



RAJASTHAN STATE INDUSTRIAL DEVELOPMENT
& INVESTMENT CORPORATION LIMITED:
UDYOG BHAWAN: TILAK MARG: JAIPUR 302005

RIICO (RECRUITMENT & SELECTION) RULES, 1974

In exercise of the powers conferred by Article 93 (v) of the Articles of Association of the Corporation, the Board hereby makes the following rules, regulating the method of recruitment and selection on the various posts in the Rajasthan State Industrial Development and Investment Corporation Limited, Jaipur.

1. SHORT TITLE AND COMMENCEMENT:

These rules may be called "Rajasthan State Industrial Development and Investment Corporation Service (Recruitment and Selection) Rules, 1974" and shall come into force at once. (Substituted in the meeting of Board of Directors dated 26.7.75).

2. DEFINITIONS:

In these rules, unless there is anything repugnant in the subject or context.

- (1) '**Appointing Authority**' means the Corporation or an Officer of the Corporation to whom the powers of making appointments have been delegated.
- (2) '**Corporation**' or '**Company**' means the Rajasthan State Industrial Development & Investment Corporation Limited, Jaipur.
- (3) '**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.
- (4) '**Secretary**' means the Secretary of the Corporation.
- (5) '**Direct recruitment**' means recruitment by the method prescribed in Rule 10.
- (6) '**Selection**' means recruitment restricted to the employees of the Corporation eligible for the post by the method prescribed in Rule 11.
- (7) '**Selection Committee**' means the Committee constituted by the Corporation for the post of Direct Recruitment or Selection of candidates for appointment to the service of the Corporation.

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- (8) 'Schedule' means the Schedule attached to the Rules.
- (9) 'Service' means the service indicated in Schedule-I.
- (10) 'Board' means the Board of Directors of the Corporation.
- (11) 'CMD' means the Chairman & Managing Director of the Corporation.

3. **NATURE OF POSTS :**

The service shall consist of posts as may be specified in the Schedule from time to time. Whenever any new post is created for which qualification and mode of recruitment have been approved by the Board/ Working Committee would automatically form part of the Schedule.

4. **METHOD OF APPOINTMENTS TO POSTS:**

Appointments to various posts in the service shall be made by direct recruitment or by selection or partly by direct recruitment or partly by selection as provided in Col. 3 of the Schedule.

Provided that: -

- (1) In the absence of availability of suitable candidates, the Corporation may decide whether a particular post shall be filled in by direct recruitment or by selection as the case may be.
- (2) The Corporation may fill in a post temporarily by appointing thereto, (a) an employee of the Central or State Government or a Government Undertaking or deputation, on such terms and conditions as may be agreed to between the Corporation and the lending authority (b) a retired employee of the Central or State Government, on such terms and condition as may be deemed proper, or (c) a person who is considered eminently suitable and useful on contract basis for a specified period which may be extended by the Corporation if considered necessary.

5. **RESERVATION OR VACANCIES FOR SCHEDULED CASTES AND SCHEDULED TRIBES:**

- (i) Reservation of vacancies for appointment of Scheduled Caste and Scheduled Tribes candidates shall be made in accordance with the orders issued by the Government of Rajasthan from time to time.
- (ii)* Reservation of vacancies for appointment of other backward classes candidates shall be made in accordance with the orders issued by the Government of Rajasthan from time to time.

* *Inserted vide office order No. A.1 (18)60/94/Pt.III dated 16.10.1995*

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(III)* Reservation of vacancies for women :- Reservation of vacancies for women candidates shall be 30% category wise in direct recruitment out of which 8% shall be for divorced women candidates. In the even of non-availability of eligible and suitable widows and divorced women candidates in a particular year, the vacancies so served for widow and divorced women candidates shall be filled by other women candidates and in the even of non-availability of eligible and suitable women candidates, the vacancies so reserved for them shall be filled up by male candidates and such vacancies shall not be carried forward to the subsequent year and the reservation shall be treated as horizontal reservation i.e. the reservation of women candidates shall be adjusted proportionally in the respect category to which the women candidates belong.

Explanation:- In the case of widow, she will have to furnish a certificate of death of her husband from the competent Authority and in case of divorcee she will have to furnish the proof of divorce."

* *Inserted vide Item No. 5 of working committee meeting dated 17.11.2011*

6. QUALIFICATION:

Qualifications of the candidates for direct recruitment or for selection shall be as indicated in Cols. 4 and 5 of the Schedule I.

6.1 Qualifications of the candidates for direct recruitment or for selection shall be as indicated in Cols. 4 and 5 of the Schedule I.

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For the posts in the cadres of Dy. General Manager, Manager and Dy. Manager in the Corporation the minimum years of experience required at the time of appointment shall be seven years, four years and two years respectively.


6.3 In the case of an applicant possessing higher academic qualification than the prescribed for the said post, corresponding relaxation in the prescribed length of experience for that post may be given by the Managing Director.

* Redesignated as DGM, Manager and Dy. Manager instead of Manager, Dy. Manager and Assistant Manager vide WC dated 21.03.1998.

7. **AGE:**

The minimum and the maximum age for direct recruitment to a post enumerated in Schedule I shall be 18 and 35* years respectively. Provided that:-

1. the upper age limit may be relaxed upto 40 years in an individual case, by the Managing Director after recording reasons therefor.
- 1(a) the upper age limit for the posts in the cadre of *Deputy General Manager shall be forty years and for *Manager it shall be 48 years;
- 1(b) the upper age limit may be relaxed upto forty years in an individual case by the Managing Director after recording reasons therefor;
- 2.** the upper age limit shall be relaxed:-
 - (a) by 5 years in the case of male candidates belonging to the Scheduled Castes and the Scheduled Tribes;
 - (b) by 5 years in the case of woman candidates belonging to General category; and
 - (c) by 10 years in the case of woman candidates belonging to Scheduled Castes, Scheduled Tribe and the Other Backward Classes."
 - (d) "the upper age limit for male candidate shall be relaxed by 5 years in the case of candidates belonging to the Other Backward Classes."


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*amended by W.C. of Board vide Circulation on
8.4.2011

**inserted vide office order No. A.1(18)60/2001 dated 16.4.2010
(W.C. vide resolution dated 13.4.2010)

3. the upper age limit shall be relaxed by 5 years in the case of employees of the Corporation, who are, otherwise eligible for direct recruitment;
4. the persons appointed temporarily shall be deemed to be within the age limit, at the time of regular appointment after screening by the Selection Committee if they fulfill the condition as to age requirements at the time of initial appointment under this regulation.

8. **PHYSICAL FITNESS:**

A candidate for direct recruitment must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his duties and must produce a certificate of health to that effect from the Medical Authority appointed by the Corporation.

9. **CANVASSING:**

No recommendation for recruitment either written or oral other than that required under the rules shall be taken into consideration. Any attempt on the part of a candidate by other means shall disqualify him for recruitment.

10 (A) **PROCEDURE FOR DIRECT RECRUITMENT FOR THE POST OF MINISTRIAL CADRE (BELOW THE GRADE PAY OF RS. 5400/-):**

(1) The advertisement shall contain a clause that a candidate who accepts the assignment on the post being offered to him/her shall be paid monthly fixed remuneration at the rate fixed by the Corporation from time to time during the period of probation and the scale of pay of the post as shown elsewhere in the Advertisement shall be allowed only from the date of successful completion of the period of probation mentioned in the said rules.

(2) The particulars of all the candidates given in the application invited by the Corporation shall be scrutinized by the recruitment agency to be nominated for this purpose by the appointing authority and select eligible candidates based on requisite eligibility criteria as prescribed for such post are to be called for written test prescribed for the post. In the case of posts for which any type test/ efficiency test with requisite computer knowledge or any specific test required for post advertised by the Corporation, has been prescribed, only those candidates who have qualified in the written test shall be called for such test.

(3) No interview shall be conducted for such successful candidates who have qualified written test as well as type test/ efficiency test with requisite computer knowledge or any specific test, if applicable.

10 (B). **PROCEDURE FOR DIRECT RECRUITMENT FOR THE POST OF OFFICER CADRES (THE GRADE PAY OF RS. 5400/- AND ABOVE):**

(1) The advertisement shall contain a clause that a candidate who accepts the assignment on the post being offered to him/her shall be paid monthly fixed remuneration at the

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rate fixed by the Corporation from time to time during the period of probation and the scale of pay of the post as shown elsewhere in the Advertisement shall be allowed only from the date of successful completion of the period of probation mentioned in the said rules.

- (2) The particulars of all the candidates given in the application invited by the Corporation shall be scrutinized by the recruitment agency to be nominated for this purpose by the appointing authority or by the Corporation and select eligible candidates based on requisite eligibility criteria as prescribed for such post are to be called for written test prescribed for the post and/or for the interview.
- (3) In the case of requirement of conducting interview for particular posts, only those candidates who have qualified in the written test shall be called for interview before the Selection Committee.

(Amended vide office order no. A.1(8)Notice/2014 dated 13.06.2017)

11. PROCEDURE FOR RECRUITMENT BY SELECTION

- (1)(a) As soon as it is decided that certain number of vacancies are to be filled in by selection, a list of all employees of the Corporation eligible for selection as on 1st April of the year for which selections are to be made in accordance with the qualifications and experience given in the Schedule shall be prepared and a statement of particulars of each candidate included in the list together with his service record shall be submitted to the Selection Committee.

- (1)(b)* The Managing Director of the Corporation may relax the prescribed period of service or experience to the extent of 1/3 (one third) period of the service or experience prescribed for promotion to any post as prescribed in the relevant schedule appended to these rules before holding the meeting of the Departmental Promotion Committee, depending upon the requirements of the organization.

** Inserted vide item no. 3 of Working Committee Meeting dated 9.10.2002*

- (2) The Selection Committee shall meet every year on or after 1st April for selection and prepare a panel of the selected candidates on the basis of vacancies determined for the year. In case where the Selection Committee could not meet in a particular year and when it meets in the subsequent year shall select the candidates against the quota separately for the year the Selection Committee could not meet and after making selections for the previous year when the Committee could not meet it shall make selections for the current year.

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- (3) (i) The Selection Committee shall make its recommendations on the basis of overall performance with the special reference to the performance of last 7 years preceding the year for which the DPC is held and shall prepare a panel out of the eligible candidates on the basis of 'Merit' and 'Seniority-cum-Merit' as the case may be, as mentioned in the Schedule of relevant post(s) appended to these rules. However, in case where the eligibility condition provides for 5 years experience on the lower post then the Selection Committee shall make its recommendations on the basis of over all performance with the special reference to the performance of last 5 years preceding the year for which the DPC is held.
- (ii) For the purpose of selection for promotion on the basis of Merit, no person shall be selected if he does not have 'Outstanding', or 'Very good/Above Average' record in at least five out of 7 years preceding the year for which DPC is held. However, in case where the eligibility condition provides for 5 years experience on the lower post then for the purpose of selection for promotion on the basis of Merit, no person shall be selected if he does not have 'Outstanding', or 'Very good/ Above Average' record in at least three out of 5 years, preceding the year for which DPC is held. The 'Above Average' rating in the APARs prior to 1998-99 will be taken as equivalent to 'Very Good'.
- (4) The Selection Committee may call the eligible candidates for interview whenever it may consider necessary.
- (5) (a) Whenever the test has been prescribed for selection the Selection Committee shall consider the names of those candidates who qualify in the test and shall make its recommendations on the basis of Sub-Rule (3).
- (b) In case any candidate has passed the prescribed test for selection in the earlier year, he shall not be required to pass the same test again.
- (6) The Selection Committee shall recommend the names of the candidates equal to one and half time of the over all vacancies likely to be filled in by Selection in that year and shall arrange their names in order of merit.

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* Substituted for following by working Committee in its meeting held on 13.9.1999

† Inserted as per decision taken by Working Committee in its meeting held on 25.11.1985 vide Item No. 11.

- (7) The panel prepared by the Selection Committee shall ordinarily remain valid upto the end of the year. The Corporation may extend the validity period of the panel in the subsequent year not beyond the next meeting of the Selection Committee and in that case the appointment made out of the panel in the subsequent year shall be treated as appointment made in that particular year in which the appointment made and such candidate will rank senior to those who are selected by the Selection Committee subsequently in that year.
- (8) The appointing authority shall make appointment from amongst the candidates recommended by the Selection Committee, ordinarily in order of merit, in which their names appear in the select list.
- (9) In case the Selection Committee considers that no candidate is fit for promotion to any particular post or posts, the post or posts may be filled in by direct recruitment, for reasons to be recorded in writing.

NOTE: In this rule 'Year' means the year commencing from 1st April and ending on 31st March following.

- (10)* "No person shall be considered for promotion for five recruitment years from the date on which his promotion become due, if he/she has more than two children on or after one year from the date of issue of orders.

Provided that the person having more than two children shall not be deemed to be disqualified for promotion so long as the number of children he/she has on or after one year from the date of issue of orders, does not increase.

Provided further that where a Corporation employee has only one child from the earlier delivery but more than one child are born out of a single subsequent deliver, the children so born shall be deemed to be one entity while counting the total number of children."


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Inserted vide item no. 4 of Working Committee Meeting dated 20.03.2006

12. TEMPORARY APPOINTMENTS IN EMERGENCIES:

Notwithstanding anything contained in these rules, the appointing authority may appoint a person temporarily who fulfils the requisite qualifications, academic or otherwise, and the experience prescribed for the post under these rules or by promotion from amongst the members of the service of the Corporation who are eligible for appointment to the post by promotion under these rules; provided that no such appointment or promotion made thereto shall be continued beyond a period of six months without referring it to the Selection Committee constituted for the service.

13.

PROBATION:

- * (1) (i) A person entering the service by Direct Recruitment against a clear vacancy shall be placed a probationer trainee for a period of 2 Years. Provided that nay period after such appointment during which a person has been on deputation on corresponding or higher post shall count towards the period of probation.
- (ii) During the period of probation specified in sub-rule (i), each probationer trainee may be required to pass such Departmental Examination and to undergo such training as the corporation may, from time to time, specify.

**Inserted vide item no. 7 of Working Committee Meeting dated 20.03.2006*

- (2) If it appears to the appointing authority at any time during or at the end of the period of probation that an employee has not made satisfactory progress or has failed to pass the prescribed test or examination the appointing authority may revert him to the post held by him immediately proceeding his appointment or in other cases may discharge him from the service without notice, and without payment of any compensation.

Provided that the Appointing Authority may extend the period of probation of any employee by a period not exceeding two years, if in the opinion of the Appointing Authority the probationer has not made or shown satisfactory progress during the period of probation.

- (3) *Deleted vide item no. 7 of Working Committee Meeting dated 20.03.2006*

14. **SENIORITY:**


- (1) Seniority will be determined by the order in which the names have been arranged/or appear in the select list sent by the Selection Committee under Rule 10 (4) the appointments are made to any category of posts provided that where more than one person is selected simultaneously for the same category of posts by the Selection Committee, the seniority of such persons, interse shall be as recommended by the Selection Committee and in the absence of such recommendations, be determined by seniority in age of the candidates.
- (2) The seniority of persons appointed by Selection from the lower post shall follow the order of seniority of the post held by them immediately proceeding their appointments to the new posts, unless otherwise recommended by the selection Committee.

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- (3) The candidates appointed by promotion shall be senior to those appointed by direct recruitment in the same financial year.
- (4) The candidates selected for appointment at an earlier meeting of the Selection Committee shall be senior to those selected later, irrespective of the dates of their joining, provided that the candidates selected earlier join not later than 3 months from the date of issue of appointment/promotion letter.
- (5) The Seniority interse of persons appointed on different posts carrying same scale of pay and in the same category, shall be determined on the basis of date of joining the post in that pay scale.
- (6) Seniority in the case of deputationist, from the Central Government or State Government of Public Undertaking, on their permanent absorption in the Corporation, shall be fixed in a particular grade with effect from the date of his joining in the Corporation in that grade.

15. DISQUALIFICATIONS:

- (1) No person being a partner or a relative of a Director of the Corporation within the meaning of Section 314 of the Companies Act, 1956, shall be appointed to a post under the Corporation, except with the previous consent of the Board of Directors, accorded by special resolution. Every person on first appointment for a post under the Corporation shall sign a declaration to the effect that he is not a partner or a relative of a Director of the Corporation, within the meaning of Section 314 of the Companies Act, 1956, and that in the event of his acquiring such relationship, every Officer drawing a monthly remuneration of Rs. 500/- per month or more would notify the fact to the Corporation on or before 20th February, each year.


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- (2) No person who has been dismissed or removed or whose services have been terminated by the Central Government or State Government or Public Sector Undertaking as a measure of penalty for any act involving moral turpitude or for any act causing loss to or destruction or property belonging to his ex-employer, as the case may be, shall be eligible to be appointed to the post in the Corporation.
- (3) No male candidate who has more than one wife living shall be eligible for appointment to the service unless the Board, after having satisfied that there are special grounds for doing so exempt any candidate from the operation of this rules.
- (4) 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 having satisfies that there are

special grounds for doing so exempt any female candidate from the operation of the rule.

- (5)* No candidate shall be eligible for appointment to the Service who has more than two children on or after one year from the date of issue of orders.

Provided that where a candidate has only one child from earlier delivery but more than one child are 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.


** Inserted vide W.C. dated 20.3.2006 vide item No. 4 office order issued vide No. A.1 (18)60-2003-2006 dated March 31, 2006.*

16. REMOVAL OF DOUBTS:

If any doubt arises relating to the application and scope of these rules, it shall be offered to the Board of Directors of the Company whose decision shall be final.

17. SUPERSESION OF EXISTING RULES AND ORDERS:

All existing rules and orders in relation to matters covered by these rules shall stand superseded but any action taken by or in pursuance of such existing rules and orders shall be deemed to have been taken under these rules.


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