

O/o CE (ITC)
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Section

REGD./SPEED POST

CHHATTISGARH STATE POWER DISTRIBUTION COMPANY LIMITED

(A Government of Chhattisgarh under Taking) (A Successor Company of CSEB)

CIN : U40108CT2003SGC015822



Office of the Executive Director(HR)

No. 02-11/I/(v)/Estt./ 3378

Raipur, Date:

31-3-2016

ORDER

Shri Ashwani Kumar Tandan, Roll No. 1006 is hereby appointed until further order as Assistant Engineer (Trainee)-T&D, Branch – Computer Science, Selected under UR-PwD-OL category in C.S. Power Distribution Co. Ltd. on a fixed stipend of Rs. 20,425/- (Rs. Twenty Thousand Four Hundred Twenty Five) only per month, with effect from the date of his joining.

The appointee should join in the office of Executive Engineer(O&M) Dn. CSPDCL, Pandariya within thirty (30) days from the date of order and shall submit the documents as per the enclosed format together with relevant particulars as per instructions enclosed.

The above appointment is subject to main terms and conditions stipulated in Annexure-I enclosed. On appointment as Trainee, he will have to undergo on-job training & institutional training for a period of **Twelve months**. After satisfactory completion of training, he will be considered for appointment as Assistant Engineer on probation for a period of 2 years against regular establishment. If the performance of the candidate is not found satisfactory during the training period, the training will be extended by a period of six months. Even if after extended period, the performance is found unsatisfactory, the training will be extended for a further period of six months. However, training period will not be extended more than total one year in any case. If the performance of the trainee is not found satisfactory during the extended training period too, he will be terminated.

On appointment of Assistant Engineer after completion of training period, the extended training period, if any, will not be treated as period of qualifying service for any purpose.

The above trainee shall undertake **Eleven months** on-job training and **One month** institutional training under the instructions and guidance of the ED/CE. For imparting proper training to the above candidates, the ED/CE, shall appoint an Officer-in-charge not below the rank of Class-I officer. The trainee, during the training period shall bound to follow the instruction / programs of on-job training / institutional training fixed by the ED/CE and officer-in-charge from time to time and shall prepare fortnightly report in duplicate and will submit the same to his Officer-in-charge who shall submit the fortnightly assessment report in the prescribed format to the ED/CE. Immediately after successful completion of **Twelve months training period**, the ED/CE shall forward final assessment report of the trainee in the prescribed

Regd office Address :- Vidyut Sewa Bhawan, Daganiya, Raipur 492013

Phone No. 0771-2574925 Fax No. 0771-2574990, Email ID :- hr.cspdcl@cseb.gov.in website - www.cspdcl.co.in

format to ED (HR), CSPHCL. The trainee before appointment as Assistant Engineer will be liable for appraisal before the Appraisal Committee. His appointment to the post of Assistant Engineer will be made only on recommendation of appraisal committee.

BY ORDER


(Sharda Singh)
Executive Director(HR)
CSPDCL : Raipur

No. 02-11/I(v)/Estt./ **3379**
Copy to :-

Raipur, Date: **31-3-2016**

1. The Executive Director(O&M) CSPDCL, Raipur.
2. The Chief Engineer(EITC)/(RJN-R) CSPDCL, Raipur/Rajnandgaon.
3. The Dy.Gen.Manager(HR)-II, CSPHCL, Raipur.
4. The Dy.Gen.Manager(IR/Legal/PR) CSPHCL, Raipur.
5. The Superintending Engineer(O&M) Circle, CSPDCL, Rajnandgaon.
6. The Executive Engineer(O&M) Dn. CSPDCL, Pandariya.
7. The Confidential Officer / Library Officer, CSPHCL, Raipur.
8. The SO/PS to Chairman/MD, CSPDCL/CSPHCL, Raipur.
9. The Regional Accounts Officer, CSPDCL, Rajnandgaon.
10. The President, Divisional Medical Board, _____ The above mentioned candidate whoever may be present, may kindly be examined on payment of usual fees and the report regarding his fitness or otherwise may please be issued to them or the same may be forwarded in original to O/o ED (HR), CSPHCL, Dangania, Raipur (C.G.) early. If the original medical certificate is to be sent by post, a formal certificate of having examined the candidate may please be issued to him in person to enable him to produce the same with other documents till the original one reaches Raipur.
11. Shri Ashwani Kumar Tandon S/o.....
12. Order file.

- (I) The appointment is subject to the main terms and conditions stipulated in Annexure-I, enclosed, besides following conditions:-
- (II) He should submit joining report form (Annexure- III) duly filled in at the time of joining at his respective place of posting. In case he does not report up to stipulated date, the candidate will not be permitted to join Company and his appointment order shall be treated to be cancelled. NO REQUEST FOR EXTENSION OF TIME FOR JOINING WILL BE ENTERTAINED UNDER ANY CIRCUMSTANCE.
- (III) A Medical fitness certificate from the Divisional Medical Board should be produced along with other documents.
- (IV) He should fill up the antecedents verification form in Hindi (Appended herewith alongwith affidavit) in triplicate and submit along with documents. No facts should be concealed while filling in this form. No points/columns should be left blank.
- (V) They should execute the following documents:-

(i) Agreement Bond in the prescribed form (Annexure VII-A) on non-judicial stamp paper worth Rs. 300/- (Rupees Three hundred) only with one Rupee revenue stamp affixed on it. The additional sheets/continuation sheets, if any, used should also be on water mark paper, or Court paper.

(ii) The Non-judicial Stamp paper, water mark paper / Court paper should be purchased from Courts within the State of Chhattisgarh only.

(iii) The candidate who have been selected shall need to deposit Rs. 3,00,000/- as security on their joining as Assistant Engineer (Trainee).

(VI) The appointment is provisional and is subject to the caste/tribe certificate being verified through the proper channels and if the verification reveals that the claim to belong to Scheduled Caste/Scheduled Tribe/OBC, as the case may be is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.

He will in no case be allowed to join, unless all formalities and production of all certificates herein stated are fully complied with by him.

Note for Sr. No. 2 :

The joining report form along with the requisite documents be obtained from the candidates at the time of his joining and forward the same to ED (HR), CSPHCL, Raipur, within a week after the joining.

ENCLOSURES :-

1. Main Terms & conditions of appointment - Annexure - I.
2. Instructions for filling the form - Annexure - II.
3. Joining Report - Annexure - III.
4. Form for bio-data - Annexure - IV.
5. Undertaking - Annexure - V.
6. Verification of antecedents form - Annexure- VI.
7. Agreement Bond - Annexure - VII-A.
8. Surety Bond - Annexure - VII-B.


(G.L. Chandra)
Dy. Gen. Manager (HR)
CSPDCL : Raipur

ANNEXURE - I

MAIN TERMS AND CONDITIONS OF APPOINTMENT

1. The appointment will be as Assistant Engineer (Trainee).
2. During the period of training, only a fixed stipend mentioned below, will be payable :-
 - (i) Candidates having B.E. / B.Tech. / B.Sc. (Engg.) / AMIE etc. - Rs. 20,425/- Per month.
 - (ii) B.E. / B.Tech. / B.Sc. (Engg.) / AMIE candidates having M.E. / M.Tech. qualification - Rs. 21,425/- Per month.

Those departmental candidates who have been selected as Assistant Engineer (Trainee), will get same pay and allowances as they are getting as on the date of joining in their present cadre, as "stipend" during the entire period of training or will get stipend as above which ever is higher. Departmental candidates will not be entitled to get any increment during the training period.

3. On appointment as Trainee, he/she will have to undergo on-job training & institutional training for a total period of **Twelve months**. After satisfactory completion of training, he/she will be considered for appointment as Assistant Engineer on probation against regular establishment for a period of 2 years. If the performance of the candidate is not found satisfactory during the training period, the training will be extendable upto a period of another six months in 1st phase and then upto 1 year period but not exceeding One year in any case. If the performance of the trainee is again not found satisfactory during the extended training period too, he/she will be terminated.

4. During the training period, the traineeship of the candidate can be terminated at any time without any notice and without assigning any reason at the discretion of the company.

5. The candidate will be required to pass departmental examinations in such subjects as may be prescribed from time to time and within the specified period prior to his/her appointment as Assistant Engineer.

6. On satisfactory completion of training, the candidate will be eligible to be considered for appointment as Assistant Engineer in the pay scale of Rs. 20425-675(3)-22450-900(8)-29650-1250(15)-48400 plus Allowances as admissible from time to time on following terms and condition :-

- (iv) The appointee will be on probation for a period of two years and probation period would be liable to be extended at the discretion of the Company for a further period of one year.
- (v) The services of the appointee, during the period of probation shall be liable to be terminated without any notice and without assigning any reasons at the discretion of the company.
- (vi) On expiry of the probation period the appointee shall become a temporary employee of the Company till he/she is confirmed by a specific order.

7. The candidate will be required to undergo a medical examination and produce the fitness certificate from the Divisional Medical Board before joining as Assistant Engineer (Trainee). If the result of the medical examination is deemed by the Medical Board to be adverse, the candidate's appointment will be liable for termination without prior notice to him/her.

8. The appointment of candidate as Assistant Engineer (Trainee) is on provisional basis and subject to satisfactory verification of his/her character and antecedents from police department. If any adverse information appears in the character and antecedent report whenever it is received, appointment will be cancelled without further notice to appointee.

9. The trainee (whether departmental or fresh) will have to execute an agreement (copy enclosed) on non-judicial stamp paper worth Rs. 300/- (Rupees Three hundred) only, giving an undertaking to serve for a period of minimum 4 years including period of training from the date of appointment as Trainee and would be required to furnish Security in furtherance thereof in either of the following forms:

- (i) Cash Security for Rs. 3,00,000/- (Rupees Three lakhs) only in the form of Bank Draft payable in favour of the Assistant Manager(CAU), CSPHCL, Raipur or in the form of

National Savings Certificate or Fixed Deposit Receipt valid for a term of four years duly pledged to the said officer i.e. Assistant Manager (CAU), CSPHCL, Raipur. In case of departmental JE / JE (Trainee) who has already executed agreement & furnished security in form of bank draft/FDR/NSC may give :-

(a) An undertaking on non-judicial stamp paper worth Rs.50/- stating that CSPHCL can retain their earlier deposited Bank draft/ FDR/NSC valid for a term of Four years duly pledged and CSPHCL can further arrange to revalidate up to required period. The same shall be refunded on completion of the service period as per terms of the appointment above.

(b) Cash Security for the balance amount in form of Bank Draft payable in favour of the Assistant Manager (CAU), CSPHCL, Raipur or in the form of National Savings Certificate or Fixed Deposit Receipt valid for a term of Four years duly pledged to the said officer i.e. Assistant Manager (CAU), CSPHCL, Raipur.

(iii) In case, the candidate is unable to furnish the security of Rs. 3,00,000/- (Rupees Three lakhs) only as stated in clause (i) above, he/she would be required to tender a surety on non-judicial stamp paper worth Rs. 250/- plus one Rupee revenue stamp from a permanent Class I / II officer of CG State /Central Govt./ CG State Power Companies. Such surety should have atleast 4 years service left for attaining the age of superannuation. A certificate of surety being permanent Class I / II officer of CG State /Central Govt./ CG State Power Companies and have 4 years service left for attaining the age of superannuation should also be furnished. In case of departmental JE / JE (Trainee) who have already executed agreement & tendered a surety as stated above, the same surety shall be returned to new appointee after tendering a fresh surety of Rs. 3,00,000/- (Rupees Three lakhs).

(iii) In case the candidate is unable to furnish cash security of Rs. 3,00,000/- (Rupees Three lakhs) only or tender a surety from a permanent Class I / II officer of CG State/ Central Government / CG State Power Companies as stated above, he/she would be required to furnish a surety on non-judicial stamp paper worth Rs.250/- plus one rupee revenue stamp from any other person supported by a solvency certificate from a Revenue Officer not below the rank of Tahsildar in favour of surety plus agree to a deduction of Rs. 10,000/- (Rs. Ten Thousand) only per month from the emoluments payable to him/her till an amount of Rs. 3,00,000/- (Rupees Three lakhs) only towards personal cash security is made up.

(iv) The security deposit shall be refunded/ surety shall be released on completion of the service period as per terms of the appointment.

10. If for any reason the candidate absents from duty without the prior permission of the ED/Chief Engineer- In-charge in writing during the period of his/her training or refuses to accept service offered or vacates his/her appointment or resigns before the period stipulated in clause-9, the cash security of Rs. 3,00,000/- (Rupees Three lakhs) only in lieu of security will be forfeited. The decision of the GM (HR)/ED/Regional CE/CE's, of the company as to the commission of a breach under this clause shall be final and binding on the candidate.

11. During the period of training the candidate will not be eligible to any kind of leave other than admissible casual leave as per the rule prevails in CG State Power Company.

12. During the period of training and on appointment as Assistant Engineer, he/she shall abide by the conduct rules framed by the Company as amended from time to time for its employees. His/Her services will be governed by the rules and regulations framed by the Co., as amended from time to time. Adoption of any circular or memorandum issued by the State Government or by Central Government or by any other Organization applicable to Co. will be binding and obligatory on the candidate.

13. The services of the candidate will not be transferred to the any other company.

14. The Assistant Engineer on his/her appointment shall be governed by the New Contributory Pension Scheme. Departmental candidate those already covered under GPF scheme shall be continue to be governed under GPF scheme.

Regd office Address :- Vidyut Sewa Bhawan, Daganiya, Raipur 492013

Phone No. 0771-2574925 Fax No. 0771-2574990, Email ID :- hr.cspdccl@csēb.gov.in website - www.cspdccl.co.in

15. No request for extension of time for joining will be entertained under any circumstance.
16. No request for change of company during training period allocated to trainee will be entertained under any circumstance.

G.L.Chandra
G.L.Chandra)
Dy.Gen.Manager(HR)
CSPDCL : Raipur

ANNEXURE - II

**PLEASE READ THIS CAREFULLY, BEFORE COMPLETING FORMALITIES OF DOCUMENTS.
(INSTRUCTIONS FOR FILLING UP THE FORMS AND COMPLETING OTHER FORMALITIES)**

1. (i) Joining report may be submitted in the form attached with signature of the candidate.
(ii) It is compulsory for the candidate to join the training on the stipulated date. He/She will not be permitted to join the training if he does not report on due date.
(iii) In case, the candidate for any reason is unable to undergo complete Institutional course, he/she shall have to undergo institutional course whenever it is held for subsequent batch. He/She will be eligible for appearing in final appraisal of Assistant Engineer (Trainee) only after he/she has completed his/her full period of training including institutional course. He/She will be eligible for becoming Assistant Engineer only on the date after all above parts of training is fulfilled. No institutional course will be conducted exclusively for the candidate and he/she shall have to wait till such time the institutional training is arranged for the subsequent batch. Such candidate will be considered as junior most to all the trainees who have completed their full training earlier.
(iv) The trainee shall submit a fortnightly report to his/her controlling officer. The controlling officer shall grade the report and forward the same to ED/CE, as the case may be. The concerned ED/CE shall grade (Marks) the overall performance of the candidate during the entire training period and shall forward the final assessment report to ED (HR), CSPHCL.
2. **ANTECEDENTS VERIFICATION FORMS:** (in triplicate in Hindi script) This may be returned duly filled, along with other documents. Incomplete or concealing of information will lead to cancellation of appointment order. No points/column in the form left blank/ unanswerd. Column No. 11 & 12 shall also be filled properly.
3. **"MEDICAL FITNESS CERTIFICATES"** from Divisional Medical Board must accompany the documents. In case the candidate does not submit the medical fitness certificate or if the original certificate sent by Divisional Medical Board is not received by ED (HR), CSPHCL the candidate will submit an undertaking in the enclosed form (Annexure-V). No stipend will be claimed by candidate until the fitness certificate from Medical Board is submitted. In case the medical fitness certificate is not received within one month from the date of medical examination by Medical Board, the order appointing him as Trainee will be terminated.
4. **ACCEPTANCE OF RESIGNATION AND NO DUES / NO DEPARTMENTAL ENQUIRY :**
Certificate from the present employer, if the candidate is in service in any Central Govt. / Semi Govt. / Public Sector undertaking or any other organization also is to be furnished along with the latest documents.
5. **AGREEMENT/SURETY BOND/SOLVANCY:** Each page should be signed by the candidate/surety. Date of agreement shall be same as date of joining. Date of signature on surety bond shall not be earlier to date of agreement. A certificate of surety being permanent Class I / II officer of CG State /Central Govt./ CG State Power Companies and have 4 years service left for attaining the age of superannuation should also be furnished along with surety bond if surety furnished by an officer as above. If solvency furnished, then it should be valid for four years.
6. **NO REQUEST FOR EXTENSION OF TIME IN DATE OF JOINING WILL BE ENTERTAINED UNDER ANY CIRCUMSTANCES.**

JOINING REPORT

From :-

Name of the candidate : _____
(In capital letters)

Complete postal address : _____

To

The Executive Director (HR),
C.S.Power Holding Co. Ltd,
Raipur.

(Through Proper Channel)

Sub:- Appointment of Assistant Engineer (Trainee).

Ref:- Order No. _____ dtd. _____

Sir,

I hereby acknowledge the receipt of your order cited above.

- (vi) I accept the offer of appointment.
- (vii) I am submitting all the required documents for verification and necessary action.
- (viii) I am joining the training today i.e. on _____ and I shall be bound by the conditions framed by the Co.
- (ix) During training and service, I am ready to be posted anywhere in Chhattisgarh.
- (x) I am enclosing the following documents:-

- | | <u>Whether Enclosed</u> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| a. Self attested photocopy of the Degree / Post Graduate Degree (Wherever applicable) | YES/NO |
| b. Medical Fitness Certificate from Divisional Medical Board (in case of non-submission, the declaration as per Annexure-V shall be submitted) | Medical cert./
Declaration
(Annexure-V) |
| c. Antecedent verification form in triplicate duly filled in. (No column should left blank) | YES/NO |
| d. Bio-data form duly filled in (Annexure-IV) | YES /NO |
| e. Agreement Bond (each page signed) | YES /NO/NA |
| f. DD/FD/NSC in lieu of Cash Security | YES /NO |
| g. Surety Bond (each page signed) | YES /NO |
| h. A certificate of surety being permanent Class I / II officer of CG State /Central Govt./ CG State Power Companies and have 4 years service left for attaining the age of superannuation should also be furnished. | YES /NO/NA |
| i. Solvency certificate (if applicable) valid for a period _____ | YES/NO/NA |

Yours faithfully,

Place : _____

Date : _____

Signature

Name _____

BIO - DATA

Employee Code No.
(to be filled by office)

1. Full Name (in Capital letters) _____
2. Father's name _____ (Surname first) Marital status _____
Husband's name (if married) _____ (Surname first)
3. Permanent Address _____
4. Date of Birth _____
Date Month Year
5. Age as on joining date _____ Years.
(Nearest Year)
6. Place of Birth _____
Village/Town Distt. State
7. Sex _____ (Male / Female)
8. Present posting (if already employed) (a) Station/Place _____
(b) Designation _____
(c) Date (From _____
which posted at present post)
(d) Office to which _____
attached
9. CPF Account No. _____
(to be filled up by office)
10. Religion _____
11. Sub-Caste _____
12. Whether you belong to _____ Scheduled Caste/
Scheduled Tribe / Other Backward Class / None.)

DATE : _____

SIGNATURE

USE ONLY BLOCK LETTERS

*Do not tick, please write the option applicable for Sl.No.12

UNDERTAKING

To,
The Executive Director (HR),
C.S.Power Holding Co. Ltd,
Raipur.

Sub:- Undertaking.
Sir,

I have been selected as Assistant Engineer (Trainee) in Chhattisgarh State Power
_____ Company Ltd. vide order No. _____ dtd. _____.

2/ I have completed all other formalities except for submission of Medical Fitness Certificate / Acceptance of Resignation from my previous employer due to unavoidable reasons.

3/ I will appear before the Divisional Medical Board on _____ and will submit the Medical Fitness Certificate without fail with in one month from the date of joining as AE (Trainee). I request you to kindly allow me to join training provisionally on the undertaking that :-

- (i) I understand that allowing me to join training is purely provisional, and there is no claim for traineeship.
- (ii) I understand that in case I fail to produce acceptance of resignation from previous employer / Medical Fitness Certificate or declared unfit by the Divisional Medical Board, order appointing me as AE (Trainee) will stand cancelled without any liability on the Company.
- (iii) I understand that I shall not be entitled and will not claim any stipend etc., from the date of provisional joining to the date of my continuance on provisional basis if my traineeship is cancelled due to reasons stated in para 2 above.

Thanking you,

Yours faithfully,

(Signature &
Name in full)

Place: _____
Date : _____

अनुप्रमाणन फार्म

अनुप्रमाणन फार्म में असत्य जानकारी देना या किसी तथ्यात्मक जानकारी को छिपाना अनर्हता मानी जावेगी और ऐसा करने से उम्मीदवार शासन के अधीन नियोजन के लिए अनुपयुक्त ठहराया जा सकेगा ।

2. यदि इस फार्म को भरने और भेजने के बाद उम्मीदवार को नजरबंद या गिरफ्तार किया जाता है, अथवा उस पर मुकदमा चलाया जाता है या उसे बंदी बनाया जाता है अथवा उस पर जुर्माना किया जाता है या उसे दोषी पाया जाता है अथवा उसे विवर्जित किया जाता है या उसे दोषमुक्त किया जाता है तो ब्यौरे यथास्थिति राज्य लोक सेवा आयोग या उस प्राधिकारी को जिसे अनुप्रमाणन फार्म पहले भेजा गया हो, तत्काल सूचित किये जाने चाहिए, अन्यथा यह माना जावेगा कि तथ्यात्मक जानकारी छिपाई गयी है, अतः यह स्वयं उम्मीदवार के हित में होगा कि वह उन मामलों के पूरे ब्यौरे प्रस्तुत करे, जिसमें उसे गिरफ्तार किया गया था, उस पर अभियोजन चलाया गया था, आदि । भले ही मामले अंतिम रूप से निरस्त कर दिये गये हों (खात्मा) वापस ले लिए हों, या उनमें अन्ततः दोषमुक्त हो गये हों या समझौता कर लिया गया हो ।

यदि यह तथ्य कि अनुप्रमाणन फार्म में असत्य जानकारी दी गयी हो या यह कि कोई तथ्यात्मक जानकारी छिपाई गई है, किसी व्यक्ति की सेवा के दौरान किसी भी समय ध्यान में आवे तो उसकी सेवाएँ समाप्त की जा सकेंगी ।

1.	पूरा नाम (स्पष्ट अक्षरों में) तथा उपनाम यदि कोई हो(यदि आपने किसी भी अवस्था में अपने नाम या कुलनाम में कुछ जोड़ा या हटाया हो तो कृपया उसका भी उल्लेख कीजिए)	कुल नाम उपनाम(सरनेम) नाम
2.	वर्तमान पूरा पता(अर्थात् ग्राम, थाना तथा जिला या घर क.गली, सड़क तथा नगर और राज्य, जिसमें वह स्थित हो)	
3(क)	घर का पूरा पता(अर्थात् ग्राम, थाना तथा जिला या घर क.गली, सड़क तथा नगर और जिला मुख्यालय का नाम और राज्य, जिसमें वह स्थित हो)	

(ख)	यदि मूलतः पाकिस्तान के निवासी हो तो उस देश में आपका पता तथा भारतीय संघ में प्रवास की तारीख		
4. निवास अवधियों सहित उन स्थानों के ब्यौरे, जहाँ आप पिछले पांच वर्षों के दौरान, एक वर्ष से अधिक समय तक रहे हों यदि विदेश(जिसमें पाकिस्तान भी शामिल है)में रहे हों तो उन सभी स्थानों के ब्यौरे दिये जाने चाहिए जहाँ आप 21 वर्ष की आयु के बाद एक वर्ष से अधिक समय तक रहे हों ।			
से	तक	निवास का पूरा पता (अर्थात् ग्राम, थाना तथा जिला अथवा घर क्र., गली, सड़क तथा नगर	पूर्ववर्ती खाने में उल्लेखित स्थान के जिला मुख्यालय का नाम तथा वह राज्य जिसमें वह स्थित हो
1	2	3	4
5.	पिता का-		
	(क) पूरा नाम तथा उपनाम यदि कोई हो		
	(ख) वर्तमान डाक पता(यदि स्वर्गवास हो गया हो तो पिछला पता दीजिए)		

	(ग) घर का स्थाई पता	
	(घ) व्यवसाय	
	(ड.) यदि किसी सेवा में हो तो उसका पदनाम तथा कार्यालय का पता	
6(एक)	नीचे उल्लेखित व्यक्तियों की राष्ट्रीयता-	
	(क) पिता	
	(ख) माता	
	(ग) पति/पत्नी	
	(घ) उम्मीदवार	
(दो)	पति/पत्नी का जन्म स्थान	
7.	(क) जन्म तारीख	
	(ख) वर्तमान आयु	
	(ग) मैट्रिक परीक्षा उत्तीर्ण करने के समय आयु	
8.	(क) जन्म स्थान, जिला तथा राज्य जिसमें वह स्थित हो	
	(ख) वह जिला तथा राज्य जहाँ के आप निवासी हैं	
9.	(क) आपका धर्म	
	(ख) क्या अनुसूचित जाति/जनजाति आदि के सदस्य है, हों या ना में उत्तर दीजिए और यदि आपका उत्तर हों में हो तो उस जाति विशेष का नाम लिखिये	

10. शैक्षणिक अर्हताएँ— वर्ष सहित उन स्थानों का नाम दीजिए जहाँ शालाओं और महाविद्यालय में 15 वर्ष की आयु से अध्ययन किया हो				
शाला/महाविद्यालय का नाम तथा पूरा पता	प्रवेश की तारीख	शाला/महा-विद्यालय छोड़ने की तारीख	उत्तीर्ण परीक्षा	
11. यदि आप कभी नियोजित रहे हों तो तत्संबंधी ब्यौरे दीजिए—				
धारित पद का नाम या कार्य का स्वरूप	अवधि		कार्य, फर्म अथवा संस्था का नाम व पता	पिछली सेवा छोड़ने का कारण
	से	तक		

12(क) क्या आप कभी गिरफ्तार किये गये हैं । क्या आप पर कभी अभियोजन चलाया गया है । क्या आप कभी निरूद्ध किये गये हैं या आप से मुचलका लिया गया है । क्या आप पर जुर्माना किया गया है । क्या आप किसी अपराध के लिये न्यायालय द्वारा दोषी ठहराये गये हैं या आपको किसी भी लोक सेवा आयोग द्वारा संचालित परीक्षाओं/किये जाने वाले चयनों में सम्मिलित होने से वर्जित किया है/उसके लिये अनर्ह ठहराया गया है या क्या आपको किसी भी विश्वविद्यालय या किसी भी अन्य शैक्षणिक प्राधिकरण/संस्था द्वारा किसी भी परीक्षा में बैठने से वर्जित किया गया है, निष्कासित किया गया है ।

(हाँ / ना)

(ख) क्या आप इस अनुप्रमाणक फार्म को भरते समय किसी भी न्यायालय, विश्वविद्यालय या किसी भी शैक्षणिक प्राधिकरण/संस्था में आपके विरुद्ध कोई मामला है । (हाँ / ना)

यदि (क) अथवा (ख) में पूछे गये प्रश्नों के संबंध में आपके उत्तर हाँ में हो तो आपको इस अनुप्रमाणक फार्म को भरते समय मामले, गिरफ्तारी, विरोध जुर्माना दोष सिद्ध तथा दण्डादेश आदि के पूरे ब्यौरे प्रस्तुत करने चाहिए तथा इस फार्म को भरते समय न्यायालय/विश्वविद्यालय/ शैक्षणिक प्राधिकरण आदि के समक्ष जो मामला लंबित हो उसका स्वरूप बतलाना चाहिए, इस जानकारी के अतिरिक्त जहाँ लागू हो वहाँ निम्नलिखित ब्यौरे भी दिये जायेंगे :-

(क)	अपराध/आरोप	
(ख)	पुलिस थाने में पंजीयन	

(ग)	यदि न्यायालय में चालान प्रस्तुत किया गया हो तो न्यायालय का नाम	
(घ)	मामले का क.न्यायालय द्वारा उसका निपटारा किस तारीख को किया गया	
(ङ)	दिया गया दण्ड	
(च)	क्या दोषमुक्त कर दिया गया है	
(छ)	दोषमुक्ति संदेह के लाभ पर आधारित था या मामला वापस ले लिया गया था	
(ज)	क्या आप किसी ऐसे संगम या संगठन जो सरकार द्वारा विधि विरुद्ध घोषित किया गया था अथवा किया गया है के सदस्य हैं या उसे संबद्ध रहे हैं, यदि ऐसा हो, तो पूर्ण विशिष्टियाँ दें जैसे संगम/संगठन की सदस्यता अथवा संबद्धता की कालावधि इत्यादि	

टिप्पणी:- अभ्यर्थी इस अनुप्रमाणन फार्म के ऊपर दी गयी चेतावनी नोट करें ।

उम्मीदवार के हस्ताक्षर _____

तारीख, स्थान _____

13	आपके मोहल्ले के दो ऐसे उत्तरदायी व्यक्तियों या निदेशियों(रिफरियों) के नाम, जो आपको जानते हों	(1)
		(2)

मैं प्रमाणित करता/करती हूँ कि पूर्ववर्ती जानकारी, जहाँ तक मुझे पता है और जहाँ तक मेरा विश्वास है सही और पूर्ण है । मैं ऐसी किन्हीं भी परिस्थितियों से अवगत नहीं हूँ जिसके कारण शासन के अधीन नियोजन पाने के लिए मेरी उपयुक्तता क्षीण होती हो । मैं इस बात से सहमत हूँ कि यदि उपर्युक्त जानकारी किसी आधारभूत तथ्यों के संबंध में असत्य या अपूर्ण पाई जाये तो नियुक्ति प्राधिकारी को, बिना सूचना दिये या बिना कारण बताये मेरी सेवायें समाप्त करने का अधिकार होगा और उनका निर्णय मुझ पर बंधनकारी होगा ।

उम्मीदवार के हस्ताक्षर _____

दिनांक _____ स्थान _____

पहचान प्रमाण पत्र

प्रमाण पत्र पर निम्नलिखित व्यक्तियों में से किसी भी एक के हस्ताक्षर होना चाहिए :-

- (1) केंद्रीय या राज्य शासन का राजपत्रित अधिकारी,
- (2) संसद या राज्य विधान मंडल का सदस्य,
- (3) सब डिवीजनल मजिस्ट्रेट/अधिकारी,
- (4) तहसीलदार या नायब/उप तहसीलदार, जो मजिस्ट्रेट की शक्तियों का प्रयोग करने के लिए प्राधिकृत हो,
- (5) शासकीय तथा शासन द्वारा मान्यता प्राप्त सभी शैक्षणिक संस्थानों के प्रधानाचार्य तथा प्रमुख,
- (6) खंड विकास अधिकारी,
- (7) पोस्ट मास्टर,
- (8) पंचायत निरीक्षक।

प्रमाणित किया जाता है कि मैं श्री/श्रीमती/कुमारी
पिता/पति का नाम श्री को पिछले वर्ष
..... माह से जानता हूँ तथा उसके द्वारा दिये गये ब्यौरे, जहाँ तक मुझे पता है सही है।

स्थान :

हस्ताक्षर

दिनांक :

पदनाम या स्थिति

(कार्यालय द्वारा भरा जावेगा)

- (एक) नियुक्ति प्राधिकारी का नाम _____
पदनाम और पूरा पता _____
- (दो) वह पद, जिसके लिए उम्मीदवार _____
के संबंध में विचार किया जा रहा है _____

शपथपत्र का प्रारूप

(रु. 10/- के स्टाम्प पेपर में नोटरी द्वारा जारी किया हुआ)

शपथ पत्र

मैं पिता/पति श्री उम्र ..

..... वर्ष, जाति-..... निवासी-.....

..... शपथपूर्वक कथन करता/करती हूँ जो सत्य एवं सही है :-

1. यह कि मैं का/की मूल निवासी हूँ।
2. यह कि वर्तमान में पद पर मेरी नियुक्ति छग.राज्य विद्युत
..... कं.मर्या. में की गई है।
3. यह कि मेरे नाम पर किसी भी थाने में अथवा न्यायालय में किसी प्रकार का
कोई अपराधिक प्रकरण दर्ज नहीं है और न ही किसी प्रकार कोई प्रकरण
न्यायालय में लंबित है।
4. यह कि मेरे द्वारा अनुप्रमाणन फार्म पूर्ववृत्त के अंतर्गत दिये गये विवरण में,
किसी तथ्य को जान बूझकर जानते हुए नहीं छिपाया गया है।

शपथकर्ता

सत्यापन

मैं पिता/पति श्री उम्र ..

..... वर्ष, जाति-..... निवासी-.....

..... शपथपूर्वक कथन करता हूँ कि उपरोक्त शपथ पत्र की कंडिका 1 से 4 में
उल्लेखित विवरण मेरे स्वतः के ज्ञान एवं विश्वास से सत्य एवं सही है। आज दिनांक

..... को सत्यापित कर हस्ताक्षर किया।

शपथकर्ता

AGREEMENT BOND

(To be executed on non-judicial stamp paper worth Rs. 300/- (Rupees three hundred) only, and one Rupee revenue stamp to be affixed on (Top page left)

THIS AGREEMENT IS MADE THIS _____ day of _____ (Month) _____ (Year) between the Executive Director (HR) of the CSPHCL, Raipur a Successor Co. of Chhattisgarh State Electricity Board as defined in Notification published in Chhattisgarh Rajpatra on 19.12.08, hereinafter called the Company which expressions shall where the context so admits includes its successors in office and permitted assigns of the one part and Shri /Smt. / Miss _____ S/o / D/o / W/o _____ Resident of _____ District _____ (hereinafter called the candidate / trainee which expression shall where the context so admits include his /her heirs executors, administrators & representatives) of the other part.

WHEREAS UPON on the application of the candidate the Company has selected him/her for appointment as Assistant Engineer (Trainee) vide order No. _____ dt _____ to give him/her in-service training, which shall normally be for a period of one year. This period of training can be extended or terminated if the performance of trainee is not found satisfactory commencing from _____ on the terms and conditions hereinafter appearing and the candidate has accepted the appointment on the said terms and conditions.

NOW THEREFORE THIS agreement witnesses and it is hereby agreed as follows :-

1. The ED (HR), CSPHCL shall appoint Shri / Smt. / Miss. _____ as a Assistant Engineer (Trainee) for giving him/her in service training for a period of one year commencing from _____ provided that the Co. may in its discretion extend the period of training for such further period not exceeding 1 year as it may deem fit. The training can also be terminated without liability of regular appointment or in other words the training would not give any right to the candidate to claim regular appointment.
2. The Executive Director (HR) may terminate this agreement at any time without notice and without assigning any reason.
3. (i) The trainee shall diligently pursue the course of his/her training and abide by the rules for the time being in force relating to the conduct of Assistant Engineer (Trainee) and pass the prescribed examination and test, if any.
(ii) It is compulsory for the candidate to join the training on the stipulated date. He will not be permitted to join the training if he does not report on due date and he will be considered for undergoing training with subsequent batch only.
(iii) In case, the candidate for any reason is unable to undergo complete Institutional course, he shall have to undergo institutional course whenever it is held for subsequent batch. He will be eligible for appearing in final appraisal of Assistant Engineer (Trainee) only after he has completed his/her full period of training

including institutional course. He will be eligible for becoming Assistant Engineer only on the date after all above parts of training are fulfilled. No institutional course will be conducted exclusively for the candidate and he shall have to wait till such time the institutional training is arranged for the subsequent batch. Such candidate will be considered as junior most to all the trainees who have completed their full training earlier.

4. At any time during the course of his/her training or on satisfactory completion of his/her training and on passing the prescribed examinations and tests if any the trainee shall if so required to serve the Company for a period of not less than 4 years including training period as Assistant Engineer or any other equivalent post under the Company and he shall be governed by the employer's service regulations.

5. The candidate shall during the period of his/her training be paid a fixed monthly stipend of Rs. 20,425/- (Rupees Twenty Thousand Four Hundred Twenty Five) only or last pay drawn (in case departmental candidate), whichever is higher.

6. The candidate shall be liable at the discretion of the Company to be posted or transferred during the period of his/her training any where within the area under the jurisdiction of the Company or to any training centre outside Chhattisgarh such as felt necessary by Co.

7. The candidate shall be liable to make good any damage to machinery or instruments arising out of his/her negligence or carelessness. The decision of the Co. as to the liability of the candidate to compensate and the amount thereof shall be final & binding on him/her.

8. While in service in accordance with clause 4, the trainee shall faithfully and diligently perform his/her duties and observe all the regulations and directives administrative and statutory rules made by the Co. for the conduct of its servants for the time being in force. Disobedience to the seniors and indifference towards works will make the candidate liable for being terminated.

9. While in service in accordance with clause 4 the pay and allowances and other conditions of service of the trainee shall be regulated by the regulations, rules and other conditions as applicable to the servant of the Co.

10. The candidate would furnish a security deposit in the following forms :-

(i) Cash Security for Rs. 3,00,000/- (Rupees Three lakhs) only in the form of Bank Draft payable in favour of the Assistant Manager (CAU), CSPHCL, Raipur or in the form of National Savings Certificate or Fixed Deposit Receipt valid for a term of four years duly pledged to the said officer i.e. Assistant Manager (CAU), CSPHCL, Raipur. In case of departmental JE /JE (Trainee) who has already executed agreement & furnished security in form of bank draft/FDR/NSC may give :-

(a) An undertaking on non-judicial stamp paper worth Rs.50/- stating that CSPHCL can retain their earlier deposited Bank draft/ FDR/NSC valid for a term of Four years duly pledged and CSPHCL can further arrange to revalidate up to required period. The same shall be refunded on completion of the service period as per terms of the appointment above.

(b) Cash Security for the balance amount in form of Bank Draft payable in favour of the Assistant Manager (CAU), CSPHCL, Raipur or in the form of National Savings Certificate or Fixed Deposit Receipt valid for a term of Four years duly pledged to the said officer i.e. Assistant Manager (CAU), CSPHCL, Raipur.

(ii) In case, the candidate is unable to furnish the security of Rs. 3,00,000/- (Rupees Three lakhs) only as stated in clause (i) above, he would be required to tender a surety on non-judicial stamp paper worth Rs. 250/- plus one Rupee revenue stamp from a permanent Class I / II officer of CG State

/Central Govt./ CG State Power Companies. Such surety should have atleast 4 years service left for attaining the age of superannuation. A certificate of surety being permanent Class I / II officer of State/ Central Govt./ CG State Power Companies and have 4 years service left for attaining the age of superannuation should also be furnished. In case of departmental JE / JE (Trainee) who has already executed agreement & tendered a surety as stated above, the same surety shall be returned to new appointee after tendering a fresh surety of Rs. 3,00,000/- (Rupees Three lakhs).

- (iii) In case the candidate is unable to furnish cash security of Rs. 3,00,000/- (Rupees Three lakhs) only or tender a surety from a permanent Class I / II officer of CG State/ Central Government / CG State Power Companies as stated above, he would be required to furnish a surety on non-judicial stamp paper worth Rs. 250/- plus one rupee revenue stamp from any other person supported by a solvency certificate from a Revenue Officer not below the rank of Tahsildar in favour of surety plus agree to a deduction of Rs. 10,000/- (Rs. Ten Thousand) only per month from the emoluments payable to him till an amount of Rs. 3,00,000/- (Rupees Three lakhs) only towards personal cash security is made up.
- (iv) The security deposit shall be refunded/ surety shall be released on completion of the service period as per terms of the appointment.

11. If for any reason the candidate absents from duty without the prior permission of the ED/Chief Engineer- In-charge in writing during the period of his/her training or refuses to accept service offered or vacates his/her appointment or resigns before the period stipulated in above clause, the cash security of Rs. 3,00,000/- (Rupees Three Lakhs) only in lieu of security will be forfeited. The decision of the GM (HR)/ED/Regional CE/CE, of respective companies as to the commission of a breach under this clause shall be final and binding on the candidate.

12. The trainee shall hold the employer immune from all responsibility and liability for and shall have or make no claim whatever against the Co. for or otherwise on account of arising directly or indirectly from any accident or cause, resulting in injury to his/her person or his/her death or otherwise in the course of or in connection with his/her duties under agreement as a consequence of his/her negligence, lack of skill, breach of disregard or rules and the due precaution which are generally observed by persons engaged in the generation, transmission and distribution of electrical energy, on his/her own part or on the part of any other persons whatsoever.

13. The candidates will be governed by the rules and regulation framed by the Co. only and there will be no binding/ obligation for adopting any circular or memorandum issued by the State Government or by Central Government or by any other organization.

14. The agreement bond executed by the Co. is not transferable to any other department / organization including any public undertaking during the period of agreement.

15. The trainee shall bear the stamp duty payable in respect of this instrument.

16. If any dispute shall arise between the parties here to in respect of this agreement or if any of the provisions herein contained or anything arising thereof except in respect of matter herein before declared to be final and conclusive, every such dispute shall be referred to the arbitration of the Chairman, Co. whose decision shall be final and binding on the parties.

17. The terms and conditions as contained in Annexure I, III & VII appended and also mentioned in appointment order have been totally complied with by the candidate. Any non-compliance or false information would lead to termination of the candidate forthwith.

18. Any disputes arising out of or in connection with this Agreement shall be subjected to the exclusive jurisdiction of competent court at Raipur /Bilaspur only.

IN WITNESS WHERE OF THE parties to have signed this agreement on that date and year respectively mentioned against, there signature.

WITNESS : [for Executive Director (HR)]
Signature : Name, Fathers Name & Full Address

For and on behalf of the
employer, CSPHCL

1.

2.

WITNESS (For candidate)

Assistant Engineer (Trainee)

Clear signature, Name, Fathers Name
& Full Address

Date :
(Name, Fathers Name & Full
Address)

1.

2.

SURETY BOND

(To be executed on non-judicial stamp paper worth Rs.250/- (Rupees Two hundred Fifty) only, purchased in the name of surety and one Rupee revenue stamp to be affixed on (Top page left)

Whereas the Chhattisgarh State Power Holding Co. Ltd. has appointed Shri/Smt./Ku.
_____ (Candidate's Name) S/o W/o D/o Shri
_____ resident of
_____ Tah. _____
Distt., _____ as Assistant Engineer (Trainee) vide Order No.
_____ dtd. _____.

AND WHEREAS it is a condition of his/ her said appointment that the candidate so appointed should furnish a Cash Security deposit of Rs. 3,00,000/- in accordance with Clause-10 of the agreement executed by him/her for the discharge of his duties in the said appointment.

NOW THEREFORE in consideration of the appointment Order No. _____ dtd. _____, I

_____ (Name of Surety)
S/o, D/o, W/o _____ resident of _____
_____ (Designation)
_____ Tah. _____ Distt. _____ do hereby
agree to bind myself (which includes my successor and legal heirs) that in the event of
failure of Shri / Smt. / Ku. _____ for
_____ (Candidate's name)

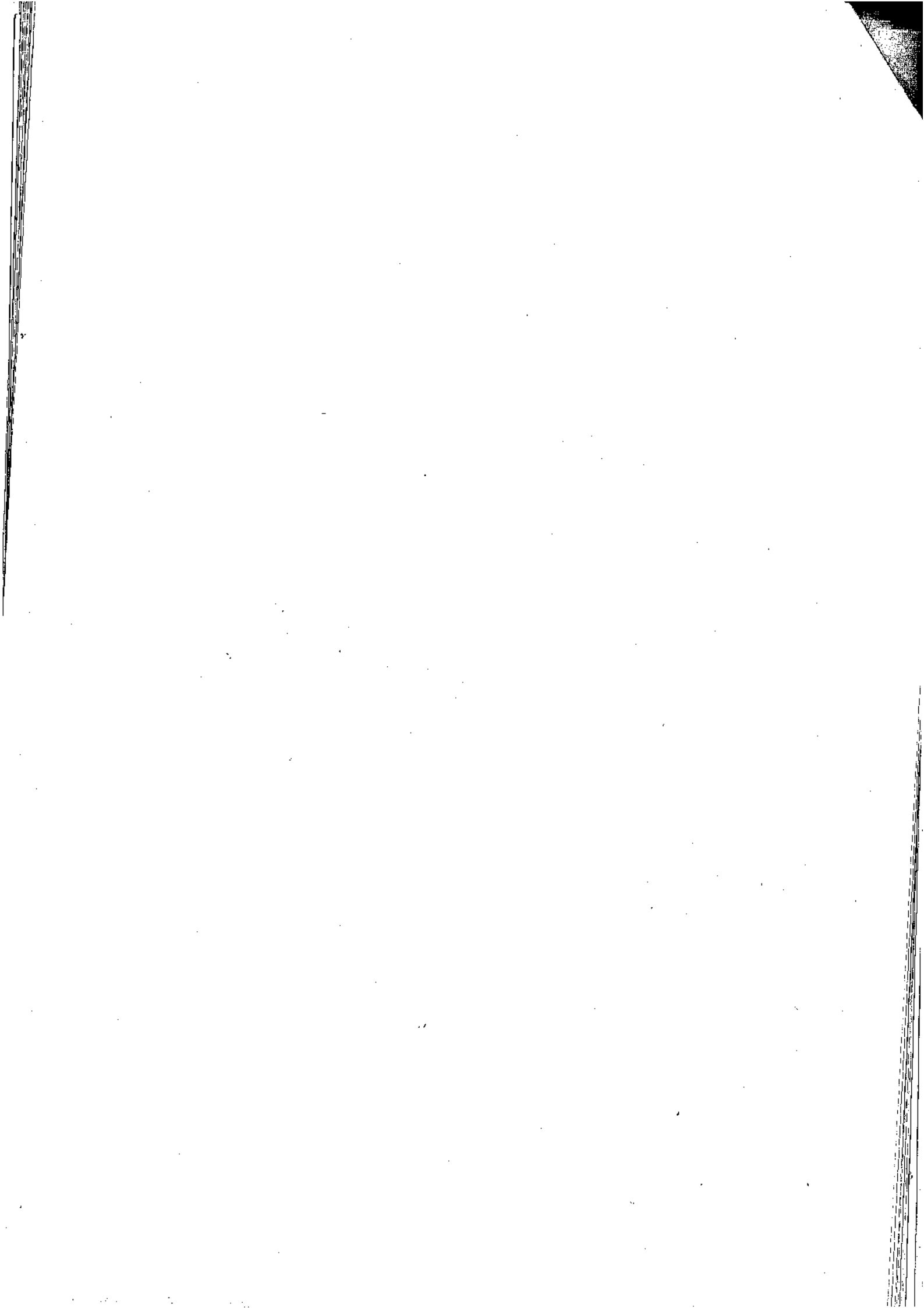
payment of Rs. 3,00,000/- (Rs. Three Lakhs) only falling due from him / her under this agreement, I shall pay the same.

Signed by me on _____ (Date) in the presence of:

Witnesses :

1. _____ (Signature of Surety with official seal)
_____ (Signature) Date : _____
Name, Father's Name & Full Address Name /Father's Name _____
_____ Full Address _____

2. _____ (Signature)
Name, Father's Name & Full Address



SERVICE CERTIFICATE
(Issued by the HOD/Office-In-Charge of Surety)

This is to certify that Shri/Smt./Ku. _____ S/o,
W/o, D/o Shri _____ working
as (Name of the post) _____ in (Name of office)

He/She is a permanent class-I / II officer and his / her age of superannuation is remaining 4 years or more.

Date : _____

Signature

& official seal

Name _____

Designation _____