

JAI PUR VIDYUT VITARAN NIGAM LIMITED, JAIPUR

NO:JPD / CAO / Rules / F (245) / MSR/ D. 3728 Jaipur, Dtd. 3.11.2001

Appointing Authority 3	Scale of Pay S.	Posts 1
Company Secretary	500000 ORDER (w.e.f. 1.9.1998)	1 (c) Secretarial Assistant

Sub:- Amendment in the RSEB Ministerial Staff Regulations,1962

The Board of Directors in its 14th meeting held on 20th Oct.,2001 has decided to make the following insertions in the RSEB Ministerial Staff Regulations, 1962 namely:-

1. In Reg. 5: categories of the Staff:
 - (a) Under sub-reg.(1), after the existing clause (xv) a new sub-clause (xvi), be inserted as under:
“(xvi) Secretarial Assistant”, and
 - (b) Under sub-reg. (2) cadres – a new sub-clause (xiii) be inserted as under:
“(xiii) The post of Secretarial Assistant will form a separate cadre & will be controlled by the Company Secretary”.

2. In Reg. 6: Filling of post by Direct Recruitment or by promotion:
A new sub-regulation “7A” between sub-regulation 7 & 8 be inserted as under:

“7A Appointment to the post of Secretarial Assistant shall be made by inviting application from the existing employees having qualification prescribed in sub-regulation (11) of Regulation 10, by the Company Secretary, on the recommendation of the Selection Committee constituted in this behalf.”

3. In Reg. 10: Academic Qualifications:
A new sub regulation (11) be inserted as under:

“(11) A candidate for appointment to the post of Secretarial Assistant must have acquired qualification of Final Examination passed of the Institute of Company Secretaries of India, New Delhi.”

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4. In the schedule-I under column No. 1, 2, & 3, following entries be inserted:

SCHEDULE - I

Posts 1.	Scale of Pay 2.	Appointing Authority 3.
11(c) Secretarial Assistant	5000-150-8000 (w.e.f. 1.9.1996)	Company Secretary

Sub:- Amendment in the RSEB Ministerial Staff Regulations, 1982

By Order,

The Board of Directors in its 14th meeting held on 20th Oct. 2001 has decided to make the following insertions in the RSEB Ministerial Staff Regulations, 1982:

(A.K.Jain)

Chief Accounts Officer

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

1. The Chief Engineer(O&M/M&P)/Adi.CE(Coml.)/Dy.CE(O&M),JPD, Jaipur.
2. The FA&COA, JPD, Jaipur
3. The Chief Personnel Officer, JPD,Jaipur
4. The Dy.Secretary(Adm), JPD, Jaipur
5. The Addl. Suptg. Of Police(Vig), JPD, Jaipur
6. The Suptg. Engineer(), JPD,-----
7. The Company Secretary, JPD, Jaipur
8. The Sr.Accounts Officer(), JPD, Jaipur/Kota
9. The Accounts Officer(), JPD, -----
10. The Asstt.Secretary (), JPD/RVFN, Jaipur
11. The PA To CMD, JPD, Jaipur
12. The Asstt.Accounts Officer(EA), JPD, Jaipur
13. Guard File.

(S.K. Patodia)

Asstt. Accounts Officer (Rules)

A candidate for appointment to the post of Secretarial Assistant must have acquired qualification of Final Examination passed of the Institute of Company Secretaries of India, New Delhi.

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