

RAJASTHAN CO-OPERATIVE DAIRY FEDERATION EMPLOYEES (SUBORDINATE) CONDITIONS OF RECRUITMENT AND PROMOTION

REGULATION 1980.

CHAPTER-I

- 1 This regulation may be called "The Rajasthan cooperative Dairy Federation Employees (Subordinate) conditions of recruitment and promotion Regulations, 1980.
- 2 These Regulations shall apply to employees of the Corporation other than the following.-
 - (a) Persons on deputation to the Federation and
 - (b) Employees employed on contract or work charge basis.
- 3 These regulations will come into force with immediate effect.

CHAPTER-II

Conditions of Recruitment and Promotion

- 4 The Board of the Federation shall prescribe the number of the posts, in each category given in the schedule annexed to these rules, required for different units under the control of the Federation.
- 5 The posts created from time to time will be filled up in the following manner:-
 - a. by direct recruitment,
 - b. by promotion,
 - c. by employing persons on deputation from the Central or State Government or any state of public Sector Undertaking, and
 - d. by contract
 - e. by absorption of such employees who have worked atleast for three years on any post on deputation in the Corporation/Federation.
- 6 If any employees working on deputation on any post desires his permanent absorption on that post in order to opt for the service of the Federation, the Establishment Committee of the Federation shall consider his claim keeping in view the record of service of the incumbent total number of posts created and vacant in that category and overall interest of the Federation. The Establishment Committee shall assign necessary seniority to such applicant after taking into consideration various aspects of the matter.

Provided further that such number of percentage of total number of posts in each category for direct recruitment and promotion shall be kept reserved for scheduled caste and scheduled tribe's candidates as are kept reserved by Government of Rajasthan for its employees from time to time.

- 7 The ratio of direct recruitment and promotion of employees in the service of the Federation and qualification and experience required for various posts will be in accordance with the "Schedule" appended and modified from time to time.
- 8 Direct Recruitment:

The age of the candidates for direct recruitment will be 28 years unless otherwise specified in the schedule appended to these regulations. The appointing authority will decide the age for direct recruitment for the new posts as and when created.

- 9 A) Promotion

In respect of first promotion to higher post promotion of eligible persons will be made on the basis of seniority cum merit. Second promotion shall be made purely on the basis of merit and performance.

B) Seniority lists for each category of employees will be prepared and maintained.

C) Merit of employees will be judged on the following basis:-

- (i) Capacity to do hard work with sincerity, honesty, objectivity & result orientation.
- (ii) Originality of thinking to increase productivity and efficiency in the organisation.

(iii) Sense of alertness combined with courage, initiative and decision making power, tact and organising capacity.

(iv) Previous record of services.

D) While considering promotions on the basis of merit with due regard to seniority, list of senior most employees eligible for promotion, not exceeding five times the number of vacancies, will be taken into consideration.

E) The Departmental promotion Committee to consider the cases of promotion of employees consisting of three members including secretary of the Federation shall be appointed by Managing Director.

10 Probation:

Persons recruited directly on any post and employees promoted from one post to any higher post shall be placed on probation for a period of one year from the date of such appointment which may be extended at the discretion of the appointing authority and the official/officer promoted to a higher post may be reverted under the order of the competent authority without notice or assigning any reasons thereof at any time during the probationary period. The services of candidate appointed through direct recruitment can be terminated during the period of probation without assigning any reason if the work is not found satisfactory.

11 Confirmation:

A probationer shall be confirmed in his appointment at the end of his period of probation, if:-

- (a) He has undergone such training as the Board may from time to time specify.
- (b) He has passed the departmental examination/ test if so required.
- (c) The appointing authority is satisfied that his integrity is unquestionable and that he is otherwise fit for confirmation.

12 Seniority:

Amongst the persons recruited in the same year, the promotees will rank senior to those who will be appointed by direct recruitment. Amongst the promotees those who are appointed on the basis of seniority-cnm-merit will rank senior to those who are appointed on the basis of merit with due regard to seniority. The interest seniority of those appointed on the basis of merit will be in accordance with their relative.

13 Age of retirement.

The age of retirement shall be 55 years.

CHAPTER-III

MISCELLANEOUS PROVISIONS

14 Nothing contained in these regulations shall invalidate any order made or action taken by the Board or any of its officers in accordance with any other provision of Law, Regulation, office order or procedure prescribed by the Board of management prior to commencement of these rules.

15 If any doubt or difficulty arises in interpreting these regulations, or in giving effect to them or if any lacuna, inconsistency or anomaly is discovered in their application, it shall be open to the Board to issue general instructions for the purpose of removing such doubt lacuna, inconsistency or anomaly .

RECRUITMENT SCHEDULE

ANNEXURE-A

GENERAL ADMINISTRATION

Sl.	Description of Minimum experience	Source of	Qualifications for Post from which
NO.	The post appointment by	Recruitment and qualifications	Direct recruitment

promotion
is to
be
made
required
for
promotion
.

1	2	3	4 5	6
1	Class IV (including Peon, Cycle Sawar) (240-290)	Direct recruitment 100%	Should be literate preferably ... 8 th class pass. Should know cycling.	...
2	Jr. Assistant / Clerk / LDC / Typist (355-570)	Direct 85% Promotion 15%	Must be second class Higher Secondary with knowledge of typing in English or Hindi preferably both with minimum years service and who speed of 30 & 20 words per minute in English and Hindi who qualify prescribed respectively. Preference will be given to graduates. recruitment 30/20.	Class IV
3	Assistant / Estt Asstt / Clerk / LDC / Time Keeper/ UDC (385-650)	Direct 50 % 5 years experience for Promotion 50%	Must be a second class Jr. Asstt. / graduate with two years experience on similar post in Govt. Deptt. Public or private graduates on the post of sector under taking Jr. Asstt.	under g
1	2	3	4 5	6
4	Sr. Assistant (500-940)	100% Promotion	...	Assistant
			of working on the post of Asstt.	
5	Administrative Superintendent (620-1100)	100% Promotion	... Sr. Assistant	Sr. Assistant
			Sr. Assistant	
*6	Stenographer to 9 have been redesignated	...	The existing posts at SI, No. 6 ...	...

*7 Personal Assistant as at SI.No. 6 to 8. The Board

resolved the pay scales and
 *8 Senior Personal Assistant qualifications and mode of
 recruitment prescribed for the
 post will be according mutatis-
 mutandis be the same as for
 similar posts in the state
 Secretariate and will stand
 accordingly.

(Resolution No. 29(4) of 29th
 meeting of Board of Directors
 of RCDF held on 30.6.83)

1	2 3	4	5	6
9 Driver (355-570) Direct	8 th class pass holding driving Recruitment license for heavy and light vehicles.			...
10 Computer (385-650)	Direct Second class graduate in ... Recruitment Commerce / Science with statistics as one of the subject.			
11 Statistical Assistant	Direct First or second class Post Recruitment Graduate degree in Economics 50% with Statistics or Commerce Promotion with Statistics or Statistics. 50% Preference to having Statistics or Statistics with experience of conducting feasibility survey, preparation of project report or statistical field surveys.			Compute

1	2	3	4 5	6
FINANCE & ACCOUNTS				
1 Accounts Assistant, Store Keeper, Cashier (385-650)	75%Direct Recruitment 25% Promotion	B.Com with at least two years experience on similar post in Govt. Deptt. Or Public / Pvt.		Jr. Assista
Sector undertaking of repute				
2 Stores Supervisor (440- Accounts Assistant 770)	100% Promotion Commerce graduate with	...		
			experience on the post of Acctts. Asstt.	
3 Jr. Accountant / Purchase Accounts Assistant Supervisor (460-770)	50% Direct Commerce graduate with 50% Promotion	Atleast II class commerce graduate or post graduate in		

			commerce with three years of experience	
4	Accountant (500-940)	50% Direct 50% Promotion	Atleast II class post graduate in commerce (with	Jr. Account
	accountancy as one of the papers in B.Com or M.Com) with 5 years experience on similar post.			
5	Asstt. Accounts Officer (620-1100)	100% Promotion	3 years experience as ... Accountant	Accountar
1	2 3	4	5	6
			CIVIL ENGINEERING	
1	Ferroman	100%Direct Recruitment	Passed 8 th Standard with one year experience of handling ammonia machine.	...
2	Draftsman (470-830)	100%Direct Recruitment	Diploma in Civil Draftsmanship with 2 years experience as tracer or on similar position	...
3	Jr. Engineer (470-830)	100%Direct Recruitment	Must hold a degree or diploma in Civil Engineering.	...
	Preference will be given to I division and person having experience.			
			TECHNICAL SECTION	
1	Worker & Helper including Dairy Worker and Laboratory Worker (240-290)	100%Direct Recruitment	Literate	...
2	Dairy Worker Gr. I (255-420)	100%Direct Recruitment	8 th standard pass	...
3	Operator Gr. II (85-500)	100%Direct Recruitment	ITI or Literate with 3 years experience	...
1	2	3	4	5
				Remark
4	Operator Gr. I (370-590) Gr. II	50%Direct ITI with 2 years experience ITI Operator Gr. II with Recruitment 50% Promotion		Operator
5	Electrician (370-590) Gr. II ITI (Electrician) with 2	50%Direct ITI with 2 years practical Existing Recruitment experience 50% Promotion fulfilling	years experience Electrician	Operator

				qualifications will continue in his original grade
6	Fitter (370-590) Gr. II Fitter not	50%Direct ITI with 2 years practical ITI (Fitter) with 2 years Recruitment experience experience fulfilling 50% Promotion qualifications will		Operator Existing continue in his original grade
7	Turner (370-590) Gr. II ITI (Mechanist) with 2	50%Direct ITI with 2 years practical ... Recruitment experience years experience 50% Promotion		Operator
8	Welder (370-590) Gr. II ITI (Welder) with 2	50%Direct ITI with 2 years practical Existing Tin Smith Recruitment experience years experience cum Welder not 50% Promotion fulfilling		Operator qualifications will continue in his original grade
1	2	3	4	5
				Remark
9	Mechanic (370-590)	100%Direct Recruitment	ITI (Automobile) with 2 years experience	...
10	Boiler Attendant Gr. II (370-590) experience	100%Direct Recruitment	Should have 'B' grade certificate with 2years	...
11	Boiler Attendant Gr. I 'A' class certificate ... (470-830) (Gr. holder with two years	50%Direct Recruitment 50% Promotion	Should have 'A' grade certificate with 2years experience	Boiler Attendant II)
12	Milk Recorder / Milk Tester (355-570)	100%Direct Recruitment	Science Graduate	...
13	Laboratory Assistant (335- 570)	100%Direct Recruitment	Science Graduate with	...
14	Dairy Supervisor (440- 770)	100%Direct Recruitment	Indian Dairy Diploma or Higher Secondary with 2 years practical experience in milk processing plant	...

continue in their
original grade.

15 Refrigeration Operator (470-830)	100%Direct	Diploma in Engineering / Recruitment Refrigeration or ITI with 4	...	
years experience in Ammonia Refrigeration plant in a Dairy				
1	2	3	4	5
16 Dairy Technician (470- 830)	100%Direct	Diploma in Mechanical / Recruitment Electrical Engineering or	...	
Indian Dairy Diploma (Dairy Technology)				
17 Foreman (470-830)	100%Direct	Diploma in Mechanical / Recruitment Electrical Engineering	...	
18 Assistant Dairy Chemist Laboratory (470-830)	50%Direct Graduate in Science ... Recruitment Assistant 50% Promotion	Electrical Engineering Graduate in Science with 2 years experience in laboratory with 2 years work. experience of Dairy laboratory.	...	
MARKETING				
1 Salesman/Sales Clerk/Cash Collection & Distribution Asstt. (355- 570)	100%Direct Recruitment	Higher Secondary	...	
2 Sales Inspector (385-650) Salesman/Cler	50%Direct Graduate with 2 years ... Recruitment Clerk 50% Promotion	Graduate in Science or Commerce with 2 years experience	k/Cash	
3 Sales Assistant (470-830) Marketing/Sales	50%Direct Recruitment 50% Promotion	Graduate (second class) in Science or Commerce with 3 Inspector experience as Sales years experience in	Sales	
4 Sales Supervisor (620- Asstt. 1100) Exp. As Sales Asstt.	100% Promotion Graduate with 5 yrs.		Sales	

RAJASTHAN COOPERATIVE DAIRY
FEDERATION LTD.,
NEAR GANDHI NAGAR RAILWAY
STATION JAIPUR-17.

OFFICE ORDER

The Board of Directors of RCDF in their 27th meeting held on 27.5.82 at item No. 27 (10) have approved the following amendment in Col No. 3 of item No. 2 (Jr. Asstts, LDC's & Typists in the scale of RS. 345-570) in schedule 'A' annexed to RCDF, Employees (Subordinate) conditions of Recruitment & Promotion Regulations, 1980.

That the words "85% by direct recruitment and 15% by promotion" Be substituted for "90% direct recruitment and 10% promotion".

This will take effect from 27.5.82.

Sd/-
(G.S.
Rajpurohit)
Secretary.

Copy to:-

- 1.The General Manager, Dairy Plant, Jodhpur/Bikaner/JMSS, Jaipur.
- 2.The Manager, Dairy Plant, Alwar/Ajmer/Udaipur.
- 3.The Manager/Dy. Manager, Cattle Feed Plant, Tabiji/Nadbai/Jodhpur/Bikaner.
- 4.The Manager, Paschimi/Uttri Raj. Dugdh Utpadak Sahakari Sangh Ltd. Jodhpur/Bikaner.
- 5.Manager/Project Officer, Distt. Milk Producers Co-operative Dairy Federation Ltd.,
Jaipur/Ajmer/Alwar/Bhilwara/ Udaipur/Kota/Bharatpur/Sawaimadhopur/Churu/Pali.
- 6.Project Officer, Spear Head Team, Siker-Jhunjhunu/Hanumangarh Junction.
- 7.Manager, Chilling Centre, Bhilwara.
- 8.Project Officer, Exotic Nuleus Farm/Semen Bank, Bassi.
- 9.Liaison Officer, RCDF, New Delhi.
- 10.Officers of the Federation.
- 11.Officer order/Master file.

Secretary.