


RAJASTHAN RAJYA VIDYUT UTPADAN NIGAM LIMITED
Corporate Identity Number (CIN)-U40102RJ2000SGC016484
Regd. Office: Vidyut Bhawan, Janpath, Jaipur-302005
Ph.No. 0141-2740413; Fax No. 0141-2740759
E-mail: rvun_control@yahoo.com; website: www.rvunl.com

RVUNL/CCOA(HQ)/Control/D. 499

Jaipur, Dated: 13/5/15

ORDER

The following candidate being stood in merit in the Common Written Competitive Examination held on 22.12.2013, is hereby appointed on the post of **"Accountant"** (which is re-designated as **Assistant Accounts Officer-II**) as 'Probationer-Trainee' on fixed remuneration @ Rs. 13,320/- (Rupees Thirteen thousand three hundred twenty) only per month, for a period of two years and posted in the office indicated below against his name, on the following terms & conditions laid down here under:

Sl. No.	CANDIDATE'S NAME & FATHER'S NAME	ADDRESS	DATE OF BIRTH	CATEGORY	OFFICE OF THE
1	2	3	4	5	6
1	Sh. ARVIND KHANDELWAL S/o Sh. RADHEY SHYAM GUPTA (Roll. No. 60904701)	59, MADHUVAN VATIKA, AGRA ROAD, JAIPUR, RAJASTHAN-302031	18-JUN-1990	GEN	Sr. ACCOUNTS OFFICER, GIRAL LIGNITE POWER LIMITED, BARMER.

Terms & Conditions:

- Initially, the candidate is appointed as "Probationer-Trainee" for a period of two (2) years and during the period of probation training, he shall be paid fixed remuneration at the rate of Rs. 13,320/- (Rupees Thirteen thousand three hundred twenty) per month. After successful completion of probation-training period, he will be fixed in the regular pay scale of Assistant Accounts Officer-II in Running Pay Band (PB-2) of Rs. 9300-34800 with Grade Pay of Rs. 4200/-. The period of probation-training shall not be counted for grant of annual grade increment(s). However, the period spent as Probationer-Trainee shall be counted for experience and eligibility for promotion.

Provided that probationer-trainee, if any, who is already in-service of RVUN may opt either for the "fixed remuneration" or "existing pay" and all the admissible allowances he is receiving prior to joining as probationer-trainee Assistant Accounts Officer-II (not the pay band and grade pay of his new appointment), whichever is more beneficial to him. In case he opt for existing pay band and grade pay, he shall also be entitled for annual grade increment(s) during probation training period. In case he opt for fixed remuneration, he shall be paid only fixed remuneration at the rate of Rs. 13,320/- (Rupees Thirteen thousand three hundred twenty) per month during the probation training period and the period of probation training shall not be counted for grant of Annual Grade Increment(s) to him.

2. During the period of probation training, the probationer-trainee shall be entitled only to fixed remuneration as above and shall not be entitled to Special Pay, Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Conveyance Allowance or any other allowance(s) called by whatever name.
In case of In-Service employee of RVUN, if he opts for fixed remuneration, he shall be entitled only to fixed remuneration as above and shall not be entitled to Special Pay, Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Conveyance Allowance or any other allowance(s) called by whatever name.
3. Services of the above Probationer-Trainee can be terminated at any time by giving one month's notice in writing or by giving one month's remuneration in lieu thereof.
4. Services of the above Probationer-Trainee can be terminated without any kind of notice and/or compensation if misconduct of any description is prima facie found to have been committed by him.
5. At the time of joining duties, the above Probationer-Trainee, shall have to execute a Bond (Performa enclosed as **Appendix-A**) on Non-judicial stamp paper worth Rs.100/- issued in the name of candidate with the specific purpose of executing Bond in favour of RVUN, for giving an undertaking that he will not leave his training/service or resign or take-up another employment during the period of 'Probation-Training' as well as within one year after completion of Probation-Training and also during any other training period as well as after completion of such training, within a minimum period of one year if such training period is for a period exceeding three months but up to six months, and within two years, if it exceeds six months, but in case he violates these provisions, he will refund to RVUNL, all emoluments paid to him, including the expenses incurred by RVUNL on such training(s) alongwith amount of remuneration/salary for notice period subject to maximum of Rs.1,50,000/- (Rs. One lac fifty thousand) only (excluding the amount paid to him by way of traveling and daily allowance under the relevant regulations) and any other amount that may be due to RVUNL, together with interest @ 12% per annum from the date of demand to the date of payment in lump-sum.
6. After completion of 3 years' period, the above candidate may resign from Nigam's services by giving three month's notice in writing to the Director (Finance), RVUN. However, in case of breach of this provision by any candidate, he shall be liable to pay the amount of salary for the notice period falling short of 3 months' as compensation to the RVUN. In case of any default, such amount may be deducted from any money due to him.
7. The Probationer-Trainee will have to bring a "Surety" of an employee of Central/State Government or Public Undertaking getting pay in Grade Pay of Rs. 3600/- or above. In this kind of surety, it shall have to mention that in case the candidate leaves services of RVUN without making compliance of conditions as stipulated at Para 5 above, that employee of Central/State Government or Public Undertaking shall pay compensation, as above, to RVUN (Performa enclosed as **Appendix-B**). Provided that an employee who is already in service of RVUN shall be exempted for submission of surety.
8. The Probationer-Trainee if not already possessing the qualification mentioned hereunder in the "computer" field shall be required to acquire any one of the following qualifications in Computer proficiency during two years of probation training period. If he fails to do so his probation training period shall be extended upto the maximum period of one year and in case he fails to acquire the same in such extended period his services shall be terminated:-

- i. "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics Government of India.
OR
 - ii. Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organized under National/State Council of Vocational Training Scheme.
OR
 - iii. Diploma in Computer Science/Computer Applications from a University established by Law in India or from an institution recognized by the Government.
OR
 - iv. Diploma in Computer Science & Engineering from a polytechnic institution recognized by the Government.
OR
 - v. Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University Kota under control of Rajasthan Knowledge Corporation Limited.
OR
 - vi. CIC/CIT from IGNOU.
9. No Traveling Allowance shall be admissible for joining as a probationer-trainee. In case of journey on duty, he shall be allowed TA as on tour and in case of transfer made in the administrative interest, only Mileage Allowance and incidental charges on the basis of fixed remuneration or existing basic pay, as the case may be, shall be admissible.
10. The Probationer-Trainee shall be covered under the Contributory Provident Fund Rules of RVUN. The contribution towards CPF shall be deducted as per relevant provisions from fixed monthly remuneration and the Employers' contribution of CPF shall be borne by the Company in addition to the fixed monthly remuneration. Provided that an employee who is already in service of RVUN shall be continued to be covered under the Contributory Provident Fund Rules of RVUN or Pension Scheme whichever is applicable to him by virtue of his previous post.
11. The Probationer-Trainee if not covered by the ESI Act, 1948, shall be covered under the provisions of Medi-claim Insurance Policy. In case of his transfer from ESI implemented area to non-implemented area, he shall be covered by the Medi-claim Insurance Policy. Provided that an employee who is already in service of RVUN shall be continued to be governed by the RCS (Medical Attendance) Rules, 2013 or by the provisions of Medi-claim Insurance policy whichever is applicable to him prior to this appointment.
12. Coverage of the "Group Personal Accident Insurance Scheme" will also be extended over him for which the premium shall be deducted in the same manner, as is being done in respect of regular employees.
13. In case of availability of the company's accommodation, the same will be provided as per rules on normal rent, treating the fixed monthly remuneration as "Basic Pay" for the purpose of determination of rent to be deducted.



14. Probationer-Trainee shall be eligible for Casual Leave of 12 days in a calendar year and for a period of less than a calendar year, it shall be admissible in proportion on the basis of completed months. Besides, He shall also be entitled for Privilege Leave, Terminal Leave, Maternity Leave, etc. as per rules. (Probationer-Trainee shall be entitled to earn Privilege Leave at the rate of one day leave for every 20 days i.e. upto a maximum of 18 days in a Calendar year). He shall not be entitled for HPL.
15. No deputation allowance shall be admissible to a Probationer-Trainee, if deputed to "Foreign Service" for training etc.
16. The appointment is subject to Medical Fitness of the candidate. At the time of reporting for joining duty, probationer-trainee will have to produce a Medical Certificate of Fitness from a doctor, authorized by the State Government (not below the rank of CMHO/PMO of the District/Superintendent of Hospital associated with the Government Medical College), failing which the appointment order shall automatically stand cancelled without any notice/information. The fee paid for medical examination will be reimbursed by the Nigam to him if found medically fit and join duty. Provided that an employee who is already in service of RVUN shall be exempted from submission of Medical Certificate of Fitness.
17. The appointment is subject to production of character certificate. At the time of reporting for joining duty, probationer-trainee will have to produce antecedents/verification report issued from the Superintendent of Police of concerned District where he belongs failing which the appointment order shall automatically stand canceled without any notice/information. A letter in this regard is being issued by the RVUN to the concerned Superintendent of Police of District as per address given by the candidate in the application.
18. The candidate will have to submit the following certificates/documents in original for verification along with Photostat copies thereof for office record at the time of joining duties:
- i. Secondary/Higher Secondary School Certificate in support of date of birth.
 - ii. Degree & Certificates of all education and Professional/Higher qualification alongwith Mark-sheets of all years/semesters.
 - iii. Certificate of SC/ST/OBC/BC/SBC of Non-creamy layer issued by the concerned competent authority of Rajasthan State only (if applicable).
 - iv. In case of Physical-handicap candidate, medical certificate (indicating type and percentage of disability) issued by the concerned competent authority, if applicable.
 - v. Marriage certificate, if he is married, issued by the concerned competent authority or an affidavit in this respect.
 - vi. In case of married, an affidavit on non-judicial stamp paper worth Rs. 10/- duly attested by Notary Public clearly indicating name and date of birth of all children, including adopted and step children or an affidavit, if having no children.
 - vii. Bonafide Residence Certificate.
 - viii. Certificate of TSP issued by the concerned competent authority, if the UR/OBC/BC/SBC/SC/ST category candidate is bonafide resident of any of the notified TSP areas of Rajasthan.

- ix. A Bond (Performa of the Bond enclosed as **Appendix-A**) on Non-judicial stamp of Rs.100/- issued in the name of candidate.
- x. A Surety by an employee of Central/State Government/PSU on Non-judicial stamp of Rs.100/-(Performa of the Surety enclosed as **Appendix-B**) (The Non-judicial stamp is to be purchased in the name of the person who is signing the Surety).
- xi. An Affidavit on non-judicial stamp paper worth Rs. 10/- duly attested by Notary Public that no criminal case is pending against you in any Court and you have not been convicted in any criminal case. If you have been convicted or any criminal case is pending against you, the detail should be mentioned in the Affidavit.
- xii. An Undertaking regarding not smoking and not chewing gutka (Performa of the Undertaking enclosed as **Appendix-C**).
- xiii. Employment certificate, if you are an existing employee of RVUN/RVPN/JVVNL/AVVNL/JDVVNL or anywhere in service. Candidate already employed with Government departments/PSUs/Autonomous Bodies, will have to produce "No Objection Certificate (NOC)" from employer at the time of joining service.
- xiv. Medical Fitness Certificate issued from a Doctor as per condition no. 16
- xv. Antecedents/verification report issued from the Superintendent of Police as per condition no. 17.
- xvi. In case of a widow, copy of the death certificate of her husband.
- xvii. In the case of Divorcee, Decree or certificate issued by the court granting Divorce.
- xviii. All other document as per details given in the advertisement and/or call letter.
- xix. Experience certificate if applicable.

19. The appointment of such person will stand automatically canceled without any notice/information, if any time, it is found that any Assistant Accounts Officer-II (Probationer-Trainee) has more than two children on or after 1.6.2002, as no candidate shall be eligible for appointment who has more than two children on or after 1.6.2002, provided that the candidate having more than two children will not be disqualified so long as the number of children he has on 1.6.2002, does not increase.

20. The appointment is provisional and subject to verification of Degree/Mark-sheet of Educational/Professional/Higher qualification from the issuing authority.

21. Probationer-Trainee can be posted at any place in Rajasthan or in any Plant/Project under the management/control/partnership of RVUN.

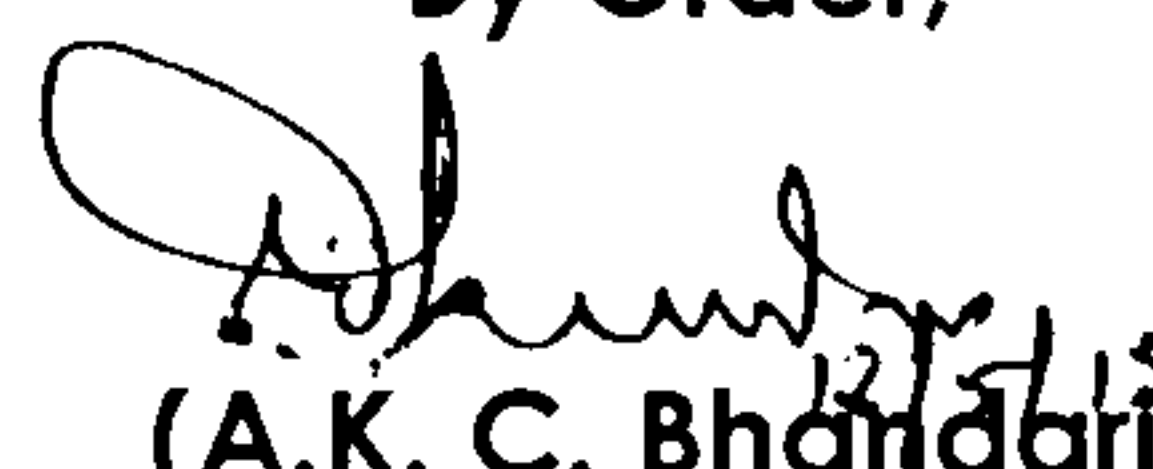
22. Other terms & conditions of service will be the same as are applicable to the employees of RVUN of similar category.

23. No request shall be entertained for transfer during the period of probation-training.

At the time of joining, candidate will have to submit his acceptance under his own handwriting and signature, on a Photostat copy of this appointment order, clearly stating that **"I have gone through the Terms & Conditions of my appointment as Probationer-Trainee against the post of Assistant Accounts Officer-II and understood all of them and I accept all these Terms and Conditions"**.

Willing candidate, to whom the above terms & conditions of appointment are acceptable, may report to the officer, indicated against his name in the above table on or before **3rd June, 2015**, failing which this offer of appointment will stand automatically cancelled in respect of such defaulter candidate(s), without any notice/information.

By Order,


(A.K. C. Bhandari)
Chief Controller of Accounts (HQ)

Copy to the following for information and necessary action-

1. The Managing Director (GLPL), Barmer.
2. The Jt. Director () RVUN, _____.
3. The Company Secretary/ Consultant (PR), RVUN, Jaipur.
4. The Sr. Accounts Officer (GLPL), Barmer.

The respective officer will check the original documents as mentioned hereinabove before allowing to join the candidate(s) allotted to him. At the time of joining (i) Bond and Surety on non-judicial Stamp paper of Rs.100/- each, (ii) declaration of acceptance of terms & conditions of appointment in RVUN on the Photostat copy of the Appointment Order and (iii) Medical Fitness Certificate alongwith antecedents/verification report should also be taken from the candidate(s) and forwarded to this office. The antecedents of each candidate be also got verified immediately from the Superintendent of Police of the concerned district to which he belongs.

5. The AEn Website for uploading this order on RVUN's Web portal.
6. PS to CMD/PA to Director (Finance), RVUN, Jaipur.
7. Shri. _____.


Chief Controller of Accounts (HQ)

APPENDIX - A

**BOND FOR THE CANDIDATE APPOINTED AS "PROBATIONER-TRAINEE" AGAINST
THE POST OF ASSISTANT ACCOUNTS OFFICER-II TO BE EXECUTED BEFORE
POSTING IN RAJASTHAN RAJYA VIDYUT UTPADAN NIGAM LIMITED.**

(On Non-Judicial Stamp of Rs. 100/-)

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

1. I _____ been selected as 'Probationer-Trainee' against the post of Assistant Accounts Officer-II under the order No. RVUN/CCOA(HQ)/Control/D. _____ dated _____ of Rajasthan Rajya Vidyut Utpadan Nigam Ltd. (in short RVUNL), bind myself that I will diligently, faithfully and to the best of my ability undergo the training as Probationer-Trainee as well as all other trainings arranged by RVUNL, and conduct and behave honestly, orderly and obediently towards my superiors and management of RVUNL and will not leave training at any time before completion thereof and will not commit any act of misconduct during the training period.
2. I bind myself that I will not leave my training/service or resign and will not engage directly or indirectly in any trade/business/ occupation till the end of the period of 'Probation-Training' and within one year after completion of Probation-Training.
3. In consideration of being sent to or default of any other training (other than Probation-Training), I bind myself to serve RVUNL during as well as after completion of training(s) for a minimum period of one year if the training is for a period exceeding three months but upto six months and for two years if it exceeds six months.
4. In case of my any act contrary to or default of any provision stipulated at para 1,2 & 3 above, I bind myself and my heirs, executors and administrators to pay to RVUNL, on demand, all emoluments/pay & DA including expenses incurred on me during my training periods (excluding traveling and daily allowance) subject to maximum of Rs. 1,50,000/- (Rupees One Lac Fifty Thousand) only and any other amount that may be due to RVUNL, together with interest @ 12% per annum from the date of demand to the date of payment in lump-sum in the event of following eventualities:-
 - a) In case, I fail to take due interest in the Probation-Training or any other training arranged by RVUNL.
 - b) In case, my attendance during the training period, at the place where my name has been nominated/ sponsored, falls below 80% of the total training days.
 - c) In case of serious misconduct on my part during the training period.
 - d) In case, I leave the Probationer-Training or any other training arranged by RVUNL at any time before completion of full period of training or quit service before the period as detailed in para 2 and 3 above.

5. In case, after completion of 3 year's period and also during any period otherwise not covered by para 1, 2, & 3 above, I resign or leave the services of RVUNL without giving three months notice in writing to the Director (Finance), RVUNL, I bind myself to pay the amount of salary for the notice period falling short of three months as compensation to the RVUNL and in case of any default, the amount may be deducted from any money due to me.

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

7. In case, I _____ leave the services of the RVUNL before expiry of the minimum period of Probation-Training or any other training or service, as prescribed in this bond, I will be under the obligation to refund the entire amount of expenses incurred on me (excluding traveling & daily allowance) subject to maximum of Rs. 1,50,000/- (Rupees One lac Fifty Thousand) only and any other amount that may be due to RVUNL, as per the undertaking given by me herein above, together with interest @ 12% per annum from the date of demand to the date of payment in lump-sum as certified by the concerned Chief Controller of Accounts/Chief Accounts Officer/ Sr. Accounts Officer/ Accounts Officer/Assistant Accounts Officer-I.

Signed & delivered by the above bonded person.

Witness:

1. Signature: _____
Name _____
Occupation _____
Address _____

2. Signature: _____
Name _____
Occupation _____
Address _____

Accepted for and on behalf of the RVUNL

Chief Controller of Accounts (HQ)
RVUNL, JAIPUR

Place:

Date:

SURETY TO BE GIVEN ON NON-JUDICIAL STAMP OF Rs. 100/- BY AN EMPLOYEE OF CENTRAL/ STATE GOVERNMENT OR PUBLIC UNDERTAKING GETTING GRADE PAY Rs.3600/- OR ABOVE.

I _____ S/D/W of Shri _____ age _____ years
Resident of _____ working as (Designation)
_____ Deptt. _____ and getting pay in the Pay
Band _____ with Grade Pay _____ do hereby stand this surety in
respect of Sh./Ms. _____ S/D/W of Shri _____ appointed
as Probationer-Trainee on the post of Assistant Accounts Officer-II vide order
No. RVUN/CCOA(HQ)/Control/ D. _____ dated _____ of Rajasthan
Rajya Vidyut Utpadan Nigam Ltd. (in short RVUNL), and posted in the office
of the _____, and agree to execute this bond in full
sense and knowledge as follows:

1. That Sh./Ms. _____ will diligently, faithfully and do the best of his ability undergo the training as Probationer-Trainee as well as all other trainings arranged by RVUNL, and conduct and behave himself honestly, orderly and obediently towards his superiors and management of RVUNL and will not leave training at any time before completion thereof and will not commit any act of misconduct during the training period.
2. That Sh./Ms. _____ will not leave training/service/ resign and will not engaged directly or indirectly in any trade/business/occupation till the end of the period of 'Probation-Training' and within one year after completion of Probation-Training.
3. In consideration of Sh./Ms. _____ being sent on training I undertake that Sh./Ms. _____ will serve the RVUNL after completion of training(s) for a minimum period of one year if the training is for a period exceeding three months but upto six months and for two years if it exceeds six months.
4. That if Sh./Ms. _____ will indulge in any act contrary to any surety given by me at para 1,2 & 3 above, I bind myself and my heirs, executors and administrators to pay to RVUNL, on demand, all emoluments/pay & DA including expenses incurred on him during such training periods alongwith amount of remuneration/salary for notice period(excluding traveling and daily allowance) subject to maximum of Rs. 1,50,000/- (Rupees One Lac Fifty Thousand) only and any other amount that may be due to RVUNL, together with interest @ 12% per annum from the date of demand to the date of payment in lump-sum in the event of following eventualities:-
 - a) In case, he fails to take due interest in the Probation-Training or any other training arranged by RVUNL.
 - b) In case, his attendance during the training period, at the place where his name has been nominated/ sponsored, falls below 80% of the total training days.
 - c) In case of serious misconduct on his part during the training period.
 - d) In case, he leave the Probation-Training or any other training arranged by RVUNL at any time before completion of full period

of training or quit service before the period as detailed in para 2 .
and 3 above.

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

In case, Sh./Ms._____ leave the services of the RVUNL before expiry of the minimum period of Probation-training or any other training or service as prescribed in this Surety and Bond, I will be under obligation to refund the entire amount of expenses incurred on him (excluding traveling and daily allowance) subject to maximum of Rs. 1,50,000/- (Rupees One Lac Fifty thousand) only and any other amount that may be due to RVUNL, as per the surety given by me herein above, together with interest @ 12% per annum from the date of demand to the date of payment in lump-sum as certified by the concerned Chief Controller of Accounts/Chief Accounts Officer/ Sr. Accounts Officer/ Accounts Officer/ Assistant Accounts Officer-I.

**Signature of Surety with rubber
stamp of Designation & office.**

Witness:

1. Signature: _____
Name _____
Occupation _____
Address _____
2. Signature: _____
Name _____
Occupation _____
Address _____

Accepted for and on behalf of the RVUNL

**Chief Controller of Accounts (HQ)
RVUNL, JAIPUR**

Place:
Date:

:-वचनबंध प्रपत्र:-

मैंपुत्र/पुत्री श्री/श्रीमति.....

निवासी.....

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

हस्ताक्षर
वचनबद्धकर्ता