

**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT
AND INVESTMENT CORPORATION LIMITED:
UDYOG BHAWAN, TILAK MARG, JAIPUR - 302005**

No. A.1 (4) Contractual/2022

Dated: July, 2023

01 August

OFFICE ORDER

The Board of Directors in their meeting held on 14.06.2023 vide item no. 20 has accorded approval for "Rajasthan State Industrial Development & Investment Corporation Contractual Hiring to Civil Posts Rules, 2022" as annexed below.

Bindu
(Bindu Karunakar)
Advisor (A&M)

- Copy to:
1. All Controlling Officers
 2. All Units Heads
 3. Trustee Secretary (CPF)
 4. Sr. DGM (HRD)/DGM (Computer)
 5. Manager (Bills)/ (HRD)
 6. Dy. Manager (HRD)
 7. Notice Board
 8. Office Order File/Concerned File

- Copy also:
1. Sr. PS to Chairman
 2. Sr. PS to MD
 3. Sr. PS to ED

RAJASTHAN STATE INDUSTRIAL DEVELOPMENT AND INVESTMENT CORPORATION CONTRACTUAL HIRING TO CIVIL POST RULES, 2022

In exercise of the powers conferred by Article 93(xv) of the Articles of Association of the Corporation, the Board of Directors of RIICO hereby makes the following rules for regulating the hiring of subject matter specialists, experts and manpower on a contract basis, and the conditions of the services of persons hired in the Rajasthan State Industrial Development and Investment Corporation Limited, Jaipur, on a contract basis, from time to time.

1. Short title and commencement:

- (i) These rules may be called "Rajasthan State Industrial Development & Investment Corporation Contractual Hiring to Civil Post Rules, 2022;
- (ii) These rules shall come into force with immediate effect.

2. Definitions: In these rules, unless the context otherwise requires:-

- (i) '**Appointing Authority**' means the Managing Director of the Corporation;
- (ii) '**Board**' means the Board of Directors of the Corporation;
- (iii) '**Chairman**' means the Chairman of the Corporation appointed by the State Government;
- (iv) '**Corporation**' means the Rajasthan State Industrial Development & Investment Corporation Limited, Jaipur; wherever the word 'State Government' is used in these rules, it shall be replaced by Corporation.
- (v) '**Managing Director**' means the Managing Director of the Corporation appointed by the Governor of Rajasthan under Article 94 of the Articles of Association of the Company from time to time either for the post of Managing Director or for the post of Chairman cum Managing Director, as the case may be;
- (vi) '**Secretary**' means the Company Secretary of the Corporation;
- (vii) '**Selection**' means the selection of the candidate who appoints to the civil posts of the Corporation on a contract basis for a particular period by following the procedure as laid down in these rules;
- (viii) '**Selection Committee**' means the Committee constituted by the Corporation for the purpose of filling up the various post under these rules;
- (ix) '**State Government**' means the Government of Rajasthan.

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- (x) 'Working Committee' means a sub-committee of the Directors of the Board constituted under Article 88 of the Articles of Associations of the Corporation for the purpose of matters relating to the establishment, human resources and allied issues;

3. **Scope and Application:** These rules shall apply to the posts created/sanctioned in the Corporation after obtaining the concurrence of the Industries & Commerce Department, Government of Rajasthan for implementation of the project and/or any scheme including supervision thereof. These rules may also apply to those persons who appoint to such created/sanctioned posts in accordance with the provisions of these rules on a contract basis for a limited period after the commencement of these rules provided that such selection was made by following the procedure as laid down in these rules.

4. **Posts and Strength of Posts:**

- (i) The nature of posts created/sanctioned for the implementation of the projects/schemes shall be such as, it may be advertised by the Corporation after getting approval from the State Government;
- (ii) The strength of such posts, shall be, as it may be determined by the Corporation, from time to time;

Provided that the Corporation may:

- (a) create any contractual post, from time to time, as may be considered necessary and may abolish any such post in the like manner without thereby entitling any person to any compensation, and
- (b) leave unfilled or hold in abeyance, abolish or allow to laps any posts, from time to time, without thereby entitling any person to any compensation as provided under these rules.

5. **Method of hiring :**

Hiring on a contractual basis under these rules against the posts so sanctioned/created under sub-rule (i) of rule 4 shall be made by inviting of applications through an advertisement to be made in the public domain in the leading newspaper.

The evaluation criteria and process of hiring on a contractual basis shall be approved by Appointing Authority on the recommendations of the Committee nominated by the Appointing Authority.

The candidature-ship shall be scrutinized and in case, an adjudged applicant is suitable, the candidate may be called for a test/evaluation of his/her skills, and the decision of the Appointing Authority would be final.

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6. **Age :**

A candidate whose services are being hired on a contractual basis under these rules must have attained the age of 21 years on the 1st day of January next following the last date fixed for receipt of applications. The upper age limit for the appointment under these rules shall be 40 years.

Provided that the upper age limit mentioned above shall be relaxed by -

- (i) 5 years in case of male candidates belonging to the Scheduled Castes, Scheduled Tribes, Backward Classes, More Backward Classes and Economically Weaker Sections.
- (ii) 5 years in case of women candidates belonging to the General Category; and
- (iii) 10 years in case of woman candidates belonging to the Scheduled Castes, Scheduled Tribes, Backward Classes, More Backward Classes, and Economically Weaker Sections.

7. **Qualifications and eligibility criteria for selection:**

The academic qualification, experience, duties, and responsibilities of the post created/sanctioned under these rules shall be decided by the Appointing Authority with the concurrence of the Administrative Department, Department of Personnel and Finance Department.

8. **Production of Medical Certificate and Character Certificate:**

- (i) Personnel hired under these rules shall produce the medical certificate of his/her fitness as may be specified by the Appointing Authority before joining the assignment.
- (ii) Personnel hired under these rules shall have to produce a character certificate written not more than six months prior to the date of joining.

9. **Other conditions:**

- (1) A person shall be eligible to be hired for any contractual post in the Corporation:
 - (a) he/she is of sound mind and good health;
 - (b) he/she has not been disqualified for appointment in public service or removed from public service on disciplinary grounds;
 - (c) he/she has not been convicted of any offense involving moral turpitude.
- (2) No person shall be eligible for appointment under these rules who has more than two children on or after 01.04.2007:

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Provided that:

- (i) the candidate having more than two children shall not be deemed to be disqualified for the appointment so long as the number of children he/she had on 1st April, 2007, does not increase.
- (ii) where a candidate has only one child from earlier delivery but more than one child is born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children.
- (iii) while counting the total number of children of a candidate, the child born from earlier delivery and having a disability shall not be counted.
- (iv) any candidate who performed remarriage which is not against any law and before such remarriage, he/she is not disqualified for appointment under this sub-rule, he/she shall not be disqualified if any child is born out of single delivery from such remarriage.

10. Reservation :

For appointment on the posts created for contractual appointment under these rules, the provisions and rules/instructions issued by the State Government, from time to time, for reservation for the Scheduled Castes, Scheduled Tribes, Backward Classes, More Backward Classes, Economically Weaker Sections, Women and Person with Benchmark Disability etc. shall be applied.

11. Period of contractual appointment :

- (1) On the posts created under these rules, the first contractual appointment shall be made for a period not exceeding five years or up-to the implementation/expiry of the period of the project/scheme, whichever is earlier. However, if the period of the project/scheme is further extended, the Corporation may take a decision for renewal of contractual appointment by extending such period of contractual appointment for a further period of 3 years at a time depending on the necessity of the contractual employees and after assessing the suitability of person appointed on a contract basis. The contractual appointment shall not be extended beyond the date on which the contractual appointee attains the age of 60 years.
- (2) Work assessment of the person hired on contract shall be recorded so that his work may be assessed in case he/she is to be considered for appointment on contract for the next year.
- (3) Contract appointment shall stand terminated automatically on the expiry of the period of the contract and there shall be no need to issue separate orders for terminating the service.

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12. Screening/Selection Committee :

If any specific contractual post of any project/scheme of the Corporation is converted into regular posts and included in any service, the person working on that contractual post and who have completed five years satisfactory service shall be screened for adjudging their suitability after taking into consideration the educational qualification, experience in the relevant field, age limit and the concerned posts available in the Corporation, by the Screening Committee consisting of the following-

1. Appointing Authority (Managing Director)
2. Head of Establishment Wing (Advisor-A&M)
3. Head of Infra Wing (Advisor-Infrastructure)
4. Head of Finance Wing (Financial Advisor)
5. Subject Specialist or any other officer to be nominated by the Appointing Authority. if deemed appropriate

The recommendations of the Screening Committee shall be placed before the Selection Committee consisting of the following officers:

- (i) Commissioner, Industries
- (ii) Managing Director, RIICO
- (iii) Commissioner (BIP)

Note:- The senior most member of the Committee would be the Chairman of the Selection Committee and the decision of the Selection Committee would be final.

The Appointing Authority shall issue an appointment order of the person, who is adjudged suitable for the post by the Selection Committee provided that the concurrence of the Industry & Commerce Department shall be obtained in this regard before issuing the appointment order.

13. Appointment order on Contract :

The person selected for appointment under these rules may be appointed on a contract basis by the Appointing Authority. The contract appointment order shall be issued in the prescribed form appended to these rules.

14. Remuneration and other facilities :

- (1) A person appointed on the posts created under these rules shall be entitled for such lump-sum remuneration as may be fixed by the Corporation with the concurrence of the Finance Department, Government of Rajasthan. On completion of satisfactory service of every one year, the monthly lump-sum remuneration shall be increased by 5% rounded off to the next hundred rupees.
- (2) The contractual employee shall also be entitled to:-

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- (i) reimbursement of Medi-claim Policy premium not more than Rs. 1500/- per year;
 - (ii) reimbursement of Accidental Insurance Policy premium not more than Rs. 500/- per year;
 - (iii) Corporation contribution in applicable Pension Scheme, if applicable as per the mandate of the State Government equal to 50% of the contribution deposited by him/her subject to a maximum of 10% of the monthly lump-sum contract remuneration.
- (3) No ad-hoc bonus shall be payable to the contractual employee.
 - (4) TDS on income, if due, shall be deducted from contractual remuneration

15. Applicability of Leave :

- (1) The Person hired on a contract basis shall be entitled for 12 days casual leave in each calendar year, and in case of appointment in the middle of the year, or on termination of his service, calculation of eligibility for casual leave shall be made on a proportional basis for full completed months. However, controlling authority can permit the use of leave to accrue during a calendar year only in advance for deserving reasons. Unavailed leave shall stand lapsed at the end of the calendar year.

Explanation: Incomplete day shall be adjusted/rounded off with the next full day for computation.

- (2) The person hired on contract shall be entitled to half-pay leave of 20 days in respect of each completed year of contract service. This leave may be granted on a medical certificate only. Unutilized half-pay leave may be accumulated a maximum up to 200 days.
- (3) Maternity leave of up-to 180 days would be admissible to the female contractual employee who has less than two surviving children. If there is no surviving child after availing it twice, maternity leave may be granted on one more occasion. Payment of leave shall be made as per the rate of contractual remuneration amount paid on the day before leaves commence.
- (4) Contractual employee shall not leave headquarter without prior permission of a competent officer.

16. Travelling allowance :

The person hired on contract shall be entitled to Travelling and Daily Allowance for journeys performed by them in connection with the affairs of the Corporation, as per the RIICO (Travelling Allowance) Rules, 1969. For the purpose of Travelling Allowance, the category shall be determined as per monthly lump-sum contract remuneration.

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17. **General conditions, ethics, and observance:** The person hired on a contract basis shall-
- (i) observe general satisfactory conduct and ethics at the level expected under orders/rules and instructions issued by higher authorities;
 - (ii) not be transferred from one place to any other place;
 - (iii) not accept any full-time/part-time employment or engage in any other work, business occupation or pursue any study course without prior approval of the Corporation;
 - (iv) comply with the instructions regarding uniform/livery, if issued, for which an amount fixed by the Corporation will be paid.

18. **Compensation:** If the service of personnel hired under these rules is terminated, before the completion of his/her contract tenure, he/she shall be entitled to payment of compensation at the following rate:

Unexpired agreed period remained	Amount of compensation
up-to one year	1 month emoluments
up-to two years	2 months emoluments
up-to three years	3 months emoluments
up-to four years	4 months emoluments
above four years	5 months emoluments

If the service of the contract employee is terminated on the ground of misconduct, then no compensation shall be payable to such contract person.

19. **Revoking of appointment order:** Any person appointed under these rules if,-
- (i) disobeys lawful order or instructions of superior officers or defies the superior officers;
 - (ii) make may anonymous correspondence with Corporation officials;
 - (iii) involved in immoral life or in any criminal case;
 - (iv) not maintain integrity and devotion to duty;
 - (v) not establish the usefulness of his/her services at all times; and
 - (vi) involve in misappropriation of funds,

his/her appointment may be revoked with immediate effect by the Appointing Authority. For revoking the appointment order, the Appointing Authority shall follow the following procedure, namely:-

- (a) A notice containing details of reasons shall be served to the person appointed under these rules whose appointment order is being revoked.

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- (b) Notice may be served by Speed Post/Registered A/D on his/her address/by personal receipt/by e-mail or any other manner as decided by the Appointing Authority.
- (c) Maximum of three weeks' time to be given to submit the reply from the date of receipt of the notice.
- (d) if the reply is submitted by the delinquent within time, the Appointing Authority shall examine the reply received by him.
- (e) Personal hearing may also be given to the contractual employee concerned by the Appointing Authority.
- (f) The Appointing Authority shall consider the facts and circumstances of the matter with due diligence and after satisfaction, if required, the Appointing Authority shall pass a speaking order to revoke the appointment order and recovery, if any, in respect of misappropriation of funds, with immediate effect. The process shall be completed within a period of two months:

Provided that an employee appointed under these rules is convicted by any court of law then his/her appointment order shall be revoked with immediate effect by the Appointing Authority without following the procedure stated above.

- 20. **Termination of appointment:** If the Appointing Authority is not satisfied with the services of the contractual employee appointed under these rules or believes that his/her services are no longer required for any reason, the appointing authority may terminate his/her services by giving three months notice or notice period salary. The decision of the Appointing Authority in this regard shall be final.
- 21. **Interpretation:** Unless the context otherwise requires, the Rajasthan General Clauses Act, 1955 (Act No. VIII of 1955) shall apply for the interpretation of these rules as it applies to the interpretation of a Rajasthan Act.
- 22. **Removal of doubts:** If any doubt arises relating to the application, interpretation, and scope of these rules it shall be referred to the Chairman, RIICO whose decision shall be final and binding.

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APPOINTMENT ORDER ON CONTRACT BASIS

With reference to the application for the post of
received from Shri/Smt./Kumari son/wife/daughter of
Shri resident of
..... Village
Tehsil, District, State it
is informed that Shri/Smt./Kumari, has been
selected for the said post under the Rajasthan State Industrial Development & Investment
Corporation Contractual Hiring to Civil Posts Rules, 2022. Therefore, he/she is hereby appointed
as on a contract basis for a period of years i.e.
upto (date) on the following terms and conditions:-

1. A contract remuneration of rupees (in figures)
..... (in words) per month.

In addition to the above, he/she shall also be entitled to the following:-

- (a) Reimbursement of medical-claim policy premium not more than rupees 1500/- per year.
 - (b) Re-imburement of 50% of the contribution deposited by you in a new contributory pension scheme, subject to a maximum of 10% of the consolidated basic salary.
 - (c) Reimbursement of Accidental Insurance policy premium not more than rupees 500/- per year.
2. The terms and conditions, and other matters like leave etc., will be governed as per the provisions of the Rajasthan State Industrial Development & Investment Corporation Contractual Hiring to Civil Posts Rules, 2022.
 3. For travel on duty, the traveling, and daily allowance shall be admissible as applicable to the category of employees based on contractual salary under the RIICO (Travelling Allowance) Rules, 1969 read with Rajasthan State Industrial Development & Investment Corporation Contractual Hiring to Civil Posts Rules, 2022.
 4. The character certificate from two gazetted officers issued within 6 months shall be submitted by him/her before joining.

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5. The appointment is subject to the production of a certificate of medical fitness issued by the Medical Board/Chief Medical and Health Officer before joining to the post.
6. The original, along with attested copies, certificates in respect of educational qualifications, caste or past experience, as the case may be, shall be submitted along with the joining report.
7. He/she shall not take up any other assignment during the period of contractual appointment.
8. The contractual appointment shall stand terminated on During the period of employment, he/she may resign by giving a notice of three months. The appointing authority is also competent to terminate his/her appointment by giving a notice of three months or salary thereof.

In case, the above terms and conditions are acceptable he/she may report for duty to the undersigned before (Not more than fifteen days). After the expiry of this period the appointment order shall stand cancelled.

Date:

Place:

Signature
Managing Director