



AJMER VIDYUT VITRAN NIGAM LIMITED

Corporate Identification Number (CIN)- U40109RJ2000SGC016482
Regd. Off. Vidhyut Bhawan, Panchsheel Nagar, Makarwali Road, Ajmer-305004
Ph:- 0145-2644519 Fax :- 0145-2644518 Website :- www.avvnl.com Email :- secretaryavvnl@gmail.com



No. AVVNL / MD / Secy. (Admn.) / Karmik / D. 962) Date 16-3-18

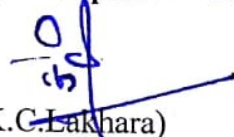
CIRCULAR

As per Schedule-I appended to AVVNL Ministerial Staff Service Regulation, 2017, the name of post of Commercial Assistant-II includes CA-II, Clerk Gr.II, Consumer Complaint Clerk, Data Entry Operator, Record keeper, Asstt. Store Keeper & Bradma Operator. Further in the note given at the end of Schedule, Data Entry Operators at their option shall be re-designated as CA-II. A new cadre named as "Informatics Assistant" has also been inserted in AVVNL Engineer's Service Regulations, 2016 at Sl. No. 12. According to which the post of "Informatics Assistant" is to be filled in 100% by direct recruitment as shown in column no. 3 against the entry at Sl. No. 12. However the post of Informatics Assistant shall first be filled by promotion having three years experience as DEO and any one of the qualifications as mentioned in Column No. 6.

It has, therefore, been felt expedient that in-service Data Entry Operators be asked to submit an option as per 'Form of Option' enclosed at Annexure-A for opting the post of Commercial Assistant-II. Those who do not opt for re-designation as CA-II will be treated to continue to work as Data Entry Operator (Dying Cadre). No request thereafter will be consider for any kind of change on any occasion.


The Data Entry Operators are, therefore, advised to fill the Form of Option as at Annexure-A and submit the same to the Secretary (Admn.), AVVNL, Ajmer through their controlling officers on or before 27th March, 2018. The option forms received after 27th March, 2018 will not be considered.

Encl: Annexure 'A'


(K.C. Lakhara)
Secretary (Admn.)
AVVNL, Ajmer

Copy submitted to the following for information & Necessary action: -

1. The Chief Engineer/ Addl. Chief Engineer (), AVVNL, _____.
2. The Chief Accounts Officer (), AVVNL, _____.
3. The Superintending Engineer (), AVVNL, _____.
4. The Superintending Engineer (IT), AVVNL, Ajmer with the request to please upload the Order on Nigam's website.
5. The Addl. S.P. (Vig.), AVVNL, Ajmer.
6. The Company Secretary, AVVNL, Ajmer.
7. The Dy. Director Personnel/ Personnel Officer (), AVVNL, _____.
8. The Sr. Accounts Officer/ Accounts Officer (), AVVNL, _____.
9. The Dy. Controller of Stores, AVVNL, Ajmer.
10. The Assistant Secretary to Managing Director, AVVNL, Ajmer.
11. The P.A. to MD/Director (Fin./ Tech.), AVVNL, Jaipur / Ajmer.
12. The Assistant Secretary (Pension/ Enquiry), AVVNL, Ajmer.
13. Sh. & P. F. to Sh. _____.
14. ACR Cell/ Enquiry Cell/ M.F./OO.


Dy. Director Personnel (HQ)
Ajmer



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“Annexure-A”

FORM OF OPTION

- 1) I.....S/o Shri.....working as Data Entry Operator, hereby elect to re-designate as Commercial Assistant-II.
- 2) I do hereby
 - a. quit to hold the post of Data Entry Operator
 - Or
 - b. to continue as Data Entry Operator (Dying Cadre)
- 3) The option exercised is final and will not be modified at any subsequent occasion.

Signature

Name

Designation

Present Place of posting

Place

Signed before me

Date :

Signature
(Head of Office)