

REGD. POST



**RAJASTHAN RAJYA VIDYUT UTPADAN NIGAM LTD.**

(A Government of Rajasthan Undertaking)

Corporate Identity Number (CIN) – U40102RJ2000SGC016484

Regd. Office & H.O.: Vidyut Bhawan, Janpath, Jyoti Nagar, Jaipur-302 005.

Telephone : +91-141-2741352 E-mail : hrd@rrvun.com

Website : <http://energy.rajasthan.gov.in/rvun/>

No: RVUN/P&A/F.98(DR-APO)/D. 217

July 31 , 2019

**ORDER**

As per merit prepared on the basis of marks secured in the competitive exam held on 5<sup>th</sup> July, 2018, following candidate is hereby appointed on the post of “Assistant Personnel Officer” as Probationer Trainee, on fixed remuneration of Rs.26,500/- (Rupees Twenty Six Thousand Five Hundred) only per month, on the following terms & conditions :-

S. N.	Name, Father's Name & Ad/dress	Date of Birth	Category	Placed at the disposal of
1.	Ms. Khushbu Bagadia D/o Shri Girdhari Lal Bagadia, P.N. 1, Sudamapuri Vistar, Jodla Power House, Sikar Road, Jaipur, Rajasthan - 302013	02-09-1992	BC	Chief Engineer (CTPP-O&M), Chhabra

**Terms & Conditions:-**

The terms & conditions of their appointment are as per RVUN's Ministerial Staff Service Regulations, 2017, the major ones are given below:-

1. Initially, these appointments are as “Probationer-Trainee” for a period of two (2) years and during the period of probation training, they shall be paid fixed remuneration Rs.26,500/- (Rupees Twenty Six Thousand Five Hundred) only per month. After successful completion of probation-training period, they will be fixed at minimum (first cell) of Level-11 in the Pay Matrix i.e. at Rs.37,800/- as basic pay. The period of probation-training shall not be counted for grant of Annual Grade Increment(s). However, the period spent as Probationer Trainee shall be counted for experience & eligibility for promotion.

Provided that the probationer trainee, if any, who is already in-service of RVUN, may opt either for fixed remuneration or to continue in existing pay with allowances as receiving prior to joining as Assistant Personnel Officer (PT) (not the pay in the prescribed Level of the new post in the pay matrix),

whichever is more beneficial to him/her. In case he/she opts for existing pay matrix, he/she shall also be entitled for annual grade increment during probation training period. In case he/she opts for fixed remuneration, he/she shall be paid only fixed remuneration Rs.26,500/- (Rupees Twenty Six Thousand Five Hundred) only per month during the probation training period and the period of probation training shall not be counted for grant of Annual Grade Increment(s) to him/her.

2. During the period of probation training, these probationer trainees shall be entitled only to fixed remuneration as above and shall not be entitled to Special Pay, Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Conveyance Allowance or any other allowance(s) called by whatever name.

In case of an 'in-service employee of RVUN', if he/she opts for fixed remuneration, he/she shall be entitled only to fixed remuneration as above and shall not be entitled to Special Pay, Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Conveyance Allowance or any other allowance(s) called by whatever name.

3. Services of the above Probationer-Trainees can be terminated at any time by giving one month's notice in writing or by giving one month's remuneration in lieu thereof; except in case of misconduct of any description where services could be terminated as per relevant provisions, without giving any kind of notice and such persons would not be entitled to any kind of compensation.
4. Probationer-Trainees will have to undergo training(s) as and when organized/ arranged by RVUN at any Training Institute/ Power Station and will neither leave any such training at any time before completion thereof nor commit any act of misconduct during such training period(s), failing which Probation-Training period shall not be treated as complete.
5. At the time of joining duties, the above Probationer-Trainees will have to execute a "Bond" (proforma enclosed as **Appendix-A**) on Non-judicial stamp paper of Rs.500/- issued in the name of incumbent with the specific purpose of executing Bond in favour of RVUN, for giving an undertaking that he/she will not leave his/her training/ service or resign or take-up another employment during the period of 'Probation-Training' as well as within one year after completion of Probation-Training, and also during any other training period as well as after completion of such training, within a minimum period of 1 year if such training period is for a period exceeding 3 months but upto 6 months, and within 2 years, if it exceeds 6 months; but in case he/ she violates these provisions, he/she will refund to RVUN, all emoluments paid to him/her, including the expenses incurred by RVUN on such training (s), subject to maximum of Rs.1,50,000/- (Rupee One lac fifty thousand) only (excluding the amount paid to him/her by way of traveling and daily allowance under the relevant regulations) and any other amount that may be due to RVUN, together with interest @ 12% per annum from the date of demand to the date of payment in lump-sum.
6. After completion of 3 years' period, the above candidates may resign from Nigam's services by giving three months' notice in writing to the Managing Director. However, in case of breach of this provision by any employee, he/



she shall be liable to pay the amount of salary for the notice period falling short of 3 months' as compensation to RVUN. In case of any default, such amount may be deducted from any money due to him/her.

7. Candidates will have to bring a "Surety" of an employee of Central/ State Government or Public Undertaking getting pay in Level L-10 (old Grade Pay Rs. 3600/-) or above in the pay matrix. In this kind of surety, it shall have to be mentioned that in case the candidate leaves services of RVUN without making compliance of conditions as stipulated at para 3 and/or 5 above, that employee of Central/State Government or Public Undertaking shall pay compensation, as above, to RVUN (proforma enclosed as **Appendix-B**).
8. All candidates, except those already possessing one of the qualifications mentioned hereunder in the "computer" field, shall be required to acquire anyone of the following qualifications in Computer proficiency during two years of probation Training period. If a candidate fails to do so, his/her probation Training period shall be extended upto the maximum period of one year and in case he/she fails to acquire the same in such extended period also, his/her services shall be terminated:-
  - (i) "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India.

OR
  - (ii) Computer Operator & Programming Assistant (COPA)/ Data Preparation and Computer Software (DPCS) certificate organized under National/State Council of Vocational Training Scheme.

OR
  - (iii) Diploma in Computer Science/Computer Applications from a University established by Law in India or from an institution recognized by the Government.

OR
  - (iv) Diploma in Computer Science & Engineering from a polytechnic institution recognized by the Government.

OR
  - (v) Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.

OR
  - (vi) CIC/CIT from IGNOU.

Notwithstanding anything contained herein above, if the candidate had already studied Computer subject in his/ her Graduation/ Post Graduation/ Professional qualification, then this provision shall not be binding upon him/ her.

9. No Travelling Allowance shall be admissible for joining as a Probationer-Trainee. In case of journey on duty, he/she shall be allowed TA as on tour and in case of transfer made in the administrative interest, only Mileage Allowance and incidental charges on the basis of fixed monthly remuneration shall be admissible.
10. These Probationer Trainees shall be covered under the Contributory Provident Fund Rules of RVUN. Their contribution towards CPF shall be deducted as per relevant provisions from fixed monthly remuneration and the Employer's contribution of CPF shall be borne by the Company in



addition to the fixed monthly remuneration. Provided that probationer trainee, if any, who is already in service of RVUN shall be continued to be covered under the CPF Rules of RVUN or Pension scheme, whichever is applicable for him/her by virtue of his/her previous service.

11. The above Probationer-Trainees, if not covered by the ESI Act, 1948, shall be covered under the provisions of Medi-claim Insurance Policy. In case of their transfer from ESI implemented area to non-implemented area, they shall be covered by the Medi-claim Insurance Policy. Provided that any probationer trainee who is already in service of RVUN shall be continued to be governed by the RCS (Medical Attendance) Rules, 2013 or by the provisions of medi-claim insurance policy, whichever is applicable upon him/her prior to his/her appointment to the post of Assistant Personnel Officer (Probationer Trainee).  
No candidate shall be allowed to join service until he/ she provide required information/ documents and fills prescribed forms for getting him/ her covered under Medi-claim Insurance Policy/ ESI Scheme, as the case may be. For this, they should bring two (2) stamp size photographs of all dependent family members.
12. Coverage of the "Group Personal Accident Insurance Scheme (GIS)" will also be extended over these probationer trainees for which the premium shall be deducted in the same manner, as is being done in respect of regular employees.  
No employee shall be allowed to join service until he/ she has filled-up proposal forms as prescribed under "Group Personal Accident Insurance Scheme (GIS)".
13. In case of availability of the company's accommodation, the same will be provided as per rules on normal rent, treating the fixed monthly remuneration as "Basic Pay" for the purpose of determination of rent to be deducted.
14. Probationer Trainees shall be eligible for Casual Leave of 15 days in a Calendar year and for a period of less than a calendar year, it shall be admissible in proportion on the basis of completed months. Besides, they shall also be entitled for Privilege Leave, Terminal Leave, Maternity Leave, Paternity Leave, etc. as per relevant regulations.
15. No deputation allowance shall be admissible to a Probationer Trainee, if, deputed to "Foreign Service" for training etc.
16. The appointment is subject to Medical Fitness of the candidates. At the time of reporting for joining duty, probationer trainees will have to produce a "Medical Certificate of Fitness" from a doctor, authorized by the State Government (not below the rank of CMHO/ PMO of the District/Superintendent of Hospital associated with the Government Medical College), failing which the appointment order shall automatically stand cancelled without any notice/information. The fee paid for medical examination will be reimbursed by the Nigam if found medically fit and join duty. However, a probationer trainee, who is already in-service of RVUN shall be exempted from submission of medical certificate of fitness.
17. The appointment is subject to production of character certificate. At the time of reporting for joining duty, probationer trainees will have to produce antecedents/ verification report issued from the Superintendent of Police of



concerned District where he/she belongs failing which the appointment order shall automatically stand cancelled without any notice/ information. A letter in this regard is being issued by RVUN to the concerned Superintendent of Police of the District as per address given by the candidates in their application.

18. Disqualification for appointment : -

1. No male/female candidate, who has more than one wife /husband, living, shall be eligible for appointment.
2. No female candidate, who is married to a person having already a wife living, shall be eligible for appointment unless the Nigam after being satisfied that there are special grounds for doing so, exempt any female candidate from the operation of this regulation.
3. No married candidate shall be eligible for appointment if he/she had, at the time of his/her marriage, accepted any dowry;

**Explanation:** For the purpose of this sub-regulation, "Dowry" has the same meaning as in the Dowry Prohibition Act, 1961 (Central Act 28 of 1961).

4. No candidate shall be eligible for appointment who has more than two children on or after 1-6-2002.

Provided that :-

- (i) the candidate 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 1<sup>st</sup> June, 2002, does not increase.
- (ii) where a candidate has only one child from 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.
- (iii) while counting the total number of children of a candidate, the child born from earlier delivery and having disability shall not be counted.

Provided also that any candidate who performed remarriage which is not against any law and before such remarriage he is not disqualified for appointment under the above provisions, he shall not be disqualified if any child is born out of single delivery from such remarriage.

19. They can be posted at any place in Rajasthan or in any Plant/ Project/ Office under the management/ control/ partnership of RVUN and /or its subsidiaries.

20. The above candidates will have to submit the following certificates/ documents in original at the time of joining duty:-

- (i) Employment Certificate, if existing employee of RVPN/ RVUN/ JVVNL/ AVVNL/ JDVVNL or anywhere in service. Candidates already employed with Govt. Departments/PSU/ Autonomous Bodies will have to produce 'No Objection Certificate (NOC)' from the employer at the time of joining service.
- (ii) A Bond (proforma of the Bond enclosed as Appendix-A) on non-judicial stamp of Rs.500/- issued in the name of candidate.



- (iii) A Surety by an employee of Central/State Government/PSU on Non-judicial stamp of Rs.500/- (Proforma of the surety enclosed as **Appendix-B**) (The non-judicial stamp is to be purchased in the name of the person who is signing the surety).
- (iv) Duly completed form for Medi-Claim Insurance Policy/ ESI Scheme, as the case may be.
- (v) Proposal form for Group Personal Accident Insurance Scheme (GIS).
- (vi) Medical Fitness Certificate issued from a Doctor as per condition No. 16.
- (vii) Antecedents/ Verification Report issued from Superintendent of Police as per condition No. 17.
- (viii) An undertaking regarding non-smoking & non-chewing of Tobacco & Gutka as per **Appendix -C**.
- (ix) Declaration of acceptance of terms & conditions of appointment in RVUN on the photostat copy of this appointment order.

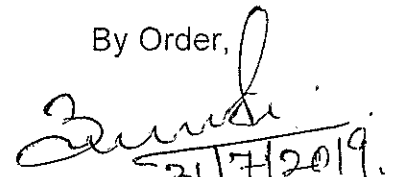
21. Other terms & conditions of service will be the same as are applicable to the employees of RVUN of similar category.

This appointment is provisional and subject to verification of education qualification, caste certificate and other documents from the concerned issuing authority/ agency.

At the time of joining, they will have to submit their acceptance under their own handwriting and signature, on a photostat copy of this appointment order, clearly stating that *I have gone through Terms & Conditions of my appointment as "Probationer Trainee on the post of Assistant Personnel Officer". I have understood all of them and I accept all these Terms and Conditions*".

Willing candidate, to whom the above terms & conditions of appointment are acceptable, shall report to the officers mentioned against name of each candidate for joining services in RVUN on or before **16<sup>th</sup> August, 2019**, failing which this offer of appointment shall stand automatically cancelled in respect of such defaulting candidate, without any notice/ information.

By Order,

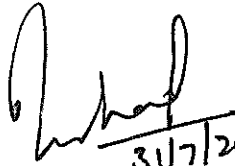
  
21/7/2019.

(Alok Sharma)

Jt. Director (Per. & Admn.)

Copy to the following for information and necessary action :-

1. Director (Technical/ Projects/ Finance), RVUN, Jaipur.
2. Chief Engineer ( ), RVUN,
3. CCOA/ CAO ( ), RVUN,
4. Jt. Director (Corporate Affairs) -cum- Company Secretary, RVUN, Jaipur.
5. Jt. Director Personnel (KTPS/STPS), RVUN, Kota/Suratgarh.
6. Superintending Engineer ( ), RVUN,
7. DDP/ DS/AS/ PO/ APO ( ), RVUN,
8. Sr. AO/ AO/ AAO ( ), RVUN,
9. Assistant Director (Public Relations), RVUN, Jaipur.
10. PS to CMD, RVUN, Jaipur.
11. AEn (Website Montg.), RVUN, Jaipur for uploading order.
12. Shri/ Ms.

  
31/7/2019  
(Vishal Malhotra)  
Personnel Officer (Estt.-II)

**BOND FOR THE POST OF \_\_\_\_\_ TO BE EXECUTED BEFORE  
JOINING IN RAJASTHAN RAJYA VIDYUT UTPADAN NIGAM LTD.  
(On Non-Judicial Stamp Paper of Rs.500/-)**

KNOW ALL MEN that I, \_\_\_\_\_ S/D of Shri \_\_\_\_\_, Age \_\_\_\_\_, Resident of \_\_\_\_\_ hereby agree to execute this Bond in full sense, and knowledge as follows :-

1. I, \_\_\_\_\_, been selected as Probationer Trainee on the post of \_\_\_\_\_ under the order No. \_\_\_\_\_ dated \_\_\_\_\_ of Rajasthan Rajya Vidyut Utpadan Nigam Ltd. (in short RVUN), bind myself that I will diligently, faithfully and to the best of my ability undergo the training as Probationer Trainee as well as all other trainings arranged by RVUN, and conduct and behave honestly, orderly and obediently towards my superiors and management of RVUN and will not leave trainings at any time before completion thereof and will not commit any act of misconduct during the training period.
2. I bind myself that I will not leave my training/ service or resign and will not engage directly or indirectly in any trade/ business/ occupation till the end of period of 'Probation-Training' and within one year after completion of Probation-Training.
3. In consideration of being sent on any other training (other than Probation training), I bind myself to serve RVUN during as well as after completion of training(s) for a minimum period of one year if the training is for a period exceeding three months but upto six months, and for two years if it exceeds six months.
4. In case of my any act contrary to or default of any provision stipulated at para 1, 2 & 3 above, I bind myself and my heirs, executors and administrators to pay to RVUN, on demand, all emoluments/ pay & DA, including expenses incurred on me during my training periods (excluding traveling & daily allowance), subject to maximum of Rs.1,50,000/- (Rupees One lac fifty thousand) only and any other amount that may be due to RVUN, together with interest @ 12% per annum from the date of demand to the date of payment in lump-sum in the event of following eventualities :-
  - a) In case, I fail to take due interest in the Probation Training or any other training arranged by RVUN.
  - b) In case my attendance during the training period, at the place where my name has been nominated/ sponsored, falls below 80% of the total training days.
  - c) In case of serious misconduct on my part during the training period.
  - d) In case I leave the Probation training or any other training arranged by RVUN at any time before completion of full period of training or quit service before the period as detailed in para-2 and 3 above.
5. In case, after completion of 3 years' period and also during any period otherwise not covered by para 1, 2 & 3 above, I resign or leave service of RVUN without giving three months' notice in writing to the Chairman & Managing Director, I bind myself to pay the amount of salary for the notice period falling short of 3 months' as compensation to RVUN and in case of any default, the amount may be deducted from any money due to me.



6. I further bind myself that the decision of Chairman & Managing Director, RVUN or any officer nominated by him as to the correct interpretation of the Bond, rules & regulations, etc. and as to whether I have or have not observed and complied with obligations herein recited, shall be final and binding upon me.

In case I, \_\_\_\_\_ leave services of RVUN before expiry of the minimum period of Probation Training or any other training or service, as prescribed in this bond, I will be under the obligation to refund the entire amount of expenses incurred on me (excluding traveling & daily allowance) subject to maximum of Rs.1,50,000/- (Rupees One lac fifty thousand) only and any other amount that may be due to RVUN, as per the undertaking given by me herein above, together with interest @ 12% per annum from the date of demand to the date of payment in lump-sum as certified by the concerned Chief Accounts Officer/ Sr. Accounts Officer/ Accounts Officer).

Signed & delivered by the  
above bonded person

Witness: -

1. Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_
2. Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Accepted:- For and on behalf of the Rajasthan Rajya Vidyut Utpadan Nigam Ltd.

Place \_\_\_\_\_  
Date \_\_\_\_\_

Jt. Director (Per. & Admn.)

APPENDIX – 'B'

**SURETY TO BE GIVEN BY AN EMPLOYEE OF CENTRAL/ STATE GOVERNMENT OR  
PUBLIC UNDERTAKING GETTING PAY IN PAY MATRIX LEVEL-10 (OLD GRADE PAY  
Rs. 3600/-) OR ABOVE ON NON-JUDICIAL STAMP PAPER OF RS.500/-**

I \_\_\_\_\_ S/D of Shri \_\_\_\_\_ Age \_\_\_\_\_ Resident of \_\_\_\_\_ working as (Designation) \_\_\_\_\_, Deptt. \_\_\_\_\_ and getting Pay in Pay Matrix Level-\_\_\_\_\_ do hereby stand this surety in respect of Shri/Ms. \_\_\_\_\_ S/D of Shri \_\_\_\_\_ appointed as Probationer Trainee on the post of \_\_\_\_\_, vide order No. \_\_\_\_\_ dated \_\_\_\_\_ of Rajasthan Rajya Vidyut Utpadan Nigam Ltd. (in short RVUN), and posted in the office of \_\_\_\_\_, and agree to execute this bond in full sense and knowledge as follows :-

1. That Mr./Ms. \_\_\_\_\_ will diligently, faithfully and to the best of his/ her ability undergo the training as Probationer Trainee as well as all other trainings arranged by RVUN, and conduct and behave himself/ herself honestly, orderly and obediently towards his/ her superiors and management of RVUN and will not leave trainings at any time before completion thereof and will not commit any act of misconduct during the training period.
2. That Mr./Ms. \_\_\_\_\_ will not leave training/ service/ resign and will not engage directly or indirectly in any trade/ business/ occupation till the end of the period of 'Probation-Training' and within one year after completion of Probation Training.
3. In consideration of Mr./Ms. \_\_\_\_\_ being sent on training I undertake that Mr./Ms. \_\_\_\_\_ will serve RVUN after completion of training(s) for a minimum period of one year if the training is for a period exceeding three months but upto six months and for two years if it exceeds six months.
4. That if Mr./Ms. \_\_\_\_\_ will indulge in any act contrary to any surety given by me at para 1, 2 and 3 above, I bind myself and my heirs, executors and administrators to pay to RVUN, on demand, all emoluments/ pay & DA, including expenses incurred on him/her during such training periods (excluding traveling & daily allowance), subject to maximum of Rs.1,50,000/- (Rupees One lac fifty thousand) only and any other amount that may be due to RVUN, together with interest @ 12% per annum from the date of demand to the date of payment in lump-sum in the event of following eventualities :-
  - a) In case, he/she fails to take due interest in the Probation Training or any other training arranged by RVUN.
  - b) In case his/ her attendance during the training period, at the place where his/ her name has been sponsored, falls below 80% of the total training days.
  - c) In case of serious misconduct on his/ her part during the training period.
  - d) In case he/ she leaves the Probation training or any other training arranged by RVUN at any time before completion of full period of training or quit service before the period as detailed in para-2 and 3 above.

5. I further bind myself that the decision of Chairman & Managing Director, RVUN or any officer nominated by him as to the correct interpretation of the Surety Bond, rules & regulations, etc. and as to whether Mr./ Ms. \_\_\_\_\_ has or has not observed and complied with obligations herein recited, shall be final and binding upon me.

In case Mr./Ms. \_\_\_\_\_ leaves services of RVUN before expiry of the minimum period of Probation training or any other training or service as prescribed in this Surety and Bond, I will be under obligation to refund the entire amount of expenses incurred on him/ her (excluding traveling & daily allowance) subject to maximum of Rs.1,50,000/- (Rupees One lac fifty thousand) only and any other amount that may be due to RVUN, as per the surety given by me herein above, together with interest @ 12% per annum from the date of demand to the date of payment in lump-sum as certified by the concerned Chief Accounts Officer/ Sr. Accounts Officer/ Accounts Officer).

Signature of Surety with rubber  
stamp of Designation & Office

Witness: -

1. Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_
2. Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Accepted: - For and on behalf of the Rajasthan Rajya Vidyut Utpadan Nigam Ltd.

Place \_\_\_\_\_  
Date \_\_\_\_\_

Jt. Director (Per. & Admn.)

वचनबंध प्रपत्र

में ..... पुत्र/पुत्री श्री .....  
..... निवासी ..... वचनबद्ध हूँ  
कि मैं धूम्रपान एवं तम्बाकु/ गुटखा सेवन नहीं करता हूँ/करती हूँ।

हस्ताक्षर  
वचनबद्धकर्ता