

# **JMRC RECRUITMENT RULES,2012**



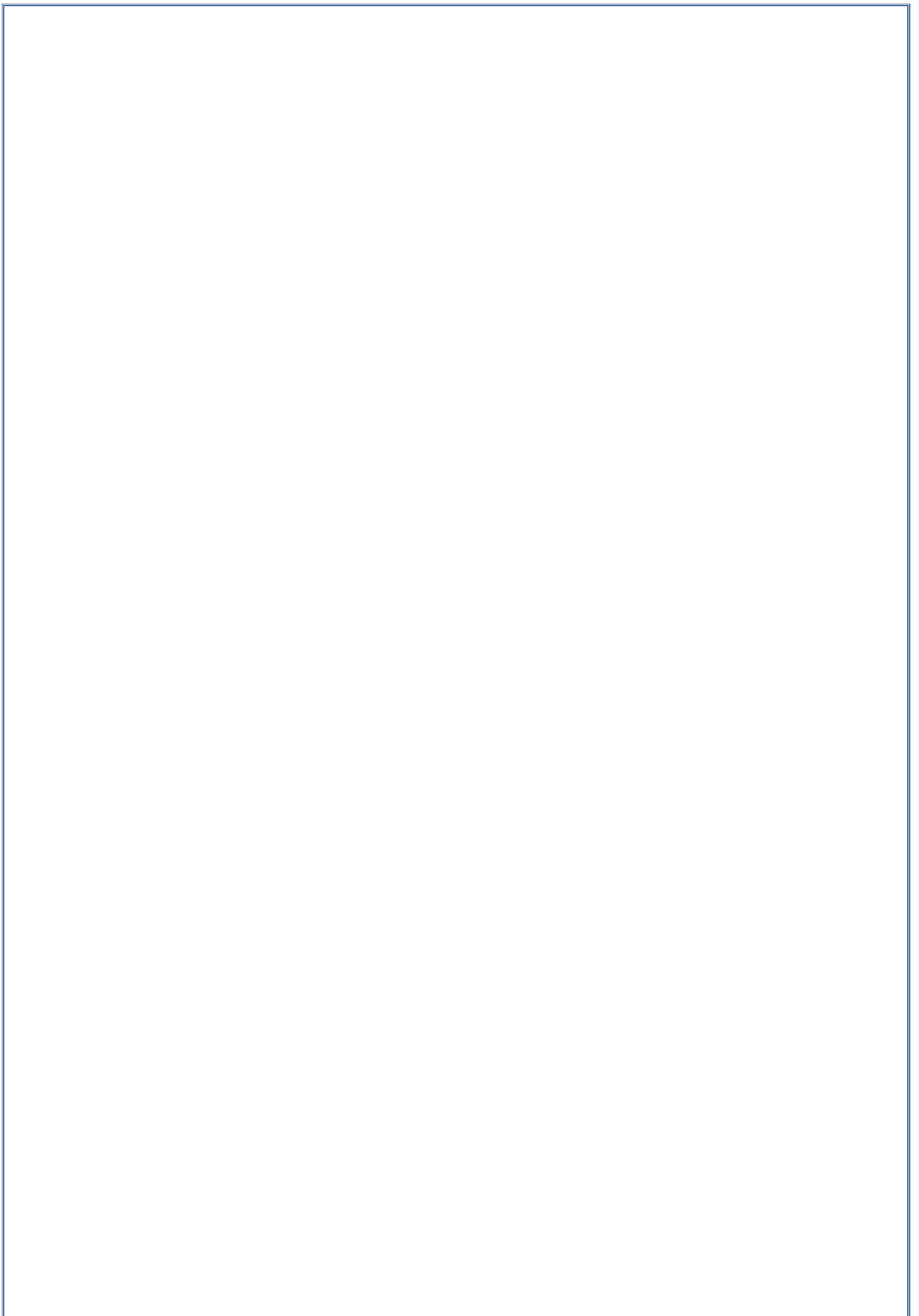
**JAIPUR METRO**

**JAIPUR METRO RAIL CORPORATION LIMITED**

**KHANIJ BHAWAN, TILAK MARG,**

**JAIPUR – 302005**

**[www.jaipurmetrorail.in](http://www.jaipurmetrorail.in)**



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**This document provides a broad framework of policies and procedures of recruitment for various posts in Jaipur Metro Rail Corporation**

**July, 2015**



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## **PREAMBLE**

Jaipur Metro Rail Corporation Ltd. (JMRC) is a Company registered under the Companies Act, 1956. These rules will be called the JMRC Recruitment Rules, 2012 and shall come into force with effect from 12<sup>th</sup> September, 2012, i.e., the date on which these have been approved by the Board of Directors of the Corporation. Unless otherwise expressly provided, these rules shall apply to all the employees of the Corporation appointed under these rules.

These rules shall regulate method of special selection, deputation and direct recruitment on posts which shall be created by the Board of Directors from time to time.

The Schedule for Induction of Immediate Interim Manpower appended with these Rules have been framed on the basis of immediate interim manpower requirement of the Corporation for Operations & Maintenance of the initial phase of the Jaipur Metro Rail Project. Additional manpower requirements may be proposed for implementation of future phases of the Project.

**Restructuring and Review:** The Rules as specified herein, including the Schedules annexed herein, shall be re-structured and reviewed. Such a review shall be in the event of occurrence of the following –

- a) PPP Agreement for O&M of the entire Jaipur Metro Rail Network–
  1. Most of the posts shall be transferred to the SPV constituted under the PPP Agreement, and some essential posts shall remain in the Corporation which shall be the Government instrument in execution of the Agreement.



2. The posts transferred to the SPV constituted under the PPP agreement shall stand abolished in the JMRC cadre strength. Persons appointed against such posts shall have no lien in the Corporation and their services shall be transferred to the SPV constituted under the Concession Agreement, at the sole discretion of the management of the Corporation. In such an instance, the service conditions of the employee shall be governed by the service rules of the SPV.
- b) Joint Venture with Central Government – the review of the rules shall be done in accordance with the terms of the JV agreement with Central Government. In such an instance, the service conditions of the employee shall be governed by the service rules, as amended in the event of the joint venture.
- c) EPC mode of O&M by JMRC on its own – The Corporation shall retain the manpower engaged under these rules on a long term basis with Assured Career Progression Schemes and Promotion. This review exercise would include but not be limited to restructuring of the cadres, promotion channels, service rules etc. Further, JMRC will review its requirements and assess the need of additional manpower.
- d) O&M through outsourcing to an external party – Manpower strength shall be reviewed by the JMRC and in such an instance the Corporation shall retain the right to terminate the services of surplus manpower directly recruited under these rules.
- e) Any other unforeseen scenarios like partial PPP mode operations, additional corridors, etc. –Manpower strength shall be reviewed by the JMRC and in such an instance the Corporation shall retain the right to terminate the services of surplus manpower directly recruited under these rules.

## **Chapter I**

### **1. GENERAL**

#### **1.1 Short Title**

These rules shall be called the JMRC Recruitment Rules, 2012.

#### **1.2 Commencement**

These rules shall come into force with effect from 12<sup>th</sup> September, 2012.

#### **1.3 Application**

These rules shall apply to all the officers and employees of the Corporation except the persons employed on contract.

## **Chapter II**

### **2. DEFINITIONS**

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

#### **2.1 Appointing Authority**

means the Board of Directors of the Corporation or an Officer of the Corporation to whom the powers of making appointments have been delegated by the Board.

#### **2.2 Board**

means the Board of Directors of the Jaipur Metro Rail Corporation Limited.

#### **2.3 Chairman**

means the Chairman of the Jaipur Metro Rail Corporation Limited, appointed in accordance with Articles of Association of the Corporation.

#### **2.4 Competent Authority**

in relation to exercise of any power under these rules means the Jaipur Metro Rail Corporation Limited or any other authority to which the power is delegated by the Board under Schedule of Powers or under these rules.

#### **2.5 Corporation or Company or JMRC**

means the Jaipur Metro Rail Corporation Limited.

#### **2.6 Committee(s) or Selection Committee(s)**

means the Committee(s) constituted by the Corporation for special selection or direct recruitment of candidates.

**2.7 Direct recruitment**

means recruitment by the method prescribed in Chapter X.

**2.8 Government**

means the Government of Rajasthan.

**2.9 Managing Director**

means the Managing Director of the Corporation appointed by the Government of Rajasthan under Articles of Association of the Company.

**2.10 Promotion**

means recruitment of eligible employees of the Corporation for the higher post by the method that may be prescribed in this behalf.

**2.11 Schedule**

means the 'Schedule for Induction of Immediate Interim Manpower' appended to these rules.

**2.12 Special Selection**

means recruitment by the method prescribed in Chapter XI.

**2.13 Year**

means, unless repugnant to the context, the financial year beginning from 1<sup>st</sup> April of the year and ending on 31<sup>st</sup> March of the following year. For the purpose of calculation of age and experience, however, a year would mean a period of 12 months preceding the relevant date specified in Rule 7.6 and Rule 8.1.

## **Chapter III**

### **3. NATURE AND STRENGTH OF SERVICE**

- 3.1 Given the transitory nature of the mode of project operations & maintenance, as brought out in the Preamble of these rules, the nature of service is temporary. The service shall consist of posts as may be specified in the Schedule from time to time. The posts have been distributed in different Divisions depending upon qualification, experience and nature of job requirements. Schedule giving details of nomenclature of post, Pay Band, Running Pay Band, Grade Pay, mode of filling of posts, qualification and experience required if filled by special selection or by direct recruitment is appended to these rules.
- 3.2 The strength of various categories of posts shall be determined by the Board from time to time.
- 3.3 The Board may create in accordance with applicable laws any post, permanent or temporary as may be considered necessary and may abolish any such post in the like manner, and leave unfilled or hold it in abeyance without thereby entitling any person to any compensation.
- 3.4 The Managing Director may review and re-allocate any vacant post(s) from one Division to another in the same Grade Pay, in which it has been created, depending upon the requirements of the Project(s).

## **Chapter IV**

### **4. METHODS OF RECRUITMENT**

Recruitment for various posts in the service shall be made in the manner as per provisions mentioned hereunder:

#### **4.1 By Special Selection**

The Corporation may fill in a post temporarily by appointing thereto an employee of the Central or State Governments or a Government Undertaking, Board or Organisation of the Government of India/State Governments on deputation, by special selection.

#### **4.2 By Direct Recruitment**

Appointments may be made by direct recruitment in accordance with the procedure prescribed in these rules and qualification for the posts as indicated in the Schedule.

#### **4.3 By Deputation**

The Corporation may fill any post temporarily by appointing thereto an employee of the Central or State Governments or a Government Undertaking, Board or Organisation of Government of India/ State Governments on deputation, on such terms and conditions as may be agreed to between the Corporation and the lending authority.

## **Chapter V**

### **5. RESERVATION OF VACANCIES**

There will be reservation for various categories in accordance with the policy of Government of Rajasthan as applicable from time to time.

Reservation of vacancies for appointment of the members of Scheduled Castes, Scheduled Tribes, Other Backward Classes and other categories shall be made in accordance with the orders/notifications of the Government of Rajasthan as applicable.

The issue of appointment shall be based on roster points for reserved categories as notified by the Government of Rajasthan as applicable.

## **Chapter VI**

### **6. DETERMINATION OF ADDITIONAL MANPOWER**

JMRC will periodically review its requirements and assess the need of additional manpower. Such manpower shall also be recruited under these rules with consideration to applicable laws.



## Chapter VII

### 7. STRUCTURE OF POSTS

The various posts in the Corporation shall be structured in different Divisions depending upon the nature of activities.

#### 7.1 Divisions

The posts shall be distributed in following Divisions.

S. No.	Name of the Division
I	Managing Director Office
II	Operations & Systems
III	Project
IV	Corporate Affairs
V	Finance & Accounts

The number of Divisions may be increased or decreased depending upon the requirement of the Corporation from time to time.

#### 7.2 Pay Structure

Details Showing Posts with Pay Band, Running Pay Band and Grade Pay

S. N.	Name of the Post	P B	Running Pay Band	Grade Pay <sup>1</sup> (As effective from 01.07.2013)
1.	Managing Director	As may be applicable to the officer deputed by Government of Rajasthan		
2.	Director	4	Rs. 37400-67000	Rs.10000/ 9500
3.	Executive Director	4	Rs. 37400-67000	Rs.8700
4.	General Manager	3	Rs. 15600-39100	Rs.7600
5.	Joint General Manager	3	Rs. 15600-39100	Rs. 6600
6.	Private Secretary	3	Rs. 15600-39100	Rs. 6000
7.	Deputy General Manager	3	Rs. 15600-39100	Rs. 5400
8.	Company Secretary	3	Rs. 15600-39100	Rs. 5400
9.	Manager	2	Rs. 9300-34800	Rs. 4800
10.	Travelling Inspector of Accounts	2	Rs. 9300-34800	Rs. 4800
11.	Tehsildar	2	Rs. 9300-34800	Rs. 4800

<sup>1</sup> Entries in Grade Pay column modified in pursuance of notification no.FI(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dated 11.11.13

S. N.	Name of the Post	P B	Running Pay Band	Grade Pay <sup>1</sup> (As effective from 01.07.2013)
12.	Legal Officer	2	Rs. 9300-34800	Rs. 4800
13.	Public Relations Officer	2	Rs. 9300-34800	Rs. 4800
14.	Senior Executive Officer	2	Rs. 9300-34800	Rs. 4800
15.	Station Superintendent	2	Rs. 9300-34800	Rs. 4200
16.	Section Engineer	2	Rs. 9300-34800	Rs. 4200
17.	Executive Officer	2	Rs. 9300-34800	Rs. 4200
18.	Station Controller/ Train Operator	2	Rs. 9300-34800	Rs. 3600
19.	Junior Engineer	2	Rs. 9300-34800	Rs.3600
20.	Junior Accountant	2	Rs. 9300-34800	Rs. 3600
21.	Stenographer (English/Hindi)	2	Rs. 9300-34800	Rs. 3600
22.	Customer Relations Assistant	1	Rs. 5200-20200	Rs. 2800
23.	Hardware & Network Assistant	1	Rs. 5200-20200	Rs. 2800
24.	Maintainer	1	Rs. 5200-20200	Rs. 2400
25.	Patwari/Ameen	1	Rs. 5200-20200	Rs. 2400

### 7.3 Categorization of Posts

The posts of the Corporation are divided into two categories

- (i) Managerial cadre-The posts having grade pay of Rs. 4800 and above.
- (ii) Non Managerial Cadre- The posts of Grade Pay below Rs. 4800.

### 7.4 Qualification

- (i) The qualification required for filling of each post for direct recruitment/special selection shall be as indicated in the 'Schedule for Induction of Immediate Interim Manpower' appended to these rules.
- (ii) The Appointing Authority may prescribe minimum percentage of marks or grade in an examination.

- (iii) Skill Tests, Psychometric Tests, etc. may be prescribed in respect of posts for which the Corporation deems it necessary.
- (iv) In the case of an applicant possessing higher academic qualification than that prescribed for the post, relaxation in the prescribed length of experience for that post may be given by the Appointing Authority.

### **7.5 Experience**

The experience required for various posts shall be as indicated in the Schedule as appended to these rules. However, for direct recruitment, number of years worked after acquiring basic qualification prescribed for the post shall only be counted, and shall be supported by certificate(s) issued by the competent authority of the organisation in which services have been rendered by the candidate.

### **7.6 Cut off Date for Eligibility**

The cut-off date for determining eligibility with respect to age shall be the first day of January next following the last date stipulated for submission of Applications for the post applied for. The cut-off date for determining eligibility with respect to qualification, experience, etc. shall be the last date stipulated for submission of Applications for the post applied for.

## **Chapter VIII**

### **8. GENERAL CONDITIONS OF RECRUITMENT**

The following shall be general conditions required for candidates for recruitment to the service of the Corporation against various posts.

#### **8.1 Age**

- 1) For Direct Recruitment: A candidate for direct recruitment to a post enumerated in the Schedule must have attained the age of 21 years and must not have attained the age of 35 years on the first day of January next following the last date fixed for receipt of Applications. Provided that the upper age limit of entry on such posts for which certain experience has been prescribed will be increased by a period of upto 3 years but not exceeding the number of years of experience prescribed for a particular post<sup>2</sup>; and the age of entry on the posts of Maintainers shall be minimum 18 years on the first day of January next following the last date fixed for receipt of Applications<sup>3</sup>. Provided also that if a candidate would have been eligible in respect of his/her age for direct recruitment in any year in which no such recruitment was held, he/she shall be deemed to be eligible in the next following recruitment, if he/she is not overage by more than 3 years<sup>4</sup>.

Provided further that :

- i) the upper age limit mentioned above shall be relaxed -
  - (a) by 5 years in the case of male candidates belonging to the Scheduled Castes, Scheduled Tribes, Backward Classes and Special Backward Classes,

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<sup>2</sup>Proviso inserted on 12/09/2012

<sup>3</sup>Inserted on 12/10/2012

<sup>4</sup>Proviso inserted on 24/5/2013

- (b) by 5 years in the case of woman candidates belonging to general category and Economically Backward Classes,
  - (c) by 10 years in the case of woman candidates belonging to Scheduled Castes, Scheduled Tribes, Backward Classes and Special Backward Classes;
- ii) the upper age limit mentioned above shall not apply in the case of an ex-prisoner who had served under Government on a substantive basis on any post before conviction and was eligible for appointment under these rules;
  - iii) the upper age limit mentioned above shall be relaxed by a period equal to the term of imprisonment served in the case of an ex-prisoner who was not over age before his conviction and was eligible for appointment under the rules;
  - iv) the upper age limit mentioned above shall be relaxed by a period equal to the service rendered in the National Cadet Corps in the case of Cadet Instructor, if the resultant age does not exceed the prescribed maximum age limit by more than three years, such candidate shall be deemed to be within the prescribed age limit;
  - v) the upper age limit for persons serving in connection with affairs of the Rajasthan State, Panchayat Samiti and Zila Parishad and in Rajasthan State Public Sector Undertaking/ Corporation in substantive capacity shall be 40 years;
  - vi) the Released Emergency Commissioned Officers and Short Service Commissioned Officers after release from the Army shall be deemed to be within the age limit had they been eligible as such at the time of their joining the Commission in the Army;

- vii) the upper age limit for reservist, namely the defence personnel transferred to the reserve and the ex-service personnel shall be 50 years;
- viii) there shall be no upper age limit in the case of widows and divorced women.

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

Provided also that no candidate can claim age relaxation in more than one of the cases listed at (i) to (viii) in the Proviso above.

Provided also that any notifications of the State Government with respect to age relaxations for special categories and/or employees of the State Government and its entities shall be applicable.

- 2) For Special Selection - The maximum age for entry into the service of the Corporation by Special Selection shall be two years less than the age of superannuation in the parent department/organisation and the tenure of service shall not in any case extend beyond the superannuation age as applicable in the parent department/organisation.
- 3) The Board may, on being of opinion that modification or relaxation is required for inducting suitable persons in the service of the Corporation, relax or modify by general or special order, the age of entry of persons on certain posts requiring experience or expertise.
- 4) The age of entry for Special Selection posts may be relaxed by the Managing Director in exceptional circumstances, but in no case beyond the date of superannuation in the parent department/organisation.
- 5) 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 fulfil the condition as to age requirements at the time of initial appointment under these rules.

## **8.2 Nationality**

A candidate for entry into the service of the Corporation must be :

- a. a citizen of India, or
- b. a subject of Nepal, or
- c. a subject of Bhutan, or
- d. a Tibetan refugee who came over to India before 1<sup>st</sup> January, 1962 with the intention of permanently settling in India, or
- e. a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

## **8.3 Character**

The character of a candidate for direct recruitment must be such as will qualify him for employment in the Corporation. Each candidate must make a declaration to the effect that he was not convicted by any court of law for any offence involving moral turpitude and that he was not removed/dismissed from service by any department of State Government or the Central Government or any public sector undertaking or any such other body controlled or managed by the Government as per format at **Appendix-I**. The Corporation reserves the right to seek certificates of good character from Principal/Academic Officer of the Educational Institute last attended by him and/or from two Gazetted Officers not related to him, written not more than six months prior to the date of application. The

Corporation also reserves the right to seek police verification of character as it may deem fit.

#### **8.4 Physical Fitness**

A candidate for direct recruitment to the service of the Corporation must be in good mental and bodily health and free from any mental and physical defect likely to interfere with the efficient performance of his duties and he shall produce a certificate of good health to that effect from the Medical Officer approved by the Corporation for the purpose as per formats and standards as prescribed by the Corporation.

The Appointing Authority may dispense with production of such certificate in the case of a candidate, who is already serving in connection with the affairs of the Corporation, if he has already been medically examined for the previous appointment.

#### **8.5 Language**

The employees of the Corporation will be expected to know both Hindi and English; and for recruitment to all or any posts, the Corporation may, in its discretion, test candidates for their understanding of Hindi and/or English.

#### **8.6 Disqualification**

- 1) No recommendation for recruitment either written or oral other than that required under the rules shall be taken into consideration. Any canvassing attempt on the part of a candidate shall disqualify him/her for recruitment.
- 2) Falsification of any information and/or documentation provided and/or Malpractices during the recruitment process shall disqualify a candidate for recruitment/employment.



## **8.7 Indemnity Bond<sup>5</sup>**

- 1) All those selected for employment in JMRC through Direct Recruitment method will be required to submit to JMRC an Indemnity Bond undertaking to serve JMRC for a period of 3 years from the date of joining.
- 2) This bond will have to be submitted by the selected candidate along with the joining report, after he/she accepts the offer of appointment.
- 3) In case any employee who has submitted such bond leaves the service of JMRC during the bond period, he/she shall be liable to pay the Indemnity Bond Amount to JMRC.
- 4) MD of JMRC is authorized to approve, review and modify the Indemnity Bond format and the Indemnity Bond Amount for different Direct Recruitment Posts, from time to time.
- 5) All offers of appointment through direct recruitment to be issued after the date of notification of this rule shall include a condition of Indemnity Bond as per the requirement of this rule.
- 6) All the probationer trainees who would be under probation on the date of notification of this rule shall also be required to furnish an Indemnity Bond as per the requirement of this rule, failing which they shall be discharged from the service of the Corporation without payment of any compensation and shall not be eligible for confirmation.

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<sup>5</sup> Rule 8.7 inserted vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dated 11.11.2013

## **Chapter IX**

### **9. PAY AND ALLOWANCES**

The pay structure of the employees shall consist of pay in the Running Pay Band & Grade Pay (as per the Table of Running Pay Bands and Grade Pay given at **Appendix-II**) and other allowances as approved by the Board of Directors from time to time.

The employees duly appointed after regular selection in accordance with the provisions of the relevant rules of the Corporation shall be entitled to pay and other allowances as per rules of the Corporation as approved by the Board of Directors.

The Board of Directors may adopt for the employees of the Corporation, pay scales or other allowances or any revision made in pay and allowances by the Government of Rajasthan for its employees from time to time.

The pay in Running Pay Band, Grade Pay and other allowances (and revisions therein) shall be admissible to the employees of the Corporation as may be approved by the Board of Directors from time to time. However, any such revisions (except in Dearness Allowance) shall require prior approval of the Government of Rajasthan under RAPSARS Act (Act No. 6 of 1999).

Those employees whose services have been taken on deputation and/or opt for absorption in the Corporation shall be entitled to pay and allowances as per rules and regulations of their parent department/organisation, or as per terms and conditions of deputation mutually agreed upon.

**Clarification:** Those employees whose services have been taken on deputation, by special selection, will be paid special allowance at

the rate of 15% of the basic pay as provided in Chapter XI of these rules, in addition to the allowances that these employees are entitled to as per rules and regulations of their parent department/organization and form part of terms and conditions of deputation mutually agreed upon and other allowances provided under rules of the Corporation, but no similar or substitute allowance provided in these rules or other rules applicable to the employees of the Corporation and no deputation allowance shall be payable in their case.<sup>6</sup>

### **9.1 Pay**

Basic Pay shall consist of pay in the Running Pay Band and Grade Pay, but shall not include Personal Pay/ Special Pay/ any other type of pay. Running Pay Band and Grade Pay for different posts shall be as given in the Schedule appended to these rules.

### **9.2 Allowances**

Allowances admissible other than pay shall be as under:

#### **a) Dearness Allowance**

The Dearness Allowance shall be allowed to the employees of the Corporation with the Running Pay Bands and Grade Pay at the rate as may be allowed by the Government of Rajasthan for its employees from time to time. The 'Pay' for the purpose of calculation of Dearness Allowance shall be the Basic Pay, i.e., the total of pay in running pay band and grade pay drawn by the employee.

#### **b) City Compensatory Allowance**

The City Compensatory Allowance, as applicable for the City of posting, shall be granted to the employees of the Corporation at the

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<sup>6</sup> Clarification inserted on 31/07/2013 in pursuance of BOD decision dated 28/06/2013

rate fixed by the Government of Rajasthan from time to time. The rates of the City Compensatory Allowance as currently applicable in Jaipur are as follows:

S. No.	Basic Pay (Pay in Running Pay Band plus Grade Pay)	Rate for Jaipur City
1.	Up to Rs. 7,000	Rs. 130.00
2.	Rs. 7,001 to Rs. 10,000	Rs. 190.00
3.	Rs. 10,001 to Rs. 13,000	Rs. 300.00
4.	Rs. 13,001 and above	Rs. 480.00

**c) House Rent Allowance**

The House Rent Allowance shall be granted to the regular employees of the Corporation.

The House Rent Allowance shall not be admissible to an employee:

1. who is occupying Corporation owned or leased accommodation, or
2. if his wife/her husband has been allotted family accommodation at the same station by the Central Government, State Government or autonomous Public Undertaking or Body or Corporation or any semi-Government organisation.

The HRA shall apply, as per the classification/ revised classification of cities/towns declared by the Central Government, as under:

Revised Classification of Cities/ Towns	Rates of HRA (% of revised basic pay)
X (previously classified as A1)	30%
Y (previously classified as A, B1 & B2)	20%
Z (previously classified as C)	10%

Jaipur currently being classified as a Y Class City, the applicable rate shall be 20% of the basic pay for employees of the Corporation

based in Jaipur. The rates shall be liable for revision by the Corporation from time to time as per the applicable Government Classification and guidelines.

The employee shall be required to furnish a certificate to the effect that he/she is living

- a) in a rented accommodation and incurring some expenditure on rent/contributing towards rent. In case, the accommodation hired by the employee is sub-let to one or more persons, whether employee(s) or not, and the actual rent charged by the employee is equal to or exceeds the amount of rent being paid to the landlord, it would be deemed that the employee is incurring no expenditure on rent nor contributing towards rent; or
- b) in a house owned by him/her, his wife/her husband, children, father or mother or in a house owned by a Hindu Undivided Family in which he/she is a member, and that he/she is paying/contributing towards house or property tax or maintenance of the house. House purchased on hire purchase basis from the Rajasthan Housing Board shall be deemed to be an owned house for the purpose of admissibility of House Rent Allowance.

In case where husband and wife both are in service at the same station and are living together in the rented/owned accommodation, both of them shall be entitled to House Rent Allowance at the rates mentioned above and subject to fulfilment of other conditions.

The allowance shall be granted to an employee from the date of occupation of the rented/owned accommodation, on making an application as per format approved by the Corporation; provided that if the said application is not made within one month of the date of occupation of the accommodation or admissibility, the allowance shall be admissible from the date of application.

In case of an employee who owns a house at a place of duty but resides in a rented house instead, house rent allowance shall be paid in respect of the rented house.

An employee while claiming House Rent Allowance shall furnish along with his/her first claim for house rent allowance a certificate in the form as approved by the Corporation.

The application shall be submitted to the Corporation on the prescribed application forms along with prescribed certificates.

Order for sanction of House Rent Allowance shall be issued by the Corporation after examining the application submitted by the employee and obtaining approval of the competent authority.

**d) Compensatory Allowances Admissible for working on Gazetted/National Holidays**

Those employees who are assigned duties during National and Gazetted holidays, shall be entitled to Compensatory Allowance for the number of days they have actually performed such duty, at the *per diem* rate equivalent to pay of one day admissible for the month in which duty has been performed.

Such Compensatory Allowance shall be admissible on the following conditions:

1. Compensatory allowance shall be given for performing duties on the notified National Holiday/Gazetted Holiday to only such employees who are required to perform such duties. The list of such employees shall be notified regularly with the approval of concerned Executive Director or any officer so authorised by him.
2. No compensatory leave/ rest shall be given in lieu of working on National Holiday/Gazetted Holiday.

**e) Hard Duty Allowance**

Hard Duty Allowance shall be paid to *Train Operators* at the rate of Rs. 100 per sign on, subject to a maximum of Rs. 2600 per month subject to other conditions as notified by the Corporation from time to time.

**f) Night Duty Allowance**

Those employees who are engaged in Operation and Maintenance work and are assigned duties during Night (i.e. between 2200 hours and 0600 hours following) shall be entitled to Night Duty Allowance for the number of nights they have actually performed such duty, at the *per diem* rate equivalent to pay of one day, admissible for the month in which duty has been performed.

Such compensatory allowance shall be admissible on the following conditions:

- 1 Night Duty Allowance shall be given only for performing duties at Night.
- 2 The directives governing night duty and applicability of Night Duty Allowance shall be notified by the Corporation from time to time in line with normal industrial practices.

**g) Deputation Allowance**

Those employees who are working in the Corporation on deputation from any Department of Government of India or its public undertakings, Corporations or Boards; or from any Department of Government of Rajasthan or from its public undertakings, Corporations or Boards; or from any other agency; and are not entitled to Special Allowance under Special Selection provisions shall be entitled to Deputation Allowance as prescribed by Government of Rajasthan, unless anything otherwise is provided in their terms of deputation.

**h) Washing Allowance**

Those employees of the Corporation who are provided with summer and/or winter uniform shall be paid washing allowance as under:

- a) Managerial Staff- Rs. 100 Per Month
- b) Non- Managerial Staff- Rs. 50 Per Month

**i) Dual Duty Allowance**

In case a post falls vacant due to temporary vacancy or otherwise, the Head of the Department/ Division shall:

- i) Either distribute the work among other members of the staff and keep the post unfilled, or
- ii) A Corporation employee may be given additional charge of the post in addition to his/her own duties.

In case it is decided to give additional charge of the existing temporary vacancy to a Corporation employee:

- a) If the post is subordinate to the post he/she is holding, no emoluments in addition to what the employee is drawing shall be admissible.
- b) In case the post is equal or higher than the post he/she is holding then the employee may be allowed to draw his/her own pay for his/her own post and special pay
  - (i) not exceeding 1.5% of his/her own basic pay if the period of dual charge is up to 60 days but not less than 30 days.
  - (ii) In case the period of dual charge is more than 60 days the special pay shall be admissible @ 3% of his/her basic pay.



Dual arrangement should not be allowed to continue beyond six months. No additional remuneration of any kind will be admissible beyond a period of six months.

### 9.3 Honorarium and Reimbursement of Expenses

Following reimbursements shall be admissible to the employees of the Corporation:

#### a) Reimbursement of Landline Telephone & Mobile

The employees of the Corporation shall be granted reimbursement of residential landline telephone with internet connection as well as for Mobile connection & Data Card. The details of categories and ceiling of maximum amount shall be as under:

S.No.	Designation/ Grade Pay of the Officer	Maximum ceiling limit of reimbursement per month of Landline Telephone with Internet connection, Mobile connection, Data Card, etc.
1.	a) Chairman b) Managing Director	As per actuals
2.	Grade Pay of Rs. 8700 and above, or its equivalent	Rs. 4500.00
3. <sup>7</sup>	Grade Pay of Rs. 7600 and above, or its equivalent	Rs. 2625.00*
4.	Grade Pay of Rs. 5400 and above, or its equivalent	Rs. 2000.00
5.	Grade Pay of Rs. 4800 and below up to Grade Pay of Rs.2400, or its equivalent	Rs.1200.00
6.	Driver/Patwari/Amin/ Store Keeper	Rs. 500.00 [For Mobile Connection]

\* w.e.f. 1<sup>st</sup> April, 2015

The expenses mentioned above shall be admissible subject to the condition that:

<sup>7</sup> New entry inserted vide Notification No. F.1(74)JMRC/DCA/HR/RR/2013-14/543 dated : 28.04.15

- a) The land line and post paid mobile connection should be in the name of the employee.
- b) The reimbursement shall be made on production of bill or receipt (including electronically generated) of the service provider duly verified by the employee.
- c) The maximum limit prescribed is inclusive of all taxes, if any. The amount of surcharge if payable shall be inclusive.
- d) Any charges on account of installation of telephone instrument, ISD security fee and modem for broad band/internet connection shall be borne by the employee.
- e) The amount shall be paid for the period of service in the Corporation, i.e. from the date of joining till the date of relieving/handing over the charge.
- f) In case an employee remains in the service for a part of a month, the reimbursement shall be on pro-rata basis.
- g) In case amount of reimbursement in a month exceeds the prescribed limit, the same can be adjusted in another month, but shall not exceed the total reimbursable amount in a financial year. The year will be treated as financial year starting from 1<sup>st</sup> of April till 31<sup>st</sup> day of March next year.
- h) In case telephone connection is in personal name, installation charges, security deposit, or any other one time charges, except advance rent, if any shall be borne by the concerned employee.
- i) It will include broad band facility, dial-up facility or such facilities through which data, voice or image is transferred.

- j) STD/ISD facility may be availed in the residential telephone. However, there would be no enhancement of ceilings as prescribed above on this account.
- k) No reimbursement shall be admissible during the period of suspension.
- l) Finance & Accounts shall maintain individual account for each financial year.

**b) Reimbursement of Newspapers/Periodicals Expenses**

The employees of the Corporation shall be granted reimbursement on account of purchase of Newspapers or Periodicals in the office and at residence. The details of categories and ceiling of maximum amount shall be as under:

S. No.	Designation/ Grade Pay of the Officer	Maximum limit of reimbursement of News Paper/ Periodicals at Office (per month)	Maximum limit of reimbursement of News Paper/ Periodicals at Residence (per month)
1.	Chairman	As per actuals	
	Managing Director	As per actuals	
2.	Grade Pay of Rs. 8700 and above, or its equivalent	2	3
3.	Grade Pay of Rs. 6600 and above, or its equivalent, but below Rs. 8700	1	2
4.	Grade Pay of Rs. 5400 and above, or its equivalent, but below Rs. 6600	-	2
5.	PRO or Cell Incharge of PR Cell	-	2 (Additional papers may be allowed with prior approval of Managing Director.)

The expenses mentioned above shall be admissible subject to the condition that:

- a) The concerned officer may subscribe publication of his choice in the office and at residence.
- b) The reimbursement shall be admissible on production of Bill with receipt of the vendor duly verified by the concerned officer.
- c) The amount shall be paid for the period of service in the Corporation, i.e. from the date of joining till the date of relieving/handing over the charge.
- d) No reimbursement shall be admissible during period of suspension.
- e) The Managing Director may allow any additional technical journal or periodical to any employee depending upon his nature of duties.
- f) Finance & Accounts shall maintain individual account for each month in a financial year.

**c) Honorarium**

An employee of the Corporation may be sanctioned honorarium for discharging any extra work during the course of his/her employment. The work may be assigned in the same Cell or of any other Division or Cell irrespective of his/her place of posting. The honorarium shall be sanctioned on the conditions and rates mentioned hereunder:

1. An employee shall be granted honorarium at the rate mentioned hereunder which will be calculated on basic pay i.e. sum of pay in the running pay band and grade pay.
2. In case of any work which requires putting of additional working hours in the office, as in the case of intensive work related to O&M and/or Project Implementation, preparing replies of

Vidhan Sabha or Lok Sabha questions, quasi legal work, preparation of Balance Sheet or any other such work, honorarium may be sanctioned to an employee.

3. The work will be allotted by the concerned Head of Division with prior approval of the Managing Director.
4. Competent authority to sanction honorarium shall be the Managing Director of the Corporation.
5. The hours of extra work will be counted for the purpose of calculation of honorarium provided that extra hours on a particular date are above one hour.
6. The rate of payment shall be as under:

<b>Hours</b>	<b>Percentage of Basic Pay</b>
Below 24 hrs	None
24-59 hrs	1%
60-119 hrs	2%
120-179 hrs	4%
180-239 hrs	5%
240 hrs and above	7%

7. The total payable honorarium for any Financial Year shall not exceed 12% of the Basic Pay payable for the respective Year.

**d) Special Conveyance Allowance for Physically Challenged**

Any employee who is blind or orthopedically handicapped shall be entitled to conveyance allowance on the following conditions:

- a) The Conveyance Allowance shall be admissible at the rate of 6% of the Basic Pay subject to maximum of Rs. 600/- per month.
- b) The employee shall submit an application along with certificate issued as per the applicable Government guidelines, certifying that disability is more than 40%.

- c) This Special Conveyance Allowance for Physically Challenged shall be payable to those employees who are not availing of Conveyance Allowance to travel by two wheelers/ four wheelers.

**e) Reimbursement of Medical Expenses**

- i. **For Employees on Special Selection/ Deputation:** Reimbursement of medical expenses for employees appointed through Special Selection or Deputation; and his/her dependents shall be permitted as per Rajasthan State Government rules/ norms, unless anything otherwise is provided in their terms of deputation.
- ii. **For Direct Recruitment employees:** The employees shall bear their medical expenses by being enlisted in the Medical Insurance Schemes like MediClaim; and the Corporation shall bear the expenses towards premium of such insurance policy, subject to such limits as may be prescribed from time to time.

**9.4 Special Pay Packages**

Suitable persons may be recruited on Special Pay Packages which may be higher than the ones outlined in the structure so that suitable candidates are available for running the metro in time as well as successfully. For this purpose a five member committee comprising Chairman, MD, one Member of the Board of Directors, Director (Finance), and one other Director as nominated by Chairman will be authorised under the rules to take suitable decisions regarding pay packages. Also, if suitable candidates are not available on special selection/deputation on any post, then the aforesaid committee will be authorised to select exceptional candidates at the pay scale/grade pay next above their existing pay scale/grade pay. The pay scale/grade pay so granted must not be higher than that of any superior post in the relevant Division.

## **Chapter X**

### **10. PROCEDURE FOR DIRECT RECRUITMENT**

Generally, direct recruitment shall be made on the lowest level or as provided in the Schedule appended to these rules.

The following shall be the procedure for direct recruitment to various posts in the Corporation.

#### **10.1 Filling of Posts for Short Term**

The Corporation may fill a post temporarily by:

- a) Taking the services on deputation of an employee of the Central or the State Government or a Government Undertaking, or Board or Corporation or other statutory body, on such terms and conditions as may be agreed to between the Corporation and the lending authority;

The terms and conditions of deputation shall be settled by the Corporation at appropriate level with the lending departments of the Government or any other body, as the case may be, on the settled principles of deputation between departments of Government and / or other bodies or Corporations controlled by the Government.

- b) Re-employing a retired employee of the Central or the State Government or a Government Undertaking, or Board or Corporation or other statutory body, on such terms and condition as may be deemed proper.
- c) Absorption of services of a person who has been on deputation in the Corporation, on his request, by transfer from any other Government Department/Autonomous Board/ Corporation/ Society of the Central or any State Government against any sanctioned

post in the Corporation; subject to fulfilling other conditions as provided in these rules.

## **10.2 Filling of Posts for Regular Term**

For filling the vacancies by regular appointment of persons who fulfil the job descriptions, qualifications and other specifications required for the post, the process shall include:

### **1. Inviting Applications**

- a) All the vacancies shall be advertised in the press and on the website of the Corporation.
- b) While a short/abridged notice inviting Applications shall be published in the Employment News as well as in selected Hindi and/or English daily newspapers having good circulation keeping in view the nature of post(s), a detailed notice shall be published on the website of the Corporation. Such detailed notice shall among other things state: Job title, age limit, number of posts to be filled in, indicating number of posts reserved for candidates of the Schedule Castes, the Schedule Tribes, the OBC and for other categories as may be required; date of submission of applications; qualification required for the post(s), any examination or written test to be conducted, the date, place and timings of examination with amount of examination fee if prescribed; broad duties of the post, experience required if any, medical standards, Pay Band with Grade Pay; period of probation as well as consolidated amount admissible during probation, etc.
- c) No claim for refund of the application fee and/or examination fee shall be entertained nor shall the fee be held in reserve for any other examination except when the advertisement is cancelled by the Appointing Authority.



- d) The Corporation may prescribe application form for submission of applications and make formats available to the candidates making the request. Alternatively, the Corporation may prescribe an online Application process.
- e) The employees in the service of the Corporation shall be eligible to compete along with direct recruits from open market, provided they fulfil the prescribed qualifications and experience, if any, laid down for the post. There shall not be any restriction of maximum age limit for them.

## **2. Form and Manner of Application**

The Application shall be made in the form and manner prescribed by the Corporation. The manner of submission of Application may be online, offline or a combination thereof, as may be prescribed in the advertisement. Except where online submission is prescribed, the application form can be obtained from the office of the Corporation and/or downloaded from the website of the Corporation, on payment of such fee, if any, as may be prescribed from time to time; and the duly filled in application form should be sent in an envelope prominently super-scribing on the cover: Name of the Post with last date of receipt of Applications.

## **3. Application or Examination Fee**

Application fee and/or Examination fee may be prescribed from time to time, for any post of direct recruitment, which a candidate may be asked to deposit in the manner as may be indicated in the advertisement.

## **4. Scrutiny of Applications**

- a) In the case of an online application process being adopted:

- i) The process of registration of Applications for calling candidates for written test/speed test/ skill test/ psychometric test/ interview will be based on the information provided by the applicant in the online application form, and processing thereof by a software devised for the purpose; and
- ii) The candidates shall be asked to submit copies of all relevant documents in support of their candidature, and also produce originals thereof, for scrutiny and verification of their candidature, at the time of interview and/or before being selected/ appointed.

**Note:** An invitation to appear in the written test/speed test/ skill test/ psychometric test/ interview will not be a proof of any candidate's eligibility. The claim of candidates in respect of category, age (or relaxation in age), nationality, qualification and experience, recognition of the University/ Board/ Institute they have obtained the qualification from, equivalence of their qualification with the prescribed qualification or any other eligibility criteria may be checked at any stage(s) of the recruitment process. The onus of ensuring that he/she meets all the eligibility requirements will rest on the candidate himself/herself all through the recruitment process. Candidates will be allowed to appear in written test/speed test/ skill test/ psychometric test/ interview purely on provisional basis and no candidate will have a right to appointment or any compensation only on the ground of having appeared in the written or any other screening test. Eligibility of candidates for appointment will be decided as per the prescribed eligibility criteria only after the result of written test/speed test/ skill test/ psychometric test/ interview, as applicable, and

verification of original documents and of identity. The candidature of such candidates who do not possess requisite qualification or fail to meet any other eligibility criterion or have filled wrong information in the Application is liable to be rejected/ cancelled at any stage before appointment.

- b) In the case of an offline application process being adopted:
- i) The process of registration, scrutiny and verification of Applications, before calling candidates for written test/speed test/ skill test/ psychometric test/ interview will be based on the information provided by the applicant in the application form and the attached supporting documents;
  - ii) The candidates may be asked to submit at the time of application copies of all relevant documents in support of their candidature; and produce originals thereof for verification, at the time of interview and/or before being selected/ appointed.
  - iii) All the received Applications shall be entered in a Recruitment Register. Each Application shall be numbered serially. Applications received after the last date of receipt of Applications, shall be marked 'Late Received'.
  - iv) For the purpose of checking the eligibility criteria of the candidates, a Screening committee may be constituted by the Appointing Authority. The particulars of all the candidates given in the Application shall be scrutinised. The Applications which are found to be incomplete and have not been filled in accordance with the instructions

issued in the advertisement shall be rejected at the initial stage.

- v) Based on this scrutiny, those candidates who *prima facie* are within the prescribed age limit, possess minimum prescribed qualification, have requisite number of years of experience in the relevant field and fulfil all other eligibility criteria shall be short listed for further screening process.

However, this shortlisting will not constitute a proof of any candidate's eligibility. The claim of candidates in respect of category, age (or relaxation in age), nationality, qualification and experience, recognition of the University/ Board/ Institute they have obtained the qualification from, equivalence of their qualification with the prescribed qualification or any other eligibility criteria may be checked even at subsequent stage(s) of the recruitment process. The onus of ensuring that he/she meets all the eligibility requirements will rest on the candidate himself/herself all through the recruitment process. Candidates will be allowed to appear in written test/ speed test/ skill test/ psychometric test/ interview purely on provisional basis and no candidate will have a right to appointment or any compensation only on the ground of having appeared in the written or any other screening test. Eligibility of candidates for appointment will be decided as per the prescribed eligibility criteria only after the result of written test/ speed test/ skill test/ psychometric test/ interview, as applicable, and verification of original documents and of identity. The candidature of such candidates who do not possess requisite qualification or fail to meet any other eligibility criterion or have filled wrong information in the

Application is liable to be rejected/ cancelled at any stage before appointment.

- c) Those candidates, who apply against the post under reserved category, will have to submit a certificate issued by the authority competent for the same. The certificate shall be in the format as prescribed in the case of Scheduled Castes/Scheduled Tribes/OBCs/any other category for which the post is reserved.
- d) The names of the short listed candidates after due scrutiny, will be listed giving full particulars of the candidates to the appointing authority to select candidates who are to be called for written test/speed test/ skill test/ psychometric test, prescribed for the post and/or for interview. The shortlisting maybe done on the basis of results from written test/speed test/skill test/ psychometric test/interview in combinations and/or alone as per the discretion of the Corporation.
- e) In case of an interview, the Appointing Authority may call three to five times of the number of available vacancies in order of merit on the basis of performance in the examination, or prescribe minimum qualifying marks, speed tests, skill tests, psychometric tests, medical fitness tests for general as well as for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes and other category candidates, as the case may be.
- f) The candidates may be asked to submit No Objection Certificate at the time of interview or verification of documents before being selected. In case he/she is working in any State or Central government department or undertaking, copies of his/her Annual Performance Appraisal Reports of last five years and Vigilance report may be called from his/her employer.

- g) The process of inviting Applications and/or conducting written test/speed test/ skill test/ psychometric test and evaluation of answer books/performance sheets, preparation of category-wise merit lists, etc. may be conducted through any agency/agencies/individual(s), in the discretion of the Corporation.
- h) In view of the confidentiality of the recruitment process, the independent external agency for this purpose may be selected by the Managing Director from amongst reputed agencies through a secret process to be devised by the Managing Director. Also, in case of a government agency, the Managing Director may directly nominate the same.
- i) The above procedure may be treated as a guideline, and the same may be modified by the Corporation as per its requirement, especially in view of the evolving electronic application and screening methodologies.

## **5. Screening Process**

The written examinations and other screening tests like skill tests, psychometric tests, medical fitness tests and/or interviews, including the pattern, scheme, syllabus or standards thereof, will be decided by the Appointing Authority, as felt appropriate for judging suitability for each post. The written examination and other screening tests shall be aimed at testing the skills of the candidate in languages, general science, general knowledge, general awareness, computer proficiency, quantitative aptitude, logical ability, reasoning and/or his/her domain knowledge, skills, competencies and personality traits, as may be decided by the Corporation.

Candidates who obtain such minimum qualifying marks in the written test as may be fixed by the Corporation, at its discretion, may or may

not be called for interviews and/or skill tests/ psychometric tests. If such candidates are called for an interview, the interview shall not carry more than 10% marks of the overall marks.

The final merit list will be prepared after disqualifying candidates who have failed in the psychometric test or any other qualifying tests that may be prescribed; and, wherever written test as well as interview/ skill test is held, will be in the order of total marks obtained by each candidate in the written test and interview/ skill test.

Provided that in case of Post(s) for which certain amount of experience is prescribed as part of eligibility criteria, only interview may be used to screen the candidates and prepare the merit list; but, if the number of valid applications for any such Post exceeds 400, the Appointing Authority may direct a written test to be held to shortlist the candidates for interview.<sup>8</sup>

#### **6. Travelling Allowance to candidates called for interview**

The payment of Travelling Allowance to a candidate called for interview may be made with prior approval of the Managing Director for forward and return journey performed by shortest route from his/her normal place of residence to the place of interview or the place from which he/she actually performs the journey, whichever is nearer to the place of interview as per the following:

- a) An amount equivalent to Second Class fare by Rail including reservation charges paid to railway for Sleeper/sitting accommodation, if any, or an amount equivalent to Ordinary/Express bus fare including reservation charges plus taxes, if any

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<sup>8</sup> Proviso inserted on 24/5/2013

- b) The reimbursement shall be admissible by shortest route from the nearest station at which interview letter has been sent, or from the station actual journey has been performed, whichever is shorter, on production of proof for undertaking journey.
- c) No other expenses shall be admissible.
- d) The Managing Director may allow higher mode of travel in case candidate is called for interview for senior posts.

#### **7. Selection Committee**

- a) The Selection Committee shall be constituted as per **Appendix–III**, depending upon the Pay Band (Running Pay Band and Grade Pay) of the post to be filled.
- b) The Selection Committee constituted shall verify the screening results and/or interview the candidates and record its recommendations adjudging their suitability for appointment and arranging names in order of merit, for each category.
- c) The Selection Committee shall recommend names in order of merit to the extent of number of vacancies advertised for.

#### **8. Panel of Wait Listed Candidates**

- a) The Selection Committee may also prepare a Panel of Wait Listed Candidates.
- b) Such Panel would remain valid for the current year and would be utilised restricted to the number of vacancies originally determined and advertised within the same year and it would be used for the vacancies remained unfilled from the original list.



## **9. Appointment**

- a) The Authority competent to make appointment shall appoint persons from amongst the candidates recommended by the Selection Committee, strictly in the order of merit in which their names appear in the select list, as Probationer Trainee for a period of two years from the date of joining. Format of offer of appointment is annexed to these rules as **Appendix–IV**. Offer of appointment shall be provided in duplicate.
- b) The issue of appointment shall be based on roster points for reserved categories as notified by the Government of Rajasthan and as applicable on the date of notice inviting Applications.
- c) The appointment shall be subject to passing/clearance of the following conditions from the concerned authorities, before appointment:
  - i) The candidate is found medically fit for appointment in the Corporation by the Medical Officer authorised by the Corporation. No alternative employment shall be offered to a candidate found medically unfit for the post he/she has otherwise been selected for.
  - ii) The character and antecedents of the candidate are verified by the concerned authorities as being fit for his/her employment in the Corporation.
- d) A person before joining a post shall accept in writing the terms and conditions of his/her appointment on the duplicate copy of the offer of appointment.

## **Chapter XI**

### **11. PROCEDURE FOR RECRUITMENT BY SPECIAL SELECTION**

The procedure and conditions of service for appointment by Special Selection of persons shall be:

#### **11.1 Applicability**

These provisions will be applicable for posts as indicated in the Schedule appended to these rules.

#### **11.2 Tenure**

- a) The posts enumerated in the Schedule appended to these rules, shall be held by an officer for a tenure ordinarily not exceeding three years which may be extended by the Appointing Authority for further term not exceeding one year at a time but the total tenure shall not exceed five years in any case.

Provided that such extension shall not be beyond the date of his/her retirement according to the condition of service of his/her parent Department/service.

The officer so appointed shall not be reverted to the parent cadre or permitted to go to any other post before completion of tenure of two years. However, the Managing Director reserves the right to revert back any officer so appointed under these rules before completion of such tenure period without assigning any reasons.

- b) In case of reversion/transfer to parent department, the person so appointed shall not have any right to protection of Special Allowance or status held by him/her on the post in the Corporation.

Provided that a person may on his/her will, resign or seek retirement according to the conditions of service of his/her parent Department/service which shall not confer upon him/her any right other than those ordinarily admissible under the rules of his/her parent Department/service.

**11.3 Source of Selection**

- a) Selection for appointment to the posts shall be deemed to be on transfer from respective department/organisation.
- b) Selection for appointment to the posts shall be made on the recommendation of the Committee(s) as mentioned in **Appendix-III** from amongst the persons who fulfil requisite qualification and experience, as mentioned in the Schedule, for the post and who hold lien on a regular post in the parent department/organisation.

**11.4 Eligibility for Selection**

Only such persons shall be eligible for consideration for the posts, who fulfil the conditions laid down in the Schedule for the respective post.

**11.5 Selection Committee**

Selection to the posts shall be made on the recommendation of the Selection Committee consisting of the members as per **Appendix-III** after an interview, having regard to personality, character, integrity, previous record of service, past experience or any other criteria of selection which the Committee may deem necessary.

**11.6 Procedure for Selection**

- a) As soon as it is decided that selection is to be made to fill a certain number of vacant posts specified under these rules from amongst the persons mentioned who fulfil requisite

qualification and experience, the Managing Director or such other officer to whom he may direct for this purpose, shall send a circular to all concerned departments/ organisations or issue an advertisement for inviting Applications from all eligible persons by a specified date. The recommendations in respect of the persons who are eligible for selection to the post under the provisions of these rules along with their Annual Confidential Reports/ Annual Performance Appraisal Reports Dossiers and other Service record shall be forwarded by the concerned departments/ organisations to the Managing Director.

Provided that selections to be made under this Chapter immediately after the commencement of these rules may be made without issuing such circular or advertisement or obtaining such recommendations, from amongst those who are working on deputation in the Corporation on the date these rules come into force and apply for consideration of their case by the Selection Committee.

- b) On receipt of applications/recommendations under sub-rule (a) above, the Managing Director or the officer nominated by him, shall prepare a list of all the eligible candidates and shall place the same, along with the Annual Confidential Reports/Annual Performance Appraisal Reports dossiers and other Service record of the candidates whose names are included in the list before the Committee.
- c) The Selection Committee shall select candidates equal to the number of vacancies likely to be filled in, in order of their merit and shall prepare a list containing names of the persons found suitable.

Provided that the Committee may, if suitable persons are available, keep on reserve list more candidates whose number shall not exceed 50% of the vacancies determined. The names of such candidates may be considered for appointment if such vacancies actually occur within six months from the date of selection.

- d) List prepared by the Selection Committee under sub-rule (c) above shall be sent to the Appointing Authority together with Annual Confidential Reports/Annual Performance Appraisal Reports and other service record of all the candidates included in the list as also of those not selected, if any.

**11.7 Order for tenure posting**

Order for tenure posting to the post for which selection is held shall be made from amongst the persons included in the list prepared under sub-rule (c) of rule 11.6 by the Appointing Authority in the order of merit.

**11.8 Pay and other Conditions**

- a) The scale of pay and initial pay admissible to the post and other conditions relating to increase in pay on promotion in the parent cadre and retirement benefits shall be as laid down hereunder and shall be such as may be sanctioned by the Board of Directors or the State Government from time to time.
- b) Except as provided in these rules other service conditions to the post for which selection has been made shall be regulated by other rules applicable to the employees of the Corporation.

**11.9 Induction of exceptionally deserving persons**

Notwithstanding anything contained in these rules, the Committee may propose induction of any person for appointment in Corporation in exceptionally deserving cases for reasons to be recorded in writing.

**11.10 Removal of doubts**

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

**11.11 Conditions of Pay, Promotion and other Conditions of Service**

**a) Scale of Pay**

On appointment to the post for which selection is held, the officer shall draw the same pay and the same grade pay, which he/she was drawing (in the substantive or officiating capacity) in the Running Pay Band with Grade Pay prescribed for the post held by him/her immediately before appointment in the Corporation. The next date of increment shall also remain unchanged.

**b) Special Allowance**

All officers appointed on the posts shall be paid special allowance at the rate of 15% of the basic pay during their tenure in the Corporation.

**c) Promotion in the Parent Cadre**

As soon as the person is promoted in his/her parent cadre on a higher post, he/she shall be reverted back to the parent department/organisation immediately unless his /her retention

on the promoted post is approved by the Appointing Authority under these rules.

**d) Pension, Provident Fund, etc.**

- (i)** If the person concerned retires while holding the post under the provisions of these rules, his/her emoluments for the purpose of calculating Pension, Gratuity, etc. under the provisions of Rule 45 of Rajasthan Civil Services (Pension) Rules, 1996 or as applicable in the parent department/organisation, as the case may be, shall be taken at the rates he/she would have been entitled to had he/she not been appointed in the Corporation under these rules.
- (ii)** If a person is member of Rajasthan Civil Services (Contributory Pension) Rules, 2005 or of similar pension scheme of his/her parent department/organisation, he/she shall continue to subscribe to the scheme on the basis of pay which he/she should have drawn had he/she not been appointed under these rules.
- (iii)** If a person is member of Contributory Provident Fund (CPF) Rules, he/she shall continue to subscribe to the Fund on the basis of pay which he/she should have drawn had he/she not been appointed under these rules.
- (iv)** JMRC will make the payment of pension contribution and/or CPF contribution for such persons, as applicable in his/her parent department/organisation.

## **Chapter XII**

### **12. PROBATION AND CONFIRMATION**

A person appointed to a post through Direct Recruitment in the Corporation shall be on probation for a period as specified hereunder. After successful completion of period of probation, his/her services shall be confirmed in the Corporation. The following shall be the procedure for probation and confirmation on any post.

#### **12.1 Probation**

- a) A candidate appointed to any post in the Corporation by direct recruitment against a substantive vacancy shall be placed on probation for a period of 24 months.
- b) During probation he/she shall be entitled only to fixed remuneration at the rates as per **Appendix-V** or as may be prescribed by the Corporation from time to time.
- c) He/she will not be entitled to any other Pay (Dearness Pay or Special Pay) or Allowances (Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Washing Allowance or any other allowance by whatever name it may be called) or Bonus. No deputation allowance shall be admissible if deputed to 'Foreign Service' for training.
- d)<sup>9</sup> Notwithstanding anything contained in sub rule (b) on (c), the JMRC may in the interest of the Corporation, extend the following facility to Probationers Trainees during the probation period:-

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<sup>9</sup> Sub rule substituted vide notification no. F1(27)/JMRC /Adm./Org/12-13/Pt.V/3058 dated 19.09.2014



- (i) Accommodation to the probationer trainee as per availability of accommodation on sharing basis accommodating 2-3 probationer trainees in a flat, in the flats owned by JMRC.
  - (ii) CUG mobile connection at JMRC cost to operational staff as per functional requirement, with a monthly expenditure ceiling of Rs. 299/- plus taxes, on the recommendation of controlling GM. Any expenditure in excess of this monthly ceiling shall be recovered from their remuneration.
  - (iii) They will not be entitled to uniform/liveries during the period of probation, unless wearing of uniform is mandatory for them under uniform code/orders of the Corporation. Probationer Trainees for whom wearing of uniform is made mandatory under the uniform code/orders of the Corporation, besides providing such uniform to them, washing allowance as admissible under Rule 9.2 (h) of JMRC Recruitment Rules, 2012, shall also be paid to them by JMRC.
- e) No Travelling Allowance (TA) shall be admissible for joining as a probationer-trainee. In case of journey on duty, he/she shall be allowed TA as on tour; and in case of transfer, only Mileage Allowance and incidentals on the basis of fixed remuneration shall be admissible. In case of transfer, only the actual period required for travel will be treated as on duty.
- f) During probation he/she shall be eligible for 12 days Casual Leave in a calendar year and for period of less than a calendar year, it shall be admissible in proportion on the basis of completed months.
- g) No deduction towards Provident Fund or Contributory Provident Fund shall be made from the fixed remuneration.
- h) For an existing employee of a Department/Board/ Public Sector Undertaking/ Organisation/ Metro Rail Corporation of Government of India/Government of Rajasthan or any other State Government,

who has been recruited by the Corporation, an option shall be given to opt either for the 'Fixed Remuneration' or the existing pay scale (not the scale of his/her new appointment), whichever is beneficial to him/her while he/she is under probation. After successful completion of probation period, entry pay will be fixed in the Running Pay Bands and Grade Pays as per **Appendix-VI** of these rules where he/she will get due advantage of being in a regular pay scale earlier, and will get due protection of his/her pay.

- i) In case he/she opts for the existing pay scale, then
  - (i) Increment(s) will be allowed to him/her.
  - (ii) House Rent Allowance shall be admissible of place at which the probationer is undergoing training.
- j) A probationer-trainee is not entitled for annual grade increment(s) for the period of probation.
- k) Probationer-trainee shall earn no leave during the period of probation.
- l) Female probationer-trainees with less than two surviving children shall be granted maternity leave up to a period of 180 days from the date of its commencement. However, if there is no surviving child even after availing it twice, maternity leave may be granted on one more occasion. During such period she will be entitled to leave salary equal to pay drawn immediately before proceeding on leave. Such leave shall not be debited to the leave account, but such entry should be made in the service book separately.

**NOTE:** Maternity leave may also be granted to a female probationer with less than two surviving children, in case of miscarriage including abortion provided that the application for leave is supported by a certificate from the authorised medical attendant of

the Corporation. However, maternity leave is not admissible in case of incomplete abortion.

Male probationer- trainees with less than two surviving children may be granted paternity leave (maximum two times) for a period of 15 days during confinement of his wife, i.e., 15 days before to three months after childbirth and if such leave is not availed of within this period, it shall be treated as lapsed. During the period of such leave, the probationer-trainees of JMRC shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity leave shall not be debited against the leave account but such entry should be made in the Service Book separately. Such leave may be combined with any other kind of leave (as also in the case of maternity leave). Such leave shall not be allowed in case of miscarriage, including abortion, of the probationer-trainee's wife.<sup>10</sup>

- m) The period after such appointment during which a person has been on deputation on a corresponding or higher post shall count towards the period of probation.
- n) During the period of probation each probationer may be required to pass such examination and to undergo such training as may be prescribed from time to time.
- o) In case of a person who dies or is due to retire on attaining the age of superannuation, the period of probation shall be reduced so as to end one day earlier on the date immediately preceding the date of his/her death or retirement. The condition of passing the examination in the rule regarding confirmation shall be deemed to have been waived in case of death or retirement.
- p) 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

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<sup>10</sup> Para inserted vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dated 11/11/2013

satisfactory progress or has failed to pass the prescribed test or examination, the appointing authority may revert him/her to the post held by him/her immediately preceding his/her appointment, in case of an existing employee; or in other cases may discharge him/her from the service without payment of any compensation.

- q) During the period of probation, if a probationer is placed under suspension or disciplinary proceedings are contemplated or started against him/her the period of his/her probation may be extended for such period as the Appointing Authority thinks fit in the circumstances.
- r) The Appointing Authority may extend the period of probation of any Probationer Trainee by a period not exceeding twelve months, if in the opinion of the Appointing Authority the probationer has not made or shown satisfactory progress during the period of probation.
- s) Extra Ordinary Leave (EOL) up to one month to a probationer trainee during the entire period of probation training may be sanctioned by the Appointing Authority. If EOL beyond the period of one month during probation period is granted by the Appointing Authority in exceptional circumstances, the period of probation shall be extended by the period of EOL taken beyond one month. However, the maximum period for which the probation can be extended shall be twelve months. Provided that, in the case of EOL availed by a Probationer Trainee prior to issue of this amendment (i.e., 25<sup>th</sup> June, 2015), the period of probation shall be extended by the period of EOL availed beyond three months.<sup>11</sup>
- t) On successful completion of probation period, entry pay in the running pay band and grade pay of the post is to be allowed from the following day of successful completion of the period of probation, as per **Appendix-VI**.

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<sup>11</sup> Rule substituted vide Notification No. F.1(74)JMRC/DCA/HR/RR/2013-14/2069 dated : 25/06/2015

## **12.2 Confirmation**

1. *Notwithstanding anything to the contrary, as outlined in these rules, confirmation and creation of lien shall be subject to the occurrence of events enlisted in the 'Restructuring and Review' as described in the Preamble of these rules.*
2. Subject to sub rule 12.2.1 above, a person placed on probation shall be confirmed in his/her appointment at the end of his/her period of probation if he/she has successfully undergone training or any test, if so prescribed, and the Appointing Authority is satisfied that his/her integrity is unquestionable and that he/she is otherwise fit for confirmation.
3. Subject to sub rule 12.2.1 above, a person appointed to a post shall be entitled to be treated as confirmed in accordance with his/her seniority if he/she after regular recruitment prescribed under these rules has neither been confirmed under sub rule 12.2.2, nor discharged from the service under sub rule 12.1(p) within a period of twelve months of completion of period of probation.

## **12.3 Fixation of Pay on Confirmation**

1. The scale of monthly pay of a person appointed to a post shall be admissible in case of probationer-trainee on successful completion of probation period along with other allowances and leave as admissible under relevant rules of the Corporation.
2. Where the Appointing Authority, on completion of the period of probation of a probationer-trainee decides to extend the period of probation, the probationer-trainee will be allowed pay in the Running Pay Band of the post, only on successful completion of extended period of probation.

## **Chapter XIII**

### **13. SENIORITY**

*A person appointed shall be assigned seniority on the post in the Grade Pay held by him/her in the Corporation as governed by the seniority related rules of the Government of Rajasthan, or as may be framed by the Corporation at the time of 'Restructuring and Review' as described in the Preamble of these rules. The same shall be applicable from the date of joining, and the seniority determined retrospectively thereby shall form the basis for absorptions and promotions in accordance with promotion rules if and when framed.*

## **Chapter XIV**

### **14. DISQUALIFICATION FOR APPOINTMENT**

- 14.1 A 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 disqualified for appointment to a post under the Corporation, unless the Board of Directors accords consent by special resolution. Every person on first appointment to a post under the Corporation shall sign a declaration to the effect that he/she 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/her acquiring such relationship, would notify the fact to the Corporation.
- 14.2 A 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 declared guilty of impersonation or of submitting fabricated documents or documents which have been tampered with or of making statements which are incorrect or false or of suppressing material information or using or attempting to use unfair means in the examination or interview, or for any act causing loss to or destruction of property belonging to his/her ex-employer, as the case may be, shall not be eligible to be appointed to any post in the Corporation.
- 14.3 No male/female candidate who has more than one wife/husband living shall be eligible for appointment to the service of the Corporation unless the Corporation after being satisfied that there are special grounds permissible under the personal law for doing so, exempt any candidate from the operation of this rule.

14.4 No female candidate who is married to a person having already a wife living shall be eligible for appointment to the service of the Corporation unless the Corporation after being satisfied that there are special grounds for doing so, exempt any female candidate from the operation of this rule.

14.5 No married candidate shall be eligible for appointment to the service if he/she had at the time of his/her marriage accepted dowry.

**Explanation** - For the purpose of this rule, 'dowry' has the same meaning as in the Dowry Prohibition Act, 1961 (Central Act 28 of 1961).

14.6 No candidate shall be eligible for appointment to the service who has more than two children on or after 1<sup>st</sup> June, 2002.

Provided that the candidate having more than two children shall not be deemed to be disqualified for appointment so long as the number of children he/she has on 1<sup>st</sup> June, 2002 does not increase.

Provided further 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.

Provided also that the provisions of this sub-rule shall not be applicable to the appointment of a widow to be made under the Rajasthan Compassionate Appointment of Dependents of Deceased Government Servants Rules, 1996.

Provided also that while counting the total number of children of a candidate, the child born from earlier delivery and having disability shall not be counted.



## **Chapter XV**

### **15. REMOVAL OF DOUBTS, REPEAL & SAVING**

#### **15.1 Removal of Doubts**

If any doubt arises relating to the application, interpretation and scope of these rules, it shall be referred to the Board of Directors of the Corporation whose decision thereon shall be final.

#### **15.2 Repeal and Saving**

All existing rules and orders in relation to matters covered by these rules and in force immediately before the commencement of these rules are hereby repealed.

Provided that any action taken in pursuance of such existing rules and orders shall be deemed to have been taken under the provisions of these rules.

## **Appendix – I**

### **Format of Declaration by Candidates**

#### **Declaration**

I, \_\_\_\_\_,  
Son/Daughter of Sh. \_\_\_\_\_, a  
candidate for employment on the post  
of \_\_\_\_\_ in the Jaipur Metro Rail Corporation  
Ltd. declare that :

I was not convicted by any Court of law for any offence involving  
moral turpitude; and

I was not removed/ dismissed from service by any department of  
the State or the Central Government or any Public sector  
undertaking or any such other body controlled or managed by the  
Government.

I will submit certificates of good character from  
Principal/Academic officer of the Educational Institution last  
attended by me and/or two certificates about my character written  
not more than six months prior to the date of application from two  
Gazetted officers not related to me, as may be required by the  
Corporation.

**Signature of the Candidate**

Full Name \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

**Appendix – II**

**Table of Running Pay Bands and Grade Pay<sup>12</sup>**  
(Effective from 1<sup>st</sup> July, 2013)

S. No.	Pay Band	Running Pay Band	Grade Pay Number	Grade Pay
1.	PB-1	5200-20200	2	1700
2.	PB-1	5200-20200	3	1750
3.	PB-1	5200-20200	4	1900
4.	PB-1	5200-20200	5	2000
5.	PB-1	5200-20200	9	2400
6.	PB-1	5200-20200	10	2800
7.	PB-2	9300-34800	11	3600
8.	PB-2	9300-34800	12	4200
9.	PB-2	9300-34800	14	4800
10.	PB-2	9300-34800	15	5400
11.	PB-3	15600-39100	15	5400
12.	PB-3	15600-39100	16	6000
13.	PB-3	15600-39100	17	6600
14.	PB-3	15600-39100	18	6800
15.	PB-3	15600-39100	19	7200
16.	PB-3	15600-39100	20	7600
17.	PB-3	15600-39100	21	8200
18.	PB-4	37400-67000	22	8700
19.	PB-4	37400-67000	23	8900
20.	PB-4	37400-67000	23A	9500
21.	PB-4	37400-67000	24	10000

<sup>12</sup> Table substituted vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dated 11.11.2013

**Appendix – III**

**Constitution of Selection Committees**

**(A) For posts in Pay Band 4**

**Committee No: I**

**(For Special Selection and Direct Recruitment)**

1.	Chairman (of the Corporation)	Chairman
2.	Managing Director	Member
3.	One member of the Board of Directors to be nominated by the Chairman	Member
4.	Expert(s)/Specialist(s), to be nominated by the Managing Director	Member(s)
5.	Head of a Division to be nominated by the Managing Director	Member
6.	Head of Corporate Affairs Division	Member Secretary

**(B) For posts in Pay Bands 3, 2, 1 & -1S**

**Committee No: II**

**(For Special Selection and Direct Recruitment)**

1.	Managing Director	Chairman
2.	Head(s) of concerned Division(s)	Member(s)
3.	Expert(s)/Specialist(s), to be nominated by the Managing Director	Member(s)
4.	Head of a Division to be nominated by the Managing Director	Member
5.	Head of Corporate Affairs Division	Member Secretary

**Note:** In the event of non-availability of a Member (except the member of the Board of Directors nominated by the Chairman) or Member Secretary of either Committee for any reason, Managing Director may nominate a substitute Member/Member Secretary.

**Appendix – IV**

**Draft Offer of Appointment through Direct Recruitment**

**JAIPUR METRO RAIL CORPORATION LIMITED**  
KHANIJ BHAWAN, TILAK MARG, JAIPUR – 302005

No.:

Date:

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam,

With reference to your application for the post of \_\_\_\_\_ and your performance in the written examination held on \_\_\_\_\_, and subsequent personal interview held on \_\_\_\_\_, we are pleased to appoint you in the Corporation on the following terms and conditions: -

1. You are offered a post of \_\_\_\_\_ as Probationer Trainee on fixed remuneration of Rs. \_\_\_\_\_ per month in the Corporation with effect from the date of your joining duty in terms of this appointment letter.
2. You will not be entitled to any other allowances as Probationer Trainee as per rules and regulations of the Corporation.
3. You will be on probation for a period of twenty four months. The period of probation, however, can be extended at the discretion of the competent authority. After the end of the probation period, you will be informed in writing as to whether you have satisfactorily completed your period of probation.
4. During the period of probation your services may be terminated without assigning any reason.

5. During the period of probation as Probationer Trainee, you will be governed by the rules and regulations for such trainees as applicable to them from time to time.
6. You shall have liberty to resign from the services of the Corporation:
  - (i) Within 3 years' from the date of joining, by depositing the bond amount and giving one month's notice or depositing pay in lieu of notice.
  - (ii) After completion of 3 years' period, by giving one month's notice or depositing pay in lieu of notice.<sup>13</sup>
7. During probation, you will be eligible for Casual Leave of 12 days in a calendar year and for a period of less than a calendar year, in proportion on the basis of completed months.
8. After successful completion of period of probation, your pay will be fixed in the Pay Band \_\_\_\_\_, Running Pay Band of Rupees \_\_\_\_\_ with Grade Pay of Rupees \_\_\_\_\_ at the entry pay of Rs. \_\_\_\_\_ as per the rules of the Corporation. Your service even after confirmation on successful completion of the period of probation shall be temporary and shall be governed by the JMRC Recruitment Rules, 2012 (as may be amended by the Corporation from time to time) and you shall hold no lien to the Corporation other than that expressed in those rules. In the event of Restructuring and Review and depending on the different scenarios enumerated in the Preamble of the JMRC Recruitment Rules, 2012, the Corporation reserves the right to terminate your service or transfer your service to an SPV that may be constituted under a PPP Concession Agreement, or to any other organisation as the Corporation may deem fit.
9. Notwithstanding any of the clauses aforesaid, the management of the Corporation reserves the absolute right to terminate your employment as per provisions of relevant rules of the Corporation.
10. In the first instance, you will be posted in the \_\_\_\_\_ Cell/Division of the Corporation. However, the Corporation reserves the right to transfer you at any time temporarily or permanently to any of its Cells, Divisions, Branches or places of business including that of subsidiary or associate companies or those under its management and from one place to another on the terms and conditions it may deem fit. The management reserves the right to modify, restrict, enlarge or amend your duties and responsibilities as it may deem fit.

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<sup>13</sup> Para 6 ammended as per Notification No. F.1(79)JMRC/DCA/HR/Bond/2013-14/7603 dated :12.03.2014

11. After successful completion of the period of probation, you will be entitled to New Contributory Pension Scheme of the Government.<sup>14</sup>
12. Your appointment is subject to your being found medically fit by such medical authority as may be prescribed by the Corporation and the Corporation otherwise also being satisfied as to your fitness for employment under it. In the event of your not being found medically fit or any facts being disclosed showing your unfitness for the job, the Corporation will have the absolute discretion to terminate the employment forthwith.
13. You will be required to work under the supervision of such officers as you may be directed to do from time to time.
14. During the period of your services with the Corporation, you will not carry on or engage whether directly or indirectly in any other profession, vocation or act in any capacity except that with the Corporation.
15. For purpose of conduct of service and disciplinary control as well as all other matters, you will be governed by the concerned rules of the Corporation as may be in force from time to time.
16. This appointment is subject to your not being a partner or relative of a Director of this Corporation within the meaning of Section 314 of the Companies Act. A list of Directors is enclosed. A declaration in the enclosed form may be signed and returned to this office.
17. You will have to submit an undertaking:
  - a. that you do not have more than one spouse living, within the meaning of Rule 14.3 of the JMRC Recruitment Rules, 2012;
  - b. that you are not married to a person having already a wife living within the meaning of Rule 14.4 of the JMRC Recruitment Rules, 2012;
  - c. that you had not accepted 'dowry' at the time of your marriage within the meaning of Rule 14.5 of the JMRC Recruitment Rules, 2012; and
  - d. that you do not have more than two children on or after 1<sup>st</sup> June, 2002 within the meaning of Rule 14.6 of the JMRC Recruitment Rules, 2012.

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<sup>14</sup> Replaced vide Notification No. F.1(74)JMRC/DCA/HR/RR/2013-14/389 dated : 21<sup>st</sup> April, 2015



## JMRC Recruitment Rules, 2012

18. You will not disclose any information regarding the affairs of the Corporation, which may come to your knowledge in course of your service, unless authorised to do so.
19. No travelling allowance will be granted for joining on first appointment under the Corporation.
20. In case you are transferred during the period of probation-training you will be entitled to only Mileage Allowance and incidentals on the basis of fixed remuneration and only the actual period of travel will be treated as duty.

You are requested to indicate your acceptance of this offer of appointment on the duplicate copy of this letter and return that copy to this office within 10 days from the date of receipt of this letter and report for duty to \_\_\_\_\_ as early as possible and in any case not later than \_\_\_\_\_, failing which this offer of appointment is liable to be withdrawn.

( )

For Jaipur Metro Rail Corporation Limited

**I accept the offer of appointment on the terms and conditions mentioned above and I have signed each page of the letter of offer of appointment in token thereof.**

### Signature of the Candidate

Name :

Father's  
Name :

Date :



**Appendix – V**

**Table of Fixed Remuneration for Probationer Trainees<sup>15, 16, 17</sup>**  
 (Effective from 1<sup>st</sup> July, 2015)

S. No.	To Be Allowed After Successful Completion Of Probation			Amount of Fixed Remuneration per month during Probation Period [In Rupees]
	Pay Band	Running Pay Band [In Rupees]	Grade Pay [In Rupees]	
1.	PB-1	5200-20200	1700	6670
2.	PB-1	5200-20200	1750	7000
3.	PB-1	5200-20200	1900	7400
4.	PB-1	5200-20200	2000	7790
5.	PB-1	5200-20200	2400	8910
6.	PB-1	5200-20200	2800	11820
7.	PB-2	9300-34800	3600	13200
8.	PB-2	9300-34800	4200	14660
9.	PB-2	9300-34800	4800	17230
10.	PB-3	15600-39100	5400	22180
11.	PB-3	15600-39100	6000	24030
12.	PB-3	15600-39100	6600	26670
13.	PB-3	15600-39100	6800	28120
14.	PB-3	15600-39100	7200	29840
15.	PB-3	15600-39100	7600	31620
16.	PB-3	15600-39100	8200	35180
17.	PB-4	37400-67000	8700	48710
18.	PB-4	37400-67000	8900	51350
19.	PB-4	37400-67000	9500	54120
20.	PB-4	37400-67000	10000	57820

<sup>15</sup> Table substituted vide Notification No.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dated 11.11.2013

<sup>16</sup> Table substituted vide Notification No.F1(74)JMRC/DCA/HR/ RR/13-14/5443 dated 20.01.2015

<sup>17</sup> Table substituted vide Notification No.F1(74)JMRC/DCA/HR/ RR/2013-14/2138 dated 26.06. 2015

**Appendix – VI**

**Entry Pay in the Running Pay Bands and Grade Pays for Direct Recruits Appointed on Satisfactory Completion of Probation Period<sup>18</sup>**

(Effective from 1<sup>st</sup> July, 2013)

**PB-1 (5200-20200)**

Grade Pay No	Grade Pay	Pay in the Running Pay Band	Basic Pay for Direct Recruits
1	2	3	4 (2+3)
2	1700	5200	6900
3	1750	5250	7000
4	1900	5680	7580
5	2000	5960	7960
9	2400	7440	9840
10	2800	8370	11170

**PB-2 (9300-34800)**

Grade Pay No	Grade Pay	Pay in the Running Pay Band	Basic Pay for Direct Recruits
1	2	3	4 (2+3)
11	3600	9300	12900
12	4200	10230	14430
14	4800	13950	18750

**PB-3 (15600-39100)**

Grade Pay No	Grade Pay	Pay in the Running Pay Band	Basic Pay for Direct Recruits
1	2	3	4 (2+3)
15	5400	15600	21000
16	6000	16740	22740
17	6600	18600	25200
18	6800	19810	26610
19	7200	21020	28220
20	7600	22320	29920
21	8200	25110	33310

**PB-4 (37400-67000)**

Grade Pay No	Grade Pay	Pay in the Running Pay Band	Basic Pay for Direct Recruits
1	2	3	4 (2+3)
22	8700	37400	46100
23	8900	39690	48590
23A	9500	44100	53600
24	10000	44700	54700

<sup>18</sup> Table substituted vide Notification No.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dated 11.11.2013

**SCHEDULE FOR INDUCTION OF  
IMMEDIATE INTERIM MANPOWER**

## SCHEDULE FOR INDUCTION OF IMMEDIATE INTERIM MANPOWER

S. No.	Name of Post, Pay Band, Running Pay Band and Grade Pay	Method of Recruitment	Qualification and Experience
1.	<b><i>Managing Director</i></b> Pay Band: As may be applicable to the officer deputed by GoR	Deputation	An officer of Indian Administrative Service (IAS) as may be deputed by the Government of Rajasthan.
2.	<b><i>Director (Operations &amp; Systems)</i></b>  Pay Band: 4  Running Pay Band: Rs. 37400-67000  Grade Pay: Rs. 10000/9500	Special Selection	An officer with a Degree in Electronics/ Electronics & Communication/ Electrical Engineering from a recognised University (or equivalent Engineering qualification) <b>with</b> a total experience of 21 years in Indian Railways or its subsidiary/sister concerns or Metro Rail Corporations, preferably with an experience of 5 years in Metro Rail Projects <b>and</b> working in equivalent and/or immediate lower grade pay for a total minimum period of 7 years.
3.	<b><i>Director (Project)</i></b>  Pay Band: 4  Running Pay Band: Rs. 37400-67000  Grade Pay: Rs. 10000/9500	Special Selection	An officer with a Degree in Engineering in Civil from a recognised University (or equivalent Engineering qualification) <b>with</b> a total experience of 21 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 5 years in Metro Rail Projects <b>and</b> working in equivalent and/or immediate lower grade pay for a total minimum period of 7 years.
4.	<b><i>Director (Corporate Affairs)</i></b>  Pay Band: 4  Running Pay Band: Rs. 37400-67000  Grade Pay: Rs. 10000/9500	Special Selection	An officer having a total experience of 21 years in Rajasthan state services (RAS/RAcS), Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with a 3 years experience in a Public Sector Undertaking/ Statutory Corporation <b>and</b> working in equivalent and/or immediate lower grade pay for a total minimum period of 7 years.

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S. No.	Name of Post, Pay Band, Running Pay Band and Grade Pay	Method of Recruitment	Qualification and Experience
5.	<b>Director (Finance)</b>  Pay Band: 4  Running Pay Band: Rs. 37400-67000  Grade Pay: Rs. 10000/ 9500	Special Selection	An officer of Rajasthan Accounts Service (RACS) in Super time Scale or Higher Super time Scale working in Government of Rajasthan, having a total experience of 21 years in RACS, preferably with a 3 years experience in a Public Sector Undertaking/ Statutory Corporation.
6.	<b>Executive Director (Rolling Stock)</b>  Pay Band: 4  Running Pay Band: Rs. 37400-67000  Grade Pay: Rs. 8700/-	Special Selection	An officer with a Degree in Engineering in Electrical/Mechanical from a recognised University (or equivalent Engineering qualification) <b>with</b> a total experience of 14 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 2 years in Metro Rail Projects <b>and</b> working in equivalent and/or immediate lower grade pay for a total minimum period of 5 years.
7.	<b>Executive Director (Traction and E&amp;M)</b>  Pay Band: 4  Running Pay Band: Rs. 37400-67000  Grade Pay: Rs. 8700/-	Special Selection	An officer with a Degree in Engineering in Electrical from a recognised University (or equivalent Engineering qualification) <b>with</b> a total experience of 14 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 2 years in Metro Rail Projects <b>and</b> working in equivalent and/or immediate lower grade pay for a total minimum period of 5 years.
8.	<b>Executive Director (S&amp;T)</b>  Pay Band: 4  Running Pay Band: Rs. 37400-67000  Grade Pay: Rs. 8700/-	Special Selection	An officer with a Degree in Engineering in Electronics/ Electronics & Communication from a recognised University (or equivalent Engineering qualification) <b>with</b> a total experience of 14 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 2 years in Metro Rail Projects <b>and</b> working in equivalent and/or immediate lower grade pay for a total minimum period of 5 years.

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S. No.	Name of Post, Pay Band, Running Pay Band and Grade Pay	Method of Recruitment	Qualification and Experience
9.	<b>Executive Director (Civil)</b> Pay Band: 4 Running Pay Band: Rs. 37400-67000 Grade Pay: Rs. 8700/-	Special Selection	An officer with a Degree in Engineering in Civil from a recognised University (or equivalent Engineering qualification) <b>with</b> a total experience of 14 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 2 years in Metro Rail Projects <b>and</b> working in equivalent and/or immediate lower grade pay for a total minimum period of 5 years.
10.	<b>Executive Director (Operations)</b> Pay Band: 4 Running Pay Band: Rs. 37400-67000 Grade Pay: Rs. 8700/-	Special Selection	<b>EITHER</b> a) An officer with a Degree in Engineering in Electronics/ Electronics & Communication/Electrical/Mechanical/ Civil from a recognised University (or equivalent Engineering qualification) <b>with</b> a total experience of 14 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 2 years in Metro Rail Projects <b>and</b> working in equivalent and/or immediate lower grade pay for a total minimum period of 5 years <b>OR</b> b) An officer of Indian Railway Traffic Service with a total experience of 14 years.
11.	<b>Executive Director (Corporate Affairs)</b> Pay Band: 4 Running Pay Band: Rs. 37400-67000 Grade Pay: Rs. 8700/-	Special Selection	An officer having a total experience of 14 years in Rajasthan state services (RAS/RACs), Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with a 2 years experience in a Public Sector Undertaking/ Statutory Corporation <b>and</b> working in equivalent and/or immediate lower grade pay for a total minimum period of 5 years.

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S. No.	Name of Post, Pay Band, Running Pay Band and Grade Pay	Method of Recruitment	Qualification and Experience
12.	<b>General Manager (Rolling Stock)</b>  Pay Band: 3  Running Pay Band: Rs. 15600-39100  Grade Pay: Rs. 7600/-	Special Selection	An officer with a Degree in Engineering in Electrical/ Mechanical from a recognised University (or equivalent Engineering qualification) <b>with</b> a total experience of 12 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 2 years in Metro Rail Projects <b>and</b> working in equivalent and/or immediate lower grade pay for a total minimum period of 5 years.
13.	<b>General Manager (Operations)</b>  Pay Band: 3  Running Pay Band: Rs. 15600-39100  Grade Pay: Rs. 7600/-	Special Selection	<b>EITHER</b> a) An officer with a Degree in Engineering in Electronics/ Electronics & Communication/ Electrical/ Mechanical/ Civil from a recognised University (or equivalent Engineering qualification) <b>with</b> a total experience of 12 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 2 years in Metro Rail Projects <b>and</b> working in equivalent and/or immediate lower grade pay for a total minimum period of 5 years <b>OR</b> b) An officer of Indian Railway Traffic Service with a total experience of 12 years.
14.	<b>General Manager (Traction/E&amp;M)</b>  Pay Band: 3  Running Pay Band: Rs. 15600-39100  Grade Pay: Rs. 7600/-	Special Selection	An officer with a Degree in Engineering in Electrical from a recognised University (or equivalent Engineering qualification) <b>with</b> a total experience of 12 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 2 years in Metro Rail Projects <b>and</b> working in equivalent and/or immediate lower grade pay for a total minimum period of 5 years.

S. No.	Name of Post, Pay Band, Running Pay Band and Grade Pay	Method of Recruitment	Qualification and Experience
15.	<p><b>General Manager (Project Coordination)</b></p> <p>Pay Band: 3</p> <p>Running Pay Band: Rs. 15600-39100</p> <p>Grade Pay: Rs. 7600/-</p>	Special Selection	<p>An officer with a Degree in Engineering in Civil from a recognised University(or equivalent Engineering qualification)</p> <p><b>with</b></p> <p>a total experience of 12 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 2 years in Metro Rail Projects</p> <p><b>and</b></p> <p>working in equivalent and/or immediate lower grade pay for a total minimum period of 5 years.</p>
16.	<p><b>General Manager (Project Planning and PPP)</b></p> <p>Pay Band: 3</p> <p>Running Pay Band: Rs. 15600-39100</p> <p>Grade Pay: Rs. 7600/-</p>	Special Selection	<p>An officer with a Degree in Engineering from a recognised University(or equivalent Engineering qualification)</p> <p><b>with</b></p> <p>Master Degree in Business Administration from a recognised University (or equivalent Management qualification)</p> <p><b>and</b></p> <p>a total experience of 12 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 2 years in Metro Rail Projects</p> <p><b>and</b></p> <p>working in equivalent and/or immediate lower grade pay for a total minimum period of 5 years.</p>
17.	<p><b>General Manager (S&amp;T)</b></p> <p>Pay Band: 3</p> <p>Running Pay Band: Rs. 15600-39100</p> <p>Grade Pay: Rs. 7600/-</p>	Special Selection	<p>An officer with a Degree in Engineering in Electronics/ Electronics &amp; Communication from a recognised University (or equivalent Engineering qualification)</p> <p><b>with</b></p> <p>a total experience of 12 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 2 years in Metro Rail Projects</p> <p><b>and</b></p> <p>working in equivalent and/or immediate lower grade pay for a total minimum period of 5 years.</p>



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S. No.	Name of Post, Pay Band, Running Pay Band and Grade Pay	Method of Recruitment	Qualification and Experience
18.	<b>Joint General Manager (Rolling Stock)</b>  Pay Band: 3  Running Pay Band: Rs. 15600-39100  Grade Pay: Rs. 6600/-	Special Selection	An officer with a Degree in Engineering in Electrical/Mechanical from a recognised University (or equivalent Engineering qualification) <b>with</b> a total experience of 9 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 2 years in Metro Rail Projects <b>and</b> working in equivalent or immediate lower grade pay.
19.	<b>Joint General Manager (Civil) for Track and Works</b>  Pay Band: 3  Running Pay Band: Rs. 15600-39100  Grade Pay: Rs. 6600/-	Special Selection	An officer with a Degree in Engineering in Civil from a recognised University (or equivalent Engineering qualification) <b>with</b> a total experience of 9 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 2 years in Metro Rail Projects <b>and</b> working in equivalent or immediate lower grade pay.
20. <sup>19</sup>	<b>Joint General Manager (Civil) for Project works</b>  Pay Band: 3  Running Pay Band: Rs. 15600-39100  Grade Pay: Rs. 6600/-	Special Selection	An officer with a Degree in Engineering in Civil from a recognised University (or equivalent Engineering qualification) <b>with</b> a total experience of 9 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 2 years in Metro Rail Projects <b>and</b> working in equivalent or immediate lower grade pay.

<sup>19</sup> Designation ,Qualification & Experience amended vide notification no.F.1(27)JMRC/Adm./Org/12-13/Pt.V/6699 Dated 24.01.2014

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S. No.	Name of Post, Pay Band, Running Pay Band and Grade Pay	Method of Recruitment	Qualification and Experience
21. <sup>20</sup>	<b>General Manager (Administration)</b>  Pay Band: 3  Running Pay Band: Rs. 15600-39100  Grade Pay: Rs. 7600/-	Special Selection	An officer of Rajasthan Administrative Service (RAS) <b>with</b> a total experience of 12 years in the Service, preferably with an experience of 2 years in a Public Sector Undertaking/ Statutory Corporation <b>and</b> working in equivalent and/ or immediate lower grade pay for a total minimum period of 5 years.
22. <sup>21</sup>	<b>General Manager (Finance)</b>  Pay Band: 3  Running Pay Band: Rs. 15600-39100  Grade Pay: Rs. 7600/-	Special Selection	An officer of Rajasthan Accounts Service (RACS) <b>with</b> a total experience of 12 years in the Service, preferably with an experience of 2 years in a public sector undertaking/ statutory corporation <b>and</b> working in equivalent or immediate lower grade pay for a minimum period of 5 years.
23.	<b>Joint General Manager (Revenue)</b>  Pay Band: 3  Running Pay Band: Rs. 15600-39100  Grade Pay: Rs. 6600/-	Special Selection	An officer having a Master Degree in Business Administration (Finance) from a recognised University(or equivalent qualification) <b>with</b> a total experience of 9 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments <b>and</b> working in equivalent or immediate lower grade pay.
24. <sup>22, 23</sup>	<b>Private Secretary</b>  Pay Band: 3  Running Pay Band: Rs. 15600-39100  <b>Grade Pay:Rs. 6000/-</b>	Special Selection	An employee in Grade Pay of Rs. 4800/- or above having a total experience of at least 18 years of working as Private Secretary (PS), Sr.PA, PA, Steno or equivalent level, in any Department/ PSU/ Board/ Organisation of Government of India/ State Governments.

<sup>20</sup> Designation, Grade Pay & Qualification and Experience of the Post is as amended on 2/11/2012

<sup>21</sup> Designation, Grade Pay, Qualification & Experience amended vide notif.no.F.1(27)JMRC/Adm./Org/12-13/Pt.V/6699 Dated 24/01/2014

<sup>22</sup> Qualification & Experience amended vide notification no.F.1(27)JMRC/Adm./Org/12-13/Pt.V/6699 Dated 24.01.2014

<sup>23</sup> Qualification & Experience amended vide notification no.F.1(74)JMRC/DCA/HR/RR/2013-14/437 Dated 25.04.2014

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JAIPUR METRO

S. No.	Name of Post, Pay Band, Running Pay Band and Grade Pay	Method of Recruitment	Qualification and Experience
25.	<b><i>Deputy General Manager (Traction/E&amp;M)</i></b>  Pay Band: 3  Running Pay Band: Rs. 15600-39100  Grade Pay: Rs. 5400/-	Special Selection	An officer having a Degree in Engineering in Electrical from a recognised University(or equivalent Engineering qualification) <b>with</b> a total experience of 7 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments <b>and</b> working in equivalent or immediate lower grade pay.
26.	<b><i>Deputy General Manager (Coordination &amp; Monitoring)</i></b>  Pay Band: 3  Running Pay Band: Rs. 15600-39100  Grade Pay: Rs. 5400/-	Special Selection	An officer having a Graduate Degree from a recognised University <b>with</b> a total experience of 7 years (out of which 2 years should be related to coordination with Planning Departments of State/ Central Govt.) in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments <b>and</b> working in equivalent or immediate lower grade pay.
27.	<b><i>Deputy General Manager (S&amp;T and AFC)</i></b>  Pay Band: 3  Running Pay Band: Rs. 15600-39100  Grade Pay: Rs. 5400/-	Special Selection	An officer having a Degree in Engineering in Electronics/ Electronics & Communication from a recognised University(or equivalent Engineering qualification) <b>with</b> a total experience of 7 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments <b>and</b> working in equivalent or immediate lower grade pay.
28.	<b><i>Deputy General Manager (HR)</i></b>  Pay Band: 3  Running Pay Band: Rs. 15600-39100  Grade Pay: Rs. 5400/-	Special Selection	An officer having a Master Degree in Business Administration from a recognised University (or equivalent Management qualification) <b>with</b> a total experience of 7 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments <b>and</b> working in equivalent or immediate lower grade pay.

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S. No.	Name of Post, Pay Band, Running Pay Band and Grade Pay	Method of Recruitment	Qualification and Experience
29.	<b>Deputy General Manager (Town Planning)</b>  Pay Band: 3  Running Pay Band: Rs. 15600-39100  Grade Pay: Rs. 5400/-	100% by Direct Recruitment	Master Degree in Urban or Transport Planning from a recognised University (or equivalent qualification) <b>with</b> Graduation in Architecture from a recognised University <b>and</b> a total experience of at least 3 years of working in the field of architecture/planning in Departments/ PSUs/ Boards/ Organisations of Government of India/ State Governments or in any reputed company/ firm or of practice as an architect planner.
30.	<b>Deputy General Manager (Law)</b>  Pay Band: 3  Running Pay Band: Rs. 15600-39100  Grade Pay: Rs. 5400/-	100% by Direct Recruitment	Graduation in Law from a recognised University <b>with</b> a total experience of at least 3 years of working in the field of law in Departments/ PSUs/ Boards/ Organisations of Government of India/ State Governments or in any reputed company/ firm or of practice as an advocate.
31.	<b>Company Secretary</b>  Pay Band: 3  Running Pay Band: Rs. 15600-39100  Grade Pay: Rs. 5400/-	100% by Direct Recruitment	A qualified Company Secretary who is a member of the Institute of Company Secretaries of India <b>with</b> a total experience of at least 3 years of working in company affairs in Departments/ PSUs/ Boards/ Organisations of Government of India/ State Governments or in any reputed company/ firm or of practice as a Company Secretary.
32.	<b>Manager (Operations)</b>  Pay Band: 2  Running Pay Band: Rs. 9300-34800  Grade Pay: Rs. 4800/-	Special Selection	An officer having Degree in Engineering in Electronics/ Electronics & Communication/ Electrical/ Mechanical/ Civil from a recognised University (or equivalent Engineering qualification) <b>with</b> a total experience of 1 year in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments <b>and</b> working in equivalent or immediate lower grade pay.

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S. No.	Name of Post, Pay Band, Running Pay Band and Grade Pay	Method of Recruitment	Qualification and Experience
33. <sup>24</sup>	<b>Manager (Rolling Stock)</b>  Pay Band: 2  Running Pay Band: Rs. 9300-34800  Grade Pay: Rs. 4800/-	Special Selection	An officer having Degree in Engineering in Electrical/ Mechanical/ Electronics/ Electronics & Communication from a recognised University (or equivalent Engineering qualification) <b>with</b> a total experience of 1 year in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/ PSU/ Board/ Organisation of Government of India/ State Governments <b>and</b> working in equivalent or immediate lower grade pay.
34.	<b>Manager (Traction/E&amp;M)</b>  Pay Band: 2  Running Pay Band: Rs. 9300-34800  Grade Pay: Rs. 4800/-	Special Selection	An officer having Degree in Engineering in Electrical from a recognised University (or equivalent Engineering qualification) <b>with</b> a total experience of 1 year in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments <b>and</b> working in equivalent or immediate lower grade pay.
35.	<b>Manager (Civil)</b>  Pay Band: 2  Running Pay Band: Rs. 9300-34800  Grade Pay: Rs. 4800/-	Special Selection	An officer having Degree in Engineering in Civil from a recognised University (or equivalent Engineering qualification) <b>with</b> a total experience of 1 year in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments <b>and</b> working in equivalent or immediate lower grade pay.
36.	<b>Manager (S&amp;T)</b>  Pay Band: 2  Running Pay Band: Rs. 9300-34800  Grade Pay: Rs. 4800/-	Special Selection	An officer having Degree in Engineering in Electronics/ Electronics & Communication from a recognised University (or equivalent Engineering qualification) <b>with</b> a total experience of 1 year in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments <b>and</b> working in equivalent or immediate lower grade pay.

<sup>24</sup> Qualification & Experience amended vide notification no.F.1(27)JMRC/Adm./Org/12-13/Pt.V/6699 Dated 24/01/2014

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S. No.	Name of Post, Pay Band, Running Pay Band and Grade Pay	Method of Recruitment	Qualification and Experience
37.	<b>Manager (Revenue)</b> Pay Band: 2 Running Pay Band: Rs. 9300-34800 Grade Pay: Rs. 4800/-	Special Selection	i) An officer who is either a qualified Chartered Accountant or has a Master Degree in Business Administration from a recognised University (or equivalent qualification) <b>with</b> ii) a total experience of 1 year in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments <b>and</b> iii) working in equivalent or immediate lower grade pay.
38.	<b>Manager (HR)</b> Pay Band: 2 Running Pay Band: Rs. 9300-34800 Grade Pay: Rs. 4800/-	Special Selection	i) An officer who is either a qualified Chartered Accountant or has a Master Degree in Business Administration from a recognised University (or equivalent qualification) <b>with</b> ii) a total experience of 1 year in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments <b>and</b> iii) working in equivalent or immediate lower grade pay.
39.	<b>Travelling Inspector of Accounts</b> Pay Band: 2 Running Pay Band: Rs. 9300-34800 Grade Pay: Rs. 4800/-	Special Selection	A Travelling Inspector of Accounts (TIA) of Indian Railways or its subsidiary/sister concerns or Metro Rail Corporations of Government of India/ State Governments <b>and</b> having an experience of at least 3 years.
40. <sup>25</sup>	<b>Tehsildar</b> Pay Band: 2 Running Pay Band: Rs. 9300-34800 Grade Pay: Rs. 4800/-	Special Selection	An officer of Rajasthan Tehsildar Service (RTS) working in Government of Rajasthan and having an experience of at least 5 years.
41. <sup>26</sup>	<b>Legal Officer</b> Pay Band: 2 Running Pay Band: Rs. 9300-34800 Grade Pay: Rs. 4800/-	100% by Direct Recruitment	Graduation in Law from a recognised University <b>with</b> a total experience of at least 1 year of working in the field of law in Departments/ PSUs/ Boards/ Organisations of Government of India/ State Governments or in any reputed company/ firm or of practice as an advocate.

<sup>25</sup> Grade pay amended w.e.f. 01.07.2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dated 11/11/2013

<sup>26</sup> Grade pay amended w.e.f. 01.07.2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dated 11/11/2013

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S. No.	Name of Post, Pay Band, Running Pay Band and Grade Pay	Method of Recruitment	Qualification and Experience
42. <sup>27</sup> 28	<b>Public Relations Officer</b>  Pay Band: 2  Running Pay Band: Rs. 9300-34800  Grade Pay: Rs. 4800/-	Special Selection	An officer who is a Graduate or Diploma holder in Journalism from a recognised University/ Institution <b>with</b> an experience of at least 5 years in the field of public relations in any Department/ Board/ PSU/ Organisation of Government of India/ State Governments <b>and</b> working in equivalent or immediate lower grade pay for a total minimum period of 3 years.
43. <sup>29</sup>	<b>Senior Executive Officer (Accounts)</b>  Pay Band: 2  Running Pay Band: Rs. 9300-34800  Grade Pay: Rs. 4800/-	Special Selection	An Assistant Accounts Officer working in any Department/ Board/ PSU/ Organisation of Government of Rajasthan <b>with</b> an experience of at least 2 years in a PSU/ statutory Corporation.
44.	<b>Station Superintendent</b>  Pay Band: 2  Running Pay Band: Rs. 9300-34800  Grade Pay: Rs. 4200/-	Special Selection	An officer of Indian Railways or its subsidiary/sister concerns or Metro Rail Corporations of Government of India/ State Governments <b>with</b> 2years experience of working as Station In-charge/ Station Controller/Train Operator in a Metro Rail Corporation or as Station Master/ Assistant Station Master in the Indian Railways or its subsidiary/ sister concerns.
45. <sup>30</sup>	<b>Section Engineer (Civil)</b>  Pay Band: 2  Running Pay Band: Rs. 9300-34800  Grade Pay: Rs. 4200/-	Special Selection	An officer having Degree in Engineering in Civil from a recognised University (or equivalent Engineering qualification) <b>and</b> working in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/ PSU/ Board/ Organisation of Government of India/ State Governments <b>with</b> 2 years experience in equivalent or immediate lower grade pay.

<sup>27</sup> Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dated 11/11/2013

<sup>28</sup> Qualification & Experience amended vide notification no.F.1(74)JMRC/DCA./HR/RR/2013-14/5256 dated 12/01/2015

<sup>29</sup> Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dated 11/11/2013

<sup>30</sup> Qualification & Experience amended vide notification no.F.1(27)JMRC/Adm./Org/12-13/Pt.V/6699 dated 24/01/2014

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S. No.	Name of Post, Pay Band, Running Pay Band and Grade Pay	Method of Recruitment	Qualification and Experience
46. <sup>31</sup>	<b>Executive Officer (Accounts)</b>  Pay Band: 2  Running Pay Band: Rs. 9300-34800  Grade Pay: Rs. 4200/-	Special Selection	An Accountant/ Jr. Accountant working in any Department/ Board/ PSU/ Organisation of Government of Rajasthan <b>with</b> an experience of at least 2 years in a PSU/ statutory Corporation <b>and</b> having hands-on knowledge of computer.
47. <sup>32</sup>	<b>Executive Officer (HR/Admn)</b>  Pay Band: 2  Running Pay Band: Rs. 9300-34800  Grade Pay: Rs. 4200/-	Special Selection	i) An Office Superintendent (OS) working in Government of Rajasthan <b>or</b> an employee of equivalent level from any Department/ PSU/ Board/ Organisation of Government of India/ State Governments, having an experience of 5 years in Establishment/General Administration matters <b>and</b> ii) having hands-on knowledge of computer.
48. <sup>33</sup>	<b>Station Controller/ Train Operator</b>  Pay Band: 2  Running Pay Band: Rs. 9300-34800  Grade Pay: Rs. 3600/-	100% by Direct Recruitment	Graduation in any discipline from a recognised University with minimum 50% marks or equivalent Grade/ Level <b>and</b> Mathematics or Physics as one of the subjects passed in Senior Secondary (10+2) or Higher Secondary (10+1) or equivalent examination of a recognised Board.
49. <sup>34</sup>	<b>Junior Engineer (Civil)</b>  Pay Band: 2  Running Pay Band: Rs. 9300-34800  Grade Pay: Rs. 3600/-	100% by Direct Recruitment	Degree in Civil Engineering from a recognised University (or equivalent Engineering qualification) with minimum 50% marks or equivalent Grade/Level.
50. <sup>35</sup>	<b>Junior Engineer (Electrical)</b>  Pay Band: 2  Running Pay Band: Rs. 9300-34800  Grade Pay: Rs. 3600/-	100% by Direct Recruitment	Degree in Electrical Engineering from a recognised University (or equivalent Engineering qualification) with minimum 50% marks or equivalent Grade/Level.

<sup>31</sup> Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dated 11/11/2013

<sup>32</sup> Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dated 11/11/2013

<sup>33</sup> Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dated 11/11/2013

<sup>34</sup> Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dated 11/11/2013

<sup>35</sup> Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dated 11/11/2013



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S. No.	Name of Post, Pay Band, Running Pay Band and Grade Pay	Method of Recruitment	Qualification and Experience
51. <sup>36</sup>	<b>Junior Engineer (Mechanical)</b>  Pay Band: 2  Running Pay Band: Rs. 9300-34800  Grade Pay: Rs. 3600/-	100% by Direct Recruitment	Degree in Mechanical Engineering from a recognised University (or equivalent Engineering qualification) with minimum 50% marks or equivalent Grade/Level.
52. <sup>37</sup>	<b>Junior Engineer (Electronics)</b>  Pay Band: 2  Running Pay Band: Rs. 9300-34800  Grade Pay: Rs. 3600/-	100% by Direct Recruitment	Degree in Electronics/ Electronics & Communication Engineering from a recognised University (or equivalent Engineering qualification) with minimum 50% marks or equivalent Grade/Level.
53. <sup>38</sup>	<b>Junior Accountant</b>  Pay Band: 2  Running Pay Band: Rs. 9300-34800  Grade Pay: Rs. 3600/-	100% by Direct Recruitment	i) Graduation in Commerce from a recognised University with minimum 50% marks or equivalent Grade/Level <b>and</b> ii) one of the following: a. 'O' or Higher Level Certificate Course conducted by DOEACC under the control of Department of Electronics, Government of India; b. Computer Operator & Programming Assistant (COPA)/ Data Preparation and Computer Software (DPCS) certificate organised under National/ State Council of Vocational Training Scheme; c. Diploma in Computer Science/ Computer Applications of a University established by law in India or of an institution recognised by the Government; d. Diploma in Computer Science & Engineering from a Polytechnic Institution recognised by the Government; or e. Rajasthan State Certificate Course in Information Technology (RS-CIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.

<sup>36</sup> Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dated 11/11/2013

<sup>37</sup> Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dated 11/11/2013

<sup>38</sup> Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dated 11/11/2013

S. No.	Name of Post, Pay Band, Running Pay Band and Grade Pay	Method of Recruitment	Qualification and Experience
54. <sup>39</sup>	<b>Stenographer (English/Hindi)</b> Pay Band: 2 Running Pay Band: Rs. 9300-34800 Grade Pay: Rs. 3600/-	100% by Direct Recruitment	i) Graduation in any discipline from a recognised University with minimum 50% marks or equivalent Grade/Level <b>and</b> ii) In the case of English Stenographer, a speed of at least 80 words per minute in English shorthand; and transcription and typing speed of 40 words per minute in English on computer. In the case of Hindi Stenographer, a speed of at least 60 words per minute in Hindi shorthand; and transcription and typing speed of 35 words per minute in Hindi on computer. <b>Note:</b> In either case, preference will be given to persons who possess the qualifying speeds both in Hindi and English.
55.	<b>Customer Relations Assistant</b> Pay Band: 1 Running Pay Band: Rs. 5200-20200 Grade Pay: Rs. 2800/-	100% by Direct Recruitment	Graduation in any discipline from a recognised University with minimum 50% marks or equivalent Grade/ Level.
56.	<b>Hardware &amp; Network Assistant</b> Pay Band: 1 Running Pay Band: Rs. 5200-20200 Grade Pay: Rs. 2800/-	100% by Direct Recruitment	Graduation in any discipline from a recognised University <b>with</b> Diplomas in Application Programming and in Computer Technology of at least one year each from a reputed institute <b>and</b> a total experience of at least 3 years of working in the field of computer hardware and networking in Departments/ PSUs/ Boards/ Organisations of Government of India/ State Governments or in any reputed company/ firm.
57. <sup>40, 41</sup>	<b>Maintainer (Fitter)</b> Pay Band: 1 Running Pay Band: Rs. 5200-20200 Grade Pay: Rs. 2400/-	100% by Direct Recruitment	<b>EITHER</b> a) National Trade Certificate or National Apprenticeship Certificate in 'Fitter' Trade or equivalent certificate, issued by NCVT/ DG E&T/ Ministry of Labour & Employment/ Government of India, pursuant to a course of minimum two years' duration. <b>OR</b> b) State Trade Certificate in 'Fitter' Trade or equivalent certificate, issued by SCVT, pursuant to a course of minimum two years' duration.

<sup>39</sup> Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dated 11/11/2013

<sup>40</sup> Qualification and Experience of the Post is as amended on 12/10/2012

<sup>41</sup> Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dated 11/11/2013

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S. No.	Name of Post, Pay Band, Running Pay Band and Grade Pay	Method of Recruitment	Qualification and Experience
58. <sup>42, 43</sup>	<b>Maintainer (Electrician)</b>  Pay Band: 1  Running Pay Band: Rs. 5200-20200  Grade Pay: Rs. 2400/-	100% by Direct Recruitment	<b>EITHER</b> a) National Trade Certificate or National Apprenticeship Certificate in 'Electrician' Trade or equivalent certificate, issued by NCVT/ DG E&T/ Ministry of Labour & Employment/ Government of India, pursuant to a course of minimum two years' duration. <b>OR</b> b) State Trade Certificate in 'Electrician' Trade or equivalent certificate, issued by SCVT, pursuant to a course of minimum two years' duration.
59. <sup>44, 45</sup>	<b>Maintainer (Electronics)</b>  Pay Band: 1  Running Pay Band: Rs. 5200-20200  Grade Pay: Rs. 2400/-	100% by Direct Recruitment	<b>EITHER</b> a) National Trade Certificate or National Apprenticeship Certificate in 'Electronic Mechanic' Trade or equivalent certificate, issued by NCVT/ DG E&T/ Ministry of Labour & Employment/ Government of India, pursuant to a course of minimum two years' duration. <b>OR</b> b) State Trade Certificate in 'Electronic Mechanic' Trade or equivalent certificate, issued by SCVT, pursuant to a course of minimum two years' duration.
60. <sup>46, 47</sup>	<b>Maintainer (Refrigeration &amp; AC)</b>  Pay Band: 1  Running Pay Band: Rs. 5200-20200  Grade Pay: Rs. 2400/-	100% by Direct Recruitment	<b>EITHER</b> a) National Trade Certificate or National Apprenticeship Certificate in 'Mechanic (Refrigeration and Air-Conditioner)' Trade or equivalent certificate, issued by NCVT/ DG E&T/ Ministry of Labour & Employment/ Government of India, pursuant to a course of minimum two years' duration. <b>OR</b> b) State Trade Certificate in 'Mechanic (Refrigeration and Air-Conditioner)' Trade or equivalent certificate, issued by SCVT, pursuant to a course of minimum two years' duration.
61. <sup>48</sup>	<b>Patwari/ Ameen</b>  Pay Band: 1  Running Pay Band: Rs. 5200-20200  Grade Pay: Rs. 2400/-	Special Selection	An employee working as Patwari/ Ameen in Government of Rajasthan.

<sup>42</sup>Qualification and Experience of the Post is as amended on 12/10/2012

<sup>43</sup> Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dated 11/11/2013

<sup>44</sup>Qualification and Experience of the Post is as amended on 12/10/2012

<sup>45</sup> Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dated 11/11/2013

<sup>46</sup>Qualification and Experience of the Post is as amended on 12/10/2012

<sup>47</sup> Grade pay amended w.e.f. 01/07/2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dated 11/11/2013

<sup>48</sup> Grade pay amended w.e.f. 01.07.2013 vide notification no.F1(27)JMRC/Adm./Org/ 12-13/Pt.V/5487 dated 11.11.2013

## **End of the Document**

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