



प्रमाणित शशि सूर्ययें:

# JAIPUR VIDYUT VITRAN NIGAM LIMITED

Regd. Office : Vidyut Bhawan, Jyoti Nagar, Jaipur-302005

Website: www.energy.rajasthan.gov.in/jvvnl; E-mail: cpo@jvvnl.org

CIN: U40109RJ2000SGC016486

No.JPD/CPO/PO (ME)/F.40(A)1/D. 489

Jaipur, Date: 28-02-2019

## ORDER

The following merit listed candidates, are hereby, appointed in JVVNL on the post of "Commercial Assistant-II" as 'Probationer Trainee', on fixed remuneration of Rs. 14,600/- (Rupees Fourteen Thousand & Six Hundred) only per month for a period of two years and posted in the offices indicated against name of each, on the terms & conditions laid down here under:-

S. No.	Name, Father's Name & Address	DOB	Category	Place of posting
<b><u>UNRESERVED CATEGORY</u></b>				
1	BHAGWAN SINGH S/O GHISU SINGH VPO LADOLI, TEHSIL MAKRANA, NAGPUR - 341520	01/12/1971	UR (ESM)	SE(REGULATION), JAIPUR
2	HANSRAJ SHARMA S/O BHAGAWATEE PRASAD H.NO. 311 PARASRAM COLONY, INFRONT OF JHANDU KA PURA, HINDAUN CITY, KARALI - 322230	15/11/1979	UR (ESM)	AEN(A-I), HINDAUN
<b><u>BC CATEGORY</u></b>				
3	ASHOK SINGH BITHU S/O HANUMAN DAN BITHU WARD NO 7 P.THO KA BAS VILL SINTHAL BIKANER - 334202	09/04/1996	BC (OSP)	AEN(O&M), BARI, DISTT. DHOLPUR

### Terms & Conditions:-

- Initially, these candidates are appointed as "PROBATIONER TRAINEE" for a period of two (02) years and during the period of probation training, they shall be paid fixed remuneration of Rs. 14,600/- (Rupees Fourteen Thousand & Six Hundred) only per month. After successful completion of probation training period, they will be fixed at minimum (first cell) of Level-05 in the Pay Matrix as basic pay of Rs. 20,800/-. 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 & eligibility for promotion.

Provided that the probationer trainee, if any, who is already in-service of JVVNL may opt either for fixed remuneration or existing pay and all the admissible allowances he/she is receiving prior to joining as probation trainee Commercial Assistant-II (not the pay matrix of new appointment), whichever is more beneficial to him/her. In case he/she opts for existing pay matrix, he/she shall also be entitled for annual grade increment during probation training period. In case he/she opts for fixed remuneration, he/she shall be paid only fixed remuneration @ Rs. 14,600/- (Rupees Fourteen Thousand & Six Hundred) 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/her.

2. This appointment is provisional and subject to verification of the mark sheet and Degree from the concerned University/Institution. In the event of revealing anything adverse against any candidate, his/her appointment order shall stand cancelled and he/she will be liable to refund to JVVNL all the emoluments paid to him/her including expenses incurred on training etc. Besides, FIR will be lodged against him/her.
3. During the period of probation training, these probationer-trainees shall be entitled only to fixed remuneration as above and shall not be entitled to Special Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Conveyance Allowance or any other allowance(s) called by whatever name. In-Service Employee of JVVNL, if he/she opt for fixed remuneration, he/she shall be entitled only to fixed remuneration as above and shall not be entitled to Special Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Conveyance Allowance or any other allowance(s) called by whatever name.
4. Services of the above Probationer-Trainees can be terminated at any time by giving one month's notice in writing or by giving one month's remuneration in lieu thereof.
5. Services of above Probationer Trainees 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/her.
6. At the time of joining duties, the above Probationer-Trainees shall have to execute a Bond (Performa enclosed as **Appendix-A**) on Non-Judicial stamp of Rs.500/- issued in the name of candidate with the specific purpose of executing Bond in favour of JVVNL for giving an undertaking that he/she will not leave his/her training/service or resign or take-up another employment during the period of 'Probation-Training' as well as within one year after completion of Probation-Training' and also during any other training period as well as after completion of such training, within a minimum period of 1 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/she violates these provisions, he/she will refund to JVVNL all emoluments paid to him/her, including the expenses incurred by JVVNL on such training(s) alongwith amount of remuneration/salary for notice period subject to maximum of Rs. 1,50,000/- (Rupees One lac fifty thousand) & taxes as applicable only (excluding the amount paid to him/ her by way of travelling and daily allowance under the relevant regulations) and any other amount that may be due to JVVNL, together with interest @12% per annum from the date of demand to the date of payment in lump-sum.
7. After completion of 3 years period, the above candidates may resign from Nigam's services by giving three months notice in writing to the Competent Authority. However, in case of breach of this provision by any candidate, he/she shall be liable to pay the amount of salary for the notice period falling short of three months as compensation to the JVVNL. In case of any default, such amount may be deducted from the amount due to him/her.
8. At the time of joining duty, the candidates will have to bring a "Surety" of an employee of Central/ State Government or Power Sector Company/Public Sector Undertaking of Rajasthan Government. In this kind of surety, it shall have to be mentioned that in case he/she leaves service of JVVNL without making compliance of conditions as stipulated at para 6 above, the surety shall be liable to pay the amount, as above, to JVVNL (Performa enclosed as **Appendix-B**). In case surety bond is signed by any Non-Gazetted official his/her signature should be attested by his her controlling officer.





9. No Travelling Allowance shall be admissible for joining as a Probationer Trainee. In case of journey on duty, he/she 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 monthly remuneration shall be admissible.
10. These Probationer Trainees shall be covered under the Contributory Provident Fund Rules of JVVNL. Their contribution towards CPF shall be deducted as per relevant provisions from fixed monthly remuneration and the Employer's contribution of CPF shall be borne by the Company in addition to the fixed monthly remuneration. Provided that probationer trainee, if any, who is already in-service of JVVNL shall be continued to be covered under the CPF Rules or Pension scheme whichever is applicable for him/her by virtue of his/her previous post.
11. These Probationer Trainees will be covered by the provisions of ESI Act, 1948. The Probationer-Trainees, if not covered by the ESI Act, 1948, shall be covered under the provisions of Medi-claim Insurance Policy.

**No candidate shall be allowed to join service until he/she provide required information/ documents and fills prescribed forms for getting him/ her covered under Medi-claim Insurance Policy. (For this they should bring two stamp size photographs of all depended family members)**

12. Coverage of the "Group Personal Accident Insurance Scheme" will also be extended over these probationer trainees for which the premium shall be deducted in the same manner, as is being done in respect of regular employees.

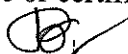
**No employee shall be allowed to join service until he /she has filled-up enclosed proposal forms as prescribed under "Group Personal Accident Insurance Scheme (GIS).**

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 Trainees shall be eligible for Casual Leave of 15 days in a Calendar year and for a period of less than a calendar year, it shall be admissible in the proportion on the basis of the completed months. They shall earn P.L. @ 1 day leave for every 20 days i.e. upto maximum of 18 days in a calendar year but they shall not be entitled for H.P.L. They shall also be entitled for Terminal leave, Maternity/Paternity Leave as per rules.
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 candidates. At the time of reporting for joining duty, probationer trainees 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 if found medically fit and join duty. However, a probationer trainee, who is already in-service of JVVNL 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 trainees will have to produce character antecedent report issued from the Superintendent of Police of concerned District where he/she belongs failing which the appointment order shall automatically stand cancelled without any notice / information.
18. The appointment of such persons will stand automatically cancelled without any notice/ information if any time, it is found that any Commercial Assistant-II (Probationer Trainee) have more than two children including any of them born on or after 01.06.2002, but excluding disabled child born from earlier delivery, as no candidate shall be eligible for appointment who have more than two children on or after 01.06.2002, provided that the candidate having more than two children, will not be disqualified so long as the number of children he/she has on 01.06.2002, does not increase.
19. They can be posted at any place under the jurisdiction of JVVNL or in any Project under the management/ control/ partnership of JVVNL.
20. Other terms & conditions of service will be the same as are applicable to the employees of JVVNL of similar category.
21. No request shall be entertained for transfer during the period of probation training.
22. The above candidates will have to submit the following certificates/documents in original for verification, along with Photostat copies duly self-attested thereof, for office record at the time of joining duty:-
  - (i) Certificate/Marks-sheet of Secondary School Exam in which Date of Birth of the candidate is indicated.
  - (ii) Degrees & Certificates of all Educational and Professional/Higher qualification, along with Marks-sheets of all years/ semesters.
  - (iii) Certificate of SC/ST or BC/MBC of Non-creamy layer (issued not more than twelve months prior to the last date prescribed for filling up application), as the case may be, issued by the concerned Competent Authority of Rajasthan State only (if applicable). In case of **BC/MBC** Non-creamy layer, if a candidate not having latest certificate as mentioned above and still belongs to Non-creamy layer status, he/ she should submit an Affidavit in conformity with law on non-judicial stamp worth Rs. 50/- with regard to still having Non-creamy Layer status of BC/MBC category. Such affidavit can be given for maximum three years.
  - (iv) In case of Physically Handicapped candidates, Medical Certificate (indicating type & percentage of disability) issued by the concerned Competent Authority.
  - (v) Marriage Registration Certificate issued by the concerned Competent Authority or Affidavit (if married).
  - (vi) In case of a widow, death certificate of her husband.
  - (vii) In case of Divorcee, Decree or certificate issued by the court granting divorce.

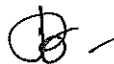
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- (viii) In case of married, an affidavit clearly indicating name and date of birth of all children, including adopted and step children or an affidavit, if having no children.
- (ix) Bonafide Resident Certificate.
- (x) An Affidavit on non-judicial stamp paper worth Rs. 50/- 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, accordingly.
- (xi) Employment Certificate, if existing employee of RVPN/RVUNL/JVVNL/AVVNL/JDVVNL or anywhere in service. Candidates already employed with Govt. Departments/PSU/Autonomous Bodies will have to produce 'No Objection Certificate (NOC) from the employer at the time of Joining Service.
- (xii) Experience certificate, if applicable.
- (xiii) A Bond (Performa of the Bond enclosed as **Appendix-A**) on Non-Judicial stamp of Rs.500 / - issued in the name of candidate.
- (xiv) A Surety by an employee of Central/State Government/PSU on Non-judicial stamp of Rs.500/- (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.
- (xv) A self-attested photo copy of Identity Certificate of the Surety issued by his/her Department/Company/Employer and self-attested photo copy of address ID. Date of retirement should also be given.
- (xvi) Medical Fitness Certificate issued from a Doctor as per condition No. 16.
- (xvii) Character Antecedent Report issued from Superintendent of Police as per condition No. 17.
- (xviii) Acceptance under own handwriting and signature, on a Photo state copy of this appointment order, clearly stating that **"I have gone through the Terms & Conditions of my appointment as "Probationer Trainee" on the post of Commercial Assistant-II. I have understood all of them and I accept all these Terms and Conditions"**.
- (xix) An undertaking regarding not smoking & not chewing Gutka as per **Appendix-C**.

Willing candidates, to whom the above terms & conditions of appointment are acceptable, may report **to the officer, indicated against the name of each candidate in the above table, for joining services in JVVNL by 15<sup>th</sup> March, 2019** failing which this offer of appointment will stand automatically cancelled without any notice/information.





**Instructions for concerned Controlling Officers:-**

1. The concerned controlling officers are advised to obtain the documents as mentioned at condition no. 22 at the time of accepting the joining report of the candidate. If any candidate fails to submit any document along with declaration of acceptance of terms & conditions of appointment in JVVNL on the Photostat copy of the Appointment Order and Medical Fitness Certificate, his joining will not be accepted and matter be reported to this office. The antecedents of candidates be also got verified immediately from the Superintendent of Police of the concerned district, to which he/she belongs.
2. The above Commercial Assistant-II will not be transferred elsewhere by any officer, without seeking prior permission of the MD.

**Note:-**


1. The result of Puja Vishnoi is subject to final outcome in SBCWP No 13657/2018- Puja Vishnoi V/s RVUN.
2. The recruitment process shall be subject to outcome of SBCWP No. 15350/2018 – Subhash Chand Gurjar V/s RVUN.

By order,

  
(Rakesh Sharma)  
Chief Personnel Officer

**Copy to the following for information and necessary action: -**

1. C.E./Zonal CE/Addl.C.E.( ), Jaipur Discom, Jaipur/Kota/Bharatpur.
2. Addl. SP/Dy. SP (Vig.), Jaipur Discom, Jaipur.
3. CCOA/CAO ( ), Jaipur Discom, Jaipur.
4. Superintending Engineer ( ), Jaipur Discom, Jaipur.
5. TA to Energy Minister, GoR, Jaipur
6. Sr.AO/ ZAO/AO ( EA-rules/Cash/ ), Jaipur Discom,
7. JDP/DDP/PO/DS/AS ( ), Jaipur Discom,
8. Company Secretary/PRO, Jaipur Discom, Jaipur.
9. XEN/AEN/ACOS ( ), Jaipur Discom,
10. PS to Chairman Discoms, Jaipur.
11. PS to MD, Jaipur Discom, Jaipur.
12. PS to Secretary (Admn.)/Director (Finance/Technical), JPD, Jaipur.
13. Shri/Ms. \_\_\_\_\_
14. Master file.

  
( Jyoti Yadav )  
Personnel Officer (M. Estt.)

**BOND FOR THE Commercial Assistant-II (PT) TO BE EXECUTED IN JAIPUR VIDYUT  
VITRAN NIGAM LIMITED**

**(On Non-Judicial Stamp Paper of Rs.500/-)**

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 \_\_\_\_\_ have been selected as Probationer Trainee on the post of Commercial Assistant-II under the order No. \_\_\_\_\_ dated \_\_\_\_\_ of Jaipur Vidyut Vitran Nigam Limited (in short JVVNL) bind myself that I will diligently faithfully and to the best of my ability undergo the training as Probationer Trainee as well as all other trainings arranged by JVVNL and conduct and behave honestly orderly and obediently towards my superiors and management of JVVNL and will not leave trainings at any time before completion thereof and will not commit any act of misconduct during the training period.
2. I bind myself that I will not leave my training/ service or resign and will not engage directly or indirectly in any trade/ business/ occupation till the end of the period of 'Probation-Training' and within one year after completion of Probation-Training.
3. In consideration of being sent on any other training (other than Probation training) I bind myself to serve JVVNL during as well as after completion of training(s) for a minimum period of one year if the training is for a period exceeding three months 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 JVVNL on demand all emoluments/ pay & DA including expenses incurred on me during my training periods alongwith amount of remuneration/salary for notice period (excluding Travelling & daily allowance) subject to maximum of Rs.150000/- (Rupees One lac fifty thousand) & taxes as applicable and any other amount that may be due to JVVNL together with interest @ 12% per annum from the date of demand to the date of payment in lump-sum in the event of following eventualities :-
  - a) In case I fail to take due interest in the Probation Training or any other training arranged by JVVNL.
  - b) In case my attendance during the 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 Probation training or any other training arranged by JVVNL at any time before completion of full period of training or quit service before the period as detailed in para-2 and 3 above.
5. In case after completion of 3 years' period and also during any period otherwise not covered by para 1 2 & 3 above I resign or leave service of JVVNL without giving three months' notice in writing to the Competent Authority I bind myself to pay the amount of salary for the notice period falling short of 3 months' as compensation to the JVVNL and in case of any default the amount may be deducted from any money due to me.

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

In case I \_\_\_\_\_ leave the services of JVVNL before expiry of the minimum period of Probation training or any other training or service as prescribed in this bond I will be under the obligation to refund the entire amount of expenses incurred on me (excluding Travelling & daily allowance) subject to maximum of Rs.150000/- (Rupees One lac fifty thousand) & taxes as applicable and any other amount that may be due to JVVNL as per the undertaking given by me herein above together with interest @ 12% per annum from the date of demand to the date of payment in lump-sum as certified by the concerned Chief Accounts Officer/ Sr. Accounts Officer/ Accounts Officer.

**Signed & delivered by the  
above bonded person**

Witness: -

1. Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_
2. Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Accepted:- For and on behalf of the Jaipur Vidyut Vitran Nigam Limited.

Place \_\_\_\_\_  
Date \_\_\_\_\_

**Chief Personnel Officer  
JVVNL**



**SURETY TO BE GIVEN BY A GAZETTED OFFICER/OFFICIAL OF  
CENTRAL/STATE GOVERNMENT/POWER SECTOR COMPANY OR PUBLIC  
SECTOR UNDERTAKING OF RAJASTHAN GOVERNMENT  
(ON NON-JUDICIAL STAMP PAPER OF RS.500/-)**

I \_\_\_\_\_ S/D/W of Shri \_\_\_\_\_ Age \_\_\_\_\_ Resident  
of \_\_\_\_\_ working as (Designation) \_\_\_\_\_ Deptt. \_\_\_\_\_ -  
\_\_\_\_\_ and getting pay in Pay Level L-.....(Old Grade pay- ..... ) do hereby stand  
this surety in respect of Shri/Ms. \_\_\_\_\_ S/D/W of Shri  
\_\_\_\_\_ appointed as Probationer Trainee on the post of Commercial Assistant-II  
vide order No. \_\_\_\_\_ dated \_\_\_\_\_ of Jaipur Vidyut Vitran  
Nigam Limited (in short JVVNL) and posted in the office of the \_\_\_\_\_ and agree  
to execute this bond in full sense and knowledge as follows:-

1. That Shri/Ms. \_\_\_\_\_ will diligently faithfully and to the best of his/ her ability undergo the training as Probationer Trainee as well as all other trainings arranged by JVVNL and conduct and behave himself/ herself honestly orderly and obediently towards his/ her superiors and management of JVVNL and will not leave trainings at any time before completion thereof and will not commit any act of misconduct during the training period.
2. That Shri/Ms. \_\_\_\_\_ will not leave training/ service/ resign and will not engage directly or indirectly in any trade/ business/ occupation till the end of the period of 'Probation-Training' and within one year after completion of Probation-Training.
3. In consideration of Shri/Ms. \_\_\_\_\_ being sent on training I undertake that Shri/Ms. \_\_\_\_\_ will serve the JVVNL after completion of training(s) for a minimum period of one year if the training is for a period exceeding three months but upto six months and for two years if it exceeds six months.
4. That if Shri/Ms. \_\_\_\_\_ will indulge in any act contrary to any surety given by me at para 1, 2 and 3 above I bind myself and my heirs executors and administrators to pay to JVVNL on demand all emoluments/ pay & DA including expenses incurred on him/her during such training periods alongwith amount of remuneration/salary for notice period (excluding Travelling & daily allowance) subject to maximum of Rs.150000/- (Rupees One lac fifty thousand) & taxes as applicable and any other amount that may be due to JVVNL together with interest @ 12% per annum from the date of demand to the date of payment in lump-sum in the event of following eventualities :-
  - a) In case he/she fails to take due interest in the Probation Training or any other training arranged by JVVNL.
  - b) In case his/ her attendance during the training period at the place where his/ her name has been sponsored falls below 80% of the total training days.
  - c) In case of serious misconduct on his/ her part during the training period.
  - d) In case he/ she leaves the Probation training or any other training arranged by JVVNL at any time before completion of full period of training or quit service before the period as detailed in para-2 and 3 above.

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

In case Shri/Ms. \_\_\_\_\_ leaves the services of JVVNL before expiry of the minimum period of Probation training or any other training or service as prescribed in this Surety and Bond I will be under obligation to refund the entire amount of expenses incurred on him/ her (excluding Travelling & daily allowance) subject to maximum of Rs. 150000/- (Rupees One lac fifty thousand) & taxes as applicable and any other amount that may be due to JVVNL as per the surety given by me herein above together with interest @ 12% per annum from the date of demand to the date of payment in lump-sum as certified by the concerned Chief Accounts Officer/ Sr. Accounts Officer/ Accounts Officer.

**Signature of Surety with rubber  
stamp of Designation Office**

**Signature should be verified by  
the controlling officer of Surety  
with rubber stamp of Designation Office.**

Witness: -

1. Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_
2. Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Accepted: - For and on behalf of the Jaipur Vidyut Vitran Nigam Limited.

Place \_\_\_\_\_  
Date \_\_\_\_\_

**Chief Personnel Officer  
JVVNL**

वचनबंध प्रपत्र

मैं ..... पुत्र/पुत्री/पत्नी श्री .....  
..... निवासी .....  
..... वचन बद्ध हूँ कि मैं धूम्रपान एवं गुटखा सेवन नहीं करता हूँ/करती  
हूँ।

हस्ताक्षर

वचनबद्धकर्ता