



Note :

In the first phase these regulations have been drafted for RVPN by a Committee consisting of Officers from all Power Sector Companies of Rajasthan. After finalization these will be modified for RVUN & other Companies also.

Any Comment/ Suggestions may be sent up to 22nd December, 2008 to Jt. Director (P&A), RVUN, Jaipur, otherwise these Draft Rules will be treated as Final Rules and accordingly finalized for all the five Power Sector Companies of Rajasthan.

Ministerial Staff Regulations

(Updated upto 31.10.08)

Rajasthan Rajya Vidyut Prasaran Nigam Limited

PREFACE

In view of a number of amendments issued since last publication of Ministerial Staff Regulations 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 31.10.2008.

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 Secretary (GAD), 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.

Jaipur.
Date:

Ministerial Staff Regulations

Table of Contents

S No	Regulation No.	Topic	Page No.
1	1	Short title and Commencement	2
2	2	Extent of Application	2
3	3	Definitions	2
4	4	Strength of the Staff	3
5	5 (1)	Categories of the staff	3
6	5 (2)	Cadres	3
7	6	Filling of posts by direct recruitment or by promotion	4
8	7	Reservation of seats for scheduled castes and tribes	10
9	8	Determination of vacancies	12
10	9	Age	12
11	10	Academic Qualifications	13
12	11	Nationality	15
13	12	Character	16
14	12 (A)	Disqualification for Appointment	16
15	12 (8)	Dowry Prohibition	17
16	13	Physical Fitness	17
17	14	Canvassing	17
18	15	Procedure for direct recruitment	17
19	16	Procedure for promotion to posts higher than LDC	17
20	17	Appointment to Lower Grades	18
21	18	Appointment of a person from outside the Board/Nigam	19
22	18 (A)	Verification of Antecedents	20
23	19	Seniority	20
24	19 (A)	Seniority of LDCs	20
25	20	Probation	21
26	21	Unsatisfactory progress during probation	22
27	22	Confirmation	22
28	23	Scale of Pay	22
29	24	Pay during probation	22
30	25	Regulation of Leave Allowance	22
31	26	Interpretation of Regulations	23
32	27	Supersession of all previous orders	23
33	28	Power to relax any of the Provisions	23
34	29	Schedule I	24
35	30	Appendix - I	25

Ministerial Staff 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 Regulations to govern the service conditions of Ministerial Staff, namely:

RVPN Ministerial Staff Regulations, 2006

1. SHORT TITLE AND COMMENCEMENT:-

These Regulations may be called the Rajasthan Rajya Vidyut Prasaran Nigam Limited Ministerial Staff Regulations, 2006 and shall come into force immediately.

2 EXTENT OF APPLICATION:-

These Regulations shall apply to the employees of the Nigam and the employees of the erstwhile RSEB who have been transferred to the Nigam by the Rajasthan Power Sector Reforms Transfer Scheme, 2000, belonging to class III non-technical-ministerial, i.e those employed on clerical and similar other duties, as detailed in Clause 5.

3. DEFINITIONS: -

In these Regulations unless there is any thing repugnant in the subject or context: -

- (a) 'APPOINTING AUTHORITY' in relation to an employee, means an authority empowered to make appointment to the post, which the employee for the time being holds. The list of appointing authorities, with the pay scales etc., in respect of various ministerial posts, is given in Schedule I of these Regulations.
- (b) 'COMPANY' means Rajasthan State Electricity Board / (Rajasthan Rajya Vidyut Prasaran Nigam Limited)
- (c) The 'COMMITTEE' means the selection committee appointed by the competent authority for the selection of the staff for a particular post or class of posts.
- (d) 'DIRECT RECRUITMENT' means recruitment otherwise than by promotion or transfer.
- (e) 'HEAD OF DEPARTMENT' means the administrative authority, declared to be as such.
- (f) 'HEAD OF OFFICE' means the officer who is incharge of an office. The Heads of Department may declare any officer of Class I or II, subordinate to them as head of an office with reference to particular office.
- (g) 'STAFF' means the Ministerial Staff employed in Board/Nigam's offices.
- (h) 'SECRETARY' means the Secretary (Admn.) of the Board/Nigam.
- (i) Presently 'Board' means Board of Directors of Rajasthan Rajya Vidyut Prasaran Nigam Limited.

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)

Ministerial Staff Regulations

4. STRENGTH OF THE STAFF:-

The strength of the staff in each office shall be such as may be determined by the Board/Nigam from time to time.

Provided that the appointing authority may leave unfilled or Board/Nigam may hold in abeyance any vacant post without thereby entitling any person to compensation.

5. CATEGORIES OF THE STAFF:-

(1) The ministerial staff shall consist of the following categories:-

- (i) Section Officers
- (ii) Personal Assistants
- (iii) Stenographers All grades
- (iv) Office Superintendents All grades
- (v) Accountants/Internal Auditors
- (vi) Jr. Accountant
- (vii) Upper Division Clerks (including Store Keepers, Cashiers, UDC-steno-typist)
- (viii) Lower Division Clerks (including Asstt. Store Keepers, Cashiers LDC-steno-typist, Data Entry Operators, Telephone Operators, Teleprinter Operators).
- (ix) Asstt. Personnel Officers
- (x) Assistant Store Superintendents
- (xi) Statistician
- (xii) Statistical Assistants
- (xiii) Computers
- (xiv) Computer Programmer (**Inserted vide order No. 57 dated 23.08.93**)
- (xv) Head Legal Assistant (**Inserted vide order No. 1287 dated 18.12.04 (F&R-254)**)
- (xvi) Legal Assistants
- (xvii) Secretarial Assistant*
- (xviii) Computer Programmer
- (xix) Computer Operator

(Substituted vide order No. RVPN/F&R/F.SA/2001/D. 144 dated 21.11.01)

Note:- Any ministerial post in any office of the Board/Nigam in a pay scale applicable to any of the categories specified above shall be deemed to be a post in that category for the purposes of these Regulations.

(2) CADRES:

- (i) All the posts of Section Officers in the Board/Nigam shall form separate cadre and shall be controlled by Chairman through the Secretary.
- (ii) All the posts of Personal Assistants shall form separate cadre and shall be controlled by the Chairman through the Secretary.
- (iii) All the posts of Stenographers Grade-I and Superintendents Grade I in the Board/Nigam will form separate cadre for each of the two categories and shall be controlled by the Chairman through the Secretary

Ministerial Staff Regulations

- (iv) The posts of Stenographers Gr.II, Office Superintendents Gr. II, Upper Division Clerks (including Store Keepers, Cashiers) in the Board/Nigam will form separate cadres for each category and shall be controlled by the Secretary.
- (v) The posts of Accountant/Internal Auditor in the Board/Nigam will form one cadre and will be controlled by the Director (Finance) through the Chief Controller of Accounts.
- (vi) The posts of Jr. Accountant in the Board/Nigam will form one cadre to be controlled by Chief Controller of Accounts.
- (vii) The posts of Lower Division Clerks (Asstt. Store Keepers, Cashiers LDC-steno-typist, Data Entry Operators, Telephone Operators, Teleprinter Operators) in the Board/Nigam will form one cadre to be controlled by the Secretary through Joint/Dy. Director (HQ).
- (viii) The posts of Asstt. Stock Verifier/Stock Verifier and the post of Asstt. Store Superintendent will form separate cadres for each category and will be controlled by the CCOA in case of the posts of Asstt. Stock Verifier/Stock Verifier and by the Chief Engineer in case of the posts of Asstt. Store Superintendent. **(Substituted vide order No. 266 dated 31.03.05 (F&R-263))**
- (ix) The post of Statistician, Statistical Assistants & Computers will form a separate cadre of each category and will be controlled by the Chairman through the Secretary in case of the post of Statistician and by the Secretary in case of Statistical Assistants and Computers.
- (x) The posts of Asst. Personnel Officer in the Board/Nigam will form a separate cadre and will be controlled by the Secretary through the Deputy Director (HQ).
- (xi) The post of Head Legal Assistant/ Legal Assistants in the Nigam will form a separate cadre and will be controlled by the CMD through S.E. (Law)/A.L.A. **(Substituted vide order No. 1287 dated 18.12.04 (F&R-254))**
- (xii) The post of Computer Programmer in the Board will form a separate cadre and will be controlled by the Chairman through the Secretary. **(Secretary through Jt. Secretary (GAD) vide No. 57 dated 23.08.93)**
- (xiii) The post of Secretarial Assistant will form a separate cadre and will be controlled by the Chairman through Company Secretary. **(Substituted vide Order No. RVPN/F&R/F.SA/2001/D. 144 dated 21.11.01)**

6. FILLING OF POSTS BY DIRECT RECRUITMENT OR BY PROMOTION.

- 1 (i) Lower Division Clerks
 - (a) 85% of the posts of Lower Division Clerks, Telephone Operators, Steno-Typists, Asstt. Store Keepers shall be filled by direct recruitment in accordance with the procedure contained in regulation 16.
 - (b) 15% post of Lower Division Clerks, Telephone Operators, Steno-Typists, Asstt. Store Keepers will be filled by promotion in the order of seniority from amongst class IV employees of the Board/Nigam who have served in the Board/Nigam for atleast three years as class IV employee and have passed atleast secondary examination of the Board of Secondary Education, Rajasthan or any other examination recognised equivalent to it by the Board/Nigam. The posts will be filled by the appointing authorities from amongst Class IV employees working in the office under their administrative control.
- (ii) Upper Division Clerks
 - (a) 25% posts shall be filled in on the basis of merit cum seniority from amongst LDC's having Secondary or higher qualification

Ministerial Staff Regulations

- (b) 50% posts shall be filled in on the basis of seniority and suitability from amongst the LDC's
- (c) 25% posts shall be filled in on the basis of merit from amongst Post-Graduate and Graduate LDC's having 3 yrs service as LDC by giving out of turn promotion.

In the event of non-availability of candidates for merit quota under sub-clause (a) and (c) above, the posts shall be filled in on the basis of seniority and suitability as per sub-clause (b) above.

(Substituted vide order No. RSEB/F&R/F/D. 10 dared 15.03.2000)

(iii) Jr. Accountants

All the post of Jr. Accountants shall be filled 100% by direct recruitment provided that 50% of the vacancies shall be filled by direct recruitment from amongst the employees of the Board/Nigam who have passed the Jr. Accountants Examination prescribed by the Board/Nigam as per syllabus embodied in Appendix-I to these regulations. All Upper Division clerks and Selection Grade Lower Division Clerks will be eligible to appear at the Jr. Accountant Examination against 50% Direct Recruitment quota to be filled from amongst the employees of the Board/Nigam. However, if the exigency of the work so demands, the vacancies against the direct recruitment quota (open market) may be filled up by engaging persons on consolidated amount on contract basis for specified period. Appointment of person(s) on contract basis will be made following the same eligibility criteria as applicable for filling up the posts by direct recruitment on regular basis.

(Substituted vide order No. RVPN/As/GAD/F&R/F/D. 1323 dared 04.12.2002)

The terms regarding consolidated salary & period of contract of appointment for the post of Accountant/Jr. Accountant will be decided by the Appointing authority and approval of State Government , if required be obtained.

(Inserted vide order No. 1338 dated 11.12.02 (F&R-92)

(iv) Office Superintendent Gr II

- (a) 1/3 posts of O.S.Gr. II shall be filled in on the basis of merit from amongst the Post Graduate and Graduate UDC's having 5 yrs service as UDC
- (b) 2/3 posts of O.S. Gr. II shall be filled in on the basis of seniority and suitability from amongst UDC's having 5 yrs service as UDC and
- (c) in the event of non-availability of candidates for promotion under quota (a), the posts shall be filled in as per provisions under quota (b) above.

(Substituted vide order No. RSEB/F&R/F/D. 10 dared 15.03.2000)

(v) Stenographer

- (a) 50% posts of Stenographers Gr. II shall be filled in by direct recruitment in accordance with the procedure laid down in Regulation 16. Board/Nigam's Steno-typists will be eligible to appear in the direct recruitment examination without age limit.
- (b) 50% posts of Stenographer Gr. II shall be filled in by Departmental Examination from amongst the UDC-LDC-Steno typists who have rendered 3 year's continuous service as UDC-LDC-Steno typist satisfactorily.
- (c) Notwithstanding anything contained in regulation 6 1(v), all the Heads of the Departments and the Chairman may fill a vacancy of Steno Gr.II by making adhoc appointment thereto for a period of three months & beyond three months respectively, subject, however, to the condition that such candidates will have to pass the examination to be conducted by the Board/Nigam.

Ministerial Staff Regulations

(vi) Asst Store Supdt.

All the posts of Asst. Store Superintendents shall be filled by promotion in order of seniority and suitability from amongst UDCs/upgraded UDC's/Selection Grade LDC's of the Board/Nigam, having atleast 5 years service as Store-keepers/Asst. Store Keeper/Ward Keeper. **(Substituted vide order No. RSEB/F&R/F./D. 62 dated 20.11.97)**

(vii) Office Supdt Gr I

50% posts of Office Superintendent Gr. I shall be filled in by promotion on the basis of merit 50% posts in order of seniority and suitability from amongst Office Superintendent Gr. II. **(Substituted vide order No. RSEB/F&R/F.6 (9)/D. 69 dated 03.12.97)**

(viii) Stenographer Gr I

All the posts of Stenographers Gr.I shall be filled by promotion in the order of seniority from amongst Stenographers Gr.II who have served in the Board/Nigam for atleast 9 years as Stenographer Gr.II.

(ix) Head Legal Assistants

All the post of Head Legal Assistants shall be filled up by promotion from amongst the Legal Assistants possessing experience of not less than 5 years on the post of Legal Assistant in the Board/Nigam by a Selection Committee duly constituted by the Appointing Authority **(Inserted vide order No. 1287 dated 18.12.04 (F&R-254)**

(x) Section Officers

75% posts of the Section Officer shall be filled in by promotion on the basis of merit and 25% posts on the basis of seniority cum merit from amongst the Office Superintendent Gr. I and Office Superintendent Gr. II who have served in the Board/Nigam for at least 5 years as Office Superintendent Gr.I/Office Superintendent Gr. II and 5 years service be counted by clubbing the service rendered as OS-I & OS-II **(Vide order No. RSEB/F&R/F./D. 10 dated 15.03.2000)**
(Substituted vide order No. RSEB/F&R/F.6 (9)/D. 69 dated 03.12.97)

(xi) Personal Assistant

All the posts of Personal Assistants shall be filled up by promotion on the basis of Seniority Cum-Merit from amongst the Stenographer Gr. I who have served in the erstwhile RSEB and/or the Board/Nigam for atleast 10 years out of which he must have held the post of Steno Gr. I for atleast 5 years.

(xii) Computer Programmer

The post of Computer Programmer in the Board will form a separate cadre and will be controlled by the Secretary (Admn.).

(Inserted vide order No. 57 dated 23.08.93)

(xii) The post of **Accountant** shall be filled up in the following manner

- (A) **25% of the posts by Direct Recruitment (open market).**
- (B) **25% of the posts by limited direct recruitment confined to the departmental candidates possessing qualification of CA (Inter)/ MBA (Finance)/ICWA (Inter)/DCWA.**
- (C) **50% of the posts by promotion on the basis of seniority-cum-merit from amongst Junior Accountants who have rendered atleast 3 years service as Junior Accountant."**

Further, the vacancies of Accountants as on 31.03.07 shall be filled as per existing provisions as one time exercise. (Substituted vide order No. 559 dated 16.07.07 (F&R-417) and ratified vide order No. 643 dated 16.08.07 (F&R-427).

If the vacancies reserved for filling by direct recruitment/through departmental examination cannot be filled due to non-availability of candidates of the category concerned, such vacancies may be filled by purely temporarily promoting the Jr. Accountants to such vacancies until the availability of persons of the category concerned. Such temporary promotion will not entitle the Jr. Accountants concerned to seniority in the cadre of Accountants.

Provided that the Director (Finance) on receipt of an application may fill a vacancy in the cadre of Accountants temporarily for a period not exceeding one year by appointing thereto on adhoc basis any person from amongst the first three position holders in the examination for diploma course in Cost & Works Accountancy as conducted by Universities in Rajasthan subject to the condition that persons so appointed shall have to appear at the first direct recruitment examination held by the Board/Nigam for recruitment to the Service in the cadre of Accountant after such appointment. The final selection and seniority-interest of persons so appointed shall depend and be determined on the basis of the merit obtained in the examination.

2. If at any time the authority next higher to the appointing authority is satisfied that the number of eligible persons for promotion in the category for which the promotion is to be made, exceeds ten times the number of vacancies in the category to which the promotions is to be made, that authority may dispense with the direct recruitment examination in that year.

Statistician

- 3(A). The post of Statistician shall be filled by promotion from amongst the Statistical Asstts. and by direct recruitment by inviting application from the open market by holding competitive examination and/or an interview with the qualification mentioned in Regulation 10 (6) by a Selection Committee duly constituted by the Chairman in the ratio of 1:1 in the following manner:-

1. By promotion
2. By direct recruitment
3. By promotion
4. By direct recruitment so on.

Provided that if the Selection Committee as laid down under regulation 17 (1) is satisfied that in a particular year suitable persons are not available for appointment by promotion, the vacancies existing in the year may be filled by direct recruitment.

- (B) The post of Statistician shall be filled by promotion on the basis of merit and Seniority-cum-merit in the ratio of 50:50 from amongst the Statistical Assistants who have served in the Board/Nigam for at least 3 years as Statistical Assistants after selection by the Committee/Departmental Promotion Committee.

Statistical Assistant.

4. All vacancies in the cadre of Statistical Assistant shall be filled up by promotion from amongst the Computers possessing experience of not less than six years on the post of Computer in erstwhile RSEB and/or Board/Nigam in the following manner:-
 - (a) 75% of vacancies shall be filled up on the basis of seniority-cum-merit,
 - (b) 25% of vacancies shall be filled up on the basis of merit

Provided that if the Committee is satisfied that suitable persons are not available for selection on the basis of merit in a particular year, the selection may be made on the basis of seniority cum merit to the extent the vacancies can not be filled by selection on the basis of merit. **(Substituted vide order No. RSEB/F&R/F/D. 657 dated 14.12.95)**

Computer

5. Appointment to the post of Computer shall be made through direct recruitment by inviting applications from the open market with the qualification mentioned in Regulation 10 (7) by a Selection Committee duly constituted by the Chairman.

Asst. Personal Officer

6. Appointment to the post of Asst. Personnel Officer shall be made by direct recruitment by inviting applications from the open market with the qualification mentioned in Regulation 10 (4) by a Selection Committee duly constituted by the Chairman.

Head Legal Assistants

- 7 Appointment to the post of HLA shall be made by promotion from amongst the Legal Assistants possessing experience of not less than 5 years on the post of Legal Assistant in the RSEB/Nigam by a Selection Committee duly constituted by the Appointing Authority. **(Inserted vide order No. 1287 dated 18.12.04 (F&R-254)**

Legal Assistants

- 7(A).Appointment to the post of Legal Assistants shall be made by direct recruitment by inviting applications from open market with the qualification prescribed in sub-regulation (8) of Regulation 10 by the Chairman on the recommendations of the selection committee.

Secretarial Assistant

- 7(B).Appointment to the post of Secretarial Assistant shall be made by inviting applications from the existing employees having qualification prescribed in sub-regulation (11) of Regulation 10, by the Company Secretary, on the recommendation of the selection committee constituted on his behalf. **(Substituted vide order No. RSEB/F&R/FSA/2001/D. 144 dated 21.11.01)**

8. The zone of consideration of persons eligible for promotion in the Service shall be as under:-

- | (i) No. of vacancies | No. of eligible persons be considered. |
|-----------------------------|---|
| (a) For 1 vacancy | 5 eligible persons. |
| (b) For 2 vacancies | 8 eligible persons |
| (c) For 3 vacancies | 10 eligible persons |
| (d) For 4 or more vacancies | Three times the no. of vacancies. |
- (ii) Where the number of eligible persons for promotion to higher post is less than the number specified above all the persons so eligible, shall be considered.
 - (iii) Where, adequate number of candidates belongs to SC/ST, as the case may be, are not available within the zone of consideration specified above, the zone of consideration may be extended to seven times the number of vacancies and the candidates belonging to the SC/ST as the case may be (and not any other) coming within the extended zone of consideration, shall also be considered against the vacancies reserved for them. **(Substituted five by seven vide order No. RVPN/AS/GAD/F&R/F.49/D. 588 dated 11.6.03 (F&R-134).**
 - (iv) For the highest post in Board/Nigam's service:
 - (a) if promotion is from the same category of post, eligible persons upto five in number shall be considered for promotion.
 - (b) if promotion is from different categories of the posts in the same pay scale, eligible persons upto two in number from such category of post in the same pay scale, shall be considered for promotion.

Ministerial Staff Regulations

(c) if promotion is from different categories of posts carrying, different pay scales, eligible persons in the highest pay scale shall be considered for promotion first and if no suitable person is available for promotion on the basis of merit, in the higher pay scale, then only the eligible persons of other categories of posts in lower scale shall be considered for promotion and so on and so forth. The zone of consideration for eligibility in this case shall be limited to five senior most eligible persons in all.

(9) **Provided that if the CMD is satisfied that sufficient number of suitable candidates are not available for appointment by either method of recruitment in a particular year, vacancies of that quota remained so unfilled, can be filled in relaxation to the prescribed proportion, by the other quota. (Inserted vide order No. 1186 dated 07.11.2006 (F&R-350).**

7. RESERVATION OF SEATS FOR SCHEDULED CASTES AND 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.

(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. Appointing Authorities should obtain approval of Whole Time Directors before appointing General Category candidates on urgent temporary basis against reserved posts. (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.

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

Ministerial Staff Regulations

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.

(Inserted vide order No. RVPN/AS/GAD/F&R/F./D. 458 dated 04.05.2002)

- 7 (A).** (i) For appointment to posts in the Ministerial services, on which direct recruitment is made, 3% of the posts (1 % for the blind, 1 % for the deaf and/or Mute and 1 % for the orthopaedically handicapped persons) shall be reserved. In order to implement these reservation orders, the jobs which can be performed by various categories of physically handicapped persons without loss of productivity, shall be identified by the Secretary with the approval of the Chairman.
- (ii) For appointment to posts of UDCs and LDCs to be filled up by direct recruitment, 12.5 % of the posts shall be reserved for Ex-servicemen.

7(B). RESERVATION OF VACANCIES FOR WOMEN CANDIDATES

Reservation of vacancies for women candidates shall be 30% category-wise in direct recruitment. In the event of non availability of eligible and suitable women candidates in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure and such vacancies shall not be carried forward to the subsequent year and the reservation shall be treated horizontal reservation i.e. the reservation of women candidates shall be adjusted proportionately in the respective category to which the women candidates belong.

(Substituted vide order No. RSEB/F&R/F.4(iv)/D. 23 dated 5.4.99),

(Substituted vide order No. RSEB/F&R/F.4(iv)/D. 34 dated 24.5.99)

(Substituted vide order No. RVPN/Admn./AS/GAD/F&R/F.2/D.215 dated 25.02.03)

8. DETERMINATION OF VACANCIES:

Subject to the provisions of these Regulations, the Secretary shall determine each year on such date as the Chairman may require, the number of vacancies anticipated during the following 12 months and the number of persons likely to be recruited by each method of recruitment.

Ministerial Staff Regulations

9 (A) AGE:

A candidate for direct recruitment to any post must have attained the age of 18 years and must not have attained the age of 31 years on the **31st March of the calendar year in which the advertisement is published.** (Substituted vide order No. 93 dated 12.02.08 (F&R-472) and Ratified vide order No. 103 dated 05.04.2008 (F&R-489))

Provided:

- (i) (a) **the maximum age for male candidates of SC/ ST/ OBC category and female candidates of general category shall be relaxed by 5 years;**
(b) **the maximum age for female candidates of SC/ ST/ OBC category shall be relaxed by 10 years;**
(c) **the Physically Handicapped candidates of General category, OBC category and SC/ ST category shall be allowed age relaxation upto 10 years, 13 years and 15 years respectively, in the maximum age limit.** (Substituted vide order No. 1186 dated 07.11.2006 (F&R-350))

(ii) that there shall be no restriction as to age in one service or cadre for a candidate already serving in connection with the affairs of the Board/Nigam who is appointed to another service or cadre by direct recruitment or special selection in a substantive or temporary capacity having been so appointed prior to his attaining the age of 31 years.

(iii) that the upper age limit for the Ex-service personnel and the reservists, namely, the Defence Service Personnel transferred to the reserve, shall be 50 years.

(iv) that there shall be no age limit in the case of persons repatriated from East African Countries of Kenya, Tanganiyaka, Uganda and Zanzibar.

(v) that the upper age limit mentioned above shall not apply in the case of an ex-prisoner, who had served under the Board/Nigam on a substantive basis on any post before his conviction and was eligible for appointment under the Regulations.

(vi) that where the upper age limit for the post/posts has been prescribed as 31 years or less than 31 years, the same shall be relaxed upto two years in case of the candidates belonging to the other Backward Classes.

(Substituted vide order No. RSEB/F&R/F/D. 40 dated 5.6.99)

(vii) that in the case of other ex-prisoners, the upper age limit mentioned above, shall be relaxed by a period equal to the terms of imprisonment served by him provided he was not over age before his conviction and was eligible for appointment under the Regulations.

(viii) **Candidates applying for vacancies reserved for experienced persons may be allowed relaxation in the maximum age limit equivalent to the relevant experience in Power Sector or Public Sector Undertaking, subject to maximum of four (4) years' relaxation.** Inserted vide order No. 1186 dated 07.11.2006 (F&R-350)

(ix) that the upper age limit may be relaxed by the Chairman in exceptional cases of experienced and qualified persons. **(Re-numbered vide order No. 1186 dated 07.11.2006 (F&R-350))**

9.(B) A candidate at the time of his initial appointment to the post of Statistician in the Board/Nigam must have attained the age of 24 years and must not have attained the age of 31 years on 1st Jan. of the year in which the recruitment is made.

Ministerial Staff Regulations

10. ACADEMIC QUALIFICATIONS:

1. A candidate for direct recruitment to the post of **Stenographers** cadres:
 - (a) Must have passed the Intermediate Examination of the Rajasthan University or Higher Secondary Examination or a corresponding Examination of the same or of any other University or any other Examination recognised as equivalent to it by the Board/Nigam.
 - (b) Must have passed the speed test of 100 words per minute of Shorthand and 40 words per minute in type-writing in English, or 80 words per minute of Shorthand and 30 words per minute in type-writing in Hindi, held by the Selection Committee appointed for the purpose.
(One time relaxation as a special case was allowed **vide order No. 432 dated 6.5.04 (F&R-208)** and 50% posts of Steno Gr-II may be filled in by departmental examination from amongst the UDCs/LDCs Steno Typists, who have rendered 3 years continuous service satisfactorily, as per rules. However Relaxation in Regulation 10 91) (b) of RSEB MSR, 1962 regarding speed of shorthand and typing may be given to the existing Steno-Typist considering their length of service/ experience as Steno-Typist as follows:
English: Must have passed the speed test of 60 w.p.m. in official language in place of 100 w.p.m. in short hand and 30 W.P.M. in place of 40 w.p.m. in typing.
Hindi: Must have passed the speed test of 55 w.p.m. in official language in place of 80 W.P.M. in short hand and 25 W.P.M. in place of 30 w.p.m. in typing.
The above relaxation is give as special case and would not form precedence. Ratified by the Board **vide order No. 583 dated 23.6.04 (F&R-220)**.
 - (c) Must possess or acquire within a period of three years of recruitment a good working knowledge of Hindi written in Devnagri Script and one of the Rajasthan dialects.

10(1)(A) A candidate for appointment by promotion to the post of **Stenographer Gr.II cadre :-**

- (a) Must have rendered 3 years continuous service as L.D.C.-U.D.C.-Steno Typist satisfactorily and
 - (b) Must have passed the speed test of 100 w.p.m. of shorthand and 40 w.p.m. in typewriting in English or 80 w.p.m. of .Shorthand and 30 w.p.m. in typewriting in Hindi held by the Selection Committee appointed for the purpose.
2. A candidate for direct recruitment to the **Lower Division Clerks** post must have passed Secondary Examination of the Universities of Rajasthan or Education Board or a corresponding examination of the same or of another University or any other examination recognised as equivalent by the Board/Nigam for the purpose of these Regulations and must possess a working knowledge of Hindi written in Devnagri Script.

That he must know Hindi or English Type-writing having a speed of 30 w.p.m. in Hindi or 40 w.p.m. in English, respectively.

3. A candidate for direct recruitment to a post higher than Lower Division Clerk must hold a degree in Arts, Science, Agriculture or in Commerce of a University established by law in India, but the candidates for direct recruitment to the post of Accountant must have held a first class degree in Commerce of a University established by law in India.
(Substituted vide order No. RSEB/F&R/F. 6(9)/D.78 dated 18.9.98)

Provided that this condition may be waived in exceptional cases by the Chairman.

4. **Deleted.**

Ministerial Staff Regulations

5. A candidate for appointment to the post of **Asst. Personnel Officer** must possess: -
- (i) A degree in Arts, Science or Commerce from a recognised University established by law in India or a Degree of a foreign University recognised as equivalent thereto by the Govt. alongwith :
- (a) A Master's Degree in Social work/Post Graduate Degree in Personnel Management/**Human Resource Management/Development/Industrial Relations** from a recognised University established by law in India or (**Substituted vide order No. 1186 dated 07.11.2006 (F&R-350)**)
- (b) A Post Graduate Diploma in Labour Laws, Labour Welfare and Personnel Management from a recognised University established by law in India and
- (ii) A good working knowledge of Hindi written in 'Devnagri' script and knowledge of one of the Rajasthan Dialects.

(**Note: One time relaxation allowed vide order No. 567 dated 17.06.04 (F&R-218)**) and the Board has decided that the vacant posts of Assistant Personnel Officers, of direct recruitment quota be filled up from the existing departmental employees, who are possessing the requisite qualification as provided under regulation 10 (5) of MSR, 1962 on merit basis as one time relaxation in the MSR, 1962. Further, one time relaxation has also been allowed **vide order No. 2099 dated 23.11.06 (F&R-300)** and the Board has decided that the vacant posts of Assistant Personnel Officers under direct recruitment quota be filled in from among the existing departmental employees who are possessing the requisite qualifications as provided in the Regulation 10 (5) of the MSR-1962. The relaxation be applied for filling up the vacancies available in the year 2005-06. For this purpose, a written competitive examination shall be conducted on behalf of RVPN, RVUN, Ajmer and Jaipur Discoms by a Committee to be constituted by the CMD, RVPN. Merit shall be prepared separately for each Board/Nigam on the basis of marks secured by them in written competitive examination and no interview shall be conducted. Further both the papers as mentioned in MSR shall be objective type. Other procedure and criteria prescribed in the MSR shall remain unchanged)

The Board has re-prescribed the strength of personnel Officers and Assistant Personnel Officers by downgrading four (4) posts of Personnel Officers to the posts of Assistant Personnel Officers. Further the Board has also decided that the two vacant posts of APOs shall be filled up by limited direct recruitment as one time relaxation granted earlier by the Board in its 85th held on 06.05.04 **vide order No. 616 dated 29.05.06 (F&R-324)**

6. A candidate for direct recruitment to the post of **Statistician** must possess;
- Atleast second class Master's Degree in Economics
OR
Atleast second class Master's Degree in Statistics
OR
Atleast second class Master's degree in Mathematics with paper in Statistics,
OR
Atleast second class Master's Degree in Commerce with Statistics, from University established by Law in India or a foreign qualification recognised as equivalent thereto by the Government.

EXPERIENCE:

Experience of handling official statistics atleast for one year in a Govt. Department or reputed Commercial concern or University.

Provided that candidates:

- (a) With first class Master's Degree or Doctorate in any of the subject specified as educational qualification;

Ministerial Staff Regulations

OR

(b) Having undergone successfully two years training in Statistics at a recognised Statistical Institute or University;

OR

(c) Having passed one year Diploma Course from recognised University or Institution having Statistics and Economics as Optional papers;

OR

(d) Belonging to S.C./S.T. need not possess this experience.

7. Candidate for direct recruitment to the post of **Jr. Accountant** must hold a first class Degree in Commerce of a University established by Law in India.
(Substituted vide order No. RSEB/F&R/F. 6(9)/D. 78 dated 18.9.98)
8. A candidate for direct appointment to the post of **Computer** must be Graduate in Economics or Statistics or Maths or Commerce or possess a Certificate Part-I (ABC) of the Indian Statistical Institute, Calcutta or a Diploma in rural services in any of the above subject awarded by the National Council on Rural Higher Education.
9. A candidate for appointment to the post of **Legal Assistant** must be a Law Graduate from a University established by Law in India or its equivalent with 3 years course of Professional Degree.
10. A candidate for direct recruitment to the post of **Computer Programmer** should be:

A graduate from a University established by law in India or a foreign qualification recognised as equivalent thereto by the Government, with Mathematics or Statistics or Computer Science or Economics or Commerce as one of the subjects. Formal training of 6 months in Programming language like BASIC and COBOL /FORTRAN from an Institution with 2 years experience in Computer Programming in the above languages.

Provided that in case sufficient number of candidates possessing prescribed experience are not available the condition in regard to experience may be relaxed to the extent of one year in computer programming in the language like BASIC / COBOL / FORTRAN
11. A candidate for appointment to the post of **Secretarial Assistant** must have acquired the qualification of Final examination passed of the Institute of Company Secretaries of India, New Delhi. (Inserted vide order No. RVPN/F&R/FSA/2001/d. 144 dated 21.11.01)

11. NATIONALITY

A candidate for appointment to the service must be:

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or

Provided that certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is not necessary, may be admitted to an examination or interview conducted by the Board/Nigam or other Recruiting Authority and he may be also provisionally appointed subject to the necessary certificate being given to him by the Government.

Ministerial Staff Regulations

12. CHARACTER:

The character of a Candidate for direct recruitment to any cadre must be such as to fit him for service of the Board/Nigam. He must produce a certificate of good character from the Principal/Academic Officer of the University, School or College in which he was last educated and two such certificates written not more than six months prior to the date of application from two responsible persons not connected with his School, College or University and not related to him.

NOTE: (1) A conviction by a court of law need not in itself involve the refusal of a certificate of good character. The circumstances of the conviction should be taken into account and if they involve no moral turpitude or association with crimes of violence or with a movement which has as its object the overthrow by violent means of Govt., the mere conviction need not be regarded as a disqualification.

(2) Ex-prisoner who by their disciplined life while in prison and by their subsequent good conduct, have proved to be completely reformed should not be discriminated against on grounds of the previous conviction for the purposes of employment in the service. Those who are convicted of offences not involving moral turpitude shall be deemed to have been completely reformed on the production of a report to that effect from the Superintendent After Care Home or if there are no such Home in a particular District, from the Superintendent of Police of that District.

Those convicted of offences involving moral turpitude shall be required to produce a certificate from the Superintendent After Care Home endorsed by the Inspector General of Prisons to the effect that they are suitable for employment as they have proved to be completely reformed by their disciplined life while in prisons and by their subsequent good conduct in an After Care Home,

12 (A) DISQUALIFICATION FOR APPOINTMENT:

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

(Substituted vide order No. RVPN/AS(GAD)/F&R/F.2/D.251 dated 6/13.2.03(F&R-107))

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 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.

Ministerial Staff Regulations

4. **No candidate who has more than two children on or after 01.06.2002 shall be eligible for appointment to the service. But the candidates having more than two children shall not be deemed to be disqualified for appointment so long as the number of children he/she has on 01.06.2002 does not increase. Where a candidate has only one child from the earlier delivery but more than one child are 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. (Inserted vide order No. 1175 dated 3.11.06 (F&R-349))**
- 12 (B) "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 mehar in the case of persons to whom the Muslim Personal Law (Shariat) applies.
- Explanation-I. For the removal of doubts, it is hereby declared that any present made at the time of a 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).
13. **PHYSICAL FITNESS:**
A candidate for direct recruitment to any cadre must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his duties as a member of service and if selected must produce a certificate to that effect from a Medical Authority prescribed by the Board/Nigam for the purpose. The Appointing Authority may dispense with production of such certificate in the case of a candidate promoted in the regular line of promotion or who is already serving in connection with the affairs of the Board/Nigam is appointed to another service or cadre by direct recruitment or special selection if he has already been medically examined at the time of his previous appointment and the essential standards of medical examination of the two posts held by him are to be comparable for efficient performance of duties of the new post and his age has not reduced his efficiency for the purpose.
14. **DELETED**
15. **CANVASSING:**
No recommendation for recruitment either written or oral other than that required under these Regulation shall be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidate by other means may disqualify him for recruitment.
16. **PROCEDURE FOR DIRECT RECRUITMENT:**
Direct recruitment to such posts as may be necessary from time to time shall be made by holding competitive examination according to the syllabus contained in Appendix-I to these Regulations.

Ministerial Staff Regulations

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 07.11.2006 (F&R-350)

Provided that direct recruitment to the post of Accountant and Jr. Accountant shall be made from amongst the candidates possessing a first class degree in Commerce of a University established by law in India. Candidates fulfilling the eligibility shall be recruited in order of merit indicated by percentage of aggregate marks secured in B.Com examination. The percentage of marks of candidates possessing additional qualifications may be increased as follows:

MBA (Finance)/CA	6
(Substituted vide order No. RSEB/F&R/F. 6(9)/d.92 dated 9.11.98)	
ICWA/M.Com Ist Div	3
CA (Inter)/DCWA/M.Com IInd Div	2

Note: If a combined recruitment is made for the posts of Accountants and Jr. Accountants, candidates having higher percentage of marks will be appointed as Accountants and those with lower percentage in the panel will be appointed as Jr. Accountants. (Substituted vide order No. RSEB/F&R/F. 6(9)/d.92 dated 9.11.98).

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

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

A Merit list shall be prepared by giving 80% weightage to the marks secured by the candidates on the basis of academic record as detailed above and 20% weightage shall be given to the experience in the Power Sector or Public Sector Undertakings. The selection shall be made strictly in order of the Merit List, so prepared. (Inserted vide order No. 1186 dated 07.11.2006 (F&R-350)

Provided that 50% of the posts of computers shall be filled by holding a limited qualifying examination. This will be confined only to the LDCs. working in connection with the affairs of the Board/Nigam who possess the prescribed qualifications and the rest 50% posts shall be filled by an open competitive examination.

Provided further that the persons working on the posts of computers on adhoc basis shall also be eligible to appear in the said limited competitive examination alongwith the L.D.Cs. of the Board/Nigam for recruitment to the post of computer.

17. PROCEDURE FOR PROMOTION TO THE POSTS HIGHER THAN LOWER DIVISION CLERKS AND STENO GR. II

1. The appointing authority in respect of each cadre except Accountant, Internal Auditor & Store-keeper after determining the number of vacancies likely to be filled in by promotion during the next **Financial year**, will in Nov. each year or whenever considered necessary, call from the offices concerned whose staff is eligible for promotion to the likely vacant post, lists of persons who fulfill the conditions of promotion as laid down in Regulation 6, together with other particulars vi educational qualifications, experience and particulars of service rendered, age, pay etc. together with the recommendations from the immediate superior officer regarding fitness for promotion.

(Substituted vide order No. 70 dated 21.01.04 (F&R-178) and ratified vide order No. 203 dated 27.02.04 (F&R-186)

Ministerial Staff Regulations

The appointing authority will then have a consolidated list prepared seniority wise with all the required particulars and place it before a selection committee nominated by the appointing authority. The selection committee in case of all the categories of staff will be nominated by the appointing authority. The selection committee shall examine the confidential reports of the persons concerned and may also interview them if considered necessary.

NOTE: April last from the day on which the D.P.C. holds its 1st meeting shall be the crucial date for counting minimum experience as laid down in these regulations for promotion.

The committee will then prepare a panel of persons considered suitable for the promotion in order of preference and send it to appointing authority.

The appointing authority will make appointment from that panel which will be current for one year.

2.(a) Except as provide hereafter no one will be promoted as an Accountant unless he has passed the Accountants examination prescribed by the Board/Nigam. A list of persons having passed the examination will be supplied to the appointing authorities for making promotion. The promotion from the list will be made on the basis of seniority as on the date of promotion.

(b) An unpassed official may, if passed officials are not available, be promoted as an Accountant for a period not exceeding six months which may be further extended for a period not exceeding 2 years at the discretion of the appointing authority. The selection of unpassed official for promotion will be made by a selection committee presided over by the Director (Finance &CA) & consisting of Secretary, Chief Accounts Officer, Chief Controller of Accounts and an officer of Class- I nominated by the Chief Engineer. The following categories of employees will be eligible for promotions as Accountants.

(i) Upper Division Clerk working in any office of the Board/Nigam if they have passed Accounts Clerks examination and have also passed Departmental examination for Upper Division Clerks.

(ii) Upper Division Clerks who have been employed on actual accounts or audit work for a period of not less than five years in any capacity.

18. APPOINTMENTS TO THE LOWER GRADES:-

Appointments to the posts of Stenographers Gr. II and Lower Division Clerks shall be made by the appointing authority on occurrence of vacancies in the respective cadre in the manner prescribed in Regulation 16 or by the transfer of persons from other departments eligible for such transfer under the proviso to Regulation 6 (2).

(2) A vacancy of a*

(a) Lower Division Clerk, Asstt. Store Keeper may be filled temporarily by the appointing authority for a period of six months or till selected candidates, as laid down in these Regulations are available, whichever is earlier.

Ministerial Staff Regulations

19(1). No appointment of a person from outside the Board/Nigam shall be made if it involves promotion to a higher grade, unless the Chairman is satisfied that no person suitable for promotion is available within the Board/Nigam. The person so appointed shall be treated as a new entrant.

A temporary vacancy may be filled by the appointing authority by appointing thereto in officiating capacity any official of the next below grade having regard to his seniority, suitability and eligibility in accordance with the Provision of Regulation 6. If eligible person is not available, the post may be treated to have been downgraded till eligible person is available.

19(2). In the event of non-availability of suitable persons fulfilling the requirement of eligibility for promotion, the Whole Time Members may, notwithstanding the conditions of eligibility for promotion required under the Regulation, fill the vacancies in the exigency of work, by relaxing the condition of minimum experience required for promotion/appointment to the higher post subject to such conditions and restrictions regarding pay and other allowances as may be directed.

19(A). VERIFICATION OF ANTECEDENTS & CHARACTER:-

The appointing authority, may issue order of appointment in case of direct recruitment to the service of the Board/Nigam with the condition that the appointment would be subject to satisfactory verification of the antecedent and character of the incumbent by the Distt. Superintendent of police/or other authority competent to issue such certificate in the Police Department as the case maybe, to be produced within six months in the prescribed manner. In case there is an adverse report in respect of verification of antecedent and character, the services of the incumbent are liable to termination without notice.

20. SENIORITY:

Seniority in each cadre shall be determined by the date of substantive appointment to a post in that cadre. Provided

(i) that the seniority in the case of persons appointed to a particular category of posts before the commencement of these Regulations shall be determined, modified or altered by the appointing authority on an adhoc basis, subject to the directions of the Board/Nigam, if any.

(ii) that the seniority in the case of persons appointed by direct recruitment on the basis of one and the same selection and the same examination shall follow the order in the list prepared under regulation 17.

(iii) that the seniority in the case of persons appointed by promotion to a particular cadre on the same date shall be the same as in the grade from which promoted.

(iv) The person appointed by promotion will be senior to the person appointed direct on the same date.

(v) In case of persons who are offered appointment on the same date if no order of preference has been given, the seniority shall be determined according to the date of birth, subject to the condition, that it will not disturb inter-seniority of the employees in the same circle.

Ministerial Staff Regulations

20(A). Notwithstanding the provisions contained in Regulation-19, the seniority of LDCs shall be determined as under:-

- (1) The seniority of persons appointed prior to the endorsement of these Regulations, shall be determined by the date of order of appointment or promotion & in the event of the date of order of appointment or promotion of two or more persons being the same, their inter-se-seniority shall be determined according to their date of birth.
- (2) The seniority of persons appointed by various appointing authorities, after the date of these Regulations coming into force, by direct recruitment either on the basis of test or otherwise including on preferential basis, and by promotion shall be determined by the date of order of. Provided that:-
 - (a) the persons appointed by promotion shall be senior to the persons appointed in the same calendar year by direct recruitment on the basis of test or other wise and also those taken over from privately owned Electricity Supply Undertakings and appointed by absorption;
 - (b) The persons taken over from the privately owned Electricity Supply Undertakings and appointed by absorption as regular LDCs shall be senior to the persons appointed in the same calendar year by direct recruitment on the basis of test or otherwise;
 - (c) amongst the persons appointed by direct recruitment in the same calendar year, the persons appointed on the basis of direct recruitment examination/test and those appointed initially as apprentices shall be senior to persons appointed on adhoc basis initially and later regularised or on preferential basis; and that the persons appointed against quota reserved for handicapped persons and those who were initially appointed as apprentices shall be junior to those appointed in the same calendar year by direct recruitment on the basis of examination held prior to their date of appointment or regularisation of the former;
 - (d) the inter-se-seniority of persons of different groups excepting those appointed by absorption from privately owned Electricity Supply Undertakings, appointed by one single order or different orders of the same date shall be determined according to their merit in the relevant recruitment examination or the merit assigned in the test at the time of recruitment/appointment and where no such merit has been assigned, then according to their date of birth;
 - (e) the inter-se-seniority of the persons appointed by promotion after these regulations came into force but before 27.11.74 by one single order or more than one order of the same date shall be determined according to their date of birth and those appointed by promotion after 27.11.74 follow the order in which their names were placed in lower cadre;
 - (f) the inter-se-seniority of persons belonging to privately owned Electricity Supply Undertakings and appointed by absorption would follow the same order in which their names were placed in the seniority list of such undertaking and if more than one undertakings have been taken over on the same date, then the date of their appointment as Lower Division Clerk in their respective Undertaking and in cases where such date of appointment also happens to be the same then the date of their birth.

Ministerial Staff Regulations

21. PROBATION

(1) 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 the 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 probation.

During the period specified above, each probationer trainee may be required to pass such Departmental Examination and to undergo such training as the Nigam may, time to time, specify. (Substituted vide order No. 229 dated 28.02.06 (F&R-307)).

(2) In case of 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 one day earlier on the date immediately preceding the date of his death or retirement from the Board/Nigam's service. The condition of passing the departmental examination, if any, in the Regulation regarding confirmation shall be deemed to have been waived in case of death or retirement.

22. UNSATISFACTORY PROGRESS DURING PROBATION.

(1) If it appears to the Appointing Authority, at anytime, during or at the end of the period of probation, that a member of the service has not made sufficient use of his opportunities or that he has failed to give satisfaction, the Appointing Authority, may revert him to the post held substantively by him immediately preceding his appointment, provided he holds a lien thereon or in other cases, may discharge or terminate him from service.

Provided that the Appointing Authority may, if it so thinks fit in any case or class of cases, extend the period of probation of any member of service by specified period not exceeding two years in case of person appointed to a post in the service by direct recruitment and one year in the case of persons appointed by promotion/special selection to such post. Provided further that the Appointing Authority, may if it so thinks fit in case of persons belonging to the SCs. or STs., as the case may be, extend the period of probation by a period not exceeding one year at a time and a total extension not exceeding three years.

(2) Notwithstanding anything contained in the above proviso during the period of probation, if a probationer is placed under suspension or disciplinary proceedings are contemplated or started against him, the period of his probation may be extended till such period the Appointing Authority thinks fit in the circumstances. A probationer reverted or discharged from service during or at the end of the period of probation under Sub-regulation (1) shall not be entitled to any compensation.

23. CONFIRMATION:

A person appointed on probation shall after the satisfactory completion of probation, be confirmed in his appointment if the appointing authority is satisfied that he fulfills all other conditions such as passing of departmental examination, if any, and his integrity is unquestionable and that he is otherwise fit for confirmation & there is a clear vacancy of a permanent post in the absence of a clear vacancy of a permanent post, he will officiate against temporary vacancy.

24. SCALE OF PAY:

The scale of monthly pay admissible to a person appointed to the post specified in column 1 of schedule I shall be the scale specified in column 2 thereof.

Ministerial Staff Regulations

25. PAY DURING PROBATION:

Where Service Regulations promulgated under section 79 (c) of the Electricity (Supply) Act, 1948 or orders and instructions of the Nigam provide for appointment on probation or as a Probationer-Trainee, no increment shall be allowed during the period of Probation/Training. (Substituted vide order No. 229 dated 28.02.06 (F&R-307)).

26. REGULATION OF LEAVE ALLOWANCES ETC:

Except as provided in these regulations the pay, allowance, benefit of C.P.F., GPF, leave and other conditions of service of the staff shall be regulated by the following rules :

1. The RRVPN Travelling Allowance Rules as amended from time to time.
2. The Rajasthan Rajya Vidyut Prasaran Nigam Limited (Classification, Control and Appeal) Regulations as amended from time to time.
3. Rajasthan Rajya Vidyut Prasaran Nigam Limited employees conduct regulations amended from time to time.
4. RRVPN Employees Service Regulations as amended from time to time unless the Board/Nigam orders otherwise in the case of any amendment.

Note:- The Rajasthan Government rules mentioned above will cease to apply from the date, the Board/Nigam enforces their own regulations providing for the matter covered by these rules. From that date the staff will be governed by the regulations framed by the Board/Nigam in such matters.

27. The Board/Nigam shall have the power of interpreting these Regulations and their interpretation shall be final.
28. These regulations shall, from the date of their enforcement, supersede all previous orders in respect of matters covered by these regulations.
29. Notwithstanding any provision in these regulations the Board/Nigam may in a particular case or class of cases, relax any of the provisions of these regulations.

Ministerial Staff Regulations

**Schedule I
(Regulation 3 (a) and 24)**

List of Ministerial posts, their scale of pay and appointing authorities

<i>Sr.No</i>	<i>Posts</i>	<i>Scale of pay</i>	<i>Appointing authority</i>	<i>Remarks</i>
Class-III				
1	Section officer	6500-200-10500	Chairman	
2	Personal Assistant	6500-200-10500	Chairman	
3	Computer Programmer	6500-200-10500	Chairman	
4	Protocol Assistant	6500-200-10500	Chairman	
5	Head Legal Assistant	6500-200-10500	Chairman	
6	Stenographer Gr.1	5500-175-9000	Chairman	
7	Office Supdt,Gr.1	5500-175-9000	Chairman	
8	Accountant	5500-175-9000	Director Finance	
9	Reception Officer	5500-175-9000	Chairman	
10	Statistician	5500-175-9000	Chairman	
11	Asstt. Personnel Officer	5500-175-9000	Secretary	
12	Office Supdt,Gr.1I	5000-150-8000	Director (Fin)/ Director (T)/ C.E/Secy. /C.C.O.A in their respective offices and in the case of C.E in offices under him also.	
13	Statistical Assistant	5000-150-8000	Secretary	
14	Stenographer Gr. II	5000-150-8000	Director (F&CA) Director (T) C.E/Secy. /C.C.O.A in their respective offices and in the case of C.E in offices under him also.	
15	Asstt. Librarian	5000-150-8000	Secretary	
16	Asstt. Store Superintendent	5000-150-8000	Secretary	
17	Manager-II	5000-150-8000	Secretary	
18	Legal Assistant	5000-150-8000	Chairman	
19	Junior Accountant	5000-150-8000	Director Finance	
20	Secretarial Assistant	5000-150-8000	Company Secretary	
21	Computer	4000-100-6000	Secretary	
22	Upper Division Clerk/Cashier/ Store Keepers	4000-100-6000	All HODs for their respective officers offices & C.E. also in respect of offices under him	
23	Lower Division Clerk/Cashier/ Asstt. Store Keepers/Tele. Operator/Teleprinter Operator	3050-4590 3400-5200	All HODs/SE/XEN for their respective offices & XEN also in respect of offices under him	
24	Care Taker	3050-4590	Secretary	
25	Homeo Compounder	3050-4590	Secretary	

Ministerial Staff Regulations

However, requirements of type-knowing LDCs should be assessed separately and such LDCs who know type writing should be posted as LDCs-cum-typist with special pay. The category of LDC and LDC-cum-typist will be a combined for all purposes.

(d) For Accountants:

Subject	Max. Marks	Min. required for passing for SC/ST	For Others
Essay or Précis and draft	150	67	75
Elementary Book keeping	150	67	75
Arithmetic & Mensuration	200	140	150
Total	500	274	300

(Deleted vide order No. RSEB/F&R/F. 6(9)/D. 78 dated 18.8.98)

(e) Computers: (Two papers):

Subject	Max. Marks	Minimum Pass Marks
1.Hindi & English	100	40
2. Elementary knowledge of Mathematics, Economics & Statistics.	100	40

Scope of Papers:

1. Hindi & English :
Same standard as prescribed for U.D.Cs. Competitive examination.
2. Elementary Knowledge of Mathematics Economics & Statistics:

It will be set to test the knowledge of the candidates in the Subjects : Question to be set will include: Decimal fractions, percentage, ratio and proportion, average, simple and compound interest, square roots, simple equations, economic development of India with special reference to Rajasthan.

Ministerial Staff Regulations

(f) Assistant Personnel Officers ;

(g)

PROCEDURE & SYLLABUS FOR RECRUITMENT TO THE POST OF ASSTT. PERSONNEL OFFICER

Sl. No.	Subject	Max. Marks	Mini. Passing Marks for :			Duration
			Gen.	SC/ST/OBC/	Female	

1.	Paper-I	-	Max. 150 Marks				
	Section-I	50	}	150	75 (50%)	60 (40%)	3 Hours
	Hindi						
	Section-II	50					
	English						
	Section-III	50	}				
	Gen. Knowledge						

The Standard and Syllabus of examination papers shall be of Graduation level Examination of a University established by Law.

2. Paper-II - Max. 150 Marks -

(Objective Type i.e. Multiple Choice Questions)

(Minimum passing marks for Gen. category candidate = 75 and
For SC/ ST/ OBC and Female category candidate = 60 Marks)

Section-A - Max. 50 Marks

- i) Industrial Dispute Act, 1947.
- ii) Factories Act, 1948.
- iii) Trade Unions Act, 1926.
- iv) Industrial Employment (Standing Order) Act, 1946.
- v) Workmen's Compensation Act, 1923.

Section-B - Max. 50 Marks

- i. Payment of Gratuity Act, 1972.
- ii. Payment of Bonus Act, 1948
- iii. Payment of Wages Act, 1936.
- iv. Minimum Wages Act, 1948
- v. Employees Provident Fund Act., 1952
- vi. E.S.I. Act, 1948.

Section-C - Max. 50 Marks

Concepts of Personnel Management and role of a Personnel Officer in an Industrial Organization. Labour Welfare, Social Security/Insurance, Safety measures, Wages policy, working conditions, Industrial Development, Trade Union Movements, Collective bargaining, functions of JMC and its role, etc.

3. A candidate of Unreserved Category is required to secure atleast 75 marks (50%) in each paper, individually. SC/ST/OBC and Female Category Candidates shall be allowed 10% relaxation i.e. they will have to secure atleast 60 marks in each individual paper for acquiring eligibility to appear in the Interview. No candidate securing less than minimum prescribed marks shall be called for Interview.

4. A merit list shall be prepared on the basis of marks obtained by the candidates in the Written Competitive Exam. Candidates limited to 'three times of vacancies' under each category from the Merit list prepared on the basis of marks in the Written Competitive Exam, shall be called for adjudging suitability, Interview and verification of their testimonials, by the Selection Committee, to be constituted by the Chairman & Managing Director. The selection shall be made by giving 80% weightage to the total marks obtained in the Written Competitive Exam and remaining 20% weightage be given to their performance in the Interview.
5. **Reserve List:-** Name of candidates considered suitable by the Selection Committee, but not offered appointment, shall be kept in panel which shall remain in operation for next 12 months from the date of preparation of the list. Further appointments shall be made from the panel in order of Merit. **(Inserted vide order No. 1126 dated 07.11.2006 (F&R-350))**

Ministerial Staff Regulations

(h) Junior Accountants (Against 50% quota for departmental employees).

Paper-I	Max. Marks	150
1	General Financial & Accounts Rules (Part I, Chapters II, III, IV, V, VII, VIII,	50
2	Commercial Re-organisation Scheme Part 1(B) (Chapters 1 to 9)	30
3	Budget Manual (Chapters II, V, IX, X, XXI and XXII)	15
4	RRVPN Stores Manual	15
5	Purchase Manual	40
		150
Paper-II		
Part A		
	RVPN Employees Service Regulations (except chapter V and list of authorities who exercise the power of competent authorities)	60
Part B		
	1.RRVPN Travelling Allowance Rules	15
	2.RRVPN Contributory Provident Fund Rules	15
	3 .RRVPN Employees (CC&A) Regulations, and Conduct Regulations	30
	4 RSEB Employees Pension Regulations and GPF Regulations	30
		150
Paper-III Elementary Book Keeping		
		150
1.	Writing of the Cash Books, Journal, Ledger, Purchase Book and Sales Book	
2.	Trial Balance	
3.	Principles of Double Entry	
4.	Trading Profit and Loss Accounts and Balance Sheet (without entries of adjustment)	
5.	Bank Reconciliation Statement, Bills of Exchange, Promissory Notes and Cheques	
6.	Elementary Cost Accounting	

(Substituted vide order No. RVPN/AS/GAD/F&R/F.32/D. 1045 dated 24.3.03) (F&R-158)

QUALIFYING MARKS: Candidates who have obtained a minimum of 33% marks in each of the papers and a minimum of 40% marks in the aggregate at the examination shall be considered to have obtained qualifying marks in the examination.

(Deleted vide order No. RSEB/F&R/F. 6(9)/D. 78 dated 18.8.98)

(i) Statistician :

Competitive Examination for direct recruitment to the post of Statistician will be held as per syllabus of Rajasthan Public Service Commission.

NOTE: The Chairman will be competent to amend the syllabus in the event of necessity.

Ministerial Staff Regulations

(j) Computer Programmer:

Syllabus and scope of papers for the Computer Programmer's competitive examination:

(1) A candidate must appear in all the papers. The time allowed for each paper shall be 2 hours.

Name of Papers	Max.Marks	Min. Pass Marks	
		General	SC/ST
I. Aptitude Test and fundamentals of Computers	45	18	16
II. Programming	45	18	16

SCOPE OF PAPERS

Paper I: Aptitude Test & Fundamentals of Computers.

Part - I Aptitude Test

Problems solving, Data Interpretation, Data Sufficiency, Logical Reasoning & Analytical Reasoning.

Part-II Fundamentals of Computers

Evolution of Computer Hardware Technology, Definition and Functions of various components. Primary and Secondary Storage concepts Input /Output devices and their functions; classification of computers and related characteristics.

Evolution of Software Technology, Operating System, Low and High Level Languages, Characteristics and differences in system and application software.

Evolution of Personal Computers, features / characteristics of Personal Computers, characteristics of general packages on Personal Computers PC Operating Systems like DOS UNIX / XENIX etc. and Operations.

**PAPER II
Programming**

Program compilers and interpreters, concepts of Electronic Data Processing Program logic and techniques, Program alongwith structured- programming concept, Data structures, Tree, queue, List, Array graphs, Data Sorting and Merging, File Organisation, Access Mechanism of Files, Number systems,

Programming concept in high level languages COBOL./BASIC /FORTRAN.

Personality and Viva - Voce Examination

(1) Candidates who obtain such minimum qualifying marks in the written test as may be fixed by the competent authority, in their discretion shall be summoned by them for interview, which carries 10 marks.

(2) The standard of the paper will be that of a degree examination of a University established by law in India.

(3) All papers unless specifically required shall be answered either in English or in Hindi but no candidate shall be permitted to answer anyone paper partly in Hindi or partly in English unless specifically allowed to do so.

Ministerial Staff Regulations

(2) Inviting Application:

The application to sit at the examination shall be invited by the Secretary by advertising the posts in prominent daily news papers and by notifying the requirement to the Employment Exchanges in the State and by putting up a notice on the Notice Board of the Secretary's office.

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 respective recruitment regulations

(Inserted vide order No. 229 dated 28.02.06 (F&R-307)).

(3) The application form may be obtained from the office of the Secretary on payment of such fee as may be required by him. The application shall be written by the candidates in their own hand-writing.

(4) Scrutiny of applications:

The Secretary shall cause to be scrutinised the applications received and require all eligible candidates to appear in the competitive examination by issue of Admission Cards. The decision of the Secretary regarding the eligibility or otherwise of a candidate shall be final.

(5) Selection:

The selection for appointment in each case shall be made strictly in order of merit on the basis of the aggregate marks secured by the candidates, provided that no candidate shall be eligible for selection unless he secures the minimum pass marks prescribed in each of the papers. If two or more of the candidates obtain equal marks in the aggregate they shall be considered for selection in order of merit taking into consideration the higher/better qualification they possess. In case the marks obtained in higher/better qualification by two of such candidates is also the same, the decision of the Chairman will be final.

In case of LDCs 50% of the vacancies in a region shall be filled in by posting persons from the merit list of that particular region and the remaining 50% posts will be filled in from out of the combined merit list for the entire state. For the purpose of posting LDCs generally the Superintending Engineers circle will be treated as region. The jurisdiction of region for this purpose will however, determined by the Chairman.

NOTE: 1 The Chairman shall be the authority competent to revise the scheme of examination, syllabus and prescribe minimum qualification, training and its period and fix interview and its marks in any cadre, if necessary.

NOTE: 2 Mere inclusion of the name in the merit list will not confer any right for appointment in the Board/Nigam.