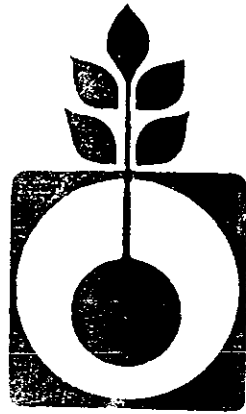


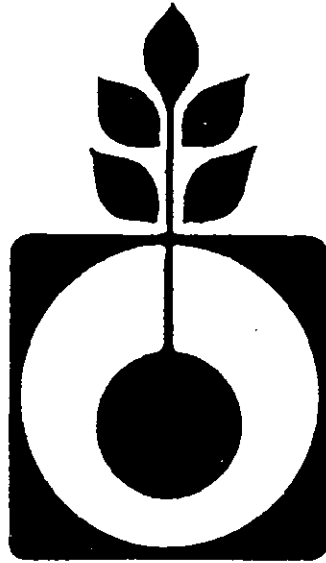
Annex-2

# सेवा नियम



राजस्थान स्टेट सीड्स कारपोरेशन लिमिटेड  
पंत कृषि भवन, जयपुर 302 005

# सेवा नियम



राजस्थान स्टेट सीड्स कारपोरेशन लिमिटेड  
पंत कृषि भवन, जयपुर 302 005

1994

मूल्य : दस रुपये मात्र

## प्राक्कथन

निगम कर्मचारियों द्वारा काफी समय से सेवा नियम बनाने की मांग की जा रही थी, इस कमी को पूरा करने की दिशा में प्रस्तुत 'सेवा नियम' पुस्तिका निगम कर्मचारियों की उपयोगिता को दृष्टिगत रखकर प्रकाशित की गई है।

प्रस्तुत संस्करण में निगम कर्मचारियों के लिये राजस्थान सेवा नियमों के आधार पर सेवा नियम बनाये गये हैं।

इस पुस्तिका की रचना में निगम में कार्यरत कर्मचारियों/अधिकारियों ने सहयोग दिया है। निगम इन सभी का आभारी है।

मेरा विश्वास है कि यह कृति निगम के कर्मचारियों की चिर अनुभूत आवश्यकता पूरी करेगी।



( सी. एस. राजन )

प्रबन्ध निदेशक

# RAJASTHAN STATE SEEDS CORPORATION LIMITED

## EMPLOYEES SERVICE RULES

**PREAMBLE :** In exercise of powers conferred by Section 291 of the Companies Act 1956 and by the Articles of Association of the Corporation, the Board of Directors of the Corporation hereby make the Following Rules to regulate the recruitment and condition of services of all persons appointed in various posts under the Corporation.

### Chapter-I

1. **Short title commencement and application**
  - (a) **Short title :** These rules may be called the Rajasthan State Seeds Corporation (staff) Services Rules.
  - (b) **Commencement :** These Service Rules shall come into force with effect from the date of issue of these Rules after final approval by the Board of Directors of the Corporation in their meeting and shall have prospective effect.
  - (c) **Applications :** These Rules shall apply to :
    - (i) All employees of the Corporation appointed on regular basis before the commencement of the Rules.
    - (ii) All employees on deputation in respect of matters not regulated by the terms of deputation.
    - (iii) Person recruited to various posts in the Corporation in accordance with the provisions of these Rules.
2. **Definitions :** In these Rules, unless there is any thing repugnant in the subject or context :
  - (i) "Appendix" means the Appendix to these Rules.
  - (ii) Appointing authority in respect of any post means the authority empowered by the Board of Directors to make appointments to a category or categories of posts in the Corporation.

- (iii) "Board" means the Board of Directors of the Rajasthan State Seeds Corporation Ltd.
- (iv) "Chairman" means the Chairman of the Rajasthan State Seeds Corporation Ltd.
- (v) "Corporation" means the Rajasthan State Seeds Corporation Ltd.,
- (vi) "Competent authority" in relation to the exercise of any powers means the Board of Directors or any other authority to whom powers are delegated under these Rules or by the Board of Directors.
- (vii) "Committee" means the Committee referred to in Rule 14 of these Rules.
- (viii) "Employee" means a person who is in permanent and whole time service of the Corporation and appointed in accordance with the provisions of these Rules or decisions taken by the Board from time to time but does not include a person employed on adhoc, casual or daily wage basis.
- (ix) "Government" and "State" means respectively the Government of Rajasthan, and the State of Rajasthan.
- (x) "Government Servant", means a person who is a member of a Service under the Government of Rajasthan or who holds a civil post under the Government of Rajasthan and whose services have been temporarily placed at the disposal of the Corporation, on deputation.
- (xi) "Managing Director" means the Managing Director of the Corporation.
- (xii) "Post" means a Substantive post on which a whole time appointment either by direct recruitment or by promotion is made under these Rules and does not include work charged employment and any employment where the employee is paid from the funds provided to meet contingencies.
- (xiii) "Probation" means an appointment on trial.
- (xiv) "Temporary appointment" means a temporary appointment made either against a temporary or permanent post other than an adhoc or urgent temporary appointment.
- (xv) "Year" means the financial year.

3. **Interpretation** : Unless the context otherwise requires, the Rajasthan General Clauses Act, 1955, (Rajasthan Act No. VIII

of 1955) shall apply for the interpretation of these Rules as it applies for the interpretation of a Rajasthan Act.

4. **Amendment to Regulations** : Amendments to the Regulations and appendix and/or schedules forming part of these Rules, may be made with the approval of the Board of Directors.

5. **Removal of doubts** : If any doubt arises relating to the application and scope of these Rules, it shall be referred to the Managing Director for decision. The Managing Director may issue such administrative instructions as may be necessary to give effect to carry out the purpose of these Rules in consultation with Financial Advisor.

Provided that if as a result of any decision of the Managing Director in the matter of interpretation of these Rules, an employee feels aggrieved, he may appeal against such a decision of the Managing Director within thirty days of the receipt of the decision, to the Chairman of the Corporation, whose decision shall be final and binding on all concerned.

5A. Wherever these rules do not provide for any service matter, Rajasthan Service Rules shall be made applicable.

6. **Actions taken prior to the promulgation of these Rules**

All actions in respect of appointments, promotions, confirmations and other service matters taken prior to the coming into force of these Rules shall be deemed to have been taken under these rules.

## Chapter - II

7. **Categorisation of posts and their strength:**

(i) The nature and category of posts shall be as specified in the appendix I, appended to these Rules.

(ii) The strength of posts included in the Appendix I shall be as determined by the Board of Directors, from time to time.

(iii) The Board may in their discretion, effect from time to time, such changes in the number, categorisation and nomenclature of posts, as it deems fit.

(iv) The Board of Directors may :

(a) Create any post, permanent or temporary, from time to time as may be found necessary and may abolish any such post prospectively in the like manner

without thereby entitling any person to any compensation.

(b) Leave unfilled or hold in abeyance or abolish any post permanent or temporary post prospectively from time to time without thereby entitling any person to any compensation.

(v) The Board shall review the entire strength of the various categories of posts in the Corporation triannually.

(vi) The various posts under the Corporation shall be categorised as under :

Category - I Top Management

Category - II Senior Management

Category - III Middle Management

Category - IV Junior Management

Category - V Subordinate Staff

Category - VI Asstt. Employees

8. **Status of Employees :** The status of employees in the Corporation shall be as follows :

(i) **Permanent :** Employees confirmed against posts which have been created permanently and against which the employees are entitled to hold lien.

(ii) **Temporary :** Employees regularly selected and appointed against posts which are not permanent but for which a specific period has been laid down. Employees temporarily appointed against permanent posts will also fall in this category.

(iii) **Probationer :** Probationer means a person employed on trial against a permanent vacancy after his regular selection for the post in question.

(iv) **Casual :** Casual employees is one who is engaged on day to day basis on work which is of non-recurring or intermittent nature.

### Chapter - III

9. **Methods and principles of recruitment:**

Recruitment to any post or categories of posts in the Corporation, shall be made by one or more of the following methods :

- (i) By Direct and open recruitment.
- (ii) By promotion.
- (iii) By deputation from the State Government services or State owned and controlled Institutions/Boards/Corporations.
- (iv) By absorption of persons on deputation from the State Government or State owned and controlled undertakings/Boards who have put more than three years service in the Corporation, provided they fulfill the qualifications etc. as prescribed for the post in the schedule II appended to these Rules and they give option for absorption after verification of service record and other procedure as prescribed by the Board of Directors.

**10. Reservation of vacancies for Scheduled Castes, Scheduled Tribes and their appointment.**

- (i) Reservation of vacancies for scheduled castes and scheduled Tribes and their appointment shall be in accordance with the orders of the Government for such reservation in force at the time of recruitment either by direct recruitment and or by promotion.
- (ii) The vacancies so reserved for promotion shall be filled by Seniority-cum-Merit and Merit-cum-Seniority in the same way as applicable to general vacancies.

**11. Reservation of vacancies for Handicapped persons and other categories and their appointment.**

Reservation of vacancies for physically Handicapped persons and other categories and their appointment shall be made in accordance with the orders of the State Government in force at the time of recruitment.

**12. Determination of Vacancies :**

- (a) Subject to the provisions of these Rules, the Managing Director of the authority on whom powers of appointment on any category or categories of posts have been delegated, shall determine as soon as possible after 1st April, every year, but only once in a year, the number of actual and anticipated vacancies, occurring due to creation of new posts, promotions, retirements etc. during the year.



- (b) Where a post is to be filled in by a single method as prescribed in the schedule II the vacancies shall be so determined.
- (c) Where a post is to be filled in by more than one method as prescribed in the schedule, the appointment of vacancies determined under clause (a) above, to each such method, shall be done, maintaining the prescribed proportion keeping in view the over all number of posts already filled in. If any fraction of vacancies is left over, after apportionment of the vacancies in the manner prescribed above, the same shall be apportioned to the quota of various methods prescribe, in a continuous cyclic order giving precedence to the promotion quota.
- (d) The Managing Director or the authority on whom powers of appointment on any category or categories of posts have been delegated, shall also determine the vacancies of earlier years, yearwise which were required to be filled in by promotion on the basis of availability of posts and other conditions as approved by the Board of Directors if such vacancies were not determined and filled earlier in the year in which they were required to be filled in.

**13. Procedure relating to Direct recruitment:**

- i) **Inviting of Applications :** When a post has to be filled in by the method of direct recruitment, the governing principle shall be to secure the services of the most suitable candidate for the post. With this view, applications, shall be invited by giving full information about the posts through ;
  - a) **Open advertisement for posts in categories II and III in all India News Papers/Rojgar Samachar.**
  - b) **Notifying vacancies in category IV & V to the local employment exchanges, local welfare and Ex-service Boards and open advertisement in local papers.**
- ii) **Form of application :** The application for posts to be filled in on the basis of Direct recruitment shall be made in the prescribed form mentioned in the advertisement.

- iii) **Application fee** : Alongwith the application the candidate must pay the prescribed application fee in such manner as may be indicated therein.
- iv) **Registration of applications received** : All applications received by the prescribed date shall be entered in a register in a chronological order.
- v) **Scrutiny of applications** : The appointing authority shall scrutinise the applications received and prepare a list of candidates eligible for appointment.
- vi) **Selection Committee** : Selection Committee as constituted by the Board of Directors shall consider the eligible candidates. Selection from amongst the eligible candidates shall be made on the basis of interview and or such written or practical tests as considered necessary and notified prior to the issue of notice inviting applications.
- vii) **Recommendation** : The selection Committee shall prepare a list of candidates whom they consider suitable for appointment. The list so prepared shall be arranged in order of merit and forwarded to the Appointing Authority for finalisation, provided that the selection committee may prepare a reserve list to the extent of three times the vacant posts, in order of merit and keep in a sealed cover. This list in sealed cover may be opened by the Appointing Authority within six months from the date on which the original list was received by the Appointing Authority, provided the main list has exhausted and vacancies are still available.
- viii) **Selection by the Appointing Authority** : The Appointing Authority shall consider the list prepared by the Selection Committee and may offer appointment to the candidates in order of their merit in the list.  
Provided that the inclusion of a candidates name in the list confers no right to appointment unless the Appointing Authority is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all other respects for appointment to the post concerned.

**14. Procedure for Recruitment by Promotion:**

- (i) As soon as the Appointing Authority determines the vacancies to be filled in by promotion on existing and

sanctioned permanent and substantive posts it shall prepare a correct and complete list of the senior most persons who are eligible and possess the prescribed qualifications and experience under these regulations as on 1st April of the year to which the vacancies pertain.

- (ii) Selection for promotion to various posts shall be made strictly on the basis of seniority cum-merit or merit-cum-seniority as provided in the schedule appended to these rules.
- (iii) Promotion shall be made from amongst persons who have been appointed on the lower post in accordance with one of the methods of recruitment laid down in Rules.
- (iv) If in a particular year, direct recruitment has been made earlier than by promotion, such of the persons who are or were eligible for recruitment to the post by both the methods of recruitment and have been appointed by direct recruitment first, shall also be considered for promotion.
- (v) If the committee is satisfied that suitable persons are not available for promotion on the basis of Seniority-cum-Merit or Merit-cum-Seniority, in a particular year, the posts shall be treated as vacant and carried forward to the next year.
- (vi) If the committee is satisfied that suitable persons are not available for promotion on the basis of Merit-cum-Seniority in a particular year, the committee may recommend promotion on the basis of Seniority-cum-Merit.

(a) The zone of eligibility for promotion shall be as follows :

Number of vacancies	Number of eligible persons to be considered
1	5
2	8
3	10
4 or more	3 Times

Where the adequate number of candidates belonging to SC/ST as the case may be, are not available within

the Zone of eligibility, the same may be extended to 5 times the number of vacancies.

**Explanation:**

1. For purpose of selection for promotion on the basis of seniority-cum-merit, persons with good record of last 5 years shall only be selected and their names arranged in order of seniority of the Lower grade.
2. For purposes of selection on the basis of Merit-cum-Seniority, persons eligible for consideration, with only 'Very Good' or 'Out-standing' record of last five years or the eligibility period, whichever is less, be selected and their names arranged in order of seniority.
3. Recommendations in respect of persons under suspension or facing Departmental Enquiry may be made by the Committee in a "Sealed Cover" which shall be opened by the Appointing Authority after suspension has been revoked and the persons have been exonerated of the charges.

Where punishments are imposed as a result of the D.E. the sealed cover shall 'not' be opened and the matter shall be placed before the committee for review.

4. No adhoc promotions will be made without holding the D.P.C. meeting for posts duly created and existing in the Corporation.

**15. Selection Committee:**

- (i) The Selection Committee shall consider the cases of all the senior-most persons who are eligible and qualified and whose name fall within the zone of eligibility and after considering their service records etc. shall prepare a list containing names of the persons found suitable, equal to the number of vacancies. The list so prepared shall be arranged in the order of seniority on the category of posts from which selection is made.
- (ii) The Selection Committee shall also prepare a separate list of the persons found suitable in excess of the number of vacancies, equal to half the number of vacancies. The list so prepared shall be arranged in order of seniority on the category of posts from which selection shall be made. Such

a list will be reviewed or revised by the committee that meet in the subsequent year and that such a list shall remain in force till the end of 30th Sept. of the year following the year in which the committee met and prepared such a list.

(iii) Vacancies of promotion quota on permanent and substantive posts shall be filled in yearwise after the promulgation of these Rules except where posts likely to fall vacant have been abolished or kept in abeyance due to financial constraints or other interests of the Corporation.

(iv) Appointments shall be made by the Appointing Authority taking names out of the lists finally approved, in order in which they have been placed in the lists till such lists are exhausted or reviewed or revised, as the case may be.

Provided that inclusion of a candidates name in the list prepared by the committee confirm no right to persons concerned to appointment by promotion.

**16. Constitution of selection committee:**

The selection committee for various categories of posts shall be as prescribed in Schedule - III.

**17. Restriction of promotion of officials forgoing promotions:**

In case a person, on appointment by promotion to next higher post on the recommendation of the Committee in any year foregoes such an appointment, he shall be considered for promotion on the recommendation of the committee in the subsequent year only.

**18. Procedure relating to appointments on deputation:**

The appointing authority may fill in any post by obtaining the services of an employee on deputation from State Government undertakings/Boards owned or controlled by the State Government subject to the following conditions :

(a) Posts to be filled by promotion for Categories III and IV no deputation will normally be allowed in the interest of the Corporation Employees.

(b) The period of deputation in the first instance shall be one year which may be extended from time to time upto four years. In exceptional cases, the terms of deputation may be

extended upto five years with the approval of the Board of Directors and the lending authority.

- (c) The terms and conditions of persons on deputation shall be governed by the terms mutually agreed upon between the parent department and the Corporation.

### **Chapter - IV**

19. **General conditions relating to appointments - As per R.S.R. only**
- (a) Nationality
  - (b) Age
  - (c) Character and antecedents
  - (d) Disqualification for appointment
  - (e) Plural marriage
  - (f) Canvassing
  - (g) Employment by Irregular or Improper means
20. **Physical Fitness - As per R.S.R. only**
21. **Academic and technical qualifications and experience - As per Schedule III to these Rules**
22. **Furnishing of security by employees - As per R.S.R. only**
23. **Grant of higher pay on first appointment - As may be decided by the Board of Directors from time to time**
24. **Letter of appointment - As per R.S.R. only**
25. **Letter of Acceptance - As per R.S.R. only**
26. **Joining Report - As per R.S.R. only**
27. **Commencement of service - As per R.S.R. only**
28. **Provident Funds - As per the provisions of the Employees Provident Funds and Miscellaneous Act, 1952.**
29. **Gratuity - As per the provisions of Payment of Gratuity Act, 1972**

### **Chapter - V**

30. **Probation and confirmation - As per R.S.R. only**
31. **Unsatisfactory progress during probation - As per R.S.R. only**
32. **Confirmation - As per R.S.R. only**

### **Chapter - VI**

33. **Principles of seniority - As per R.S.R. only**

## Chapter - VII

34. Pay scales - As per R.S.R. only
35. Pay on first appointment- As per R.S.R. only
36. Pay during training - As per R.S.R. only
37. Pay during awaiting posting orders - As per R.S.R. only
38. Pay on promotion - As per R.S.R. only
39. Pay during probation - As per R.S.R. only
40. Regulation of pay when pay scales of a post is changed - As per R.S.R. only
41. Drawal of increments - As per R.S.R. only
42. Honorarium - As per R.S.R. only

## Chapter - VIII

43. General conditions for grant of leave - As per R.S.R. only
  - (i) Leave Eamed
  - (ii) Availing of Leave
  - (iii) Commencement and end of leave
  - (iv) Obligation to furnish leave address
  - (v) Leave and Holidays
  - (vi) Acceptance of employment during leave
  - (vii) Combination of leave with other kinds of leave
  - (viii) Recall from leave
  - (ix) Earlier return from leave
  - (x) Station at which an employee to join duty on return from leave
  - (xi) Admissibility of leave under suspension
  - (xii) When to submit an application
  - (xiii) Extension of leave
  - (xiv) Leave to employees on deputation
44. Kinds of leave - As per R.S.R. only
45. Casual leave - As per R.S.R. only
46. Privilege leave - As per R.S.R. only
47. Half pay leave/sick leave - As per R.S.R. only
48. Leave not due - As per R.S.R. only
49. Maternity leave - As per R.S.R. only
50. Study leave - As per R.S.R. only
51. Extra ordinary leave - As per R.S.R. only

52. Special disability leave - As per R.S.R. only  
53. Terminal leave - As per R.S.R. only

### **Chapter - IX**

54. Termination of service, resignation superannuation - As per R.S.R. only  
55. Absence from duty - As per R.S.R. only  
56. Resignation - As per R.S.R. only  
57. Superannuation and retirement - As per R.S.R. only

### **Chapter - X**

58. Record of service - As per R.S.R. only  
(i) Service  
(ii) Confidential record.



# SANCTIONED STRENGTH

Schedule I

Category	Status of Post	Designation	No. of posts	Present Pay Scale
I	Top Management	1. Managing Director	1	As approved by Govt.
II	Senior Management	1. General Manager 12,500-16,500	1	3700-5000
		2. Sr. Manager (Production) 10,000-15,200	1	3000-4500
		3. <del>Sr.</del> Manager (Marketing) 11,300-16,200	1	3000-4500
		<del>4. Financial-Adviser</del>	<del>1</del>	<del>3000-4500</del>
III	Middle Management	1. Company Secretary 10,000-15,200	1	3000-4500
		2. Manager (Marketing) "	1	3000-4500
		3. Sr. Manager (Finance)•• 11	1••	3000-4500
		4. Sr. Manager (Processing) 11	1	3000-4500
		5. Regional Managers "	6	3000-4500
		6. <del>Manager (Public Relation)•</del>	<del>1</del>	<del>3000-4500</del>
		<del>7. Manager (Production)---</del>	<del>1</del>	<del>3000-4500</del>
IV	Junior Management	1. Dy. Manager (QC & Farms) 9,000-14,410	1	2500-4250
		<del>2. Dy. Manager (Marketing)---</del>	<del>1</del>	<del>2500-4250</del>
		<del>3. Dy. Manager (Processing)---</del>	<del>1</del>	<del>2500-4250</del>
		4. Dy. Manager (Public Relation)•	1•	2500-4250
		5. <del>Manager (Marketing)</del>	1	
		6. <del>Manager (Finance)</del>	1	

Manager Forestry

5. Asst. Manager (Public Relation)	8000 - 13,500	1	2200-4000
<del>6. Asst. Manager (Finance)</del>		1	2200-4000
7. Asst. Manager (Production)	8000 - 13,500	-	2200-4000
<del>8. Asst. Engineer (Mechanical)</del>		1	2200-4000
9. Plant Manager	8000 - 13,500	12 20 (22)	2200-4000
10. Accounts Officer	" " " "	1	2200-4000
11. Asst. Accounts Officer	6500 - 10,500	1	2000-3200
12. Seed Officer	" " " "	19 55 63	2000-3200
13. Administrative Officer	" " " "	1	2000-3200
14. Public Relation Officer		1	2000-3200
15. Sr. P.A.	6500 - 10,500	1	2000-3200

V . Subordinate Staff

1. Asst. Seed Officer		20	1640-2900
2. Office Superintendent	5500 - 9000	3	1640-2900
3. Accountants	" " " "	8 57	1640-2900
4. P.A.	" " " "	1	1640-2900
5. Office Assistant	5000 - 8000	6	1400-2600
6. Jr. Accountant	" " " "	14 22	1400-2600
7. Foremen	5000 - 8000	2	1400-2600
8. Stenographer	5000 - 8000	67	1400-2600
9. Legal Assistant	5000 - 8000	1	1400-2600
10. Sr. Asstt.	4000 - 6000	15	1200-2050
11. Sr. Asstt. (Legal)	4000 - 6000	1	1200-2050

12. Machine Operator	<del>14</del> 09	1025-1800
13. Jr. Asstt.	<del>25</del> 22	950-1680
14. Godown Assistant	1	950-1680
15. Driver	10 8	950-1680
VI Asstt. Employees	<del>51</del> 45	750-940/775-1025
2. Machine Attendent	1D	775-1025
Total	<del>242</del>	

Note : • At any one time only one of the posts will be active, rest will be kept in abeyance. ~~240~~

•• At any one time only one of the posts will be active, rest will be kept in abeyance.

••• At any one time only one of the posts will be active, rest will be kept in abeyance. ~~263~~