) "Selection Committee" means a Selection Committee consisting of following members constituted for the purpose of selection of suitable persons for appointment by Direct Recruitment/Promotion Selection, as the case may be, to the vacancies/posts as mentioned in the schedule.

(A) For Head of Deptt. e.g. Chief Controller of Accounts

1. Chairman, RRVPN	Chairman
2. Director (F&CA) /Accounts Member, RRVPN	Member
3. Energy Secretary/Power Commissioner	Member Secretary

(B) For other posts

1.Chairman, RRVPN	Chairman
2.Director (F&CA), RRVPN	Member
3.Secretary, RRVPN	Member Secretary

Note: - In the absence of Director (F&CA), the Chief Controller of Accounts will act as member of the Committee prescribed at item 'B'.

- (i) Presently 'Board' means the Board of Directors of Rajasthan Rajya Vidyut Prasaran Nigam Limited.

The Board of Directors in its 86th meeting held on 7.7.2004 has decided to substitute the words "RSEB, BOARD and Rajasthan State Electricity Board" by the words "RVPN, NIGAM and Rajasthan Rajya Vidyut Prasaran Nigam Limited" respectively vide order No. 947 dated 3.9.2004 (F&R-238)

3. Interpretation:

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Unless the context otherwise requires, the Rajasthan General Clauses Act, 1955 (Rajasthan Act No 8 of 1955) shall apply for the interpretation of these Regulations as it applies for the interpretation of a Rajasthan Act.

PART-II

APPOINTING AUTHORITY & STRENGTH

4. Appointing Authority:

Appointing Authority in relation to an employee means an authority empowered to make appointment to the post, which the employee for the time being holds. The list of Appointing Authorities, method of recruitment etc. is given in schedule of these regulations.

5. Nature of Posts:

1. The nature of posts shall be such as specified in column 2 of the Schedule.
2. The strength of the posts in each category shall be such as may be determined by the Board/Nigam, from time to time, provided that the Board/Nigam may
 - (a) Create any post, permanent or temporary, from time to time as may be found necessary, and
 - (b) Leave unfilled or hold in abeyance or abolish or allow to lapse any post, permanent or temporary without thereby entitling any person to any compensation.

PART-III

RECRUITMENT

6. Method of Recruitment:

Recruitment to the posts mentioned in the Schedule shall, after the commencement of these Regulations, be made by the following method in the proportion indicated in column 3 of the Schedule:-

- (a) by direct recruitment in accordance with Part-IV of these Regulations,

Provided that preference shall be given to suitable candidates having relevant experience in Power Sector or Public Sector Undertakings. CMD is authorized to reserve certain vacancies for the experienced persons, depending upon requirement of number of experienced persons in the Nigam.

On the recommendation of the Selection Committee, the CMD may allow higher remuneration/higher start in the prescribed pay scale to such experienced persons. (inserted vide order No. 1186 dated 07.11.06 (F&R-350) and

- (b) by promotion in accordance with Part- V of these Regulations, provided
 - (1) **Provided that if the CMD is satisfied that sufficient number of suitable candidates are not available for appointment by either method of recruitment in a particular year, vacancies of that quota remained so unfilled, can be filled in relaxation to the prescribed proportion, by the other quota. (Substituted vide order No. 1186 dated 07.11.06 (F&R-350)**

- (c) If the Board/Nigam considers expedient in the interest of its function to fill any of the post or posts specified in the schedule, by obtaining on deputation any employee of the Central or State Government or of any public or private undertakings, appointments to the said post or posts may be made of such persons obtained on deputation.

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7. Reservation of vacancies for Scheduled Castes and Scheduled Tribes:

(1) Reservation of vacancies (to be filled by direct Recruitment) for the Scheduled Castes and Scheduled Tribes shall be in accordance with the orders of the Board/Nigam/Government for such reservation in force at the time of recruitment.

(2) In filling the vacancies so reserved, the candidates who are members of the scheduled castes and scheduled tribes shall be considered for appointment in the order in which names appear in the list irrespective of their relative rank as compared with other candidates.

(3) Appointment shall be made strictly in accordance with the rosters prescribed separately for direct recruitment and promotion. In the event of non-availability of the eligible and suitable candidates amongst the Scheduled Caste and Scheduled Tribes, as the case may be, in a particular year, the vacancies so reserved for them shall be carried forward until the suitable Scheduled Caste and the Scheduled Tribe candidate(s), as the case maybe, are available. In any circumstances no vacancy reserved for Scheduled Caste and the Scheduled Tribes candidates shall be filled by promotion as well as by Direct Recruitment from General Category Candidates. However in exceptional cases where in the public interest the Appointing Authority feels that it is necessary to fill up the vacant reserved post(s) by promotion from the general category candidates on urgent temporary basis, the Appointing Authority after obtaining prior approval of the Whole Time Directors, may fill up such post(s) by promoting the General Category candidate(s) on urgent temporary basis clearly stating in the promotion order that the General category candidate(s) who are being promoted on urgent temporary basis against the vacant post reserved for Scheduled Castes or the Scheduled Tribes Candidate(s), as the case may be, shall have to vacate the post as and when the candidate(s) of that category become available.

Provided that there shall be no carry forward of the vacancies in posts or class/category group of posts in any cadre or service to which promotions are made on the basis of "Merit" under these Regulations.

Reference No. RVPN/AS/GAD/F&R/F.49/D.589 dated 11.6.03 (F&R-135)

Vide order No. RVPN/AS/GAD/F&R/F./D. 458 dated 4.5.02 (F&R-53), the Govt. Circular dated 04.03.02, regarding the treatment to be given to the candidates belonging to the other Backward Classes/Scheduled Castes/Scheduled Tribes who are selected against general category vacancies on the basis of their merit, was adopted.

The clarified position is as follows: -

- (i) If a candidate belonging to OBC/SC/ST has not availed of any of the special concessions which are available to the candidates belonging to these categories, except the concession of fees, and he secures more marks than the marks obtained by the last general category candidate who is selected, such a candidate belonging to the OBC/SC/ST shall be counted against the general category vacancies and not the vacancies reserved for the OBC/SC/ST, as the case may be.
- (ii) If any SC/ST candidate gets selected against the general category vacancies on the basis of his merit without availing of any of the special concessions which are available to the candidates belonging to these categories, except the concession of fees, such a SC/ST candidate will be treated as a SC/ST candidate, as the case may be, for all service matters, including further promotions and all the benefits which are admissible to the other SC/ST persons under the various service rules/government instructions shall be admissible to them.

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- (iii) The OBC/SC/ST category candidates who get selected against general category vacancies on the basis of their merit will not be counted against the posts reserved for these categories when it comes to the question of determining the total number of posts occupied by the candidates of these categories in that particular post/cadre.

Note: For the post reserved for OBC/SC/ST, the following procedure should be adopted from the list provided by the Employment Exchange and Social Welfare Department.

- (i) For the candidates for OBC/SC/ST, registration with Employment Exchange and Social Welfare Department is necessary.
- (ii) All the appointing officers have to intimate the vacant post reserved for OBC/SC/ST to Employment Exchange and Social Welfare Department.
- (iii) The candidates for the interview must be called on the basis of list provided by Employment Exchange and Social Welfare Department and to the candidates applied directly along with their caste certificate and registration number of Employment Exchange and Social Welfare Department.

The above procedure will not be applicable for the post to be filled in through Rajasthan Public Service Commission and post to be filled in by promotion (**Inserted vide order No. 65 dated 27.9.99**)

7. (A) Reservation of vacancies for women candidates:

Reservation of vacancies for women candidates shall be 30% category-wise in direct recruitment. In the event of non availability of eligible and suitable women candidates in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure and such vacancies shall not be carried forward to the subsequent year and the reservation shall be treated as horizontal reservation i.e. the reservation of women candidates shall be adjusted proportionately in the respective category to which the women candidates belong.

(Inserted vide order No. RSEB/F&R/F.4 (iv)/D.23 dated 5.4.1999)

(Inserted vide No. RVPN/Admn./AS(GAD)/F&R/F.2/D.215 dated 25.02.2003)

8. Nationality:

1. A candidate for appointment to the posts must be

- a) a citizen of India; or
b) subject to the issue of a certificate of eligibility in his favour, a subject of Nepal or a subject of Bhutan

2. A candidate in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview before the Selection Committee and he may also provisionally be appointed subject to necessary certificate being given to him by the Government of India for one year. He will be considered as regularly appointed from the date of initial appointment on receipt of proof of his having acquired Indian citizenship within the aforesaid period.

9. Determination of Vacancies:

(1) Subject to the provisions of these Regulations, the Secretary with the approval of the Chairman shall determine at the commencement of each year the number of vacancies anticipated during the financial year and the number of persons likely to be recruited by each method.

(Substituted vide order No. RVPN/AS/GAD/F&R/F.26 /D.845 dated 06.08.03 (F&R-147))

(2) Such vacancies as remain unfilled due to non-availability of suitable candidates or otherwise shall be carried forward to the succeeding year and if not filled in shall lapse at the end of succeeding year.

10. Age:

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A candidate for direct recruitment to a post mentioned in the schedule must have attained the age as indicated below on the last date of inviting the applications and must not have attained the maximum age given against the respective posts on **the 31st March of the calendar year in which the advertisement is published: (Substituted vide order No. 93 dated 12.02.08 (F&R-472) (Ex=post facto approval of the Board given vide order No. 103 dated 05.04.08 (F&R-489)**

S. No.	Category of posts	Min. Age.	Max. Age.	Remarks
1.	CCOA	30	45	
2. (3)	Accounts Officer	21	35#	
3. (4)	Personnel Officer	21	35	
4. (7)	Law Officer.	*Deleted	*Deleted	
5. (10)	P.R.O	*Deleted	*Deleted	
6. (11)	Safety-Cum-Fire Officer.	21	Below 40	
7 (12)	Assistant Public Relation Officer	21	35	

The above table has been re-prescribed as per GoR's Notification regarding unbundling of Power Sector Entities on 19-07-2000. the post of PRO has been downgraded as APRO vide order No. 841 dated 07.08.2002 (F&R-70)

(# substituted vide order No. RSEB/F&R/F./D. 39 dated 14.05.98) *[The minimum age limit of 30 years and maximum age limit of 35 years of Law Officer appearing at S.No. 7 and presently appearing at S.No. 4 of the table under Regulation 10 is deleted vide order No. 1287 dated 18.12.04 (F&R-254)]

Age at S.No.2 substituted vide order No. 1186 dated 07.11.2006 (F&R-350)

Provided that: -

- (i) The upper age limit mentioned above shall not apply in the case of an ex-prisoner, who has served under the Government or the Board/Nigam, on a substantive basis on any post before conviction and was eligible for appointment under these Regulations.
- (ii) The upper age limit mentioned above shall be relaxable by a portion equal to the term of imprisonment served in the case of an ex-prisoner who was not overage before his conviction and was eligible for appointment under these Regulations.
- (iii) The persons already employed in the Board/Nigam shall be deemed to be within the age limit.
- (iv) The upper age limit mentioned above shall be relaxable by a period equal to the service rendered in the defence services or in N. C. C. as cadet instructors.
- (v) (a) The maximum age for male candidates of SC/ ST/ OBC category and female candidates of general category shall be relaxed by 5 years;
(b) The maximum age for female candidates of SC/ ST/ OBC category shall be relaxed by 10 years;
(c) The Physically Handicapped candidates of General category, OBC category and SC/ ST category shall be allowed age relaxation upto 10 years, 13 years and 15 years respectively, in the maximum age limit. **(Substituted vide order No. 1186 dated 07.11.2006, F&R-350)**
- (vi) Candidates applying for vacancies reserved for experienced persons may be allowed relaxation in the maximum age limit equivalent to the relevant experience in Power Sector or Public Sector Undertaking, subject to maximum of four (4) years' relaxation. **(Substituted vide order No. 1186 dated 07.11.2006, F&R-350).**
- (vii) The Chairman shall be competent to relax the age limit in respect of any candidate or category of officers depending upon the merits of the case.

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11. Academic Qualifications and Experience:

- (1) A candidate for direct recruitment to the post mentioned in the schedule must possess
- (i) The qualification and experience mentioned in column 4 of the schedule, and
 - (ii) A working knowledge of Hindi written in the Devnagari script.

12. Character

(a) The character of candidate for direct recruitment must be such as will qualify him for employment in the Board/Nigam's service. He must produce a certificate of good character from the Principal Academic Officer of the University or College or School in which he was last educated and two such certificates written not more than six months prior to the date of application from the responsible persons not connected with the College or University or School and not related to him.

Note:

(1) A conviction by a Court of law need not by itself cause the refusal of a certificate of good character. The circumstances of the conviction should be taken into account and if they involve no moral turpitude or association with crimes of violence or with a movement which has as its object overthrow by violent means of Government as by law established, the mere conviction need not be regarded as a disqualification.

(2) Ex-prisoners, who by their disciplined life, while in prison and by their subsequent good conduct, have proved to be completely reformed, should not be discriminated against on grounds of their previous conviction for purpose of employment in the, services. Those who are convicted of offences not involving moral turpitude shall be deemed to have been completely reformed on the production of a report to that effect from the Superintendent, After-care Home or if there are no such Homes in a particular district, from the Superintendent of Police of that District.

(3) Those convicted of offences involving moral turpitude shall be required to produce a certificate from the Superintendent, After-care Home endorsed by the Inspector General of Prisons, to the effect that they are suitable for employment as they have proved to be completely reformed by their disciplined life while in prison and by their subsequent good conduct in an After-care Home

13. Physical Fitness:

A candidate for direct recruitment to the service must be in good mental and bodily health and free from any mental or physical defect likely to interfere with the efficient performance of his duties and if selected, must produce a certificate to that effect from a Medical Authority notified by the Board/Nigam for the purpose.

14. Employment of Irregular or Improper Means:

A candidate, who is or has been, declared by the Selection Committee or the Board/Nigam, as the case may be, to be guilty of impersonation or of submitting fabricated document or documents which have been tampered with or of making statements which are incorrect or false or Suppressing material information or of using or attempting to use unfair means *in* any examination or interview or otherwise resorting to any other irregular or improper means or obtaining admission to the examination or interview may be in addition to rendering himself liable to criminal prosecution be debarred either permanently or for a specified period by the Board/Nigam:-

- (a) from admission to any examination or appearance at any interview held by the Selection Committee for any post; and
- (b) from employment in the Board/Nigam.

14. (A) No candidate who has more than two children on or after 01.06.2002 shall be eligible for appointment to the service. But the candidates having more than two children shall not be deemed

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to be disqualified for appointment so long as the number of children he/she has on 01.06.2002 does not increase. Where a candidate has only one child from the earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children. (Inserted vide order No. 1175 dated 3.11.06 (F&R-349)

15. Canvassing:

No recommendation for recruitment either written or oral, other than that required under the Regulations shall be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature by any means may disqualify him for recruitment.

PART-IV PROCEDURE FOR DIRECT RECRUITMENT

16. Inviting of application:

Application for direct recruitment to the posts mentioned in the schedule shall be invited by the Secretary by advertising the vacancies to be filled in such manner as may be deemed fit.

“The Advertisement shall contain a clause that a candidate who accepts the assignment on the post being offered to him/her shall be paid monthly fixed remuneration at the rate fixed by the Nigam from time to time during the period of probation and the scale of pay of the post as shown elsewhere in the advertisement shall be allowed only from the successful completion of the period of probation mentioned in the said rules”.

(Inserted vide order No. 229 dated 28.02.06 (F&R-307))

17. Form of application:

The application shall be made in the prescribed form obtainable from the Board/Nigam's office on payment of such fee as the Board/Nigam may, from time to time, prescribe and shall be addressed to the Secretary.

18. Application Fee

A candidate for direct recruitment to a post in the service must pay such fee as may be prescribed and notified in the advertisement along with an application for issue of application form in such manner as may be required by the Secretary.

19. Scrutiny of applications:

The Secretary shall scrutinize the applications received by him and shall submit the list of eligible candidates to the Chairman for determining the number of candidates to be called for interview.

20. (1) Recommendations of the Selection Committee:

The Selection Committee constituted by the Board/Nigam / Chairman shall judge the suitability of all the candidates called for interview and shall prepare a list of the candidates considered suitable for appointment to the advertised posts arranged in order of merit and also indicate, if any candidate is to be given a higher start, the pay at which he could be appointed in the prescribed scale of post. The list shall contain names not exceeding twice the number of vacancies.

The list so prepared shall be placed before the Appointing Authority for approval and making appointment there from.

(2) Reserve list

The names of the candidates considered suitable but who cannot be offered appointment within two months from the date of receipt of the list prepared by the Selection Committee shall remain on the reserve list.

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Further appointments shall be made from the reserve list in order of merit within 12 months from the date from which the list of selection committee was made operative. After 12 months the reserve list shall cease to be operative unless the Board/Nigam extends the period thereof.

21. Disqualification's for appointment:

1. No male candidate who has more than one wife living shall be eligible for appointment to the service unless the Board/Nigam after being satisfied that there are special grounds for doing so exempt any candidate from the operation of this sub-regulation.
2. No female candidate who is married to a person having already a wife living shall be eligible for appointment to the service unless the Board/Nigam after being satisfied that there are special grounds for doing so, exempt any female candidates from the operation of this sub-regulation.
3. No candidate male or female who has more than two children shall be eligible for appointment to the service unless one of the spouses has undergone sterilization or in the case of a female candidate, she is above 45 years of age.
Provided that any married candidate, male or female, who had no child for the last 10 years shall be exempted from the operation of this sub-regulation.

Explanation:

- (i) For the purpose of this sub-regulation, a child shall include an adopted child or a step child, and
 - (ii) For claiming exemption under the proviso to this sub-regulation, the candidate shall have to produce a certificate either from the Registered Medical practitioner or swear an affidavit to the effect that the age of his or her youngest child is not less than 10 years.
4. **No candidate who has more than two children on or after 01.06.2002 shall be eligible for appointment to the service. But the candidates having more than two children shall not be deemed to be disqualified for appointment so long as the number of children he/she has on 01.06.2002 does not increase. Where a candidate has only one child from the earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children. (Inserted vide order No. 1175 dated 3.11.06 (F&R-349))**
- 21(A)** No married candidate shall be eligible for appointment to the service if he/she had at the time of his/her marriage accepted any dowry, which has the same meaning as defined in Section-2 of the DOWRY PROHIBITION ACT, 1961 (Central Act, 28 of 1961) reproduced below

"Dowry" means any property or valuable security given or agreed to be given either directly or indirectly

(a) by one party to a marriage to the other party to the marriage; or

(b) by the parent of either party to a marriage or by any other person, to either party to the marriage or to any other person;

at or before or after the marriage as consideration for the marriage of the said parties, but does not include dower or mehar in the case of persons to whom the Muslim Personal Law (Shariat) applies.

Explanation-1. For the removal of doubts, it is hereby declared that any present made at the time of a marriage to either party to the marriage in the form of cash, ornaments, clothes or other articles, shall not be deemed to be dowry within the meaning of this section, unless they are made as consideration for the marriage of the said parties.

Explanation-2. The expression "valuable security" has the same meaning as in the Section 30 of the Indian Penal Code (45) of 1960).

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22. Selection by Appointing Authority:

Subject to provision of Regulation 7, the Appointing Authority shall issue orders of appointment of the candidates who stand in the order of the merit in the list prepared under Regulation 20.

PART-V PROCEDURE FOR RECRUITMENT BY PROMOTION

23. Eligibility and criteria for Selection

The persons possessing the qualifications and experience mentioned in column 4 of the Schedule shall be eligible on the basis of seniority-cum-merit for promotion to that post.

Explanation - 'In case direct recruitment to a post has been made earlier than regular selection for promotion in a particular year such of the persons who are or were eligible for appointment to that post by both the methods of recruitment and have been appointed by direct recruitment shall also be considered for promotion' (Substituted vide order No. RSEB/F&R/F.11 (2)/D.3 dated 18.01.97)

24. Procedure for promotion to junior, senior and other posts encadred in the Service.

1. Selection for promotion to posts in the Service, which are to be filled by selection as per schedule shall be made strictly on the basis of merit.
2. The persons having been selected and appointed by promotion to a post or category of posts on the basis of merit, shall be eligible for promotion to the next higher post or category of posts which is to be filled in by merit, only when they have put in after regular selection, at least 5 year's service unless a higher period of service be prescribed elsewhere in these regulations, on the first day of the month of April of the year of selection on the post or category of post from which selection is to be made.

Provided that the condition of 5 year's service shall not be applicable to a person if any person junior to him is eligible for consideration for promotion on the basis of merit.

Provided further that in the event of non-availability of persons, equal to the number of vacancies to be filled in eligible for promotion in the category of posts next lower from which promotion is made the committee may consider the persons having less than 5 years service if they are found otherwise eligible and suitable for promotion on the basis of merit alone.

3. The zone of consideration of persons eligible for promotion in the Service shall be as under: --

- | | | |
|------|--|--|
| i) | Number of vacancies | No. of eligible persons
<u>to be considered</u> |
| | (a) For one vacancy | Five eligible persons. |
| | (b) For two vacancies | Eight eligible persons. |
| | (c) For three vacancies | Ten eligible persons |
| | (d) For four or more | Three times the number of vacancies. |
| ii) | Where the number of eligible persons for promotion to higher post is less than the number specified above, all the persons so eligible shall be considered. | |
| iii) | Where adequate number of candidates belonging to the SC/ST, as the case may be, are not available within the zone of consideration Specified above, the zone of consideration may be extended to <u>seven</u> (Substituted from five to seven, vide order No. D. 588 dated 11.06.03 (F&R-134)) times the number of | |

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vacancies and the candidates belonging to the SCs or the STs, as the case may be, (and not any other) coming within the extended zone of consideration, shall also be considered against the vacancies reserved for them.

- iv) For the highest post in the service
- a) If promotion is from one category of post, eligible persons upto five in number shall be considered for promotion.
 - b) If promotion is from different categories of posts in the same pay scales, eligible persons upto two in number from each category of posts in the same pay scales shall be considered for promotion.
 - c) If promotion is from different categories of posts carrying different pay scales, eligible persons in the higher pay scale shall be considered for promotion first and if no suitable person is available for promotion on the basis of merit in the higher pay scale, then only the eligible persons of other categories of posts in lower pay scales shall be considered for promotion and so on and so forth. The zone of consideration for eligibility in this case shall be limited to five senior most eligible persons in all.

NOTE: The zone of consideration of person eligible for promotion in the service shall also apply in case of appointments to be made on the basis of seniority -cum -merit and on adhoc or urgent temporary basis.

4. Except as otherwise expressly provided in these regulations, the conditions of eligibility for promotion, constitution of the committee and procedure for selection shall be the same as prescribed elsewhere in these regulations.
5. The Committee shall consider the cases of all the senior most persons who are eligible and qualified for promotion to the class of posts concerned under these Regulations, interviewing such of them as it may deem necessary and shall prepare a list containing names of the suitable persons equal to the number of existing vacancies and the vacancies anticipated to occur during the next 12 months after the determination of vacancies. The committee shall also prepare a separate list containing names of persons, who may be considered suitable to fill temporary or permanent vacancies, which may occur till the next meeting of the Committee on a temporary or officiating basis and the list so prepared shall be reviewed and revised every year and shall remain in force until it is reviewed and revised. The lists so prepared on the basis of merit shall be arranged in the order of seniority on the category of posts from which selection is made such lists shall be placed before the Board together with confidential rolls and personal files of all the candidates included in them as also of those not selected, if any.

EXPLANATION: For the purpose of selection for promotion on the basis of merit, no person shall be selected, if he does not have 'outstanding' or 'very good' record in atleast 5 (five) out of the 7 (seven) years preceding the year for which the meeting of committee is held.

6. The Board/Nigam shall consider the lists prepared by the Committee along with other relevant documents received from Selection Committee and unless any change is considered necessary, shall approve the lists.
7. Appointments shall be made by the Chairman taking persons out of the lists finally approved under the preceding sub regulation (6) in the order in which they have been placed in the lists till such lists are exhausted or reviewed and revised, as the case may be.

The provisions of this regulation shall have effect notwithstanding anything to the contrary contained in any provision of these regulations.

**PART-VI
APPOINTMENT, PROMOTION, CONFIRMATION AND SENIORITY**

25. (a) Appointment by direct recruitment:

Appointment to the posts by direct recruitment shall be made by the Appointing Authority on occurrence of vacancies by selection of persons in the manner indicated in Regulation 22.

Provided that the inclusion of a candidate's name in the list confers no right to appointment unless the Appointing Authority is satisfied after such inquiry, as may be considered necessary, that the candidate is suitable in all other respects for appointment to the post concerned.

(b) Appointment by promotion:

Appointment by promotion to the posts mentioned in the schedule shall be made by the Appointing Authority from the list prepared under Regulation 24 strictly in the order as recommended by the Selection Committee and as approved by him.

In case where the Appointing Authority considers it expedient to withhold promotion of an officer against whom an enquiry is contemplated or pending till final decision thereon, the post shall be kept reserved for him and shall be filled in only on finalization of the case.

26. Temporary or Officiating Appointment:

- (1) Notwithstanding anything contained in Regulation 25, the Chairman may fill a vacancy in the posts mentioned in the schedule appended to these regulations temporarily by appointing thereto in an officiating capacity any person eligible for such appointment by promotion under these regulations for a period not exceeding one year. A report of such appointment shall be made to the Board.
- (2) In the event of non-availability of suitable persons, fulfilling the requirements of eligibility for promotion, the Whole Time Members may notwithstanding the condition of eligibility for promotion required under sub-regulation (1) above, fill the vacancies in the exigencies of work, by relaxing the condition of minimum experience required for promotion/appointments to the higher posts, subject to such conditions and restrictions regarding pay and other allowances as may be directed.
- (3) In making all such appointments due regard shall be kept of the seniority of the officer to be so appointed. In special circumstances, appointments can also be made without prejudice to the seniority of others.

27. Probation:

“All the persons entering the service by direct recruitment against clear vacancy shall be placed as “Probationer Trainee” for a period of two years and one year in the case of promotion.

Provided that any period after such appointment during which a person has been on deputation on a corresponding or higher post shall count towards the period of probation.

During the period of probation specified in sub-rule (1), each probationer trainee may be required to pass such Departmental Examination and to undergo such training as the Board/Nigam may, time to time, specify”.

(Substituted vide order No. 229 dated 28.02.06 (F&R-307))

Officers Service (Recruitment, Promotion & Seniority) Regulations

28. Unsatisfactory progress during probation and temporary appointment:

- (1) If it appears to the Appointing Authority at any time during or at the end of the period of probation or training or temporary appointment, that the officer has not made sufficient use of his opportunities or that he has failed to give satisfaction, the Appointing Authority may revert him to the post held by him immediately preceding his appointment, or in other cases, may discharge him from the Board/Nigam's service.

Provided further that the appointing authority may extend the period of probation or temporary appointment of the officer, who fails to give satisfaction as aforesaid, by a specified period not exceeding one and a half years.

- (2) A probationer or temporary appointee who has been reverted or removed from service during or at the end of the period of probation or temporary appointment under sub regulation (1) above shall not be entitled to any compensation.

28 A. Exclusion of the period of suspension from the period of probation:

Where, on or after the commencement of this regulation, an officer remains in suspension during the whole or any part of the period of probation, such period of suspension shall be excluded in computing the period of probation prescribed by Regulation 27, or extended under Regulation 28.

29 Confirmation of appointment after successful termination of the period of' probation:

(1) A probationer shall be confirmed in his appointment after the successful termination of the period of his probation retrospectively from the date he was placed under probation, if

- (a) He has passed the departmental examination, if any, and has successfully undergone such training as the Board/Nigam may prescribe from time to time.
- (b) The Appointing Authority is satisfied that his integrity is unquestionable and that he is otherwise fit for confirmation.
- (c) Sufficient number of permanent posts exist. If at the end of the probationary period there is no permanent post vacant, the probationer shall officiate on a temporary or on a permanent post on which another officer holds a lien.

30. Seniority:

Seniority shall be determined by the date of order of appointment to the post provided that:-

(1) The seniority in respect of persons appointed to the post concerned after the formation of the Board/Nigam but before the commencement of these Regulations shall be such as may be fixed by the Board/Nigam.

(2) If two or more persons are appointed in the same year, a person appointed by promotion shall be senior to a person appointed by direct recruitment.

(3) Inter-se-seniority of two or more persons promoted from the lower post by the same order or orders of the same date shall be the same as their seniority in the lower cadre.

(4) In case of direct appointment if no order of preference has been given by the Selection Committee the inter-se-seniority shall be according to the date of birth.

Officers Service (Recruitment, Promotion & Seniority) Regulations

(5) The inter-se-seniority of the persons transferred by the Government to the Board/Nigam as on the date of final transfer shall be, as may be determined by the Government.

(6) The officers of the erstwhile Rajasthan State Electricity Board, who will be subject to these Regulations, shall rank senior to the officers appointed by the Board/Nigam on 20.7.2000 and thereafter in the category of posts, which they were holding on 19.7.2000.

31. Scale of Pay:

The scale of monthly pay of a person appointed to a post shall be such as may be sanctioned by the Board from time to time for that post.

32 Increments during probation:

(Deleted vide order No. 229 dated 28.02.06 (F&R-307))

33. Criteria for Crossing an Efficiency Bar:

No officer shall be allowed to cross an efficiency bar unless in the opinion of the Appointing Authority he has worked satisfactorily and his integrity is unquestionable.

34. Regulation of leave, allowance, pension etc.:

Except as provided in these Regulations, the allowances, pension, leave, C. P. F. and other conditions of service shall be regulated by the Rules and Regulations framed by the Board/Nigam on these matters and also by orders and instructions issued from time to time by the Board/Nigam or other Authority competent to do so.

35. Removal of doubts:

If any doubt arises relating to the application and scope of these Regulations, the decision of the Chairman thereon shall be final.

36. Repeal and Savings:

All existing Rules, Regulations and orders in relation to matters covered by the Regulations, are hereby superseded but any action taken by or in pursuance of such existing Rules etc. shall be deemed to have been taken under these Rules and Regulations.

APPENDIX 'A'

**RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED
STANDARD AND SYLLABUS FOR RECRUITMENT TO
THE POST OF ACCOUNTS OFFICER**

(Deleted vide order No. RSEB/F&R/F./D. 39 dated 14.05.98)

Officers Service (Recruitment, Promotion & Seniority) Regulations

Schedule II

S.No.	Category of Post	Method of recruitment with percentage	Qualification	Appointing Authority	Remarks
1	2	3	4	5	6
1.	Secretary	The post of Secretary shall be filled in accordance with the provisions of Section 15 of the Electricity (Supply) Act, 1948, with the approval of the State Government	.		
2.	Advisor (Legal Affairs)	Selection Post	To be filled in by promotion/selection	Board/Nigam	
3.	Chief Controller of Accounts	100% by Selection	To be filled in by promotion/Selection from amongst the following departmental officers: (a) Chief Accounts Officer (b) Dy. COA / Sr. A.O. with a minimum service of 5 years as Dy COA/Sr A.O.	Board/Nigam	Note: The post of CCOA was redesignated as Director (Accounts) and post of Controller of Accounts as Chief Accounts Officer. (Substituted vide order No. RSEB/F&R/F. 11(2)/D.10 dated 6.02.97)
4.	Chief Accounts Officer/Controller of Internal Audit	Selection Post	To be filled in by Promotion/selection of a departmental officer from amongst: Dy. Controller of Accounts/Dy. Director (IA)/Dy. CAO/Sr.Accounts officers with a minimum service of 5 yrs as Dy. Controller of Accounts / Sr. Accounts Officer/ Dy.Director (IA)/Dy. CAO.	Board/Nigam	(Substituted vide order No. RSEB/F&R/F. 11(2)/D.6 dated 6.02.97)
5.	Joint Director (Personnel)	Merit-cum-seniority	4 yrs service as Dy. Director (Personnel)	Board/Nigam	(Substituted vide order No. RSEB/F&R/F. 11(3)/D.11 dated 29.03.97)
6.	Sr. Resident Officer	By Promotion		Board/Nigam	

Officers Service (Recruitment, Promotion & Seniority) Regulations

S.No.	Category of Post	Method of recruitment with percentage	Qualification	Appointing Authority	Remarks
1	2	3	4	5	6
7.	Deputy Secretary	100% by Selection	<u>Assistant Secretary or Estt Officer or Admin Officer or an Officer of equivalent rank in the cadre, having 5 yrs of service in that capacity</u>	Board/Nigam	(Substituted vide order No. RSEB/F&R/F. 11(2)/D.5 dated 21.01.97) effective from 28.01.95. Note No.1 In the event of non availability of suitable persons the posts may be filled in by making persons on deputation from the State Govt. Note No.2 Where eligible persons are not available then the requirement of experience may be relaxed.
8.	Dy. Director (Personnel)	100% by Selection	<u>Personnel Officer or an officer of equivalent rank in the cadre having at least 5 yrs service in that capacity.</u>	Board/Nigam	(Substituted vide order No. RSEB/F&R/F. 11(2)/D.5 dated 21.01.97) effective prospectively for vacancies of the year 1997 and onwards Note No.1 Where suitable persons are not available then by taking persons on deputation from the State Government. Note No.2 Where eligible persons are not available then the requirement of experience may be relaxed.

Officers Service (Recruitment, Promotion & Seniority) Regulations

S.No.	Category of Post	Method of recruitment with percentage	Qualification	Appointing Authority	Remarks
1	2	3	4	5	6
9.	Dy. Controller of Accounts/ Senior Accounts Officer/ Dy. Director (IA)/ Dy. CAO	50 % by seniority-cum- merit & 50% by merit cum seniority.	<u>Accounts officer or Audit Officer or any officer of equivalent rank in the cadre having at least 5 yrs service in that capacity.</u>	Board/Nigam	(Substituted vide order No. RSEB/F&R/F. 11(2)/D.5 dated 21.01.97) effective prospectively for vacancies of the year 1997 and onwards Note - Where suitable persons are not available then by taking persons on deputation from the State Government
10.	Assistant Secretary/ Estt Officer	100% by Selection	A section officer or Personal Asstt. With 15 yrs service of the Board/Nigam having atleast 3 yrs service on the post of Section Officer or Personal Assistant or 5 yrs service as either office <u>Superintendent</u> Gr. I and section Officer or Stenographer Gr. I and Personal Assistant. Office <u>Superintendent</u> Gr.1 and Stenographer Gr. I with 15 yrs service of the Board/Nigam having atleast 5 yrs service as <u>Superintendent</u> Gr. I or Stenographer Gr.1	Chairman	Note No.1: The ratio of appointment amongst the Section Officer/Office Superintendent Gr.1 & shall be 1:1 (The ratio 2:1 was substituted by 1:1 vide order No. 960 dated 10.09.04 (F&R-241) The first vacancy shall be filled in from amongst Section Officer/Office Superintendent Gr.1 and the second vacancy shall be filled in from amongst Personal Assistant / Stenographer Gr.1 The ratio 2:1 was prescribed vide order No. RSEB/F&R/F. /D.10 dated 15.3.2000) Note No.2: For specialised jobs e.g. Accounts/Legal/Statistical etc. Officers may be taken on deputation from the State Government Accountant General/Central Government department Public Undertakings etc.

Officers Service (Recruitment, Promotion & Seniority) Regulations

S.No.	Category of Post	Method of recruitment with percentage	Qualification	Appointing Authority	Remarks
1	2	3	4	5	6
11.	Personnel Officer	<p>50% by direct recruitment and 50% by promotion</p> <p>Substituted by 100% by promotion vide order No. 811 dated 26.07.04 (F&R-224)</p> <p>Further substituted by 50% by direct recruitment and 50% by promotion vide order No. 616 dated 29.05.06 (F&R-324)</p>	<p>For Promotion: Must have served at least 5 yrs as Asst. Personnel Officer in the <u>RRVPN</u></p> <p>For direct recruitment Must hold a degree in Arts or Science or commerce from any recognised University established by law in India or a Degree of Foreign University recognised as equivalent thereto by the Govt. of Rajasthan <u>with at least 55% marks in Degree</u> alongwith:-</p> <p>(a) A Master's degree in Social <u>work</u>/Post graduate Degree in Personnel Management/Human Resource Management/Development/Industrial relations from a recognised University established by law in India with <u>at least 55 % marks in Degree</u>, or (substituted vide order No.1186 dated 07.11.06 (F&R-350))</p> <p>(b) A Post Graduate Diploma in labour laws,labour Welfare and Personnel Management from a recognised University established by law in India with <u>at least 55% in Degree</u>, and</p> <p>(c) A good working knowledge of Hindi written in <u>Devnagri</u> script and knowledge of one of the Rajasthan Dialects</p> <p>If it is decided to hold Written Competitive Examination, the procedure and syllabus of the examination shall be as per Appendix-B. (inserted vide order No.1186 dated 07.11.06 (F&R-350))</p>	Chairman	<p>. (Substituted vide order No. RSEB/F&R/F./D.60 dated 19.11.97)</p> <p>NOTE: The Chairman shall have the powers to decide whether an entrance examination for recruitment to the post of Personnel Officer is necessary or not.</p>

Note: The post of Law Officer has been deleted in compliance to order No. 1287 dated 18.12.04 (F&R-254)

Officers Service (Recruitment, Promotion & Seniority) Regulations

S.No.	Category of Post	Method of recruitment with percentage	Qualification	Appointing Authority	Remarks
1	2	3	4	5	6
12.	Accounts Officer	<p>50% by direct recruitment and 50% by promotion in the ratio of 1:1 by seniority-cum merit and merit-cum-seniority</p> <p>Note: One fourth of the vacancies to be filled in by direct recruitment quota shall be filled from amongst the departmental candidates <u>(i) Chartered Accountants (Member of the Chartered Accountants of India) OR (ii) who have acquired the qualification of MBA (Finance) from a University established by Law in India as a regular student OR (iii) possessing the qualification of Cost and Works Accountant (ICWA Final) awarded by the Indian Institute of Cost and Works Accountants, Kolkatta; or (iv) Cost and Works Diploma of any recognized university in India with 10 years of experience of working as Jr. Accountant and 5 years of working as Accountant/Asst. Accounts Officer in the Board/Nigam, such experience being reckoned from the date of passing such examination. Provided that in the event of non-availability of eligible candidates the vacancy/vacancies may be filled in from the amongst the successful candidates of general category or the backlog may be carried forward for a maximum period of 3 years. (Existing Note has been substituted vide order No. RSEB/F&R/F. 11 (2)/D.6 dated 12.02.98 in place of earlier order No. 3 dated 18.1.97)</u></p>	<p>(1) For Direct Recruitment:</p> <p>(a) Chartered Accountants (Member of the Institute of Chartered Accountants of India). OR</p> <p>(b) MBA (Finance) from a reputed management institute as a regular student</p> <p>Note – (1) <u>The post under direct recruitment quota is to be filled by selection on basis of recorded academic/professional education/ performance and interview by a selection committee (2) notwithstanding anything contained in these regulations, where felt necessary by the discretion of the Chairman, vacancies may also be filled up by holding campus interviews.</u></p> <p>Note 3: - 3 Nos. posts, against which contract appointments had made in past and now regular recruitment is to be done in terms of Govt. sanction No.12/ Energy/ 2003 dated 14.7.2006, may be filled up from open market by Chartered Accountants working in reputed organizations after selection at campus interview. The appointment will be as probationer trainees for a period of two years at consolidated monthly remuneration of Rs. 7950/- per month. However, for persons working in PSUs, particularly in energy sector, higher consolidated remuneration can be given depending on experience, current emoluments and nature of duties performed by the candidates. (Note 3 inserted vide order No. 1186 dated 07.11.2006 (F&R-350)</p> <p>(2) For promotion: the minimum experience required will be 5 yrs. As Asstt. Accounts Officer in the Board or a total service of 15 years as Accountant and Asstt. Accounts Officer in the Board, provided the persons so eligible does not supersede any of his seniors who may not have been eligible because of his requisite experience as prescribed in these Regulations. Promotion would however be made under these rules, if senior persons has been rejected on any ground other than completion of requisite period of service prescribed for eligibility</p>	Chairman	<p>(Substituted vide order No. RSEB/F&R/F. 11(2)/D.6 dated 12.02.98)</p> <p>(Substituted vide order No. RSEB/F&R/F. /D.39 dated 14.05.98)</p>

Officers Service (Recruitment, Promotion & Seniority) Regulations

S.No.	Category of Post	Method of recruitment with percentage	Qualification	Appointing Authority	Remarks
1	2	3	4	5	6
12 (A)	Analyst-cum-Programmer	100% by Promotion by Seniority cum merit	10 years experience as a Computer Programmer in erstwhile RSEB/RVPN. (12 (A) inserted vide order No. 296 dated 17.04.07 (F&R-388)	C.M.D.	8000-275-13500
13.	Safety-cum-Fire Officer	Direct Recruitment	Degree of a recognised University preferably a Science Graduate with Physics, chemistry and Maths. Experience - <u>Membership Examinations passed from the Institutions of Fire Engineering U.K. with atleast 7 yrs experience not below the rank of Divisional/ regional Fire Officer in an established Fire service or Graduate examination passed from the Institution of Fire Engineering (India) with 10 yrs experience not below the rank of Divisional/Regional fire officer in an established fire service. Experience in Safety measures in a Power Station. OR Divisional officers course passed from the National fire Service college, Nagpur with 10 yrs experience not below the rank of Divisional/regional fore Officer in an established fire service. Experience in safety measures in a Power station. OR Five yrs Experience as Fire cum safety Officer in a Major Power Station.</u>	Chairman	

Officers Service (Recruitment, Promotion & Seniority) Regulations

S.No.	Category of Post	Method of recruitment with percentage	Qualification	Appointing Authority	Remarks
1	2	3	4	5	6
14..	Asstt. Accounts Officer (Substituted vide order No. RSEB/F&R/F. 11(2)/d.6 dated 12.02.98)	<u>50% by promotion on the basis of seniority-cum merit</u> b) <u>35% by promotion on the basis of merit-cum-seniority</u> c) <u>15% by limited direct recruitment</u> (Substituted vide order No. RSEB/F&R/F. 11(2)/D.6 dated 12.02.98)	From amongst the Accountants having atleast 7 years Service as Accountant.. (1) 70% by promotion on merit basis from the Accountants with atleast 7 yrs service as Accountants in the Board/Nigam (2) 30% by promotion out of the Accountants possessing the qualification as Accountant in the Board/Nigam CA (Member of the Institute of Chartered Accountants in India) OR Having the qualification of Cost and Work Accountants awarded by the Indian Institute of Cost and Works Accountant, Kolkatta OR M.B.A (Finance) OR Passed Intermediate Exam of the Indian Institute of Cost and Works Accountant, Kolkatta/CA (Inter) and possessing 5 yrs experience of working as Acctt. in the Board/Nigam (Amended vide order No. 46 dated 8.1.2004 (F&R-173) Action ratified vide order No. 201 dated 27.02.04 (F&R-184) (Post qualification experience deleted vide order No. 924 dated 26.8.04 (F&R-236) OR A Graduate holding Diploma in Cost and Works Accounts from a University established by law in India and possessing five years post qualification experience of working as Acctt in RRVPN. From amongst the departmental candidates who possess the qualification of (i) ICWA (Final) OR (ii) CA OR (iii) MBA (Finance) OR (iv) CA (Inter) or ICWA (Inter) or Diploma in Cost and Works Accounts of any recognised University of India with 7 yrs of experience of working as Jr. Acctts. Or 5 yrs experience as Accountant in the Nigam. (Substituted vide order No.33 dated 21.4.98)	Chairman	Note - (1) In the event of non-availability of eligible qualified Accountants in category (b) (2) the vacancies may be filled by the Accountants falling under category (b) (1) or alternatively the vacancy/vacancies may be carried forward for a maximum period of 3 yrs. (2) Notwithstanding anything contained in these Regulations, in case of non-availability of eligible candidates, in a particular year, under direct recruitment quota, such vacancy/vacancies may be filled in by promotion in the manner as laid down supra or alternatively the vacancy/vacancies may be carried forward for a maximum period of 3 yrs. (3) Note No. 1 which prescribed the condition of working for 3 years in field or rural subdivision for accountants eligible for promotion to the post of AAO was deleted vide order No. 294 dated 7.9.01 (F&R-11) and note No. 2 & 3 were renumbered as 1 & 2. (Post qualification experience of accountant Deleted vide order No. 924 dated 26.08.04(F&R-236)

Officers Service (Recruitment, Promotion & Seniority) Regulations

S.No.	Category of Post	Method of recruitment with percentage	Qualification	Appointing Authority	Remarks
1	2	3	4	5	6
15.	Asstt. Public Relations Officer	<u>50% by direct Recruitment</u> <u>50% by internal direct recruitment</u> (Substituted vide order No. RSEB/AS/GAD/F&R/F./D.841 dated 07.08.02) (F&R-70)	(i) Must be 2nd class post graduate in Arts, Science or Commerce having diploma in journalism from any university established by law in india or a foreign qualification recognised equivalent to it by Government. The post Graduate in English or Hindi Literature will be Preferred and (ii) must have good command in English and Hindi and should be able to prepare write up and press notes on a given subject with both languages and (iii) Must have experience in Public relations Department/Cell of the state Govt. or Govt. of India/or Public Sector Undertaking for a minimum period of one year. <u>(i) Must be 2nd class post graduate in Arts, Science or Commerce having diploma in journalism from any university established by law in India or a foreign qualification recognised equivalent to it by Government. The post Graduate in English or Hindi Literature will be Preferred and (ii) must have good command in English and Hindi and should be able to prepare write up and press notes on a given subject with both languages (Substituted vide order No. RSEB/AS/GAD/F&R/F./D.841 dated 7.08.02) (F&R-70) (iii) Official to be considered for internal direct recruitment should be drawing salary in a pay scale of not less that Rs. 5500-9000 (iv) Experience of working in the Public Relation Cell of erstwhile RSEB/RVPN may be given due weightage. (Substituted vide order No. RSEB/AS/GAD/F&R/F./D.998 dated 25.09.02) (F&R-79)</u>	Chairman	
16.	Company Secretary	100% Direct Recruitment	Must be at least a first class graduate and a member of the Institute of Company Secretaries with work experience of at least 5 years as a Company Secretary in a PSU.	Board/Nigam	
17.	Land Acquisition Officer	On deputation from State Government			
18.	Sr. Homeo Chikitsak	Direct Recruitment		Board /Nigam	

PROCEDURE & SYLLABUS FOR RECRUITMENT TO THE POST OF PERSONNEL OFFICER

Sl. No.	Subject	Max. Marks	Mini. Passing Marks for _ :			Duration
			Gen.	SC/ST/ OBC/ Female		

1. **Paper-I** - **Max. 150 Marks**

<u>Section-I</u>	50		150	75 (50%)	60 (40%)	3 Hours
Hindi						
<u>Section-II</u>	50					
English						
<u>Section-III</u>	50					
Gen. Knowledge						

The Standard and Syllabus of examination papers shall be of Graduation level Examination of a University established by Law.

2. **Paper-II** - **Max. 150 Marks** -

(Objective Type i.e. Multiple Choice Questions)

(Minimum passing marks for Gen. category candidate = 75 and
For SC/ ST/ OBC and Female category candidate = 60 Marks)

Section-A - **Max. 50 Marks**

- i. Industrial Dispute Act, 1947.
- ii. Factories Act, 1948.
- iii. Trade Unions Act, 1926.
- iv. Industrial Employment (Standing Order) Act, 1946.
- v. Workmen's Compensation Act, 1923.

Section-B - **Max. 50 Marks**

- i. Payment of Gratuity Act, 1972.
- ii. Payment of Bonus Act, 1948
- iii. Payment of Wages Act, 1936.
- iv. Minimum Wages Act, 1948
- v. Employees Provident Fund Act., 1952
- vi. E.S.I. Act, 1948.

Section-C - **Max. 50 Marks**

Concepts of Personnel Management and role of a Personnel Officer in an Industrial Organization. Labour Welfare, Social Security/ Insurance, Safety measures, Wages policy, working conditions, Industrial Development, Trade Union Movements, Collective bargaining, functions of JMC and its role, etc.

Officers Service (Recruitment, Promotion & Seniority) Regulations

3. A candidate of Unreserved Category is required to secure atleast 75 marks (50%) in each paper, individually. SC/ST/OBC and Female Category Candidates shall be allowed 10% relaxation i.e. they will have to secure atleast 60 marks in each individual paper for acquiring eligibility to appear in the Interview. No candidate securing less than minimum prescribed marks shall be called for Interview.
4. A merit list shall be prepared on the basis of marks obtained by the candidates in the Written Competitive Exam. Candidates limited to 'three times of vacancies' under each category from the Merit list prepared on the basis of marks in the Written Competitive Exam, shall be called for adjudging suitability, Interview and verification of their testimonials, by the Selection Committee, to be constituted by the Chairman & Managing Director. The selection shall be made by giving 80% weightage to the total marks obtained in the Written Competitive Exam and remaining 20% weightage be given to their performance in the Interview.
6. Reserve List:- Name of candidates considered suitable by the Selection Committee, but not offered appointment, shall be kept in panel which shall remain in operation for next 12 months from the date of preparation of the list. Further appointments shall be made from the panel in order of Merit.

(Appendix 'B' inserted vide order No. 1186 dated 07.11.2006 (F&R-350))