



# RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LTD.

(A Government of Rajasthan Undertaking)

Corporate Identity Number (CIN): L40109RJ2000SGC016485

Regd. Office: VidyutBhawan, Jyoti Nagar, Jaipur 302 005

Tele- Fax: +91-141-2740455, website: www.rvpn.co.in

No.RVPN/Rectt(Pref.)/F.715/D.531

Jaipur, dated: 24/10/2017

## ORDER

Smt. Sarita Jain W/o Late Sh. Rajesh Kumar Jain, is hereby appointed in RVPN on compassionate ground to the post of "**Lower Division Clerk**" as Probationer Trainee, on fixed remuneration @ Rs. 8910/- (Rupees Eight thousand Nine hundred Ten) per month, for a period of two years and posted in the following office, on the terms & conditions laid down here under:-

NAME, FATHER'S NAME & ADDRESS	DOB	M /F	Cat.	Place of posting O/o
Smt. Sarita Jain W/o Late Sh. Rajesh Kumar Jain R/o 3/62, Kala Kuva, Housing Board, Alwar (Raj.) 301001	05.12.1974	F	UR	Chief Engineer (IT & Trg.), RVPN, Jaipur.

### Terms & Conditions:-

The Terms & Conditions are as per RVPN Service Regulations/Orders, the major once are given below:-

1. Initially, her appointments as "Probationer-Trainee" for a period of two (2) years and during the period of probation training, she will be paid fixed remuneration @ Rs. 8910/- (Rupees Eight thousand Nine hundred Ten) per month. After successful completion of probation-training period, she will be fixed in the regular pay scale of Lower Division Clerk (LDC) in running Pay Band (PB-1) of Rs. 5200-20200 with Grade Pay of Rs. 2400/-. The period of probation-training shall not be counted for grant of annual grade increment(s). However, the period spent as Probationer Trainee shall be counted for experience & eligibility for promotion.
2. During the period of probation training, she will be entitled only to fixed remuneration as above and shall not be entitled to Special Pay, Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Conveyance Allowance or any other allowance(s) called by whatever name.
3. Services of above Probationer Trainee can be terminated at any time by giving one month's notice in writing or by giving one month's remuneration in lieu thereof.
4. Services of above Probationer Trainee can be terminated without any kind of notice and/or compensation if misconduct of any description is prima facie found to have been committed by her.

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- 5 At the time of joining duties, she will have to execute a "Bond" (Proforma enclosed as **Appendix-A**) on Non-judicial stamp paper worth Rs.100/- issued in the name of candidate with the specific purpose of executing Bond in favour of RVPN, for giving an undertaking that she will not leave her training/service or resign or take-up another employment during the period of 'Probation-Training' as well as within one year after completion of Probation-Training, and also during any other training period as well as after completion of such training, within a minimum period of 1 year if such training period is for a period exceeding 3 months but up to 6 months, and within 2 years, if it exceeds 6 months; but in case she violates these provisions, she will refund to RVPN all emoluments paid to her, including the expenses incurred by RVPN on such training (s), alongwith amount of remuneration/salary for notice period subject to maximum of Rs.1,50,000/- (Rupee One lac fifty thousand) only (excluding the amount paid to her by way of Travelling and daily allowance under the relevant regulations) and any other amount that may be due to RVPN, together with interest @ 12% per annum from the date of demand to the date of payment in lump-sum.
- 6 After completion of 3 years' period, she may resign from Nigam's services by giving three month's notice in writing to the Competent Authority. However, in case of breach of this provision by her, she shall be liable to pay the amount of salary for the notice period falling short of 3 months as compensation to the RVPN. In case of any default, such amount may be deducted from any money due to her.
- 7 She will have to bring a "Surety" of an employee of Central/State Government or Public Undertaking getting pay in Grade pay of Rs. 2000/- or above. In this kind of surety, it shall have to be mentioned that in case she leaves service of RVPN without making compliance of conditions as stipulated at para 5 above, that employee of Central/State Government or Public Undertaking shall pay compensation, as above, to RVPN (Proforma enclosed as **Appendix-B**).
- 8 The above Probationer Trainee if not already possessing the qualification mentioned hereunder, in the "computer" field, shall be required to acquire anyone of the following qualifications in Computer proficiency during two years of probation training period. If she fails to do so, her probation training period shall be extended upto the maximum period of one year and in case she fails to acquire the same, in such extended period, her services shall be terminated:-
- (i) "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India.
- OR
- (ii) Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organized under National/State Council of Vocational Training Scheme.
- OR
- (iii) Diploma in Computer Science/Computer Applications from a University established by Law in India or from an institution recognized by the Government.

OR

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

OR

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

OR

(xii) CIC/CIT from IGNOU.

Provided that in case a candidate having one subject related to computer in one semester or year in his/her Bachelor's Degree or higher or CA/ICWA/CS or MBA etc. then the above provision shall not be binding upon him/her.

- 9 The above dependent (except widow candidate) shall be required to clear computer type test within a period of 3 years for entitlement for confirmation failing which her appointment shall be liable to be terminated. No annual Grade Increments will be allowed until she acquires such qualifications. On acquiring such qualification, annual Grade Increments shall be allowed notionally from the date of entitlement but no arrears shall be paid. In this regard, the order issued under circular dt. 21.09.2012 of State Government shall be applicable as under:-
- (i) Computer type test in Hindi/English will be conducted four times in a year on 1st Monday of February, May, August and November by the Bhasha evam Pustakalaya Vibhag, GoR in its prescribed Computer Lab. The examination fee will be borne by the concerned employees. For passing the computer type test the speed test of 1200 Key depression in 10 minutes in Hindi and 1400/- Key depression in 10 minutes in English (one of the both) is required. Type test will be in Unicode based Mangal font in Hindi and Courier font in English. Prescribed Certificate will be issued by the Bhasha evam Pushtakalaya Vibhag, GoR to the successful candidates.
- (ii) All the Head of Departments will forward the application forms of such LDCs appointed on Compassionate ground on or after 05.07.2010 and had not yet cleared the type test, to Bhasha evam Pustakalaya Vibhag GoR, Dr. Radhakrishnan Shiksha Sankul Parisar, Block No. 8, Jawahar Lal Nehru Marg, Jaipur in prescribed format alongwith requisite fee through Banker cheque/Bank Draft to be borne by the candidate concerned.
- 10 No Travelling Allowance shall be admissible for joining as a Probationer-Trainee. In case of journey on duty, she shall be allowed TA as on tour and in case of transfer made in the administrative interest, only Mileage Allowance and incidental charges on the basis of fixed monthly remuneration shall be admissible.
- 11 She shall be covered under the Contributory Provident Fund Rules of RVPN. Her contribution towards CPF shall be deducted as per relevant provisions from fixed monthly remuneration and the Employer's contribution of CPF shall be borne by the Company in addition to the fixed monthly remuneration.

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- 12 She, if not covered by the ESI Act, 1948, shall be covered under the provisions of Medi-claim Insurance Policy. In case of her transfer from ESI implemented area to non-implemented area, she shall be covered by the Medi-claim Insurance Policy.
- 13 Coverage of the "Group Personal Accident Insurance Scheme" will also be extended over her for which the premium shall be deducted in the same manner, as is being done in respect of regular employees.
- 14 In case of availability of the company's accommodation, the same will be provided as per rules on normal rent, treating the fixed monthly remuneration as "Basic Pay" for the purpose of determination of rent to be deducted.
- 15 She shall be eligible for Casual Leave of 12 days in a Calendar year and for a period of less than a calendar year, it shall be admissible in proportion on the basis of completed months. She shall earn PL @ 1 day leave for every 20 days i.e. upto maximum of 18 days in a calendar year but she shall not be entitled for H.P.L. She shall also be entitled for Terminal Leave, Maternity/ Paternity Leave as per rules.
- 16 No deputation allowance shall be admissible to a Probationer Trainee, if, deputed to "Foreign Service" for training etc.
- 17 The appointment is subject to Medical Fitness of the candidates. At the time of reporting for joining duty, she will have to produce a Medical Certificate of Fitness from a doctor, authorized by the State Government (not below the rank of CMHO/PMO of the District/ Superintendent of Hospital associated with the Government Medical College), failing which the appointment order shall automatically stand cancelled without any notice/information. The fee paid for medical examination will be reimbursed by the Nigam if found medically fit and join duty.
- 18 The appointment is subject to production of character certificate. At the time of reporting for joining duty, she will have to produce antecedents/verification report issued from the Superintendent of Police of concerned District where she belongs failing which the appointment order shall automatically stand cancelled without any notice/information.
- 19 The appointment of such persons will stand automatically cancelled without any notice/information if any time, it is found that the candidate have more than two children on or after 01.06.2002, as no candidate shall be eligible for appointment who have more than two children on or after 01.06.2002, provided that the candidate having more than two children, will not be disqualified so long as the number of children she has on 01.06.2002, does not increase.
- 20 The appointment is provisional and subject to verification of certificate/marks-sheet of educational/professional/higher qualification from the issuing authority.
- 21 She can be posted at any place in Rajasthan or in any Project under the management/ control/ partnership of RVPN.
- 22 Other terms & conditions of service will be the same as are applicable to the employees of RVPN of similar category.
- 23 No request shall be entertained for transfer during the period of probation training.

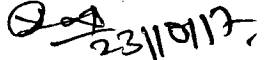
- 24 She will furnish an undertaking in writing that she will maintain properly the other family members who were dependent on the deceased employee. If subsequently, at any time, it is proved that such dependent/family members are being neglected or are not being maintained properly by her, her appointment/services may be terminated after providing an opportunity by way of issue of Show Cause Notice asking her to explain why her services should not be terminated.
- 25 If annuity benefit is getting by any family members of the deceased employee, she will inform to the concerned office where deceased employee was posted to stop the annuity benefit under intimation to this office.
- 26 She will have to submit the following certificates/ documents in original for verification, along with Photostat copies duly self-attested thereof, for office record at the time of joining duty:
- (i) Certificate/Marks-sheet of Secondary School Exam in which Date of Birth of the candidate is indicated.
  - (ii) Certificate of Educational qualification/marks sheet of all years/semesters of the course.
  - (iii) Certificate of SC /ST or OBC/BC/SBC of Non-creamy layer, as the case may be, issued by the concerned Competent Authority of Rajasthan State only (if applicable).
  - (iv) Marriage Registration Certificate issued by the concerned Competent Authority or Affidavit (if married).
  - (v) In case of married, an affidavit clearly indicating name and date of birth of all children, including adopted and step children or an affidavit, if having no children.
  - (vi) Bonafide Resident Certificate.
  - (vii) Certificate of TSP issued by the concerned Competent Authority, if the UR/OBC/BC/SBC/SC/ST category candidate is a bonafide resident of any one of the notified TSP Areas of Rajasthan.
  - (viii) A self-attested affidavit that no criminal case is pending against her in any Court and she has not been convicted in any criminal case. If she has been convicted or any criminal case is pending against her, the detail should be mentioned in the Affidavit, accordingly.
  - (ix) A Bond (proforma of the Bond enclosed as **Appendix-A**) on Non-Judicial stamp of Rs.100/- issued in the name of candidate.
  - (x) A Surety by an employee of Central/State Government/PSU on Non-judicial stamp of Rs.100/-. (Proforma of the Surety enclosed as **Appendix-B**)(The Non-judicial stamp is to be purchased in the name of the Person who is signing the Surety)
  - (xi) Medical Fitness Certificate issued from a Doctor as per condition No. 17.
  - (xii) Antecedents/Verification Report issued from Superintendent of Police as per condition No. 18.
  - (xiii) An undertaking in writing as per condition No. 24.
  - (xiv) An undertaking in writing as per condition No. 25.
  - (xv) An undertaking in writing that the spouse or any one of the sons, unmarried daughters, adopted son/adopted unmarried daughter of the deceased employee is already not employed on regular basis

under Central/any state Government or Statutory Board, Organization/Corporation owned or controlled wholly or partly by the central/any State Government at the time of death of the deceased employee provided that this condition shall not apply where the widow of the deceased employee seeks employment for herself.

- (xvi) Acceptance under own handwriting and signature, on a photostat copy of this appointment order, clearly stating that **"I have gone through the Terms & Conditions of my appointment as Probationer Trainee" on the post of Lower Division Clerk (LDC). I have understood all of them and I accept all these Terms and Conditions"**.
- (xvii) An undertaking regarding not smoking & not chewing Gutka as per **Appendix -C**.

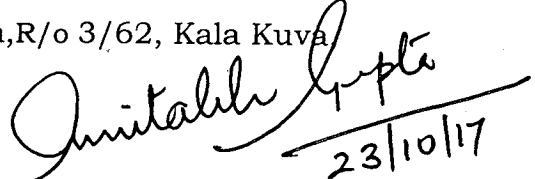
If above terms & conditions of appointment are acceptable, she may report for joining her duty to the officer indicated against her name in the above table within one month from issuance of this order, failing which this offer of appointment will stand automatically cancelled without any notice/information.

By Order,

  
(Pukhraj Sen)  
Secretary (Admn.)

Copy to the following for information and necessary action:-

1. The Chief Controller of Accounts, RVPN, Jaipur.
2. The JLR, RVPN, Jaipur.
3. The Chief Engineer (IT & Trg.), RVPN, Jaipur. He is advised to check the original documents as mentioned herein above at the time of accepting the joining report of the candidate and send a copy of joining report to this office.
4. The PS to CMD/ Director (Finance/Tech./Operations), RVPN, Jaipur.
5. The Sr. Accounts Officer (EA- Cash ),RVPN, Jaipur
6. The Secretary (CPF Trust), RVPN, Jaipur.
7. The Personnel Officer (Ministerial), RVPN, Jaipur.
8. The PA to Secretary (Admn.), RVPN, Jaipur.
9. Smt. Sarita Jain W/o Late Sh. Rajesh Kumar Jain,R/o 3/62, Kala Kuvra Housing Board, Alwar (Raj.) 301001
10. Office Order File.

  
(Amitabh Gupta)  
Joint Director Personnel

**APPENDIX - A**

**BOND FOR THE LOWER DIVISION CLERK (LDC) TO BE EXECUTED BEFORE  
POSTING IN RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LTD.  
(On Non-Judicial Stamp Paper of Rs.100/-)**

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

I \_\_\_\_\_ have been selected as Probationer Trainee on the post of Lower Division Clerk (LDC) under the order No. \_\_\_\_\_ dated \_\_\_\_\_ of Rajasthan Rajya Vidyut Prasaran Nigam Ltd. (in short RVPN) bind myself that I will diligently faithfully and to the best of my ability undergo the training as Probationer Trainee as well as all other trainings arranged by RVPN and conduct and behave honestly orderly and obediently towards my superiors and management of RVPN and will not leave trainings at any time before completion thereof and will not commit any act of misconduct during the training period.

I bind myself that I will not leave my training/ service or resign and will not engage directly or indirectly in any trade/ business/ occupation till the end of the period of 'Probation-Training' and within one year after completion of Probation-Training.

In consideration of being sent on any other training (other than Probation training) I bind myself to serve RVPN during as well as after completion of training(s) for a minimum period of one year if the training is for a period exceeding three months but upto six months and for two years if it exceeds six months.

In case of my any act contrary to or default of any provision stipulated at para 1 2 & 3 above I bind myself and my heirs executors and administrators to pay to RVPN on demand all emoluments/ pay & DA including expenses incurred on me during my training periods alongwith amount of remuneration/salary for notice period (excluding Travelling & daily allowance) subject to maximum of Rs.150000/- (Rupees One lac fifty thousand) only and any other amount that may be due to RVPN together with interest & 12% per annum from the date of demand to the date of payment in lump-sum in the event of following eventualities :-

- a) In case I fail to take due interest in the Probation Training or any other training arranged by RVPN.
- b) In case my attendance during the training period at the place where my name has been nominated/ sponsored falls below 80% of the total training days.
- c) In case of serious misconduct on my part during the training period.
- d) In case I leave the Probation training or any other training arranged by RVPN at any time before completion of full period of training or quit service before the period as detailed in para-2 and 3 above.

In case after completion of 3 years' period and also during any period otherwise not covered by para 1 2 & 3 above I resign or leave service of RVPN without giving three months' notice in writing to the Controlling Officer I bind myself to pay the amount of salary for the notice period falling short of 3 months' as compensation to the RVPN and in case of any default the amount may be deducted from any money due to me.

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

In case I \_\_\_\_\_ leave the services of RVPN before expiry of the minimum period of Probation training or any other training or service as prescribed in this bond I will be under the obligation to refund the entire amount of expenses incurred on me (excluding Travelling & daily allowance) subject to maximum of Rs.150000/- (Rupees One lac fifty thousand) only and any other amount that may be due to RVPN as per the undertaking given by me herein above together with interest @ 12% per annum from the date of demand to the date of payment in lump-sum as certified by the concerned Chief Accounts Officer/ Sr. Accounts Officer/ Accounts Officer.

Signed & delivered by the  
above bonded person

Witness: -

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

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

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

**Head of Department/  
Superintending Engineer  
RVPN**



**APPENDIX - B**

**SURETY TO BE GIVEN ON NON-JUDICIAL STAMP PAPER OF RS.100/- BY  
AN EMPLOYEE OF CENTRAL/STATE GOVERNMENT OR PUBLIC  
UNDERTAKINGS GETTING GRADE PAY RS. 2000/- OR ABOVE.**

I \_\_\_\_\_ S/D/W of Shri \_\_\_\_\_ Age \_\_\_\_\_  
Resident of \_\_\_\_\_ working as (Designation) \_\_\_\_\_ Deptt.  
\_\_\_\_\_ and getting pay in Pay Band \_\_\_\_\_ with Grade Pay \_\_\_\_\_ do  
hereby stand this surety in respect of Shri/Ms. \_\_\_\_\_ S/D/W of  
Shri \_\_\_\_\_ appointed as Probationer Trainee on the post of Lower  
Division Clerk (LDC) vide order No. \_\_\_\_\_ dated  
\_\_\_\_\_ of Rajasthan Rajya Vidyut Prasaran Nigam Ltd. (in short RVPN) and posted  
in the office of the \_\_\_\_\_ and agree to execute this bond in full sense  
and knowledge as follows :-

That Shri/Ms. \_\_\_\_\_ will diligently faithfully and to the best of his/ her  
ability undergo the training as Probationer Trainee as well as all other trainings  
arranged by RVPN and conduct and behave himself/ herself honestly orderly and  
obediently towards his/ her superiors and management of RVPN and will not leave  
trainings at any time before completion thereof and will not commit any act of  
misconduct during the training period.

That Shri/Ms. \_\_\_\_\_ will not leave training/ service/ resign and will  
not engage directly or indirectly in any trade/ business/ occupation till the end of the  
period of 'Probation-Training' and within one year after completion of Probation-  
Training.

In consideration of Shri/Ms. \_\_\_\_\_ being sent on training I undertake that  
Shri/Ms. \_\_\_\_\_ will serve the RVPN after completion of training(s) for a  
minimum period of one year if the training is for a period exceeding three months but  
upto six months and for two years if it exceeds six months.

That if Shri/Ms. \_\_\_\_\_ will indulge in any act contrary to any surety given by  
me at para 1 2 and 3 above I bind myself and my heirs executors and administrators  
to pay to RVPN on demand all emoluments/ pay & DA including expenses incurred  
on him/her during such training periods alongwith amount of remuneration/salary  
for notice period (excluding Travelling & daily allowance) subject to maximum of  
Rs.150000/- (Rupees One lac fifty thousand) only and any other amount that may be  
due to RVPN together with interest @ 12% per annum from the date of demand to the  
date of payment in lump-sum in the event of following eventualities :-

- a) In case he/he fails to take due interest in the Probation Training or any other  
training arranged by RVPN.
- b) In case his/ her attendance during the training period at the place where his/ her  
name has been sponsored falls below 80% of the total training days.
- c) In case of serious misconduct on his/ her part during the training period.

d) In case he/ he leaves the Probation training or any other training arranged by RVPN at any time before completion of full period of training or quit service before the period as detailed in para-2 and 3 above.

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

In case Shri/Ms. \_\_\_\_\_ leaves the services of RVPN before expiry of the minimum period of Probation training or any other training or service as prescribed in this Surety and Bond I will be under obligation to refund the entire amount of expenses incurred on him/ her (excluding Travelling & daily allowance) subject to maximum of Rs.150000/- (Rupees One lac fifty thousand) only and any other amount that may be due to RVPN as per the surety given by me herein above together with interest @ 12% per annum from the date of demand to the date of payment in lump-sum as certified by the concerned Chief Accounts Officer/ Sr. Accounts Officer/ Accounts Officer.

Signature of Surety with rubber  
stamp of Designation  
Office

Witness: - 1. Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

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

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

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

**Head of Department/  
Superintending Engineer  
RVPN**

**वचनबंधप्रपत्र**

मैं ..... पुत्र/पुत्री श्री/श्रीमती .....

निवासी .....

वचनबद्ध हूँ कि मैं धूम्रपान एवं गुटखा सेवन नहीं करता हूँ/करती हूँ।

हस्ताक्षर  
वचनबद्धकर्ता