



**JAIPUR VIDYUT VITRAN NIGAM LTD.**

(A Government of Rajasthan Undertaking)

VIDYUT BHAWAN, JANPATH, JYOTI NAGAR, JAIPUR – 302005.

TEL. NO. 0141- 2740264 Website: [www.jaipurdiscom.in](http://www.jaipurdiscom.in)

No.JPD/CAO(IA)/AAO(Estt-Cont.)/F. /D. 1957 Jaipur dated: 30-3-2013

**ORDER**

The following candidates being stood in merit in the Written Competitive Examination held on 28.10.2012 are hereby appointed in JVVNL on the post of "Accountant" as Probationer Trainee on fixed remuneration of Rs. 13050/- (Rupees Thirteen Thousand Fifty Only) per month for a period of two years and posted in the office indicated below against their name on the terms & conditions laid down here under:-

S.N.	Name, Father's Name & Address	DATE OF BIRTH	Cat.	Place of Posting
1	ANKITA GUPTA D/O SH. SARJU SHARAN GUPTA .117, MAHADEV NAGAR, NEAR GANDHI PATH, QUEENS ROAD, JAIPUR-302021	07/02-1990	UR- FEMALE	ACCOUNTS OFFICER(O&M), JPD, BUNDI (MOB. NO. 9414029287)
2	PRACHI VAID W/O SH. ANKIT GUPTA 293, VASUNDHARA COLONY, TONK ROAD, JAIPUR-302018	16/09/1984	UR- FEMALE	ACCOUNTS OFFICER(O&M), JPD, BUNDI (MOB. NO. 9414029287)
3	PANKAJ DHIR S/O SH. BHURE SINGH D-40, GOVINDPURI, RAMNAGAR, SODALA, JAIPUR-302019	02/04/1989	SC	ASSISTANT ENGINEER(O&M), JPD, HARNAWADA SHAHJI (BARAN CIRCLE) (MOB. NO. 9414029267)

**Terms & Conditions:-**

1. Initially, these candidates/persons are appointed as "Probationer-Trainee" for a period of two (2) years and during the period of probation training they shall be paid fixed remuneration of Rs. 13050/- (Rupees Thirteen Thousand Fifty Only) per month. After successful completion of probation-training period they will be fixed in the regular pay scale of Accountant in running Pay Band (PB-2) Rs.9300-34800 and Grade Pay of Rs. 4200/-. The period of probation-training shall not be counted for grant of annual grade increment(s). Provided that an employee who is already in-service of JVVNL, may opt for fixed remuneration or existing pay and all the admissible allowances he is receiving prior to joining as Probationer Trainee Accountant (not the Pay Band and Grade Pay of new appointment), whichever is more beneficial to him. In case he opts for existing Pay Band and Grade Pay he shall also be entitled for Annual Grade Increment during probation training period. In case, he opts for fixed remuneration, he shall be paid only fixed remuneration @ of Rs. 13050/- (Rupees Thirteen Thousand Fifty 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, he will be fixed in the regular pay scale of Accountant in running Pay Band (PB-2) Rs.9300-34800 and Grade Pay of Rs. 4200/.

2. During the period of probation training these probationer trainees shall be entitled only to fixed remuneration as above and shall not be entitled to Special Pay, Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Conveyance Allowance or any other allowance(s) called by whatever name.
3. Services of above Probationer Trainees can be terminated at any time by giving one month's notice in writing or by giving one month's remuneration in lieu thereof.
4. Services of Accountant (Probationer Trainee) can be terminated without any kind of notice and/or compensation if misconduct of any description is prima facie found to have been committed by him/her.
5. At the time of joining duties the above Probationer Trainees shall have to execute a Bond (Performa enclosed as **Appendix-A**) on Non-judicial stamp paper worth Rs.100/- issued in the name of candidate with the specific purpose of executing Bond in favour of JVVNL for giving an undertaking that he will not leave his 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 he violate this provisions he will refund to JVVNL all emoluments paid to him including the expenses incurred by JVVNL on such training (s) alongwith amount of remuneration/salary for notice period subject to maximum of Rs.150000/- (Rupee One lac fifty thousand) only (excluding the amount paid to him/her by way of Travelling and daily allowance under the relevant regulations) and any other amount that may be due to JVVNL together with interest @ 12% per annum from the date of demand to the date of payment in lump-sum.
6. After completion of 3 years' period the above candidates 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 he shall be liable to pay the amount of salary for the notice period falling short of 3 months' as compensation to the JVVNL. In case of any default the amount may be deducted from any money due to him.
7. The Probationer Trainees will have to bring a surety of an employee of Central/ State Government or public undertaking getting Grade Pay Rs. 3200/- or above.

In this kind of surety it shall have to be mentioned that in case he/she leaves service of JVVNL without making compliance of conditions as stipulated at para 5 above that gazetted officer of Central/ State Government or JVVNL shall pay compensation as above to JVVNL (Performa enclosed as **Appendix-B**). Provided that an employee who is already in regular service of JVVNL shall be exempted for submission of surety.

- 8 The Probationer Trainee if not already possessing the qualification mentioned hereunder in the "computer" field shall be required to acquire any one of the following qualifications in Computer proficiency during two years of probation training period. If he fails to do so his/her probation training period shall be extended upto the maximum period of one year and in case he fails to acquire the same in such extended period his 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 Travelling Allowance shall be admissible for joining as a Probationer-Trainee. In case of journey on duty he shall be allowed TA as on tour and in case of transfer made in the administrative interest only Mileage Allowance and incidental charges on the basis of fixed monthly remuneration shall be admissible.
- 10 The Probationer Trainees shall be covered under the Contributory Provident Fund Rules of JVVNL. His contribution towards CPF shall be deducted as per relevant provisions from fixed monthly remuneration and the Employer's contribution of CPF shall be borne by the Company in addition to the fixed monthly remuneration. Provided that an employee who is already in service of

JVVNL shall be continued to be covered under the CPF Rules of JVVNL or pension scheme whichever is applicable to him by virtue of his previous post.

- 11 The Probationer-Trainees if not covered by the ESI Act-1948 shall be covered under the provisions of Medi-claim Insurance Policy. In case of his transfer from ESI implemented area to non-implemented area he shall be covered by the Medi-claim Insurance Policy. Provided that an employee who is already in service of JVVNL shall be continued to be governed by the RCS(Medical Attendance) Rules, 2008 or by the provisions of Medi-claim Insurance Policy whichever is applicable to him prior to his appointment.
- 12 Coverage of the "Group Personal Accident Insurance Scheme" will also be extended over him/her for which the premium shall be deducted in the same manner as is being done in respect of regular employee.
- 13 In case of availability of the company's accommodation the same will be provided as per rules on normal rent treating the fixed monthly remuneration as "Basic Pay" for the purpose of determination of rent to be deducted.
- 14 Probationer Trainees shall be eligible for Casual Leave of 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. They shall earn PL @ of 1 day leave for every 20 days i.e. up to maximum of 18 days in a calendar year but they shall not be entitled for HPL. They shall also be entitled for Terminal Leave, Paternity Leave etc. as per rules.
- 15 No deputation allowance shall be admissible to a Probationer Trainee if deputed to "Foreign Service" for training etc.
- 16 At the time of reporting for joining duty they 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 they 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. Provided that an employee who is already in service of JVVNL shall be exempted from submission of medical certificate of fitness.
- 17 The candidates 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/ 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. SC/ST/OBC/BC/SBC Certificate if belongs to these categories.
  - iv. Physical-handicap certificate issued by the Competent Authority, if applicable.

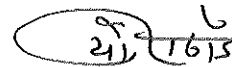
- v. If married then 'Marriage Certificate' issued by the concerned Competent Authority (Marriage Registration Officer) or an affidavit in this respect.
  - vi. In case of married, an affidavit on non-judicial stamp paper worth Rs. 10/- duly attested by notary public clearly indicating Name & Date of Birth of all children including adopted and step children.
  - vii. Bonafide Residence Certificate.
  - viii. A Bond (proforma of the Bond enclosed as **Appendix-A**) on Non-Judicial stamp of Rs.100/- issued in the name of candidate.
  - ix. 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**)  
(The Non-judicial stamp is to be purchased in the name of the officer who is signing the Surety).
  - x. An affidavit on non-judicial stamp paper worth Rs. 10/- duly attested by Notary Public that no criminal case is pending against you in any Court and you have not been convicted in any criminal case. If you have been convicted or any criminal case is pending against you, the detail should be mentioned in the affidavit.
  - xi. In case of a widow, copy of the death certificate of her husband.
  - xii. In the case of Divorcee she will have to furnish the proof of Divorce.
  - xiii. Experience certificate if applicable.
- 18 The appointment will stand automatically cancelled without any notice/information if any time it is found that any Accountant (Probationer Trainee) 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 has on 1.6.2002 does not increase.
  - 19 The antecedents of these candidates will also be got verified from the Police. In case of doubtful or unsatisfactory character their services will be terminated without giving notice and they will not be entitled to any compensation. Provided that an employee who is already in service of JVVNL shall be exempted from verification of the antecedents.
  - 20 Those candidates who are already in service of Power Sector Companies, are required to submit their resignation acceptance order also at the time of joining on the post of Accountant(PT).
  - 21 They can be posted at any place in Rajasthan or in any Project under the management/ control/ partnership of JVVNL.
  - 22 Other terms & conditions of service will be the same as are applicable to the employees of JVVNL of similar category.
  - 23 No request shall be entertained for transfer during the period of probation training.

Willing candidates to whom the above terms & conditions of appointment are acceptable may report for joining his duty to the concerned Controlling Officer indicated above against his name on or before **21.10.2013** failing which this offer of appointment will stand automatically cancelled without any notice/information.

At the time of joining they will have to submit their 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 Accountant. I have understood all of them and I accept all these Terms and Conditions"**.

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




( Y. S. Rathore)

**CHIEF ACCOUNTS OFFICER(IA)**

Copy to the following for information and necessary action:-

1. The Chief Engineer(     ), JVVNL, \_\_\_\_\_.
2. The Chief Accounts Officer (ATR ), JVVNL, Jaipur.
3. The Superintending Engineer (     ), JVVNL, \_\_\_\_\_.
4. The TA to CMD, JPD, Jaipur.
5. The Director (Finance/Tech), JVVNL, Jaipur.
6. The AO (     ), JVVNL, \_\_\_\_\_.
7. The Secretary (CPF Trust), RRVPNL, Jaipur.
8. The Concerned Controlling Officer. He is advised to check the original documents as mentioned herein above at the time of accepting the joining report of the candidate. The photocopy of the documents verified / checked will be kept in the office for record. The Bond and Surety on non-judicial Stamp Paper of Rs.100/- each (Bond and Surety should be duly signed by the candidate and surety respectively on each page), declaration of acceptance of terms & conditions of appointment in JVVNL on the Photostat copy of the Appointment Order and Medical Fitness Certificate should also be taken from the candidate & forwarded to this office along with copy of joining report and original Bond and Surety. The antecedent of candidate be also got verified immediately from the Superintendent of Police of the concerned district to which he/she belongs.
9. The PA to Secretary (Admn.), JVVNL, Jaipur.
10. SH. \_\_\_\_\_ R/O \_\_\_\_\_
11. P.F. of \_\_\_\_\_.



**CHIEF ACCOUNTS OFFICER(IA)**

**BOND FOR THE ACCOUNTANT TO BE EXECUTED BEFORE POSTING IN  
JAIPUR VIDYUT VITRAN NIGAM LTD.  
(On Non-Judicial Stamp of Rs.100/-)**

KNOW ALL MEN that I \_\_\_\_\_ S/D/W of Shri \_\_\_\_\_  
Age \_\_\_\_\_ years Resident of \_\_\_\_\_ hereby agree to execute this  
Bond in full sense and knowledge as follows :-

1. I \_\_\_\_\_ been selected as Probationer Trainee on the post of ACCOUNTANT under the order No. \_\_\_\_\_ dated \_\_\_\_\_ of Jaipur Vidyut Vitran Nigam Ltd. (in short JVVNL) bind myself that I will diligently faithful and to the best of my ability undergo the training as Probationer Trainee as well as all other trainings arranged by JVVNL and conduct and behave honestly orderly and obediently towards my superiors and management of JVVNL and will not leave trainings at any time before completion thereof and will not commit any act of misconduct during the training period.
2. I bind myself that I will not leave my training/ service or resign and will not engage directly or indirectly in any trade/ business/ occupation till the end of the period of 'Probation-Training' and within one year after completion of Probation-Training.
3. In consideration of being sent on any other training (other than Probation training) I bind myself to serve JVVNL during as well as after completion of training(s) for a minimum period of one year if the training is for a period exceeding three months but upto six months and for two years if it exceeds six months.
4. In case of my any act contrary to or default of any provision stipulated at para 1 2 &3 above I bind myself and my heirs executors and administrators to pay to JVVNL on demand all emoluments/ pay & DA including expenses incurred on me during my training periods alongwith amount of remuneration/salary for notice period (excluding Travelling& daily allowance) subject to maximum of Rs.150000/- (Rupees One lac fifty thousand) only and any other amount that may be due to JVVNL together with interest & 12% per annum from the date of demand to the date of payment in lump-sum in the event of following eventualities :-
  - a) In case I fail to take due interest in the Probation Training or any other training arranged by JVVNL.
  - b) In case my attendance during the training period at the place where my name has been nominated/ sponsored falls below 80% of the total training days.
  - c) In case of serious misconduct on my part during the training period.
  - d) In case I leave the Probation training or any other training arranged by JVVNL at any time before completion of full period of training or quit service before the period as detailed in para-2 and 3 above.
5. In case after completion of 3 years' period and also during any period otherwise not covered by para 1 2 & 3 above I resign or leave service of JVVNL without giving three months' notice in writing to the Chairman & Managing Director I bind myself to pay the amount of salary for the notice period falling short of 3 months' as compensation to the JVVNL and in case of any default the amount may be deducted from any money due to me.
6. I further bind myself that the decision of Chairman & Managing Director JVVNL or any officer nominated by him as to the correct interpretation of the Bond rules & regulations etc. and as to whether I have or have not observed and complied with the obligations herein recited shall be final and binding upon me.

In case I \_\_\_\_\_ leave the services of JVVNL before expiry of the minimum period of Probation training or any other training or service as prescribed in this bond I will be under the obligation to refund the entire amount of expenses incurred on me (excluding





**APPENDIX - B**

**SURETY TO BE GIVEN BY AN EMPLOYEE OF CENTRAL / STATE  
GOVERNMENT OR PUBLIC UNDERTAKING GETTING PAY IN GRADE  
PAY OF RS. 3200/- OR ABOVE ON NON-JUDICIAL STAMP OF RS.100/-**

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

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

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

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

Signature of Surety with rubber  
stamp of Designation & Office

Witness: - 1. Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

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

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

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

Chief Accounts Officer(IA)  
JVVNL