

Instructions for candidates

1. Initially, these appointments are made as “Probationer-Trainee” for a period of two (2) years and during the period of probation training, they shall be paid fixed remuneration @ of Rs. 5900/- (Five Thousand Nine Hundred Only) per month. After successful completion of probation-training they will be fixed in the regular pay scale of Technical Helper of Rs. 5200-20200+1850. The period of probation-training shall not count for grant of annual grade increment(s).
2. During the period of probation training, these probationer-trainees shall be entitled only to fixed remuneration as above and shall not be entitled to Special Pay, Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Conveyance Allowance or any other allowance(s) called by whatever name.
3. Services of the above Probationer-Trainees can be terminated at any time by giving one month’s notice in writing or by giving one month’s remuneration in lieu thereof except in case of misconduct of any description where services could be terminated as per relevant provisions, without giving any kind of notice and such persons would not be entitled to any kind of compensation.
4. At the time of joining duty, the above Probationer-Trainees shall have to execute a Bond (proforma enclosed as **Appendix-A**) *on Non-judicial stamp of Rs.100/- issued in the name of incumbent* with the specific purpose of executing Bond in favour of JVVNL, for giving an undertaking that he/she will not leave his/her training/ service or resign or take-up another employment during the period of ‘Probation-Training’ as well as within one year after completion of Probation-Training and in case he/ she violates these provisions, he/she will refund to JVVNL, all emoluments paid to him/her, including the expenses incurred by JVVNL on any training, subject to maximum of Rs.1,50,000/- (Rupee One lac fifty thousand) only (excluding the amount paid to him/her by way of traveling and daily allowance under the relevant regulations) and any other amount that may be due to JVVNL, together with interest @ 12% per annum from the date of demand to the date of payment in lump-sum.
5. After completion of 3 years’ period, the above candidates may resign from Nigam’s services by giving one month notice in writing to the Competent Authority. However, in case of breach of this provision by any employee, he/ she shall be liable to pay the amount of salary for the notice period falling short of 1 month as compensation to the JVVNL. In case of any default, the amount may be deducted from any money due to him/her.
6. The candidates will have to bring a surety of a Gazetted officer of Central/ State Government or an employee of JVVNL (Minimum pay scale No. 3 – Grade Pay) having at least 10 years service in RSEB/JVVNL. In this kind of surety, it shall have to be mentioned that in case the candidate leaves services of JVVNL without making compliance of conditions as stipulated at para 4 above or his/her certificate of SCVT/NCVT is found forged/fake, the surety shall be liable to pay the amount, as per para 4 and 20, to JVVNL(proforma enclosed as **Appendix-B**).
7. No Traveling Allowance shall be admissible for joining as a probationer-trainee. In case of journey on duty, they shall be allowed TA as on tour and in case of transfers, only Mileage Allowance and incidental charges on the basis of fixed remuneration shall be admissible.
8. The Probationer Trainees shall be covered under the Contributory Provident Fund Rules of JVVNL. Their contribution towards CPF shall be deducted as per relevant provisions from fixed monthly remuneration and the Employer’s contribution of CPF shall be borne by the Company in addition to the fixed monthly remuneration.
9. All appointees, except those persons who are covered by the ESI Act, 1948, shall be covered under the provisions of Medi-claim Insurance Policy. In case of transfer of such an employee

from ESI implemented area to non-implemented area, he shall be covered by the Medi-claim Insurance Policy.

10. Coverage of the “Group Personal Accident Insurance Scheme” will also be extended over them for which the premium shall be deducted in the same manner, as is being done in respect of regular employees.
11. 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.
12. Probationer Trainees 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. The probationer trainees shall earn PL @ 1 day leave for every 20 days working i.e. upto maximum of 18 days in a calendar year but they shall not be entitled for HPL. They shall also be entitled for terminal leave as per rules.
13. No deputation allowance shall be admissible to a probationer trainee, if, deputed to “Foreign Service” for training etc.
14. At the time of reporting for joining duty, the candidate shall submit a Medical Certificate of Fitness (bodily and mentally) from a doctor, authorized by the State Government (not below the rank of District Medical Officer), failing which he/she will not be allowed to join. The fee paid for medical examination will be reimbursed by the Nigam to the candidate, who is found medically fit and join duty.
15. **The candidates will have to submit the following certificates/ documents in original for verification, alongwith photostat copies duly attested thereof, for office record at the time of reporting to the concerned Superintending Engineer:**
 - (i) Certificate of High School/ Secondary or any equivalent exam. in support of date of birth.
 - (ii) NCVT/SCVT Certificate in relevant Trade along with ITI/NAC marks sheet of all years/semesters of the course.
 - (iii) SC/ST/OBC/BC/SBC certificate issued by the competent authority, if belongs to any one of these categories. **In case of OBC/BC/SBC category, the latest certificate issued on or after 1.10.2009, by the competent authority. If no such certificate is submitted by any candidate, his joining report will not be accepted by the concerned Superintending Engineer and matter be reported to this office.**
 - (iv) If he/she is married, then ‘Marriage Certificate’ issued by the concerned Competent Authority (Marriage Registration Officer).
 - (v) Bonafide Residence Certificate.
 - (vi) A Bond (proforma of the Bond enclosed as **Appendix-A**) on Non-Judicial stamp of Rs.100/- issued in the name of candidate (as per condition No.4).
 - (vii) A Surety bond duly executed by a Gazetted Officer of Central/ State Government/ or an employee of JVVNL on Non-judicial stamp of Rs.100/- (as per condition No.6). ***The Non-judicial stamp is to be purchased in the name of the officer/employee who is signing the Surety.*** (Performa of the Surety enclosed as **Appendix-B**).
 - (viii) If already not submitted, affidavit on non-judicial stamp paper worth Rs.10/- duly attested by Notary Public containing details of children alongwith their date of birth (applicable only for married persons).

The appointment will stand automatically cancelled without any notice /information if any time, it is found that any Technical Helper probationer trainee has more than two children on or after 1.6.2002. No candidate shall be eligible for appointment who has 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 he/she has on 1.6.2002, does not increase.

16. The antecedents of these candidates will also be got verified from the Police. In case of doubtful or unsatisfactory character, his/her services will be terminated without giving notice and he/she will not be entitled to any compensation.
17. They can be posted at any place within the area/territory of the Company or in any Project/Company under the management/ control/ partnership of JVVNL.
18. There shall be a common seniority list of Technical Helper in respective seniority jurisdiction. The merit of selected candidates of all trades shall be interlaced for the purpose of preparing common seniority list.
19. Other terms & conditions of service will be the same as are applicable to the employees of JVVNL of similar category.
20. This appointment is purely temporary and subject to verification of NCVT / SCVT certificate/marks sheet from the issuing authority. If certificate/marks sheet is reported forged/manipulated by the Issuing Authority, appointment of concerned person will stand automatically cancelled and he/she will be liable to refund to JVVNL all the emoluments paid to him/her including expenses incurred on training etc. Besides, criminal case will be filed against him.

**LAST DATE OF SUBMITTING JOINING ALONGWITH
REQUIRED DOCUMENTS TO CONCERNED SUPERINTENDING
ENGINEER IS 10.11.2010.**

NOTE: Appointment orders to the concerned candidates have been sent through registered post. The candidate should carry original appointment order and required documents with him at the time of reporting to the concerned Superintending Engineer at whose disposal he has been placed for posting.

**BOND FOR THE TECHNICAL HELPERS TO BE EXECUTED BEFORE POSTING
IN JAIPUR VIDYUT VITRAN NIGAM LTD.
(On Non-Judicial Stamp of Rs.100/-)**

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

1. I, _____, been selected as Probationer Trainee on the post of Technical Helper under the order No. _____ dated _____ of Jaipur Vidyut Vitran Nigam Ltd. (in short JVVNL), 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 JVVNL, and conduct and behave honestly, orderly and obediently towards my superiors and management of JVVNL and will not leave trainings at any time before completion thereof and will not commit any act of misconduct during the training period.
2. I bind myself that I will not leave my training/ service or resign and will not engage directly or indirectly in any trade/ business/ occupation till the end of the period of 'Probation-Training' and within one year after completion of Probation-Training.
3. In consideration of being sent on any other training (other than Probation training), I bind myself to serve JVVNL 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.
4. In case of my any act contrary to or default of any provision stipulated at para 1, 2 & 3 above and in case any of the documents furnished by me is found fake/forged on verification, which makes me ineligible for appointment to the post of Technical Helper (Probationer Trainee), I bind myself and my heirs, executors and administrators to pay to JVVNL, on demand, all emoluments/ pay & DA, including expenses incurred on me during my training periods (excluding traveling & daily allowance), subject to maximum of Rs.1,50,000/- (Rupees One lac fifty thousand) only and any other amount that may be due to JVVNL, 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 JVVNL.
 - b) In case my attendance during the probation training period, at the place where my name has been nominated/ sponsored, falls below 80% of the total probation training days.
 - c) In case of serious misconduct on my part during the probation training period.
 - d) In case I leave the Probation training or any other training arranged by JVVNL at any time before completion of full period of training or quit service before the period as detailed in para-2 and 3 above.

Contd....2

5. In case, after completion of 3 years' period and also during any period otherwise not covered by para 1, 2 & 3 above, I resign or leave service of JVVNL without giving one month notice in writing to the Chairman & Managing Director, I bind myself to pay the amount of salary for the notice period falling short of 1 month as compensation to the JVVNL and in case of any default, the amount may be deducted from any money due to me.
6. I further bind myself that the decision of Chairman & Managing Director, JVVNL 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 JVVNL before expiry of the minimum period of Probation training or any other training or service, as prescribed in this bond, I will be under the obligation to refund the entire amount of expenses incurred on me (excluding traveling & daily allowance) subject to maximum of Rs.1,50,000/- (Rupees One lac fifty thousand) only and any other amount that may be due to JVVNL, 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 Jaipur Vidyut Vitran Nigam Ltd.

Place _____

Date _____

Superintending Engineer

**SURETY TO BE GIVEN BY A GAZETTED OFFICER OF
CENTRAL/ STATE GOVERNMENT/ EMPLOYEE OF JVVNL ON
NON-JUDICIAL STAMP OF RS.100/-**

I _____ S/D/W of Shri _____
age _____ Resident of _____ working as
(Designation) _____, Deptt. _____ do hereby stand this surety in
respect of Shri/Ms. _____ S/D/W of Shri
_____ appointed as Probationer Trainee on the post of Technical
Helper, vide order No. _____ dated _____ of Jaipur Vidyut
Vitran Nigam Ltd. (in short JVVNL), and posted in the office of the
_____, and agree to execute this bond in full
sense and knowledge as follows :-

1. 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 JVVNL, and conduct and behave himself/ herself honestly, orderly and obediently towards his/ her superiors and management of JVVNL and will not leave trainings at any time before completion thereof and will not commit any act of misconduct during the training period.
2. That 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.
3. In consideration of Shri/Ms. _____ being sent on training I undertake that Shri/Ms. _____ will serve the JVVNL after completion of training(s) for a minimum period of one year if the training is for a period exceeding three months.
4. That if Shri/Ms. _____ will indulge in any act contrary to any surety given by me at para 1, 2 and 3 above and if any of the documents furnished by him is found fake/forged on verification, which makes him ineligible for appointment to the post of Technical Helper (Probationer Trainee), I bind myself and my heirs, executors and administrators to pay to JVVNL, on demand, all emoluments/ pay & DA, including expenses incurred on him/her during such training periods (excluding traveling & daily allowance), subject to maximum of Rs.1,50,000/- (Rupees One lac fifty thousand) only and any other amount that may be due to JVVNL, together with interest @ 12% per annum from the date of demand to the date of payment in lump-sum in the event of following eventualities :-
 - a) In case, he/she fails to take due interest in the Probation Training or any other training arranged by JVVNL.
 - b) In case his/ her attendance during the probation training period, at the place where his/ her name has been sponsored, falls below 80% of the total probation training days.
 - c) In case of serious misconduct on his/ her part during the probation training period.
 - d) In case he/ she leaves the Probation training or any other training arranged by JVVNL at any time before completion of full period of training or quit service before the period as detailed in para-2 and 3 above.

Contd...2.

:: 2 ::

5. I further bind myself that the decision of Chairman & Managing Director, JVVNL 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 JVVNL before expiry of the minimum period of Probation training or any other training or service as prescribed in this Surety and Bond, I will be under obligation to refund the entire amount of expenses incurred on him/ her (excluding traveling & daily allowance) subject to maximum of Rs.1,50,000/- (Rupees One lac fifty thousand) only and any other amount that may be due to JVVNL, 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 Jaipur Vidyut Vitran Nigam Ltd.

Place _____

Date _____

Superintending Engineer