

Rajasthan Rajya Vidyut Prasaran Nigam
Limited Technical Workmen Service
Regulations
(in line with Rajasthan Industrial Employment
Standing Orders Rules, 1963)

Updated upto 31.05.2006

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 Raja Vidyut Prasaran Nigam Limited

PREFACE

In view of a number of amendments issued since last publication of TWSR 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 31.05.2006.

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.

(Naresh Pal Gangwar)
Chairman and Managing Director
RVPNL, Jaipur.

Jaipur.
Date:

Technical Workmen Service Regulations

Table of Contents

S No.	Regulation No.	Topic	Page No.
1	1	Short Title and Commencement	3
2	2	Extent of Application	3
3	3	Definitions	3
4	4 (A)	Method of Recruitment	4
5	4 (8)	Determination of Vacancies	5
6	4 (C)	Reservation of vacancies for SC/ST	5
7	4 (D)	Age	6
8	4 (E)	Academic, Technical qualifications and Experience	8
9	4 (F)	Character	8
10	4 (G)	Physical Fitness	8
11	4 (H)	Employment by irregular or improper means	9
12	4 (I)	Procedure for Direct Recruitment	9
13	4 (J)	Probation on Direct Recruitment	10
14	4 (K)	Disqualification for Appointment	10
15	4 (L)	Dowry Prohibition	11
16	5	Classification	11
17	6	Decision of Manager Final	12
18	7	Shift Working	12
19	8	Attendance and Late coming	13
20	9	Leave of Absence	13
21	10	No worker to Leave work premises	15
22	11	No worker to stay unauthorised in work premises	15
23	12	Liability to be searched	15
24	13	Publication of Holidays and pay days	15
25	14	Notice specifying rate of wages	15
26	15	Lay Off	15
27	16	Closure due to strike	16
28	17	Deduction of wages for loss of goods	16
29	18	Termination of Service	17
30	19	Deduction of wages for absence without notice	17
31	20	Payment of Wages to employed workman not present on usual pay day	18
32	21	Acts and omissions constituting mis conduct	18
33	21 (A)	Private Trade or Employment	19
34	21 (8)	Taking part in politics and Elections	20
35	22	Disciplinary action for misconduct	20
36	23	Exceptions to rule 22 (3)	23
37	24	Retirement	24
38	25	Issue of Service Certificate	25
39	26	Protection of existing welfare schemes	26
40	27	Criteria for Promotion	26

Technical Workmen Service Regulations

S No.	Regulation No.	Topic	Page No.
41	28	Procedure for Selection by Promotion	26
42	29	Date of effect of Promotion	27
43	30	Basis of Seniority	27
44	31	Liability of Manager	28
45	32	Supersession and Saving	28
45	Schedule I	Technical Subordinate Staff	
		Supervisory	29
		Skilled A	30
		Skilled B	31
		Semi Skilled	32
		Un Skilled	32
47	Schedule II	Posts not covered by TWSR	33
48	Schedule III	Qualification and Experience for Various posts	34

Technical Workmen Service Regulations

In exercise of the powers conferred by Section 15 of the Rajasthan Power Sector Reforms Act, 1999 (Act No. 23 of 1999), read with sub-clause (5) and (6) of Clause 6 of the Rajasthan Power Sector Reforms Transfer Scheme, 2000, read with section 185(3) of the Electricity Act 2003, the Board of Directors of Rajasthan Rajya Vidyut Prasaran Nigam Limited makes the following Service Regulations to govern the service conditions of Technical Workmen, namely:

1. Short Title and Commencement:

These Regulations may be called the Rajasthan Rajya Vidyut Prasaran Nigam Limited Technical Workmen Service Regulations and shall come into effect immediate effect.

2. Extent of Application:

These Regulations shall be applicable to the workmen as defined under clause (i) of Regulation 3 of these Regulations.

3. Definitions

In these Regulations, unless there is anything repugnant, in the subject or context

(a) "Appointing Authority" means any authority as may be authorised by the CMD/Chairman to appoint any person on any post/category/trade/class of technical workmen.

(aa) Presnetly "Board" means the Board of Directors of Rajasthan Rajya Vidyut Prasaran Nigam Limited.

(b) "CMD/Chairman" , "Chief Engineer", "Additional Chief Engineer", "Secretary", "Deputy Chief Engineer", and "Superintendent Engineer" means the CMD/Chairman and Managing Director, Chief Engineer, Additional Chief Engineer, Secretary (Admn.), Deputy Chief Engineer and Superintendent Engineer of Rajasthan Rajya Vidyut Prasaran Nigam Limited respectively.

(bb) "Company/Nigam" means Rajasthan Rajya Vidyut Prasaran Nigam Limited (RRVPNL)

(c) "Competent Authority" means in relation to the exercise of any power, the CMD/Chairman or any other authority to which the power is delegated by him.

(d) "Establishment" means the staff engaged to run a Power House/Workshop/Grid Sub Station of the Nigam, and will also include the staff engaged on transmission and construction of lines or any work incidental to or connected with the work of the Nigam.

(e) "Manager" means the Incharge of any office, Power House/ Workshops/Grid Sub Stations or such other person or persons as may be authorised by the CMD/Chairman to exercise the powers of a Manager under these Regulations, but not below the rank of Assistant Engineer.

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)

Technical Workmen Service Regulations

. I For the purpose of Regulations 7,9,10 & 15 of these regulations, the following officers of the Nigam will exercise the powers of 'Manager' in their respective jurisdiction:

S No	Designation	Jurisdiction
A	Executive Engineer	For the staff working under his control and not included in B below
B	Assistant Engineer	For the staff working under his control

II For all other Regulations not covered in (i) above, the following officers will exercise the powers of a 'Manager' in their respective jurisdiction as mentioned below:

S No	Designation	Jurisdiction
A	Superintending Engineer	For the Supervisory category and skilled 'A' & 'B' category shown in Schedule I to these Regulations
B	Executive Engineer	For the Semi-skilled category shown in Schedule I to these Regulations
C	Assistant Engineer	Unskilled category shown in Schedule I to these Regulations

(Nominated vide order No. 1620 dated 17.8.76)

(f) "Muster Roll" means the attendance register or registers maintained under the provisions of the Factories Act, 1948 or any other law for the time being in force requiring the maintenance of attendance registers.

(g) "Notice" means the notice in writing required to be given or notified for the purposes of these Regulations.

(h) "Notice Board" means the notice board specially maintained and kept in a conspicuous place at or near the main entrance to the works premises and of all sections thereof for the purpose of displaying notices required to be notified or affixed under the provisions of these Regulations and clearly marked as notice board.

(i) "Workman" means any person employed in the Nigam to do any skilled or unskilled, manual, supervisory or technical work for hire or reward, who is employed on any post included in **Schedule-I**, whether the terms of his employment be expressed or implied, but does **not** include any such person:-

- (i) Who is employed mainly in managerial or administrative capacity;
- (ii) Who is employed on any post included in Schedule - II.

(j) "Work premises" means the area of property owned on lease or hired by the Nigam and shall include the place/places used for the construction, transmissions of power/power lines.

4 (A) Method of Recruitment :

Subject to the provisions hereinafter contained in these Service Regulations, appointments to posts in each category/trade/class of technical workman by direct recruitment or by promotion as the case may be shall be made by the appointing authority by the method and in the proportion as indicated in **Schedule-III**.

Technical Workmen Service Regulations

Provided that if in any particular year suitable persons are not available for appointment by direct recruitment or by promotion in the proportion indicated in **Schedule-III** CMD/Chairman may in relaxation of the proportion permit appointment by either of the method to the extent of deficiency.

Provided further that the Chairman and Managing Director, in exigency of work may grant permission to engage persons in each category/trade/class of technical workman on contract basis on consolidated amount for a particular term, in relaxation of the proportion indicated in Schedule-III (**Inserted vide order No. RVPN/Karmik/F.2(C)2/D. 2347 dated 18.01.02**)

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 7.11.06 (RVPN F&R-350))

4 (B) Determination of vacancies:

(i) Subject to the provisions of these Service Regulations, the “**Appointing Authority or that may be authorized by the CMD**” shall determine each year the number of vacancies anticipated during the following 12 months having regard to the post sanctioned by the Board and the number of persons likely to be recruited by each method. Such vacancies shall be determined again before the expiry of 12 months of the last determination of such vacancies. (Words substituted vide order No. 1187 dated 7.11.06 (F&R-351))

(ii) In calculating the actual number to be filled by each method on the basis of the percentage prescribed in Schedule-III, the Appointing Authority shall adopt an appropriate cycle order to correspond to the proportion laid down in Schedule-III e.g. where the appointment by direct recruitment and promotion is in proportion of 25 and 75, the cycle shall run as follows:

First	By direct recruitment
Second	By promotion
Third	By promotion
Forth	By promotion
Fifth	By direct recruitment
Sixth	By promotion
Seventh	By promotion
Eighth	By promotion
Ninth	By Direct recruitment and so on.

4 (C) Reservation of vacancies for the Schedules Castes and Schedule Tribes:

For direct recruitment, the following percentage of vacant posts shall be kept reserved for Scheduled Castes and Scheduled Tribes,

- (i). Scheduled Castes 16%
- (ii). Scheduled Tribes 12%

(1) Reservation for 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 and issued thereafter.

(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.

Technical Workmen Service Regulations

- (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))

Note:

- i. Reservation shall be calculated on the basis of total vacancies for the year of selection.
- ii. Promotion to any post shall be made irrespective of caste consideration.

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, has been adopted vide order No. RVPN/AS/GAD/F&R/F/D. 458 dated 4.5.02 (F&R-53).

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.
- (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.

Technical Workmen Service Regulations

4 (D) (1) Age:

A candidate for direct recruitment to a post enumerated in Schedule-III must have attained the age of 18 years and should not have attained the maximum age limit as prescribed in Schedule-III for various categories of posts on the first day of January next following the last date fixed for receipt of applications.

Provided:

- (i) That the upper age limit mentioned in Schedule-III for:
 - (a) Male candidates of SC/ST/OBC category and female candidates of general category shall be relaxed by 5 years.
 - (b) Female candidates of SC/ST/OBC category shall be relaxed by 10 years.
 - (c) Physically handicapped candidates of General category, OBC category and SC/ST category shall be relaxed upto 10 years, 13 years and 15 years respectively.

(Substituted vide order No. 1186 dated 7.11.06 (RVPN F&R-350))

- (ii) That the upper age limit may be relaxed by the CMD/Chairman, in exceptional cases.
(Renumbered vide order No. RSEB/F&R/D. 77 dated 3.8.90)

(iii) 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 five (5) years relaxation. (Inserted vide order No. 1186 dated 7.11.06 (RVPN F&R-350))

4 (D) (2) Age for the purpose of these Regulations, shall be computed from the date of birth, as given in the Higher Secondary, Matriculation and/ or other School Leaving Certificates.

Other evidence in proof of age shall be considered only if the Appointing Authority is satisfied that in the particular circumstances Higher Secondary, Matriculation and/or School Leaving Certificate would not be available

4 (D) (3) If the year of birth of an employee is known but not the exact month and date, 1st July of the years should be treated as the date of birth for the purpose of this Regulation. If the year and month of the birth of an employee are known but not the exact date, the 16th of the month will be taken as the date of his birth for the purpose of these Service Regulations.

4 (D) (4) If neither the year nor the month is known or date of birth entered in the Service Book is doubtful or having no base, the competent authority may at his discretion refer the case either to the Principal/ District Medical officer of the Govt. of Rajasthan or a Medical Practitioner approved by the Nigam or Medical Board constituted by the Nigam, the certificate specifying the approximate year, may be accepted by the Competent Authority under Regulation 4 D (3) above. **(Inserted vide order No. RSEB/F&R/D.77 dated 3.8.90)**

4 (D) (5) The evidence in proof of age should be produced immediately at the time of joining. If not produced immediately at the time of joining, no representation for corrections of age recorded at the time of joining service shall be entertained if it is not made within three years of joining the service.

It has been generally observed that the date of birth once entered in the Service Book is frequently changed by the concerned unit/divisional officers on one pretext or the other.

Technical Workmen Service Regulations

This is tantamount to malpractice and creates further complications. It is, therefore, hereby enjoined upon all concerned not to change the date of birth of an employee once entered in the Service Book in any circumstances.

However, in very genuine cases, where discrepancy in the date of birth has arisen/noticed or any representation from an employee for change in date of birth within three years, of his joining of service is received, then such cases/representations be referred to the Secretary (Admn.) of the Nigam through Head of Department with factual position and recommendation for further instructions.

Strict compliance in the matter may be adhered to failing which the Officer deviating from the above instructions shall be liable for disciplinary action.

Inserted vide Order No.RSEB/F&R/TWSR/D.60 Dated 20-10-94

4 (E) Academic Technical Qualifications and experience:

A candidate for direct recruitment must hold academic and technical qualifications and experience as indicated against respective post in **Schedule-III**.

Provided, that the CMD/Chairman may relax the qualification as prescribed in **Schedule-III**, in respect of any category/post wherever considered necessary.

Inserted vide Order no RSEB/F&R/F.17(1)/D.29 dated 15.4.89

4(F) Character:

The character of a candidate for direct recruitment must be such as will qualify him for employment in the services of the Nigam. 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 or if employed from his last employer. He shall also be required to produce two certificates issued not more than 6 months prior to the date of application, from two responsible persons not related to him.

4 (G) Physical fitness:

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

A certificate issued by the Medical Authority notified by the Nigam for the purpose of indicating mental and/or physical disability shall be ample proof for debarring a workman from further continuance in the Nigam's service.

Technical Workmen Service Regulations

4 (H) Employment by irregular or improper means:

A candidate who is or has been declared by selection committee/Appointing authority/ Secretary as the case may be, guilty of impersonation or submitting fabricated document or documents, which have been tampered with or of making statements which are incorrect or false or suppressing material information or using or attempting to use unfair means in the examination/trade test/ interview or otherwise/ resorting to any other irregular or improper means for obtaining admission to the test/ examination/ interview, may in addition to rendering himself liable to criminal prosecution, debarred either permanently or for specific period:-

- (a) by the selection committee or Secretary as the case may be from admission to any examination or appearance to any interview or test or both held by the selection committee for selection of candidate; and
- (b) by the CMD/Chairman from employment in the Nigam;
- (c) a candidate who is already in employment shall also be liable for disciplinary action.

4 (I) Procedure for direct recruitment:

(1) Inviting of applications:

Applications for direct recruitment to the various posts shall be invited by the Secretary by advertising the vacancies to be filled in such manner as may be deemed fit. The Secretary after such scrutiny as he deems necessary shall prepare the list of eligible candidates and place the same for consideration before the selection committee.

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)).

4 (I) (2) Selection Committee:

The selection Committee shall consist of Secretary (Admin) or his nominee not below the rank of Deputy Director of Personnel, Chief Engineer (T &C) or their nominee not below the rank of Superintending Engineer (or as may be constituted by the CMD/Chairman).

4 (I) (3) Recommendation of the Selection Committee:

The Selection Committee after trade test and interview shall prepare a list of candidate not exceeding one and half times of the advertised vacancies, whom it considered suitable for appointment to the post concerned, arrange in order of merit and forward such list to the Secretary (Admn.). The Secretary (Admn.) shall allocate the candidates to the Appointing Authorities on requisition by them. The inclusion of a candidate name in the list shall confer no right of appointment.

Technical Workmen Service Regulations

4 (J) (i) Every person appointed against the vacancy in service by direct recruitment shall be placed on probation for a period of two years and those appointed by promotion/ special selection to any post against the vacancy shall be on probation for a period of one year.

(ii) During the period of probation specified in sub-regulation (i) above, each probationer may be required to pass such departmental examination and to undergo such training/ tests as the Nigam may, from time to time, specify.

Explanation :

In case of a person who dies or is due to retire on attaining the age of superannuation, the period of probation shall be reduced so as to end on day earlier on the date immediately preceding the date of his death or retirement from Nigam service. The condition of passing the departmental examination or training/ tests shall be deemed to have been waived in case of death or retirement.

(iii) If the workman has failed to give satisfaction or has not fulfilled any of the conditions prescribed for confirmation such as passing of departmental examination, training or any test etc., the period of probation may be extended by one year both for those appointed by direct recruitment or by promotion/special selection. If the workman still fails to fulfill the prescribed conditions or fails to give satisfaction, he will be liable to be discharged from such post in the same manner as a probationer or reverted to his substantive or lower post, if any, to which he may be entitled.

(iv) Where, a Workman employed on any post remains in suspension, during the whole or any part of probation, such period of suspension shall be excluded in computing the period of probation, prescribed by Sub- Regulation (i), or extended under Sub- Regulation (iii) of this Regulation."

Substituted vide Order No.RSEB/F&R/F.(TWSR)/D.46 Dated 10-6-93

(v) A probationer reverted or discharged from service during or at the end of the period of probation shall not be entitled to any compensation.

4 (K) Disqualification for Appointment :

1. No male candidate who has more than one wife living shall be eligible for appointment to the service unless Board 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 Board after being satisfied that there are special grounds for doing so, exempt any female candidate from the operation of this sub-regulation.

Technical Workmen Service Regulations

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 sterilisation 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 (L) "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 mahr 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 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)

5. Classification:

(i) Permanent: A workman engaged on a permanent basis, including any person who has satisfactorily completed a probationary period of 6 months in the same manner or another occupation in the establishment including breaks due to sickness, accident, leave, lock out, strike (not being an illegal strike) or voluntary closure of a work and who has been confirmed against a permanent post.

Technical Workmen Service Regulations

(ii) Probationers: 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 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 promotion.

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 Nigam may from time to time specify (Substituted vide order No. 229 dated 28.02.06 (F&R-307))

(iii) Temporary: A workman, who is engaged for work, which is of an essentially temporary nature likely to be finished within a limited period of six months or which terminate at the conclusion of specific contract, not exceeding one year.

(iv) Casual: A workman, whose employment is of a casual nature.

(v) Apprentice: A learner, who is or is not paid an allowance during the period of his training including an Apprentice under the Apprenticeship Act, 1961.

6. Decision of the Manager to be final. Subject to right of appeal.

(a) The decision of the Manager upon any question arising out of, in connection with or incidental to these Service Regulations shall be final provided that the worker aggrieved by the Manager's decision shall have a right to appeal to the next higher authority as per procedure mentioned below:

The aggrieved worker may appeal against the order of the Manager to the next higher authority within a period of one week from the date of the communication of Manager's order. The next higher authority shall dispose of the appeal within a period of 15 days from the date of presentation of appeal.

The aggrieved worker shall have a right of second appeal to the Chief Engineer who shall dispose of the appeal within a period of one month.

No appeal shall lie against the order of the Chief Engineer.

(b) Should a worker send a notice through a legal practitioner or resort to any legal proceedings whatsoever, or indicate in any other manner his intention of having recourse to legal process, no appeal may be heard by the Superintending Engineer/ Chief Engineer.

7. Shift Working :

(a) Shift working shall be regulated in accordance with the provisions of the Factories Act, 1948 for the time being in force. More than one shift may be worked in a section or sections at the discretion of the Manager. At the time of the introduction of a shift, it shall be specified whether the shift is a temporary or a permanent one.

Technical Workmen Service Regulations

- (b) Shift may be alternated at the sole discretion of the Manager.
- (c) If more than one shift is worked, workers shall be liable to be transferred from one shift to another at the discretion of the Manager.
- (d) A notice of fifteen days* will be given before a permanent shift is discontinued which shall be placed on a notice board, provided that:
 - (i) It shall not be necessary to give any notice if as a result of discontinuance of the shift, no permanent workman is discharged, or
 - (ii) When a temporary shift is discontinued.

8. Attendance and late coming:

- (i) The period and hours of work for all classes of workman in each shift shall be exhibited on a notice board.
- (ii) All workmen shall be at work at the work place at the times fixed and notified
- (iii) Any worker, found absent from his proper site or sites of work during working hours without permission or without sufficient reason, shall be liable to be treated as absent for the period of his absence.

If however, he is so absent from the work premises during working hours without written permission, he shall be liable to be treated as absent for the whole day, in case his absence commences before the recess period and for half a day in case his absence commences after the recess period.

(iv) If the worker is so absent from the work premises with the written permission of the Head of the Section his wages for the period of absence only shall be liable to be deducted.

(v) The deductions from wages for the periods of absence under these Service Regulations shall be made in accordance with the Payment of Wages Act, 1936.

9. Leave of absence:

1. Procedure for Leave Application.

- (a) Any worker, who desires to obtain leave shall apply to the Manager or any officer authorised for this purpose whose name or names, shall be notified on the notice board.
- (b) Applications for leave of absence for upto 3 days' duration must be made atleast 24 hours previous to the time, from which the leave is required, except on medical grounds or death in the family in which case the application may be made on the same day. Before proceeding on leave all workers must leave their address with the section incharge and any change must be communicated to the section incharge.

Technical Workmen Service Regulations

(c) Application for leave of absence for more than 3 days duration of a non-urgent character shall be made at least 7 days previous to the date from which leave is required.

(d) The leave sanctioning authority, if he deems fit and subject to the exigency of the work, may sanction a worker leave of absence for a period not exceeding one month.

(e) Orders in writing shall be passed by the officer authorised for this purpose on all applications for leave within three days following the receipt of the applications either refusing or sanctioning the leave applied for, provided that in case of urgent leave, orders shall be passed without delay. If the leave is refused the officer shall record his reasons for such refusal and if so requested by the applicant communicate the reason to him. The orders passed by the officer shall immediately be communicated to the applicant, orally if he is present and in writing when the applicant is not present.

(f) In the event of a worker applying for extension of leave he shall make an application in writing to the Manager before the expiry of the previous leave and the manager shall immediately on receipt of such application, inform the worker in writing on the address given by him whether the extension of leave has been sanctioned or not and if so, for what period or whether the extension applied for has not been sanctioned. A certificate of posting granted by the post office shall be deemed to be sufficient proof of a reply having been sent provided that extension application must reach the manager a week before the expiry of 15 days duration or more than two days before in cases of leave of lesser duration

Provided always that the application for leave extension shall be made well in advance by reply paid telegram or a registered post enclosing an addressed stamped envelope so that a reply may reach the worker before the expiry of leave and that an extension of leave shall only be granted on medical and other valid reasons.

(g) In the event of worker remaining absent in excess of the period of leave originally granted or subsequently extended, he shall loose his lien on his appointment unless he returns within 10 days of the expiry of the period of leave and gives an explanation to the satisfaction of the manager of his inability to return on the expiry of the leave period.

(h) If a worker absents himself for more than 10 consecutive days without leave he shall be deemed to have left the services of the Nigam without notice, thereby terminating his contract of service.

Provide further that if the concerned worker proves to the satisfaction of the manager that his absence was on account of sickness or other valid reason, the manager may at his own discretion convert his absence into leave due or leave without pay.

Technical Workmen Service Regulations

10. No worker shall leave the work premises with out the permission of the person authorised to grant him leave.

11. Any worker who has been granted leave, paid off, suspended, discharged, resigned or is not working for any reason shall leave the work premises immediately.

12. Liability to be searched on entering and leaving the work premises.

All male workers are liable on entering or leaving the work premises to be searched by gateman and all female workers are liable to be searched by a female.

Provided that no search shall be made except in the presence of two other persons of the same sex.

13. Publication of holidays and pay days:

Notices specifying the days observed by the Nigam as holidays and Pay Days shall be notified on the notice board.

14. Notice Specifying rates of wages:

In accordance with the payment of wages Act and rules for the time being in force a notice in the specified form shall be displayed on the notice board specifying the rates of wages payable to all categories of workers.

15. Lay Off:

- a) The manager may at any time, in the event of a fire, catastrophe, break down of machinery epidemic civil commotion or other cause whether of alike nature or not, beyond the control of the management, stop any machine, or machines, or sections, wholly or partly for any period without notice.

Technical Workmen Service Regulations

- b) In the event of a stoppage of any machine or section under this regulation the workers effected shall be informed by a notice, as soon as practicable, when work will be resumed and whether they are to remain or leave their place of work.
- c) The period of detention at the work premises shall not ordinarily exceed two hours after the commencement of the stoppage.
- d) If the period of detention does not exceed one hour the workers so detained shall not be paid for the period of detention but if it exceeds one hour, worker shall be entitled to receive wages for the whole of the time during which they were detained in the work premises as a result of the stoppage.
- e) In case of piece-rates workers the average daily earnings for the previous wage period shall be taken to be the daily wage.

In case where workmen are laid off for short periods on account of failure of plant or a temporary curtailment of production the period of unemployment shall be treated as compulsory leave either with or without pay, as the case may be, when, however, workmen have to be laid off for an indefinitely long period their services may be terminated after giving them due notice or pay in lieu thereof.

16. Closure due to strike:

(a) The CMD/Chairman may, in the event of a strike effecting either wholly or partially any one or more sections of the Power House/Workshop/ Sub-Station close down, either wholly or partially such section or sections for any period or periods.

(b) The fact of such closure shall be notified on a notice board and also in the section concerned. The Workmen concerned shall be notified by a general notice period to the resumption of work as to when the work will be resumed.

17. In accordance with section 7 Sub-Section 2(c) of the payment of Wages Act, deductions may be made for loss of goods expressly entrusted to a workman for custody or for loss of money for which he is required to account, where such damage or loss is directly attributed to his neglect or default.

Technical Workmen Service Regulations

18. Termination of Service.
- (a) The employment of any permanent worker may be terminated by the Manager by giving one month's notice for monthly rated workmen or 14 day's notice in the case of other workmen by payment of one month: or 14 day's, wages as the case may be, in lieu of notice. If the workmen draws wages on a piece rate basis, the wages shall be calculated on the average daily earning of such worked during the previous wage period, one month in the case of other workmen.
- (b) The employment of a Temporary or Apprentice or casual worker may be terminated by the Manager without assigning any reason without any notice or any payment in lieu of notice. The services of a temporary workman shall not be terminated as a punishment unless he has been given an opportunity of explaining the charges of misconduct alleged against him in the manner prescribed.
- (c) Where the employment of any worker is terminated by the Manager the wages earned by him shall be paid before the expiry of the second working day from the day on which his employment was terminated in accordance with the provisions of payment of Wages Act, 1936.
19. Deduction of wages for absence without notice:
- (a) In accordance with the provisions of sub-section 2 of section 9 of the payment of Wages Act and subject to any rules made in this behalf by the concert, absent themselves without giving 14 day's notice, an amount not exceeding 8 day's wages may be deducted from the wages of any such persons in lieu of the time mentioned above.
- Explanation: For the purpose of this section a workman shall be deemed to absent from the place where he is required to work, if although present in such place, he refuses, in pursuance of a stay-in-strike or for any other cause which is not reason able in the circumstances, to carry out the work.
- (b) If any permanent workman leaves the service of the Nigam without given 14 day's notice he will be liable to forfeit 14 day's wages.
- (c) A probationer, temporary workman or an Apprentice or casual workman may leave the service of the Nigam without notice, but the wages due to such workman who have left employment without notice shall be paid along with co-workman on the due date of payment of the wages for the month and those who leave with a minimum of the three day's notice shall be paid within a week of the date of leaving service.

Technical Workmen Service Regulations

20. Payment of Wages to employed workman not present on usual pay day.

(a) Any wages due to the workmen, but not paid on the usual pay day on account of their being unclaimed, shall be paid by the employer on an unclaimed pay day in each week, which shall be notified on the notice board as aforesaid.

(b) Any wages to workmen who has died shall be paid to his heir or heirs or nominee/nominees before the expiry of third working day on which a substantiated claim is made. Such claim is to be made within one year of death of the workmen.

21. Acts and omissions constituting misconduct:

The Acts and omission of the types, mentioned below shall be treated as misconduct:

- a) Willful insubordination or disobedience, whether alone or in combination with others, to any lawful or reasonable order of a superior.
- b) Striking work or inciting others to strike work in contravention of the provisions of any law or rule having the force of law.
- c) Theft, fraud or dishonesty in connection with the Nigam's business or property.
- d) Taking or giving bribes or any illegal gratification whatsoever.
- e) Habitual absence without leave or absence without leave for more than 10 consecutive days.
- f) Habitual late attendance.
- g) The collection or canvassing for the collection of any money whatsoever for purposes not authorized by the management within the work premises.
- h) Drunkenness, rioting, fighting, riotous or disorderly behaviour or conduct likely to cause breach of peace or danger to life or safety of any person or any act subversive of discipline during working hours.
- i) Habitual negligence or neglect of work.
- j) Habitual indiscipline or habitual breach of any rule or instruction for the maintenance and running of any section/department or its cleanliness.
- k) Smoking within work premises where prohibited and damage to work in process or any other property of the Nigam.
- l) Failure to observe safety instructions, the unauthorized removal, interference or damage to machine guards, fencing and other safety devices installed in the work premises.
- m) Distributing or exhibiting inside the work premises any newspaper, hand-bill, pamphlet or poster without the previous sanction of the manager.
- n) Holding meetings inside the work premises without the previous sanction of the manager.
- o) Threatening, assaulting or intimidating any workman or employee of the Nigam within the work premises.

Technical Workmen Service Regulations

- p) Disclosing to any unauthorized person or persons any confidential and material information in regard to the working or the process of the work, which comes into possession of a workman during the course of his work.
- q) Gambling within work premises.
- r) The sale or canvassing for the sale of tickets of any lottery or raffles within the work premises.
- s) The sale or canvassing for the sale of any commodity except commodities sold at the authorized canteen.
- t) Collecting union subscription in the work premises except with the permission of the manager.
- u) Sleeping whilst on duty.
- v) Deliberate delay of production or go-slow.
- w) Any habitual breach of a regulation or repetition of misconduct as defined above.
- x) Arrest of a workman in respect of any criminal offences during the course of investigation or trial of a workman in respect of any criminal offence.
- y) Spreading false rumors, making of false or vexatious complaints against employees of the Nigam.

21-A Private Trade or Employment:

(1) No workman shall except with previous sanction of the Nigam engage directly or indirectly in any trade or business or undertake any other employer.

Provided that the workman may, without such sanction undertake honorary work of a special or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duty do not thereby suffer, but he shall not undertake or shall discontinue such work, if so directed by the Nigam.

EXPLANATION

Canvassing by a workman in support of the business of insurance agency, commission agency and of likely nature owned or managed by his wife or any other member of his family shall be deemed to be a breach of his regulation.

(2) Every workman shall report to the Nigam if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.

(3) No workman shall ask for or accept contribution to or otherwise associate himself with the raising of any funds or other collection in cash or kind, in pursuance of any object whatsoever except with the approval of the CMD/Chairman.
(Inserted vide order No.RSEB/F&R/D.38 dt.12.05.89)

Technical Workmen Service Regulations

21-B Taking Part in Politics & Elections

- (1) No workman shall be a member of or be otherwise associated with any political party or any organization which takes part in politics nor shall he take part in, subscribe in aid of or assist in any other manner, in any political movement or activity.
- (2) It shall be the duty of every workman to endeavor to prevent any member of his family from taking part in, subscribe in aid of, or assist in any other manner any movement or activity which is, or tends directly or indirectly to be, subversive of the government as by law established and where a workman is unable to prevent a member of his family from taking part in, or subscribing in aid of or assisting in any other manner, any such movement or activity he shall make a report to that affect to the Nigam.
- (3) If any question arises whether a party is a political party or whether any organization takes part in politics or whether any movement or activity falls within the scope of sub- regulation (2), the decision of the Board thereon shall be final.
- (4) No workman shall canvass or otherwise interfere with or use his influence in connection with, or take part in, an election to any legislature or local authority, provided that:-
 - (a) A workman qualifies to vote at such election may exercise his right to vote but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.
 - (b) A workman shall not be deemed to have contravened the provisions of his regulation by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

EXPLANATION:

The display by a workman on his person, vehicle or residence of any election symbol shall amount to using his influence in connection with an election, within the meaning of this sub-regulation.

NOTE: (i) A workman who has reason to believe that attempts are being made to induce him to break the provisions of this regulation by or on behalf of an official superior or superiors shall report the facts to the boards.

(ii) Proposing or seconding the nomination of a candidate at an election or acting as a Polling Agent shall be deemed as an active participation in the election.

(Inserted vide order No.RSEB/F&R/F.17(1)Pt.III/D.44 dated 20.3.91)

22. Disciplinary action for misconduct.

1. A workman may be fined upto three percent of his wages in a month for any act and omission as may be specified by notice under sub-section (2) of section 8 of the payment of Wages act. 1936 (Central Act 4 of 1936).

Technical Workmen Service Regulations

2. A workman may be suspended for a period not exceeding 10 days at a time or dismissed without notice or any compensation in lieu of notice, if he is found guilty of any misconduct.

3. Any workman found guilty of any misconduct enumerated above in Regulation-21 is liable to be dismissed without notice or compensation in lieu thereof or discharged from service or reduced to a lower cadre or post or his increment or promotion may be withheld or he may be censured provided that no such order shall be made unless the workman concerned is informed in writing of the misconduct alleged against him and given a reasonable opportunity of being heard in respect of those charges of misconduct against him and where it is proposed after enquiry to dismiss him or reduce to a lower cadre or post until he has been given a reasonable opportunity of making representation on the penalty proposed but only on the basis of the evidence adduced during each enquiry.

4. (a) Whereas disciplinary proceeding against a workman is contemplated or is pending or where criminal proceedings against him in respect of any offence are under investigation or trial and the employer is satisfied that it is necessary or desirable to place the workman under suspension, he may by order in writing, suspend him with effect from such date as may be specified in the order. A statement setting out in detail the reasons for such suspension shall be supplied to the workman within a week from the date of suspension.

(b) a workman placed under suspension under clause (a) shall during the period of such suspension, be paid a subsistence allowance at the following rates, namely:
 - (i) where the enquiry contemplated or pending is departmental, the subsistence allowance shall, for the first ninety days from the date of suspension be equal to one-half of the basic wages, dearness allowance and other compensatory allowance to which the workman would have been entitled if he was on leave with wages. If the departmental enquiry gets prolonged and the workman continues to be under suspension for a period exceeding ninety days the subsistence allowance shall for such period be equal to three-fourth of such basic wages, dearness allowance and other compensatory allowances.

Provided that where such enquiry is prolonged beyond a period of ninety days for reasons directly attributable to the workman, the subsistence allowance shall for the period exceeding ninety days be reduced to one-fourth of such basic wage, dearness allowance and other compensatory allowance.

Technical Workmen Service Regulations

(ii) where the enquiry is by an outside agency or as the case may be where criminal proceedings against the workman are under investigation or trial, the subsistence allowance shall, for the first one hundred and eighty days from the date of suspension, be equal to one-half of the basic wages, dearness allowance and other compensatory allowance to which the workman would have been entitled to, if he was on leave. If such enquiry or criminal proceedings get prolonged and the workman continues to be under suspension for a period exceeding one hundred and eighty days, the subsistence allowance shall for such period be equal to three fourth of such wages

Provided that where such enquiry or criminal proceeding is prolonged beyond a period of one hundred and eighty days for reasons directly attributable to the workman, subsistence allowance shall for the period exceeding one hundred and eighty days, be reduced to one-fourth of such wages.

(c) If on the conclusion of the enquiry, or as the case may be of the criminal proceedings the workman has been found guilty of the charges framed against him and it is considered after giving the workman concerned a reasonable opportunity of making representation on the penalty proposed that an order of dismissal or suspension or fine or stoppage of annual increment or reduction in rank or withholding promotion or censure would meet the ends of justice, the employer shall pass an order accordingly.

However, no order shall be passed for stoppage of annual grade increment in respect of a workman who is drawing pay at the maximum of the pay scale or going to be retired within a period of two years.

Provided that:

- (1) when workman has been dismissed, removed, compulsorily retired or suspended is reinstated or would have been reinstated but for his retirement or superannuation while under suspension, the authority competent to order the reinstatement shall consider and make a specific order :
 - (a) Regarding the pay and allowance to be paid to workman for the period of suspension, ending with the date of his retirement on superannuation as the case may be and
 - (b) Whether or not the said period shall be treated as a period spent on duty.
- (2) Where such competent authority holds that the workman has been fully exonerated or in the case of suspension that it was wholly unjustified, the workman shall be given the full pay and Dearness allowance to which he would have been entitled had he not been dismissed, removed or compulsorily retired as a penalty or suspended as the case may be.

Technical Workmen Service Regulations

- (3) In other cases, the workman shall be given such proportion of such pay and Dearness Allowance as such competent authority may prescribe.
- (4) In a case falling under clause (2) the period of absence from duty shall be treated as a period spent on duty for all purposes.
- (5) In a case falling under clause (3) the period of absence from duty shall not be treated as a period on duty unless competent authority specifically directs that it shall be so treated for any specified purpose.

Provided further also that in case of a workman to whom the provisions of clause (2) of Article-311 of the constitution apply, the provisions of that article shall be complied with.

- (d) If on the conclusion of the enquiry or as the case may be of the criminal proceedings, the workman has been found to be not guilty of any of the charges framed against him, he shall be deemed to have been on duty during the period of suspension and shall be entitled to the same wages as he would have received had he not been placed under suspension but after deducting the subsistence allowance paid to him for such period.
- (e) The payment of subsistence allowance under these Regulations shall be subject to the workman concerned not taking up any employment during the period of suspension.

5. In awarding punishment under these Regulations the manager shall take into account the gravity of the misconduct, the previous record. If any, of the workman and any other extenuating or aggravating circumstances that may exist. A copy of the order passed by the manager shall be supplied to the workman concerned.

23. It shall not be necessary to follow the procedure laid down in Regulation 22(3):

- (a) Where a person is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction on a criminal charge.
- (b) Where an authority empowered to dismiss or remove a person or to reduce him in rank is satisfied that for some reason, to be recorded by that authority in writing it is not reasonably practicable to hold such enquiry or
- (c) Where the CMD/Chairman is satisfied that in the interest of the Security of the State it is not expedient to hold such enquiry.

EXPLANATION: If in respect of a workman, a question arises whether it is reasonably practicable to hold such enquiry as is referred to in Regulation 23(b) or (c) the decision of the CMD/Chairman shall be final.

24. Retirement:

- (1) Except as otherwise provided in these Regulations, the date of compulsory retirement of a workman covered under Board's pay scales No.1 to 6 of the Agreement dated 22.2.72 is the date on which he attains the age of 58 years.
- (2) Retirement on completion of 15 years of Qualifying Service*
 - (a) At any time after a Nigam employee has completed 15 years qualifying service, he may, by giving notice of not less than three months in writing to the appointing authority, retire from service.
 - (b) The notice of voluntary retirement given under clause (a) above shall require acceptance by the appointing authority. Provided that where the appointing authority does not refuse to grant the permission for retirement before the expiry of the period specified in the said notice, the retirement shall automatically become effective from the date of expiry of the said period.
 - (c) Other provisions in respect of retirement on completion of 15 years qualifying service shall be as laid down in RSEB Employees Service Regulations, 1964 as amended from time to time.
- (3) Compulsory retirement on completion of 15 years qualifying service:*
 - (a) At any time, after a Nigam employee has completed 15 years qualifying service or has attained the age of 50 years, whichever is earlier, the authority competent to retire, upon having been satisfied that the concerned Nigam employee has on account of his indolence or doubtful integrity or incompetence to discharge official duties or inefficiency in due performance of official duties, has lost this utility, may require the Concerned Nigam employee to retire in public interest. In case of such retirement, the Nigam employee shall be entitled to retiring pension/CPF benefits/gratuity, as the case may be.

@ (i) The Nigam shall have the right to retire an employee in public interest if he/she has more than two children on or after 15.10.2003.

Provided that where an employee has only two children from the earlier delivery(ies); but more than one child is 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.

Technical Workmen Service Regulations

Provided further that provisions of this rule shall not be applicable to a PSU employee who has more than three children so long as the number of children he/she has on 14.10.2003 does not increase. **(Inserted vide order No. RVPN/Admn./AS/GAD /F&R/F.2/D.251 dated 6.3.03 (F&R-107))**

- (b) In such a case, the competent authority shall give a notice in writing to a Nigam employee at least three months before the date on which he is required to retire in the public interest or three months pay and allowances in lieu of such notice.

@In case of compulsory retirement of an employee who has more than three children on or after 15.10.2003 where the order of retirement could not be served to the employee within 15 days from the date of its issue, the appointing authority shall publish the order of such retirement in Rajasthan Rajpatra and the employee shall be deemed to have retired on such publication. **(Inserted vide order No. RVPN/Admn./AS/GAD /F&R/F.2/D.251 dated 6.3.03 (F&R-107))**

(Regulation (2) &(3) substituted vide Order No. RSEB/F&R/F.8(7)/D.71 dated 25.8.98 and the figure 20 &25 substituted by 15 years in the above regulations (2) & (3) vide order No. RSEB/F&R/F.5(17)/D.89 dated 29.12.99)

NOTE:

- (i) The right conferred by Regulation 24 (3) is intended to be exercised only against a workman whose efficiency is impaired, but against whom it is not desirable to make formal charges of inefficiency or who has ceased to be fully efficient but not to such a degree as to warrant his retirement on compulsory grounds. It is not the intention to use this rule as a financial weapon, that is to say, the provisions should be used only in the case of a workman who is considered unfit for retention on personal as opposed to financial grounds.
- (ii) Compulsory retirement under this Regulation does not attract the provisions of clause 2 of the Article 311 of the Constitution of India because the exercise of a right reserved by the Nigam of retiring a workman after he has served for a certain length of time. Accordingly, the procedure laid down under these Regulations for formal proceedings against a workman before removing him from service is not meant to apply to such cases.
- (iii) This rule shall be applicable both to the workmen who are members of the C.P.F. Scheme and those of the erstwhile E&M Department of the Government of Rajasthan who have opted for Board's service with pensionary benefits. **Note (iv) has been deleted as it pertains to the workmen of erstwhile E&M Deptt. Which is not relevant in the present context**

25 (a) Every permanent workman or probationer at the time of resigning service, dismissal or discharge shall be given a service certificate.

Technical Workmen Service Regulations

(b) Any objection from workman as to the correctness of the amount payable shall be enquired into by the manager so that there may be no delay in payment by the time fixed.

(c) If due to any reason it is not possible to conclude enquiry into the objection before the time fixed for payment, the objection shall be registered. If such objection is found correct any difference in the amount payable to a worker shall be paid within six days of the date of filing the objection.

26 The management would not withdraw any existing welfare scheme except after taking such action as may be required by any law or rules having the force of law.

27. Criteria for promotion:

(a) For the purpose of recruitment by promotion a selection strictly on the basis of criteria laid down in schedule-III shall be made from amongst persons who are eligible for promotion under the provisions of these Regulations:

(b) In selecting candidates for promotion due regards shall be given to their:-

- (1) Seniority
- (2) Previous record of service
- (3) Qualification and knowledge
- (4) Integrity
- (5) Tact, energy and intelligence and
- (6) Physical fitness

28 (1) Procedure for Selection by promotion:

As soon as the appointing authority determines the number of vacancies required to be filled-in by promotion, it shall prepare a correct and complete list containing names equal to two times the number of vacancies out of the senior most persons who are eligible and qualified under these Regulation for promotions to such post and put up before the selection committee.

(2) The persons for appointment by promotion shall be eligible if they have put in after regular selection atleast 5 years service unless a higher period of service has been 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.

(3) Constitution of Selection Committee:

The selection committee shall consist of Appointing Authority, the Secretary or his nominee not below the rank of personnel officer and nominee (not below the rank of the Appointing Authority) of the authority next higher to the Appointing

Technical Workmen Service Regulations

Authority (or by such other selection committee as the CMD/Chairman by order, constitute for administrative reasons, to be recorded in writing)

(4) Appointment shall only be made by the Appointing Authority taking persons out of the lists finally approved under these Regulations, in the order in which they have been placed in the list. The list so prepared shall remain valid for a period of six months from the date of submission by the selection committee. The CMD/Chairman may extend the validity of such list for a further period not exceeding six months.

29 Promotion of a candidate from a lower post to a higher post shall take effect from the date on which he/she actually takes over the charge of the higher post.

30 (1) The basis of seniority of regular workman would be as follows:

Category of the Staff	Seniority Jurisdiction	Authority to Finalise Seniority
i) Unskilled & Semiskilled Staff	Subdivision Level	By Concerned Controlling AEn.
ii) Skilled 'B' & Skilled 'A' Categories	Division Level	By Concerned Controlling XEn
iii) Supervisory Staff having Pay Scale Identical To Scale 'A' Category	Circle Level	By Concerned Controlling S.E.
d) Remaining Supervisory Staff	State Level	By Concerned Controlling C.E.

(2) Notwithstanding anything contained in Sub Regulation - (1) the seniority jurisdiction of the workmen who are Draughtsman, Tracers, Ferro man and Vehicle Drivers or who are working in T & C Wing, PLCC wing, Protection wing, a Power Station, a Meter and Relay Testing Wing, Store, not specified herein shall be maintained separately by such authorities as may be decided by the CMD/Chairman.

(3) That the interest seniority of persons appointed to a post in a particular group by direct recruitment on the basis of one and the same selection except those who do not join service when a post is offered to them, within a time allowed, shall follow the order in which their names have been placed in the list prepared by the selection committee.

(4) That as the vacancies for direct recruitment as well as for promotion shall be determined every year and the persons promoted on the determination of such

Technical Workmen Service Regulations

vacancies shall rank senior to the direct recruitees of that year irrespective of their date of appointment.

- (5) That the date of fixing the workmen in regular pay scales shall be the date for determination of seniority. In case the date of appointment/fixation in regular cadre being the same, the seniority will be determined as per the date of appointment in work charged/muster roll capacity where the date being the same, the seniority shall be determined on the basis of their date of birth.
- (6) That the inter-se-seniority of two or more workmen promoted from a lower post by the same order or orders of the same date shall be the same as their seniority in the lower cadre.
- (7) That the tentative seniority list prepared shall be published and shall be displayed on Notice board of the concerned offices. Copies of seniority list may be given to the recognised registered/representative trade unions or Associations and to the concerned workman on request.
- (8) That the aggrieved workman shall have a right to file objections/representations against such seniority to the concerned Appellate Authority within a period of 30 days. The period of 30 days shall reckon from the date of issuing the seniority list. The representations so received, shall be duly considered and judiciously dealt and in this process due opportunity to the aggrieved workman in explaining their case shall be given if sought.
- (9) That the next higher controlling Authority to the Authority who has been authorized to publish and finalize the seniority list as prescribed in Regulation 46(1) above shall be the Appellate Authority to aggrieved workmen against the tentative seniority list but in case of remaining supervisory staff, draughtsman, tracers, Ferro man, Vehicle drivers, where seniority is to be finalised by concerned Controlling Chief Engineer the Appellate Authority shall be Secretary (Admin) or any other officer as may be authorized by the CMD/Chairman.

31 Liability of Manager:

The manager of the Establishment shall personally be held responsible for the purpose and faithful observance of the Regulations.

32. Supersession and saving.

These Service Regulations shall supersede the existing Technical Workmen Service Regulations, but any action taken in Regulation issued under the erstwhile RSEB Technical Workmen Service Regulations prior to the commencement of these Regulations shall not be vitiated by such Supersession.

Technical Workmen Service Regulations

SCHEDULE -I

(In accordance to Rajasthan Power Sector Transfer Scheme, 2000)

Technical Subordinate staff:

Supervisory:

1. Store Superintendent
2. Sub - Station Operator - I
3. Surveyor
4. Head Lineman/Electrician-I
5. Gate Sergeant.
6. Meter Tester & Repairer - I

Technical Workmen Service Regulations

SKILLED "A"

1. Electrician-I
2. Welder-I
3. Fitter-I
4. Artisan-I
5. Radio Mechanic
6. Meter Tester & Repairer-II
7. Welder-II
8. Sub-Station Attendant-I
9. Wireman-I
10. Lineman-I
11. Carpenter-I
12. Filter Operator
13. Mason-I
14. Crane Operator-I
15. Draughtsman-I
16. EOT/Crane Operator
17. Filter Attendant-I

Technical Workmen Service Regulations

SKILLED "B":

1. Electrician - II
2. Lineman - II
3. Sub Station Attendant-II
4. Artisan - II
5. Mechanic - II
6. Fitter - II
7. Meter Tester & Repairer Gr. III
8. Radio Mechanic - II
9. Welder - III
10. Vehicle Driver
11. Carpenter - II
12. Filter Attendant - II
13. Mason - II
14. Wireman-II
15. Tracer
16. Pump Operator
17. Draughtsman-II
18. Lab Assistant.

Technical Workmen Service Regulations

SEMI-SKILLED

1. Helper-I
2. Sub-Station Attendant-III
3. SBA-III
4. Ferroman
5. Mate
6. Consumer Call Attendant

UN -Skilled

1. Helper-II

Technical Workmen Service Regulations

SCHEDULE -II

(In accordance to Rajasthan Power Sector Transfer Scheme, 2000)

1. Guard / Chowkidar / Watchman
2. Peon
3. Sweeper
4. Gardener
5. Attendant (Guest House / Rest House / Welfare Center)
6. Bill Distributors
7. Watchman
8. Cycle Sawar
9. Cleaner
10. Gestetner Operator
11. Ferroman
12. LDC
13. Asstt. Store Keeper
14. Telephone Operator
15. Compounder
16. U.D.C.
17. Acctts. Clerk
18. Store Keeper
19. Steno Typist
20. Superintendent Grade-II
21. Stenographer Gr.II
22. Assistant Store Superintendent
23. Statistical Assistant
24. Superintendent Gr. -I
25. Accountant
26. Legal Assistant
27. PA. to Member/Steno Gr. I
28. Section Officer
29. UDC - Steno - Typist
30. Staff Nurse
31. L.D.C. Typist
32. Time Keeper
33. Auxiliary Nurse cum Midwife
34. Photocopier LDC
35. Cook
36. Ward Boy/Ward Maid
37. Store Keeper (UDC)
38. Compounder Gr. I

Technical Workmen Service Regulations

Schedule III

Sr.No.	Post	Mode of recruitment.	Qualification & experience for direct recruitment	Max. age for direct recruitment	To be promoted from (against promotion quota)	Criteria for promotion
1	Foreman-I	20% by direct recruitment & 80% by promotion	<p>3 yrs diploma in Electrical or Mech. From a recognised institution preferable with 1 yr experience.</p> <p>OR</p> <p>Secondary with ITI certificate holder with 11 yrs active experience in power industry out of which 5 yrs experience in supervisory capacity.</p> <p>OR</p> <p>Secondary with National Apprenticeship Certificate with 10 yrs active experience in Power industry out of which 5 yrs experience in supervisory capacity.</p> <p>OR</p> <p>Secondary with 15 yrs experience in power industry out of which 5 yrs experience in supervisory capacity.</p> <p>i) for EHT sub-station</p> <p>Experience in installation, maintenance and operation of EHT Sub-Station, Switching operations control equipments/panels and D.C.L.T and H.T systems required on EHT S/S ,EHT S/S auxillaries, electric tools and appliances, both rotary and static condenser equipments and to understand electrical wiring diagrams. Experience in switch gear transform at manufacturers works and assembly shops preferred.</p> <p>ii) For EHT transmission lines: Supervisory experience on maintenance, operation and construction of EHT Transmission lines and switch yard structures.</p> <p>v)For meter & Relay testing wings: (a) Supervisory experience on the maintenance repairs, testing of different type of electric energy meters &relays, and other instruments required for measurement of electric current voltage, power factor, Volt ampere, power etc. and various relays.</p>	35 Years	<p>I) Sub station operator Gr.I(For EHT Trade)</p> <p>II) Foreman Gr.II (EHT Sub-station)</p> <p>I) Head lineman& Electrician-I(EHT Line trade)</p> <p>II) Line Inspector(EHT Line trade)</p> <p>III) Foreman-II (EHT Line trade)</p> <p>i) Meter repairer-I</p> <p>ii) Relay tester-I</p>	Seniority cum suitability

Technical Workmen Service Regulations

Sr. No.	Post	Mode of recruitment.	Qualification & experience for direct recruitment	Max. age for direct recruitment	To be promoted from (against promotion quota)	Criteria for promotion
2	Foreman Gr.II Sub Station operator Gr I	25% by direct recruitment & 75% by promotion	<p>Three yrs diploma in Electrical or Mechanical from a recognised institution preferably with one yr experience. OR Secondary with ITI certificate with 8 yrs experience. OR National Apprenticeship Certificate with 7 yrs experience OR Secondary or its equivalent with 10 yrs experience.</p> <p>Foreman Gr.II:</p> <p>i) For EHT line trade: a) Construction, maintenance & Operation of EHT lines b) Installation of outdoor equipments & structures on EHT Sub-stations. c) Supervision of periodical maintenance.</p> <p>ii) For Sub-Station Trade: a) Operation and maintenance of LT/EHT/HT Sub-stations including control Board wiring, switch gear and control equipments ,transformers battery, charges and other sub-station equipments. b) Installation of KWH/KVA/KVARH & Power factor meters & other indicating & measuring instruments in a Sub-Station. c) Experience in Switchgear & transformer at manufacturers works and assembly shops preferred.</p>	35 yrs	<p>I) Head lineman & Electrician-II(EHT Trade) (in case no post of Head lineman or Electrician- is created) ii) Lineman-I (EHT Trade)</p> <p>I) Head Lineman & Electrician-II(EHT Trade) in case no post of Head linemen & Electrician-I is created II) Lineman Gr.. I (EHT Trade)</p>	Seniority cum suitability

Technical Workmen Service Regulations

Sr. No.	Post	Mode of recruitment.	Qualification & experience for direct recruitment	Max. age for direct recruitment	To be promoted from (against promotion quota)	Criteria for promotion
			<p>iii) For Workshop trade: a) Supervisory experience in different workshop trades. b) should be capable of demonstrating the job including safety measures to train his staff</p> <p>Sub-Station Operator Gr.I</p> <p>a) Operation and maintenance of LT/HT/EHT Sub-Stations including control Board wiring Switch gear and control equipments transformers battery/battery charges and other sub-station equipment. b) Installation of KWH/KVA/KVARH & Power factor meters & other indicating & measuring instruments in a Sub-Station. c) Experience in switch gears & transformers at manufacturers works and assembly shops.</p>		<p>i) Mechanic-I ii) Filter-I ill) Artisan-I iv) Carpenter-I v) Painter-I vi) Turner-I</p> <p>i) Substation Attendant-I ii) Electrician-I</p>	

Technical Workmen Service Regulations

Sr. No.	Post	Mode of recruitment.	Qualification & experience for direct recruitment	Max. age for direct recruitment	To be promoted from (against promotion quota)	Criteria for promotion
3	Welder Gr.I	25% by direct recruitment 75% by promotion	<p>ITI Certificate in Welding Trade and also possessing certificate or competence in HP welding work from a recognised institution with 11 yrs experience.</p> <p>OR</p> <p>National apprenticeship certificate in Welding Trade and also possessing certificate of competency in H.P. Welding work from a recognised institution with 10 yrs experience.</p> <p>OR</p> <p>Having good knowledge to read and write Hindi & possessing certificate of competence in High pressure Welding work from Govt. testing House, Alipore or any recognised institution with 10 yrs experience.</p> <p>a) Must have good and practical skill & experience of various types of welding (gas arc and resistance) and must be able to read & interpret fabrication drawings and welding symbols.</p> <p>b) Preferably be able to use all types of measuring instruments commonly used in fitting & fabrication jobs such as micrometer, vernier callipers, High gauge etc.</p> <p>c) Must have good knowledge of commonly used Engineering Materials such as cast iron steel & nonferrous metals alloys & fluxes used in welding of various ferrous and non-ferrous metals and alloys.</p>	35 yrs	Welder-II	Seniority cum suitability

Technical Workmen Service Regulations

Sr. No.	Post	Mode of recruitment.	Qualification & experience for direct recruitment	Max. age for direct recruitment	To be promoted from (against promotion quota)	Criteria for promotion
4	Welder-II	20% by direct recruitment & 80% by promotion	<p>ITI Certificate in Welding Trade and also possessing certificate or competence in HP welding work from a recognised institution with 8 yrs experience.</p> <p>OR</p> <p>National apprenticeship certificate in Welding Trade and also possessing certificate of competency in H.P. Welding work from a recognised institution with 7 yrs experience.</p> <p>OR</p> <p>Having good knowledge to read and write Hindi & possessing certificate of competence in High pressure Welding work from Govt. testing House, Alipore or any recognised institution with 7 yrs experience.</p> <p>a) Must have good and practical skill & experience of various types of welding (gas arc and resistance) and must be able to read & interpret fabrication drawings and welding symbols.</p> <p>b) Preferably be able to use all types of measuring instruments commonly used in fitting & fabrication jobs such as micrometer, vernier callipers, High gauge etc.</p> <p>c) Must have good knowledge of commonly used Engineering Materials such as cast iron steel & nonferrous metals alloys & fluxes used in welding of various ferrous and non-ferrous metals and alloys.</p>	32 years	Welder Gr. III	Seniority cum suitability

Technical Workmen Service Regulations

Sr. No.	Post	Mode of recruitment.	Qualification & experience for direct recruitment	Max. age for direct recruitment	To be promoted from (against promotion quota)	Criteria for promotion
5	Welder-III	20% by direct recruitment & 80% by promotion	<p>ITI Certificate in Welding Trade and also possessing certificate or competence in HP welding work from a recognised institution with 5 yrs experience.</p> <p>OR</p> <p>National apprenticeship certificate in Welding Trade and also possessing certificate of competency in H.P. Welding work from a recognised institution with 4 yrs experience.</p> <p>OR</p> <p>Having good knowledge to read and write Hindi & possessing certificate of competence in High pressure Welding work from Govt. testing House, Alipore or any recognised institution with 4 yrs experience.</p> <p>a) Must have good and practical skill & experience of various types of welding (gas arc and resistance) and must be able to read & interpret fabrication drawings and welding symbols.</p> <p>b) Preferably be able to use all types of measuring instruments commonly used in fitting & fabrication jobs such as micrometer, vernier callipers, High gauge etc.</p> <p>c) Must have good knowledge of commonly used Engineering Materials such as cast iron steel & nonferrous metals alloys & fluxes used in welding of various ferrous and non-ferrous metals and alloys.</p>	30 Years	Helper-I	Selection after giving due weightage for the experience in trade, seniority and trade test

Technical Workmen Service Regulations

Sr. No.	Post	Mode of recruitment.	Qualification & experience for direct recruitment	Max. age for direct recruitment	To be promoted from (against promotion quota)	Criteria for promotion
6	Mechanic-I	20% by direct recruitment & 80% by promotion	<p>ITI Certificate in the trade of fitter/Diesel Mechanic/motor vehicle mechanic /Mechanic rolling /moving machinery or in mechanical trade with 6 yrs experience.</p> <p>OR</p> <p>National Apprenticeship certificate in the trade of Mechanic with 5 yrs experience.</p> <p>OR</p> <p>Secondary of its equivalent with 7 yrs Experience.</p> <p>a) Must have very good practical skill and experience in all types of operation of tools setting and use of various adjustments of different workshop machines.</p> <p>b) Must be able to read and interpret manufacturing drawings and do simple shop calculations and be able to use all types of machinery instruments commonly used in general machines shop calculations such as micro meter, vernier callipers, base gauge depth gauge etc.</p> <p>c) Must have knowledge to make and sharpen simple cutting tools such as knife edge, threading, simple profile such as radius tools, drill etc, used in workshop.</p> <p>d) Must have working and fitting knowledge as required in ordinary mechanical maintenance. Must have knowledge of repair shop or diesel station or Electrical sub-station/local distribution works.</p>	32 Years	Mechanic-II of respective trade or Diesel Engineer local distribution.	Seniority cum suitability

Technical Workmen Service Regulations

Sr. No.	Post	Mode of recruitment.	Qualification & experience for direct recruitment	Max. age for direct recruitment	To be promoted from (against promotion quota)	Criteria for promotion
7	Mechanic-II	20% by direct recruitment & 80% by promotion	ITI Certificate in the trade of fitter/Diesel Mechanic/motor vehicle mechanic/Mechanic rolling/moving machinery or in mechanical trade with 3 yrs experience. OR National Apprenticeship certificate in the trade of Mechanic with 2 yrs experience. OR Secondary of its equivalent with 4 yrs Experience. a) Must have very good practical skill and experience in all types of operation of tools setting and use of various adjustments of different workshop machines. b) Must be able to read and interpret manufacturing drawings and do simple shop calculations and be able to use all types of machinery instruments commonly used in general machines shop calculations such as micro meter, vernier callipers, base gauge depth gauge etc. c) Must have working and fitting knowledge as required in ordinary mechanical maintenance. OR Must have knowledge of repair shop or diesel station or Electrical sub-station/local distribution works.	30 Years	Helper-I	Selection after giving due weightage for the experience in trade seniority and trade test

Technical Workmen Service Regulations

Sr. No.	Post	Mode of recruitment.	Qualification & experience for direct recruitment	Max. age for direct recruitment	To be promoted from (against promotion quota)	Criteria for promotion
8	Fitter-I	20% by direct recruitment & 80% by promotion	ITI Certificate in Fitter Trade with 6 yrs experience. OR National apprenticeship Certificate in the trade of Fitter with 5 yrs experience. OR a) Must be able to use all types of measuring instruments commonly used in fitting and assembly shop such as micro-meter Vernier Callipers height gauge etc. b) Must have very good practical skill and experience in manufacturing assembly work sawing chipping, scraping, drilling, tempering, tapping soldering etc. c) Must have good knowledge of commonly used engineering material such as cast iron, Mild steel alloy steel non-ferrous alloys etc. d) Must have working and fitting knowledge as required in ordinary mechanical maintenance. OR Must have knowledge of repair shop or Diesel station or Electrical sub station/local distribution works.	32 years	Fitter-II	Seniority cum suitability
9	Fitter-II	20% by direct recruitment & 80% by promotion	ITI Certificate in Fitter Trade with 3 yrs experience. OR National apprenticeship Certificate in the trade of Fitter with 2 yrs experience. OR Secondary or its equivalent with 4 yrs experience OR a) Must be able to use all types of measuring instruments commonly used in fitting and assembly shop such as micro-meter Vernier Callipers height gauge etc. b) Must have very good practical skill and experience in manufacturing assembly work sawing chipping, scraping,	30 Yrs	Helper-I	Selection after giving due weightage for the experience in trade seniority and trade test

Technical Workmen Service Regulations

Sr. No.	Post	Mode of recruitment.	Qualification & experience for direct recruitment	Max. age for direct recruitment	To be promoted from (against promotion quota)	Criteria for promotion
			drilling, tempering, tapping soldering etc. c) Must have good knowledge of commonly used engineering material such as cast iron, Mild steel alloy steel non-ferrous alloys etc. d) Must have working and fitting knowledge as required in ordinary mechanical maintenance. OR Must have knowledge of repair shop or Diesel station or Electrical sub station/local distribution works.			
10	Electrician-I	20% by direct recruitment & 80% by promotion	ITI Certificate in the trade of Electrician/Switch board Attendant with 6 yrs experience. OR National Apprenticeship Certificate in the trade of Electrician with 5 yrs experience. OR Studied upto VIII standard with wireman competence certificate from the Electrical Inspector of the Govt. with 6 yrs experience. OR Secondary or its equivalent with 7 yrs experience. For EHT/HT and LT Trade: a) Erection testing over hauling repairing maintenance and rectification of fault of equipments like generator motor switch gear Transformer G.C Switches, D.O Fuses CTs, PTs and energy meters and sub-station equipments used in EHT /HT and LT line and sub-stations. b) Capable of doing control wiring required in various EHT/HT and LT Sub-stations or Power Stations.	32 years	Electrician-II	Seniority cum suitability

Technical Workmen Service Regulations

Sr. No.	Post	Mode of recruitment.	Qualification & experience for direct recruitment	Max. age for direct recruitment	To be promoted from (against promotion quota)	Criteria for promotion
11	Electrician-II	20% by direct recruitment & 80% by promotion	ITI Certificate in the trade of Electrician/Switch board Attendant with 3 yrs experience. OR National Apprenticeship Certificate in the trade of Electrician with 2 yrs experience. OR Middle school standard with wireman competence certificate from the Electrical Inspector of the Govt. with 3 yrs experience. OR Secondary or its equivalent with 4 yrs experience. For EHT/HT and LT Trade: a) Erection testing over hauling repairing maintenance and rectification of fault of equipments like generator motor switch gear Transformer G.C Switches, D.O Fuses CTs,PTs and energy meters and sub-station equipments used in EHT /HT and LT line and sub-stations. b) Capable of doing control wiring required in various EHT/HT and LT Sub-stations or Power Stations.	30 Yrs	Helper-I	Selection after giving due weightage for experience in trade seniority and trade test
12	Artisan-I	20% by direct recruitment & 80% by promotion	ITI certificate in the concerned Trade with 6 yrs experience in multi-ferrous trade. OR National Apprenticeship Certificate in the concerned trade with 5 yrs experience in multi-ferrous. OR Secondary or its equivalent with 7 yrs experience in multi-ferrous trade.	32 yrs	Artisan-II in concerned trade	Seniority cum suitability

Technical Workmen Service Regulations

Sr. No.	Post	Mode of recruitment.	Qualification & experience for direct recruitment	Max. age for direct recruitment	To be promoted from (against promotion quota)	Criteria for promotion
13	Artisan-II	20% by direct recruitment & 80% by promotion	ITI certificate in the concerned Trade with 3 yrs experience in multi-ferrous trade. OR National Apprenticeship Certificate in the concerned trade with 2 yrs experience in multi-ferrous. OR Secondary or its equivalent with 4 yrs experience in multi-ferrous trade.	30 Yrs	Helper-I	Selection after giving due weightage for experience in trade seniority and trade test
14	Radio-Mechanic-I PLCC Mechanic	20% by direct recruitment & 80% by promotion	ITI certificate in the trade of Radio mechanic with 6 yrs experience. OR National Apprenticeship Certificate in the trade of Radio mechanic with 5 yrs experience. OR Secondary or its equivalent with 7 yrs experience. a) Wrapping, Joint wiring ,Wiring of assemblies cable forming assembly of components on printed circuit board, soldering of internal circuit and basic knowledge of various electronic components like resistors, capacitors etc. b) Installed/Commissioning of control instruments and PLCC equipments in EHT sub station. c) Working of PLCC circuits in sub-station and telephone system.	32 yrs	Radio Mech-II	Seniority cum suitability

Technical Workmen Service Regulations

Sr. No.	Post	Mode of recruitment	Qualification & experience for direct recruitment	Max. age for direct recruitment	To be promoted from (against promotion quota)	Criteria for promotion
15	Radio-Mechanic-II PLCC Mechanic	20% by direct recruitment & 80% by promotion	ITI certificate in the trade of Radio mechanic with 3 yrs experience. OR National Apprenticeship Certificate in the trade of Radio mechanic with 2 yrs experience. OR Secondary or its equivalent with 4 yrs experience. a) Wrapping, Joint wiring ,Wiring of assemblies cable forming assembly of components on printed circuit board, soldering of internal circuit and basic knowledge of various electronic components like resistors, capacitors etc. b) Installed/Commissioning of control instruments and PLCC equipments in EHT sub station. c) Working of PLCC circuits in sub-station and telephone system.	30 Yrs	Helper-I	Selection after giving due weightage for the experience in trade seniority and trade test

Technical Workmen Service Regulations

Sr. No.	Post	Mode of recruitment	Qualification & experience for direct recruitment	Max. age for direct recruitment	To be promoted from (against promotion quota)	Criteria for promotion
16	Wireman-I	20% by direct recruitment & 80% by promotion	ITI in the trade of Wireman with 6 yrs experience. OR National Apprenticeship Certificate in the trade of Electrician, Wireman-Switch Board Attendant with 5 yrs experience. OR Studies upto VIII Standard with Wireman Certificate of the State Electrical Inspector with 6 yrs experience. OR Secondary or its equivalent with 7 yrs experience. a) Experience in wiring of switch gear control panels and control wiring in 33 KV Sub-Station and also in energy power factor, meter volt meters, Motors etc. wiring work. b) Installation and maintenance of various types of services connections. Also repair and renewal of service maintenance and experience of LT under-ground and cable circuit wiring. c) Wrapping, Joint wiring, wiring of assemblies cable forming assembly of components/or printed circuit Board soldering of Internal Circuit. And basic knowledge of various electronic components like resistors capacitors etc.	32 years	Wireman-II	Seniority cum suitability

Technical Workmen Service Regulations

Sr. No.	Post	Mode of recruitment	Qualification & experience for direct recruitment	Max. age for direct recruitment	To be promoted from (against promotion quota)	Criteria for promotion
17	Wireman-II	20% by direct recruitment & 80% by promotion	<p>IT! in the trade of Wireman with 3 yrs experience. OR National Apprenticeship Certificate in the trade of Electrician, Wireman-Switch Board Attendant with 2 yrs experience. OR Studies upto VIII Standard with Wireman Certificate of the State Electrical Inspector with 3 yrs experience. OR Secondary or its equivalent with 4 yrs experience.</p> <p>a) Experience in wiring of switch gear control panels and control wiring in 33 KV Sub-Station and also in energy power factor, meter volt meters, Motors etc. wiring work. b) Installation and maintenance of various types of services connections. Also repair and renewal of service maintenance and experience of LT under-ground and cable circuit wiring. c) Wrapping, Joint wiring, wiring of assemblies cable forming assembly of components/or printed circuit Board soldering of Internal Circuit. And basic knowledge of various electronic components like resistors capacitors etc.</p>	30 Years	Helper-I	Selection after giving due weightage for the experience in trade seniority and trade test

Technical Workmen Service Regulations

Sr. No.	Post	Mode of recruitment	Qualification & experience for direct recruitment	Max. age for direct recruitment	To be promoted from (against promotion quota)	Criteria for promotion
18	Sub-Station Attendant-I	20% by direct recruitment & 80% by promotion	ITI certificate in the Trade of Electrician/Switch Board Attendant with 6 yrs experience. OR National Apprenticeship Certificate in the trade of Electrician/Switch Board Attendant with 5 yrs experience OR Secondary or its equivalent with 7 yrs experience. (a) Knowledge, skill and ability to do simple switching & multiple switching operation in the Sub-station for EHT/HT/LT/operation and maintenance of switch board distribution panel conductors and Meter control Board. b) Maintenance of sub-station equipments such as circuit breakers, isolators current transformers etc. c) Under ground simple electric circuiting and wiring dia-grams. OR Experience in repairs, maintenance and erection of electrical, installation HT/LT Motor/Starter, armature, winding and repairs. Operation and control generation board, switch gear, alternators with its auxiliaries motors and synchronising panels of alternators in any thermal Hydel Power Stations. Understand simple electric circuiting and wiring diagrams.	32 years	Sub-Station Attendant-II	Seniority cum suitability

Technical Workmen Service Regulations

Sr. No.	Post	Mode of recruitment	Qualification & experience for direct recruitment	Max. age for direct recruitment	To be promoted from (against promotion quota)	Criteria for promotion
19	Sub-Station Attendant-II	20% by direct recruitment & 80% by promotion	ITI certificate in the Trade of Electrician/32 yrs Switch Board Attendant with 3 yrs experience. OR National Apprenticeship Certificate in the trade of Electrician/Switch Board Attendant with 2yrs experience OR Secondary or its equivalent with 4 yrs experience. (a) Knowledge, skill and ability to do simple switching & multiple switching operation in the Sub-station for EHT/HT/LT/operation and maintenance of switch board distribution panel conductors and Meter control Board. b) Maintenance of sub-station equipments such as circuit breakers, isolators current transformers etc. c) Under ground simple electric circuiting and wiring diagrams. OR a) Experience in repairs, maintenance and erection of electrical, installation HT/LT Motor/Starter, armature, winding and repairs. b) Operation and control generation board, switch gear, alternators with its auxiliaries motors and synchronising panels of alternators in any thermal Hydel Power Stations. c) Understand simple electric circuiting and wiring diagrams.	30 Years	Helper-I SSA-III	Selection after giving due weightage for the experience in trade seniority and trade test
20	Lineman-I	20% by direct recruitment & 80% by promotion	ITI Certificate in Lineman Trade with 6 yrs experience OR National Apprenticeship Certificate in the Trade of Lineman with 5 yrs experience OR Having knowledge of reading and writing Hindi with 10 yrs experience. OR	32 years	Lineman II	Seniority cum suitability

Technical Workmen Service Regulations

Sr. No.	Post	Mode of recruitment.	Qualification & experience for direct recruitment	Max. age for direct recruitment	To be promoted from (against promotion quota)	Criteria for promotion
			Secondary or its equivalent with 7 yrs experience. For EHT Line: a) Construction, Maintenance and operation of EHT overhead lines and rectification of faults. b) Fair knowledge of underground cable laying and maintenance of works and working knowledge of transformers and switchgear knowledge of isolators, Air breaker switches and earth connections. c) Knowledge of sag tension charts and earthing resistance and earth connections			
21	Lineman-II	20% by direct recruitment & 80% by promotion	ITI Certificate in Lineman Trade with 3 yrs experience OR National Apprenticeship Certificate in the Trade of Lineman with 2 yrs experience OR Having knowledge of reading and writing Hindi with 7 yrs experience. OR Secondary or its equivalent with 4 yrs experience. For EHT Line: a) Construction, Maintenance and operation of EHT overhead lines and rectification of faults. b) Fair knowledge of underground cable laying and maintenance of works and working knowledge of transformers and switchgear knowledge of isolators, Air breaker switches and earth connections. c) Knowledge of sag tension charts and earthing resistance and earth connections	30 Years	Helper-I	Selection after giving due weightage for the experience in trade seniority and trade test

Technical Workmen Service Regulations

Sr. No.	Post	Mode of recruitment	Qualification & experience for direct recruitment	Max. age for direct recruitment	To be promoted from (against promotion quota)	Criteria for promotion
22	Carpenter-I Blacksmith-I Turner-I	20% by direct recruitment & 80% by promotion	ITI Certificate in the trade with 6 yrs experience or National Apprenticeship certificate in the respective trade with 5 yrs experience in the concerned trade. OR Secondary or its equivalent with 7 yrs experience in the concerned trade.	32 Yrs	Experience in the concerned trade. Carpenter-II Blacksmith-II Turner-II	Seniority cum suitability
23	Carpenter-II Blacksmith-II Turner-II	20% by direct recruitment & 80% by promotion	ITI Certificate in the trade with 3 yrs experience or National Apprenticeship certificate in the respective trade with 2 yrs experience in the concerned trade. OR Secondary or its equivalent with 4 yrs experience in the concerned trade.	30 Years	Helper-I	Selection after giving due weightage for the experience in trade seniority and trade test
24	Crane Operator	100% by direct recruitment	Must be able to write and read Hindi and English and have heavy vehicle driving licence with 5 yrs experience of Operating ECT and other mobile cranes of capacities upto 100 Tones while handling heavy packages weighting upto 100 Tones.	32 Yrs		
25	Filter Operator	20% by direct recruitment & 80% by promotion	ITI Certificate in Electrical/Mechanical Wireman Trade with 6 yrs experience. OR National apprenticeship Certificate in the trade of Electrician/Mechanic Wireman Trade with 5 yrs experience. OR Having Knowledge of reading and writing Hindi with 10 yrs experience. OR Secondary or its equivalent with 7 yrs experience. Experience of maintenance and operation of Filter Machine.	32 years	Filter Attendant (Transformer oil and lubricating oil)	Seniority cum suitability

Technical Workmen Service Regulations

Sr. No.	Post	Mode of recruitment	Qualification & experience for direct recruitment	Max. age for direct recruitment	To be promoted from (against promotion quota)	Criteria for promotion
26	Filter Attendant	20% by direct recruitment & 80% by promotion	ITI Certificate in Electrical/Mechanical Wireman Trade with 3 yrs experience. OR National apprenticeship Certificate in the trade of Electrician/Mechanic Wireman Trade with 2 yrs experience. OR Having Knowledge of reading and writing Hindi with 7 yrs experience. OR Secondary or its equivalent with 4 yrs experience. Experience of maintenance and operation of Filter Machine.	30 Yrs	Helper-I	Selection of giving due weightage for the experience in trade seniority and trade test And able to read & write Hindi well in devnagri script
27	Vehicle Driver	100% by direct recruitment	Who can read and write Hindi in Devnagri script and possess heavy vehicle driving licence with experience of driving Heavy/light vehicles of 7 yrs	30 yrs		
28	Driver	20% by direct recruitment & 80% by promotion	ITI Certificate in Fitter/Mechanic Trade with 3 yrs experience. OR National Apprenticeship Certificate in the trade of Fitter/Mechanic with 2 yrs expo OR Secondary or its equivalent with 4 yrs experience.	30 yrs	Helper-I	Selection after giving due weightage for the experience in trade seniority and trade test

Technical Workmen Service Regulations

Sr. No.	Post	Mode of recruitment	Qualification & experience for direct recruitment	Max. age for direct recruitment	To be promoted from (against promotion quota)	Criteria for promotion
29	a) Helper-I b) Sub-station Attendant-III c) Switch Board Attendant-III d) Consumers call Attendant	100% by promotion (In case of non availability of suitable persons for promotion in any year the post shall be filled by direct recruitment	ITI Certificate in the trade of Electrician/Wireman/SBA or similar trade. OR National Apprenticeship Certificate in the trade of Electrician/Wireman/ switch board Attendant or in a similar trade. OR Secondary or its equivalent with one year experience.	28 years	1) (A) Helper-II 2) (b, c, d) with the following minimum qualification:- ITI Certificate in the trade of Electrician/wireman/SBA or similar trade. OR National trade Apprenticeship in the trade of Electrician/ wireman/Switch Board attendant in similar trade. OR Secondary or its equivalent	Seniority cum suitability
30	Helper-II	100% by direct recruitment	Who can read and write Hindi in Devnagri script and have good physique. preference shall be given to work charged/muster roll employees who have put in two years or more continuous service as on 1st April of the year in which recruitment is made.	28 yrs		
For Civil trade						
31	Mistry-I	25% by direct recruitment 75% by promotion	3 yrs diploma in Civil Engg. from a recognised institution OR ITI Certificate in the Trade of Mason carpenter/Filter/Plumber or any trade of Civil Engineering Work with 8 yrs experience in supervisory capacity of reputed concern. OR National Apprenticeship Certificate in the Trade of Mason/Carpenter/Fitter/Plumber or any Trade of Civil Engg. work with 7 yrs experience in supervisory capacity of reputed concern.	35 yrs	Mistry-II	Seniority cum suitability

Technical Workmen Service Regulations

Sr. No.	Post	Mode of recruitment	Qualification & experience for direct recruitment	Max. age for direct recruitment	To be promoted from (against promotion quota)	Criteria for promotion
32	Mistry-II	20% by direct recruitment & 80% by promotion	ITI certificate in Trade of Mistry/Carpenter Fitter/Plumber or any Civil Trade with 32 yrs. 6 yrs experience of supervising the Civil works of reputed Civil Engg. concern. OR National Apprenticeship Certificate in the Trade of Mason/Carpenter/Fitter/Plumber or in any civil trade with 5 yrs experience in supervisory capacity of reputed concern.	32 Yrs	i) Mistry-II ii) Mason Gr.I iii) Artisan Gr.I	Selection after giving due weightage for the experience in the trade seniority and trade test.
33	Mistry-III	20% by direct recruitment & 80% by promotion	ITI Certificate in the Trade of Mistri Carpenter plumber or any other trade of Civil engineering work with 3 yrs experience as a Mate/Supervisor Work Agent/Mistry or work Mistry or reputed Civil Engineering concern. OR National Apprenticeship Certificate in the trade of Mason Carpenter/Fitter/Plumber or any Trade of Engg. work with 2 yrs experience as Mate Supervisory/Work agent/Mistry or work Mistry of a reputed Civil Engineering concern.	30 Years	i) Mate in Civil works Supervisor. ii) Work agent iii) Work mistry or iv) Helper-I of Civil trade	Selection after giving due weightage for the experience in the trade seniority and trade test
METER & RELAY TESTING REPAIRING WING						
34	Meter & Relay Tester & Repairer -I	25% by direct recruitment & 75% by promotion	3 yrs Diploma in Electrical and or Mechanical with I Division from recognised Inst. OR 3 yrs Diploma in Electrical and or Mechanical. From a recognised institution with 1 yr experience of Meter & Relay testing.	35 Yrs	Relay and Repairer-II	Seniority cum suitability
35	Meter & Relay Tester & Repairer-II	25% by direct recruitment & 75% by promotion	3 years diploma in Electrical and or Mech. from a recognised institution	32 years	Meter and Relay Tester & Repairer-III	Seniority cum suitability
36	Meter & Relay Tester & Repairer-III	25% by direct recruitment & 75% by	IT! Certificate in Electrical/Wireman/Radio Mechanic Trade with 3 yrs experience of Meter or Relay repairing or testing. OR	30 Yrs	Helper-I with secondary or equivalent	Selection after giving due weightage

Technical Workmen Service Regulations

Sr. No.	Post	Mode of recruitment	Qualification & experience for direct recruitment	Max. age for direct recruitment	To be promoted from (against promotion quota)	Criteria for promotion
		promotion	National Apprenticeship Certificate in Electrical/wireman/Radio Mechanic or Meter Testing & Repairing trade with 2 yrs experience of Meter or Relay Repairing of Testing.			for the experience in the trade seniority and trade test.
37	Helper-I	100% by promotion	Secondary or its equivalent with 2 yrs experience OR ITI certificate in Electrical/Wireman/Radio Mechanic Trade with 6 months experience. OR National Apprenticeship Certificate in Electrical/ Wireman/ Radio Mechanic/or Meter testing & Repairing Trade.	28 years	Helper-II with Secondary or equivalent thereto	Seniority cum suitability
			DRAUGHTSMAN TRADE			
38	Head Draughtsman	20% by direct recruitment & 80% by promotion	Qualified Draughtsman from recognised Institution with 7 yrs experience	35 Years	I) Five yrs experience as Draughtsman Gr.I from qualified D.M. from recognised Institution. II) Ten yrs experience as Draughtsman Gr.I for others.	Seniority cum suitability
39	Draughtsman Gr.I	25% by direct recruitment 75% by promotion	ITI certificate in Draughtsman crafts from recognised institution with 6 yrs experience in Draughtsman Crafts. OR National Apprenticeship Certificate in Draughtsman Crafts from a recognised Institution with 5 yrs experience in Draughtsman Crafts.	35 Years	I) Five yrs experience as Draughtsman Gr.II from qualified D.M. from recognised Institution. ii) Ten yrs experience as Draughtsman Gr.II for others.	Seniority cum suitability
40	Draughtsman Gr. II	20% by direct recruitment & 80% by promotion	Higher secondary or equivalent thereto with 10 yrs experience as Tracer OR ITI Certificate in Draughtsman Crafts from a recognised Institution with 4 yrs experience as Tracer OR National Apprenticeship Certificate in Draughtsman Crafts from a recognised Institution with 3 yrs experience as Tracer.	30 Years	I) Five yrs experience as Tracer from qualified D.M. from recognised Institution. ii) Ten yrs experience as Tracer for others.	Seniority cum suitability

Technical Workmen Service Regulations

Sr. No.	Post	Mode of recruitment	Qualification & experience for direct recruitment	Max. age for direct recruitment	To be promoted from (against promotion quota)		Criteria for promotion
41	Tracer	100% by direct recruitment	Higher secondary or equivalent thereto from a recognised institution with drawing as a subject with 5 yrs experience as Ferroman. OR ITI Certificate in Draughtsman Craft from recognised Institution	30 Years			
42	Surveyor	25% by direct recruitment 75% by promotion	Survey Line 3 yrs diploma in Surveyor Mechanical of Civil from a recognised Institution.	35 yrs	Asstt. Surveyor		Seniority cum suitability
43	Asst. Surveyor	100% by direct recruitment	3 yrs diploma in Surveyor Mechanical of Civil from a recognised Institution. OR ITI certificate in Survey trade with 6 yrs experience in Survey HT /EHT Lines. OR National Apprenticeship Certificate in Survey trade with 5 yrs experience in Survey of HT/EHT Lines	32 years			
Additions to Schedule III							
44	Data Acquisition Operator & system Analyst Gr. I	100% by promotion.	-	-	Data Acquisition operator & system Analyst Gr. II with 5 years service in respective trade.		Seniority-cum merit.
45	Computer system analyst cum Operator Gr. I	100% by promotion.	-	-	Computer system analyst cum Operator Gr. II with 5 years service in respective trade.		Seniority-cum merit.

Technical Workmen Service Regulations

Sr. No.	Post	Mode of recruitment	Qualification & experience for direct recruitment	Max. age for direct recruitment	To be promoted from (against promotion quota)	Criteria for promotion
46	Data Acquisition Operator and system Analyst Gr. II	100% by direct rectt.	Diploma in Computer Science with Min. 2 years experience in Computer programming and Data Information Acquisition system & Analysis Filed in a reputed concern.	35 Years		Seniority-cum merit.
47	Loco Operator Gr. I	100% by promotion.	-	-	Loco Operator Scale No. 4 having 5 years experience.	Seniority-cum merit.
48	Senior Operator Gr. I	100% by promotion.	-	-	Sr. Operator Gr.III Turbine/Boiler attendant and possessing Secondary and ITI or NCTVT qualification in respective trade with 3 years service. Or Sr. Operator Gr. III Turbine/Boiler attendant with 5 years service.	Seniority-cum merit.
49	Operator Gr. I	100% by promotion.	-	-	Operator Gr. III Compressor Operator /Pump Operator possessing Secondary and ITI or NCTVT qualification with 3 yrs. service. Or Operator Gr. III Compressor Operator/Pump Operator with 5 years service.	Seniority-cum merit.
50	Computer System Analyst cum Operator Gr. II	100% by promotion .	Diploma in Computer Science with 2 minimum years experience in the analysis of computer system in a reputed concern.	35 years.		Seniority-cum merit.
51	Mechanic Gr II	100% by promotion.		-	Mech. II - Tech. III Mech. II possessing Secondary , ITI or NCTVT qualification With 3 years services. Or Mech. II - Tech. II/Mech. II with 5 years service.	Seniority-cum merit.

Technical Workmen Service Regulations

Sr. No.	Post	Mode of recruitment.	Qualification & experience for direct recruitment	Max. age for direct recruitment	To be promoted from (against promotion quota)		Criteria for promotion
52	Operator Gr. II	50 % by direct rectt. & 50 % by promotion	Secondary or equivalent with ITI (2years course) or NCTVT (3 years course) preferably Elect /Fitter/ Wireman/Boiler/ Attendant/ Steam Turbine Operator/ switch board attendant trade course and minimum experience for ITI, 4 years & NCTVT 3 years in a various operations on system of Boiler / TG / Common Aux/ Switch Yard equipment in a reputed concern. Preferably of Thermal Power Station.	33 years.		Operator -III/Helper- I possessing secondary and ITI or NCTVT qualification and experience in respective jobs. Or Operator -III/Helper- I with 5 years service and experience in respective job.	Seniority
53	Mechanic -II!	50 % by Direct rectt. & 50% by promotion	Secondary or equivalent with ITI (Fitter / Mechanist) and minimum experience for IT!, 4 years and NCTVT 3 years in the maintenance of various machines/ equivalent in a work shop of reputed concern. Preferably of Thermal Power Station.	33 years.		Helper -I possessing Secondary and ITI or NCTVT qualification with 3 years service and experience in respective job. Or Helper -I with 5 years service and experience in respective job	Seniority
54	Laboratory Assistant	100% by direct recruitment	Matriculation or equivalent (Secondary) with 3 years experience in handling laboratory equipments testing of material, sampling etc.	28 years			

