

**RAJASTHAN KHADI & VILLAGE INDUSTRIES BOARD
JAIPUR**

**THE RAJASTHAN KHADI AND VILLAGE INDUSTRIES
BOARD REGULAR EMPLOYEES SERVICE
REGULATIONS 1977**

As Amended Year 1997



**RAJASTHAN KHADI & VILLAGE INDUSTRIES BOARD
JAWAHAR LAL NEHRU MARG, JAIPUR-302015**

RAJASTHAN KHADI & V.I. BOARD, JAIPUR
DRAFT REGULATIONS

THE RAJASTHAN KHADI AND VILLAGE INDUSTRIES
BOARD REGULAR EMPLOYEES SERVICE
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In exercise of the powers conferred by the section 38 read with section 21(2) of the Rajasthan Khadi & Village Industries Board Act, 1955 (Rajasthan Act No. 5 of 1955) The Rajasthan Khadi & Village Industries Board hereby, makes, with the previous sanction of the State Government of following regulations, regulating recruitment to and the conditions of service of persons appointed to the regular establishment of the Board, namely :-

CHAPTER-I
GENERAL

1. Short Title and Commencement :-

These regulations may be called the Rajasthan Khadi & Village Industries Board Regular Employee Service Regulations, 1976 and Shall come into force with immediate effect.

2. Extent of Application :-

Unless otherwise expressly provided, these regulations shall apply to all employees appointed to and/or working in the regular establishment of the Board other then the following :-

- A. Persons covered under section 21 (i) of the act.
- B. Persons on deputation from the Central Government, Government of Rajasthan or any other State Government or any statutory Corporation or Board, who will be governed by the terms and conditions of deputation.
- C. Employees appointed on contract or on purely part-time basis or on daily wages.
- D. Employees specifically appointed in the trading units or in connection with the training activities of the Board.

3. Interpretation :-

In case of any doubt regarding interpretation of any of these regulations the decision of the Board shall be final and binding on the employees.

4. Power to delegate :-

The Board may confer on the executive committee, the Chairman Secretary or any other officer of the Board, any of its powers in these regulations by resolution. The Executive Committee, Chairman, the Secretary may with the approval of the Board, confer on any officer of the Board any powers including his delegated powers by a regulation specific written authorisation.

CHAPTER-II DEFINITIONS

5. Definitions

(A) Unless there be something repugnant in the subject or context, the terms defined in this chapter are used in the regulation in the sense herein explained:-

- I. 'Act' means the Rajasthan Khadi and Village Industries Board Act, 1955 (Rajasthan Act No. 5 of 1955).
- II. "Appointing Authority" in relation to post or an employee means the Board or an authority which is competent under notification of the State Government or any regulations to make substantive appointment on that post or the post which the employee for the time being holds.
- III. 'Board' means the Rajasthan Khadi and Village Industries Board constituted under section 3 of the Rajasthan Khadi and Village Industries Board Act, 1955 (Raj. Act No. 5 of 1955).
- IV. 'Chairman' means the Chairman of the Board nominated by the State Government under section 4 of the Act.
- V. 'Commission' means the Khadi and Village Industries Commission established under section 4 of the Khadi and Village Industries Commission Act, 1956.
- VI. 'Competant Authority' in relation to exercise of any power means the Board or any other authority empowered under these regulations.
- VII. 'Executive Committee' means a committee consituted as such under section 8(i) of the Act.

- VIII. 'Employee' means a person appointed to the service or post in the regular establishment of the Board to work on a monthly rate of pay.
- IX. 'Regular Establishment' mean and includes the posts which are sanctioned and paid out of the annual budget sanctioned by the State Government and/or the Commission for establishment expenditure but excludes the posts sanctioned in a specific industry for specific period by the commission under its Pattern of Assistance.
- X. 'Schedule' means a schedule appended to these regulations.
- XI. 'Secretary' means the Secretary of the Board.
- XII. 'Service Committee' means a committee constituted as such under section 8(B) of the act and shall comprise of the followings:-
1. One person out of the four official (ex-office) members of the Board
 2. One person out of the Non-Official members of the Board.
 3. Secretary of the Board.
- NOTE :**
- A. State Director, Khadi & Village Industries Commission Head Quarters at Jaipur will be an additional member of the committee in all cases where posts being financed by the Commission are to be filled up.
- B. An expert may also be appointed as an additional members by the Chairman in case of direct recruitment, if necessary.
- XIII. 'Service' means the Rajasthan Khadi & Village Industries Board Regular Employees Service.
- XIV. 'Qualifying Service' means that service which qualifies for the purpose of grant of the Gratuity as per Rajasthan Khadi and Village Industries Board (Employees) Gratuity Regulation 1971.
- XV. **Substantive Appointment:-** means an appointment made under the provisions of these regulations to a substantive vacancy of the post specified in schedule 'C' as modified from time to time after due selection by any of the methods of recruitment

prescribed under these regulations and includes an appointment on probation or as probationer followed by confirmation on the completion of the probationary period.

Note :- Due Selection by any methods of recruitment prescribed under these regulations will include recruitment on initial constitution of service in accordance with the provisions of these regulations, excepts urgent/temporary appointments.

XVI. Service or Experience :- Wherever prescribed in these regulations as a condition for promotion to senior posts in the case of person holding such posts in substantive capacity shall include the period for which the person has continuously worked on such posts after regular recruitment and shall also include the experience gained by officiating, temporary or adhoc appointment, if such appointment is in the regular line of promotion and was not of stop gap or fortuitous nature or invalid under any law and does not involve supersession of any senior official, except when such supersession was either due to want of prescribed academic and other qualifications, unfitness or non-selection by merit or the default of the senior official concerned.

Note :- Absence during service e.g. training and deputation etc. which are treated as 'duty' under the Rajasthan Service Rules, 1951 shall also be counted as service for computing minimum experience or service required for promotion.

XVII. 'State Government' means the Government of Rajasthan.

XVIII. 'Temporary Employees' means an employee whose services have been engaged for specific period which may be extended from time to time

(B) words and phrases not defined above will, have the same meaning as given in the Rajasthan Service Rules.

CHAPTER-III

CADRE AND GENERAL CONDITIONS OF SERVICE

6. Composition and strength of the Service :-

- I. The Service shall consist of four categories, viz; (a) Officers, (b) Subordinate Service Staff, (c) Ministerial and General Staff and (d) Class IV Staff, as shown in Schedule "A".

- II. The nature of the posts included in each category of the Service shall be as specified in column 2 of the Schedule "A" which may be modified or revised by the Board with the prior approval of the State Government.
- III. The present strength of the posts in each category of the Service shall be specified in Schedule 'B', provided that the Board may from time to time, (a) create any post with the prior approval of the State Government, and (b) leave unfilled or hold in abeyance or abolish or allow to lapse any post without thereby entitling any person to any compensation.
- IV. In the event of dissolution of the Board under section 17 of the act all employees of the Board having a substantive service of more than 10 years under the Board and whose seniority has been finally determined against the posts in the Service shall be absorbed by the Government on any posts under the State Government.

7. Initial Constitution of the Service :-

The Service shall consist of :

- a) Persons holding substantively at the commencement of those regulations, the posts specified in the schedule 'B'.
- b) Persons recruited to the service or posts for substantive appointment before the commencement of those regulations, provided recruitment made in accordance with the provisions of the regulations or orders for the time being in-force.
- c) Persons holding any of the posts in officiating or temporary capacity specified in the Schedule B who have put in at least 2 years or more continuous service before the commencement of these regulation provided recruitment was made in accordance with the provisions of these regulations or orders for the time being in-force.
- d) Persons appointed to the service or posts in accordance with the provisions of these regulations excepts those who were appointed purely on urgent/temporary basis.

8. General condition of Service :-

Every employee of the Board including those on deputation or contract shall wear khadi during the period of his/her service under the Board.

CHAPTER-IV RECRUITMENT

9. Method of Recruitment:-

- (i) Recruitment of the Service after the commencement of these regulations shall be made by the following methods in the proportion as indicated in column 3 of the Schedule 'A' :-
 - a) Direct Recruitment in accordance shall part IV of these regulations and
 - b) Promotion in accordance with part V of these regulations. Provided :-
 - i) That if the Appointing Authority is satisfied, in consultation with the Service Committee, where necessary, that suitable persons are not available for appointment by either method of recruitment or in the proportion so indicated in a particular year, appointment by the other method in relaxation of the prescribed proportion, may be made in the same manner as specified in these Regulations.
 - ii) That the first recruitment or appointment to posts included in the service shall be made by the Board by substantive appointment, subject to availability of vacancies, from amongst persons who were appointed initially on such posts in an adhoc officiating or temporary capacity and who are holding such posts on the first day of the month of the enforcement of these Regulations in such capacity for a period not less than one year and possess qualifications and experience prescribed in these Regulations or order repealed by regulation 39 by the method of getting then screened on the recommendation of the Service Committee referred to in for regulations. (XII) the purpose of adjudging their suitability on posts held by them. The Service Committee will also recommend the order in which the names of such persons shall be placed.

Provided that a person appointed on adhoc basis shall not be entitled to screening for a post higher than that to which he was initially appointed, if a person senior to him on lower post who fulfilled qualifications prescribed for the posts was either not given such adhoc appointment or is not entitled to screening under these Regulations, Seniority for this purpose if not determined earlier shall be determined according to length of continuous service to a post.

Provided further that the Service Committee appointed under these Regulations for adjudging suitability by screening either as an exception of general methods of recruitment or as initial constitution of service, may ex-gratia recommend, if any of the employees with more than three years of service on a post for which he is to be screened is not adjudged suitable and if thereafter has no right to be appointed on a lower post, on such lower post being offered to him for absorption and thereupon such an employee shall be treated as surplus employee and such employee may be absorbed on the lower post on the recommendations of the Service Committee subject to such conditions as may be laid down by it.

Note:- The screening provision has been intended to be first step for recruitment and after exhausting the vacancies required for screened persons irrespective of direct recruitment/promotion quota the direct recruitment/promotion quota shall be applied.

10. Reservation of vacancies for the scheduled castes and the scheduled tribes :-

- i) Reservation vacancies for the Scheduled Castes and Scheduled tribes shall be in accordance with the order of the Govt. for such reservation in force at the time of recruitment i.e. by direct recruitment and by promotion.
- ii) The vacancies so reserved, for promotion shall be filled in by merit alone.
- iii) In filling the vacancies so reserved, the eligible candidates who are members of the Scheduled Castes and the Scheduled Tribes shall be considered for appointment in the order in which their names appear in the list prepared for direct recruitment by the Service Committee for posts falling in its purview, and by the Appointing Authority, in other cases and the Service Committee or the Appointing Authority as the case may be, in the case of promotees, irrespective of their relative rank as compared with other candidates.
- iv) Appointment shall be made strictly in accordance with the rosters prescribed separately for direct recruitment and promotion in the event of non-availability of the eligible and suitable candidates amongst the Scheduled Castes and the Scheduled Tribes, as the case may be, in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure, and the equivalent number of additional vacancies shall be reserved in the subsequent year. Such of the vacancies which remain so unfilled shall be carried forward to the subsequent

three recruitment years in total and thereafter such vacancies and reservation would lapse.

Provided that there shall be no carry forward of the vacancies in posts or class/ category/group of posts in any cadre of Service to which promotions are made on the basis of merit alone, under these regulations.

11. Determination of vacancies

- i) Subject to the provisions of these Regulations and the decision of the Board, if any, the Appointing Authority shall determine at the commencement of each calendar year the number of vacancies anticipated during the year and the number of persons likely to be recruited by each method and shall initiate action in time, for filling the vacancies.
- ii) Any vacancy which remains unfilled for non-availability of suitable candidates or otherwise shall be carried forward from year to year. provided that the additional vacancies for such of them as are not filled shall lapse at the end of the second year.

12. Nationality :-

A. Candidate for appointment to the service must be :-

- a) a citizen of India, or
- b) a subject of Bhutan, or
- c) a subject of Nepal, or
- d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India, or
- e) a Person of Indian origin, who has migrated from Pakistan, Burma, Ceylon and East African countries of Kenya, Uganda, and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a

person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or other recruiting authority and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government.

13. Age:-

A candidate for direct recruitment to a post must have attained the age of 18 years and must have not attained the age of 28 years on the first day of January of the year following the last date fixed for receipt of applications provided:-

- i) that the upper age limit for direct recruitment to a development and Technical post of the status of an organisor or higher may be relaxed upto 10 years by the Board.
- ii) That upper age limit for a women candidate or a candidate belonging to a Scheduled Caste or Scheduled Tribes shall be deemed to have been raised further by 5 years.
- iii) that the upper age limit shall be 50 years in the case of reservists, namely the Defence Service Personnel who were transferred to the Reserve or retired or released Defence Service Personnel;
- iv) that the upper age limit mentioned above, shall not apply in the case of ex-prisoner who had served under the Government on a substantive basis on any post before conviction and was eligible for appointment under these rules;
- v) that in the case of an ex-prisoner, the upper age limit mentioned above, shall be relaxed by a period equal to the term of imprisonment served by him provided he was not over-age before his conviction and was eligible for appointmnet under these rules;
- vi) That in the case of cadet Instructor the upper age limit mentioned above shall be relaxed by a period equal to the service rendered in the N.C.C. and if the resultant age does not exceed the prescribed age limit by more than three years they shall be deemed to be within prescribed age limit;
- vii) not with standing any thing contained contrary in these Rules in the case of persons

serving in connection with the affairs of the Board in substantive capacity, the upper age limit shall be 40 years for the direct recruitment to posts filled in by direct recruitment by interview. This relaxation shall not apply to urgent temporary appointments.

14. Academic and Technical Qualifications:-

- i) A candidate for recruitment to any post in the service shall possess such qualification and experience as laid down in the Schedule 'A' which may be amended or revised by the Board for particular posts with the previous sanction of the State Government or the Commission, as the case may be;
- ii) A candidate for direct recruitment must also possess a good working knowledge of Hindi and written in Devnagri Script and of Rajasthani dialects.

15. Characters:-

- (1) The character of a candidate for direct recruitment to any post in the service must be such as to qualify him for employment in the service. He must produce a certificate of good character from the Principal, or the Academic officer of the University or College or School in which he was last educated and two such certificates written not more than 6 months prior to the date of application, from two responsible persons not connected with his school, college or University and not related to him.

Note:-

A conviction by a court of law need not of itself constitute the refusal of a certificate of good character. The circumstances of the conviction should be taken into account and if they involve no moral turpitude or association with crimes of violence or with a movement which was as its object to overthrow by violent means, of Government as by law established the mere conviction need not be regarded as a dis-qualification.

- (2) Ex-prisoners who by their disciplined life while in prison and by their subsequent good conduct have proved to be completely reformed, should not be discriminated against on grounds of their previous conviction for purposes of employment in the service. Those who are convicted of offences not involving moral turpitude shall be deemed to have been completely reformed on the production of a report to that

effect from the Superintendent 'After Care Home' if there are no such Homes in a particular district from the Superintendent of Police of that District.

- (3) Those convicted of offences involving normal turpitude shall be required to produce a certificate from the Superintendent, "After Care Home" or if there are no such Homes, from the Superintendent of Police of that District endorsed by the Inspector General of Prisons, to the effect that they are suitable for employment as they have proved to be completely reformed by their disciplined life while in prison and by their subsequent good conduct in an "After Care Home".
- 16. Physical Fitness :** A candidate for direct recruitment to the service must be of sound health, good physique and active habits and free from any organic defect or bodily infirmity likely to interfere with the efficient performance of his duties as a member of the service, and must produce, if selected for appointment a certificate to that effect from a Medical Authority prescribed by the Board for the purpose.
- 17. Employment by Irregular or Improper Means :** The candidate who is or has been declared by the competent authority guilty of impersonation or of submitting fabricated documents which have been tampered with or of making statements which are incorrect or false or of suppressing material information or of using or attempting to use unfair means in the examination or interview or otherwise resorting to any other irregular or improper means for obtaining admission to the examination or interview may in addition to rendering himself liable to criminal prosecution be debarred either permanently or for a specific period by the Board from employment under the Board.
- 18. Convessing :** No recommendation for recruitment either written or oral other than that required under the regulation shall be taken into consideration any attempt on the part of a candidate to enlist support directly or indirectly for his candidature by any means may disqualify him for recruitment.

CHAPTER-V

PROCEDURE FOR DIRECT RECRUITMENT

- 19. Inviting of Applications :** Applications for direct recruitment to posts in the service shall be invited by the Secretary by advertising the posts in the local new papers and or in such other manner as deemed proper by the appointing authority.

Provided that the posts in category D may be filled by direct recruitment in any manner as deemed proper by the Appointing Authority.

20. Form of Applications : The applications shall be made in the form prescribed by the Executive Committee and obtainable from the office of the Board on payment of such fee as may be fixed by the prescribing authority. In case such forms are not prescribed, the applications shall be made on plain paper.

21. Application Fee : A candidate for direct recruitment to a post in the service must pay such fee, if any as may be prescribed by the Executive Committee/Appointing Authority.

22. Scrutiny of Applications :

- (i) All applications are received within the date specified in the advertisement shall be scrutinised and considered.
- (ii) The Secretary shall scrutinise the applications received and with the approval of the Chairman call eligible candidates for interview.

23. recommendation of the Service Committee : (i) The Service Committee of the Board shall interview the candidates and prepare a list of the candidates, whom they consider suitable for appointment to the posts concerned and arranged in the order of merit and shall forward such list to the Appointing Authority.

Provided that the Service Committee may to the extent of 50% of the advertised vacancies, keep names of suitable candidates on the reserve list. The Service Committee may on requisition, recommend the names of such candidate in the order of merit to the Appointing Authority within six months from the date on which the original list is forwarded by the Service Committee to the Appointing Authority.

24. Disqualification for appointment :

- (1) No male candidate who has more than one wife living shall be eligible for appointment to the service unless the Board after being satisfied that there are special grounds for doing so, exempt any candidates from the operation of this Regulation.
- (2) No female candidate who is married to a person having already a wife living shall be eligible for appointment to the service unless the Board after being satisfied that there are special grounds for doing so, exempt any female candidate from the operation of this Regulation.

- (3) No candidate male or female who has more than three children shall be eligible for appointment to the service unless one of the spouses has undergone sterilisation or in the case of female candidate, is above 45 years of age.

Provided that any married candidate, male or female who had no child for the last 10 years shall be exempted from the operation of this sub-regulation.

Explanation : (i) For the purpose of this sub-regulation a child shall include an adopted child or a step-child, and

(ii) For claiming exemption under the proviso to this sub-regulation, the candidate shall have to produce a certificate either from a Registered Medical Practitioner or so swear an affidavit to the effect that the age of his or her youngest child is not less than 10 years.

- 25. Selection and Appointments :** (i) Subject to the provisions of Regulation 10, the appointing authority shall select candidates who stand highest in the order of merit in the list prepared by the Service Committee under Regulations.

Provided that the inclusion of candidates name in the list confers no right to appointment unless the Board or Appointment Authority concerned as the case may be, is satisfied after such enquiry as may be considered necessary that such candidates are suitable in all other respects for appointment to the posts concerned.

(ii) All appointments based on the recommendations of the Service Committee shall be made by the Secretary on behalf of the Board.

CHAPTER-VI

PROCEDURE FOR RECRUITMENT BY PROMOTION

- 26. Eligibility, Criteria and Procedure for Promotion :** (1) As soon as the Appointment Authority determines the number of vacancies under regulation 11 and decides that a certain number of posts are required to be filled by the promotion, it shall prepare a correct and complete list containing names up to five times the number of vacancies out of senior-most persons who are qualified under these regulations for promotion on the basis of seniority cum-merit or on the basis of merit to the class of posts concerned.
- (2) The persons enumerated in column (4) of the Schedule 'A' shall be eligible for promotion to posts specified against them in column (2) thereof to the extent indicated in column (3) subject to their possessing minimum qualifications and experience on the first day of the month of April of the year of selection as specified in column (5).

- (3) No person shall be considered for promotion unless he is substantively appointed and confirmed on the next lower post. If no person substantive in next lower post is eligible for promotion, persons who have been appointed on such post on officiating basis after selection in accordance with one of the methods of recruitment may be considered for promotion on officiating basis only in the order of seniority in which they would have been substantive on the said lower post.

Explanation : In case direct recruitment to a post has been made earlier than regular selection for promotion in a particular year, such of the persons who are or were eligible for appointment to that post by both the methods of recruitment and have been appointed by direct recruitment first, shall be considered for promotion.

- (4) Selection for promotion in the regular line of promotion from the post not included in the Service to the lowest post in the Service shall be made strictly on the basis of merit.
- (5) Selection for promotion from the lowest post to the next higher post in the Service be made solely on the basis of seniority-cum-merit from amongst the persons who have put in at least 5 years service unless a different period is prescribed elsewhere in these regulations on the first day of the month of April of the year of selection on the post from which selection is to be made provided that in that event of non availability the persons with the requisite period of service of five years, the Service Committee may consider the persons having less than the prescribed period of service, if they fulfil the qualifications, experience and other conditions for promotion prescribed elsewhere in these regulations and found therewith suitable for promotion on the basis of seniority-cum-merit.

Provided further that in respect of post included in the service in which the method of recruitment to the lowest posts are required to be filled on the basis of seniority-cum-merit under this sub-regulation, the Service Committee may select for promotion such persons of outstanding merit available with the zone of consideration who may not be selected on the basis of seniority-cum-merit to the extent of one fourth number of vacancies are more than four and the calculation of the number of vacancies to be filled in by promotion and if the number of vacancies exceeds one but is less than four, the Committee may select one person on the basis of merit

alone and if the vacancies to be filled by merit alone according to the aforesaid basis results in a fraction, the Service Committee may select one more persons against a fraction of half or more. On being so selected for the purpose of determination of seniority, such persons shall be deemed to have been selected on the basis of seniority-cum-merit.

- (6) Selection for promotion to all other higher posts in the service shall be made on the basis of merit alone.
- (7) The persons having been selected and appointed by promotion to a post in the Service on the basis of merit, shall be eligible for promotion to the next higher post which is to be filled in by merit, only when they have put in after regular selection at least 5 years, service unless a higher period of service is prescribed elsewhere in these regulations, on the first day of the month of April of the year of selection on the post from which selection is to be made;

Provided that the condition of five years service shall not be applicable to a person if any persons junior to him is eligible for consideration for promotion on the basis of merit;

Provided further that in the event of non-availability of persons, equal to the number of vacancies to be filled is eligible for promotion in the category of posts next lower from which promotion is made, the Service Committee may consider the persons having less than five year service if they are found otherwise eligible and suitable for promotion on the basis of merit alone.

Explanation : If any doubt arises about the categorisation of the post as the lowest, next higher in the service the matter shall be referred to the Board whose decision thereon shall be final.

- (8) The one of eligibility for promotion shall be five times the number of vacancies to be filled in on the basis of seniority-cum-merit, as the case may be:-

Provided that in case of non-availability of sufficient number of suitable persons for selection on the basis of merit, the Service Committee may at its descretion consider persons of outstanding merit outside the zone of eligibility but falling within six times the number of vacancies to be filled in on the basis of merit.

- (9) The Service Committee shall consider the case of all the senior most persons who are eligible and qualified for promotion to the class of post concerned under these regulations, interviewing such of them as it may deem necessary and shall prepare a list containing names of the suitable persons equal to the number of existing vacancies and the vacancies anticipated to occur during the next twelve months after the determination of vacancies. The Service Committee shall also prepare a separate list containing names of persons who may be considered suitable to fill temporary or permanent vacancies, which may occur till the next meeting of the Service Committee, on a temporary or officiating basis and the list so prepared shall be reviewed and revised every year and shall remain in force until it is so reviewed and revised. The lists so prepared on the basis of merit shall be arranged in the order of preference and the lists prepared on the basis of seniority-cum-merit shall be arranged in order of seniority on the category of post from which selection is to be made. Such lists shall be sent to the Appointing Authority together with the annual confidential Rolls and personal files of all the candidates included in the then as also of those not selected, if any.

Explanation : The list of preference shall classify the officers in order as 'outstanding', 'very good' and 'good' on the basis of merit. In each class the officers shall maintain their inter seniority of the next below grade.

- (10) Appointments shall be made by the Appointing Authority taking persons out of the lists finally approved in the order in which they have been placed in the lists, till such lists are exhausted or reviewed and revised as the case may be.
- (11) The Board may issue instructions for provisionally dealing with promotions, appointments or other ancillary matters in an equitable and fair manner of persons who may be under suspension or against whom departmental proceedings are under progress, at the time of promotions are considered to a post to which they are eligible or would have been eligible but for such suspension or pendency of such enquiry or proceedings.

CHAPTER- VII

APPOINTMENTS, PROBATION AND CONFIRMATION

- 27. Appointment to various posts :** Appointment to the posts in the service by direct

recruitment or by promotion, as the case may be shall be made by the Appointing Authority on the occurrence of substantive vacancies from the candidates selected under regulation (26) in order of merit and from the persons adjudged suitable under proviso (ii) to regulation (9).

- 28. Urgent Temporary Appointments :** (1) A vacancy in the service which can not be filled in immediately either by direct recruitment or by promotion under the regulation may filled in by the Appointing Authority by appointment to the post by promotion or by appointing temporarily thereto a person eligible for direct recruitment to the service, where such direct recruitment has been provided under the provision of these regulation.

Provided that such an appointment will not be continued beyond a period of one year without referring the case to the Service Committee for concurrence where such concurrence is necessary and shall be terminated immediately on its refusal to concur.

Provided further that in respect of a post in the service for which both the above methods of recruitment have been prescribed, the Appointing Authority or the Authority Competent to make appointment, shall not have with the specific permission of the Board, fill the temporary vacancy against the direct recruitment quota by a whole time appointment for a period exceeding three months, otherwise than out of persons eligible for direct recruitment and after a short term advertisement.

- (2) In the event of non-availability of suitable person fulfilling the requirements of eligibility for promotion Board may not with standing the condition of eligibility for promotion required under sub-regulation (1) above lay down general instructions for grant of permission to fill the vacancies on urgent temporary basis, subject to conditions and restrictions regarding pay and other allowances as it may direct. Such appointments shall however be subject to concurrence of the Service Committee as required under the said sub regulation.

- 29. Seniority :** Seniority in each category of the service shall be determined by the year of substantive appointment to a post in the particular category.

Provided (1) that the seniority interse of the persons appointed to the Service before the commencement of the regulation shall be determined modified or altered by the Appointing Authority on an adhoc basis with the approval of the Executive Committee.

- (2) That the persons selected and appointed as a result of a selection shall rank senior to the person who are selected and appointed as a result of subsequent selection seniority interse of persons selected on bais of seniority-cum-merit shall be at the same as in the next below grade except in case of continued officiation on higher posts when it shall be accordance with the length of continued officiation, provided that such officiation was not adhoc or fortuitous.
- (3) That the among's persons appointed to the Service during the same year persons appointed by promotion shall rank senior to those appointed by direct recruitment.
- (4) That the seniority interse of persons appointed to posts by direct recruitment on the basis of one and the same selection, except those who don't join service when a vacancy is offiered to them within period of two months from the date of order of appointment unless extended by the Appointing Authority shall follow the order in which they have been placed in the list prepared under regulation 19.
- (5) That the seniority interse of persons appointed to posts by promotion shall follow the order in which their names have been placed in the list prepared under regulation 26.
- (6) That the seniority interse of persons selected as a result of one and the same selection and appointed on the basis of merit alone shall be in the same order in which their names appear in the selection list irrespective of the period of a continious officiation.
- (7) That subject to the provision of the regulation, seniority of a persons who were recruited on temporary posts which were continued for a period more than two years and who are substantively appointed subsquently on such posts becoming permanent, shall be determined on the basis as if such posts had become permanent during the same year, in which they were temporarily appointed and as if they were appointed subsequently in that year provided that such persons shall rank junior to those who were initially appointed against a permanent vacancy in that year.

30. Probation :-

- (1) Probation all persons appointed to the Service by direct recruitment against a substantive vacancy shall be on probation for a period of two years and those

appointed by promotion against such vacancy shall be on probation for a period of one year.

Provided that such of them as have previous to their appointment by promotion officiated temporarily on a post encadred in the service, may be permitted by the Appointing Authority to count such officiating, temporary service towards the period of probation of upto a maximum of six months.

Provided further that any period after such appointment during which a person has been on deputation on a corresponding or higher post shall counted towards the period of probation.

- (2) During the period of probation specified in sub-regulation (1) each probationer may be required to pass such Departmental Examination or to under go such training as the Board may from time to time specify.

Explanation:- In the case of persons who dies or is due to retire on attaining the age of supermuation, the period of probation shall be reduced so as to and one day earlier on the date immediately proceeding the date of his death or retirement from Board Service. The condition of passing of Departmental Examination in regulation regarding confirmation shall be deemed to have been waived in the case of death or retirement.

31. (1) Notwith-standing anything contained in regulation 33 if no order of confirmation is issued by the Appointing Authority within a period of six months, as employee appointed on temporaty or officiating basis who has, after the date of his regular recruitment by either method of recruitment completed a period of two years service or less in the case of those appointed by promotion where the period of probatioon prescribed in less, on the post or a higher post under the same Appointing Authority or would have so worked but for his deputation or training shall on the occurrence of permanent vacancies be entitled to be treated as confirmed if the same conditions as are prescribed under the regulation for the confirmation of a probationer are fulfilled subject to the quota prescribed under the regulations and in accordance with his seniority.

Provided that if the employee has failed to give satisfaction or has not fulfilled any of

the conditions prescribed for confirmation, such as passing of Department Examination, or training etc. the aforesaid period may be extended as prescribed for probation by one year. If the employee still fails to fulfil the prescribed condition or fails to give satisfaction he will be liable to be discharged from such post in same manner as a probationer to his substantive or lower post, if reverted any to which he may be entitled.

Provided further that no person shall be debarred from confirmation after the said period of service, if no reasons to the contrary about the satisfactory performance of his work are communicated to him within the said period.

- (2) The persons for not confirming of an employee referred to in the second proviso of sub-regulation (1) shall be immediately recorded by the Appointing Authority in his service book as well as confidential report file. The persons should also be communicated in writing to the concerned employee whose written acknowledgement should be kept on record.

Explanation:- (1) Regular recruitment for the purpose of this regulation shall mean appointment after methods of recruitment or on initial constitution of service in accordance with these regulations or for posts for which no service regulations exist if the posts are within the purview of the Service Committee, but it shall not include an urgent temporary appointment, adhoc appointment of officiating promotion against temporary or lien vacancies which are liable to review and revision from year to year. persons who have been made eligible for substantive appointment to a post under the regulations shall be treated as having been regularly recruited.

(2) Persons who hold lien in another cadre shall be eligible to be confirmed under this regulation and they will be eligible to exercise an option whether they do not elect to be confirmed on the expiry of two years of their temporary appointment under these regulations. In the absence of any option to the contrary, they shall be deemed to have exercised option in favour of confirmation under this regulation and their lien on the previous post shall cease.

32. Unsatisfactory progress during probation :-

- (1) If it appears to Board or the Appointing Authority at any time during or at the end of

the period of probation that a member of the service has not made sufficient use of his opportunities or that he has failed to give satisfaction, Board or the Appointing Authority may revert him to the post held substantively by him immediately proceeding his appointment, or provided he holds a lien thereon, or other cases, may discharge him from service.

Provided that the Board or the Appointing Authority may extend the period probation of any member of the service by a specified period not exceeding one year.

- (2) A probationer reverted during or at the end of period of probation under sub-regulation (1) shall not be entitled to any compensation.

33. Confirmation :-

A person placed on probation shall be confirmed in his appointment at the end of his period of probation if:-

- a) he has passed the Departmental Examination or has successfully undergone such training as board may from time to time specify;
- b) He has passed Departmental Test of proficiency in Hindi and know one of the Rajasthani and
- c) Board is satisfied that his integrity is unquestionable and that he is otherwise fit for confirmation.

CHAPTER-VIII COMPULSORY RETIREMENT

34. Retirement on completion of 20 years qualifying service or on attains of 50 years age :

- (1) An employee of the Board may, after giving at least three months previous notice in writing to the Board, retire from service on the date on which he attain the age of 50 years or completes 20 years qualifying service whichever is earlier, or any date there after to be specified in the notice.

Provided that it shall be open to the Appointing Authority to withhold permission to retire an employee of the Board under suspension or against whom departmental proceedings have already been commenced.

(2) (i) The Board may after giving at least three months previous notice in writing or three months pay in lieu of notice require an employee of the board to retire from the service on the date on which he completes 20 years qualifying service or the date on which he attains the age of 50 years, whichever is earlier or on any date thereafter. Provided that such an employee of the Board may be retire from service forthwith and on such retirement the employee of the Board shall be entitled to claim three months pay and allowances in lieu of notice.

(ii) The Board may publish the order of such retirement in some prominent Rajasthan Daily or on the Notice Board and the employee of the Board shall be deemed to have retired on such publication if he has not been served with the retirement order earlier.

CHAPTER-IX

PAY AND ALLOWANCES

35. Scale of Pay :

- (i) The Scale of Monthly pay of a person appointed to a post in the service shall be such as specified in column 5 of Schedule 'B' and modified from time to time.
- (ii) The scale of pay of a post in the service may be revised by the Board with the previous sanction of the State Government to a scale of pay corresponding to a revised scale of pay for a post in the Government due to revision of scales of pay of Government employees of otherwise.

36. Dearness Allowance, Interim Relief, House Rent etc.

All employees shall be entitled to dearness allowances, interim relief, house rent allowance, compensatory allowances etc. at the rates and in accordance with the procedure under which the employees of the State Government get these allowances, provided that allowances will be revised in accordance with the revision of such allowances in case of State Government Employees.

37. Increment during probations.

A Probationer shall draw increments in the scale of pay admissible to him in accordance with the provisions of the Rajasthan Service Rules, 1951.

38. Regulations of pay, Leave, Allowances, Provident Fund etc.

- (i) Except as provided in these regulations, the Pay, Allowances, provident Fund, leave and other conditions of service of them members of the service shall be regulated by the following Act and Rules as amended from time to time which shall mutatis mutand is apply to the employees.
 - 1. The Rajasthan Service Rules, 1951 including Rule 244 (2) read with 168 and amendments made time to time excluding Pension and Gratuity portion.
 - 2. The Rajasthan Travelling Allowances Rules, 1971.
 - 3. The Rajasthan Civil Services (Medical Attendance) Rules, 1970.
 - 4. The Rajasthan Civil Services (Conduct) Rules, 1971.
 - 5. The Rajasthan Civil Service (Classification, Control and Appeal) Rules, 1968 (excluding the Schedules.)
 - 6. The Rajasthan Civil Services (New Pay Scales) Rules, 1968
 - 7. The Employees Provident Fund Act, 1952 (Central Act No. 19 of year 1952.)
 - 8. Any other Regulations framed by the Board prescribing general or specific conditions of service.
- (ii) The power exercisable by the State Government in case of its employees under the rules mentioned in sub-regulation (i) above shall be exercisable by the Board in relation to its employees.

39. Reappeal and Savings :

All regulations and orders in relation to matters concerned by these regulations in force immediately before the commencement of these regulations are hereby reappealed.

Provided that any action taken under the regulations and orders so superseded shall be deemed to have been taken under the provisions of these regulations.

Schedule 'A'

SHOWING THE NATURE OF POSTS, METHODS OF RECRUITMENT & QUALIFICATION ETC.

CATEGORY-A - OFFICERS

S. No.	Name of Post	Method of recruitment with Percentage	If by Promotion, post (s) from which promotion will be made	Qualification and experience for promotion	Qualifications and experience for direct recruitment
1	2	3	4	5	6
1.	Assistant Secretary	100% Promotion	1. Development officer (Plan) 2. Development officer (Regional) 3. Development officer (Centre) 4. Marketing officer	-	Graduate having administrative and development experience of 5 year in commercial concern of Khadi Institution.
2.	Marketing Officer	100% Promotion	1. Chief Organisor (khadi & V.I.) 2. Development officer (Wool) 3. Marketing officer (Jr.)	Graduate with 3 years experience of working on the post mentioned in column No. 4 and (i) having passed a course of training in Marketing and sales (ii) Graduate with 5 years experience of Marketing of Khadi & V.I. Products	Graduate having 5 years practical experience of marketing of Khadi & V.I. Products or trained in marketing/sales in recognised institutions and 3 years experience of marketing in a good concerned.
3.	Development Officer (Plan)	100% promotion	1. Chief Organisor (V.I.) 2. Statistical Assistant 3. Office Superintendent	(i) Five Year experience on the post of COVI. (ii) Seven year experience on the post of statistical assistant.	Second Class M.A. in Economics with Statistics having 2 years of planning in any institution or business concerned.

1	2	3	4	5	6
				(iii) Ten year experience on the post of O.S. having experience of Planning and Budget Preparation.	
4.	Development Officer (Regional)	50% by promotion 50% by direct recruitment	1. Chief Organisr V.I. 2. Chief Organisr Khadi 3. Development Officer wool 4. Assistant Deve. Officer Jatpatti 5. Marketing Officer Jr. 6. Office Superintendent 7. Legal Assistant	1. Graduate with 5 years experience on post No. 1, 2, 3 & 4 mentioned in colmn. No. 4 and seven years experience on posts No. 5, 6, 7 mentioned in Colmn. No. 4	Graduate with 8 years administrative and development experience of working in Khadi & V.I. Programmes.
5.	Development Officer (Centre)	100% by promotion	1. Chief Organisr Khadi 2. Development Officer wool 3. Assistant Dev. officer Jatpatti 4. Marketing Officer Jr.	1. Graduate with 5 years experience of working on posts 1, 2, 3 & 6 years experience on the posts No. 4 mentioned in Colmn. No. 4 OR 2. Matric with seven years experience of working on the post 1, 2, 3 and 8 years on the post 4 mentioned in col. 4.	Graduate in Economics or Commerce with five years practical experience in management in Khadi or commercial institution.

1	2	3	4	5	6
6.	Development Officer (Co-operative)	By Promotion or by Deputation A.R.C.S.	1. Inspector (Co-operative) 2. Accountants	7 years experience on the posts mentioned in col. 4 and for accountants training in co-operation.	Graduate with training co-operation (Course not less than four months) and 5 years experience of Co-operations movements.
7.	Audit Officer	By Promotion or by Deputation A.R.C.S.	1. Accountants 2. Inspector Co-operative	At least 7 years experience on the post mentioned in col. 4	Graduate with commerce and seven years practical experience of auditings of accounts of commercial or Khadi Institution or Qualified C.A.
8.	(1) Chief Organisator (V.I.) (2) Chief Organisator (Khadi) (3) Dev. Officer (Wool) (4) Asstt. Dev. Officer Jatpatti	50% by promotion 50% by Direct Recruitment	1. Organisator Khadi and V.I. 2. District Inspector Industries 3. Marketing Officer (Jr.)	Graduate with 5 years experience on the post 1 and 2 and 2 years on the post No. 3 mentioned in col. No. 4 OR Matric with 6 years experience of working on the post No. 1 and 2 and 4 years experience on the post 3 mentioned in col. No. 4 and trained or experience in concerned industry.	Graduate with certificate of training in village industries from K.V.I.C. Institutions and experience of 3 years in the field and on the post No. 1 in col. No. 1 Graduate with training in Khadi (Cotton) from K & V.I.C. Institute or diploma in textile and three years experience of Khadi production for the post No. 2 in Col. No. 1. Science Graduate with training in Khadi (Wool) from K & VIC Institute or Diploma in Woollen Industry and 3 years experience of woollen production for the post No. 3,4. Graduate with 3 years experience in production and marketing of Jat Patti OR Science Graduate with four years experience in production of woollen Khadi.

CATAGORY-B-SUBORDINATE SERVICE STAFF

1	2	3	4	5	6
1. Accounts and Audit					
1.	Accounts	75% by promotion & 25% by direct recruitment	Inspector cum Auditor	5 years experience on the post mentioned in col. No. 4.	Commerce Graduate having 3 years experience of Accounts work in Khadi Instititons OR Business concerns. OR Commerce Graduate having passed the accountant examination of R.P.S.C.
2.	Inspector cum Auditor	75% by direct & 25% by promotion	Upper Divsion Clerks	Commerce Graduate having 3 year experience of accounts work OR Matric with commerce having 5 year experience of the accounts works in the Board.	Commerce Graduate from a recognised University.
2. Development and Technical					
1.	Legal Assistant	100% by direct recruitment	-	-	Graduate in Law having 2 years experience practical experience of giving legal advise or assistance OR Post Graduate in Law.
2.	Marketing Officer (Junior)	100% by direct recruitment	-	-	Graduate having passed a certificate or training course in marketing from a recognised institution. OR Graduate having 2 years practical experience in Marketing Khadi & V.I. Products.
3.	Statistical Assistant	100% by recruitment	-	-	IInd class Master's Degree in maths, Statistics, Economics or commerce

1	2	3	4	5	6
					or Master's Degree in any of the above subject with one year Diploma in Statics from a recognised university or Institute.
4.	Technical Assistant	100% by recruitment	-	-	Matric with Diploma in Textile or Mechanical having 5 year practical experience.
5.	Inspector Co-op. (Grade I)	25% by Deputation from Co-op. Deptt. Inspector I 50% by promotion, 20% by direct recruitment	Inspector-cum-Auditor Distt. Inspector Organisator	Graduate with trg. in Co-operative course (4 months) having experience on the post mentioned in Col. No. 4	Post Graduate having training in Co-operation.
6.	Organisator/ District Inspector/ Applierist	50% by direct recruitment & 50% by promotion	Supervisor-I	Graduate with trg. in concern industry from a recognised Institution or graduate having 2 years practical experience in the concern industry or Matric /Hr. Sec. with training in concern industry with 6 years practical experience in respective industry as Sup. I.	Graduate with one of the following:- 1. having passed a certificate course in (a) Khadi (b) Village Industries (c) Industrial Management (d) Co-operation (e) Textile or 2. A course of Training in concerned Industry from recognised institution OR 3. having 3 years experience OR organising and Providing technical guidance in the concerned industry in the recognised institution.
7.	Supervisor-I	50% by direct recruitment &	Supervisor-II Field Man-I	Training in concern industry in having	Graduate/Hr. Secondary second class having passed a certificate

1	2	3	4	5	6
		50% by promotion		knowledge and 6 years practical experience as Sup. II	course or a course of training in the concerned industry from a recognised institution.
8.	Supervisor-II	100% by Direct recruitment	-	-	Hr. Secondary IInd Division, preference will be given to persons having passed certificate course or a course of Training in Khadi or V.I. from a recognised Institution
9.	Machanic I Mistry V.O.I	100% by promotion	Machanic-II	6 years experience as Mechanic-II	
10.	Machanic-II Jr. Field man	100% by direct recruitment	-	-	Sec. with science, preference will be given to persons having passed a certificate course or course of training relating to the mechanic of machines or having knowledge and experience as a mechanic or bee-keeping
11.	Driver	100% by Direct recruitment	-	-	Literate, having a motor driving licence and knowledge of automobile machanism
CATEGORY-C-MINISTERIAL & GENERAL					
1.	Office Superintendent	100% by promotion	1. Office Assistant 2. Stenographers	Higher Secondary/Matric with atleast 10 years service in the Board including atleast 2 years as office Assistant and 5 years as U.D.C. or 10 years as steno grade-II	

1	2	3	4	5	6
2.	Office Assistant	100% by promotion	U.D.C.	Higher Secondary/matric atleast 10 years service in the Board including 5 years as U.D.C.	
3.	Stenographer Gr. II	100% by direct recruitment			Hr. Sec. with a minimum speed of 100 w.p.m. in shorthand and 40 w.p.m. in typing in english or 80 w.p.m. in typing in hindi preference will be given to persons having knowledge of short hand both the language.
4.	Upper Division Clerk	75% by promotion & 25% by direct	L.D.C.	Matric/Secondary/ Atleast seven years service in the Board as a L.D.C. except that graduate with 3 years of service shall be eligible for appointment as U.D.C.	Graduate
5.	Lower Division Clerk	90% by direct recruitment 10% by promotion	Class IV employee	Matric, Type knowing	Hr. Sec. having a speed of 30 w.p.m. in Hindi typing or 40 w.p.m. in English typing.
CATEGORY-D-CLASS IV STAFF					
1.	Jamadar	100% by promotion	Peon, Chaukidar, Ordarly, Cycle Sawar and Farrash	-	-
2.	Peon/Chowkidar/ Orderly/Cycle sawar Farrash	100% by Direct Recruitment	-	-	Fifth Class pass knowing cycling.

SCHEDULE-B

SHOWING THE DIFFERENT POST IN VARIOUS CATEGORIES OF THE SERVICE

Category	S.No.	Name of Post	Scale of Pay
1	2	3	4
A. Officers	1.	Secretary	700-40-1100-50-1200
	2.	Financial Advisor & Chief Accounts Officer	-do-
	2A.	Private Secretary	
	3.	Assistant Secretary	375-25-550-30-850
	4.	Officers on Special Duty	- do -
	5.	Accounts Officer	- do -
	6.	Marketing Officer (Senior)	300-25-650-30-800
	7.	Development Officer (Plan)	- do -
	8.	Development Officer (Regional)	- do -
	9.	Development Officer (Centre)	- do -
	10.	Development Officer (Co-operation)	- do -
	11.	Audit Officer	- do -
	12.	Chief Organiser (V.I.)	225-15-345-20-525
	13.	Chief Organiser (Khadi)	- do -
	14.	Development Officer (Wool)	- do -
	15.	Asstt. Development Officer Jatpatti	- do -
B. Subordinate Services	Accounts and Audit		
	1.	Accountant	200-15-350-20-450
	2.	Inspector-cum-Auditor	150-8-190-10-210-15-330
	Development and Technical		
	1.	Legal Assistant	200-15-350-20-450

1	2	3	4
	2.	Marketing Officer (Junior)	180-10-220-15-385-20-425
	3.	Statistical Assistant	- do -
	4.	Technical Assistant	- do -
	5.	Inspector Co-operation	- do -
	6.	Organisor	150-8-190-10-210-15-330
	7.	Appiarist	- do -
	8.	Distt. Industries Inspector	- do -
	9.	Supervisor-I	120-5-160-8-200-10-240
	10.	Supervisor-II	110-5-160-8-200-10-230
	11.	Mechanic-I	110-5-160-8-200-10-230
	12.	Mechanic-II	90-4-110-5-150
	13.	Driver	110-5-160-8-200-10-230
C. Ministrial & General			
	1.	Office Superintendent	180-10-220-15-385-20-425
	2.	Office Assistant	170-10-220-15-300
	3.	Stenographer	160-8-200-10-240-15-360
	4.	Upper Division Clerk	130-8-170-10-210-15-300
	5.	Lower Division Clerk	110-5-160-8-200-10-230
D. Class IV Staff			
	1.	Jamadar	66-3-90
	2.	Peon, Chaukidar, Orderly, Cycle Sawar, and Farras	60-2-70-3-85

SCHEDULE-C

STATEMENT OF PERMANENT AND TEMPORARY POSTS IN VARIOUS CATEGORIES OF THE SERVICE AS ON 31.12.1976

Category	S.No.	Name of Post	No. of Post which can be filled up substantively	No. of Post which can not be filled by substantively	Scale of Pay
1	3	3	4	5	6
A. Officers	1.	Secretary	1	-	700-40-1100-50-1200
	2.	Financial Advisor & Chief Accounts Officer	1	-	- do -
	2A.	Private Secretary	1	-	-
	3	Assistant Secretary	1	-	375-25-550-30-850
	4.	Officers on Special Duty	1	-	- do -
	5.	Accounts Officer	1	-	- do -
	6.	Marketing Officer (Senior)	1	-	300-25-650-30-800
	7.	Development Officer (Plan)	1	-	- do -
	8.	Development Officer (Regional)	-	2	- do -
	9.	Development Officer (Centre)	1	-	- do -
	10.	Development Officer (Co-operation)	-	1	- do -
	11.	Audit Officer	1	-	- do -
	12.	Chief Organisor (V.I.)	1	-	225-15-345-20-525
	13.	Chief Organisor (Khadi)	1	-	- do -
	14.	Development Officer (Wool)	1	-	- do -
	15.	Assistt. Development Officer Jatpatti	-	1	- do -

1	3	3	4	5	6
B. Subordinate Services		Accounts and Audit			
	1.	Accountant	5	-	200-15-350-20-450
	2.	Inspector-cum-Auditor	19	-	150-8-190-10-210-15-330
		Development and Technical			
	1.	Legal Assistant	1	-	200-15-350-20-450
	2.	Marketing Officer (Junior)	1	-	180-10-220-15-385-20-425
	3.	Statistical Assistant	1	-	- do -
	4.	Technical Assistant	1	-	- do -
	5.	Inspector Co-operation	-	2	- do -
	6.	Organisor	9	10	150-8-190-10-210-15-330
	7.	Appiarist	1	-	- do -
	8.	Distt. Industries Inspector	22	-	- do -
	9.	Supervisor-I	19	7	120-5-160-8-200-10-240
	10.	Supervisor-II	19	-	110-5-160-8-200-10-230
	11.	Mechanic-I	2	2	110-5-160-8-200-10-230
	12.	Mechanic-II	2	-	90-4-110-5-150
	13.	Driver	2	1	110-5-160-8-200-10-230
C. Ministerial & General					
	1.	Office Superintendent	1	-	180-10-220-15-385-20-425
	2.	Office Assistant	1	-	170-10-220-15-300
	3.	Stenographer	3	-	160-8-200-10-240-15-360
	4.	Upper Division Clerk	19	1	130-8-170-10-210-15-300
	5.	Lower Divsion Clerk	21	2	110-5-160-8-200-10-230
D. Class IV Staff					
	1.	Jamadar	2	-	66-3-90
	2.	Peon, Chaukidar, Orderly, Cycle Sawar and Farras	20	4	60-2-70-3-85

प. 16 (6) उद्योग/2/74

राजस्थान सरकार

उद्योग (ग्रुप-2) विभाग

प्रेषिति :-

सचिव,

राजस्थान खादी तथा ग्रामोद्योग बोर्ड,

जयपुर।

जयपुर, दिनांक 17 जनवरी, 1981

विषय : राजस्थान खादी तथा ग्रामोद्योग बोर्ड कर्मचारी सेवा नियमों में संशोधन के सम्बन्ध में।

महोदय,

उपर्युक्त विषय में आपके पत्र संख्या खा. ग्रा. बो./प-2/प्रशासन/5783 दिनांक 05.06.1980 के संदर्भ में राजस्थान खादी तथा ग्रामोद्योग बोर्ड द्वारा प्रस्तावित राजस्थान खादी तथा ग्रामोद्योग बोर्ड नियमित कर्मचारी सेवा नियमों के परिशिष्ट 'ए' व 'बी' राज्य सरकार संलग्न परिशिष्ट के अनुसार अनुमोदित किया जाता है। अनुमोदित संशोधित परिशिष्टों की एक प्रति हस्ताक्षरयुक्त आवश्यक कार्यवाही हेतु संलग्न है। ये नियम 30.11.1978 से प्रभावशील होंगे। इस सम्बन्ध में पूर्व के शिड्यूल 'ए' व 'बी' के स्थान पर इनको प्रतिस्थापित किया जाय।

भवदीय

ह.

उप शासन सचिव

SCHEDULE-A

SHOWING THE NATURE OF POSTS, METHODS OF RECRUITMENT & QUALIFICATION ETC.

CATEGORY-A-OFFICERS

S. No.	Name of Post	Method of recruitment with Percentage	If by Promotion, post (s) from which promotion will be made	Qualification and experience for promotion	Qualifications and experience for direct recruitment
1	2	3	4	5	6
1.	Deputy Director	50% by direct recruitment & 50% by promotion	All posts carrying scale of 750-1350 and above.	Graduate of the University organised by law with 5 years experience on the post mentioned in col. No. 4 qualification can be relaxed by the Service committee in case of persons having outstanding ability.	Graduate having 10 years experience in which 5 years working experience on responsible post in the State Khadi Board/Khadi Comm. Certified Khadi Institution/preference will be given have with multi-disciplinary experience. Note : For S.C. & S.T. 3 years experience in which one year experience of Khadi & V.I. necessary.
2.	Project Officer	100% by promotion	All posts carrying scale of 650-1270 and above.	5 years experience on the post as mentioned in col. No. 4	Gr. with 5 years experience on responsible post in State Khadi Board, Khadi Commission and certified Khadi Institutions OR High School/Higher Secondary with 10 year experience on responsible post in State Khadi Board, Khadi Commission and certified Khadi Institutions.
3.	Assistant Secretary	100% by promotion	1. Development officer (Plan)	7 Years experience on the post mentioned in col.	-

1	2	3	4	5	6
			2. Development officer (Centre) 3. Development officer (Co-op.) 4. Audit Officer 5. Marketing Officer	No. 4	
4.	Marketing officer (Senior)	100% by promotion	1. Chief Organisator Khadi 2. Chief Organisator (V.I.) 3. Development officer (Wool) 4. D.I.O. 5. Marketing officer (jr.)	10 years experience on the post mentioned in col. No. 4	
5.	Development Officer (Plan)	100% by promotion	1. Chief Organisator (V.I.) 2. Chief Organisator (khadi) 3. D.I.O. 4. Statistical Assistant 5. Office Superintendent	5 years experience on the post 1 to 3 OR 4 to 5 Ten year experience on the post of Statistical Assistant and O.S. having experience of Planning and Budget preparation.	
6.	Development Officer (Co-operative)	100% by promotion	1. Inspector Co-operative I 2. Accountants	7 Years experience on the post mentioned in col.No. 4 and for Accountants training in Co-operation.	
7.	Audit Officer	100% by promotion	1. Accountants 2. Inspector (I) Co-operative Grade)	7 years experience on the post mentioned in col. No. 4	
8.	(1) Chief Organisator	100% by	1. Organisator Khadi and	6 years experience on the	

1	2	3	4	5	6
	(V.I.) (2) Chief Organisator (khadi) (3) Development officer (Wool)	promotion	V.I. 2. District Inspector Industries 3. Marketing Officer (Jr.)	post mentioned in S.No. 3 & Seven years experience on others.	
9.	District Industries Officer	50% by promotion 50% by Direct Recruitment	1. C.O. (V.I.) 2. C.O. (khadi) 3. D.O. (Wool) 4. Insp. Co-op.	5 years experience on the post 1-3 and 7 year experience for post of 4.	
10.	Development Officer (Centres)	100% by promotion	1. Chief Organisator (Khadi) 2. Development officer (Wool) 3. Marketing officer (Jr.)	7 years experience of working on post 1, 2 and 8 years on the post No. 3 mentioned in col. No. 4	

CATEGORY-B-SUBORDINATE SERVICE STAFF

1. Accounts and Audit

1.	Accountant	100% by promotion	1. Inspector cum Auditor 2. Jr. Accountant	6 years experience on the post mentioned in col. No. 4	
2.	Inspector cum Auditor	50% by direct recruitment & 50% by promotion	Upper Division Clerk	Commerce Graduate having 3 years experience of accounts work OR 5 year experience as U.D.C. with Matric	Commerce Graduate from recognised University.
3.	Jr. Accountant	75% by promotion & 25% by direct recruitment	Upper Division Clerk	5 year experience	Commerce Graduate from recognised University

1	2	3	4	5	6
2. Development and Technical					
1.	Legal Assistant	100% by direct recruitment	-	-	Graduate in Law having 2 years experience practical experience of giving legal advise or assistance OR Post Graduate In Law.
2.	Marketing Officer (Junior)	50% by direct recruitment & 50% by promotion	Organisr and Distt. Industries Inspector	6 Years experience on the post mentioned in col. No. 4	Graduate having passed a certificate or training course in marketing from a recognised institution. OR Graduate having 2 years practical experience in Marketing Khadi & V.I. Products.
3.	Statistical Assistant	100% by recruitment	-	-	IInd class Master's Degree in maths, Statistics, Economics or Commerce or Master's Degree in any of the above subject with one year Diploma in Statics from a recognised university or Institute.
4.	Technical Assistant	100% by recruitment	-	-	Matric with Diploma in Textile or Mechanical having 5 year practical experience
5.	Inspector Co-op. (Grade I)	100% by promotion	Inspector-cum-Auditor 40% Distt. Inspector 30% Organisr 30%	6 years experience	
6.	Organisr/District Inspector/Appierist	25% by direct recruitment 75% by promotion	Supervisor I	5 year experience OR Graduate having 3 years practical experience are also eligible for promotion	Graduate with one of the following :- 1. having passed a certificate course in (a) Khadi (b) Village Industries (c) Industrial Management (d) Co-operation (e) Textile or

1	2	3	4	5	6
					2. A Course of Training in concerned Industry from recognised institution OR 3. having 3 year experience OR organising and Providing technical guidance in the concerned industry in the recognised institution.
7.	Supervisor-I	50% by direct recruitment & 50% by promotion	Supervisor-II Field Man I Mechanic I	5 year practical experience as Supervisor-II and 7 years experience of fieldman and Mechanic.	Graduate/Hr. Secondary second class having passed a certificate course or a course of training in the concerned industry from a recognised institution.
8.	Supervisor-II	90% by Direct recruitment & 10% by promotion	Class IV	Matric/Hr. Secondary	Senior Secondary II nd Division, preference will be given to persons having passed certificate course or a course of Training in Khadi or V.I. from a recognised Institution
9.	Machnic I Mistry V.O.I.	100% by promotion	Machanic II	6 years exprience as Mechanic-II	-
10.	Machanic Jr. Field Man	100% by Direct recruitment	-	-	Sec. with science, preference will be given to persons having passed a certificate course or course of training relating to the machanic of machines or having knowledge and experience as a mechanic or bee-keeping
11.	Driver	100% by Direct recruitment	-	-	Literate, having a motor driving licence and knowledge of automobile machanism

1	2	3	4	5	6
CATEGORY-C-MINISTRIAL & GENERAL					
1.	Office Superintendent	100% by promotion	1. Office Assistant 2. Stenographer II	10 years experience on Stenographer or two years experience of the post Office Assistant	-
2.	Office Assistant	100% by Promotion	Upper Division Clerk	5 years experience as U.D.C.	-
3.	Stenographer Gr. II	100% by direct recruitment	-	-	Hr. Sec. with a minimum speed of 100% w.p.m. in shorthand and 40 w.p.m. in typing in english or 80 w.p.m. in typing in hindi preference will be given to persons having knowledge of shorthand both the language.
4.	Upper Division Clerk	100% by promotion	L.D.C.	7 years service experience in the Board as a L.D.C. except that graduate with 3 years of service shall be eligible for promotion.	-
5.	Lower Division Clerk	90% by direct recruitment 10% by promotion	Class-IV employee	3 years experience with typing knowledge also to eligible	Hr. Sec. having a speed of 30 w.p.m. in Hindi typing or 40 w.p.m. in English typing.
CATEGORY-D-CLASS IV STAFF					
1.	Jamadar	100% by promotion	Class-IV		
2.	Peon/Chowkidar/ orderly/Cycle sawar and Farrash	100% by Direct recruitment			

Showing the different post in various categories of the services as on 01.06.1980

Category	S.No.	Name of Post	Scale of Pay
A. Officers	1.	Secretary	1150-50-1650
	2.	Financial Advisor & Chief Accounts Officer	- do -
	3.	Dy. Director (D.I.C.)	1150-50-1600
	4.	Private Secretary	
	5.	Assistant Secretary	750-30-1010-40-1300-50-1350
	6.	P.O. (Antodaya)	750-1250
	7.	Officer on Special Duty	- do -
	8.	Accounts Officer	- do -
	9.	Marketing Officer (Senior)	650-30-1070-40-1270
	10.	Development Officer (Plan)	- do -
	11.	Development Officer (Centre)	- do -
	12.	Development officer (Co. op.)	- do -
	13.	Audit Officer	- do -
	14.	D.I.O.	590-1050
	15.	Chief Organisor (V.I.)	550-20-710-25-1010
	16.	Chief Organisor (Khadi)	- do -
	17.	Development Officer (Wool)	- do -
B. Subordinate Service	Accounts and Audit		
	1.	Accountant	500-20-740-25-890
	2.	Jr. Accountant	460-10-490-20-770
	3.	Inspector-cum-Auditor	440-10-490-20-770
	Development and Technical		
	1.	Legal Assistant	500-20-740-25-890

	2.	Marketing Officer (Junior)	470-10-490-20-850
	3.	Statistical Assistant	- do -
	4.	Technical Assistant	- do -
	5.	Inspector Co-operation	- do -
	6.	Organisor	440-10-490-20-770
	7.	Appiarist	- do -
	8.	Distt. Industries Inspector	- do -
	9.	Supervisor-I	370-10-410-15-550-20-590
	10.	Supervisor-II	355-10-415-15-550-20-570
	11.	Machanic-I	- do -
	12.	Mechanic-II	280-6-292-8-340-10-410-15-455
	13.	Driver	355-10-415-15-550-20-570
C. Ministrial & General			
	1.	Office Superintendent	470-10-490-20-830
	2.	Office Assistant	460-10-490-20-770
	3.	Stenographer	450-10-490-20-770
	4.	Upper Division Clerk	385-10-415-15-490-20-650
	5.	Lower Division Clerk	355-10-415-15-550-20-570
D. Class IV Staff			
	1.	Jamadar	245-3-257-4-265-5-310
	2.	Peon, Chaukidar, Orderly, Cycle Sawar and Farrash	240-3-270-4-290

राजस्थान सरकार
उद्योग (ग्रुप-2) विभाग

सचिव,
राजस्थान खादी तथा ग्रामोद्योग बोर्ड,
जयपुर।

क्रमांक : प. 4 (6) उद्योग/2/96

दिनांक 15.11.1997

विषय : राजस्थान खादी तथा ग्रामोद्योग बोर्ड कर्मचारी सेवा नियम, 1977 में संशोधन।

संदर्भ : आपका पत्र क्रमांक 2256 दिनांक 01.07.1997

महोदय,

निर्देशानुसार राजस्थान खादी तथा ग्रामोद्योग बोर्ड कर्मचारी सेवा नियम 1977 के शिड्यूल 'अ' को संलग्न शिड्यूल के अनुसार संशोधित किए जाने के प्रस्ताव पर राज्य सरकार सहमति प्रदान करती है।

भवदीय

ह.

उप शासन सचिव

SCHEME APPENDED TO THE RAJASTHAN KHADI & VILLAGE INDUSTRIES BOARD

REGULAR EMPLOYEE SERVICE REGULATIONS, 1977 SHOWING NATURE OF POSTS, METHODS OF RECRUITMENT & QUALIFICATION ETC.

GROUP-A-STATE SERVICE

S. No.	Name of Post	Method of recruitment with Percentage	If by Promotion, name of post from which promotion will be made	Qualification and experience for promotion	Qualifications and experience for direct recruitment	Remark
1	2	3	4	5	6	7
1.	Joint Director	100% by promotion	Deputy Director	5 years experience on the post mentioned in col. No. 4	-	-
2.	Deputy Director	50% by promotion 50% by direct recruitment	Assistant Director D.I.C./ (Statistics)	5 Years experience on the post mentioned in col. No. 4	Graduate with 10 years supervisory/Management working experience of Government/Non-Government Enterprises/ Khadi Board/Khadi Commission	
3.	Assistant Secretary	100% by promotion	1. Development officer (Centre) 2. Development officer (Co-op) 3. Marketing officer	5 years experience on the post mentioned in col. No. 4	-	-
4.	Assistant Director	100% by Direct	-	-	Graduate with 1 year's leather Industry training	-

1	2	3	4	5	6	7
	(Leather)	recruitment			and 5 years working experience in leather industry, Organisation	
5.	Assistant Director (D.I.C)	50% by promotion 50% by direct recruitment	District Industries officer	Graduate with 5 years experience on the post mentioned in col. No. 4	Graduate with 5 years supervisory/Management working experience of Government/Non-Government Enterprises/ Khadi Commission/ Khadi Board	-
6.	Assistant Director (Statistics)	100% by promotion	Statistical Assistant	5 Years experience on the post mentioned in col. No. 4		
7.	Development officer (Centre)	100% by promotion	1. Chief Organisator (Khadi) 2. Development officer (wool)	5 years experience on the post mentioned in col. No. 4	-	
8.	Development officer (Co-operative)	100% by promotion	Inspector Co-operative	5 years experience on the post mentioned in col. No. 4 and Co-operative training	-	-
9.	Marketing Officer	100% by promotion	1. Distt. Industries officer 2. Development	5 years experience on the post mentioned in col. No. 4	-	-

1	2	3	4	5	6	7
			officer (Wool) 3. Chief Organisor (khadi) 4. Chief Organisor (V.I.)			
10.	Accounts Officer (C.F. S.F. Recovery, Audit)	50% by promotion 50% by deputation from the State Government	Asstt. Accounts Officer	5 years experience on - the post mentioned in col. No. 4	-	-
11.	Law Officer	100% by promotion	Legal Assistant	5 years experience on the post mentioned in col. No. 4	-	In the event of non-availability of eligible person for promotion, the post may be filled by deputation from Raj. Legal Service Officers.

GROUP-B-SUBORDINATE SERVICE

1	2	3	4	5	6	7
1 (i), (ii) (iii) (iv) (v)	District Industries officer Chief Organisor (khadi) Chief Organisor (Village Industry) Development Officer (Wool) Inspector Co-operative	100% by promotion	1. Distt. Industry Inspector 2. Organisor 3. Supervisor-I	5 years experience of the post mentioned in col. No. 4	-	-
2.	Legal Assistant	100% by Direct Recruitment	-	-	Law Graduate with 3 years Experience of Advocate's work	
3.	Assistant Account officer	100% by promotion	Accountant	5 years experience on the post mentioned in col. No. 4	-	-
4.	Accountant	100% by promotion	1. Jr. Accountant 2. Inspector cum Auditor	5 years experience on the post mentioned in col. No. 4	-	-

1	2	3	4	5	6	7
5.	Jr. Accountant	100% by direct recruitment	-	-	B.Com with 3 years accounts working experience in any organisation	
6.	Inspector cum Auditor	100% by direct recruitment	-	-	B.Com with 3 years accounts working experience in any organisation	-
7.	Statistical Assistant	100% by recruitment	-	-	II nd class master's Degree in maths, Statistics, Economics or commerce or Master's Degree in any of the above subject with one year Diploma in Statics from a recognised university or Institute.	
8.	Organisor/ District Industry Inspector/ Supervisor-I	100% by Direct recruitment	-	-	Graduate with 2 years working experience of Khadi or village Industry institution recognised by khadi commission/Khadi Board	
9.	Supervisor-II	100% by Direct recruitment	-	-	Secondary, preference will be given to persons having passed a training course in khadi or village industry from a recognised Institute of KVIC.	

1	2	3	4	5	6	7
10.	Machanic-I	100% by promotion	Machanic-II	5 years experience on the post mentioned in col. No. 4	-	-
11.	Machanic-II	100% by Direct recruitment			I.T.I. trained relating to machinical machines or one years experience of machanic from a working repute.	-
12.	Driver	90% by direct recruitment 10% by promotion	1. Jamadar 2. Peon/ Chowkidar/ cycle sawar/ Farrash or equivalent post	Educated upto VIII class with heavy or/and light duty driving licence as per requirement of the Head of Department and three years experience as a Driver and must also possess the following :- (1) Weight not be more than 65 Kg. (2) Sight 6x6 with or without glasses. (3) Knowledge of roadside repairs of vehicle and efficiency in driving to be examined through a trade test by the appointment authority	Educated upto VIII class with heavy or/and light duty driving licence as per requirement of the Head of Department and three years experience as a Driver and must also possess the following :- (1) Weigth not be more than 65 Kg. (2) Sight 6 x 6 with or without glasses. (3) Knowledge of roadside repairs of vehicle and efficiency in driving to be examined through a trade test by the Appointment authority.	

GROUP-C- MINISTERIAL SERVICE

1	2	3	4	5	6	7
1.	Office Superintendent	100% by promotion	Office Assistant	5 years experience on the post mentioned in col. No. 4	-	-
2.	Office Assistant	100% by promotion	Upper Division Clerk	5 years experience on the post mentioned in col. No. 4	-	-
3.	Upper Division Clerk	100% by promotion	Lower Division Clerk	3 years experience for graduation & 5 years experience for Non-Graduate on the post mentioned in col. No. 4	-	-
4.	Lower Division Clerk	15% by promotion 85% by direct recruitment	Class IV employee, Jamadar, Peon, Chowkidar, Cycle Sawar, Farrash or Equivelent Post.	Substantive or 5 year experience on the post mentioned in col. No. 4 Secondary with typing speed of 20 WPM in Hindi or 25 WPM in English	Secondary with a typing speed of 20 WPM in Hindi or 25 WPM in English	-

1	2	3	4	5	6	7
5.	Stenographer-I	100% by promotion	Stenographer-II	5 years experience on the post mentioned in col. No. 4	-	-
6.	Stenographer-II	100% by Direct recruitment	-	-	Sr. Secondary with minimum speed of 100 WPM in Short hand & 30 WPM in typing in English or 80 wpm in short hand & 25 wpm in typing in Hindi	-

GROUP-D- CLASS IV SERVICE

1	2	3	4	5	6	7
1.	Jamadar	100% by promotion	Peon/Chowkidar/ Cycle Sawar/ Farrash or equivalent post	5 years experience on the Post mentioned in col. No. 4.	-	-
2.	Peon/ Chowkidar/ Cycle sawar/ Farrash or Equivalent post	100% by direct recruitment	-	-	VII Class Pass	-