



**JAIPUR VIDYUT VITRAN NIGAM LIMITED**

Room No. 207, 2<sup>nd</sup> Floor, Vidyut Bhawan, Janpath, Jaipur-302005.

FAX /PHONE NO. 0141-2747036

No. JPD:PERS:D-III:F.29(A)21 :Pt.II:D. 534

April 6, 2011

To,

**Ms. Jyoti Yadav**  
**D/O Sh. Bansidhar Yadav,**  
**206, Jagan Nath Puri,**  
**Opp. To Kaanta, Kalwar Road,**  
**Jhotwara,**  
**JAIPUR-302012.**

**Sub: Selection to the post of "Assistant Personnel Officer"  
Probationer Trainee" in JVVNL.**

**Ref.: Advertisement published in the month of Dec. 2010.**

\*\*\*

Being stood in merit in the Common Written Competitive Examination held on 13.02.2011 and as per priorities/preferences opted for company(s), you are hereby appointed in **Jaipur Vidyut Vitran Nigam Limited** on the post of "Assistant Personnel Officer" as Probationer Trainee, on fixed remuneration of Rs. 11100/- (Rupees eleven thousand one hundred only) per month, for a period of two years on the terms & conditions laid down here under and posted in the office of Personnel Officer (JCC), JVVNL, Jaipur:-

**Terms & Conditions:-**

1. Initially, you are appointed as "Probationer-Trainee" for a period of two (2) years. As you are already in-service employee of Nigam you may opt for fixed remuneration or existing pay and all the admissible allowances you are receiving prior to joining as Probationer Trainee Assistant Personnel Officer (not the Pay Band and Grade Pay of new appointment), whichever is more beneficial to you. In case you opt for existing Pay Band and Grade Pay you shall also be entitled for Annual Grade Increment during probation training period. In case, you opt for fixed remuneration, you shall be paid only fixed remuneration @ of Rs. 11100/- (Rupees eleven thousand one hundred only) per month during probation training period and the period of probation-training shall not be counted for grant of annual grade increment(s).

After successful completion of probation-training period, you will be fixed in the regular pay scale of Assistant Personnel Officer in running Pay Band (PB-2) Rs.9300-34100 and Grade Pay of Rs. 3600/-.

hsm

Contd....2.

2. During the period of probation training, if you opt for fixed remuneration, you 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. Your services can be terminated at any time by giving one month's notice in writing or by giving one month's remuneration in lieu thereof, during probation training period of two years.
4. Your services 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 you.
5. At the time of joining duties, as Probationer Trainee, you shall have to execute a Bond (Performa enclosed as **Appendix-A**) on Non-judicial stamp of Rs.100/- issued in the name of incumbent with the specific purpose of executing Bond in favour of Nigam (Name of Company), for giving an undertaking that you will not leave your 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 3 months but up to 6 months, and within 2 years, if it exceeds 6 months; but in case you violate these provisions, you will refund to Nigam all emoluments paid to you, including the expenses incurred by Nigam on such training (s), alongwith amount of remuneration/salary for notice period subject to maximum of Rs.1,50,000/- (Rupee One lac fifty thousand) only (excluding the amount paid to you by way of traveling and daily allowance under the relevant regulations) and any other amount that may be due to Nigam, 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, you may resign from Nigam's services by giving three month's notice in writing to the Competent Authority. However, in case of breach of this provision you shall be liable to pay the amount of salary for the notice period falling short of 3 months' as compensation to the Nigam. In case of any default, the amount may be deducted from any money due to you.
7. You will have to bring a surety of a Gazetted officer of Central/ State Government or JVVNL. In this kind of surety, it shall have to be mentioned that in case you leave services of Nigam without making compliance of conditions as stipulated at para 5 above, that gazetted officer of Central/ State Government or JVVNL shall pay compensation, as above, to JVVNL(Performa enclosed as **Appendix-B**).

Wom

Contd...3.

- 8 On appointment, you will be required to acquire anyone of the following qualifications in Computer proficiency during two years of probation training period, if not already possess such qualification. If you failed to do so, your probation training period shall be extended upto the maximum period of one year and in case you fail to acquire the same, in such extended period, your 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, you 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/existing running pay band, shall be admissible, as the case may be.
- 10 You shall be entitled to pensionary benefit or covered under the Contributory Provident Fund Rules of Nigam, as the case may be.
- 11 You shall be continued to be governed by the Rajasthan Civil Services (Medical Attendance) Rules 1970 as adopted by the Nigam for medical facilities or shall be covered under the provisions of Medi-claim Insurance Policy, as the case may be.

Contd....4.

- 12 Coverage of the "Group Personal Accident Insurance Scheme" will also be extended over you 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"/Basic Pay of existing running pay band, as the case may be, for the purpose of determination of rent to be deducted.
- 14 You 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. You shall earn PL @ 1 Day leave for every 20 days i.e. upto maximum of 18 days in a calendar year but shall not be entitled for HPL. You shall also be entitled for Terminal Leave as per rules.
- 15 No deputation allowance shall be admissible to you during probation training period, if, deputed to "Foreign Service" for training etc.
- 16 At the time of reporting for joining duty, you will have to produce a Medical Certificate of Fitness from a doctor, authorized by the State Government (not below the rank of District Medical Officer), failing which you will not be allowed to join. The fee paid for medical examination will be reimbursed by the Nigam if found medically fit and join duty.
- 17 You will have to submit the following certificates/documents in original for verification, alongwith photostat copies duly attested thereof, for office record at the time of joining duty :
  - i. High School/Secondary/Hr. Secondary Certificate which indicates the date of birth.
  - ii. Degree & Certificates of all educational & professional/higher qualification alongwith Marks sheet of all year/ semesters.
  - iii. ST/OBC/BC/SBC Certificate, if belongs to these categories.
  - iv. If married, then 'Marriage Certificate' issued by the concerned Competent Authority (Marriage Registration Officer).
  - v. In case of having any child, an affidavit on non-judicial stamp paper worth Rs. 10/- duly attested by notary public clearly indicating Name & Date of Birth of all children including adopted and step children.
  - vi. Bonafide Residence Certificate.
  - vii. A Bond (proforma of the Bond enclosed as Appendix-A) on Non-Judicial stamp of Rs.100/- issued in your name
  - viii. A Surety by a Gazetted Officer of Central/ State Government/ JVVNL on Non-judicial stamp of Rs.100/-. (Performa of the Surety enclosed as Appendix-B)
  - ix. (The Non-judicial stamp is to be purchased in the name of the officer who is signing the Surety).
  - x. Experience certificate, if applicable.

Contd....5.

- 18 Your appointment will stand automatically cancelled without any notice / information if any time, it is found that you have more than two children on or after 01.06.2002, as no candidate shall be eligible for appointment who have 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/she has on 1.6.2002, does not increase.
- 19 The antecedents of candidate will also be got verified from the Police. In case of doubtful or unsatisfactory character, his/her services will be terminated without giving notice and he/she will not be entitled to any compensation.
- 20 You can be posted at any place in Rajasthan or in any Project under the management/ control/ partnership of Nigam.
- 21 Other terms & conditions of service will be the same as are applicable to the employees of Nigam of similar category.
- 22 No request shall be entertained for transfer during the period of probation training.

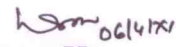
If the above terms & conditions of appointment are acceptable, you may report for joining your duty to the Chief Personnel Officer, JVVNL, Vidyut Bhawan, Jaipur on or before **25.04.2011**, failing which this offer of appointment will stand automatically cancelled without any notice/information.

At the time of joining, you will have to submit your acceptance under 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" on the post of Assistant Personnel Officer. I have understood all of them and I accept all these Terms and Conditions"**.

This appointment is made subject to the decision of SB Civil Writ Petition No. 3503/2011, in compliance to order passed by Hon'ble Raj. High Court, Jaipur on dt. 24.03.2011.


Further, this offer of appointment is provisional and issued subject to the verification of degree/marks-sheet of educational/professional/ higher qualification from the issuing authority.

By Order,

  
( Pawan Kumar Jain )  
Chief Personnel Officer

Copy to the following for information and necessary action:-

1. The Director (Fin./Tech.), Jaipur Discom, Jaipur
2. The Secretary (Admn.) , JVVNL, Jaipur.
3. The Chief Engineer/ Dy.Chief Engineer (            ), , JVVNL, Jaipur/\_\_\_
4. The Chief Accounts Officer (            ), JVVNL,
5. The Addl.Superintendent of Police (Vig.), JVVNL, Jaipur.
6. The Superintending Engineer(            ), JVVNL,
7. The Executive Engineer(            ), JVVNL,
8. The Sr.Personnel/Sr.Accounts Officer(            ), JVVNL,
9. The Company Secretary, (            ), JVVNL, Jaipur.
10. The Dy.Secretary(            ), JVVNL, Jaipur.
11. The Personnel/Accounts Officer(            ), JVVNL,
12. The Assistant Engineer(            ), JVVNL,
13. The Public Relation Officer, JVVNL, Jaipur.
14. The Assistant Secretary(            ), JVVNL, Jaipur.
15. Sh./Smt./Ku. \_\_\_\_\_

  
(N.S.Nathawat)  
Personnel Officer(Tech.Esst.)