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कार्यालय जिला कलक्टर एवं जिला परियोजना समन्वयक
इंदिरा गाँधी शहरी रोजगार गारंटी योजना कोटा (IRGY-URBAN)
कार्यालय नगर निगम कोटा उत्तर (राज०)

प्रशासनिक भवन, राजीव-गांधी भवन, दशहरा मैदान, कोटा (राज०)
ई-मेल :- nnkota@gmail.com, website :- www.kotamc.org, Pincode :- 324009

आवेदन-पत्र			
भर्ती का नाम	इंदिरा गाँधी शहरी गारण्टी योजना के अन्तर्गत पूर्णतया: संविदा आधार पर भर्ती		
आवेदित पद	नवीनतम पासपोर्ट साईज का फोटो स्व प्रमाणित		
आवेदन संख्या (कार्यालय उपयोग हेतु)			
आवेदक का विवरण			
आवेदक का नाम हिन्दी में			
आवेदक का नाम अंग्रेजी में (केपिटल लेटर में)			
पिता का नाम हिन्दी में			
पिता का नाम अंग्रेजी में (केपिटल लेटर में)			
माता का नाम हिन्दी में			
माता का नाम अंग्रेजी में (केपिटल लेटर में)			
लिंग			
जन्मतिथि			
आवेदनकर्ता की आयु (01 जनवरी 2023 को)			
श्रेणी जिसके लिये आवेदन किया जा रहा है। (वैध दस्तावेज संलग्न करावें) SC,ST,BC,MBC,Women,Widow,EWS			
धर्म			
वैवाहिक स्थिति			
जीवनसाथी का नाम			
मोबाईल नम्बर	ई-मेल		
आधार आई.डी.	जन आधार आईडी		
संतान संबंधित विवरण :	संतान का नाम	लिंग	जन्म दिनांक
क्र.सं.			
1.			
2.			
3.			
पत्राचार का पता :-			
.....			
स्थायी पता :-			
.....			
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Education Qualification Details/शिक्षा योग्यता विवरण						
क्रमांक	परीक्षा का नाम	विषय समूह	बोर्ड का नाम/विश्वविद्यालय/स्कूल/संस्थान	अनुक्रमांक	परिणाम	प्रतिशत/ग्रेड
1	Secondary					
2	Sr. Secondary/Equivalent					
3	Graduation/Equivalent					
4	Post Graduation/Equivalent					
5	Diploma					
6	BCA					
7	OTHER					

मैं एतद् द्वारा यह घोषित करता/करती हूँ कि इस आवेदन में मेरे द्वारा दी गयी उक्त सभी जानकारी स्वज्ञान और विश्वास के अनुसार सही है। मेरे द्वारा दी गयी जानकारी यदि झूठी या गलत होने पर पता लगता है तो कार्यालय जिला कलक्टर एवं जिला परियोजना समन्वयक इंदिरा गाँधी शहरी रोजगार गारण्टी योजना (IRGY-URBAN) कार्यालय नगर निगम कोटा उत्तर (राज०) मेरे खिलाफ कार्यवाही कर सकता है। मैं यह भी घोषणा करता/करती हूँ कि मैंने अधिसूचना क्रमांक : एफ17(4) D.O.P./A-2/2014 जयपुर दिनांक 11.01.2022 के प्रावधानों का भलीभाँति अध्ययन कर समझ लिया है उसके उपरान्त ही आवेदन किया है।

आवेदनकर्ता निम्नांकित दस्तावेज स्वप्रमाणित कर संलग्न करें।

1. शैक्षणिक योग्यता के प्रमाण-पत्र (स्वप्रमाणित प्रति)।
2. श्रेणी का प्रमाण-पत्र (स्वप्रमाणित प्रति)।
3. आधार आईडी एवं जनआधार आईडी (स्वप्रमाणित प्रति)।

आवेदनकर्ता के हस्ताक्षर

स्थान :

दिनांक :

—:: आवेदन प्राप्ति रसीद ::—

आवेदक का नाम पुत्र श्रीमोबाईल नम्बर.....
पदजिस हेतु आवेदन किया गया का कार्यालय की आवक पंजिका में दिनांक
 को बजे प्राप्त किया।

हस्ताक्षर

(पूरा नाम व पदनाम)

प्राप्तकर्ता

कार्यालय जिला कलक्टर एवं जिला परियोजना समन्वयक
इंदिरा गाँधी शहरी रोजगार गारंटी योजना कोटा (IRGY-URBAN)
कार्यालय नगर निगम कोटा उत्तर (राज०)

प्रशासनिक भवन, राजीव-गाँधी भवन, दशहरा मैदान, कोटा (राज०)

ई-मेल :- nnkota@gmail.com, website :- www.kotamc.org, Pincode :- 324009

क्रमांक :- ननिको(उ.) / IRGY प्रकोष्ठ / 2022-23 /

इंदिरा गाँधी शहरी रोजगार गारंटी योजना के अन्तर्गत पूर्णतया: संविदाकर्मियों के रिक्त पदों की स्थिति एवं संविदा सेवा की शर्त :-

इंदिरा गाँधी शहरी रोजगार गारंटी योजना के अन्तर्गत पूर्णतया: संविदा के आधार पर प्रथमतः 31 मार्च 2023 तक के लिए निर्धारित प्रपत्र में आवेदन पत्र आमंत्रित किये जाते हैं।

दिनांक :-

क्र.सं.	पदनाम	योग्यता	पदों का विवरण नगर निगम कोटा उत्तर/दक्षिण एवं जिले की 05 अन्य नगर पालिकायें	नियोजन का प्रकार एवं मासिक मानेदय	कुल पद
1.	वरिष्ठ तकनीकी सहायक	सिविल अभियांत्रिकी में स्नातकोत्तर/स्नातक डिग्री	नगर निगम कोटा उत्तर - 02 नगर निगम कोटा दक्षिण - 02 नगरपालिका रामगंजमण्डी - 01 नगरपालिका सुल्तानपुर - 01 नगरपालिका कैथून - 01 नगरपालिका सांगोद - 01 नगरपालिका इटावा - 01	पूर्णता संविदा के आधार पर रूपये 40,000/- प्रतिमाह	09
2.	कनिष्ठ तकनीकी सहायक	सिविल अभियांत्रिकी में डिग्री / डिप्लोमा	नगर निगम कोटा उत्तर - 05 नगर निगम कोटा दक्षिण - 05 नगरपालिका रामगंजमण्डी - 02 नगरपालिका सुल्तानपुर - 02 नगरपालिका कैथून - 02 नगरपालिका सांगोद - 02 नगरपालिका इटावा - 02	पूर्णता संविदा के आधार पर रूपये 30,000/- प्रतिमाह	20
3.	लेखा सहायक	बी.कॉम/ सीए इन्टरमिडियेट (आईपीसी) / I.C.W.A. (इन्टर) / कम्पनी सेक्रेटरी (इन्टर)	नगर निगम कोटा उत्तर - 03 नगर निगम कोटा दक्षिण - 03 नगरपालिका रामगंजमण्डी - 01 नगरपालिका सुल्तानपुर - 01 नगरपालिका कैथून - 01 नगरपालिका सांगोद - 01 नगरपालिका इटावा - 01	पूर्णता संविदा के आधार पर रूपये 25,000/- प्रतिमाह	11

4	M.I.S. मैनेजर	BCA	नगर निगम कोटा उत्तर - 03 नगर निगम कोटा दक्षिण - 03 नगरपालिका रामगंजमण्डी - 01 नगरपालिका सुल्तानपुर - 01 नगरपालिका कैथून - 01 नगरपालिका सांगोद - 01 नगरपालिका इटावा - 01	पूर्णता संविदा के आधार पर रूपये 25,000/- प्रतिमाह	11
5.	शहरी रोजगार सहायक	स्नातक+RSCIT कोर्स उत्तीर्ण	नगर निगम कोटा उत्तर - 07 नगर निगम कोटा दक्षिण - 07 नगरपालिका रामगंजमण्डी - 02 नगरपालिका सुल्तानपुर - 02 नगरपालिका कैथून - 02 नगरपालिका सांगोद - 02 नगरपालिका इटावा - 02	पूर्णता संविदा के आधार पर रूपये 15,000/- प्रतिमाह	24
कुल योग					75

--: संविदा पदों का वर्गीकरण (वर्गवार आरक्षण) :-

क्रं. सं.	संविदा पद का नाम	रिक्त पदों की संख्या	पिछड़ा वर्ग			अनुसूचित जाति SC			अनुसूचित जनजाति ST			आर्थिक कमजोर			अति पिछड़ा वर्ग		
			सामान्य	महिला	विधवा	सामान्य	महिला	विधवा	सामान्य	महिला	विधवा	सामान्य	महिला	विधवा	सामान्य	महिला	विधवा
1.	वरिष्ठ तकनीकी सहायक	09	05	01	-	-	01	-	01	-	-	-	-	-	-	-	-
2.	कनिष्ठ तकनीकी सहायक	20	08	02	-	-	01	01	01	01	-	01	-	-	-	-	-
3.	लेखा सहायक	11	05	01	-	-	01	01	01	-	-	01	-	-	-	-	-
4.	M.I.S. मैनेजर	11	05	01	-	-	01	01	01	-	-	01	-	-	-	-	-
5.	शहरी रोजगार सहायक	24	09	02	-	-	01	02	01	01	01	01	01	02	-	01	-

1. इच्छुक एवं पात्र अभ्यर्थी निर्धारित आवेदन पत्र में दिनांक 09.06.2022 से 25.06.2022 को सांय 6:00 बजे तक भरे हुए आवेदन पत्र उक्त अवधि में नगर निगम कोटा उत्तर के कक्ष नं. 312 में प्रस्तुत कर सकते हैं अथवा डाक द्वारा प्रेषित कर सकते हैं। निर्धारित दिनांक के पश्चात् प्राप्त आवेदनों पर विचार नहीं किया जायेगा। अतः अभ्यर्थियों को सलाह दी जाती है कि यदि वे डाक द्वारा आवेदन प्रस्तुत करते हैं तो पर्याप्त समय पूर्व आवेदन कर दें। आवेदन संलग्न निर्धारित आवेदन पत्र में ही किया जाना है अन्यथा मान्य नहीं होगा।
2. उक्त समस्त नियुक्तियाँ पूर्णतया: संविदा आधार पर है तथा प्रथमतः 31 मार्च 2023 के लिए ही है।
3. यह भर्ती पूर्णतया: मेरिट आधार पर है तथा इस हेतु कोई साक्षात्कार नहीं किये जायेंगे। (संविदा के पदों की पदवार निर्धारित न्यूनतम शैक्षणिक योग्यता के प्राप्तांकों के आधार पर मेरिट तैयार की जाएगी।)
4. चयनित अभ्यर्थी केवल एक ही निकाय से संविदा अनुबंध कर सकेंगे। यदि यह पाया गया कि किसी अभ्यर्थी ने एक से अधिक निकायों में चयनित होकर संविदा अनुबंध कर लिए हैं तो उसके सभी संविदा अनुबंध निरस्त कर दिये जायेंगे।
5. शहरी रोजगार सहायक के आवेदनकर्ता की न्यूनतम शैक्षणिक योग्यता स्नातक एवं **RS-CIT** कोर्स उत्तीर्ण है किन्तु मेरिट स्नातक डिग्री के आधार पर तैयार की जाएगी।
6. आवेदन शुल्क शून्य है। आवेदन पत्र नगर निगम कोटा उत्तर के कक्ष नम्बर 312 से निःशुल्क प्राप्त किये जा सकते हैं या नगर निगम कोटा की वेबसाइट <http://www.kotamc.org> से डाउनलोड किये जा सकते हैं।
7. कनिष्ठ तकनीकी सहायक के 04 पद डिप्लोमाधारियों से तथा 16 पद डिग्रीधारियों से भरे जायेंगे।
8. इन पदों हेतु कार्मिक विभाग की अधिसूचना दिनांक 11.01.2022 के अनुसार आरक्षण/रोस्टर एकीकृत रूप से किया जाएगा तथा संविदा भर्ती नियम 2022 के नियम सं. 10 के अनुसार पदों के लिए आरक्षण प्रावधानों की पालना की जाएगी।
9. यह भर्ती नगर निगम कोटा उत्तर/दक्षिण एवं नगर पालिका रामगंजमण्डी, सांगोद, कैथून, इटावा एवं सुल्तानपुर के क्षेत्रों में इन्दिरा गांधी शहरी निकाय का आवंटन लॉटरी के आधार पर किया जाएगा।
10. Other Conditions :- (1) A person shall be eligible to be hired for any contractual post in the Government :-
 (a) he/she is of sound mind and good health;
 (b) he/she has not been disqualified for appointment in public service off removed from public service on disciplinary grounds;
 (c) he/she has not been convicted of any offence involving moral turpitude.
11. Contract appointment shall stand terminated automatically on expiry of the period of the contract and there shall be no need to issue separate order for terminating the service.
12. चयनित अभ्यर्थियों Rajasthan Contractual Hiring to Civil Posts 2022 पर लागू होंगे। अभ्यर्थियों को सलाह दी जाती है कि वो इन नियमों का भलीभांति अध्ययन कर समझ लें तथा तत्पश्चात आवेदन करें। इस सम्बंध में कार्मिक (क ग्रुप 2) विभाग द्वारा जारी अधिसूचना संख्या एक 17(4)कार्मिक/क-2/2014 दिनांक 11.01.2022 के प्रावधानों के अन्तर्गत अनिवार्यतः/पूर्णरूपेण लागू रहेगी। सुलभ संदर्भ हेतु उक्त अधिसूचना कार्मिक विभाग की वेबसाइट पर उपलब्ध है।

13. मेरिट सूची व प्रतीक्षा सूची के प्रकाशन की तिथि पृथक से समाचार पत्र तथा नगर निगम की वेबसाइट <http://www.kotamc.org> द्वारा सूचित की जायेगी।

14. आयु :- आवेदक 1 जनवरी 2023 को 21 वर्ष की आयु प्राप्त हुआ होना चाहिये तथा नियुक्ति के लिए उपरी आयु सीमा 40 वर्ष है। उपरी आयु सीमा में अधिसूचना क्रमांक :- कार्मिक/क-2/2014 दिनांक 11.01.2022 के अनुच्छेद संख्या 6 के अनुसार छुट देय होगी।

15. सन्तान सम्बंधी विवरण :- आवेदक जिनकी दिनांक 01.06.2002 के पश्चात 2 से अधिक संतान है, ये आवेदन के पात्र नहीं होंगे। संतान की संख्या बाबत अधिसूचना क्रमांक :- कार्मिक/क-2/2014 दिनांक 11.01.2022 के बिन्दु संख्या 09 के प्रावधान लागू होंगे।

16. चयनित अभ्यर्थी को चयन उपरान्त मेडिकल बोर्ड से फिटनेस तथा पुलिस विभाग से चरित्र प्रमाण पत्र प्रस्तुत करना होगा।

17. आवेदन पत्रों पर अंतिम निर्णय जिला कलक्टर एवं जिला परियोजना समन्वयक का होगा जो आवेदक को मान्य होगा।

18. संविदा के आधार पर नियुक्त कार्मिक को कार्यक्षमता में कमी पाये जाने, संदिग्ध गतिविधियों एवं दुर्व्यवहार मय लिप्त पाये जाने पर संविदा सेवार्य समाप्त करने का अधिकार संबंधित नगरीय निकायों को होगा। जिसके लिए आवेदक न्यायालय में नहीं जा सकेगा।

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हस्ताक्षर आवेदनकर्ता

जिला कलक्टर एवं जिला परियोजना समन्वयक
इंदिरा गाँधी शहरी रोजगार गारंटी योजना कोटा (IRGY-URBAN)

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GOVERNMENT OF RAJASTHAN
DEPARTMENT OF PERSONNEL
(A.Gr.-II)

No. F. 17(4)DOP/A-2/2014

Jaipur, dated: 11.01.2022

NOTIFICATION

Whereas the State Government in public interest undertakes departmental Schemes/ Projects/ Central Sponsored Schemes/ Projects for social and economic development as a welfare State. For implementation of most of these projects/schemes requires the subject matter specialists, experts and manpower and posts for which do not exists in any other Service Rules in the government for regulating appointments and conditions of service of such posts. By their very nature the development schemes/projects undertaken by the Government are usually required for short term or medium term. Therefore, State Government needs to allow such posts to be filled in by way of hiring persons on contract basis in the State Government.

Now, therefore, in exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Rajasthan hereby makes the following rules, regulating the hiring of subject matter specialists, experts and manpower on contract, and the conditions of the services of persons hired to the Rajasthan Contractual Hiring to Civil Posts Rules, 2022, namely:-

1. Short title and commencement.- (1) These rules may be called the Rajasthan Contractual Hiring to Civil Posts Rules, 2022.

(2) They shall come into force from the date of their publication in the Official Gazette.

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

- (i) "Appointing Authority" means the Head of Department and includes any other authority or officer to whom such powers in that behalf may be delegated by a general or special order of the State Government;
- (ii) "Administrative Department" means the department in the State Government in which contractual posts are created;
- (iii) "Commission" means the Rajasthan Public Service Commission;
- (iv) "State" means the State of Rajasthan; and
- (v) "State Government" means the Government of Rajasthan.

3. Scope and application.- These rules shall apply to posts created by the Administrative Department with the concurrence of the Finance Department for

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implementation of any project or scheme and to person appointed on such posts in accordance with the provisions of these rules or person working on the post so created on contract basis on the date of commencement of these rules provided his/her selection was made after inviting applications through public advertisement.

4. Posts and strength of posts.- (1) The nature of posts created for implementation of the schemes/projects shall be such as may be notified by the Administrative Department with the concurrence of the Finance Department.

(2) The strength of the posts created under sub-rule (1) shall be such as may be determined by the Government, from time to time:

Provided that the Government may,-

(a) create any contractual post, from time to time, as may be considered necessary and may abolish any such post in the like manner without thereby entitling any person to any compensation, and

(b) leave unfilled or hold in abeyance, abolish or allow to laps any posts, from time to time, without thereby entitling any person to any compensation.

5. Method of hiring.- For hiring on contract under these rules on the posts created under sub-rule (1) of rule 4 shall be made by inviting of applications through public advertisement. The selection procedure shall be determined by the concerned Administrative Department, with the concurrence of Department of Personnel.

6. Age.- A candidate for hiring on contract under these rules must have attained the age of 21 years on the 1st day of January next following the last date fixed for receipt of applications. The upper age limit for the appointment under these rules shall be 40 years:

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

(i) 5 years in case of male candidates belonging to the Scheduled Castes, Scheduled Tribes, Backward Classes, More Backward Classes and Economically Weaker Sections.

(ii) 5 years in case of women candidates belonging to General category; and

(iii) 10 years in case of woman candidates belonging to the Scheduled Castes, Scheduled Tribes, Backward Classes, More Backward Classes and Economically Weaker Sections.

7. Qualifications and eligibility criteria for appointment.- The academic qualification, experience, duties, responsibilities of the post created under these rules shall be decided by the Administrative Department with the concurrence of the Department of Personnel and Finance Department.

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8. Production of Medical Certificate and Character Certificate.- (1) Personnel hired under these rules shall produce the medical certificate of fitness as may be specified by the Appointing Authority before joining the assignment.

(2) Personnel hired under these rules shall have to produce a character certificate written not more than six months prior to the date of joining.

9. Other conditions.- (1) A person shall be eligible to be hired for any contractual post in the Government ,-

(a) he/she is of sound mind and good health;

(b) he/she has not been disqualified for appointment in public service or removed from public service on disciplinary grounds;

(c) he/she has not been convicted of any offence involving moral turpitude.

(2) No person shall be eligible for appointment under these rules who has more than two children on or after 01-06-2002:

Provided that,-

(i) the candidate having more than two children shall not be deemed to be disqualified for the appointment so long as the number of children he/she had on 1st June, 2002, does not increase

(ii) 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.

(iii) while counting the total number of children of a candidate, the child born from earlier delivery and having disability shall not be counted.

(iv) any candidate who performed remarriage which is not against any law and before such remarriage he is not disqualified for appointment under this sub-rule, he shall not be disqualified if any child is born out of single delivery from such remarriage.

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

11. Period of contractual appointment.- (1) On the posts created under these rules, first contractual appointment shall be made for a period not exceeding five years or upto the expiry of the period of scheme/project whichever is earlier, however, if the period of scheme/project is further extended, the State Government may take decision for renewal of contractual appointment by extending the period of contractual

appointment for 3 years at a time depending on the necessity of the contractual employees and after assessing suitability of person appointed on contract, The contractual appointment shall not be extended beyond the date on which contractual appointee attains the age of 60 years.

(2) Work assessment of the person hired on contract shall be recorded so that his work may be assessed in case he is to be considered for appointment on contract for the next year.

(3) Contract appointment shall stand terminated automatically on expiry of the period of the contract and there shall be no need to issue separate order for terminating the service.

12. Appointment order.- The person selected for appointment under these rules may be appointed on contract by the Appointing Authority. The contract appointment order shall be issued in the prescribed Form appended to these rules.

13. Remuneration and other facilities. - (1) A person appointed on the posts created under these rules shall be entitled for such lump-sum remuneration as may be fixed by the Administrative Department with the concurrence of the Finance Department. On completion of satisfactory service of every one year, the monthly lump-sum remuneration shall be increased by 5% rounded off to next hundred rupees.

(2) The contractual employee shall also be entitled to,-

- (i) re-imbusement of Medi-claim Policy premium not more than Rs. 1500/- per year;
- (ii) re-imbusement of Accidental Insurance Policy premium not more than Rs. 500/- per year;
- (iii) Government contribution in New Pension Scheme (NPS) equal to 50% of the contribution deposited by him/her subject to maximum of 10% of the monthly lump-sum contract remuneration.

(3) No ad-hoc bonus shall be payable to contractual employee.

(4) TDS on income, if due, shall be deducted from contractual remuneration.

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

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

(2) The person hired on contract shall be entitled to half pay leave of 20 days in respect of each completed year of contract service. This leave may be granted on medical certificate only. Unutilized half pay leave may be accumulated maximum up to 200 days.

(3) Maternity leave up to 180 days would be admissible to the female contractual employee who have less than two surviving children. If there is no surviving child after availing it twice, maternity leave may be granted on one more occasion. Payment of leave shall be made as per the rate of contractual remuneration amount paid on the day before leaves commence.

(4) Contractual employee shall not leave headquarter without prior permission of competent officer.

15. Travelling allowance.- The person hired on contract shall be entitled to Travelling and Daily Allowance for journey performed by them in connection with the affairs of the State as per the Rajasthan Travelling Allowance Rules, 1971. For the purpose of Travelling Allowance the category shall be determined as per monthly lump-sum contract remuneration.

16. General conditions, ethics and observance.- The person hired on contract shall,-

- (i) observe general satisfactory conduct and ethics at the level expected under orders / rules and instructions issued by higher authorities;
- (ii) not be transferred from one place to any other place;
- (iii) not accept any full time / part time employment or engage in any other work, business occupation or pursue any study course without prior approval of the Government;
- (iv) comply the instructions regarding uniform/ livery, if issued, for which an amount fixed by the Administrative Department with the concurrence of the Finance Department shall be paid.

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

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

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

18. Revoking of appointment order.- Any person appointed under these rules if,-

- (i) disobeys lawful order or instructions of superior officers or defies the superior officers;
- (ii) make any anonymous correspondence with government official;
- (iii) involved in immoral life or in any criminal case;
- (iv) not maintain integrity and devotions to duty;
- (v) not establish usefulness of his/her services at all times; and
- (vi) involve in misappropriation of funds,

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

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

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

19. Termination of appointment.- If the Appointing Authority is not satisfied with the services of contractual employee appointed under these rules or believes that his/her services are no longer required for any reason, the appointing authority may terminate his/her services by giving three months notice or notice period salary. The decision of the Appointing Authority in this regard shall be final.

20. Screening.- If any specific contractual post of the any scheme/project of the Government is converted into regular post and included in any service, the person working on that contractual post and who have completed five years satisfactory service shall be screened for adjudging their suitability on the post by the screening committee consisting of,-

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| (i) Additional Chief Secretary/Principal Secretary/
Secretary of the Administrative Department | Chairman |
| (ii) Additional Chief Secretary / Principal Secretary/
Secretary of the Finance Department or his nominee
not below the rank of Deputy Secretary to the
Government; and | Member |
| (iii) Principal Secretary / Secretary of the Department of
Personnel or his nominee not below the rank of
Deputy Secretary to the Government, and | Member |
| (iv) Head of the Department | Member-
Secretary |

The Appointing Authority shall issue appointment order of the person, who is adjudged suitable for the post by the screening committee. The appointment order shall be effective from the date of issue of such order and the period of contract service under these rules shall not be counted as service for any purpose:

Provided that the concurrence of the Commission shall be obtained before regularisation on the post falling under its purview.

21. Interpretation. Unless the context otherwise requires, the Rajasthan General Clauses Act, 1955 (Act No. VIII of 1955) shall apply for the interpretation of these rules as it applies for the interpretation of a Rajasthan Act.

22. Removal of doubts.- If any doubt arises relating to the application, interpretation and scope of these rules it shall be referred to the Government in the

Department of Personnel whose decision in consultation with the Finance Department thereon shall be final.

Form
(Rule 12)
APPOINTMENT ORDER

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

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

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

- (a) Re-imbusement of medi-claim policy premium not more than rupees 1500/- per year.
 - (b) Re-imbusement of 50% of the contribution deposited by you in new contributory pension scheme, subject to maximum of 10% of the consolidated basic salary.
 - (c) Re-imbusement of Accidental Insurance policy premium not more than rupees 500/- per year.
2. The terms and conditions, and other matters like leave etc., will be governed as per the provisions of the Rajasthan Contractual Hiring to Civil Posts Rules, 2022.
 3. For travel on duty, the travelling and daily allowance shall be admissible as applicable to category of employees based on contractual salary under the Rajasthan Travelling Allowance Rules, 1971.
 4. The character certificate from two gazetted officers issued within 6 months shall be submitted by him/her before joining.
 5. The appointment is subject to the production of certificate of medical fitness issued by the Medical Board / Chief Medical and Health Officer before joining to the post.

Sum

6. The original, along with attested copies, certificates in respect of educational qualifications, caste or past experience, as the case may be, shall be submitted along with joining report.

7. He/she shall not take up any other assignment during the period of contractual appointment.

8. This contractual appointment shall stand terminated on..... During the period of employment, he/she may resign by giving a notice of three months. The appointing authority is also competent to terminate his/her appointment by giving a notice of three month or salary thereof.

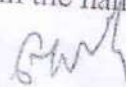
In case, the above terms and conditions are acceptable he/she may report for duty to the undersigned before..... (Not more than fifteen days). After expiry of this period the appointment order shall stand cancelled.

Date:

Place:

Signature Head of the Department

By Order and in the name of Governor,



(Jai Singh)

Joint Secretary to the Government.

4/2022