

**RAJASTHAN STATE ROAD DEVELOPMENT &  
CONSTRUCTION CORPORATION LIMITED, JAIPUR.**

*(A Government of Rajasthan Undertaking)*



*Service Rules  
And  
Service (Recruitment & Selection) Rules*

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**RAJASTHAN STATE ROAD DEVELOPMENT & CONSTRUCTION CORPORATION  
LIMITED, JAIPUR.**

*(A Government of Rajasthan Undertaking)*

*No. B-9(6)Board /2005/8641*

*Dated: 25.08.05.*

**OFFICE ORDER**

In supersession to the prevailing Rules, the Service Rules and Service (Recruitment & Selection) Rules for the employees of the Corporation have been approved by the Board of Directors in their 18<sup>th</sup> meeting held on 18<sup>th</sup> March, 2005 vide item No. 18.11.

The Service Rules and Service (Recruitment & Selection) Rules of th Corporation shall be called “RAJASTHAN STATE ROAD DEVELOPMENT & CONSTRUCTION CORPORATION LIMITED” SERVICE RULES (Recruitment & Selection) Rules 2005 and shall be deemed effective w.e.f. March 18,2005.

**(N.K. Sharma)**  
**Managing Director**

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**RAJASTHAN STATE ROAD DEVELOPMENT & CONSTRUCTION CORPORATION  
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**SERVICE RULES**

**CHAPTER 1**

**1. Short Title and Commencement**

These rules may be called “The Rajasthan State Road Development & Construction Corporation Limited Service Rules, 2004. They shall come into force with effect from the date of issue of these rules and all rules/instructions in force prior to this date shall stand abrogated.

**2. Application**

Unless otherwise expressly provided, these rules apply to all employees of the Corporation other than the following:

- (a) The Managing Director, General Manager, Chief Project Manager-Financial Advisor, Chief Accounts Officer whose conditions of appointment and service may be such as may be prescribed by the Government of Rajasthan.
- (b) Persons employed on purely daily wage basis and/or part time basis.
- (c) Persons employed on contract to the extent that the terms and conditions of such contracts are inconsistent with these rules.
- (d) Persons on deputation from the Government of Rajasthan or from Government of India or from any other Statutory Board or Corporation or Company, who will be governed by the rules applicable to them in their parent department / organization and the terms and condition of deputation, as  
  
may be agreed to between the Corporation and the lending department/organization.
- (e) Workers covered under the Factories Act, 1948.
- (f) Any person or class of persons employed in connection with the affairs of the Corporation specifically exempted from the application of these rules.

**3. Amendment and Interpretation**

The Board of Directors reserves to itself the right to relax, amend, alter, interpret, vary, modify, rescind the provisions of these rules or add to these rules or make any supplementary rules in connection with these rules in such manner as may appear to it to be just and equitable, without previous notice of intention to do so and the right to give effect there to from any date which it may deem fit ; provided that if a rule or order, which effects any employee(s) adversely is to be given retrospective effect, suitable protection shall be given to such employee(s). The decision of the Board shall be binding

on the employee(s). The relaxation/amendments and alterations approved by the Board shall also require concurrence of State Government.

#### **4. Delegation of Powers**

The Board of Directors may confer on the Vice Chairman/Managing Director, any of its powers in these rules by a resolution subject to the provisions of Companies Act, 1956 and Memorandum & Articles of Association of the Corporation. Delegated powers shall be exercised subject to such conditions, limitations & restrictions as may be prescribed in the resolution or authorization by the Board.

Nothing contained in these rules shall have the effect of altering the provisions of any special law for the time being in force.

## **CHAPTER 2**

### **5. Definitions**

#### **(i) "Age"**

- (a) For the purpose of these rules age shall be computed from the date of birth of an employee who shall be required to produce an authentic proof thereof at the time of his employment before he is permitted to join his/her duties.
- (b) The following proofs may be accepted as authentic date of birth in order of preference: -
  - (i) date of birth given in the school leaving certificate or the Secondary School/Sr. Secondary School Exam. Certificate.
  - (ii) date of birth given in the Municipal birth certificate.
  - (iii) date of birth given in the certificate issued by Gram Panchayat based on authentic record in the Panchayat, mention of which should be made in the certificate.
  - (iv) date of birth given in the horoscope provided it was prepared soon after the date of birth stated by the employee.
- (c) If an employee is unable to state his exact date of birth but can state the year, or year and the month of birth, the 1<sup>st</sup> July or the 16<sup>th</sup> day of month respectively may be treated as the date of birth.
- (d) If an employee is unable to state even the year of birth, a certificate from Medical Officer approved by the corporation specifying the approximate year may be accepted for the purpose of computing age.

**Note :** In case where the age cannot be verified on the basis of proofs contained in sub-rule 5 (i) (b) i, ii, iii & iv, above, the Managing Director may direct that the proof of age may be obtained in accordance with the provisions of sub-rule 5 (i) (b) & (c) above. Decision of the Managing Director will be final.

- (e) When an employee is required to retire on attaining a specified super annuation age, the day on which he attains that age is reckoned as non-working day, and he must retire with effect from and including that day.

- (ii) **"Urgent & temporary appointment"** means appointment made for the time being in the prescribed pay scale, without following the procedure for direct recruitment

or for promotion, depending upon the exigencies of work in the Corporation. Services of the employees appointed on urgent and temporary basis may be terminated in accordance with the prescribed procedure.

- (iii) **“Apprentice”** means a person who is engaged as a trainee, according to the rules of the Corporation or who is declared to be an Apprentice by a competent authority.
- (iv) **“Board”** means the Board of Director of the Corporation.
- (v) **“Managing Director”** means the Managing Director of the Corporation appointed in accordance with the provision of Article 18 (iii) of the Articles of Association of the Corporation.
- (vi) **“Competent Authority”** in relation to exercise of any power, means the Board or any other authority to which the power is delegated by the Board.
- (vii) **“Cadre”** means the strength of a service or part of a service sanctioned as a separate unit.
- (viii) **“Compensatory Allowance”** means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed.
- (ix) **“Corporation”** means the Rajasthan State Road Development & Construction Corporation Limited.
- (x) **“Director”** means the member of the Board of Directors appointed in accordance with the provisions of Article 17 of the Articles of Association of the Corporation.
- (xi) **“Duty”** means time spent in service under the Corporation and includes:
  - (a) (i) Service rendered as a probationer of an apprentice, provided that such service is followed by confirmation.
  - (ii) Joining time.
  - (b) (i) Time spent in any training sponsored by the Corporation and declared as duty.
  - (ii) Period spent on journey to and from the place of training and the period occupied in attending an obligatory examination at which the employee is permitted to appear by the competent authority.
  - (c) Period of compulsory waiting by an employee on returning from sanctioned leave or making over charge of his old post, for orders of the corporation posting him to a particular post.
- (xii) **“First appointment”** means the appointment of a person who at the time of such appointment was not holding any post under the Corporation. A person who resigned from service of the Corporation or whose service was terminated, on subsequent appointment on a post shall also be considered as on “first appointment” for the purpose of these rules.
- (xiii) **“Foreign Service”** means a service in which an employee received his pay with the sanction of the Corporation from a source other than from the fund of the Corporation.
- (xiv) **“Holiday”** means a day on which all or any particular office is ordered to be closed or a specified class of employees is allowed a holiday by a competent authority.

- (xv) **“Joining time”** means the time allowed to an employee in which to join a new post or to travel to the station to which he is posted.
- (xvi) **“Leave”** is earned by duty and includes Privilege leave, Maternity leave, Extra ordinary leave, Study leave, Sick leave.
- (xvii) **“Leave Salary”** means the amount of salary paid to an employee during leave.
- (xviii) **“Lien”** means title of an employee to hold a permanent post substantively and the right to resume on return to duty after a period or periods of absence.
- (xix) **“Management”** means the Board or any other officer or officers authorized by the Board to work as competent authority under these rules in different establishments of the Corporation.
- (xx) **“Month”** means a calendar month. A period expressed in terms of months and days is first calculated by complete calendar month irrespective of the number of days in each and the odd number of days calculated subsequently.
- (xxi) **“Office”** means headquarters office, unit office or any other office that the Corporation may establish anywhere in India or elsewhere.
- (xxii) **“Officiate”** means performance of duties of a post by an employee on which another employee holds a lien. Corporation may appoint an employee to officiate in a vacant post on which no other employee holds a lien or till a permanent appointment is made to the post.
- (xxiii) **“Pay”** means the amount to which any employee is entitled to and is drawn by him monthly in respect of the post held by him substantively or in an officiating capacity and includes :-
- (i) Personal pay ;
  - (ii) Special pay, and
  - (iii) Any other emoluments that may be specially classed as pay by the competent authority.
- (xxiv) **“Permanent post”** means a post carrying a definite rate of pay sanctioned without limit of time.
- (xxv) **“Permanent employee”** means an employee appointed on a permanent basis, such appointment having been confirmed in writing by the Corporation.
- (xxvi) **“Personal Pay”** means additional pay granted to an employee:

- (i) to save him from loss of substantive pay in respect of permanent post due to a revision of pay or to any reduction in such pay not being a reduction as a disciplinary measure ; or
  - (ii) in exceptional circumstances on other personal considerations.
- (xxvii) **“Probationer”** means a person employed on probation in a permanent vacant post or against a permanent vacancy in any cadre of service in the Corporation before his appointment substantively.
- (xxviii) **“Service Rules”** means the Rajasthan State Road Development & Construction Corporation Limited Service Rules.
- (xxix) **“Special Pay”** means an addition, of the nature of pay of a post or of an employee, granted in consideration of :-
- (a) The specially arduous nature of the duties.
  - (b) The specific addition to the work or responsibility.
- (xxx) **“Secretary”** means the Company Secretary of the Corporation appointed by the Board of Directors.
- (xxxi) **“State Government”** means the Government of Rajasthan.
- (xxxii) **“Subsistence allowance”** means an amount monthly granted to an employee who is not in receipt of pay, or leave salary.
- (xxxiii) **“Substantive pay”** means the pay (other than special pay or personal pay) emoluments classed as a pay under rule 5 (xxiv) to which an employee is entitled to on account of his appointment substantively to a post under the Corporation.
- (xxxiv) **“Temporary Employee”** means as employee, whose services have been engaged for a specific period which may be extended from time to time.
- (xxxv) **“Temporary post”** means a post created temporarily for a specific period.
- (xxxvi) **“Time scale of pay”** means pay, which subject to any condition prescribed in these rules, rises by periodical increments from a minimum to a maximum. Time scales are treated to be identical if minimum, maximum, the period of increment and the rates of increment are the same.
- (xxxvii) **“Transfer”** means the movements of an employee from one headquarter station in which he is employed to another such station to take up the duties of a new post or as a result of a change in his headquarters.

- Note :** (a) Words used in these rules denoting, the masculine gender shall also include the feminine gender.
- (b) Words used in these rules denoting the singular number shall imply the plural number wherever relevant and vice versa.
- (c) Words and phrases not defined above will in case of doubt have the same meaning as is given to them, from time to time in Rajasthan service Rules or General clauses Act or the Board.

## **6. General Conditions of Employment**

- (i) All appointments shall be made subject to the provisions of these rules.
- (ii) A person appointed in the service of the Corporation may be employed in any manner by the proper authority and the whole of his time would be at the disposal of the Corporation without claim for additional remuneration.
- (iii) Every employee of the Corporation, except an employee who has been specifically engaged as a part-time employee, shall not permit himself to be employed for gain or reward elsewhere nor carry on any business or profession of his own.
- (iv) Every employee shall serve the Corporation in such capacity and at such places as he may from time to time be directed. Every employee shall conform to and abide by these rules and to the directions executive and administrative orders given to him from time to time by persons having jurisdiction, superintendence or control over the employee at the relevant time.
- (v) Every employee shall maintain secrecy regarding the affairs of the Corporation and of its clients and shall not disclose or divulge directly or indirectly, any document or information of confidential nature to any other person, including another employee of the Corporation unless required to do so in the discharge of his duties or unless obliged to do so by a judicial or other competent authority.
- (vi) No employee shall become or remain a director of another corporation or partner in a firm without the permission in writing of the management.
- (vii) No trainee or apprentice shall be entitled to claim permanent employment with the Corporation or the privileges and benefits thereof as a matter of right on the ground that he has been a trainee or apprentice with the Corporation for any period of time.
- (viii) (1) The Board or competent authority may appoint an employee to hold substantively, as a temporary measure or to officiate in two independent posts at any one time. In such cases his pay shall be regulated as follows:
- (i) The highest pay to which he is entitled if his appointment to one of the posts stood alone may be drawn on account of tenure of that post;

- (ii) For the other post he draws such reasonable pay but in no case exceeding 16 percent of the presumptive pay of the post as the Corporation may fix, and
  - (iii) If any compensatory or sumptuary allowances are attached to one or more posts, he may draw such compensatory and sumptuary allowance as Corporation may fix provided that such allowances shall not exceed the total of the compensatory and sumptuary allowances attached to all the posts.
- (2) Where an employee is formally appointed to hold the full charge of the duties of another post in addition to his own duties under sub-rule (1) above the combination of appointment or dual arrangement shall in no case continue for a period of more than six months, and accordingly no special pay or charge allowance shall be admissible beyond a period of six months. On the expiry of the period of six months regular appointment or promotion should be made to fill up the post failing which the vacant post shall be deemed to be in abeyance.

#### **7. Appointing Authority**

- (i) The authority competent to make appointments to various posts in the Corporation shall be as indicated in the Schedule of Delegation of Powers approved by the Board.
- (ii) Appointments shall be made on the recommendations of the Selection and promotion committee as may be appointed by the Board or a Competent Authority from time to time.

#### **8. Probation/Termination of Service/Resignation**

- (i) Persons recruited directly on any post and employees promoted from a lower post to the next higher post shall be placed on probation for a period of two years and one year respectively from the date of appointment/promotion. If it appears to the appointing authority, at any time during or at the end of the period of probation that an employee has not made satisfactory progress or has failed to pass the prescribed test or examination, if any, in the case of promotee, the said authority may revert him to the post held by him immediately preceding his appointment and in case of a direct recruit, the said authority may discharge him from the service without any notice. Provided that the Appointing Authority may extend the period of probation of an employee by any period not exceeding one year if in his opinion the probationer has not made or shown satisfactory progress during the initial period of probation of two-years/one year, as the case may be.
- (ii) The services of the employees shall be liable to termination without any notice during the period of probation, and after confirmation, on three months notice or payment of salary

in lieu thereof. Similarly, these officers can also resign from the services of the Corporation after giving one month's notice or salary in lieu thereof during the period they are on probation, and on 3 month's notice or salary in lieu thereof after their confirmation.

- (iii) Consistent with the requirements of the Corporation, the Board or the Competent Authority may create posts from time to time in prescribed scale of pay of each or class of posts and prescribe the jobs specifications.

**9. Character Certificate**

No person shall be appointed to a post in the Corporation unless a Certificate of good character from two responsible persons are produced and the same are to the satisfaction of the appointing authority.

**10. Health Certificate**

A certificate in the following form should also be obtained at his own cost from the Medical Officer appointed or approved by the Corporation. This certificate must be produced on first appointment at the time of joining duty and the same shall be kept in the personal file of the employee. This rule shall apply to those persons also who are temporarily appointed for a period exceeding three months.

**HEALTH CERTIFICATE**

I ....., do hereby certify that I have examined Shri..... a candidate for employment as..... in the Corporation and can not discover that he has any disease, constitutional weakness or bodily infirmity except.....

I do not consider this a disqualification for employment in the Corporation. The candidate's age is according to his own statement ..... Years and by appearance about.....years.

**Signature of the Medical Officer**

**11. Bar to appointment**

- (a) No person shall be eligible for appointment, who has previously been dismissed, removed or compulsorily retired from the service of the Corporation or from a department of the Central Government or any State Government or from any public sector undertaking.

- (b) No person shall be eligible for appointment who has been convicted in a court of law for any offence involving moral turpitude. A person against whom criminal proceedings are going in a court of law shall also not be eligible for appointment.
- (c) No male who has more than one wife living or who having a spouse living married and such marriage is void by reason of its taking place during the lifetime of such spouse, shall be eligible for appointment to the service of the Corporation.
- (d) No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment to the service of the Corporation.

## **12. Lien**

- (a) An employee on substantive appointment to a permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other permanent post. An employee shall retain his lien while on Foreign Service, or holding a temporary post or officiating in another post. Lien shall also be retained during leave, suspension or during joining time.

### **(b) Application for outside employment**

An employee who wishes to apply for employment elsewhere shall send his application through the management and the competent authority may, at his discretion, forward up to two applications in a calendar year for outside employment, provided that no application of an employee who has not been confirmed shall be forwarded. Forwarding of the application does not entitle an employee to any relaxation of provisions of rule 8 (ii). Forwarding of application to a department of the State Government or with reference to the advertisement made by Rajasthan State Public Service Commission or Union Public Service Commission shall be in addition to the limit of two applications in a calendar year.

## **13. Age on Appointment**

- (a) The minimum and maximum age of entry into the service of Corporation shall be 18 and 31 years respectively. In case of Engineering or Administrative posts the minimum age shall be 21 years. The competent authority may, however, relax the age of entry in suitable and deserving cases of individuals or in case of specified posts by special or general orders in the interest of the Corporation up to 45 years of age.
- (b) Unless otherwise provided in the rules governing recruitment to particular post/service, the upper age limit in case of women candidates for entry into corporation service shall be 40 years.

- (c) The age limit for recruitment to various services in the Corporation, in case of candidates belonging to the Schedule Castes and Scheduled Tribes shall be relaxed up to five years.

#### **14. Records of Service**

- (i) A service book, as may be prescribed, shall be maintained for each employee of the Corporation from the date of his first appointment to the service of the Corporation.
- (ii) The service book of an employee shall be maintained and kept in custody by the authority under whom he is working and shall be transferred on transfer to the employee's new authority.
- (iii) Every step in a permanent employee's official life shall be recorded in his service book and each entry attested by the authority empowered in this behalf. Erasures or overwriting in the service book should be avoided. Correction, if any, shall be neatly made and attested by full signatures and date.

#### **15. Conditions for drawing Pay and allowances**

- (i) An employee shall begin to draw pay and allowances when he takes charge of the post in respect of which they are earned and shall cease to draw, as soon as he ceases to discharge the duties of the post. Pay and allowances during leave period shall be regulated under the provisions of leave rules.
- (ii) Pay and allowances shall be drawn from the date of assuming duties, if charge is taken over before noon of that date otherwise from the following day.

#### **16. Subscription to Provident Fund**

An employee of the Corporation shall be required to subscribe to the Contributory Provident Fund of the Corporation in accordance with such rules, which may be prescribed by the Corporation.

#### **17. Charge of an Office**

Unless for special reasons which must be recorded by the Competent Authority, the charge of an office must be handed over at the headquarters, both the relieving and relieved employees being present.

#### **18. Obligation upon a trainee**

- (a) If an employee or an apprentice is required to undergo training at the expenses of the Corporation for three months or more, such employee/apprentice may be required, to execute a bond to serve the Corporation for a period of one year after

completion of training. For training beyond a period of six months, the period of bond shall be 3 years.

- (b) If such an employee/apprentice resigns or takes other employment within the period specified in the bond, he shall have to refund to the Corporation the pay and allowances paid to him during the period of training together with other expenses incurred on such training.

## **19. Transfer**

Notwithstanding the department or establishment or subsidiaries of the Corporation in which originally appointed an employee will be liable to be transferred anywhere in India to any other department or establishment or subsidiaries of the Corporation whether in existence on the date of his employment or coming into existence at any time thereafter.

Provided that on such transfer the employee shall be governed by the rules and regulations operating in the establishment to which he is transferred, provided further that such transfer is not prejudicial to the interest of the employee and it does not cause loss to his emoluments comprising of basic pay in the scale of pay and dearness allowances only. Refusal to comply with such transfer order shall be deemed to be an act of disobedience liable to disciplinary action.

## **20. Hours of work**

The duration of the weekly working time as well as the beginning and end of weekly time and intervals shall be fixed by the management, according to the requirements of the Corporation from time to time for each of its establishment.

## **21. Period of notice for termination of service**

- (i) Unless employment is contracted for a specified period or for a specific job, the employee will be entitled to the following notices, according to category, for termination of services :

(a) Permanent	}	As per rule 8 (ii)
(b) Probationer		
(c) Temporary	}	Without Notice.
Casual		
Part-time		
Trainee		
Apprentice		

- (ii) Notice of Termination

Provided that the Corporation shall have the right to terminate service without notice or on a shorter period of notice than that specified above, in which case pay and allowances in lieu for the balance of the notice period shall be admissible to the employee.

(iii) Notice of Resignation

An employee wishing to resign shall give the Corporation the same notice, as the Corporation is required to do in sub-rule (i).

Provided that when an employee gives notice of resignation the management shall be entitled to accept it with immediate effect or from any time before the expiry of the notice period. In such cases notice salary payable to the Corporation will either be nil or it will correspond to the period of shorter notice.

Provided further that the competent authority shall be at liberty to refuse to accept any resignation of an employee in case any disciplinary proceedings are pending or are likely to be initiated against him. Intention of the management to do so will be communicated to the employee before the expiry of the notice period.

- (iv) Resignation shall become effective from the date it is accepted by the management or after the expiry of notice period whichever is earlier. An employee may request to withdraw his resignation before it is accepted and acceptance of such request will be at the discretion of the management.

**22. Age of Compulsory Retirement**

- (i) The date of retirement by superannuation of an employee shall be the date on which he attains the age of 58 years. He may be retained in the service after the date of superannuation with the sanction of the Board in the interest of the Corporation, which must be recorded in writing but shall not be retained after the age of 60 years.
- (ii) Provided further that the date of superannuation of an employee shall be the afternoon of the last day of the month in which he attains the age as specified in Rule 22 (i).

### **CHAPTER 3**

#### **23. Creation of post & prescription of pay scale**

Consistent with the requirements of the Corporation, the Board or the competent authority may create posts from time to time and make appointments thereto in accordance with the delegation of powers and recruitment & selection rules of the Corporation.

#### **24. Fixation of pay on first appointment**

The pay of an employee on first appointment to a post in service of the Corporation shall be fixed at the minimum of the time scale applicable to the post, or where the post is on a fixed pay, such fixed pay.

Provided that the competent authority on the recommendation of selection committee, may in its discretion fix the pay on first appointment at a higher stage in the time scale of the post by giving such number of advance increments as it may think proper subject to maximum of five increments.

#### **25. Fixing of pay on promotion to a higher post**

- (a) When an employee is promoted to a higher post on the recommendation of the promotion committee, other than officiating arrangements his initial pay in the time scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing the actual pay drawn by him in the lower post by one increment.

#### **Fixation of pay of an employee on selection to a higher post through open recruitment**

- (b) Where an employee holding a post in a substantive capacity temporary or officiating capacity is selected through open recruitment for appointment to another post carrying duties and responsibilities of greater importance than those attaching to the post held by him, his initial pay in the time scale of the higher post be fixed at the stage next above the pay notionally arrived at by increasing his pay drawn by him in the lower post by one increment or at the minimum of the scale of the higher post, whichever is beneficial to him. In case of temporary or officiating employee, the fixation shall be made at next above the stage in the higher pay scale or at the minimum of the scale of higher post whichever is beneficial to the employee.

## **26. Fixation of pay in revised grade**

- (i) Whenever a general revision of pay scales is made, the fixation shall be made at the same stage, unless otherwise provided in the order of general revision itself.
- (ii) An employee shall have the option to retain the old pay till the next or any subsequent increment in the old scale or until he vacates his post or ceases to draw pay in the old time scale. The option once exercised will be final.
- (iii) The change or revision of pay scale shall not affect the normal date of increment provided the benefit in the pay is not more than two increments in the existing scale. In case the benefit is more than two increments, the next increment in the revised scale shall be granted after full incremental period as laid down in **Rule 28**.

## **27. Accrual and drawal of increment**

An increment accruing on a time scale of pay shall ordinarily be drawn as a matter of course unless withheld by authority empowered to do so.

## **28. Date of increment**

The actual grade increment on a time scale of pay will accrue on the anniversary of the date of appointment or the date of last increment as the case may be subject to the provisions of **Rule 30**. Monetary advantage of annual grade increment can be given from the first of the month from which it is sanctioned.

## **29. Regulation of increment**

Condition on which service may be counted for increments on a time scale shall be as under :-

- (a) All duty in a post on the time scale of pay;
- (b) Service in another post other than a post carrying less pay on which he may be transferred on account of inefficiency or misbehavior or on his written request ;
- (c) Foreign service and all leave other than leave without pay counts for increments on the time scale applicable to the post on which the employee holds lien ;
- (d) Period spent on leave without pay in case the competent authority is satisfied that such leave was taken on account of illness or cause beyond the control of an employee or for prosecuting higher professional/scientific and technical studies;
- (e) If an employee holding a temporary post or officiating on a post on a time scale of pay is appointed to hold a higher temporary post or is appointed to officiate on a higher post, his officiating or temporary service on the higher post, for so long as he would have continued to hold temporary post or officiating post; and

- (f) Joining time except in case of transfer from lower to higher post, provided that on subsequent reversion, if any, this period shall count for increments on the time scale of the lower post.

**30. Shifting of date of increment**

If an employee is absent or is on leave without pay his date of increment shall be shifted by the period he remained absent or was on leave without pay subject to provisions of **Rule 29 (d)**. The date so arrived at shall be the date for admissibility of increment under **Rule 28**.

**31. Grant of special pay for additional charge**

Where and employee is appointed to hold charge of a vacant post in addition to his own duties, the competent authority may sanction special pay of 3% of his pay up to a period of 60 days and 6% of his pay for a period beyond 60 days. No special pay shall be granted for a period less than 30 days or exceeding 180 days.

Provided that such special pay shall be admissible only when the additional charge involves assumption of duties and responsibilities,

which, in the opinion of the competent authority, are of equal to or greater than that of his own post. Posts carrying the same or identical or higher pay scale shall ordinarily be considered as posts of equal or greater responsibilities respectively.

**32. Permission to undertake work and acceptance of fee**

- (a) A corporation employee may be permitted, if this can be done without detriment to his official duties and responsibilities, to perform a specified service or series of services for Government or a private person or body or for a public body including a body administering local fund and to receive a remuneration therefore, if the service be material, a non-recurring or recurring fee, with the specific permission of the Competent Authority.
- (b) The Authority Competent to grant such permission would ordinarily not grant permission to corporation employees to take up the work for a private or public body except in cases where grant of permission in some cases is considered very essential. It is necessary that special circumstances and considerations necessitating such permission are recorded in the sanction it self in addition to the certificate that “work can be taken without detriment to corporation employee duties & responsibilities”.

## CHAPTER 4

### **33. Kinds of leave**

Employees shall be eligible for the following kinds of leave :

- (a) Casual leave
- (b) Privilege leave
- (c) Sick leave
- (d) Maternity leave
- (e) Leave without pay/Extraordinary leave
- (f) Quarantine leave
- (g) Accident leave
- (h) Study leave

### **34. General conditions for grant of leave**

The following general principles shall govern the grant of leave to employees :-

- (i) Leave cannot be claimed as a matter of right. When the exigencies of services so require, the discretion to refuse, postpone, curtail or revoke leave of any description or to recall to duty any employee already on leave is reserved with the authority competent to grant it.
- (ii) Subject to provisions of relevant rule, leave lapses on the cessation of the employee's service in the Corporation.
- (iii) An employee on leave shall not take any other service or accept any employment or carry on his professional business.
- (iv) Leave shall not be availed without prior sanction of the competent authority. An employee who absents himself from duty without prior sanction on account of unforeseen circumstances shall apply at the earliest possible opportunity for sanction of leave, provided that such delay does not exceed ten days and that the employee should convince the sanctioning authority about the reasons for non-submission of leave application and not taking prior permission explaining the unforeseen circumstances requiring the same.
- (v) An employee (is expected to avail himself of the leave granted fully before resuming duty and) may not return to duty before the expiry of the leave sanctioned to him, other than casual leave, except with the permission of the competent authority.
- (vi) An employee remaining absent from duty without prior sanction or after the expiry of his leave shall not be entitled to any leave salary for the period of such absence, the period of absence or over-stay being treated as leave without pay unless otherwise directed by competent authority.

- (vii) Leave may be prefixed and/or suffixed to a holiday but holidays intervening during the period of leave shall, except in the case of casual leave, count as part of leave.
- (viii) Any kind of leave, other than casual leave, may be granted in combination with or in continuation of any other kind of leave.
- (ix) An employee before proceeding on leave shall intimate to the competent authority his address while on leave and shall keep the said authority informed of any change in the address from time to time.
- (x) An employee is entitled for special leave (without pay) for a period of 2 years minimum and 5 years maximum similar to the provision, terms/conditions contained in GOR no. ,Q&1¼8½foRr foHkkx@2002 dated 22.5.2003

### **35. Casual Leave**

- (i) Casual leave may be granted up to a maximum of 15 days during a calendar year. An employee will not ordinarily be permitted to avail himself of more than 10 days casual leave at a time. Casual leave un availed of at the end of the calendar year shall lapse.
- (ii) Casual leave shall be treated as duty for all purposes including drawal of pay and allowances.
- (iii) If an employee joins service during the course of the year, the casual leave shall be regulated as follows: -
  - (A) Up to 5 days for service of three months or less,
  - (B) Up to 10 days for service more than three months, than six months, and
  - (C) Up to 15 days for service more than six months.
- (iv) Permission to leave headquarters during the course of the casual leave shall be obtained.
- (v) Compensatory leave not exceeding 15 days in a calendar year may also be granted by competent authority.

### **36. Privilege Leave**

- (a) Each employee's privilege leave account shall be credited with 15 days privilege leave on 1<sup>st</sup> January every year and 15 days privilege leave on 1<sup>st</sup> July every year irrespective of whether it is an even or uneven year. The leave taken during the course of calendar year from time to time shall be accounted for from the balance of privilege leave. In case of resignation, termination, discharge, removal and dismissal from service or death while in service or on retirement from service, the privilege leave shall be reckoned with effect from 1<sup>st</sup> January in the year of occurrence of event and credited to his leave account at the rate of 2½ days for

each completed calendar month up to the end of month in which he ceases to be in service.

- (b) The maximum period of privilege leave, which can be accumulated by an employee, shall be 300 days. Leave up to a maximum of 120 days may be sanctioned at any one time, at the discretion of the competent authority.
- (c) An employee will be allowed to encash, once in the block of two years (which may be fixed by management), his privilege leave not exceeding 30 days. The cash value of the surrendered leave payable to the employee on encashment will be the *basic* pay and the dearness allowance payable to him. A month for the purpose of calculating leave salary and dearness allowance shall mean 30 days. The number of days of privilege leave surrendered shall be debited against the leave account of the employee. The

administrative orders as issued by the GOR from time to time regarding encashment of privilege leaves shall also be enforceable on the Corporation employees. (This provision stands withdrawn by the State Government vide order F-1(4)F.D. (Rules)/98 dated 01.04.2000, thus leave encashment not payable at present.)

- (d) During the period spent on privilege leave, an employee shall draw the same pay and allowances as he was drawing immediately before proceeding on such leave.

**37. Sick leave (half pay leave and commuted leave).**

- 1 (a) An employee shall be entitled to half pay leave of 20 days in respect of each completed year of service;
- (b) The leave under clause (a) may be granted on medical certificate or on private affairs.
- 2 (i) Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate of an authorized medical attendant to a permanent employee subject to the following conditions :-
  - (a) When commuted leave is granted twice the amount of leave shall be debited to half pay leave due;
  - (b) That the authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.
- (ii) Half pay leave up to a maximum of 180 days may be allowed to be commuted during the entire service without production of medical certificate where such leave is utilized for an approved course of study certified to be in the interest of corporation by the leave sanctioning authority.

- 3 Save in the case of leave preparatory to retirement, leave not due may be granted to an permanent employee subject to the following conditions:
- (a) The authority competent to grant leave in satisfied that there is reasonable prospect of the employee returning to duty on its expiry;
  - (b) The leave not due shall be limited to half pay leave he is likely to earn thereafter,
  - (c) Leave not due the entire service shall be limited to a maximum of 360 days, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate the authorized medical attendant,
  - (d) Leave not due shall be debited against the half pay leave the employee may earn subsequently.
- 4 No leave salary shall be recovered where a Corporation employee, who has been granted commuted leave or leave not due under sub rule 2 or 3 as the case may be, dies or is retired under Rule 22. In all other cases like resignation, voluntary retirement, removal, dismissal etc., the recovery of leave salary be made.

### **38. Maternity Leave**

A Competent Authority may grant “Maternity Leave” to a female corporation employee twice during the entire period of he service. However if there is no surviving child even after availing of it twice, Maternity Leave may be granted on one more occasion.

The Maternity Leave may be allowed on full pay for a period, which may extend up to 120 days from the date of its commencement.

Note : (a) Maternity leave under this rule may also be granted in case of miscarriage including abortion, subject to the condition that :

- (i) The leave does not exceed six weeks, and
- (ii) The application for the leave is supported with a certificate from the Authorized Medical Attendant.

(b) Maternity leave is also admissible to temporary female Government servants under this Rule.

(c) Maternity leave is not admissible in case of incomplete abortion.

(d) ‘Abortion’ does not include threatened abortion and maternity leave can not be granted in the case of threatened abortion.

(e) Maternity leave may be combined with any other kind of leave.

### **39. Leave Without Pay**

- (a) An employee may be granted leave without pay in special circumstances when no other leave is admissible or when other leave being admissible, the employee applies for the grant of leave without pay.
- (b) The duration of leave without pay shall not exceed 3 months on any one occasion; a longer period being admissible subject to such conditions as the management at its discretion may prescribe.

Provided that the total period of leave without pay (including three month admissible under the rules) should not exceed six months where leave without pay is required on account of illness of the employee and where the application of grant of such leave is supported by a medical certificate as required under the rules.

### **40. Quarantine Leave**

- (i) (a) Where an employee is precluded from attending office in consequence of the presence of infectious disease in his household, he may be granted quarantine leave for a period of not exceeding 21 days at a time on a certificate issued by Corporation's Medical Officer, Government or Municipal or local Public Health Officer. Any leave necessary for quarantine purposes in excess of this period shall be treated as privilege leave or where an employee has no privilege leave to his credit, as leave without pay. Where an employee himself is suffering from infectious diseases, he shall not be entitled to quarantine leave. For the purpose of this rule, cholera, small-pox, plague, diphtheria and such other disease as may be declared as infectious diseases in this behalf by the local Health authorities shall be deemed to be infectious disease.
- (b) Quarantine leave shall be treated as duty for all purposes including drawal of pay and allowances.

### **(ii) Accident Leave**

- (a) An employee temporarily incapacitated to work resulting from accident caused during the course of performing his job, which cannot be adjudged due to ordinary risk normally attached to his employment or due to causes other than his own gross carelessness, will be given full pay during the period he is incapacitated up to three months on production of medical certificate from authorized Medical Officer provided that he attends the hospital according to the orders of the doctor and obeys orders as to treatment during the whole of the period.
- (b) If such an employee continues to remain incapacitated or is partially recovered may be given full pay for a further period of three months at the

discretion of the management. Cases where the employee is incapacitated to work for a longer period will be referred for consideration and decision of the Board.

- (c) An employee injured in accident occurring through or caused on account of his own gross carelessness in performing duties or negligence in following the safety instructions issued has no claim under this rule, beyond free medical attendance. All such cases will be dealt with entirely at the discretion of the management.

#### **41. Study Leave**

- (i) An employee who has completed 3 yrs. of service may be granted study leave for the purpose of further studies considered to be in the interest of the Corporation up to two years. During the study leave period he will be paid study allowance 50% of his basic pay and dearness allowance, provided he executes a bond to serve the Corporation for a period of 5 years after completion of the course undertaken by him during study leave.

- (ii) It will ordinarily be not granted to the Corporation employee who has completed 20 yrs. of service or more. An employee on study leave who is in receipt of a scholarship or stipend (from whatever source granted) should ordinarily not be granted any allowance as in Rule 40 (i), but in special cases where the net amount of the scholarship or stipend is less than the study allowance that would be admissible.

- (iii) Certificate of completion of course.

On completion of a course of study a certificate on the proper form together with certificate of exam passed or of special study shall be forwarded to the corporation.

- (iv) Counting of study leave for promotion.

Study leave will be count as service for promotion but it will not affect any leave, which may already be due to an employee.

#### **42. Joining Time**

An employee may be granted joining time to enable: -

- a. To join a new post to which he is appointed while on duty in his old post, or directly on relinquishing charge of that post either at the same or new station.
- b. To join a new post:
  - (i) on return from privilege leave, or
  - (ii) when he has not sufficient notice of his appointment to the new post on return from leave other than that specified in sub-clause (i) above.

43. (a) Time reasonably required for the journeys between the places of training and the stations to which an employee is posted immediately before and after the period of training is treated as part of joining time.
- (b) An employee who is appointed while on leave to a post other than that from which he took leave, may be granted full joining time.
- (c) Where an order of appointment to join a new post does not involve a change of residence from one station to another station, not more than one day shall be allowed to join such new post. A holiday counts as a day for the purpose of this sub-rule.

**44. Period of joining time admissible**

- (a) In cases involving transfer from one station to another and also involving change of residence, the employee shall be allowed joining time with reference to the distance between old headquarters and the new headquarters by direct route and ordinary mode of travel indicated below. When holiday (s) follow (s) joining time, the normal joining time may be deemed to have been extended to cover such holiday (s).

<b>Distance between old &amp; new headquarters</b>	<b>Joining time by rail</b>	<b>Joining time for road journey</b>
1000 Kms. or less	10 days	12 days
More than 1000 Km.	12 days	15 days
More than 2000 Km.	15 days	15 days

- Note : 1. Distance means actual distance charged by the railways.  
 2. Where journey by road does not exceed 200 kms. joining time will be as admissible for rail journey.

- (b) Travel by road not exceeding 8 Kms. to and from railway or bus station at the beginning or end of the journey will not count for calculating joining time. The period of unavailed joining time shall be credited to privilege leave account.
- (c) Joining time shall be calculated by the route which is ordinarily used for travel unless competent authority for special reasons otherwise orders.
- (d) Joining time shall also be calculated from the place other than the employee's headquarters, if he is authorized to take over charge of the post at such other place.
- (e) If an employee is directed to proceed to a place different from that indicated in the initial transfer orders, he shall be entitled to joining time already availed of up to

the date of receipt of revised orders plus fresh spell of full joining time from the date following the date of receipt of orders. Fresh joining time will be calculated from the place at which he received orders.

- (f) If an employee takes leave while in transit from one post to another, the period, which he has elapsed after handing over the charge of old post, shall be included in his leave.
- (g) An employee while on leave other than casual leave will be entitled to joining time when appointed to a new post provided that the joining time will be calculated from his old station or from the place in which he received order of appointment whichever calculation will entitle him to less joining time.
- (h) No joining time will be admissible in case of temporary transfer for a period not exceeding 180 days.

#### **45. Extent of joining time**

Joining time may be extended by a competent authority up to the maximum limit of 30 days on such conditions as he may think fit in the following circumstances: -

- (i) When an employee falls sick on the journey on transfer;
- (ii) When an employee has been unable to use the ordinary mode of traveling under **Rule No. 44**, for the reasons beyond his control or notwithstanding due diligence on his part, has spent more time on the journey than is allowed under the rule.

#### **46. Payment during joining time**

An employee during joining time shall be treated as on duty and shall draw his pay under :-

- (a) During joining time under **clause (a) of rule 42**, he will draw the following time pay equal to the pay, which he would have drawn had he not been transferred. He will be entitled to dearness allowance, compensatory allowance like city compensatory allowance, house rent allowance as applicable to old station from which was transferred. He will not be allowed conveyance allowance or permanent traveling allowance, if any.
- (b) During joining time under **clause (b) of Rule 42**, he will draw leave salary at the rate at which he last drew it on leave other than extraordinary leave. However, no payment will be made if he is on joining time after returning from extraordinary leave.
- (c) If the transfer to the new posts is not made in the interest of the Corporation but at the request of the employee himself, no joining time pay will be allowed to him. The competent authority may grant leave admissible to him to cover the period between the dates of handing over charge at another station, if he applies for such leave.

- (d) An employee transferred to a post on return from leave shall during the period of taking over charge draw the presumptive pay of the post held by him substantively before proceeding on leave and if he was holding the post in the officiating capacity, he will draw the officiating pay of that post, the pay which will be admissible to him after taking over charge, whichever is less.
- (e) No pay or leave salary will be admissible if an employee who does not join his new post after the expiry of joining time and willful absence from duty after the expiry of joining time will be treated as disobedience and misbehavior.
- (f) An employee who as result of selection by open recruitment is appointed to another post in the Corporation and posted at a place other than his present headquarters will be entitled to joining time and joining time pay.

**Note :** A competent authority being satisfied with the reasons furnished by the employee may commute this period into extraordinary leave to avoid interruption in service.

## CHAPTER 5

### **47. Disciplinary action for specified misconduct**

Punishment, as prescribed in **Clause 48**, may be imposed for good and sufficient reasons by a competent authority. The act of the misconduct, omissions as given below are only indicative and are in no way exhaustive.

- (a) Willful insubordination or disobedience, whether or not in combination with another person, of any reasonable order of a superior or any act subversive to disciplinary.
- (b) Going on strike, or abetting, instigating or acting in furtherance thereof or inciting, threatening any employee within the premises of an establishment of the Corporation to go on strike or preventing any employee from working or interfering with the normal performance of his duties.
- (c) Willful slowing down in performance of work or abetment or instigation thereof, or to malign or avoid work on flimsy grounds.
- (d) Habitual neglect of work or gross negligence.
- (e) Willful damage or obstruction to work in process or to the property of the Corporation.
- (f) Theft, fraud or dishonesty in connection with the business or property of the Corporation and/or conviction by a Court of Law for any criminal offence involving moral turpitude.
- (g) Drunkenness, riotous, disorderly or indecent behavior on the premises of an establishment of the Corporation or in its vicinity or in relation to work of the Corporation.
- (h) Taking or giving bribes or illegal gratification.
- (i) Failure to use safety devices of equipments or to observe safety instructions notified by management or interference with any safety device or equipment installed within the establishment.
- (j) Gambling within the premises of the Corporation.
- (k) Unauthorized possession of any lethal weapon while present in the establishment.
- (l) Habitual indebtedness, insolvency or bankruptcy.
- (m) Habitual absence without leave or overstaying sanctioned leave without sufficient grounds.
- (n) Habitual late attendance or leaving work before time.

- (o) Disclosing to an unauthorized person any information pertaining to the Corporation coming into the possession of the employee in the course of his work or otherwise.
- (p) Engaging in private trade within the premises of the establishment.
- (q) Breach of any general condition of employment as stated in these rules, or any other rules and regulations applicable to the employees or of any order of the Corporation or under any law.
- (r) Refusal to accept charge sheet, order or any other communication from the management addressed to him.
- (s) Leave station without permission.
- (t) Giving false or misleading personal information on an application for employment or subsequently during employment.
- (u) Bringing foreign people to the Corporation, into the Corporation's premises to which admission is restricted without obtaining prior permission.
- (v) Threatening, assaulting and/or intimidating any employee in connection with work of the Corporation.
- (w) Engaging in another employment during the service of the Corporation without the prior permission of the management.
- (x) Willful falsification, defacement or destruction or stealing of records of the Corporation.
- (y) Sleeping while on duty.
- (z) Unauthorised use of or addition/alteration in the Corporation quarter occupied by him or any part of the premises.
- (aa) Marked disregard of ordinary requirements of decency in person or dress.

#### **48. Kinds of punishment**

An employee guilty of misconduct may be given one or more of the following punishments by competent authority, as per schedules appended to the rule, depending on the gravity of misconduct.

- (a) Warning
- (b) Censure
- (c) Recovery from pay of the whole or part of any pecuniary loss caused to the Corporation by negligence or breach of any rule or orders of the Corporation.
- (d) Withholding of one or more increments of pay, with or without cumulative effect.
- (e) Withholding of promotion.
- (f) Reduction in rank or to a lower stage on the time scale.

A competent authority imposing penalty of reduction to a lower stage on a time scale of pay shall indicate in the order :

- (i) the date from which it will take effect and the period (in terms of years and months) for which the penalty shall be operative;
- (ii) the stage on the time scale to which the employee is reduced, and
- (iii) the extent (in terms of years and months) if any, to which the period referred to at (i) above shall operate to postpone future increments.

**(g) Dismissal.**

**SCHEDULE OF RULE – 48**

S. No.		Authority competent to impose penalties and penalties which it may impose		Appealant Authority
		Authority	Penalties (with reference to item numbers in Rule 47)	
1	All posts carrying a pay scale of Rs. 10000-15200 and above	Vice Chairman	All	B.O.D.
2	All posts carrying various pay scales below the pay scale of Rs. 10000-15200	Managing Director	All	Vice Chairman

**49. Procedure for conducting enquiry**

No punishment shall be imposed on an employee under these rules unless he is found guilty of the charge(s) alleged against him in an enquiry conducted in the following manner :-

- (a) The management shall give to the employee a charge-sheet setting out the misconduct alleged against him and the circumstances appearing against him and requiring his explanation.
- (b) The employee shall be given at least 3 days' time to submit his explanation provided that such time may be extended on application showing sufficient grounds.
- (c) On receipt of the explanation and on finding it necessary to hold a departmental enquiry into the charges, the management shall appoint an Enquiry Officer and intimate the employee of the same. The Enquiry Officer will intimate to the employee the date, time and place of the enquiry.
- (d) Where the employee admits the charges alleged against him in writing and the management is satisfied that such statement has been made voluntarily, the management may award punishment without holding any enquiry.
- (e) At the enquiry, the evidence against the concerned employee shall be laid first by the management's representative and the employee shall then be called to lead evidence in his defence.

- (f) The enquiry officer shall not represent the management for examining or cross-examining the witnesses or the concerned employee at such enquiry by he can ask questions sue motto from any witness or the concerned employee if deemed necessary for the proper conduct of the enquiry.
- (g) The Enquiry Officer, on request from the employee, shall make available such documents and information in the custody or in the possession on the management by asking the management to produce such documents as are considered relevant and necessary.
- (h) The employee shall be permitted to cross-examine the witness of the management on whose evidence the charge rests. Similarly, the management's representative may cross-examine the witness for defence.
- (i) At such enquiry the employee shall be permitted to be defended by another employee of the Corporation with the permission of the management.
- (j) The Enquiry Officer shall on the conclusion of the enquiry submit his report in writing giving his findings with reasons therefore to the management.
- (k) An order of Punishment awarded shall be in writing and be issued under the signature of the competent authority and a copy of such order duly signed shall be given to the concerned employee immediately.
- (l) If during enquiry it be found that the employee is guilty of misconduct other than that stated in the charge-sheet, the employee shall none the less be liable to punishment for misconduct provided by these rules but before any punishment is awarded to him he shall be afforded opportunity of explaining and defending his action in respect of such misconduct.
- (m) Where the concerned employee refuses to accept any communication under these rules or avoids accepting a communication without justification, the service of such communication by registered post or by pasting the communication or charge sheet on the notice board of the concerned establishment of the Corporation shall be deemed to be sufficient service on him.
- (n) If the concerned employee refuses or avoids or neglects to receive the charge sheet or to submit his explanation or to appear at the enquiry without sufficient justification or good cause, it shall be open to the enquiry officer to proceed with the enquiry ex parte.
- (o) It shall be open to the Corporation to initiate disciplinary proceedings under these rules against an employee even during the period when a criminal case on more or less similar or same allegations are pending against him in a court of law or even after the acquittal of the employee in such criminal proceedings.

## **50. Suspension of an employee**

The competent authority may suspend an employee if it is satisfied that there is a prima facie case of misconduct against him which is likely to attract punishments or reduction in rank, discharge, termination or dismissal under rule 47 or even it is otherwise in the interest of the Corporation to do so.

## **51. Grant of subsistence Allowance**

An employee shall be entitled to the following payments during the period of suspension :-

- |  |   |
|--|---|
| (1) During the period half of first leave six months of suspension | Subsistence allowance equal to the amount of privilege leave salary admissible to him on and dearness allowances on such reduced salary.  |
| (2) Period of to suspension exceeding first six months             | (a) Subsistence allowance may be increased up the extent of 50 percent of the subsistence allowance admissible during the period of six months, if it is established that the period of suspension has not been prolonged for reasons not directly attributable to the employee under suspension, |
|  | or  |
|  | (b) Subsistence allowance reduced to the extent of 50 percent of the subsistence allowance admissible during the period of first six months, if it is established that the period of suspension has been prolonged due to reasons directly attributable to the employee under suspension          |
|  | (c) Dearness allowance based on the increased or decreased amount of subsistence allowance as the case may be under sub-clause 2(a) and 2(b) above  |

Any compensatory allowance that an employee under suspension was receiving on the date of suspension provided it is certified by the employee that he continues to meet the expenditure for which it was granted.

## **52. Pay and Allowances on reinstatement**

An authority competent to order reinstatement shall make a specific order with regard to pay and allowances to be paid to an employee for the period of suspension and whether or not the said period shall be treated as a period spent on duty.

**53. Residuary issues**

- (i) If any matter/issue not covered under these rules, the same shall be dealt with in accordance with the relevant provisions of Rajasthan Service Rules including the modifications issued thereof from time to time.
- (ii) If any doubt or difficulty arises in interpreting these rules or in giving effect to them or if any lacuna, inconsistency, or anomaly is discovered in their application then it shall be dealt and implemented in accordance with the relevant provisions spelt in Rajasthan Service Rules including the modifications/amendment issue thereof from time to time by GOR, for the purpose of removing such doubt, lacuna, inconsistency or anomaly.

**RAJASTHAN STATE ROAD DEVELOPMENT & CONSTRUCTION CORPORATION  
LIMITED, JAIPUR**  
*( A Government of Rajasthan Undertaking)*

**Recruitment And Selection Rules, 2005**

**1. Short title and Commencement**

These rules shall be called “ RAJASTHAN STATE ROAD DEVELOPMENT & CONSTRUCTION CORPORATION LIMITED SERVICE (RECRUITMENT AND SELECTION) RULES, 2005, and the same shall be effective w.e.f. 2005.

**2. Application**

Unless otherwise expressly provided, these rules apply to all employees of the Corporation other than the following: -

- (a) The Managing Director, General Manager, Chief Project Manager and Chief Accounts Officer, whose conditions of appointment and service may be such as may be prescribed by the Government of Rajasthan.
- (b) Persons employed on purely daily wage basis and or on part time basis.
- (c) Persons employed on contract to the extent that the terms and conditions of such contracts are in – consistent with these rules.
- (d) Persons on deputation from the Government of Rajasthan or from Government of India or from any other Statutory Board or Corporation or Company, who will be governed by the rules applicable to them in their parent department, organization and the terms and conditions of deputation, as may be agreed to between the Corporation and the lending department/organization.
- (e) Workers covered under the Factories Act, 1948.
- (f) Any person or class of persons employed in connection with the affairs of the Corporation specifically exempted from the application of these rules.

**3. Amendments and Interpretation**

The Board of Directors reserves to themselves the right to relax, amend, alter, interpret, vary, modify, rescind the provisions of these rules or make any supplementary rules in connection with these rules in such manner as may appear to it, to be just and equitable, without previous

notice of intention to do so and the right to give effect thereto from any date which it may deem fit, provided that if a rule or order, which affects any employee (s) adversely is to be given retrospective effect, suitable protection shall be given to such employee (s). The decision of the Board shall be binding on the employee (s).

#### **4. Definition**

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

- (a) **“Appointing Authority”** means the Board or an officer of the Corporation to whom the powers of making appointments have been delegated.
- (b) **“Board”** means the Board of Directors of the Corporation.
- (c) **“Cadre”** means the strength of various services as indicated/disciplines in the schedule.
- (d) **“Corporation”** or **“Company”** means the Rajasthan State Road Development & Construction Corporation Limited, Jaipur.
- (e) **“Departmental Promotion Committee”** means the Committee constituted by the Appointing Authority for promotion of candidates to the services of the Corporation.
- (f) **“General Manager”** means the General Manager of the Corporation appointed by the Government of Rajasthan under Article 18(iv) of the Articles of Association of the Corporation.
- (g) **“Managing Director”** means the Managing Director of the Corporation appointed by the Government of Rajasthan under Article 18(iii) of the Articles of Association of the Corporation.
- (h) **“Promotion”** means recruitment restricted to the employees of the Corporation eligible for the post by the method prescribed in Rule 6 (B).
- (i) **“Schedule”** means the Schedule attached to the Rules.
- (j) **“Secretary”** means the Company Secretary of the Corporation.
- (k) **“Selection committee”** means the committee constituted by the appointing authority for direct recruitment of candidates for appointment to the services of the Corporation.

#### **5. Nature of Service**

The services shall consist of the following five cadres as specified below and further inserted in the schedule from time to time. Whenever any new post is created for which qualification and mode of recruitment have been approved by the Board or by the Competent Authority, the same shall automatically form the part of the concerned cadre/discipline of schedule.

1. Civil Engineering/Architecture
  2. Mechanical/Electrical Engineering
  3. Finance & Accounts
  4. Personnel & Administration
  5. Residuary Cadre
- (i) The strength of the posts in each category shall be specified by the Executive Committee on yearly basis looking to the extent of work with the Corporation.
- (ii) Provided that nothing in these bye laws shall affect the inherent right of the Board to add to or reduce to the no. of such posts or create new posts with different designations and scales of pay, either permanently or temporarily.
- (iii) Provided further that such no. of percentage of posts in each category for direct recruitment or promotion shall be kept reserved for scheduled caste, scheduled tribe, and OBC candidates as are kept reserved by the Govt. of Rajasthan for its own employees from time to time.
- (iv) The ratio of direct recruitment and promotion of employees in the service of the Corporation, qualification and experience required for various posts will be in accordance with the “Schedules” appended to these regulations.

## **6. Mode of Appointment**

The various posts in the Corporation shall be filled in by following mode as per Schedule I to IV.

- a. By direct recruitment
  - b. By Promotion
  - c. By Employing officers and officials on deputation from the Central or State Govt.
  - d. On contract
- (i) Quota for deputation/direct recruitment and promotion for each category of post in a cadre shall be such as specified in Schedule I-IV. Qualifications and experience required for direct recruitment and for promotion to higher posts are also specified in the schedule.
- (ii) Posts in the residuary cadre shall be considered as direct recruitment posts.
- (iii) The number of vacancies shall be determined as at the beginning of the financial year taking into account, as far as possible, the vacancies likely to occur during the financial year by the Executive Committee. In case of emergency requirement, Executive Committee can review the number of vacancies during the year also.
- (iv) Departmental candidate fulfilling the qualifications and experience laid down for direct recruitment on the next higher post shall also be considered alongwith the outsiders irrespective of the fact that the former is not eligible for departmental promotion under the promotion quota, if he applies for the same. In case if any departmental candidate is selected, the post so filled up shall be counted against the quota specified for direct recruitment.

- (v) In case the number of vacancies falling under promotion quota in a particular year can not be filled up either because of nonavailability of persons eligible for promotion or due to their being not found suitable for promotion by the Departmental promotion committee, the same shall be carried forward for one year but if they can not be filled even after one year for reasons given above, these shall be converted under direct quota and filled accordingly. This will not affect the promotion quota for subsequent year (s).
- (vi) The number of vacancies to be filled up by promotion shall be worked out in whole number. Fraction above 0.5 (one half) shall be treated as one and fraction less than that shall be ignored.
- (vii) Where suitable candidates are not available either by direct recruitment or by promotion, these posts may be filled in by taking officers/officials on deputation from Govt. of Rajasthan/State PSUs.
- (viii) The Employees of Corporation shall be governed by the various rules and orders of the Corporation as may be in force from time to time.

**(A) Direct recruitment**

- (a) Ordinarily, no direct recruitment for any posts shall be made. In extra ordinary circumstances the Board of Directors may consider the proposal for the direct recruitment on recommendation of Executive Committee.
- (b) The Board of Director shall nominate/constitute a committee for making direct recruitment with the procedure as decided by the Board in case it is decided to open direct recruitment for particular post in the cadre vide para (a) above.
- (c) The age of the candidates for direct recruitment will be as per the provisions of relevant regulations of “Rajasthan State Road Development & Construction Corporation Ltd. Service Rules 2004”.

**(B) Promotion :**

- (a) Seniority list for each category of the employees will be prepared and maintained.
- (b) All promotions shall be made on consideration of the recommendation of Departmental Promotion Committee constituted as under :-
- (i) For the posts having pay scale Rs. 10000-15200 & above, the D.P.C. shall consist of three members-M.D., GM & one SE.
- (ii) For posts having pay scale less than Rs. 10000-15200, the D.P.C. shall consist of three members- GM, one SE and SE/EE (Admn.).

The authority to consider/approve the recommendation of the aforesaid DPCs' as in (i) & (ii) shall be Vice Chairman and MD respectively.

- (c) The “Experience” wherever prescribed in these rules as a condition for promotion from one Service to another or within the Service from one category to another or to senior posts, in the case of a person holding a lower post eligible for promotion to higher post shall include the period for which the person has continuously worked on such lower post after regular selection in accordance with the Rules.
- (d) The suitability of persons for promotions shall be determined on the basis of seniority-cum-merit and merit on 50:50 basis as per roaster. Under the roaster the first vacancy shall be filled in by seniority-cum-merit and next by merit and this cycle shall be repeated. If no candidate is found suitable for selection by merit in that year, even after considering all candidates within zone of consideration, the post shall be filled in by seniority-cum-merit basis. All eligible candidates in the Corporation shall be considered. The eligibility zone will be four times of the number of vacancies. The merit shall be assessed on the basis of efficiency and past performance as reflected by the annual confidential reports and service record.
- (e) The Departmental Promotion Committee shall prepare a panel of suitable candidates in order of their seniority so long as all such candidates are, in the judgment of the committee, clearly fit for promotion. The panel shall remain valid for one year.
- (f) Persons not found suitable as a result of recommendations of a Departmental Promotion Committee shall be eligible for consideration by the subsequent Departmental Promotion Committee (s). However on their being found suitable for promotion by the subsequent Departmental Promotion Committee (s) they will rank junior to those recommended by the earlier Departmental Committee (s) and already granted promotion to higher post.

**(C) Deputation**

- (i) The Corporation shall also be free to take any candidate, on deputation from a department of Govt. of Rajasthan. The Engineers/Architects shall be taken on deputation from PWD.
- (ii) The minimum deputation period for officers/officials who joins corporation or deputation shall be of three years, which can be extended by the M.D. for maximum two year.
- (iii) One time deputation period for an officer/official shall not be more than five years.
- (iv) The Corporation shall take the Engineers/Architects on deputation from P.W.D. Rajasthan. In case, they are not made available by PWD, the Corporation may take them on deputation from other State Govt. Departments.

**(D) On contract**

- (i) The Corporation may appoint on contract for short term for a particular project any Technical/Finance/Management personnel after inviting application. The services of personnel appointed on contract shall terminate automatically with completion of project for which he has been appointed.
- (ii) Minimum qualification, experience and pay etc. for such personnel shall be decided by the Executive Committee.
- (iii) These personnel shall be appointed only on the projects costing more than Rs. 20 Crore.
- (iv) Bond shall have to be executed by the personnel on their appointment and in case the personnel leaves the assignment before the expiry of contract period, then this bond shall be invoked by Corporation without any notice. The bond shall be decided by the E.C. for each case individually.
- (v) In case the Corporation wants to terminate the contract before the due date, it shall compensate the concerned person with one month salary.
  
- (vi) Any such post for contract appointment shall be created with approval of the Board of Directors and appointment shall be only be made, after selection is approved by the E.C.

**7. Probation**

- (1) All persons appointed to the Service by direct recruitment shall be placed against a substantive vacancy on probation for a period of two years and those appointed by promotion against such a vacancy shall be on probation for a period of one year.

Provided that such of them as have, previous to their appointment by promotion, working arrangement or Adhoc basis encadred in the Service may be permitted by the Appointing Authority to count such officiating/temporary service towards the period of probation upto a maximum of six months.

- (2) During the period of probation specified as aforesaid such probationer might be required to undergo such training as the Corporation may, from time to time, specify.

**Explanation:**

In case of a person who dies or is 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 Board Service.

**8. Unsatisfactory progress during probation**

- (i) If it appears to the Corporation, at any time during or at the end of the period of probation that a member of service has not made sufficient use of his opportunity or that he has failed to render satisfactory service, 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 him from service.
- (ii) The Appointing Authority may extend the period of probation of any member of the Service by a specific period not exceeding two years.
- (iii) A probationer reverted during or at the end of period of probation under clause (i) shall not be entitled to any compensation.

**9. Confirmation**

- (i) A person placed on probation shall be confirmed in his appointment at the end of his period of probation, if :
  - (a) he has successfully undergone such training as Corporation may from time to time, specify ;
  - (b) he has passed a Departmental test, if any ;
  - (c) Appointing Authority is satisfied that his integrity and efficiency is unquestionable and that he is otherwise fit for confirmation.
- (ii) A probationer shall be confirmed in the appointment at the end of his period of probation even if the prescribed Departmental Test/Training, if any, are not held during the period of probation laid down in the bye-laws, provided he is otherwise fit for confirmation.

**10. Seniority**

- (i) Seniority as between officers appointed by direct recruitment shall be determined not in accordance with their dates of joining but in accordance with the order of preference drawn up by the Selection Committee.
- (ii) That, if two or more persons are appointed to a post in the same category in the same year, a person appointed by promotion shall rank senior to a person appointed by direct recruitment.

- (iii) That, the seniority interse of promoted persons to appointed on the basis of seniority cum merit will rank senior to those who are appointed on the basis of merit with due regard to seniority.
- (iv) That, the interse seniority of those promoted on the basis of merit alone shall be in the same order in which their names appear in the selection list, irrespective of the period of continuous officiation.
- (v) That, seniority of persons who were recruited on temporary post which were continued for period of more than two years and who are substantively appointed on the basis as if such posts had become permanent during the same year in which they were temporarily appointed and as if they were appointed substantively in that year provided that such persons shall rank junior to those who were initially appointed against permanent vacancies in that year.

**11. Reservations for the order of preference drawn up by the DPC - Scheduled Caste/Tribe**

All direct recruitments and promotions shall be subject to reservations made for scheduled caste/tribe candidates and others as per State Policy announced by Government of Rajasthan from time to time.

**12. Officiating Appointment**

- (a) If a vacancy in a particular cadre is available for filling up by promotion and regular filling up of the post is likely to take time and in the interest of the working it is not desirable to keep the post vacant during the intervening period, the appointing authority may, without reference to the Departmental Promotion Committee, make officiating appointment on the vacant post, for a maximum period of six months or till a regular promotion is made, whichever is earlier. Only the senior most eligible person in the immediately lower post shall, however, be considered for officiating appointment, provided he is otherwise suitable for selection on the basis of promotion.
- (b) If an official in the lower grade is permitted to officiate on a higher post as per rule above, 50% of the officiating period on the higher post shall be adjusted against the probationary period laid down under rule 7 of the Service Rules of the Corporation, provided the officiating period is immediately followed by regular promotion.



**Personal & Administration cadre**

S.No.	Designation	Present Pay Scale	Mode of recruitment			Qualification & Experience			Remarks
			Direct	Promotion	Deputation	Direct	Promotion	Deputation	
1	2	3	4	5	6	7	8	9	10
1	Company Secretary	10000-15200	100%	-	-	Graduate with Associate Membership of Institute of Company Secretaries of India & working experience of five years.	-	-	Selection shall be by the Selection Committee comprising of Vice Chairman, Secy. Finance or his nominee & M.D., RSRDC
2	Dy. Manager (Admn.)	9000 – 14400	-	100%	-	-	PG in Pub. Admn. / P.G. Diploma in Personnel Management with 7 years experience as Private Secretary	-	<b>Dying Cadre</b>
3	Private Secretary	9000 – 14400	-	100%	-	-	5 yrs. Experience as Sr. Personal Assistant	-	-

S.No.	Designation	Present Pay Scale	Mode of recruitment			Qualification & Experience			Remarks
			Direct	Promotion	Deputation	Direct	Promotion	Deputation	
1	2	3	4	5	6	7	8	9	10
4	Sr. Personal Assistant	6500 – 10500	-	100%	-	-	Personal Assistant with Five Years experience		
5	H.L.A.	6500 – 10500	-	-	100%	-	-	Holding post of HLA in Law Deptt. Govt. of Rajasthan	
6	Personal Assistant	5500 – 9000	-	75%	25%	-	5 years experience as Stenographer, Gr.-I	5 years experience as stenographer Gr. I in PWD or any other Govt. Deptt.	-
7	Stenographer Gr.-I, (English / Hindi)	5000– 8000	-	100%	-	-	5 years experience as Stenographer Gr.-II	-	-

S.No.	Designation	Present Pay Scale	Mode of recruitment			Qualification & Experience			Remarks
			Direct	Promotion	Deputation	Direct	Promotion	Deputation	
1	2	3	4	5	6	7	8	9	10
8	Stenographer Gr.-II, (English / Hindi)	4000 – 6000	100%	-	-	Sr. Secondary passed from recongnised board and must posses speed 100/80 w.p.m in stenography & typing speed of 40/30 w.p.m. for English/ Hindi Respectively.	-	-	Recruitment shall be through competitive exam. to be conducted by the Corporation / RPSC.
9	Office Superinten - dent	5500 – 9000	-	100%	-	-	Office Assistant with 5 years experience	-	-
10	Office Assistant	5000– 8000		100%	-	-	Sr. Asstt. with 5 years experience	-	-
11	Sr. Assistant	4000– 6000	-	100%	-	-	Jr. Asstt. with 5 yrs. experience	-	-

S.No.	Designation	Present Pay Scale	Mode of recruitment			Qualification & Experience			Remarks
			Direct	Promotion	Deputation	Direct	Promotion	Deputation	
1	2	3	4	5	6	7	8	9	10
12	Data Entry Operator	4000–6000	100%	-	-	Graduate from recognized Univ. must have speed of entering data @ 8000 depression / hr. on data entry machine & good knowledge of computer application, knowledge of Hindi (Phonetic / Remington) key board essential.	-	-	-

S.No.	Designation	Present Pay Scale	Mode of recruitment			Qualification & Experience			Remarks
			Direct	Promotion	Deputation	Direct	Promotion	Deputation	
1	2	3	4	5	6	7	8	9	10
13	Jr. Assistant / Telephone Operator	3050–4590	85%	15%	-	Must be Sr. secondary with knowledge of computer typing with min. speed 30/20 w.p.m. in English / Hindi must also have knowledge of MS word, Excel.	Helper / Jamadar / Chowkidar holding secondary pass qualification with 5 year experience must also typing min. posses speed of 30/20 w.p.m. in English/Hindi	-	-
14	Jamadar / Head Chowkidar / Sr. Gardner	2610–3540	-	100%	-	-	5 years experience as Helper / Chowkidar / Gardner	-	-
15	Helper / Chowkidar / Gardner	2550–3200	100%	-	-	8 <sup>th</sup> pass & should know Cycling for Gardner working experience of 2 years as Gardner required			

### Finance & Accounts

S.No.	Designation	Present Pay Scale	Mode of recruitment			Qualification & Experience			Remarks
			Direct	Promotion	Deputation	Direct	Promotion	Deputation	
1	2	3	4	5	6	7	8	9	10
1	Chief Accounts Officer	12000 – 16500	-	-	100%	-	-	Selection grade officer of Rajasthan Accounts Services	-
2	Sr. Accounts Officer	10000 – 15200	-	100%	-	-	(1) M.Com (Accountancy) (2) ICWA (inter) with 5 years experience as Account Officer or CA/ICWA /MBA / M.Com with DCWA with 5 years experience as Acc. Officer.	-	-
3	Accounts Officer	8000– 13500	-	100%	-	-	Five years experience as Asstt. Accounts Officer	-	-

S.No.	Designation	Present Pay Scale	Mode of recruitment			Qualification & Experience			Remarks
			Direct	Promotion	Deputation	Direct	Promotion	Deputation	
1	2	3	4	5	6	7	8	9	10
4	Assistant Accounts Officer	6500 – 10500	-	80%	20%	-	Five years experience as Accountant	Asstt. Accounts Officer in Finance Deptt. of Govt. of Rajasthan	-
5	Accountant	5500–8000	-	100%	-	-	Five years experience as Junior Accountant	-	-
6	Jr. Accountant	5000–8000	85%	15%	-	B. Com or equivalent– I Div. Or M. Com or equivalent- II Div.	Five years experience as Sr. Asstt. with experience of Accounting work (5 yrs.) and having qualification as B.Com. from recognized Univ.	-	For direct recruitment competitive examination shall be conducted by the Corporation / RPSC.

### Mechanical & Electrical Engineering

S.No.	Designation	Present Pay Scale	Mode of recruitment			Qualification & Experience			Remarks
			Direct	Promotion	Deputation	Direct	Promotion	Deputation	
1	2	3	4	5	6	7	8	9	10
1	Resident Engineer (Mech. / Electrical)	10000 – 15200	-	50%	50%	-	Degree holder ARE with 7 years experience or Diploma holder ARE with 12 years experience	On deputation from Govt. of Rajasthan holding post of Executive Engineer, Public Works Department	-
2	Asstt. Resident Engineer (Mech. / Electrical)	8000 – 13500	-	50%	50%	-	Degree holder JEn with 5 years experience or Diploma holder JEn with 7 years experience	On deputation from Govt. of Rajasthan holding post of Assistant Engineer, Public Works Department	Reservation quota for promotion of existing JEn's only.

S.No.	Designation	Present Pay Scale	Mode of recruitment			Qualification & Experience			Remarks
			Direct	Promotion	Deputation	Direct	Promotion	Deputation	
1	2	3	4	5	6	7	8	9	10
3	Junior Engineer (Mech. / Electrical)	5000 – 8000	-	-	100%	-	-	On deputation from Govt. of Rajasthan holding post of Junior Engineer, Public Works Department	-
4	Crane Supervisor	5000–8000	-	100%	-	-	10 years working experience as Sr. Mechanic having good knowledge of crane operation.	-	Persons can be taken on deputation from Govt. Deptt. / Corp. against promotion quota.

S.No.	Designation	Present Pay Scale	Mode of recruitment			Qualification & Experience			Remarks
			Direct	Promotion	Deputation	Direct	Promotion	Deputation	
1	2	3	4	5	6	7	8	9	10
5	Sr. Mechanic	3400–5200	-	100%	-	-	Five years working experience as Mechanic.	-	Persons can be taken on deputation from Govt. Deptt./ Corp. against promotion quota.
6	Sr. Operator	3400-5200	-	100%	-	-	Five years working experience as operator	-	Persons can be taken on deputation from Govt. Deptt./ Corp. against promotion quota.
7	Sr. Driver	3400-5200	-	100%	-	-	Five years working experience as Driver	-	Persons can be taken on deputation from Govt. Deptt./ Corp. against promotion quota.

S.No.	Designation	Present Pay Scale	Mode of recruitment			Qualification & Experience			Remarks
			Direct	Promotion	Deputation	Direct	Promotion	Deputation	
1	2	3	4	5	6	7	8	9	10
8	Machineman cum operator	2950-4475	50%	50%	-	I.T.I. Certificate with 2 years relevant experience	8 years experience as Helper & should qualify trade test regarding knowledge of automobiles	Holding equivalent post in Govt. Deptt. or public sector undertaking.	Persons can be taken on deputation from Govt. Deptt./ Corp. against promotion quota.
9	Helper (Mech.) or Helper (Elect.)	2550-3200	100%	-	-	8 <sup>th</sup> pass & should have 2 years working experience	-	-	Persons can be taken on deputation from Govt. Deptt./ Corp. against promotion quota.

**Civil Engineering / Architecture**

S.No.	Designation	Present Pay Scale	Mode of recruitment			Qualification & Experience			Remarks
			Direct	Promotion	Deputation	Direct	Promotion	Deputation	
1	2	3	4	5	6	7	8	9	10
1	Managing Director	16400 – 20000			100%			On deputation from Govt. of Rajasthan holding post of Chief Engineer, Public Works Department and posts above.	
2	General Manager / Chief Project Manager	14300 – 18300	-	-	100%	-	-	On deputation from Govt. of Rajasthan holding post of Addl. Chief Engineer, Public Works Department.	

S.No.	Designation	Present Pay Scale	Mode of recruitment			Qualification & Experience			Remarks
			Direct	Promotion	Deputation	Direct	Promotion	Deputation	
1	2	3	4	5	6	7	8	9	10
3	Sr. Architect	12000 – 16500	-	-	100%	-	-	On deputation from Govt. of Rajasthan holding post of Sr. Architect, Public Works Department.	
4	Superintending Engineer / Project Manager	12000 – 16500	-	One post	Remaining by deputation	-	Must hold a degree in civil engineering from the Univ. established by Law or equivalent with 5 yrs. experience as RE / Manager (Civil)	On deputation from Govt. of Rajasthan holding post of Superintending Engineer, Public Works Department.	

S.No.	Designation	Present Pay Scale	Mode of recruitment			Qualification & Experience			Remarks
			Direct	Promotion	Deputation	Direct	Promotion	Deputation	
1	2	3	4	5	6	7	8	9	10
5	Manager / Resident Engineer (Civil)	10000 – 15200	-	50%	50%	-	Degree holder ARE / Asstt. Manager with 7 years experience or diploma holder ARE / Asstt. Manager with 12 years experience.	On deputation from Govt. of Rajasthan holding post of Executive Engineer, Public Works Department.	
6	Dy. Architect	10000 – 15200	-	-	100%	-		On deputation from Govt. of Rajasthan holding post of Dy. Architect, Public Works Department.	

S.No.	Designation	Present Pay Scale	Mode of recruitment			Qualification & Experience			Remarks
			Direct	Promotion	Deputation	Direct	Promotion	Deputation	
1	2	3	4	5	6	7	8	9	10
7	Asstt. Resident Engineer (Civil) / Asstt. Manager (Civil)	8000 – 13500	-	50%	50%	-	Degree holder JEn with 5 years experience or Diploma holder JEN with 7 year experience	On deputation from Govt. of Rajasthan holding post of Asstt. Engineer, Public Works Department.	
8	Architectural Assistant	5500 – 9000	-	50%	50%	-	5 years experience as Sr. Draftsman and knowledge of Autocad	On deputation from Govt. of Rajasthan holding post of Architectural Asstt., Public Works Department.	
9	Junior Engineer (Civil)	5000 – 8000	-	-	100%	-	-	On deputation from Govt. of Rajasthan holding post of Junior Engineer, Public Works Department.	

S.No.	Designation	Present Pay Scale	Mode of recruitment			Qualification & Experience			Remarks
			Direct	Promotion	Deputation	Direct	Promotion	Deputation	
1	2	3	4	5	6	7	8	9	10
10	Sr. Draftsman / Civil Mistry, Grade -I	5000 – 8000	-	100%	-	-	5 years experience as Jr. Draftsman / Civil Mistry Gr.II	-	
11	Jr. Draftman	4000 – 6000	50%	50%	-	Diploma in civil draftmanship or certificate course in civil draftmanship from National Council of Vocational trade with 1 year exp. drawing office.	5 years experience as Tracer	-	Person can be taken on deputation from Govt. Deptt. / Corp. against promotion quota.

S.No.	Designation	Present Pay Scale	Mode of recruitment			Qualification & Experience			Remarks
			Direct	Promotion	Deputation	Direct	Promotion	Deputation	
1	2	3	4	5	6	7	8	9	10
12	Tracer	3050 – 4590	-	100%	-	-	5 years experience as a ferroman with drawing as one of the subject in Metric (High School)	-	-
13	Ferroman	2650 – 4000	50%	50%	-	Passed secondary exam. from recognized board with 2 years experience of handling ammonia printing machine.	8 <sup>th</sup> pass with 7 years experience as helper I/c 1 year experience of handling ammonia printing m/c.		Person can be taken on deputation from Govt. Deptt. / Corp. against promotion quota.

S.No.	Designation	Present Pay Scale	Mode of recruitment			Qualification & Experience			Remarks
			Direct	Promotion	Deputation	Direct	Promotion	Deputation	
1	2	3	4	5	6	7	8	9	10
14	Sr. Surveyor	4000 – 6000	100%	-	-	Certificate of surveyor from National Council of Vocational Trade with 2 yrs. experience of survey work for Roads & Bridges.	-	-	-
15	Mistry Civil Grade-II	4000 – 6000	100%	-	-	Secondary with 2 yrs. experience of Building / Roads work.	-	-	-
16	Plumber cum Helper Grade –I	2610 – 3540	100%	-	-	Certificate of plumbing from National Council of Vocational Trade with 2 yrs. experience.	-	-	-

