

Andhra Pradesh State Civil Supplies Corporation Ltd.

EMPLOYEES RECRUITMENT AND SERVICE REGULATIONS

In exercise of its powers conferred under Article 77 of the Memorandum and Articles of Association of the Andhra Pradesh State Civil Supplies Corporation Limited, the Board of Directors hereby make the following regulations namely :

SECTION - I

1. SHORT TITLE AND APPLICATION :

- (a) These regulations may be called the "Andhra Pradesh State Civil Supplies Corporation Ltd., Employees Recruitment and Service Regulations."
- (b) They shall come into force with immediate effect.
- (c) Except as otherwise provided by or under these regulations they shall apply to all persons appointed to any post in connection with the affairs of the Corporation or any of its subsidiary or attached Organisations.
- (d) These rules shall not apply to an employee whose services are obtained on a contract or whose services are lent by a Government.

2. DEFINITIONS :

In these regulations unless there is anything repugnant in the subject or context :

- (a) 'BOARD' means the Board of Directors of the Corporation and in relation to any powers exercisable by it, include any committee.
- (b) 'Managing Director' in relation to any powers exercisable by him includes any Director or Officer, who is authorised to exercise the powers and functions of the Managing Director during the temporary absence of the Managing Director.
- (c) General Manager, Financial Controller, Manager (Admn.) or Personal Manager, Manager Accounts/Secretary/District Manager in relation to any powers exercisable, which includes an officer authorised to exercise the powers of General Manager / Financial Controller / Manager (Admn.) or Personnel Manager, Manager (Accts.), Secretary / District Manager.
- (d) 'COMPETENT AUTHORITY' means the Board or any other authority authorised by the Board in that behalf.
- (e) 'EQUIVALENT QUALIFICATION' or 'EQUIVALENT EXAMINATION' means a qualification or examination declared by the competent authority to be equivalent

to the qualifications or the examination prescribed in respect of a post or category of posts in these regulations.

- (f) 'APPOINTING AUTHORITY' means the authority specified by the Board by a Regulations or a resolution to make appointments to the posts in the service of the Corporation in accordance with the methods of recruitment specified in Annexure.
- (g) 'APPROVED CANDIDATE' means a candidate whose name appears in an authoritative list of candidates approved for appointment to any service, class or category.
- (h) 'CORPORATION' means the Andhra Pradesh State Civil Supplies Corporation Ltd.
- (i) 'COMPENSATORY ALLOWANCE' means an allowance granted to meet expenditure necessitated by the special circumstances in which duty is performed.
- (j) 'DUTY' : Duty includes (i) Service as a Probationer, (ii) Period during which an employee is on joining time and (iii) periods spent on Casual Leave authorised holidays as authorised.
- (k) 'JOINING TIME' means the time allowed to an employee, within which he joins a new post or to travel to or from a Station to which he is posted.
- (l) 'MONTH' means a calendar month in calculating a period expressed in terms of months and days complete calendar months irrespective of the number of days in each should be first be calculated and the odd number of days calculated substitutely.

3. CLASSIFICATION OF STAFF :

The posts in the Corporation shall be classified as follows :

- a) Class-I : Senior Officers Gr. I and II.
- b) Class-II : Junior Officers (Asst. Managers) and Asst. Executive Engineers.
- c) Class-III : Employees in the cadres of Gr. I, II and III Assistants, Accountants, Technical Assistants and Stenographers, etc.)
- d) Class-IV : All other employees below the cadre of Grade-III.
- e) Any post not specified above shall be classified, taking the scale of pay of the post into consideration for the purpose of determining its class.

The Board shall fix from time to time the qualifications thereof and the pay-scale of the staff. The present scales of posts, qualifications, etc., shall be as laid down in the Annexure.

4. METHODS OF RECRUITMENT :

- i) Appointments may be made to any posts in the Corporation by direct recruitment, promotion, deputation from other sources, viz., Govt., Central and State

and Commercial Organisation and institutions substantively under the control of the State and Central Governments or on Contract basis or by transfer from other Organisations or State Government, on conditions agreeable to the Managing Director or Board of Directors, as the case may be.

- ii) The method of recruitment to such post specified in col. (2) of Annexure shall be as shown in the corresponding entry in col. (4) thereof and the qualifications prescribed for each such post shall be as shown in the corresponding entries in columns 5 and 6 for purposes of promotions and columns 7 and 8 in the case of appointments by direct recruitment.
- iii) The maximum age limit prescribed in column 8 of the Annexure shall be raised uniformly by five years in the case of candidates belonging to Scheduled Castes, Scheduled Tribes and the Backward Classes for direct recruitment to services and posts under the Corporation.

Provided that no such age concession shall be allowed for direct recruitment to the posts for which the maximum age limit is 40 or above. Provided further that the above age concession in respect of Backward Classes shall cease to be operative on and from 30th September, 1980.

- (iv) **RULE OF RESERVATION :** While filling up the vacancies of any post in the Corporation by direct recruitment, the Government orders with regard to the rule of reservation in respect of Scheduled Castes, Scheduled Tribes and Backward Classes (Group A, B, C & D) shall be strictly followed as per the roster points indicated in Annexure II. The vacancies unfilled for want of candidates shall be carried forward in terms of Government Orders in force from time to time. Any future amendments to this provision by the Government of Andhra Pradesh shall also be followed by the Corporation.
- (v) **RESERVATION FOR WOMEN :** In the matter of direct recruitment to posts for which women as well as men are equally suited, other thing being equal, preference shall be given to women and they shall be selected to an extent of atleast 30% in each category of O. C., B. C., S. C. and S. T. quota. The above reservations shall not result in total exclusion of males in any category of posts. For the above purpose, the posts of Assistants, Accountants, Stenographers, Typists and Class IV except the post of driver are identified as the posts equally suited for men and women."

5. SELECTION COMMITTEE :

The selection committee shall be constituted by the Board in respect of posts included in Class-I and Class-II. In respect of Class III and IV the Managing Director may arrange to select the persons for those posts by interview and/or written test.

6. POWER TO APPOINT :

- (a) The authority competent to make appointment to posts of the description specified in Col. (1) of the following table shall be that specified in Col. (2) thereof.

Posts	Appointing Authority	Authority competent to relax age limit, qualification etc. and also selection.
i) Class-IV & Class-III	Managing Director or Officer authorised by him on his behalf.	Managing Director
ii) Class-II posts and posts mentioned in item (1) above	Managing Director	Board
iii) Class-I Officers	Board	Board

- (b) No person shall be appointed (i) unless he has been certified by a Medical Practitioner, approved by the appointing authority to be of sound health possess active habits and is free from any bodily defect or infirmity, making him unsuitable for the post, (ii) who has previously been dismissed, removed or compulsorily retired from the service of the Corporation or from a Department of a State or the Central Government or from any Public Sector Undertaking (iii) if his character and antecedents are such as not to qualify him for such a service or (iv) if he is less than 18 years of age.

7. EXERCISE OF CERTAIN POWERS OF APPOINTING AUTHORITY BY HIGHER AUTHORITIES :

- (a) The powers conferred on the appointing authority, other than the Board may be exercised also by any higher authority to whom the appointing authority is administratively subordinate, provided an appeal against the orders passed by such authority shall lie to the next such higher authority.
- (b) Subject to the provisions of the regulations in Annexure, any person who is already in the service of the Corporation may be considered for appointment to a post filled by direct recruitment.
- (c) Other things being equal, preference may be given to a candidate who is conversant with the Regional language (Telugu).

8. APPOINTMENTS BY CONTRACT AND RELAXATION OF QUALIFICATIONS :

Notwithstanding anything contained in the regulations, the Board may when it considers that it is necessary in its interest to do so appoint to a post to be created or any one of the posts specified in Annexure, a person who has retired from service of the Corporation or who is or was an employee of Government of India or any officer State or any other State Undertakings or from Public or Private Sectors, on such terms and for such a period as may be deemed necessary.

9. CREATION OF POSTS :

- (a) The Corporation shall from time to time determine the number of posts of each description in the service of the Corporation.
- (b) The authorities specified in column 1 of the following table shall be empowered to create new or additional posts in the Corporation of the description specified in column 2 thereof.

Authority	Category of Post
i) Board	Any post
ii) Managing Director	Class II, Class III and Class IV Officers, subject to the condition that it should be reported to the Board of Directors.

10. PREVENTION OF PLURAL MARRIAGES :

- (a) No person who has more than one wife living or who is having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the life-time of such spouse, shall be eligible for appointment by direct recruitment to any post in the Corporation or shall contract another marriage notwithstanding that such subsequent marriage is permissible under the Personal Law for the time being applicable to them.
- (b) No woman whose marriage is void by reason of her husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment by direct recruitment to any post in the Corporation.

11. TEMPORARY STAFF :

- (a) Notwithstanding anything contained in these Regulations, the Managing Director may employ staff, Officers on a temporary basis, whenever the circumstances so require for a period of not exceeding 90 days at a time.
- (b) It shall be competent to the Managing Director to terminate the services of any of such temporary officers and staff at any time without notice and without assigning reasons.

12. COMMENCEMENT OF SERVICE :

- (a) Except as otherwise provided by or under these regulations, service of an employee shall be deemed to commence from the working day on which an employee reports for duty in an appointment covered by these regulations at the place and time intimated to him by the Managing Director, PROVIDED THAT he reports before noon, otherwise his services shall commence from the next following working day.
- (b) DEFINITION OF SERVICE : Service includes the period during which an employee is on duty as well as on leave duly authorised, but does not include

any period during which an employee is absent from duty without permission or overstay his leave unless specifically ratified by the Managing Director.

13. PERIOD OF PROBATION :

The period of probation shall be 2 years, in the case of both promotion and direct recruitment posts, specified in the Annexure.

14. DISCHARGE DURING PROBATION PERIOD :

During the probation period, an employee shall be liable to be discharged without notice. But, the appointing authority may, however, communicate lapses on the part of the probationer or unsuitability of the probation in advance of the expiry of the prescribed period of probation before action is taken to discharge his services.

15. MANAGING DIRECTOR'S POWER TO EXTEND PROBATIONARY PERIOD :

The period of probation of an employee, as fixed at the time of his appointment, may at the discretion of the Managing Director, be extended by him, but ordinarily such an extension may not exceed one year;

16. TEMPORARY SERVICE IN LIEU OF PROBATION :

Where an employee has rendered continuous temporary service prior to his appointment in a regular vacancy, such temporary service may, at the discretion of the Managing Director, 'may' be reckoned as service towards probation.

17. TERMINATION OF SERVICE BY NOTICE :

- (a) An employee shall not leave or discontinue his service in the Corporation without first giving notice to the Managing Director in writing of his intention to leave or discontinue the service. The period of notice required shall be :
 - i) During probationary period - one month
 - ii) After satisfactory completion of probation :
 - A) Three months in the case of an employee in Class I and II: and
 - B) One month in the case of an employee in any other Class :
 - C) In case of breach by an employee of the provisions of this sub-regulation, he shall be liable to pay to the Corporation as compensation, a sum equal to his pay for the period of notice required of him PROVIDED THAT the payment of such compensation may be waived by the Managing Director at his discretion.
- (b) The Board in the case of Class I employee and Managing Director in all other cases may terminate the service of an employee after expiry of the period of his probation and also after confirmation on giving him;
 - (i) Three months notice, or pay in lieu thereof, in case of the Class I employees.
 - (ii) One month's notice, or pay in lieu thereof, in case of other employees.

- (c) Nothing in Sub-regulation (b) shall affect the right of the Corporation :
- (i) to retire or dismiss an employee without notice or pay in lieu thereof in accordance with the provisions of Regulation 23 of these regulations and under the provisions of Regulation 27 of Conduct, Discipline and Appeals Regulations; and
 - (ii) to terminate the service of an employee without notice or pay in lieu thereof on his being certified by a qualified medical practitioner to be permanently incapacitated for further continuing in the service of the Corporation.

EXPLANATION - 1

A notice given by an employee under sub-regulation (a) shall be deemed to be proper only if he remains on duty during the period of the notice, and an employee shall not be entitled to set off any leave earned and not availed of by him against the period of such notice.

EXPLANATION - 2

If an employee to whom notice is given by the Corporation in pursuance of sub-Regulation (b) of Regulation 17 absents himself from duty without permission during the period of notice, he shall not be entitled to receive any pay or allowance for the period of such absence and shall further be liable to such further penalties as the Managing Director may deem fit to impose.

18. SENIORITY :

- (a) The 'SENIORITY' of a person in a service shall, unless he has been reduced to a lower rank as a punishment, be determined by his placement in the list of selection, if he is a direct recruit and by his placement in the approved panel for promotion, if he is a promotee.
- (b) The appointing authority shall fix the seniority as between direct recruits, promotees and deputationists in accordance with the principles to be prescribed by the Board in this regard.
- (c) The transfer of a person from one category or grade of service to another category or grade carrying the same pay or scale of pay shall not be treated as a first appointment to the later for purpose of seniority; and the seniority of a person so transferred shall be determined with reference to the date of the first appointment to the category or grade from which he was transferred. Where any difficulty or doubt arises in applying this regulation, seniority shall be determined by the appointing authority.
- (d) Where a member of any service, is reduced to a lower service, he shall be placed at the top of the later unless the authority ordering such reduction directs that he shall take rank in such lower service, next below any specified member thereof.

19. PROMOTION :

- (a) No member of a service shall be eligible for promotion from the category in

which he was appointed to the service unless he has satisfactorily completed his probation in that category and has passed such tests as may be prescribed by the Managing Director.

- (b) The promotion to regular or long term vacancies in a post or cadre shall be made on the basis of merit-cum-seniority in accordance with the recommendations made by a Departmental Promotion Committee constituted for this purpose from time to time.
- (c) The departmental promotion committee shall normally consist of not less than three members provided that in respect of promotion made to within Class I posts the committee shall include at least two Directors of this Company.
- (d) Unless otherwise decided by the Board of Directors, it shall be competent for the Managing Director to constitute the Departmental Promotion Committee and laydown guide-lines for the working of these Committees from time to time.

20. TEMPORARY PROMOTION :

- (a) Where it is necessary in the administrative interest to fill emergently a vacancy in a post borne on the cadre of higher category in a service by promotion from a lower category and if the filling of such vacancy in accordance with these regulations is likely to result in undue delay, the appointing authority may promote a person temporarily otherwise than in accordance with these regulations.
 - (b) No person who does not possess the qualifications, if any, prescribed for the said service, shall ordinarily be promoted under sub-class (a) above.
 - (c) Where it is necessary to fill a short term vacancy not exceeding six months in a post borne on the cadre of a higher category in a service, by promotion from a lower category and the appointment of a person who is eligible for such promotion under these regulations, would involve excessive expenditure on travelling allowance or exceptional administrative inconvenience, the appointing authority may promote any other person possessing the qualifications, if any, prescribed for the post.
 - (d) A person promoted under clause (a) whether or not he possess the qualifications prescribed for the service to which he is promoted, shall as soon as possible be replaced by a member of the service, who is eligible to hold the post under the regulations or orders in force.
 - (e) A person promoted under Clause (a) or (b) of regulation 20 shall not be regarded as a probationer in the higher category or be entitled by reason only of such promotion to any preferential claim to future promotion to such higher category.
 - (f) The appointing authority shall have the power to revert to a lower category any person promoted under clause (a) or (b) above at any time without assigning any reason and without notice.
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- (g) If any person referred to in Class (a) is subsequently promoted to the higher category in accordance with these regulations, he shall commence his probation in such category from the date of such subsequent promotion or from such earlier date as the appointing authority may, in its discretion determine. He shall also be eligible to draw increments in the time-scale of pay applicable to him, from the date of the commencement of his probation but shall not be entitled to arrears of pay unless otherwise ordered.

21. POSTINGS AND TRANSFERS :

A member of a service may be required to serve any where and in any post borne on the cadre of such service in the Corporation.

22. REVERSION :

- (a) An employee, who has been appointed from one post to another or has been appointed to officiate in a higher grade or appointment, or whose confirmation in a higher grade or appointment is subject to his undergoing probation for any specified period or otherwise, shall be liable to be reverted without notice at any time, when he is so officiating or undergoing probation.
- (b) Nothing in Sub-Regulation (a) shall affect the provisions of Regulation relating to Conduct, Discipline and Appeal.

23. SUPERANNUATION AND RETIREMENT :

- (a) An employee shall retire from the service of the Corporation on his completing 58 years of age provided that the Board may, at its discretion, sanction from time to time, the extension of his employment for a period of not exceeding one year at a time, if he is physically and mentally fit, and where such extension appears desirable in the interests of the Corporation. Extension of appointment beyond 60 years shall not be made save in very exceptional circumstances and with the sanction of the Board.
- (b) An employee may retire from service at any time after completing 25 years of qualifying service provided that he shall give in this behalf, a notice in writing to the Managing Director atleast three months before the date on which he wishes to retire. The Board in respect of Class I Officers and Managing Director in case of other officers may also require any employee to retire any time after he has completed 25 years qualifying service provided that the Managing Director shall arrange to give in this behalf, a notice in writing to the employee atleast three months before the date on which he is required to retire or pay in lieu thereof.

EXPLANATION :

Notwithstanding anything contained in this regulation, where an employee has privilege leave earned, but not availed of as on the date of retirement as prescribed by this regulation, he may be permitted to avail of the leave subject to the maximum of 4 months and in that case the employee will be deemed to retire from service on the expiry of the leave.

24. RESIGNATION AND RE-EMPLOYMENT :

- (a) A member of a service shall, if he resigns his appointment, forfeit not only the service rendered by him in the particular post held by him at the time of resignation, but also all his previous service under the Corporation.
- (b) The re-appointment of such person to any service shall be treated in the same way as a first appointment to such service by direct recruitment and all rules governing such appointment shall apply : and on such re-appointment he shall not be entitled to count any portion of his previous service for any benefit or concession admissible under any rule or order.
- (c) No person invalidated from service shall be re-employed if he is a Class I or Class II Officer without the specific sanction of the Board and in other cases without the sanction of the Managing Director.

25. "BENEFIT OF PAST SERVICES TO EMPLOYEES IN THE SERVICE OF THE CORPORATION SELECTED BY DIRECT RECRUITMENT TO ANOTHER POST"

Notwithstanding anything contrary in these or any other regulations for the time being in force, an employee in the service of the Corporation, who is selected for appointment by direct recruitment to another post in the service of the Corporation whether in the same or any other class shall, subject to the other provisions of these or the other regulations as the case may be, be eligible.

- (a) to carry forward the leave at his credit on the date of such appointment.
- (b) to reckon his service in the new post as a continuation of his service in the former post for the purpose of calculating the gratuity due to him on his retirement from the service of the Corporation due to superannuation.
- (c) to continue as a member of the provident fund established by the Corporation without being required to put in a fresh term of qualifying service or if he is not already such a member, to count his service in the former post, service to qualify himself for becoming a member of the provident fund in the next post.
- (d) to joining time and transfer travelling allowance to join his new post; and
- (e) to the protection of his pay, if his pay, in the former post is higher than the minimum of the scale in the new post.

26. RELINQUISHMENT OF RIGHTS BY MEMBERS :

Any person may, in writing, relinquish any right or privilege to which he may be entitled under those or any other regulations if, in the opinion of the appointing authority, such relinquishment is not opposed to the interest of the Corporation and nothing contained in these regulations shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished.

- 27. Unless in any case it be otherwise distinctly provided, the whole time of an employee shall be at the disposal of the Corporation and he may be employed in

any manner required by the proper authority, without any claim for additional remuneration.

28. JOINING TIME :

(a) Joining time may be granted to an employee to enable him :

(i) to join a new post to which he is appointed while on duty in his old post; or

(ii) to join a new post;

A) on return from leave on average pay of not more than four months duration; or

B) when he has not had sufficient notice of his appointment to the new post, on return from leave other than that specified in sub-clause (A).

(b) The joining time, which may be allowed to an employee shall not exceed seven days, exclusive of number of days spent on travelling in cases involving a change of station. Not more than one day is allowed to an employee in order to join a new post when the appointment or transfer to such post does not necessarily involve a change of residence from the station to another.

(c) During joining time, an employee shall draw pay and allowances of his old or new post whichever is less.

(d) An employee, who does not join his post within his joining time is entitled to no pay or leave salary after the end of the joining time. Wilful absence from duty after expiry of the joining time may be treated as misbehaviour for the purpose of Conduct, Discipline and Appeals Regulations.

(e) The Managing Director may grant extension of joining time in deserving cases after satisfying himself that the employee could not join duty within the time allowed due to circumstances beyond his control. Even this extension should not go beyond 20 days.

29. DATE OF BIRTH :

(a) Every person on entering the service of the Corporation shall declare his date of birth, which shall not differ from any declaration, express or implied, made by him for any public purpose before entering such service. For this purpose, the date of birth as recorded in a school or college certificate shall be adopted without any modification.

(b) When the year or years and month of birth are known, but not the exact date, the 1st July or the 16th of that month, respectively, shall be treated as the date of birth.

(c) Where the person concerned is unable to furnish satisfactory evidence of his age, it should be assessed by a Medical Officer nominated by Managing Director and the age so assessed or the age as declared by the person, whichever is more, shall be accepted as final and the employee shall be assumed to have completed that age on the date of attestation by the Medical Officer.

- (d) The date of birth as determined by the appropriate provisions of the proceeding clauses shall be recorded in the service register. The date so recorded shall be held to be binding and no alteration of such date shall be permitted subsequently.
- (e) It shall, however, reopen to the Board in the case of a Class I or Class II employee, and to the Managing Director in the case of any other employee under his administrative control, to cause the date of birth to be altered while in their opinion it had been falsely stated by the employee to obtain an advantage otherwise inadmissible, provided that such alteration shall not result in the employee being retained in service longer than if the alteration had not been made.

30. FEES AND HONORARIA :

- (a) A competent authority may permit an employee, if it is satisfied that this can be done without detriment to his official duties or responsibilities, to perform a specified service or series of services for Government of India or a private person or body or for a public body including a body administering a local fund, and to receive as remuneration therefor, if the service be material, a non-recurring or recurring fee.
- (b) The competent authority may grant to an employee an honorarium from the revenues of the Corporation as remuneration for the work done, which is occasional in character and either so laborious or of such special merit as to justify a special reward. Except when special reasons, which should be recorded in writing, exist for a departure from this provision, sanction to the grant of an honorarium should not be given unless the work has been undertaken with the prior consent of the competent authority and the amount has been settled in advance.

31. PREMIUM AND REWARD :

An employee is eligible to receive without special permission :

- (a) The premium awarded for an essay or play in a public competition.
- (b) Any reward offered for the arrest of a criminal or for information or special service in connection with the administration of justice, or sanctioned for services in connection with the administration of the Customs and Excise Laws or any other Law in force.
- (c) Any reward payable in accordance with the provision of any Act or Regulation or Rules framed thereunder.
- (d) Any fees payable to an employee for duties which he is required to perform in his official capacity by order of the Corporation.

32. PROVIDENT FUND :

Every employee of the Corporation, other than an employee on probation or an employee on temporary basis shall contribute to the provident fund at the prescribed

rate. The Corporation shall contribute to the fund every month an amount equal to the actual contribution of each member subject to maximum prescribed under the Act. A separate trust shall be established in respect of such fund.

33. FOREIGN SERVICE :

- (a) No employee of the Corporation shall be sent on foreign service, except with the approval of the Managing Director, and with the willingness of the employee.
- (b) Transfer to foreign service should ordinarily not be granted unless;
 - (i) The duties to be performed are such that they should necessarily be performed by an employee of the Corporation or involves such technical knowledge, expertise which are not readily available from other sources.
 - (ii) That transferee at the time of transfer holds a regular post in the Corporation, and
 - (iii) The terms granted are not so greatly in excess of the remuneration, which an employee would receive in the service of the Corporation as to render foreign service appreciably more attractive than the Corporation service.
- (c) Where the service of an employee of the Corporation are placed at the disposal of the foreign employer, it shall be a condition of the deputation that the foreign employer shall, during the period of such deputation bear the entire costs of the services of the employee including the following :
 - (i) Salary during the joining time.
 - (ii) Travelling allowance payable to the employee to enable him to join his appointment under the foreign employer and to return to his appointment in the Corporation on the termination of the deputation.
 - (iii) Leave salary for the leave earned during the period of deputation, and
 - (iv) The employer's contribution to the employees account in the Corporation's Provident Fund.
- (d) In addition, the foreign employer may also be required to make a contribution towards any gratuity or other sum for which the employee may become eligible on such scale as may be fixed by the Managing Director.

34. POWERS TO ISSUE SUBSIDIARY INSTRUCTIONS :

The Managing Director may issue such instructions not in consistent with the provisions of these regulations, as he may consider necessary to give effect to and carryout the purpose of the provisions of these regulations or otherwise to secure effective control over employees to whom these regulations apply and may also authorise any of his subordinate to do so, subject to such conditions and limitations, if any, as may be specified by him in this behalf.

35. A new regulation or alteration in the existing regulation shall be issued in the form of a circular for circulation among the staff; provided that no new regulation or alteration in an existing regulation shall operate to reduce the scale of pay of an employee on which he is entitled to draw pay in substantive capacity on the day the new regulation or alteration comes into force.

36. APPOINTMENT BY AGREEMENT :

- (a) When in the opinion of the Board, special provisions inconsistent with any of these regulations or of any other regulations are required in respect of the conditions of service, pay and allowances, retirement benefits, discipline and conduct with reference to any particular post or any of them, it shall be open to the Board to make an appointment to such post otherwise than in accordance with these regulations or other regulations. Such appointment may be made by agreement with the person so appointed for any of the matters in respect of which, in the opinion of the Board special provisions are required to be made. In cases of such appointments and to the extent to which such provisions are made in the agreement nothing in these regulations or other regulations shall apply to any person so appointed in respect of any matter for which provision is made in the agreement. In every such agreement made in exercise of the power conferred by this regulation, it shall be provided that in respect of which no provision has been made in the agreement, the provisions of these regulations or other regulations shall apply.
- (b) A person appointed under clause (a) not be regarded as the member of the service in the post to which he is appointed is included and shall not be entitled by reason only of such appointment to any preferential claim to any other appointment in that or any other service.

37. RECORD OF SERVICE :

- (a) A record of service shall be maintained in respect of each employee in such form as may be prescribed.
- (b) Confidential Reports : About the work and conduct of the employee shall be written annually. In respect of officers under probation, the confidential reports shall be written half-yearly. In respect of the staff and the junior officers, the immediate superior officer shall write the confidential report and in respect of other senior officers, confidential reports shall be written by the Managing Director.

38. OVER RIDING POWERS OF THE CORPORATION :

Nothing contained in these regulations shall be construed to limit or abridge the powers of the Board or to relax the regulations. Provided that where any provision contained in the regulations is applicable to the case of any person, the case shall not be dealt within any manner less favourable to the said person than in accordance with these regulations.

39. INTERPRETATION :

Where any doubt arises as to the interpretation of any of the provisions of these regulations, it may be referred to the Managing Director, whose decision thereon shall be final.

ANNEXURE

Sl. No.	Description of the post	Scale of Pay	Mode of recruitment	Promotion		Direct recruitment	Age Limit	Remarks
				Selection	Experience	Qualifications & Experience		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	SECRETARY-CUM-G.M. (FIN.)	To be fixed in consultation with Government.	Transfer or deputation/direct recruitment/promotion. Mode of recruitment to be determined as and when the vacancy in the post arises.	Selection	10 years experience in the next Lower Grade and he must be a graduate.	a) Must be Chartered Accountant with minimum experience of 7 years in a reputed commercial or Government undertaking. (b) Preference will be given to those who have passed the examination of Company Secretary and also Management Accounts or examination of Institute of Cost and Works Accountants of India.	Below 45 years.	
2.	SR. OFFICER GR. I	2590-100-3090-110-4300	Promotion, direct or by transfer.	Selection	At least 3 years experience in the next Lower Grade i.e. Sr. Officer Gr. II of any category or Jr. Officer of any category with experience of 8 years and must be graduate.	a) 5 years of experience in a responsible position in Administrative branch either in Govt. or Commercial Organisation. (b) Preference will be given for those who have a post graduate diploma in Business Management or Personnel Management. (c) Preference is also given to those who have passed Company Secretary examination. Degree in Law would be an additional qualification.	Below 40 years	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
3.	SR. OFFICER GR. II	2150-80- 2790-90- 3690	Promotion, direct or by transfer.	Sele- ction	i) At least 3 years experience as Asst. Manager of any category and must be a graduate ii) A ratio of 3:3:1 shall be obser- ved for purpose of promotion between the categories of Asst. Managers (Gen.), Asst. Managers (Accts/ Audit) and Asst. Managers (Tech.)	a) First or second class Post graduate with 3 years experience in a responsible position in Administration Branch of Commercial Organisation. b) Preference will be given for those with a Post Graduate Diploma in Business Management or in Personnel Management. c) Degree in Law would be an additional qualification.	Below 35 years	
4.	JUNIOR OFFICERS :							
	a) Asst. Manager (General)	1550-70- 2250-80- 3050	Promotion, or direct.	Sele- ction	3 years experience as Asst. Gr. I / Stenographer Gr. I basing on common seniority and must be a graduate.	a) 1st class or 2nd class graduates with 3 years experience in a responsible position in any Admn. Branch in Govt. or Commercial Organisation. b) Preference will be given to Post Graduates or for those with a Diploma in Business Management or Personnel Management or a Degree in Law,	Below 30 years	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8) (9)
	b) Asst. Manager (Accts/Audit)	1550-70-2250-80-3350	Promotion or Direct	Selection	3 years experience as Accountant Gr. I with a degree in commerce or a pass in ICWA / Chartered Accountancy examination.	a) 1st or 2nd class Graduate in Commerce, or a Graduate with ICWA/Chartered or Costs Accountancy qualifications.	Below 30 years
	c) Asst. Manager (Technical)	1550-70-2250-80-3350	Promotion or Direct	Selection	3 years experience as Technical Asst. Gr. I and he must be graduate.		
5.	a) Tech. Asst. Gr. I	1330-60-1930-70-2630	Direct/ Promotion from Gr. II	Selection	2 years experience as Tech. Asst. Gr. II. The employee must be a graduate.	(a) 1st or 2nd Class Post Graduate Degree in Science in the subjects of Botany, Zoology, Physics, Chemistry, Mathematics and Statistics and any branch of Agriculture, (b) Preference will be given to those who have experience in storage, quality control, pest control, computer applications etc.	
	b) Assistant Grade I	1330-60-1930-70-2630	Promotion or Direct	Selection	2 years experience as Asst. Gr. II and must be a Graduate	a) 1st or 2nd class Post Graduate Preference will be given to Commerce or those holding Degree in Law. 2 years experience in Govt. or Commercial Organisation or in any Public Sector Undertaking. b) A pass in Intermediate examination of Chartered Accountancy is desirable. For SC/ST: (a) Bachelor's Degree. Preference will be given to Commerce Graduate of I & II class.	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8) (9)
	c) Accountant Grade I	1330-60- 1930-70- 2630	Promotion or Direct	Sele- ction	2 years experience as Acctt. Gr. II and must be a Graduate.	a) 1st or 2nd class Post Graduate in Commerce. Preference will be given to those who have passed Intermediate examination of Chartered Accountancy or Cost Accountancy or with a minimum experi- ence of 2 years in a repu- ted company or Corpo- ration as an Accountant. For SC/ST : Bachelor Degree in Commerce. Preference will be given to candida- tes having 2 years of experience as an Accoun- tant in any reputed Private or Public Sector undertaking.	
	d) Stenographer Grade I	1330-60- 1930-70- 2630	Promotion or Direct	Sele- ction	2 years experience as Typist provided he has acquired Higher Shorthand and other qualifi- cations like being a graduate.	Graduate with a pass in Higher Grade Typewriting and Higher Grade Shorthand with 2 years experience. For SC/ST : Graduate with a pass in Higher Grade Typewriting and Lower Grade Shorthand with one year experience.	
6.	a) Tech. Asst. Grade II	1230-50- 1730-60- 2330	Direct/Promotion from Tech. Asst. Gr. III	Sele- ction	2 years experience as Technical Asst. Grade III and must be a Graduate.	(a) Degree in Science with 1st Class or high 2nd Class in the subject of Agri- culture, Botany, Zoology, Physics, Chemistry, Mathematics & Statistics. Preference will be given to Post Gra- duates with any of the subjects referred to above. (b) Experience in storage, quality control, pest control is desirable.	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8) (9)
b) Acctt Gr. II	1230-50- 1730-60- 2330	Direct/ Promotion from Acctt. Gr. III	Sele- ction	2 years experience as Acctt. Grade III and must be a graduate.	a) Post Graduate in Commerce DESIRABLE : Experience in Accounts Branch in any reputed Public or Private undertaking. For SC/ST: Bachelor Degree in Commerce. DESIRABLE : Experience in Accounts branch in any reputed Public or Private undertaking.		
c) Asst. Gr. II	1230-50- 1730-60- 2330	Direct/ Promotion	Sele- ction	2 years experience as Asst. Gr. III / Typist / Telephone Operator and must be a graduate (common seniority)	a) Post Graduate in any Degree. Preference will be given to Post Gradua- tes in Commerce or those holding degree in Law. For SC/ST : Graduate in any Degree. Preference will be given to Commerce Graduate.		
d) Stenographer Grade II	1230-50- 1730-60- 2330	Direct/ Promotion	Sele- ction	2 years experience as Stenographer Grade III, Typists, Computists or Tele- phone Operator and should have passed Higher Grade Type- writing and Lower Grade Shorthand or an equivalent qualification.	a) Graduate with a pass in Higher Grade Typewriting and Lower Grade Short- hand with 2 years experience. For SC/ST : Intermediate with a pass in Higher Grade Typewriting and Lower Grade Shorthand with one year experience.		
7. a) Tech. Asst. Grade III	910-30- 1240-35- 1625	Direct	Sele- ction	—	— Degree in Ag. B.Sc. with 1st class.		

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
b) Asst. or Acctt. Gr. III	910-30-1240-35-1625	Direct or by transfer from the category of Stenographer Gr. III, Typist, Computist, or Telephone Operator subject to their possessing the minimum qualifications prescribed for Assistant Gr. III/ Accountant Gr. III Appointment by promotion from Class IV categories in the ratio of 4:1 between Direct recruitment and promotion,	Selection	5 years experience as Driver / Record Asst. / Attender or any other Class IV employee possessing the requisite qualifications.		<p>a) Must be a graduate.</p> <p>b) Preference will be given to Commerce Graduates for Accountant Gr. III.</p> <p>c) Lower Grade in Typewriting will be preferred.</p> <p>For SC/ST : Graduate. Preference will be given for those who passed lower grade typewriting. Commerce Post graduate will be preferred for Acctt. Gr. III.</p>		
c) Stenographer Gr. III or Typists or Computists or Tel. Operator.	910-30-1240-35-1625	Direct	Selection	—		<p>1) Stenographer Grade III Graduate with typewriting higher and shorthand lower grade.</p> <p>For SC/ST : Intermediate with typewriting lower grade and shorthand lower grade.</p> <p>2) Typist : Graduate with higher grade typewriting.</p> <p>For SC/ST : Intermediate or equivalent examination with Higher Grade Typewriting.</p>		

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
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3) Telephone Operator :
Graduate with a certificate of Telephone Operator obtained from any recognised Institute.

For SC/ST : Intermediate and a certificate of Telephone Operator obtained from any recognised institute.

8. Drivers	810-25- 1060-30- 1420	Direct/ Promotion	Selection	Departmental candidates who possess the prescribed qualifications may be considered for selection.	VII Class, should possess a valid Motor vehicle licence continuously for a period of 2 years on the date of selection.
9. Record Asst.	780-20- 1000-25- 1275	Direct/ Promotion	Selection	Pass in S.S.C. and experience of 2 years in the cadre of Attender.	a) Pass in Intermediate or equivalent examination. For SC/ST : S S. C.
10. Roneo Operator	780-20- 1000-25- 1275	Direct/ Promotion	Selection	VIII Class and minimum experience of 3 years as Attender in Roneo Operator.	a) X Class with experience of 2 years in the field of Roneo Operation. b) Preference will be given to Intermediate candidates. For SC/ST : X Class with one year experience in the field of Roneo Operation.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
11.	Attender	740-15- 950-20- 1150	Direct	Sele- ction	—	Matriculation or equivalent examination should know cycling.		
12.	Watchman in H.O. OR Watchman- cum-Sweeper in Dist. and subordinate offices.	740-15- 950-20- 1150	Direct	—	—	1) Must be able to read and write the language of the District in which the appointment is made. 2) Must be physically sound. 3) Must know cycling.		

ANNEXURE-II

ROSTER

[Please See Regulation 4 (iv)]

1. O. C.	26. O. C.	51. O. C.	76. O. C.
2. S. C.	27. S. C.	52. S. C.	77. S. C.
3. O. C.	28. O. C.	53. O. C.	78. O. C.
4. B.C. (A)	29. B.C. (A)	54. B.C. (A)	79. B.C. (A)
5. O. C.	30. O. C.	55. O. C.	80. O. C.
6. P. H.	31. P. H.	56. P. H.	81. B.C. (B)
7. S. C.	32. S. C.	57. S. C.	82. S. C.
8. S. T.	33. S. T.	58. S. T.	83. S. T.
9. O. C.	34. O. C.	59. O. C.	84. O. C.
10. B.C. (B)	35. B.C. (B)	60. B.C. (B)	85. B.C. (B)
11. O. C.	36. O. C.	61. O. C.	86. O. C.
12. E. S.	36. E. S.	62. S. C.	87. S. C.
13. B.C. (D)	38. O. C.	63. O. C.	88. O. C.
14. B.C. (C)	39. B.C. (D)	64. B.C. (D)	89. B.C. (D)
15. O. C.	40. O. C.	65. O. C.	90. O. C.
16. S. C.	41. S. C.	66. S. C.	91. S. C.
17. O. C.	42. O. C.	67. O. C.	92. O. C.
18. B.C. (D)	43. B.C. (D)	68. B.C. (D)	93. B.C. (D)
19. O. C.	44. O. C.	69. O. C.	94. O. C.
20. B.C. (A)	45. B.C. (A)	70. B.C. (A)	95. B.C. (B)
21. O. C.	46. O. C.	71. O. C.	96. O. C.
22. S. C.	47. S. C.	72. S. C.	97. S. C.
23. O. C.	48. O. C.	73. O. C.	98. O. C.
24. B.C. (B)	49. B.C. (B)	74. B.C. (B)	99. B.C. (B)
25. S. T.	50. O. C.	75. S. T.	100. O. C.