



AJMER VIDYUT VITRAN NIGAM LIMITED
HATHI BHATA, CITY POWER HOUSE, AJMER

No. AVVNL/CAO /AAO (F & R)/ F.1(25)/D. 2060 Dated 31.10.2006

ORDER - 195

Sub:- Amendment in procedure of recruitment to various posts.

In reference to the approval of the State Govt. conveyed vide letter No. F. 12 (4) Energy / 2003 dated 14th July, 2006, the Board of Directors in its 98th meeting held on 29th September - 2006 has accorded approval for the following amendment in various rules and regulations with regard to the recruitment to the various posts:-

- i. In each of the service regulations, mentioned in Column No.2 of the following Table-A, the following new proviso shall be inserted below the existing Regulation mentioned under Column No.3, namely;

"Provided that preference shall be given to suitable candidates having relevant experience in Power Sector or Public Sector Undertakings. Chairman 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 Chairman may allow higher remuneration/ higher start in the prescribed pay scale to such experienced persons."

TABLE - A

S. No.	Name of Service Regulation	Regulation No.
1	2	3
1	AVVNL Officers' Service (Recruitment, Promotion & Seniority) Regulations, 1974.	6 (a)
2	AVVNL Service of Engineers (Recruitment, Promotion & Seniority) Regulations, 1969.	7 (i)
3	AVVNL Ministerial Staff Regulations, 1962.	After first para of Reg.16
4	AVVNL Technical Workmen Service Regulations, 1975.	4 (A)

- ii. The existing entries under Column No.3 against S.No.13 of the AVVNL Officers' Service (Recruitment, Promotion & Seniority) Regulations, 1974, shall be substituted by the following words, namely:-

"50% by direct recruitment and
50% by promotion."

- iii. In each of the service regulations, mentioned in Column No.2 of the Table-B, the following new proviso shall be substituted/ inserted in the Regulation mentioned under Column No.3 of the same, namely;

"Provided that if the Chairman 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."

TABLE - B

S. No.	Name of Service Regulation	Regulation No.
1	2	3
1	AVVNL Officers' Service (Recruitment, Promotion & Seniority) Regulations, 1974.	Existing Regul. 6 (b)(1) be substituted.
2	AVVNL Service of Engineers (Recruitment, Promotion & Seniority) Regulations, 1969.	Existing proviso of Regul.7 be substituted.
3	AVVNL Ministerial Staff Regulations, 1962.	Inserted as Regul. 6(9).

- iv. In each of the service regulations, mentioned in Column No.2 of the following Table-C, the words "Business Management" shall be substituted by the words "Human Resource Management/ Development".

TABLE - C

S. No.	Name of Service Regulation	Provisions under
1	2	3
1	AVVNL Officers' Service (Recruitment, Promotion & Seniority) Regulations, 1974.	Entries in (a) against S.NO.13 under Column 4
2	AVVNL Ministerial Staff Regulations, 1962.	Regulation 10 (5) (i) (a)

- v. In the end of the "NOTE" appearing against S.No.13 under Column 4 of the Schedule appended with the AVVNL Officers' Service (RPS) Regulations, 1974, the following new provision shall be added, namely;
- "If it is decided to hold Written Competitive Exam, the procedure and syllabus of the exam shall be as per Appendix-B."
- vi. The following shall be appended as "Appendix-B" to the AVVNL Officers' Service (RPS) Regulations, 1974 for prescribing the syllabus and procedure of recruitment to the post of Personnel Officer against direct recruitment quota posts.

"Appendix - B"					
PROCEDURE & SYLLABUS FOR RECRUITMENT TO THE POST OF PERSONNEL OFFICER/ ASST. PERSONNEL OFFICER					
Sl. No.	Subject	Max. Marks	Min. Passing Marks for :		Duration
			Gen.	SC/ST/ OBC/ Female	
1.	Paper-I	Max. 150 Marks			
	Section-I	50			3 Hours
	Hindi				
	Section-II	50	75	60	
	English		(50%)	(40%)	
	Section-III	50			
	Gen. Knowledge				

The Standard and Syllabus of examination papers shall be of Graduation level Examination of a

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 Disputes 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 and Miscellaneous Provisions Act, 1952
- vi. U.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.

- 3. A candidate of Unreserved Category is required to secure at least 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 at least 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. 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.
- 5. 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 lists. Further appointments shall be made from the panel in order of Merit.

vii. The existing entries as appearing at 1 (g) of the Appendix-1, appended to the AVVNL Ministerial Staff Regulations, 1962 shall be substituted by the new provisions appended as above as Appendix-B".

viii. The following new proviso shall be added after the first proviso appearing under Regulation 16 of AVVNL Ministerial Staff Regulations, 1962, namely;

"Provided further that those having experience of working as Accountant/ Junior Accountant with Power Sector or Public Sector Undertaking shall be given 'Bonus marks' as follows:-

- a. One year or more, but less than 2 year's experience - 10 marks
- b. Two years or more but less than 3 year's experience - 15 marks
- c. Three or more years' experience - 20 marks.

A Merit list shall be prepared by giving 80% weightage to the marks secured by the candidates on the basis of academic record as detailed above and 20% weightage shall be given to the experience in the Power Sector or Public Sector Undertakings. The selection shall be made strictly in order of the Merit List, so prepared."

ix. In the Regulation No. 10 of the AVVNL Officers' Service (Recruitment, Promotion and Seniority) Regulations, 1974:-

- A. the words "the first day of January next following" shall be deleted.
- B. the existing figures of maximum age as appearing against S.No. 3 & 4 of the table shall be substituted by "35".
- C. the existing provisions of proviso (v) shall be substituted by the following:

- (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.

D. the following shall be added as proviso (vii) :-

"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."

x. In the Regulation No. 9(A) of the AVVNL Ministerial Staff Regulations, 1962:-

A. the existing provisions excluding proviso there under shall be substituted by the following:-

"A candidate for direct recruitment to any post must have attained the age of 18 years and must have not attained the age of 35 years on the last date fixed for receipt of applications."

B. the existing proviso (i) shall be substituted by the following:-

- (i)(a) the maximum age for male candidates of SC/ ST/ OBC 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.

C. the following shall be added as proviso (viii) :-

"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."

xi. In the Regulation No. 4(D)(1) under the AVVNL Technical Workmen Service Regulations, 1975:-

- A. the words "the first day of January next following" shall be deleted.
- B. the existing proviso (i) shall be substituted by the following:-

(i) that the upper age limit mentioned in Schedule-III for :-

- (a) male candidates of SC/ ST/ OBC category shall be relaxed by 5 years;
- (b) Physically Handicapped candidates of General category, OBC category and SC/ ST category shall be relaxed upto 10 years, 13 years and 15 years respectively.

C. the following shall be added as proviso (iii) :-

"that candidates, who have undergone apprenticeship training or rendered service on relevant technical job in any capacity (i.e. Daily Rated/ Work-charged/Contract Service) in Company shall be given relaxation in upper age limit to the extent of period of such training/ service, upto a maximum of 5 years."

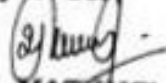
xii. Following amendments shall be made in the AVVNL Technical Workmen Service Regulations, 1975:

Amendments in TWSR

1. The existing words "Appointing Authority" as appearing in Regulations 4(B)(i) shall be substituted by "Authority that may be authorized by the Chairman".
2. After the words "Director of Personnel" the words "or any authority, which may be authorized by the Chairman", be inserted in Regulation 4(I)(1).
3. After the words "eligible candidates" the words "limited to two times of vacancies" shall be inserted in Regulation 4(I)(1).
4. The words "one & half times", as appearing in Regulation 4(I)(3-a) shall be substituted by "two times".
5. "Technical Helper" shall be inserted at Sr. No. 14 under Semi-Skilled category in Schedule - I.
6. Existing nomenclature of Foreman-II, Lineman-II, SSA/SBA-II and Electrician-II shall be substituted and new nomenclature of Technical Helper be inserted, as per Appendix "A" in Schedule - III.
7. In column 2 of Schedule-III "100% by promotion" shall be substituted against the posts of skilled 'B' and skilled 'A' categories i.e. LM-I, Elect. I, MTR-I/II/III, SBA/SSA-I, Wireman-I/II.

Further, the Board authorized the Chairman of the Company to approve any minor changes / amendments, as may be required, in the above Service Regulations from time to time.

By Order



(S.M. MATHUR)
CHIEF ACCOUNTS OFFICER
AVVNL, AJMER

Copy submitted/forwarded to the following for information and necessary action:-

1. The Chief Engineer/Zonal Chief Engineer(), AVVNL, _____.
2. The Dy. Chief Engineer (RPPC), AVVNL, Jaipur.
3. The Financial Advisor, AVVNL, Ajmer.
4. The Secretary (Admn.), AVVNL, Ajmer.
5. The Superintending Engineer (O & M), AVVNL, Chittor-Gwarh.
6. The Company Secretary, AVVNL, Ajmer.
7. The Addl. Superintendent of Police (Vig.), AVVNL, Ajmer.
8. The Sr. Accounts Officer (), AVVNL, _____.
9. The Dy. Controller of Stores, AVVNL, Ajmer.
10. The Dy. Director of Personnel, (), AVVNL, _____.
11. The Accounts Officer (O&M/IA/EA/BUDGET), AVVNL, _____.
12. The Personnel Officer (Corporate Off./O&M), AVVNL, _____.
13. The Public Relation Officer, AVVNL, Ajmer.
14. The Asstt. Accounts Officer (O.E. & S./CPC), AVVNL, Ajmer.
15. The P.A. to Managing Director, AVVNL, Ajmer/Jaipur.

from
SR. ACCOUNTS OFFICER (Rules)

Note: Govt Order No F.12(4) Energy /2003 dt 14.7.2006
is enclosed with order no CAO/FLR/FI(27)/D 2062
dt 31.10.06, order No. 134.